CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801

PUBLIC HEARING / CITY COUNCIL MEETING 6:55 P.M. TUESDAY, OCTOBER 6, 2026 MARYVILLE MUNICIPAL CENTER

NOTICE: Individuals who wish to speak at council meetings should sign up on the public comment sheets available outside the council chamber. There are sign-up sheets for the following comment periods: public hearings, non-agenda items (Hear Citizens), and existing agenda items. The Mayor will use the sign-up sheets to call upon citizens for comments during the correlating comment period. Please remain seated until called upon to speak.

PUBLIC HEARING

6:55 P.M PUBLIC HEARING

1. PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 009.00 ON BLOUNT COUNTY TAX MAP 057F A FROM BUSINESS AND TRANSPORTATION TO HIGH INTENSITY RETAIL

6:56 P.M. PUBLIC HEARING

2. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 AS COMMERCIAL.

Individuals with disabilities who require accommodation for participation in meetings must request accommodation at least 72 hours ahead of the scheduled meeting. Contact the ADA Coordinator, at (865) 273-3430 or email at adainfo@maryville-tn.gov.

Meeting attendees who have difficulty hearing can sign out an assisted listening device prior to the meeting. Please let a member of staff know before the meeting starts to use a device.

6:57 P.M. PUBLIC HEARING

3. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 FROM INDUSTRIAL TO BUSINESS AND TRANSPORTATION

6:58 P.M. PUBLIC HEARING

4. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A AS MIXED USE.

6:59 P.M. PUBLIC HEARING

5. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A FROM RESIDENTIAL TO BUSINESS AND TRANSPORTATION

CITY COUNCIL

7:00 P.M.

CALL TO ORDER

ROLL CALL

INVOCATION

APPROVAL OF MINUTES

PRESENTATION – ARBOR DAY

- ED MITCHELL RETIREMENT

ACCEPTANCE OF AGENDA

HEAR CITIZENS ON NON-AGENDA ITEMS

BUSINESS

1. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 009.00 ON BLOUNT COUNTY TAX MAP 057F A FROM BUSINESS AND TRANSPORTATION TO HIGH INTENSITY RETAIL

2. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 AS COMMERCIAL.

3. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 FROM INDUSTRIAL TO BUSINESS AND TRANSPORTATION

4. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A AS MIXED USE.

5. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A FROM RESIDENTIAL TO BUSINESS AND TRANSPORTATION

6. CONSIDERATION OF AN ORDINANCE ON SECOND READING AMENDING THE ANNUAL OPERATING BUDGET OF THE CITY OF MARYVILLE, TENNESSEE FOR FISCAL YEAR 2027.

7. CONSIDERATION OF A RESOLUTION TO AMEND THE CITY OF MARYVILLE'S PURCHASING POLICY.

8. CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMITTIAL OF AN APPLICATION FOR THE TENNESSEE DEPARTMENT OF TRANSPORATION (TDOT) STATEWIDE PARTNERSHIP PROGRAM; APPROVING A LOCAL PARTNERSHIP PROPOSAL FOR THE WIDENING OF SR-33 W. BROADWAY AVE.

9. CONSIDERATION OF A MOTION TO DECLARE CERTAIN ITEMS AS SURPLUS AND TO AUTHORIZE THEIR DISPOSAL.

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

PUBLIC HEARING ITEM BACKGROUND

1. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 009.00 ON BLOUNT COUNTY TAX MAP 057F A FROM BUSINESS AND TRANSPORTATION TO HIGH INTENSITY RETAIL

A) Introduction: John Shirley, on behalf of the property owner, is requesting rezoning of property located at 901- 903 West Lamar Alexander Parkway, Parcel ID # 057F A 009.00, from Business and Transportation to High Intensity Retail. Parcel is 0.45 acres in size.

The applicant is requesting to rezone the subject property from Business and Transportation to High Intensity Retail in order to combine it with the adjacent parcel to the northwest (Parcel ID 057F A 003.00) for the expansion of the existing Aubrey's restaurant. The property is designated Commercial on the Future Land Use Map; therefore, no Future Land Use Map amendment is required. The proposed High Intensity Retail zoning is consistent with the adjacent properties to the north and west, which are already zoned High Intensity Retail, and will create a more cohesive zoning pattern for the combined property.

The Maryville Municipal Planning Commission recommended approval of the rezoning at their meeting on August 17, 2026.

B) Financial Impact of Action: No impact.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Public Hearing

CITY OF MARYVILLE
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PUBLIC HEARING ITEM BACKGROUND

2. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 AS COMMERCIAL.

A) Introduction: The City of Maryville is requesting a change to the Future Land Use Map for properties located on the west side of Robert C. Jackson Drive and the south side of Big Springs Road, Parcels ID# 056 – 071.11 and 056-071.20, from Industrial to Commercial. Parcel 071.11 is 7.48 acres in size, and Parcel 071.20 is 2.78 acres in size. These parcels were previously one parcel and were recently divided for City infrastructure on the smaller lot and commercial development on the larger, corner lot.

The subject properties are currently vacant. The proposed rezoning from Industrial to Business and Transportation will create a more consistent zoning pattern with the adjacent property to the south and the properties located across Big Springs Road to the north, which are already zoned Business and Transportation, the City's standard commercial zoning district that permits most commercial uses by right. Extending the Business and Transportation district to the subject properties represents a continuation of the existing commercial zoning pattern, rather than creating an isolated zoning district, and will facilitate the property's future commercial development.

The Future Land Use Map designates the property as Industrial and the adjacent properties to the south and north as Commercial.

The Maryville Municipal Planning Commission recommended approval of the requested change to the Future Land Use Map at their meeting on August 17, 2026.

B) Financial Impact of Action: The subject properties are currently owned by the City of Maryville and are exempt from property taxes. If the properties are sold for commercial development, they will be returned to the tax roll, generating property tax revenue for the City. Commercial development of the sites may also result in additional sales tax revenue and other service-related revenues, providing a positive long- term fiscal impact.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Public Hearing

CITY OF MARYVILLE
400 West Broadway
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PUBLIC HEARING ITEM BACKGROUND

3. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 FROM INDUSTRIAL TO BUSINESS AND TRANSPORTATION

A) Introduction: The City of Maryville is requesting rezoning of properties located on the west side of Robert C. Jackson Drive and the south side of Big Springs Road, Parcels ID # 056-071.11 and 056-071.20, from Industrial to Business and Transportation. Parcel 071.11 is 7.48 acres in size, and Parcel 071.20 is 2.78 acres in size. These parcels were previously one parcel and were recently divided for City infrastructure on the smaller lot and commercial development on the larger, corner lot.

The subject properties are currently vacant. The proposed rezoning from Industrial to Business and Transportation will create a more consistent zoning pattern with the adjacent property to the south and the properties located across Big Springs Road to the north, which are already zoned Business and Transportation, the City's standard commercial zoning district that permits most commercial uses by right. Extending the Business and Transportation district to the subject properties represents a continuation of the existing commercial zoning pattern, rather than creating an isolated zoning district, and will facilitate the property's future commercial development.

The request is contingent on City Council approving an amendment to the Future Land Use Map from Industrial to Commercial.

The Maryville Municipal Planning Commission recommended approval of the rezoning at their meeting on August 17, 2026.

B) Financial Impact of Action: The subject properties are currently owned by the City of Maryville and are exempt from property taxes. If the properties are sold for commercial development, they will be returned to the tax roll, generating property tax revenue for the City. Commercial development of the sites may also result in additional sales tax revenue and other service-related revenues, providing a positive long- term fiscal impact.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Public Hearing

CITY OF MARYVILLE
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Maryville, TN 37801
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PUBLIC HEARING ITEM BACKGROUND

4. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A AS MIXED USE.

A) Introduction: Sterling Engineering, on behalf of the property owner, is requesting a change to the Future Land Use Map for property located on the west side of Sherwood Drive, approximately 280 feet of West Lamar Alexander Parkway (Parcel ID 057K A 002.01) from Residential to Mixed Use to allow for the commercial development of a hotel.

The parcel proposed for rezoning was subdivided from the Maryville Church of Christ property. This area is currently vacant and is intended to be combined and replatted with the adjacent properties to the north along West Lamar Alexander Parkway. The adjacent properties are currently zoned Business and Transportation, a commercial zoning district that permits most commercial uses by right. The proposed rezoning will create a consistent zoning pattern for the combined property and facilitate its future development.

The Future Land Use Map designates the property and the surrounding area to the south as Residential and the adjacent properties to the north as Mixed Use.

The Maryville Municipal Planning Commission recommended approval of the requested change to the Future Land Use Map at their meeting on July 20, 2026.

B) Financial Impact of Action: Commercial property tax and sales tax will be generated upon completion of a commercial development. A hotel would degenerate hotel/motel tax.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Public Hearing

CITY OF MARYVILLE
400 West Broadway
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PUBLIC HEARING ITEM BACKGROUND

5. A PUBLIC HEARING REGARDING AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A FROM RESIDENTIAL TO BUSINESS AND TRANSPORTATION

A) Introduction: Sterling Engineering, on behalf of the property owner, is requesting rezoning of property located on the west side of Sherwood Drive, approximately 280 feet south of West Lamar Alexander Parkway from Residential to Business and Transportation to allow for the development of a hotel.

The parcel proposed for rezoning was subdivided from the Maryville Church of Christ property. This area is currently vacant and is intended to be combined and replatted with the adjacent properties to the north along West Lamar Alexander Parkway. The adjacent properties are currently zoned Business and Transportation, a commercial zoning district that permits most commercial uses by right. The proposed rezoning will create a consistent zoning pattern for the combined property and facilitate its future development.

The request is contingent on City Council approving an amendment to the Future Land Use Map from Residential to Mixed Use.

The Maryville Municipal Planning Commission recommended approval of the rezoning at their meeting on July 20, 2026.

B) Financial Impact of Action: Commercial property tax and sales tax will be generated upon completion of a commercial development. A hotel would generate hotel/motel tax.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Public Hearing

Maryville, Tennessee
September 1, 2026, 7:00 P.M.

REGULAR MEETING

The Maryville City Council convened for a public hearing and regular business meeting on September 1, 2026, at 7:00 p.m. at the Maryville Municipal Center, where the following members were present: Mayor Andy White presiding, and Councilmembers Sarah Herron, Tommy Hunt, Drew Miles, and Fred Metz. Also present were City Manager Greg McClain, City Recorder Sherri Phillips, and City Attorney Melanie Davis. The Mayor declared a quorum to be present.

Thereupon, it was moved by Councilmember Hunt and seconded by Councilmember Metz to approve the minutes from the August 4, 2026, Council Meeting. On roll call, the vote was unanimous.

At this time, Greg McClain, City Manager, made a request to amend the agenda by adding item #11. Councilmember Hunt made a motion to amend the agenda to add item #11 and Councilmember Miles seconded the motion. On roll call the vote to amend the agenda was unanimous. Thereupon, it was moved by Councilmember Metz and seconded by Councilmember Miles to accept the agenda as amended. On roll call, the vote was as follows:

Councilmember Herron	No
Councilmember Hunt	Yes
Councilmember Metz	Yes
Councilmember Miles	Yes
Mayor White	Yes

THEREUPON, THE FOLLOWING PROCEEDINGS WERE HAD AND ENTERED OF RECORD TO-WIT:

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on second reading:

AN ORDINANCE TO ADOPT ADJUSTMENTS TO THE RATES AND CHARGES FOR ELECTRIC SERVICES FOR THE CITY OF MARYVILLE EFFECTIVE WITH THE BILLING CYCLE FOR THE MONTH OF OCTOBER 2026.

Thereupon, it was moved by Councilmember Metz and seconded by Councilmember Hunt that said ordinance be passed on second reading. On roll call, the vote was unanimous. The Mayor declared that said ordinance had been adopted. The ordinance was signed by the Mayor and City Recorder. The Mayor ordered said ordinance numbered 2026-30 and recorded in the Ordinance Book of the City.

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on second reading:

AN ORDINANCE TO ADOPT ADJUSTMENTS TO THE RATES AND CHARGES FOR WATER AND WASTEWATER SERVICES FOR THE CITY OF MARYVILLE EFFECTIVE WITH THE BILLING CYCLE FOR THE MONTH OF OCTOBER 2026.

Thereupon, it was moved by Councilmember Hunt and seconded by Councilmember Miles that said ordinance be passed on second reading. On roll call, the vote was unanimous. The Mayor declared that said ordinance had been adopted. The ordinance was signed by the Mayor and City Recorder. The Mayor ordered said ordinance numbered 2026-31 and recorded in the Ordinance Book of the City.

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on second reading:

AN ORDINANCE AMENDING CITY CODE, TITLE 8, CHAPTER 2, BEER.

Thereupon, it was moved by Councilmember Metz and seconded by Councilmember Herron that said ordinance be passed on second reading. On roll call, the vote was unanimous. The Mayor declared that said ordinance had been adopted. The ordinance was signed by the Mayor and City Recorder. The Mayor ordered said ordinance numbered 2026-32 and recorded in the Ordinance Book of the City.

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on first reading:

> AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 009.00 BLOUNT COUNTY TAX MAP 057F A FROM BUSINESS AND TRANSPORTATION TO HIGH INTENSITY RETAIL.

Thereupon, it was moved by Councilmember Miles and seconded by Councilmember Metz that said ordinance be passed on first reading. On roll call, the vote was unanimous. Thereupon, the Mayor declared that said ordinance had passed on first reading.

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on first reading:

> AN ORDINANCE TO AMEND THE FUTURE LAND MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 AS COMMERCIAL.

Thereupon, it was moved by Councilmember Herron and seconded by Councilmember Hunt that said ordinance be passed on first reading. On roll call, the vote was unanimous. Thereupon, the Mayor declared that said ordinance had passed on first reading.

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on first reading:

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 FROM INDUSTRIAL TO BUSINESS AND TRANSPORTATION.

Thereupon, it was moved by Councilmember Miles and seconded by Councilmember Metz that said ordinance be passed on first reading. On roll call, the vote was unanimous. Thereupon, the Mayor declared that said ordinance had passed on first reading.

Thereupon, the following captioned ordinance was presented, considered, and placed for passage on first reading:

AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET OF THE CITY OF MARYVILLE, TENNESSEE FOR FISCAL YEAR 2027.

Thereupon, it was moved by Councilmember Hunt and seconded by Councilmember Herron that said ordinance be passed on first reading. On roll call, the vote was unanimous. Thereupon, the Mayor declared that said ordinance had passed on first reading.

Thereupon, the following resolution was presented, considered, and placed for adoption:

A RESOLUTION AUTHORIZING THE SPECIAL EVENT "TASTE OF BLOUNT" TO BE HELD FROM 6:00 PM – 8:00 PM, TUESDAY, SEPTEMBER 15, 2026.

Thereupon, it was moved by Councilmember Metz and seconded by Councilmember Hunt that said resolution be adopted. On roll call, the vote was unanimous. The Mayor declared that said resolution had been adopted. The resolution was signed by the Mayor and City Recorder. The Mayor ordered said resolution numbered 2026-20 and recorded in the Resolution Book of the City.

Thereupon, it was moved by Councilmember Metz and seconded by Councilmember Miles to consider a motion approving the purchase of property located at 1205 Montvale Station Road. On roll call, the vote was unanimous.

Thereupon, it was moved by Councilmember Hunt and seconded by Councilmember Metz to consider a motion to declare certain items as surplus and to authorize their disposal. On roll call, the vote was unanimous.

Thereupon, it was moved by Councilmember Hunt and seconded by Councilmember Herron to consider a motion to declare certain items as surplus and to authorize their disposal. On roll call, the vote was unanimous.

Thereupon, there being no further business, Mayor White adjourned the meeting until the next scheduled meeting unless sooner called by the Mayor or as otherwise provided by law.

_____
Mayor

Attest:

_____
City Recorder

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

PROCLAMATION OF ARBOR DAY

A) Introduction:
The Mayor will announce that Arbor Day in the City of Maryville will be on November 20, 2026.

B) Financial Impact of Action:

C) Impact of Action on Other Departments/Agencies:

D) Proposed Action:

CITY of MARYVILLE
PEOPLE are the KEY

PROCLAMATION

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board Agriculture that a special day be set aside for the planting of trees; and

Whereas, this holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation; and

Whereas, trees reduce erosion of topsoil by wind and water, cut heating and cooling costs, produce oxygen and provide habitat for wildlife; and

Whereas, trees are renewable resources giving us countless products; and

Whereas, trees increase property values, enhance the economic vitality around our business areas, and beautify our community.

Now, Therefore, I, Andy White, Mayor of the City of Maryville, Tennessee, do hereby proclaim Friday, November 20, 2026 as

ARBOR DAY

And I urge all our citizens to celebrate Arbor Day by planting a tree for future generations to enjoy, and by helping to protect our community's trees and woodlands.

Dated this 20th day of November, 2026

_____

MAYOR

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

PROCLAMATION – ED MITCHELL RETIREMENT

A) Introduction:
The Mayor will recognize the retirement of Blount County Mayor Ed Mitchell after 16 years of service.

B) Financial Impact of Action:

C) Impact of Action on Other Departments/Agencies:

D) Proposed Action:

CITY of MARYVILLE
PEOPLE are the KEY

PROCLAMATION

Honoring Mayor Ed Mitchell
for his dedicated service to the citizens of Blount County, Tennessee

WHEREAS, the citizens and leadership of Blount County, Tennessee, proudly recognize individuals whose dedication, integrity, and commitment to public service have made a lasting impact on our community; and

WHEREAS, Mayor Ed Mitchell, a sixth-generation Blount Countian, has devoted 47 years to public service, serving in law enforcement, fire service, and as Maryville Fire Chief before his election as Blount County Mayor in 2010; and

WHEREAS, Mayor Mitchell has faithfully served four consecutive terms as Blount County's chief executive and fiscal officer, providing steady leadership through August 2026; and

WHEREAS, under his leadership, Blount County modernized its technology infrastructure, implemented its first countywide employee classification and compensation program, expanded employee support services, invested in critical facilities and community assets, and strengthened the County's financial position by significantly reducing public debt; and

WHEREAS, the City of Maryville and Blount County maintain a strong and productive working relationship, built upon mutual respect, collaboration, and a shared commitment to providing effective and responsible local government services to the citizens of our community; and

WHEREAS, his administration helped promote economic growth through major business recruitment and expansion projects while supporting local businesses and maintaining a strong commitment to fiscal responsibility; and

WHEREAS, Mayor Mitchell championed important community initiatives, including efforts to strengthen healthcare services and improve quality of life for Blount County residents; and

WHEREAS, he has demonstrated unwavering support for the nation's veterans and armed forces, ensuring they are recognized and honored for their service; and

WHEREAS, Mayor Mitchell has announced his retirement and will conclude a distinguished career marked by leadership, stewardship, and service to the people of Blount County;

Now, Therefore, I, Andy White, Mayor of the City of Maryville, Tennessee, along with the entire City Council and on behalf of the citizens of this City, do hereby honor Mayor Ed Mitchell for his many years of dedicated service and express sincere gratitude for his contributions to the growth, prosperity, and well-being of Blount County.

Dated this 6th day of October, 2026

_____

MAYOR

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

1. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 009.00 ON BLOUNT COUNTY TAX MAP 057F A FROM BUSINESS AND TRANSPORTATION TO HIGH INTENSITY RETAIL

A) Introduction: John Shirley, on behalf of the property owner, is requesting rezoning of property located at 901- 903 West Lamar Alexander Parkway, Parcel ID # 057F A 009.00, from Business and Transportation to High Intensity Retail. Parcel is 0.45 acres in size.

The applicant is requesting to rezone the subject property from Business and Transportation to High Intensity Retail in order to combine it with the adjacent parcel to the northwest (Parcel ID 057F A 003.00) for the expansion of the existing Aubrey's restaurant. The property is designated Commercial on the Future Land Use Map; therefore, no Future Land Use Map amendment is required. The proposed High Intensity Retail zoning is consistent with the adjacent properties to the north and west, which are already zoned High Intensity Retail, and will create a more cohesive zoning pattern for the combined property.

The Maryville Municipal Planning Commission recommended approval of the rezoning at their meeting on August 17, 2026.

B) Financial Impact of Action: No impact.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Second Reading

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 009.00 BLOUNT COUNTY TAX MAP 057F A FROM BUSINESS AND TRANSPORTATION TO HIGH INTENSITY RETAIL.

WHEREAS, the Council of the City of Maryville, Tennessee desires to amend the Zoning Map of Maryville, Tennessee; and

WHEREAS, the Maryville Municipal Planning Commission has heard, reviewed and recommended that this amendment be approved by the Council of the City of Maryville; and

WHEREAS, in accordance with Tennessee Code Annotated (TCA) §13-7-203(a) the Council of the City of Maryville conducted a public hearing regarding this matter; and

WHEREAS, the rezoning advances the public health, safety and welfare of the City of Maryville.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE as follows**:**

SECTION 1. That 0.45 acres identified as Parcel 009.00 on Blount County Tax Map 057KF Group A in Business and Transportation District to be rezoned to High Intensity Retail. Said parcel is shown on the attached map labeled as Exhibit, that is made a part of this ordinance.

SECTION 2. That the provisions of this Ordinance shall be effective from and after its final passage, the public welfare requiring it.

ADOPTED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Recorder

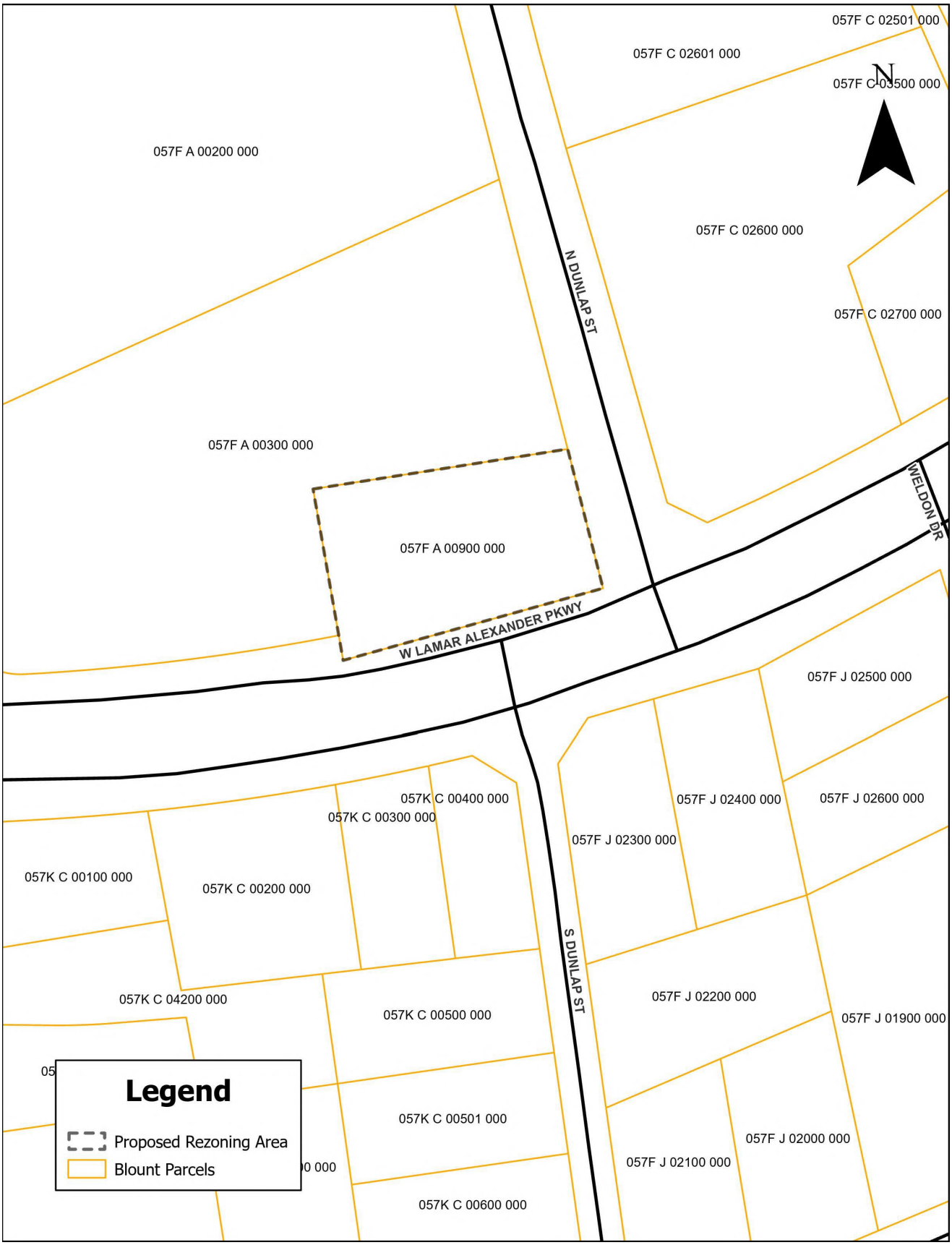
APPROVED AS TO FORM:

_____
City Attorney

Passed 1st reading on this _____day of _____, 2026 _____
City Recorder

Passed 2nd reading on this ____ day of _____, 2026 _____
City Recorder

Exhibit: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057K C 00500 000
057F J 01900 000
057K C 00501 000
057F J 02000 000
057F J 02100 000
057K C 00600 000
Legend
Proposed Rezoning Area
Blount Parcels

CITY OF MARYVILLE
400 West Broadway
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AGENDA ITEM BACKGROUND

2. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 AS COMMERCIAL.

A) Introduction: The City of Maryville is requesting a change to the Future Land Use Map for properties located on the west side of Robert C. Jackson Drive and the south side of Big Springs Road, Parcels ID# 056 – 071.11 and 056-071.20, from Industrial to Commercial. Parcel 071.11 is 7.48 acres in size, and Parcel 071.20 is 2.78 acres in size. These parcels were previously one parcel and were recently divided for City infrastructure on the smaller lot and commercial development on the larger, corner lot.

The subject properties are currently vacant. The proposed rezoning from Industrial to Business and Transportation will create a more consistent zoning pattern with the adjacent property to the south and the properties located across Big Springs Road to the north, which are already zoned Business and Transportation, the City's standard commercial zoning district that permits most commercial uses by right. Extending the Business and Transportation district to the subject properties represents a continuation of the existing commercial zoning pattern, rather than creating an isolated zoning district, and will facilitate the property's future commercial development.

The Future Land Use Map designates the properties as Industrial and the adjacent properties to the south and north as Commercial.

The Maryville Municipal Planning Commission recommended approval of the requested change to the Future Land Use Map at their meeting on August 17, 2026.

B) Financial Impact of Action: The subject properties are currently owned by the City of Maryville and are exempt from property taxes. If the properties are sold for commercial development, they will be returned to the tax roll, generating property tax revenue for the City. Commercial development of the sites may also result in additional sales tax revenue and other service-related revenues, providing a positive long-term fiscal impact.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Second reading

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 AS COMMERCIAL.

WHEREAS, properties identified as Parcel 071.11 on Blount County Tax Map 056 and Parcel 071.20 on Blount County Tax Map 056 are appropriate for commercial land uses; and

WHEREAS, the Council of the City of Maryville, Tennessee desires to amend the Future Land Use Map as identified in the City of Maryville Land Use Plan 2035; and

WHEREAS, the Maryville Municipal Planning Commission has heard, reviewed and recommended that this amendment be approved by the Council of the City of Maryville; and

WHEREAS, the change to the Future Land Use Map advances the public health, safety and welfare of the City of Maryville.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE as follows**:**

SECTION 1. That 7.48 acres identified as Parcel 071.11 on Blount County Tax Map 056 and 2.78 acres identified as Parcel 071.20 on Blount County Tax Map 056 be designated as Commercial on the Future Land Use Map. Said parcels are shown on the attached Exhibit.

SECTION 2. That the provisions of this Ordinance shall be effective upon its final adoption, the public welfare requiring it.

ADOPTED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Recorder

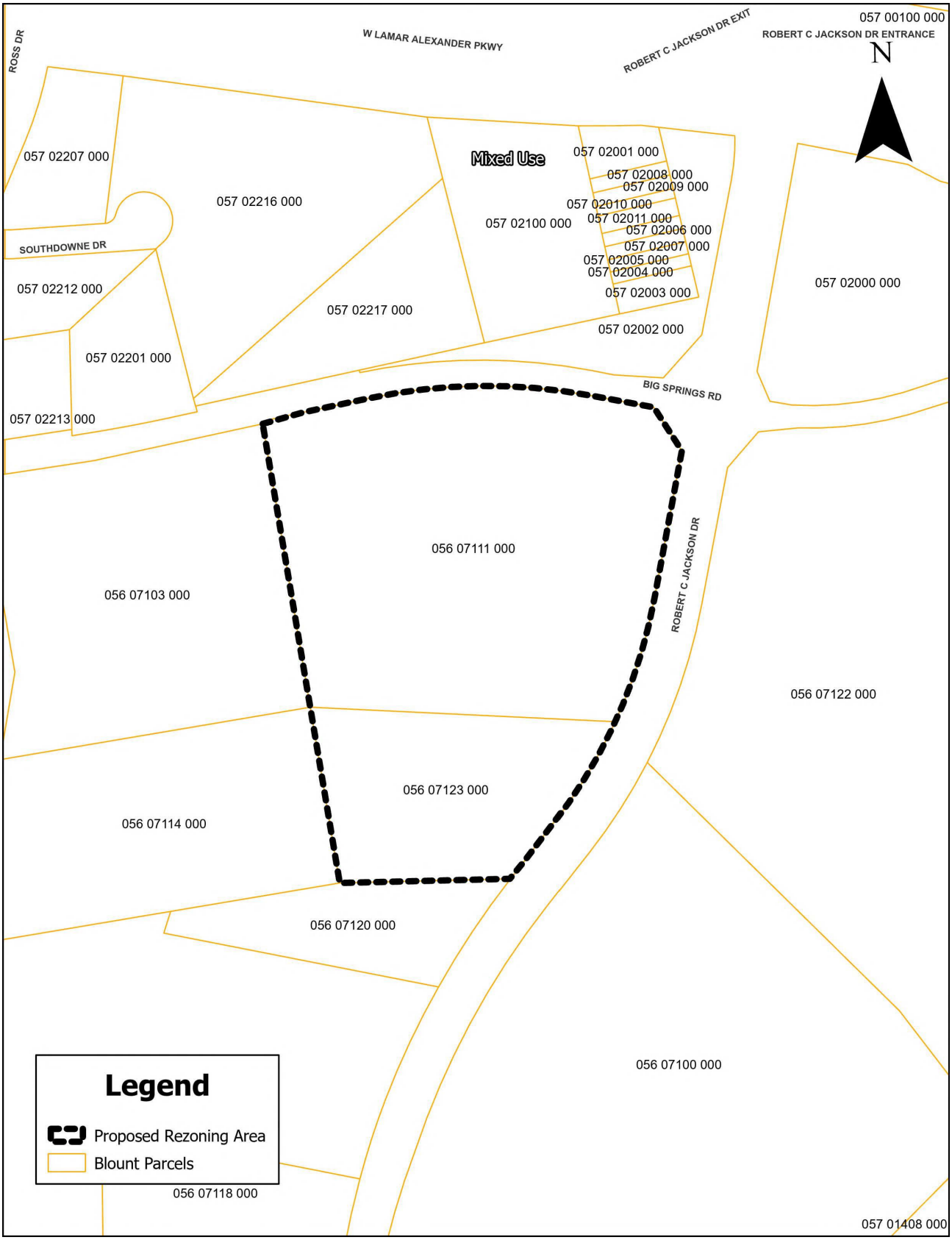
APPROVED AS TO FORM:

_____
City Attorney

Passed 1st reading on this _____day of _____, 2026 _____
City Recorder

Passed 2nd reading on this ____ day of _____, 2026 _____
City Recorder

Exhibit: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ROBERT C JACKSON DR
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056 07100 000
Legend
Proposed Rezoning Area
Blount Parcels
056 07118 000
057 01408 000

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

3. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 FROM INDUSTRIAL TO BUSINESS AND TRANSPORTATION

A) Introduction: The City of Maryville is requesting rezoning of properties located on the west side of Robert C. Jackson Drive and the south side of Big Springs Road, Parcels ID # 056-071.11 and 056-071.20, from Industrial to Business and Transportation. Parcel 071.11 is 7.48 acres in size, and Parcel 071.20 is 2.78 acres in size. These parcels were previously one parcel and were recently divided for City infrastructure on the smaller lot and commercial development on the larger, corner lot.

The subject properties are currently vacant. The proposed rezoning from Industrial to Business and Transportation will create a more consistent zoning pattern with the adjacent property to the south and the properties located across Big Springs Road to the north, which are already zoned Business and Transportation, the City's standard commercial zoning district that permits most commercial uses by right. Extending the Business and Transportation district to the subject properties represents a continuation of the existing commercial zoning pattern, rather than creating an isolated zoning district, and will facilitate the property's future commercial development.

The request is contingent on City Council approving an amendment to the Future Land Use Map from Industrial to Business and Transportation.

The Maryville Municipal Planning Commission recommended approval of the rezoning at their meeting on August 17, 2026.

B) Financial Impact of Action: The subject properties are currently owned by the City of Maryville and are exempt from property taxes. If the properties are sold for commercial development, they will be returned to the tax roll, generating property tax revenue for the City. Commercial development of the sites may also result in additional sales tax revenue and other service-related revenues, providing a positive long- term fiscal impact.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Second Reading

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING PARCEL 071.11 ON BLOUNT COUNTY TAX MAP 056 AND PARCEL 071.20 ON BLOUNT COUNTY TAX MAP 056 FROM INDUSTRIAL TO BUSINESS AND TRANSPORTATION.

WHEREAS, the Council of the City of Maryville, Tennessee desires to amend the Zoning Map of Maryville, Tennessee; and

WHEREAS, the Maryville Municipal Planning Commission has heard, reviewed and recommended that this amendment be approved by the Council of the City of Maryville; and

WHEREAS, in accordance with Tennessee Code Annotated (TCA) §13-7-203(a) the Council of the City of Maryville conducted a public hearing regarding this matter; and

WHEREAS, the rezoning advances the public health, safety and welfare of the City of Maryville.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE as follows**:**

SECTION 1. That 7.48 acres identified as Parcel 071.11 on Blount County Tax Map 056 and 2.78 acres identified as Parcel 071.20 on Blount County Tax Map 056 in the Industrial District be rezoned to the Business and Transportation District. Said parcels are shown on the attached map labeled as Exhibit, that is made a part of this ordinance.

SECTION 2. That the provisions of this Ordinance shall be effective from and after its final passage, the public welfare requiring it.

ADOPTED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Recorder

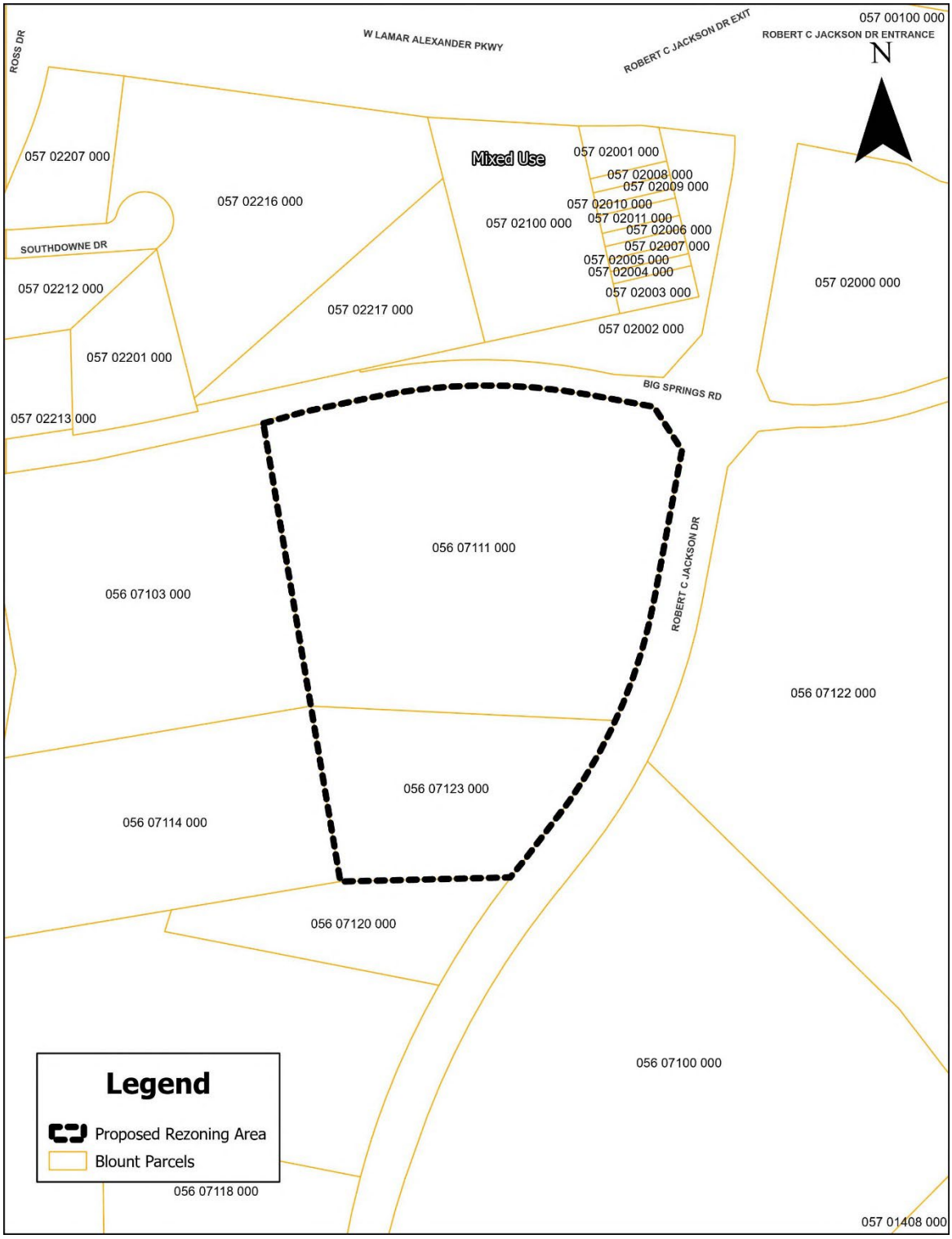
APPROVED AS TO FORM:

_____
City Attorney

Passed 1st reading on this _____day of _____, 2026 _____
City Recorder

Passed 2nd reading on this ____ day of _____, 2026 _____
City Recorder

Exhibit: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Legend
Proposed Rezoning Area
Blount Parcels
056 07118 000
057 01408 000

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

4. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A AS MIXED USE.

A) Introduction: Sterling Engineering, on behalf of the property owner, is requesting a change to the Future Land Use Map for property located on the west side of Sherwood Drive, approximately 280 feet of West Lamar Alexander Parkway (Parcel ID 057K A 002.01) from Residential to Mixed Use to allow for the commercial development of a hotel.

The parcel proposed for rezoning was subdivided from the Maryville Church of Christ property. This area is currently vacant and is intended to be combined and replatted with the adjacent properties to the north along West Lamar Alexander Parkway. The adjacent properties are currently zoned Business and Transportation, a commercial zoning district that permits most commercial uses by right. The proposed rezoning will create a consistent zoning pattern for the combined property and facilitate its future development.

The Future Land Use Map designates the property and the surrounding area to the south as Residential and the adjacent properties to the north as Mixed Use.

The Maryville Municipal Planning Commission recommended approval of the requested change to the Future Land Use Map at their meeting on July 20, 2026.

B) Financial Impact of Action: Commercial property tax and sale tax will be generated upon completion of a commercial development. A hotel would generate hotel/motel tax.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Second Reading

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE FUTURE LAND USE MAP OF THE CITY OF MARYVILLE, TENNESSEE BY DESIGNATING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A AS MIXED USE.

WHEREAS, property identified as Parcel 002.01 on Blount County Tax Map 057K Group A is appropriate for mixed use land uses; and

WHEREAS, the Council of the City of Maryville, Tennessee desires to amend the Future Land Use Map as identified in the City of Maryville Land Use Plan 2035; and

WHEREAS, the Maryville Municipal Planning Commission has heard, reviewed and recommended that this amendment be approved by the Council of the City of Maryville; and

WHEREAS, the change to the Future Land Use Map advances the public health, safety and welfare of the City of Maryville.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE as follows**:**

SECTION 1. That 0.355 acres of property identified as Parcel 002.01 on Blount County Tax Map 057K Group A be designated as Mixed Use on the Future Land Use Map. Said parcel is shown on the attached Exhibit.

SECTION 2. That the provisions of this Ordinance shall be effective upon its final adoption, the public welfare requiring it.

ADOPTED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Recorder

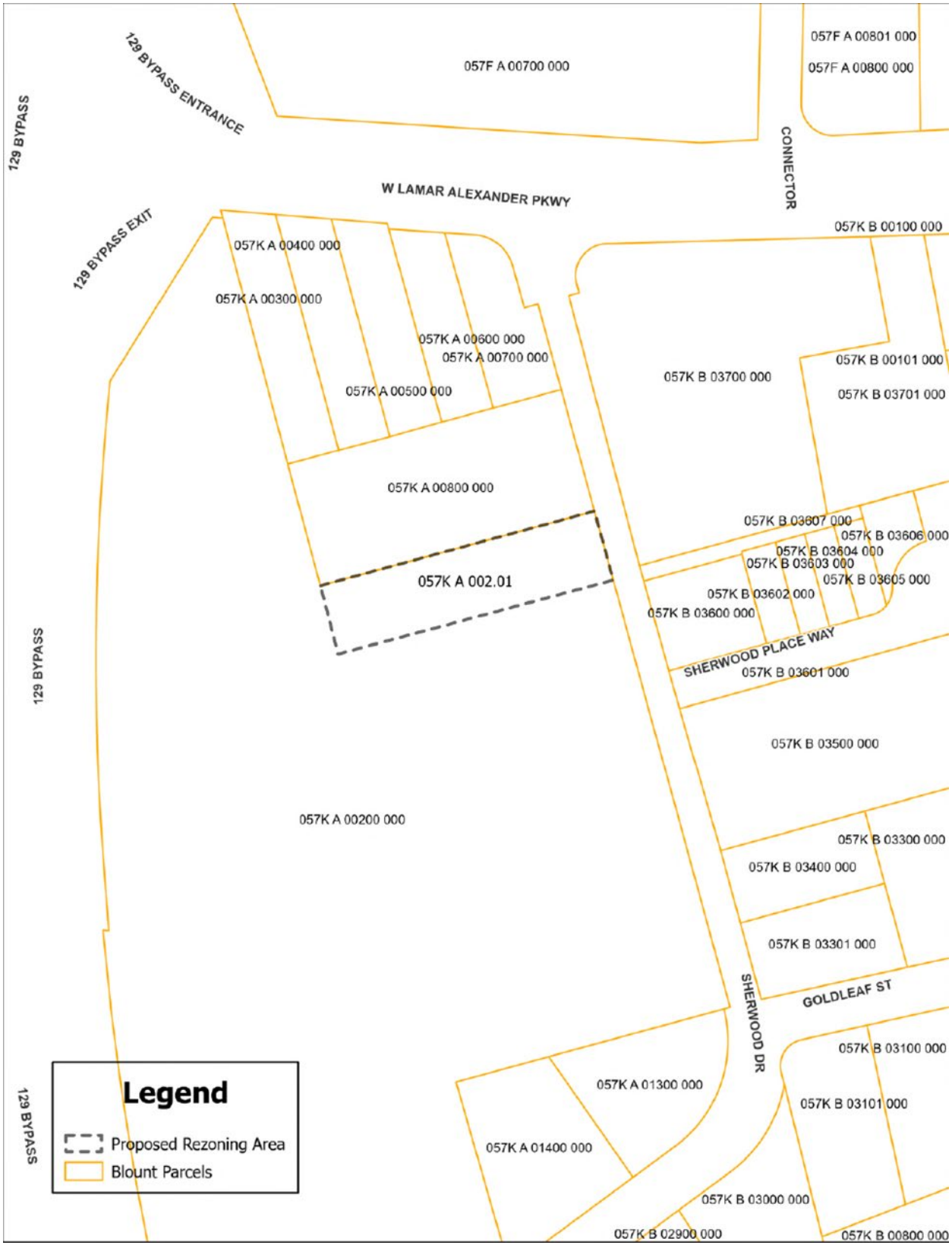
APPROVED AS TO FORM:

_____
City Attorney

Passed 1st reading on this _____day of _____, 2026 _____
City Recorder

Passed 2nd reading on this ____ day of _____, 2026 _____
City Recorder

Exhibit:


129 BYPASS ENTRANCE
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129 BYPASS
Legend
Proposed Rezoning Area
Blount Parcels

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

5. CONSIDERATION OF AN ORDINANCE ON SECOND READING TO AMEND THE ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING 0.355 ACRES OF PARCEL 002.01 ON BLOUNT COUNTY TAX MAP 057K A FROM RESIDENTIAL TO BUSINESS AND TRANSPORTATION

A) Introduction: Sterling Engineering, on behalf of the property owner, is requesting rezoning of property located on the west side of Sherwood Drive, approximately 280 feet south of West Lamar Alexander Parkway from Residential to Business and Transportation to allow for the development of a hotel.

The parcel proposed for rezoning was subdivided from the Maryville Church of Christ property. This area is currently vacant and is intended to be combined and replatted with the adjacent properties to the north along West Lamar Alexander Parkway. The adjacent properties are currently zoned Business and Transportation, a commercial zoning district that permits most commercial uses by right. The proposed rezoning will create a consistent zoning pattern for the combined property and facilitate its future development.

The request is contingent on City Council approving an amendment to the Future Land Use Map from Residential to Mixed Use.

The Maryville Municipal Planning Commission recommended approval of the rezoning at their meeting on July 20, 2026.

B) Financial Impact of Action: Commercial property tax and sale tax will be generated upon completion of a commercial development. A hotel would generate hotel/motel tax.

C) Impact of Action on Other Departments/Agencies: No impact.

D) Proposed Action:

- Second Reading

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF MARYVILLE, TENNESSEE BY REZONING 0.355 ACRES OF PARCEL 002.01 BLOUNT COUNTY TAX MAP 057K A FROM RESIDENTIAL TO BUSINESS AND TRANSPORTATION.

WHEREAS, the Council of the City of Maryville, Tennessee desires to amend the Zoning Map of Maryville, Tennessee; and

WHEREAS, the Maryville Municipal Planning Commission has heard, reviewed and recommended that this amendment be approved by the Council of the City of Maryville; and

WHEREAS, in accordance with Tennessee Code Annotated (TCA) §13-7-203(a) the Council of the City of Maryville conducted a public hearing regarding this matter; and

WHEREAS, the rezoning advances the public health, safety and welfare of the City of Maryville.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE as follows**:**

SECTION 1. That 0.355 acres identified as Parcel 002.01 on Blount County Tax Map 057K Group A in the Residential District be rezoned to the Business and Transportation District. Said parcel is shown on the attached map labeled as Exhibit, that is made a part of this ordinance.

SECTION 2. That the provisions of this Ordinance shall be effective from and after its final passage, the public welfare requiring it.

ADOPTED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Recorder

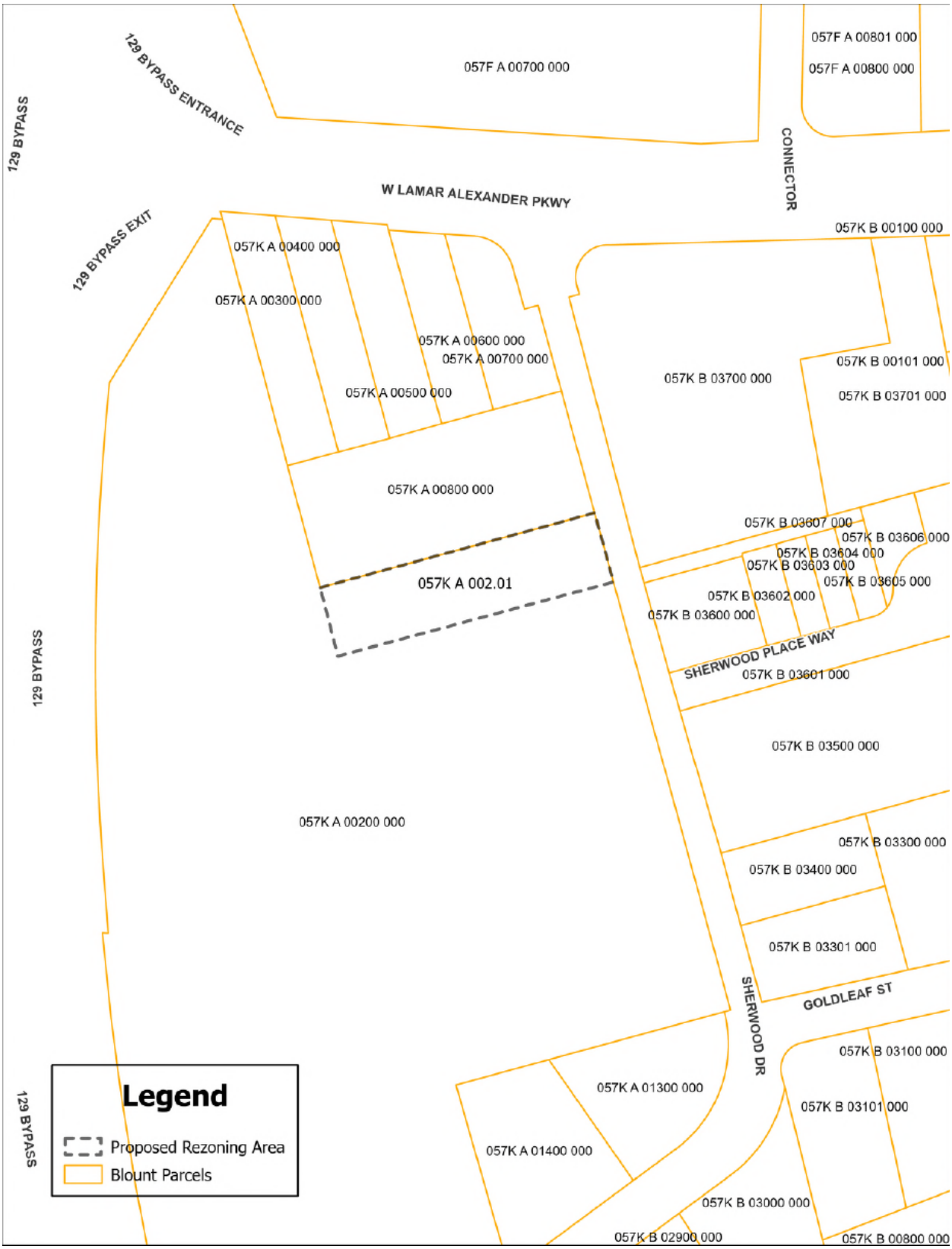
APPROVED AS TO FORM:

_____
City Attorney

Passed 1st reading on this _____day of _____, 2026 _____
City Recorder

Passed 2nd reading on this ____ day of _____, 2026 _____
City Recorder

Exhibit: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Legend
Proposed Rezoning Area
Blount Parcels

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

6. CONSIDERATION OF AN ORDINANCE ON SECOND READING AMENDING THE ANNUAL OPERATING BUDGET OF THE CITY OF MARYVILLE, TENNESSEE FOR FISCAL YEAR 2027.

A) Introduction: In the course of the fiscal year, certain adjustments to the budget ordinance are necessary.

B) Financial Impact of Action: Changes to certain estimated revenues and budgeted appropriations as recommended by Staff.

- Increase the Equipment Replacement Fund by $210,000.

C) Impact of Action on Other Departments/Agencies: Approval of budget amendment allows for budget revisions as described in attached ordinance.

D) Proposed Action: Approval- 2nd Reading

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET OF THE CITY OF MARYVILLE, TENNESSEE FOR FISCAL YEAR 2027

WHEREAS, the budget process is one of the most important activities undertaken by governments for the public welfare with the budget process being used to make program, service and capital decisions and allocate scarce resources to programs, services and capital;

WHEREAS, *Tennessee Code Annotated* Title 6 Chapter 56 Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended;

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds first be appropriated before being expended and that only funds that are available may be appropriated;

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of there source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds;

WHEREAS, the budget ordinance is the legal document whereby the governing body appropriates funds and thereby gives the legal authority for expenditures of the City as required by state law;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE, as follows:

SECTION 1. The Equipment Replacement Fund revenue and appropriation budget will be adjusted as shown below:

	Revenue Amount	Appropriation Amount
Fund Balance	$210,000	
Equipment Purchase		$210,000
Total Change	$210,000	$210,000

A new CTO truck will need to be purchased due to an accident that deemed the vehicle a loss. The Equipment Replacement Fund appropriations will be increased by $210,000. The increase will be offset a use of fund balance.

SECTION 2. That the provisions of this Ordinance shall be effective from and after its final passage, the public welfare requiring it.

ADOPTED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Recorder

APPROVED AS TO FORM:

_____
City Attorney

Passed 1st reading on this _____day of _____, 2026 _____
City Recorder

Passed 2nd reading on this _____day of _____, 2026 _____
City Recorder

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 981-1300

AGENDA ITEM BACKGROUND

7. CONSIDERATION OF A RESOLUTION TO AMEND THE CITY OF MARYVILLE'S PURCHASING POLICY.

A) Background

Purchasing Regulations are dictated by Maryville City Code, Section 5, Chapter 2 and the City of Maryville Charter. To further set purchasing processes, the Purchasing Policy's primary function is to describe the roles and responsibilities required for the most efficient management of the purchasing process. It is necessary to update policies as requirements & procedures change. This UPDATE includes such things as:

- Updating purchasing thresholds by increasing minimum requirements for requisitions to $3,000.
- Updating and more clearly defining the Purchasing Cycle, the Bid Process, & credit card purchases.
- Updating sealed bid requirements to correspond with recent Maryville Municipal Code update
- (increasing minimum from $25,000 to $50,000).
- Updating the credit card purchase limits to $3,000.

B) Proposed Action:

Motion to approve

C) Financial Impact of Action:

None

D) Impact of Action on Other Departments/Agencies:

None

E) Staff Recommendation:

Staff recommends approval

RESOLUTION NO._____

A RESOLUTION TO ADOPT THE CITY OF MARYVILLE PURCHASING POLICY.

WHEREAS, *the Charter of the City of Maryville, Tennessee*; Article II POWERS, (35) and *the Maryville Municipal Code, Title 5, Chapter 2*, provide for establishing purchasing powers and,

WHEREAS, the City of Maryville has a Purchasing Policy that describes roles, responsibilities and processes required for the most efficient management of the purchasing process ; and,

WHEREAS, it has been deemed necessary to amend & update the policy to meet requirement & procedure changes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE, as follows:

SECTION 1. That the City of Maryville Purchasing Policy be adopted as attached.

SECTION 3. This resolution shall become effective from and after its adoption:

Adopted this _____ day of _____ , 2026.

_____
Mayor

ATTEST:

_____
City Recorder

APPROVED AS TO FORM:

_____
City Attorney

CITY OF MARYVILLE

PURCHASING POLICY & PROCEDURES

Purchasing requirements are dictated by the laws of the State of Tennessee, the City Charter and the City Municipal Code, Section 5, Purchasing Regulations.

RELATIONS OF OTHER DEPARTMENTS WITH THE PURCHASING DEPARTMENT

The Purchasing department is a service agency for all other departments of the city. The purchasing function is a service, and the mutual benefits derived, for the good of the city, depend upon the cooperation of each department with the others. This manual is a guide to help the departments do their part and point out their responsibilities in purchasing.

PURCHASING DEPARTMENTS RESPONSIBILITY & OBJECTIVES

1. To assist all City departments in making responsible, cost-effective decisions in the procurement of supplies, equipment and services for City use

2. To purchase supplies, equipment and services for all City departments at the Best Value. Best Value means more than low cost. It includes the initial cost, service, quality and other factors related to the acquisition.

3. To purchase supplies, equipment and services on a timely basis to avoid interruptions to City services.

4. To purchase supplies, equipment and services of the quality that is best suited to the interest of the City.

5. To select sources of supply as required by City Charter and other laws and regulations affecting purchasing for the City.

6. To provide responsible guidance & instruction to City departments, administration and citizens as to the procurement process.

7. To prepare, advertise, receive, tabulate and evaluate bids, thereby providing guidance and recommendations.

8. To investigate complaints about supplies, equipment and/or services and document for future reference.

9. To promote clear communication, requirements, and confidence in the procurement process.

REQUESTING DEPARTMENTS RESPONSIBILITY

1. To allow ample lead time for the Purchasing Department to process and meet their responsibility to issue the purchase order and allow appropriate delivery times.

2. To prepare a complete and accurate description of supplies, equipment and/or services needed providing all specifications as well as any grant or contractual information required.

3. To assist the Purchasing Department by suggesting sources of supply.

4. To effectively plan procurement needs to eliminate avoidable emergencies.

5. To advise Purchasing of any defective merchandise or dissatisfaction with product or vendor performance being specific as to the problem, and to recommend the exclusion of a vendor to the Purchasing/Contract Manager based on documented facts of poor performance or other dissatisfaction with product or service. When making a recommendation for exclusion, department heads will use the Vendor Performance Evaluation Form. If a department head wishes to document poor performance or product dissatisfaction, they should do so immediately upon discovery of the problem.

6. To provide Purchasing with a list of department personnel who are authorized to initiate and approve purchases as required by the Purchase Approvals below.

PURCHASING THRESHOLDS

1. $0 – $2,999 Requisitions are not required. Credit cards may be used for purchases up to $2,999 on a single purchase.

2. $3,000 – $19,999 Requisitions are required. Three (3) documented quotes are encouraged. P-cards may not be used to purchase single items in this category. These shall be defined as small purchases and are at the discretion of the department as to where the commodity or service is procured.

3. $20,000 – $49,999 Three (3) written, e-mail, or internet quotes are required. Fuel purchase quotes are normally obtained on day of delivery; thus, these quotes may be obtained by phone and must be documented (P-cards may not be used to purchase single items in this category). If three written quotes are not obtainable the purchase shall be made through the formal sealed bid process or other methods.

4. $50,000 and above - Formal sealed bid procedure will be followed. Advertisement in the newspaper and/or the City's website and a minimum of three (3) sealed bids are required, if possible. All legitimate and bona fide vendors are given maximum opportunity to bid on open requirements.

5. Annual spend of $50,000 for one vendor across all city departments will require a contract.

The above dollar thresholds for small purchases are to be considered in aggregate by Vendor for any fiscal year.

THE PURCHASING CYCLE

1. The requesting department determines the need for supplies and/or services.

2. A requisition is required for all purchases $3,000 or greater except for Direct Pay goods and/or services as outlined below, or when a department works with the Purchasing Department to develop a formal bid.

3. Preparation of Requisition:
   - Complete the requisition process in the appropriate financial software (Munis or CSA).
   - It is the department's responsibility to verify the availability of budgeted funds for each purchase. Departments will need to work with the Budget Manager to resolve any budget issues.
   - The requisition will be routed through workflow for the appropriate approvals.
   - The Purchasing Department reviews the requisition for accuracy and adherence to the Purchasing Policies and Procedures. If approved, the requisition will continue through the appropriate workflow. If declined, the Purchasing Department will work with the requesting department on the next steps moving forward.

   The requisitions shall not split to circumvent any Charter provision or requirement of this policy.

   Requisitions shall not be presented for the sole purpose of expending any funds remaining in a budget line item.

4. Vendor supplies the ordered item. Upon receipt, the department checks to see if it meets the specifications and then sends invoice to accounting. If specifications are not met, then the Purchasing Department is notified, and goods are returned to vendor.

5. Direct Pay: Payment for certain goods and/or services will not require the issuance of a requisition/purchase order. These include payments for utilities (e.g. gas, electric, water, cable services, landline phones, and cell phones), lease Payments, inter-governmental payments, software license renewals for existing software in use by the City, or any other payment as determined by the Director of Financial Services.

COMPETITIVE BIDDING

1. By definition, a "Bid" is any *sealed* Invitation for Bids, Request for Proposals, Request for Qualifications, or any other request for products and/or services issued by the City as determined by the Purchasing/Contracts Manager.

2. Once the Purchasing/Contracts Manager has determined that a sealed bid is required, the Purchasing Department then prepares the specifications with the assistance of the requesting department.

3. Once the specifications are prepared, the Purchasing Department prepares the general terms and conditions for the Bid. The Purchasing Department will coordinate any changes in the requisitioning department's specifications, or substitutions in quality, with the requesting department.

- **Pre-Bid Conferences**

  On occasion, a product or service will be needed about which little is known or which is of such a technical nature that few, if any, specifications exist. In this instance a pre-bid conference may be deemed necessary. The purpose of the pre-bid conference is to gain input and information from possible vendors. In the event that such a conference is required, the Purchasing/Contract Manager and department head will prepare a set of performance specifications which list the desired nature of the product or service. These performance specifications will be sent to potential vendors along with a notice that establishes a time and date for the pre-bid conference. If a vendor(s) is unable to attend the conference, then he should be urged to submit questions, suggestions and information regarding the product. The purpose of the meeting should be made clear to all parties, and they should be informed that no information disclosed at or in direct connection with the conference can be kept confidential. After consulting with the various vendors, the department head and Purchasing/Contract Manager will develop a final set of technical specifications that are fair and unbiased toward all potential vendors.

4. A time and date for bid opening shall be set after consultation with the requesting department. Attention should be given to the time schedule for submission of purchases that must be approved by City Council.

5. Bid requests are sent out and advertised at least fourteen (14) business days before bids are due.

6. At the designated bid opening time, each bid is publicly opened. The Purchasing Department sends applicable copies of the bids to the initiating department for review.

7. Bids received after the designated Bid opening time will not be accepted. The submittal will be marked late and neither considered nor returned.
   - Bids postmarked before the bid opening but received after the time designated shall not be considered.
   - The City will not be responsible for any lost or misdirected mail sent by common carrier, nor will the City be responsible for proposals delivered to an address other than the delivery address specified in the Bid.

8. After reviewing the submittals to determine if a vendor is responsive and responsible, a vendor, or vendors, will be selected based on the evaluation criteria as stated in the Bid.

9. The requesting department and a Purchasing Department representative should make an evaluation of the bids. A written form of the evaluation is submitted to the Purchasing Department by the requesting department, before a bid award is made.

   - Tie Bids: In case of a tie resulting from the evaluation of a bid based on the evaluation criteria stated in the Bid, the City may make an award based on the following criteria:

     ❖Discount offered if not part of the original evaluation criteria
     ❖If one vendor has its primary corporate office in the State of Tennessee and another does not, the award may be made to the Tennessee vendor.
     ❖If both vendors are located in Tennessee and one vendor's primary corporate address is in the City of Maryville, the award may be made to the local vendor
     ❖If no other method of breaking the tie is useful, a witnessed drawing of lots can be utilized.

10. The City reserves the right to accept or reject a bid or any part of a bid; to waive any irregularities in the bids; to accept that bid which is in the best interest of the City; to award a bid on an "all or none basis;" a "line item basis," "a schedule basis," to make a "multiple award," or not award the bid. The City reserves the right to cancel a bid at any time.

11. Upon a notification of award, all documents pertaining to the Bid will become public as referenced by the Tennessee Open Records Act.

12. The Purchasing Department will send written and/or electronic notification to the apparent successful and all unsuccessful vendors who submitted bids. In addition, any vendor bid bonds will be returned.

13. Upon approval, the Purchasing/Contract Manager makes the purchase. Files shall be maintained for all purchases. It should be noted that the accuracy of files is dependent upon complete information being provided to the Purchasing Department.

NON-COMPETITIVE PROCUREMENT

The City may waive competitive bidding requirements in accordance with Tennessee Code Annotated for legally recognized exceptions, including but not limited to sole source procurements, emergency purchases, professional services, cooperative purchasing agreements and spot market purchases. Documentation supporting the use of any such exception shall be maintained.

1. Sole Source & Single Source

I. Sole source procurement may be utilized when a required good or service is available from only one (1) responsible supplier, and no other reasonable alternatives or substitutes exist. Examples include proprietary products, compatibility with existing equipment, or exclusive distributor arrangements. A written determination of sole source, including the basis for such determination, shall be prepared and maintained as part of the procurement file in accordance with Tennessee Code Annotated.

The requesting department must submit a written justification documenting the basis for the sole source determination. Sole source purchases must be approved in advance by the Purchasing/Contract Manager and the City Manager or designee.

II. Single source procurement may be utilized when multiple suppliers are available, but a specific supplier is selected based on documented business reasons. These may include standardization, compatibility, past performance, delivery requirements, or distribution territory. The requesting department must provide written justification explaining the rationale for selecting the vendor. Approval by the Purchasing/Contract Manager and the City Manager or designee is required prior to purchase.

2. Emergency Purchases

I. Emergency purchases may be made when an unforeseen situation poses an immediate threat to public health, safety, or welfare; disrupts essential City operations; or may result in significant damage to property or financial loss if immediate action is not taken.
II. Emergency purchases may be made without following standard requisition and bidding procedures; however, competition should be obtained when practical under the circumstances.

III. All emergency purchases must be approved in advance by the City Manager or designee whenever possible. If prior approval is not feasible due to the nature of the emergency, approval must be obtained as soon as practicable after the purchase.
IV. The requesting department must submit a full written explanation of the emergency, including the vendor selected and justification of pricing, to the Purchasing Department and City Manager within three (3) business days of purchase.
V. Emergency purchases exceeding $3,000 shall be reported to the City Manager and may require notification to City Council in accordance with City policy.
VI. Emergency purchases are inherently costly and shall be limited to true emergency situations. Lack of planning or avoidable circumstances shall not constitute an emergency.

3. Cooperative Purchasing Agreements

TCA § 12-3-1205 “any municipality, county, utility district, or other local government of the state may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of any supplies, services or construction.”

4. Professional Services

Professional services for local governments should be procured based upon recognized competence and qualified-based selection as authorized by T.C.A.

5. Spot Market Purchases

The purchase of gasoline, oil and perishable food commodities make any other method of source selection under these regulations impractical, contracts may be awarded by spot market procurement.

BLANKET PURCHASES

Recurring purchases bid up to a maximum amount for the fiscal year with pricing generally at a discount off the company's list prices. After the vendor is selected and a contract, if applicable, is completed the department will submit a requisition to have a purchase order issued.

CONTRACTS

1. When a contract for services or projects is required, the using department shall consult with the Purchasing Department to determine if any special provisions should be included in the contract document. Either the using department or Purchasing Department may prepare the actual contract document. However, mutual consent must be granted by both departments prior to drafting the document.

2. All contracts are subject to review by the City Attorney prior to initiation. It is the responsibility of the using department to see that the contracts are in order before requesting a purchase order.

3. All contracts for any project being bid for the City shall have a purchase order issued at the time of the awarding of the bid. This pertains to services as well as any other commodity.

4. All contracts **must** be signed by the Purchasing/Contract Manager, the Mayor, City Manager or a designee authorized to do so by the City Manager.

CREDIT CARD PURCHASES

In an effort to expedite procedures relating to minor purchases of equipment and supplies for mission critical operations, enhance the ease of making expenditures necessary for out-of-town travel and to improve documentation and accounting associated with travel and small expenditures, the City of Maryville provides city issued credit cards as follows.

1. Issuance of Credit Cards - Upon authorization of the Managing Director or Department Head, the Finance Department will issue credit cards to departmental employees to primarily be used for minor purchases of equipment and supplies. The Finance Department will also issue Departmental credit cards to be used primarily for travel. Managing Directors and above may be issued credit cards to primarily be used for travel.

2. Uses Authorized

I. Equipment and Supplies – Credit cards may be used when, in the judgment of the cardholder, it is determined that the expeditious purchase or supplies is critical to the mission of the department and that the potential savings of procurement through the normal purchasing process would be negated by the costs associated with impeding the work of the department. However, the purchase limits, as shown below, must be strictly adhered to.

II. Telephone/Online Orders - Credit cards may be used for telephone or online orders when it has been determined that they offer the most competitive price for equipment or supplies and that purchase by credit card is the most expeditious method of conducting the transaction.

III. Travel - The Departmental credit card is to be used for all travel expenses, including training & registrations (local or travel involved), when practical. Credit cards issued to specific employees cannot be used for travel by anyone other than the issuer. Credit cards issued primarily for travel will have a monthly limit of up to $5,000.

IV. Outside Fuel Purchases – If a City fuel card is unavailable, credit cards may be used for outside fuel purchases, if necessary. Receipts are required and are to be coded with the city vehicle number, odometer reading at the time of purchase must be recorded on each receipt, reason for travel, and appropriate departmental approval. When fuel cards are used, fuel taxes are not charged to the City.

3. Limits - The purchase limit for equipment and supplies is two thousand nine hundred ninety-nine dollars ($2,999.00) per total transaction, unless authorization to exceed these amounts is given by the Purchasing/Contract Manager or in their absence, Financial Services Deputy Director. Splitting purchases by any means in an effort to circumvent the Purchasing Policy and Procedures is expressly prohibited.

I. Unless otherwise specified & approved by the Financial Services Director, all City issued credit cards to departmental employees will have a monthly limit of $3,000.

II. Any purchase over the single or total transaction limits must be approved by Purchasing/Contracts Manager or Financial Services Deputy Director in writing.

III. To facilitate effective and efficient purchasing, the Purchasing Department and Fleet Maintenance Department, with approval of the Financial Services Director, may be issued credit cards with monthly limits up to $25,000 and a maximum per transaction of $5,000. All bidding and documentation requirements do apply.

4. Documentation

All receipts must be budget-coded and reconciled to the corresponding purchase card statement. Approval will be shown either electronically through workflow for city purchases or with manual signatures for utility purchases.

5. Prohibited Uses

I. Cash Advances - Cash advances are expressly prohibited.

II. Purchases for Personal Use - The City issued credit card is under no circumstances to be used for personal purchases.

6. Lost Cards - If a card is lost or stolen, call the Finance Department as soon as possible

SALE OF SURPLUS PROPERTY

1. No department shall transfer, sell, trade-in or otherwise disposed of City owned supplies, equipment, etc., without approval & authorization from the applicable Managing Director, Purchasing/Contract Manager and City Manager.

2. All items deemed to be surplus or no longer of value to the city, having a value of $300 or more shall be sold either by sealed bid or public auction. Items under noted value must be disposed of as scrap or may be sold in bulk on approved public platform.

3. Transfers may be made between City departments, when applicable.

4. Exemptions include firearms and retired service animals (i.e., law enforcement service dogs) that can be sold directly (or other means) to current handler or another officer.

5. Before any item may be sold or auctioned, it must be declared as surplus property by City Council.

CONFLICT OF INTEREST

No transaction shall be made with anyone connected with the City that might be termed as a conflict of interest except upon special permission granted by City Council action. **(See Section 5-207 of Maryville Municipal Code).**

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 273-3401

AGENDA ITEM BACKGROUND

8. CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMITTIAL OF AN APPLICATION FOR THE TENNESSEE DEPARTMENT OF TRANSPORATION (TDOT) STATEWIDE PARTNERSHIP PROGRAM; APPROVING A LOCAL PARTNERSHIP PROPOSAL FOR THE WIDENING OF SR-33 W. BROADWAY AVE.

A) Introduction: With the passage of the Transportation Modernization Act in 2003, TDOT has been delivering transportation projects based on a fiscally constrained 10-year plan. As part of the annual planning process for the 10-year plan, the Statewide Partnership Program (SPP) is a critical avenue for local agencies like the City of Maryville to provide input on their priorities. Transportation projects on state or federal routes that are being developed by local agencies are eligible for state funding through the SSP.

SR-33 W. Broadway Avenue widening (from S. Cedar Street to Montvale Road) has been locally managed and federally funded using an 80% federal / 20% local up through the PE-NEPA and PE-DESIGN phase of development. Each year from 2023 to 2026, this project has been submitted for inclusion in the SSP but has not been selected in previous years. The City continues to apply for this additional funding.

B) Financial Impact of Action: The SR-33 W. Broadway Avenue widening project is currently programmed to be funded through the ROW phase at 80% federal / 20% local which would be $681,000 federal and $170,000 local. The project is also currently programmed to be funded through the CONST phase at 80% federal / 20% local, which would be $4.8 million federal and $1.2 million local. The current SSP application requests a 50/50 state/federal funding for the remaining ROW and CONST phases, removing the local percentage share from the project altogether. This would result in a reduction (savings) of approximately $1.4 million to the city's capital grant fund if the project application is accepted for inclusion in the SSP.

C) Impact of Action on Other Departments/Agencies: None

D) Proposed Action: Pass the resolution.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) STATEWIDE PARTNERSHIP PROGRAM; APPROVING A LOCAL PARTNERSHIP PROPOSAL FOR THE WIDENING OF SR-33 W. BROADWAY AVE.

WHEREAS, the City of Maryville recognizes that safe and efficient transportation is vital to the public health, safety, and economic development of its citizens; and

WHEREAS, the City of Maryville follows the procedures established and set forth in the application for funding within the Tennessee Department of Transportation (TDOT) Statewide Partnership Program; and

WHEREAS, the Tennessee Department of Transportation (TDOT) Statewide Partnership Program, provides opportunities for local government to identify priorities and accelerate projects with local funding and support; and

WHEREAS, the proposed widening of SR-33 W. Broadway Avenue from US-321 (Lamar Alexander Pkwy.) to S. Cedar Street, including construction of a new shared use path and pedestrian enhancements is a critical infrastructure priority that aligns with City of Maryville plans.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARYVILLE, TENNESSEE, as follows:

SECTION 1. That the City of Maryville formally adopts the attached application to the Tennessee Department of Transportation (TDOT) Statewide Partnership Program for the SR-33 W. Broadway Avenue widening project (from US 321 Lamar Alexander Pkwy. to S. Cedar Street).

SECTION 2. That the provisions of this Resolution shall be effective from and after its final passage, the public welfare requiring it.

Adopted this _____ day of _____ , 2026.

_____
Mayor

ATTEST:

_____
City Recorder

APPROVED AS TO FORM:

_____
City Attorney

CITY OF MARYVILLE
400 West Broadway
Maryville, TN 37801
(865) 981-1300

AGENDA ITEM BACKGROUND

9. CONSIDERATION OF A MOTION TO DECLARE CERTAIN ITEMS AS SURPLUS AND TO AUTHORIZE THEIR DISPOSAL.

A) Introduction: Consideration of a motion to declare certain items as surplus and to authorize their disposal.

B) Proposed Action: Council is requested to consider a motion to declare certain items as surplus. The following items are no longer used or are a part of our equipment replacement schedule, and we believe that we can sell them at auction and realize a substantial financial gain. The items are as follows:

1. Used Water Meter ERTS - approx. 1600 each
2. #921 2017 INTERNATIONAL 4400 SBA Altec 3HAMKSTRXHL458009
3. #639B 2014 Titan Powerliner 2850 Vin# N/A
4. #1247 PVC Elbow-2" Sch 40 90* 18" – 21 each
5. #1253 PVC Elbow-2 1/2" Sch 40 90* 18" – 21 each
6. Ford Meter Box Lock Nuts YLN-23 (5/8"x3/4"x3/4") - approx. 650 each
7. Legend hamstring curl and leg extension machine – 1 each
8. Husky Truck Toolbox – 1 each
9. 2008 ODB LCT60C LEAF LOADER 0908 5202 #663
10. 2 13.2 KV sectionalizer

Extrication Equipment – Maryville Fire Department

11. TNT gasoline-powered hydraulic power unit – 1 each
12. TNT cutter – 1 each
13. TNT spreader – 1 each
14. TNT combination tool – 1 each
15. TNT rams: short, medium, and long – 3 each
16. TNT complete hydraulic hose assemblies connecting the tools to the power unit – 2 each

C) Financial Impact of Action: As these items are no longer being used, any funds received by their sale would be returned to the original funds source from which the items were obtained.

D) Staff Recommendation: Staff recommends approval.