

City Council
Jefferson City, Tennessee
Work Session
Agenda

TIME: 5:00 p.m.

DATE: Tuesday, March 15, 2022

PLACE: Jefferson City Municipal Building

- A. Opening Prayer.
- B. Pledge of Allegiance.

Items for discussion:

1. **Citizen Comments.** (Citizens commenting should state their name and address.)
2. **Jefferson City Library.** Receive a report from David Philips, Library Director.
3. **Audit Services Contract.** Consider a memo from Monica Myers, City Recorder concerning the contract for 2022 audit services.
4. **Trench & Collapse Trailer.** Consider discussion with Lee Turner, Fire Chief, concerning a trench & collapse trailer.
5. **Industrial Development Board.** Consider discussion concerning additional inspection costs for sewer line construction at the Jefferson City Industrial Complex.
6. **Adjourn.**

MEMO

TO: John Johnson, City Manager; City Council
FROM: Monica Myers, City Recorder
DATE: March 11, 2022
SUBJECT: Approval of Audit Proposal

Please approve the attached quote from Brown, Jake & McDaniel, P.C. to perform the Audit of Financial Compliance for the city for FY 2021-22, FY 2022-23, and FY 2023-24. The firm is very professional and has adequate staffing for performing the audit. The firm also provides assistance with the city's Capital Outlay Plan and the Water/Sewer Rate Study. The city has a good working relationship with the firm. I would recommend approval of the proposal.

BROWN JAKE & McDANIEL, PC
CERTIFIED PUBLIC ACCOUNTANTS
2607 KINGSTON PIKE, SUITE 110
KNOXVILLE, TENNESSEE 37919-3336
865/637-8600 • fax: 865/637-8601
www.bjmpc.com

JOE L. BROWN, CPA, CGFM, CGMA
FRANK D. McDANIEL, CPA, CGFM, CGMA
TERRY L. MOATS, CPA, CGFM, CGMA
JAMES E. BOOHER, CPA, CGMA
HALEY S. SLAGLE, CPA, CGMA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

March 9, 2022

Monica Myers, City Recorder
City of Jefferson City, Tennessee
112 City Center Drive
P.O. Box 530
Jefferson City, TN 37760

Dear Monica:

Thank you for your request for a quote for audit fees for the next three fiscal years. The following are our quotes of maximum fees for the audit of the financial statements of the City for each of the next three years:

Fiscal year ending June 30, 2022	\$31,500
Fiscal year ending June 30, 2023	\$32,750
Fiscal year ending June 30, 2024	\$34,000

We appreciate the opportunity to be of service to the City and look forward to our continued long-term relationship.

Very truly yours,

Brown Jake & McDaniel, PC

Brown Jake & McDaniel, PC

Interlocal Agreement For Automatic Response of Fire, Rescue and EMS Services

Pursuant to TCA 6-54-601 and TCA Section 12-9-104

THIS AGREEMENT entered as of the 1st day of April, 2022, by and between the Jefferson City Fire Department and the Jefferson County Rescue Squad, hereinafter called "Emergency Response Agencies".

WHEREAS, Sections 12-9-101 through 12-9-109, Tennessee Code Annotated, authorizes public agencies to enter into local agreements; and

WHEREAS, Sections 6-54-601 through 6-54-603, Tennessee Code Annotated, specifically authorizes incorporated cities to enter into agreements with Departments for firefighting and rescue assistance; and

WHEREAS, the parties hereto desire to avail themselves of the authority conferred by these laws; and

WHEREAS, the purpose of this agreement is to provide each of the parties through their cooperation, a predetermined plan by which each might render aid to the other as needed for rescue services, or related technical support services under specific arrangements as provided herein; and

WHEREAS, it is deemed in the public interest for the parties hereto to enter into an agreement for automatic response with specialized and technical rescue services, including trench, confined space, high angle, collapse, vehicle/machinery entrapment and water rescue, or related technical support services to provide aid as needed to assure each party of adequate depth of protection.

NOW THEREFORE, pursuant to *Tennessee Code Annotated* 6-54-601 and 12-9-102 *et seq.*, and in consideration of the mutual covenants contained herein, the parties agree as follows:


1. The parties agree to provide response to the other department in the other emergency response agencies' jurisdictions or properties.
2. The Jefferson City Fire Department will take ownership and possession of the Jefferson County Rescue Squad's Trench and Collapse Rescue Trailer and the contents thereof. As part of this agreement, the Jefferson City Fire Department will provide trench and collapse rescue response to the jurisdiction of the Jefferson County Rescue Squad (Jefferson County). Further, a complete and total inventory of the trailer's equipment shall be collected and placed on file with the respective agencies. The Jefferson City Fire Department further agrees to maintain said equipment and trailer to ensure readiness and availability of response of said resources.
3. Jefferson City Fire Department further agrees to return the trailer and its original contents as documented in the initial inventory, to the Jefferson County Rescue Squad should the Fire Department determine it is no longer interested or able to provide trench and collapse response.
4. This agreement shall be valid between the signed parties when the mayor/president and fire chief/rescue chief of the respective political jurisdictions execute it pursuant to the


ordinance/resolution of each jurisdiction authorizing the mayor/president to execute it.

5. With the exception of the specific services described in this inter-local agreement, all other requests for aid and assistance between the parties shall be governed by *Tennessee Code Annotated 58-8-101 et seq.*

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year written above.

Jefferson County Rescue Squad

By:  _____
President

By:  _____
Rescue Chief

Jefferson City Fire Department

By: _____
Mayor

By: _____
Fire Chief

From: Don Miller <donniegmiller@aol.com>

Date: March 11, 2022 at 10:57:37 AM EST

To: jjohnson@jeffcitytn.com

Subject: Engineering cost for Sewer Project

Reply-To: Don Miller <donniegmiller@aol.com>

Good Morning John:

Attached is the professional services contract for McGill for the additional cost for the sewer project at our Jefferson City Industrial Complex.

The "not to Exceed" number is \$26,000.

We respectfully request this contract be approved by the City Council.

Thank you.

Donnie G. Miller
Chairman
Industrial Development Board
of The City of Jefferson City
Phone: [865-548-4609](tel:865-548-4609)
Fax: [413-460-3184](tel:413-460-3184)



January 31, 2022

Don Miller
Jefferson City Industrial Development Board Chairman
P. O. Box 530
Jefferson City, TN 37760

RE: Professional Services Amendment #3 – Construction Phase
2019 SDG and InvestPrep Grants
Jefferson City Industrial Complex (Hunt Property)

Dear Mr. Miller:

The project mentioned above has been a significant win for the IDB and Jefferson City and will undoubtedly be a very positive economic site in the near future. The purpose of my letter is to request additional professional services from the IDB in the form of construction phase services for the last phase of the project (Phase 4), the 12-inch sanitary sewer extension from Chucky Pike to Odyssey Road.

In order to make my request more understanding, the following bullet points are the progress of the work as it relates to the TVA InvestPrep funds originally established for such work.

TVA InvestPrep Funding line item: \$100,000

- The original purpose of this line item was for construction administration, construction inspection services, any miscellaneous geotechnical reporting

Phase 1

- Dates for mass grading (original project) 11/30/19 to 09/21/20
- Engineering was paid by TVA and TNECD (\$65,000) and has been billed to 100%
- No change or request of additional professional services requested by McGill

Phase 2

- Dates of mass grading (revised project) 09/21/20 to 05/02/21
- Additional engineering costs were incurred for additional grading design and these costs were permitted to be covered under the TVA line item
- Construction phase services were performed under the TVA line item as per our contract
- Upon approval from all parties, McGill revised the mass grading, storm drainage, and roadway improvements to incorporate the added grading and roadway items
- No change or request for additional professional service requested by McGill

Phase 3

- Dates of sanitary sewer design (added project) 11/01/20 to 05/02/21
- Additional engineering costs were incurred for the added sanitary sewer line design and these costs were permitted to be paid under the TVA line item
- However, it should be noted the additional engineering costs incurred to complete the added design, along with the previous engineering revisions of Phase 2, resulted in the TVA line item being fully depleted

Don

- Upon approval from all parties, McGill revised the mass grading plans to incorporate the added sanitary sewer lines
- No change or request for additional professional service requested by McGill

Phase 4

- Dates of Sanitary Sewer Construction (added project) 12/27/21 to 04/26/22
- With the TVA line item depleted through Phase 3 and sewer construction ready to begin, we are requesting added professional services at this time to be considered
- Any professional services for Phase 4 will not be reimbursable and would only be performed upon the approval of the IDB and/or Jefferson City

Explanation for Additional Professional Services for Sewer Extension (McGill)

- The sanitary sewer contract is technically 120 days (or 18 weeks), Dec 27 to April 26.
- Of those days, work is likely Monday thru Thursday, and Friday as extra day.
- As of the date of this letter, no construction of the IDB sewer line has started as the IDB contractor is waiting for materials as well as the completed installation of the jack and bore at Chucky Pike (by the City's contractor), which is the IDB starting point
- This is a standard project so full time is not needed and it is my recommendation of part-time services by a McGill staff member
- The part-time construction phase services by McGill staff could range 8 to 16 hours per week through the allotted contractual construction period and any approved change orders
- Items would include: shop drawings, pay applications, change orders, funding assistance documentation, and on-site construction inspections and required reporting
- A construction schedule is required to be submitted by the Contractor to coordinate activities
- Any work performed by McGill staff will only be for work deemed essential and will only be billed as worked

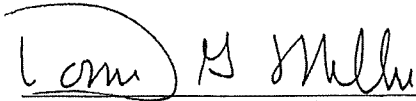

To be conservative, **the Maximum Not to Exceed amount for said work is \$26,000** and is based on 16 hours per week for the remaining 13 weeks of contract. The exact staff member to perform the work may vary based on current workload availability and the number of hours worked will be coordinated with the Contractor and City staff (of whom would be providing the remaining part-time inspections).

SCOPE OF SERVICES – SUMMARY

PROPOSAL: Professional Services Amendment #3 – Construction Phase
PROJECT: 2019 SDG and InvestPrep Grants (Hunt Property) – Sanitary Sewer Extension

CONSTRUCTION PHASE SERVICES **\$ 26,000** [Max not to Exceed]

This proposal represents the entire understanding between McGill Associates and the Jefferson City IDB with respect to this project and may only be modified in writing, signed by both parties. Additional approval will be sought should any other related services be required or requested by changing site, regulatory conditions, or client needs. If you find this scope and fee acceptable, please indicate acceptance by signing and returning one copy for our files.

ACCEPTED	
JEFFERSON CITY IDB	McGILL ASSOCIATES, P.A.
BY: <u></u> (Signature)	BY: <u></u> (Signature)
<u>Don Miller, Chairman</u> (Print Name/Title)	<u>Jamie Carden, Principal</u> (Print Name/Title)
Date: <u>1-31-22</u>	Date: <u>January 31, 2022</u>

As always, we thank you for this opportunity. If you have any questions, do not hesitate to call.

Sincerely,
MCGILL ASSOCIATES, P.A.



JAMIE CARDEN, P.E.
Principal / Office Manager