

City Council
Jefferson City, Tennessee
Regular Meeting
Agenda

TIME: 5:00 P.M.

DATE: Monday, March 7, 2022

PLACE: Jefferson City Municipal Building

1. Call to Order, the Honorable Mitch Cain, Mayor presiding

Opening Prayer

Pledge of Allegiance

2. Roll Call, Monica Myers, City Recorder
3. Approval of Minutes from Previous Meetings
4. Citizen Comments (Citizens commenting should state their name, address, and limit comments to five minutes.)
5. Communications from the Mayor
6. Reports from Committees, Council Members, and other Officers

Fire Department Monthly Report. Consider a report from Lee Turner, Fire Chief, concerning a summary of the department's activity for February 2022.

Parks & Recreation Monthly Report. Consider a report from Walter Gibson, Parks & Recreation Director, concerning a summary of the department's activity for February 2022.

Police Department/City Court Monthly Report. Consider a report from Andy Dossett, Police Chief, concerning a summary of the department's activity for February 2022.

Public Works Monthly Report. Consider a report from Porter Massengill, Public Works Director, concerning a summary of the department's activity for February 2022.

City Manager's Monthly Report. Consider a report from John Johnson, City Manager, concerning a summary of activity for February 2022.

7. Appointments

JMH City/County Oversight Board. Bobby Carroll's term will expire in March 2022. This is a Mayoral appointment with a City Council confirmation and is for a three-year term.

8. Acceptance of Bids/Professional Services/Leases/Grants

9. Old Business

Ordinance 2022-01. This is an ordinance of the City of Jefferson City amending the operating budget for the Fiscal Year 2021-22.

10. New Business

Ordinances on First Reading

Resolutions

Resolution 2022-10. This is a resolution authorizing roof repairs on the City Hall, Library, Fire Station and Police Station buildings.

11. Adjourn.

Minutes of Regular Meeting
February 7, 2022

The City Council of Jefferson City, Tennessee, met in regular session on Monday, February 7, 2022 at 5:00 p.m., at City Hall, with Mayor Mitch Cain presiding.

The Opening Prayer and Pledge of Allegiance was led by Mayor Cain.

Roll call by the City Recorder was as follows:

Mayor Cain	Present
Vice Mayor Bunch	Present
Councilwoman Combs	Present
Councilman Melton	Present
Councilwoman Purkey	Present

Also present were John Johnson, City Manager; Robert Burts, City Attorney; and Monica Myers, City Recorder.

Upon motion of Councilman Melton, seconded by Councilwoman Combs, the minutes of January 3 and January 18, 2022 were unanimously approved as written.

Upon request by Mayor Cain for citizen comments, there were none.

In communications from the Mayor, he announced the Jefferson County Chamber of Commerce Banquet would be held March 10 at the Lakeway Christian Academy in White Pine, and he would reserve a table for City Council. New City Banners for Hwy. 11-E and Hwy. 92 would be up shortly. The local sales tax was up by 10% for December, which means people were shopping locally. He presented two worksheets from the Jefferson County Finance Department showing Hotel/Motel tax collections and contributions to the Jefferson County Chamber. He also stated he will be meeting with the County Mayor and the other City Mayors to discuss economic development.

In reports from Committees, Council Members, and other Officers, the following reports were presented to City Council: Fire Department Monthly Report, Police Department/City Court Monthly Report, Parks and Recreation Monthly Report, Public Works/Utilities Monthly Report and the City Manager's Monthly Report.

City Manager John Johnson told City Council that he had recently attended a LAMPTO meeting and that the intersection improvements on Chucky Pike (Hardee's Restaurant Side) would not be ready until the end of the year.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Bryan Miller and Betty Churchman were unanimously reappointed to the Adjustment & Appeals Board.

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Minutes of Regular Meeting

February 7, 2022

Mayor Cain announced his reappointment of Carolyn Blevins and Elizabeth Moser to the Beautification Board, Stephanie Fleming appointment to fill the unexpired term of Mary Gombert, and appointing Mary Gombert to serve on the Beautification Advisory Board.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Kevin Davenport was unanimously reappointed to the Jefferson County Equalization Board.

Mayor Cain announced his reappointment of Spencer Gatlin to the Planning Commission.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, Ordinance 2022-01, an ordinance of the City of Jefferson City amending the operating budget for the Fiscal Year 2021-22, was unanimously adopted on first reading.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Resolution 2022-06, a resolution authorizing the extension of the trash contract with Waste Connections of Tennessee, Inc. and conversion to 95-gallon carts provided by Waste Connections, was unanimously adopted.

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Combs, Resolution 2022-07, a resolution authorizing the purchase of a replacement police K-9 for the Jefferson City Police Department, was unanimously adopted.

Upon motion of Councilwoman Combs, seconded by Councilman Melton, Resolution 2022-08, a resolution authorizing the payment of pro-rated county taxes on the Jerry Brewer property on Main Street and waiving of city taxes on the same property, was unanimously adopted.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Resolution 2022-09, a resolution authorizing the status of the Administrative/Accounting Clerk be changed from part-time employee to full-time employee, was unanimously adopted.

The meeting was adjourned at 5:23 p.m.

Mitch Cain, Mayor

Monica Myers, City Recorder



JEFFERSON CITY FIRE DEPARTMENT

104 City Center Drive • Jefferson City, TN 37760
Telephone • 865-475-3616
Fax • 865-471-7099

Office of the Fire Chief Monthly Department Activity Summary February 2022

Operations

	<u>Monthly Total</u>	<u>Yearly Totals</u>
Structure Fires and Explosions	1	2
False Alarms/Good Intent Calls	13	23
Vehicle Fires	0	0
Vegetation Fires	1	1
EMS First Response Calls	84	164
Motor Vehicle Collisions	9	15
Service Calls	4	6
Hazardous Condition/Materials Call	1	5
Mutual/Automatic Aid Requests	8	16
Total	120	234

Training

Red Shift	179.5	338
Green Shift	161	364.5
Blue Shift	169	313
Administration	50	145
Part-Time/Reserve Firefighters	158	479.5
Total Training Hours	717	1,640

Fire Prevention/Public Education

Company Inspections/Pre-Planning Visits	7
Station Tours/Visits	0
Public Education Deliveries/Classes	4

Average Monthly Response Time:

6:30 minutes

90% Percentile Response

Fire: 7:36 minutes

EMS: 7:16 minutes

Other Items of Interest:

Chief Turner attended the District 2 Homeland Security Meeting on 2/2/2022.

JCFD Firefighters completed in-service training of Propane Emergency Response Specialist Course 2/11/2022. The 8-hour course included strategy and tactics for responding to and mitigating propane spills and leaks.

The Department hosted the LSU Hazardous Materials Sampling Class for Homeland Security District 2 in February. Participants attended from Morristown Fire, Knox County Sheriff's Department, Rural Metro Fire, Lenoir City Fire, and the Tennessee Highway Patrol.

Training Officer Lieutenant Lee Rayburn received his designation as a Credentialed Training Officer (CTO) from the Commission of Professional Credentialing in February. Lieutenant Rayburn joins 8 other Tennessee Training Officers who have this designation.

Parks and Recreation Monthly Report
For February 2022

Weekly Attendance

Sat. January 29 th - Fri. February 4 th	829
Sat. February 5 th – Fri. February 11 th	876
Sat. February 12 th – Fri. February 18 th	860
Sat. February 19 th – Fri. February 25 th	869

Monthly staff meeting with maintenance and front desk staff.

Youth basketball season will be completed in the next two weeks.

Pickle Ball play continues at center.

Outdoor parks and walking trails are seeing increased usage.

Submitted proposed 2022-23 budget on March 1st.

Boiler replacement work is complete at the Community Center for the heating of the indoor swimming pool.



Jefferson City Police Department



Monthly Council Report February 2022

Training

Officer	Training	Hours
Andy Dossett	Handle with Care	1
Andy Dossett	TN Association of Chiefs of Police Conference	12

Community Relations/Outreach

Officer	Event/Project	Hours
Andy Dossett	Drug Coalition meeting	1

Municipal Court

Citations Heard	34	Docket Count	66	Fines/Costs Imposed	5699.00
Fines/Costs Collected (month)	11747.34	Fines/Costs Referred	1456.50	Referred to State/FTA	17
Guilty	17	Not Guilty	6	Dismissed	8
Referred to Driving School	4				

Patrol Activity (01/2022)

Calls for Service	Vehicle Crash	Arrests-M	Arrests- F	Reports	Citations
915 (2/2022)	38	39	10	65	191
Burglary	Theft	Drug Arrests	Car Stops	DUI	Foot Patrol
1	9	12	162	5	142
Miles Patrolled	Property Checks				
17278	6959				

Employee Recognition

JCPD earned its first re-accreditation award after 3 years of evaluation

Jefferson City Police Department - NIBRS Agency Crime Overview - from Feb 1, 2022 to Feb 28, 2022

Population Estimate	N/A	Group A Offenses	Offenses (*)		Arrests (**)	
			Reported	Cleared	Adult	Juvenile
Offense Overview		Crimes Against Persons				
Offense Total	65	Murder and Nonnegligent Manslaughter	0	0	0	0
Number Cleared	50	Negligent Manslaughter	0	0	0	0
Percent Cleared	76.92%	Kidnapping/Abduction	1	1	1	0
Group A Crimes per 100,000 population	N/A	Forcible Rape	0	0	0	0
		Forcible Sodomy	0	0	0	0
		Sexual Assault With An Object	0	0	0	0
Arrest Overview		Forcible Fondling	2	0	0	0
Total Arrests	68	Incest	0	0	0	0
Adults Arrests	68	Statutory Rape	0	0	0	0
Juvenile Arrests	0	Aggravated Assault	2	2	2	0
Unknown Age	0	Simple Assault	3	3	3	0
Arrests per 100,000 population	N/A	Intimidation	0	0	0	0
		Human Trafficking, Commercial Sex Acts	0	0	0	0
Average number offenses/incident	1.25	Human Trafficking, Involuntary Servitude	0	0	0	0
		Crimes Against Property				
Group B Arrests		Arson	0	0	0	0
Offense Adult Juvenile		Bribery	0	0	0	0
All Other Offenses	17 0	Burglary/Breaking & Entering	1	0	0	0
Bad Checks	0 0	Counterfeiting/Forgery	0	0	0	0
Curfew/Loitering/Vagrancy Violations	0 0	Destruction/Damage/Vandalism of Property	1	0	0	0
Disorderly Conduct	0 0	Embezzlement	0	0	0	0
Driving Under the Influence	3 0	Extortion/Blackmail	0	0	0	0
Drunkenness	1 0	False Pretenses/Swindle/Confidence Game	0	0	0	0
Family Offenses (Nonviolent)	0 0	Credit Card/Automatic Teller Fraud	1	0	0	0
Liquor Law Violations	0 0	Impersonation	1	0	0	0
Peeping Tom	0 0	Welfare Fraud	0	0	0	0
Runaway	0 0	Wire Fraud	0	0	0	0
Trespass of Real Property	0 0	Identity Theft	1	0	0	0
Total Group B	21 0	Hacking/Computer Invasion	0	0	0	0
		Robbery	0	0	0	0
		Pocket-picking	0	0	0	0
		Purse-snatching	0	0	0	0
		Shoplifting	5	5	5	0
		Theft From Building	1	0	0	0
		Theft From Coin Operated Machine or Device	0	0	0	0
		Theft From Motor Vehicle	2	0	0	0

Theft of Motor Vehicle Parts/Accessories	0	0	0	0
All Other Larceny	6	2	0	0
Motor Vehicle Theft	0	0	0	0
Stolen Property Offenses	0	0	0	0
Crimes Against Society				
Drug/Narcotic Violations	9	8	8	0
Drug Equipment Violations	9	9	8	0
Betting/Wagering	0	0	0	0
Operating/Promoting/Assisting Gambling	0	0	0	0
Gambling Equipment Violations	0	0	0	0
Sports Tampering	0	0	0	0
Pornography/Obscene Material	0	0	0	0
Prostitution	0	0	0	0
Assisting or Promoting Prostitution	0	0	0	0
Purchasing Prostitution	0	0	0	0
Weapon Law Violations	1	1	1	0
Animal Cruelty	0	0	0	0
Total Group A Offenses	65	50	47	0

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

Major Projects Status

- ❖ Waste Water Plant Improvement Project – New process is online and Phase II of project has begun.
- ❖ Industrial Park Sewer project (City Portion) – Of project is complete.
- ❖ Salt Building project – TPM has broken ground on the new salt storage building.
- ❖ Black Oak Fire Protection Project – Construction by City crews is scheduled for Spring of 2022.
- ❖ Green Meadows Subdivision – Sanitary sewer line installation has been completed for Phase I, Phase II, and Phase III of the project. Street construction is approximately 90% complete for Phase I of the project. Phase IV and V are under construction.
- ❖ FEMA/TEMA Disaster Flooding Relief –All projects complete. Final disbursement has been received.
- ❖ COVID-19 Update: Presently all employees are COVID free. Employees are following CDC and Health Department guidelines. Extra precautions and disinfecting are taking place daily. Visitors are screened upon arrival.

Task –January 2022

Water & Sewer

Water Taps:23
Sewer Taps: 6
Water Treated: 124.20 million gallons
Water leaks: 17
Waste Water Treated: 30.44 million gallons
Waste Water effluent violation: 0
Overflow: 0

Streets & Sanitation

Brush Hauled – 38 loads
Junk Hauled – 32 loads
Recycle Hauled – 24.26 ton

MEMO

To: City Council

From: John B. Johnson, City Manager

Date: February 2022

Re: Monthly Report

1. Met with a possible business prospect for Jefferson City.
2. Met with Frank McDaniel of Brown, Jake & McDaniel.
3. Met with Don Miller, Chairman of the IDB and Jamie Carden, PE of McGill Engineers concerning Jefferson City Industrial Complex.
4. Met with McGill Engineers concerning water/sewer projects.
5. Met with Nate Bowe of McGill Associates to discuss the Wastewater Treatment Plant Project.
6. Attended Jefferson County EMS Board meeting
7. Attended LAMTPO TAC meeting.
8. Met with Larry Russell to discuss pay plan update.
9. Met with representatives of CARE.
10. Met with Rich DesGroseillers of LAMTPO.
11. Met with Doug McGill of Waste Connections.

MEMO

TO: John Johnson, City Manager; City Council
FROM: Monica Myers, City Recorder
DATE: 3/3/2022
SUBJECT: Additional Amendments

Please amend Ordinance 2022-01 to include the additional amendments below:

	DEBIT	CREDIT
110-42200-261 Repairs to Fire Truck		\$5,500.
110-41111-259 Additional Demolition and Rock for Downtown Parks-Belk Bldg.		\$15,730.
110-41111-259 Woodford & Assoc. Appraisal		\$3,900.
110-44200-266 110-44600-259 Demolition of the Neighborhood Center		\$5,000. \$3,200.

MEMO

TO: John Johnson, City Manager; City Council
FROM: Monica Myers, City Recorder
DATE: 01/21/22
SUBJECT: Budget Amendments

Attached is Ordinance 2022-01, amending the FY 2021-22 Budget, for items given approval by City Council in previous meetings in the past six months. Below is a list of amendments, which are highlighted with the amounts on the attached pages. As always, please let me know if you have any questions.

Bridge Project Old AJ Hwy.-Pending Balance for Revenue and Expenditure.
Contribution from the County for the Fire Dept.
Bond Sale Revenues and Expenditures for refinancing the Library and RD Sewer Loan.
Donations and Expenditure for the Food Truck for the healthcare workers at Tennova Hospital.
PEP Grant for the Fire Department used for budgeted supplies.
State Direct Appropriation Grant that was used for the purchase of a Street Sweeper.
Donation to Christmas in Jefferson County.
Prorated County Taxes for the "Parks-Belk" Building downtown.
Appraisal Services for land search.
Additional demolition expenditures for the "Parks-Belk" building downtown.
Expenditure for part-time employee in the City Manager's budget reallocated to the City Recorder's budget and increased to full-time employee.

Refund in Property Taxes per the State Equalization Board's approval of the Teacher's Retirement System (Wal-Mart Building) Appeal for a decrease in property assessment for years 2017, 2018, 2019 and 2020, in the amount of \$40,534. This was received on January 19, 2021.

Public Works Salt Building increased for additional cost.
Contribution to the Jefferson City Industrial Board for site preparation improvements.
Police THSO Grant used for purchase of E-Ticket equipment.
Police Dept. purchase of two additional computers approved.
Police Dept purchase of Dual Radars approved in last fiscal year, but not received until after closing.
Fire Dept. unplanned repairs to the Ladder Truck.
Public Works/Water& Sewer Dept. purchase of a Pickup Truck approved in last fiscal year, but not received until after closing.
Streets-approval of a "Welcome to Jefferson City Sign", to be shared by CNU.
Streets Additional Paving approved and expended out of the General Fund and State Street Aid Fund.
Streets-approval of a Street Sweeper.
Streets and Water Dist./Sewer Collection purchase of a printer for GIS mapping.
Streets- Trailer approved in last fiscal year budget, but not received until after closing.
Community Center-replacement of the Indoor Pool heater.
Community Center-additional costs for replacement of the Roof.
Drug Fund- purchase of a new K-9 Dog.
Drug Fund- purchase of Gym/Exercise Equipment.

Water/Sewer Fund-PEP Grant used for the Water Plant Gate expenditure.
 Water/Sewer Fund-American Recovery Act Grant Funds-Half of funds received by the state.
 Water/Sewer Fund-FEMA Funds final payment received for flooding damage.
 Water Plant & Water Admin-Longevity Pay for two retirees Vince Bondersuck and Jill Molzon.
 Sewer Plant-Civil Penalty for reporting error by previous WWTP Chief Operator.
 Water/Sewer -purchase of an Air Compressor
 Water/Sewer Admin.-Meter Handheld Software approved in the prior year, but not received until after closing.
 Sewer Project-Extension of Sewer to the Jefferson City Industrial Park.

General Fund Amendments

Revenues	\$2,403,770.	Increase
Expenditures	\$3,003,620.	Increase

Street Aid Fund Amendments

Expenditures	\$100,000.	Increase
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Drug Fund Amendments

Expenditures	\$25,110.	Increase
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Water/Sewer Amendments

Revenues	\$1,238,945.	Increase
Expenditures	\$ 58,695.	Increase
Capital Outlay-Source	\$1,238,945.	Increase
Capital Outlay-Uses	\$1,334,455.	Increase

JEFFERSON CITY, TENNESSEE

ORDINANCE 2022-01

AN ORDINANCE OF THE CITY OF JEFFERSON CITY, AMENDING THE OPERATING BUDGET FOR **FISCAL YEAR 2021-22**.

BE IT ORDAINED BY THE CITY COUNCIL OF JEFFERSON CITY, TENNESSEE, THAT,

Section 1. The annual operating budget of the City of Jefferson City, Tennessee, for **Fiscal Year 2021-22** is hereby amended per the attached spreadsheet:

SEE ATTACHMENT

Section 2. This ordinance shall become effective upon final passage, the public welfare requiring it.

Passed this:

First Reading: 7th day of February, 2022

Second Reading: 7th day of March, 2022

Mitch Cain, Mayor

Attest: _____
Monica Myers, City Recorder

JEFFERSON CITY, TENNESSEE

Resolution 2022-10

RESOLUTION AUTHORIZING ROOF REPAIRS ON CITY HALL, LIBRARY, FIRE STATION, AND POLICE STATION BUILDINGS.

WHEREAS, leak repairs are needed on the roofs of City Hall, Library, Fire Station, and Police Station; and

WHEREAS, the City Manager received a bid of \$11,570.00 from RoofChoice, Nashville, Tennessee; and

WHEREAS, that on recommendation of the City Manager, Council deems it in the best interest of the City to accept the bid of RoofChoice and to waive further bidding process.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Jefferson City as follows:

1. That the Council authorize the roof repairs on the four named city buildings by RoofChoice for \$11,570.00, and to waive further bidding process.
2. That the necessary budget amendment shall be made as appropriate.

ADOPTED this the 7th day of March, 2022.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Monica Myers, City Recorder



568 Brick Church Park Dr
Nashville, TN 37207
Phone: (615)761-9579

To: Mr. John Johnson
Jefferson City Community Center
1247 N. Hwy 92
Jefferson City, TN. 37760
Attn: John Johnson
(herein "Owner")

Proposal Number: 0593-2021

Date: 02/24/2022
Subject: Jefferson City
Building: (4) Buildings
Location:
100,104,108,112 City Center Dr.
Jefferson City, TN 37760

RoofChoice LLC ("RoofChoice") will furnish at the above building all labor, materials, tools, equipment and supplies necessary to complete in a good and workmanlike manner the following work described below:

SUMMARY OF WORK

- 1. Repair all roof leaks on City Hall, Library, Fire Station and Police Station Roofs:**
 - Remove and replace leaking screws with oversized screws with neoprene washers*
 - Replace leaking pipe boots with new EPDM pipe boots*
 - Reseal leaking valleys, vents, and flashings*
 - Remove ridge flashing and repair leaks*

No warranty can be provided on this repair, (4) free leak service calls will be granted if roof leaks re-occur in same areas repaired within 12 months of repairs.

PRICING

Total cost for repairs on all (4) buildings = \$11,570

PAYMENT

Payment shall be made as follows, time being of the essence:

Payment in full upon completion.

ACCEPTANCE AS CONTRACT

Upon acceptance by Owner this proposal shall set forth the terms and provisions a valid and enforceable contract between RoofChoice and Owner, which shall be interpreted and construed exclusively in accordance with the laws of the State of Tennessee. Such contract represents the entire and integrated agreement between RoofChoice and Owner and supersedes all prior negotiations, representations or agreements, either written or oral. No amendment of any provision of such contract shall be valid unless in writing and signed by both parties. In the event that any clause or provision shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not affect any of the remaining provisions. Should either party fail to perform as provided herein, the non-defaulting party shall be entitled to recover damages resulting from such default. In the event either party must take legal action to enforce its rights, the prevailing party shall be entitled to recover from the other party, who hereby agrees to pay, all the costs of such action including reasonable attorneys' fees.

Respectfully Submitted,
Mike Richardson
(423) 736-3838

The undersigned Owner acknowledges having read the foregoing proposal, accepts the terms and provisions thereof and agrees to all such terms and provisions.

SIGNATURE:

TITLE: _____

DATE: _____