

Minutes
Board of Mayor and Aldermen
Special Meeting
April 7, 2026

Mayor Staton called the meeting to order at 6:00 p.m.

Members Present: Ben Adams, Carol Keith, Jerry Malone, Carolyn Payne, Eric Johnson

Prayer, Alderwoman Keith

Pledge of Allegiance, Chief Depew

Mayor Staton opened the meeting for the following:

Mayor Staton invited Ms. Jolie Stigall, Bluff City Family Committee Farmers Market Coordinator, to address the Board on the upcoming Farmers Market season.

Ms. Stigall discussed the upcoming Spring Market and Farmers Market. She discussed goals to grow the market and support local businesses. Ms. Stigall emphasized the young entrepreneurs and working with the local schools to encourage participation. She also discussed food truck participation and highlighting local musicians.

Discussion and Action: Board of Mayor and Aldermen Meeting Minutes for January 6, 2026, February 20, 2026, March 3, 2026, and March 31, 2026

Motion to approve minutes for January 6, 2026, by Vice-Mayor Adams. Second by Alderman Johnson. The vote: Alderwoman Payne, No; Alderman Malone, Yes; Alderwoman Keith, Yes; Vice-Mayor Adams, Yes; Alderman Johnson, Abstain. Motion passes.

Motion to approve minutes for February 20, 2026, by Vice-Mayor Adams. Second by Alderwoman Keith. The vote: Alderwoman Payne, No; Alderman Malone, Yes; Alderwoman Keith, Abstain; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

Motion to approve minutes for March 3, 2026, with correction, by Vice-Mayor Adams. Second by Alderwoman Keith. The vote: Alderwoman Payne, No; Alderman Malone, Yes; Alderwoman Keith, Abstain; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

Motion to approve minutes for March 31, 2026, by Vice-Mayor Adams. Second by Alderman Johnson. The vote: Alderwoman Payne, No; Alderman Malone, Yes; Alderwoman Keith, Yes; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

First Session of Public Comments: None.

Discussion and Action: Ordinance 2026-001 – An Ordinance to Amend Section 18-109 of the Town of Bluff City Municipal Code Dealing with the Location of Water Meters

Mr. Frye read Ordinance 2026-001.

Motion to approve, Vice-Mayor Adams. Second, Alderman Johnson. The vote: Alderwoman Payne, No; Alderman Malone, Yes; Alderwoman Keith, No; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

Report from Town Attorney: No report.

Financial Report; Town Report; Department Reports:

Ms. Morris presented the reports for Admin, Public Works, and the Police Department.

Ms. Morris presented the Financial Report.

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Motion to approve the Financial Report, Vice-Mayor Adams. Second, Alderman Malone. The vote: Alderwoman Payne, Yes; Alderman Malone, Yes; Alderwoman Keith, Yes; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

Board of Mayor and Aldermen Comments:

Vice-Mayor Ben Adams thanked everyone for coming out and wished everyone a good evening.

Alderwoman Carol Keith said it was good to see everybody, thanked everyone for coming out, and asked for kindness.

Alderman Jerry Malone mentioned the Friends of the Holston Museum, Becky Murray and the meeting that evening.

Alderwoman Carolyn Payne thanked everyone and stated she wants to see more people come to meetings. She also spoke about tidying up the town.

Alderman Eric Johnson thanked the Family Committee for attending to brief the board and stated its great that they are growing

Mayor Staton thanked everyone for attending the meeting and thanked the Family Committee for their briefing.

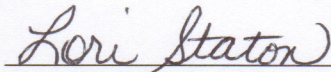
Old Business:

Alderwoman Payne discussed items being added to meeting agendas by board members.

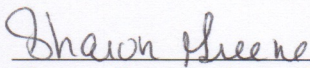
New Business: None.

Second Session of Public Comments: None.

Mayor Staton adjourned the meeting at 6:49 p.m.



Lori Staton, Mayor
This 7th day of April 2026



Sharon Greene, Recorder / CMFO



TOWN OF BLUFF CITY
TOWN MANAGER
BOARD OF MAYOR AND ALDERMEN REPORT

April 7, 2026

FOR THE MONTH OF MARCH 2026

The first five months here in Bluff City have been interesting. I have learned about the MS4 process, floodplain mapping, building inspections and licensing, code violations, water and sewer matters, budgeting, scheduling little league, police matters, and refreshed myself on rail policy and emergency operations. As you know, the role of a Town Manager in a small town is not one role. As Mr. Auger stated, the smaller the town, the more work the Town Manager has. That also includes stepping away from a project to matters with concerned residents – something that has been a large part of many days but every person I speak with seems happy that there is someone in the office who will shake their hand and discuss the matter.

Additionally, as this is your first time having a permanent Town Manager in a long time, there is a lot to break down and build up. The Mayor and I are working to rebuild relationships previously broken down. I am learning systems and working with staff on how to implement more efficient and effective processes. I am learning the full scope of the needs of the staff and town to make the best decisions possible – an endeavor that will probably take a full year.

That said, due to the number of concerns addressed at the March Board Meeting, I spent the first few weeks of the month focusing on those matters.

Rail Crossing at Tennessee Drive: In contacting Norfolk Southern, I was directed to contact the Federal Railroad Administration (FRA), in which I sent one email to their general website, as well as government affairs, safety, and public affairs, and included a photo from Google Maps. A local FRA inspector contacted me regarding this matter; his inspection report is attached. Due to Tennessee Ave. being a street owned and maintained by the Town, it would be up to us to install a safety measure. These measures cost approximately \$400,000-800,000 and are eligible for FRA grants, which are not presently open. I have contacted First Tennessee to watch for when the grants reopen.

Public Works needs: Last month, it was indicated that I was not providing the Public Works Department with what they need. While I can explain how the Department was shorted over the last decade due to a number of reasons, I have decided to just move forward with

ORDINANCE NO. 2026-001

AN ORDINANCE TO AMEND SECTION 18-109 OF THE TOWN OF
BLUFF CITY MUNICIPAL CODE DEALING WITH THE
LOCATION OF WATER METERS

THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF
THE TOWN OF BLUFF CITY, TENNESSEE:

1. That Section 18-109 of the Town of Bluff City Municipal Code shall be deleted and the new 18-109 shall read as follows:

18-109. Meters. All meters shall be installed, tested, repaired, and removed only by the town. The location of the meters shall be on the town utility easement along the roadway.

No one shall do anything which will in any way interfere with or prevent the operation of a meter. No one shall tamper with or work on a water meter without the written permission of the town. No one shall install any pipe or other device which will cause water to pass through or around a meter without the passage of such water being registered fully by the meter.

2. That all other sections of 18-109 not amended by this Ordinance shall remain in full force and effect.

3. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

Lori Staton, Mayor

Attested:

Sharon Greene, CMFO, Town Recorder

Approved
as to form:

J. Paul Frye, Town Attorney

Passed on First Reading: _____

Passed on Second Reading: _____

Public Hearing: _____

TOWN OF BLUFF CITY
TOWN MANAGER
BOARD OF MAYOR AND ALDERMEN REPORT

purchasing what they need and finding the provisions in the budget where possible. This includes a backstock of regularly-used supplies, a truck, and other needs.

Regarding the trucks, Mr. Moultrie and I concluded the best use of funds would be to sell the three trucks that are out of service to put the money towards a new truck. We will also be adding another new truck to the FY2027 budget, as I stated before with preparing for future needs. However, due to urgent needs in the fleet, we will be fixing one to two of the trucks to use until we can move forward with purchasing.

You may notice wastewater educational materials on the table outside. Part of our MS4 and Consent Order compliance is to have these materials out throughout the year. Regarding the MS4 "Notice of Violation", that was finalized and submitted on March 30. Due to our size and capacity, the MS4 program is not something the Town should be managing. However, when given the opportunity to apply for a waiver with the Environmental Protection Agency (EPA), the Town did not take it. Whatever reason that was for does not matter now – we are moving forward.

Baseball fields: Town staff are set to meet with Mr. McMillian from the Junior Patriots to finalize plans for the games scheduled into June. This will include handicapped parking, signs clearly indicating where parking is or is not allowed, and a police presence to ensure the boat ramps remain clear and mitigate other parking concerns, as well as communications with families on parking. We know this is going to take time to tweak and adjust each week based on lessons learned.

Town facilities: I am in the process of collecting estimates of the services needed throughout our facilities, including Town Hall and the Town Garage. This ranges from the men's restroom urinal to HVAC to electrical work. I hope to have bids available for you in May.

We did receive a set of violations during our annual Tennessee Occupational Safety and Health Administration (TOSHA) review to include the monthly inspection of the fire extinguishers and the conspicuous posting of workplace incidents that did or did not occur in 2024 and 2025. Those were immediately rectified and submitted to TOSHA and reminders have been placed on my calendar to ensure future compliance. This includes working with our fire extinguisher provider to ensure they are keeping to our contract by inspecting our extinguisher supplier, as it is in our contract with them to conduct those monthly inspections.

Wells Park: The Public Works crew has repaired the underside of the boardwalk, and we will then start planning out a schedule for the rest of the planking to include pressure washing and replacement as needed. We have purchased new hand dryers and toilet paper dispensers for the restrooms and to preserve these items the restrooms will be locked each evening at 8pm. I am working with the police department on this scheduling.

TOWN OF BLUFF CITY
TOWN MANAGER
BOARD OF MAYOR AND ALDERMEN REPORT

Corrective Action Plan: The Corrective Action Plan for our Consent Order was submitted one week prior to the due date. TDEC did come back with follow-up questions, which Mattern and Craig handled. I have been working on the education materials as stated, as well as letters based on the smoke test results.

Biweekly Updates: It was requested at the March 31 work session that I provide at least biweekly updates to the Board. These can start April 17, since you are receiving a Board report today, April 7, and April 10 would seem a bit soon.

MONTHLY REPORTS

Police Department:

Issued Citations	276	Domestic Assaults	15
Issued Warnings	59	D.U.I.s	0
Arrests	52	Use of Force	0
Offense Reports	171	Patrolled Miles	7,945
MSD Reports	39	Drug Violations	12
Alarm Calls	6	Funeral Escorts	2
Calls for Service	141	Distracted Driving Cit.	0
Accidents Reported	10	Door Checks	304
Animal Calls	5	Vehicle Seizures	0

You may have noticed there were a lot of cruisers from other agencies last week. That was due to a car seat training hosted here. We were proud to host such an event and know that we were contributing to the great trainings going on in the area.

Public Works Department:

Water Plant:

The Bluff City Water Treatment Plant is operating well, pumping out an average of 226,000 gallons per day. The water tank level was at an average of 46.07 ft. and was at a max level of 52.86 ft. for the month – both up from February. The water treatment plant was only down for approximately 48 hours due to routine backwashes and maintenance, as well as a short time during a rain event causing high turbidity.

The Water Treatment Plan upgrade project is still due to start April 20.

Distribution System:

The Water Distribution system operated great for the month of March. Repairs for the month include two (2) water leaks during the month and two (2) water taps were installed.

TOWN OF BLUFF CITY
TOWN MANAGER
BOARD OF MAYOR AND ALDERMEN REPORT

Sewer Department:

The Sewer Department had no overflows of manholes or pump stations in March.

Streets Department:

The Public Works team is collecting brush throughout town while reporting several brush piles with no correlating work orders. We want to remind those utilizing the brush pickup service that they need a work order. Designated brush pickup days are Wednesdays and Thursdays.

Allen and I had a discussion on Monday regarding the number of projects needing completed around town, from infrastructure to road repaving to the overall responsibilities of the Public Works Department given their staffing numbers. As we look at the needs of water, sewer, roads, and parks, we are going to meet to go over these projects, their priorities, and timelines. Given all that is placed upon the Team of 7, I want to ensure they have what they need to get done what they can.

Parks Department:

We have ordered new items for Wells Park and the team is working to get the facilities ready for the season.

Vehicles:

In March, the public works trucks traveled 6,785 miles.

Mr. Moultrie and I went to Johnson City Ford to look at new trucks and I visited Bristol Ford.

Administrative Department:

General Fund	\$2,749,712
Sanitation Fund	\$33,008
Special Police Fund	\$12,402
Debt Service Fund	\$112,382
Sinking Fund	\$3,094
Water/Sewer	\$784,541
TOTAL	\$3,695,139

The auditors have completed their on-site work and submitted a draft report. We will provide you with the final once it is completed.

We have hired a new municipal clerk, who started on March 24. Last meeting I stated the options were being weighed due to concerns with taking on a new employee and then the reduction of workload due to online payments. However, in discussing this with staff the next day and determining the needs of the Town, I decided to move forward. This new clerk will

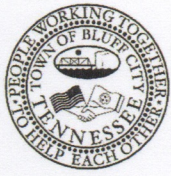
TOWN OF BLUFF CITY
TOWN MANAGER
BOARD OF MAYOR AND ALDERMEN REPORT

assist in the development of a job description and internal processes, as well as learn our account system by merging accounts to allow for an easier transition to accepting online payments. She will also be helping with projects that we need to complete but have not had the time to finish. Shelia has taken in the information quickly and fits in with the warm and fun personalities we have in the office. We welcome Shelia and look forward to the experience and energy she brings.

Over the last four months, we have also been working on the development of forms and processes. While this may not seem important to many, it has helped significantly in accounting and addressing other matters. Unfortunately, however, once you start digging into fixing one process, you find other matters that must be addressed before you can finish the fix. While it may seem as though my workload has been scant, I promise that I am working every day to make Bluff City operations more efficient and effective.

V/R,

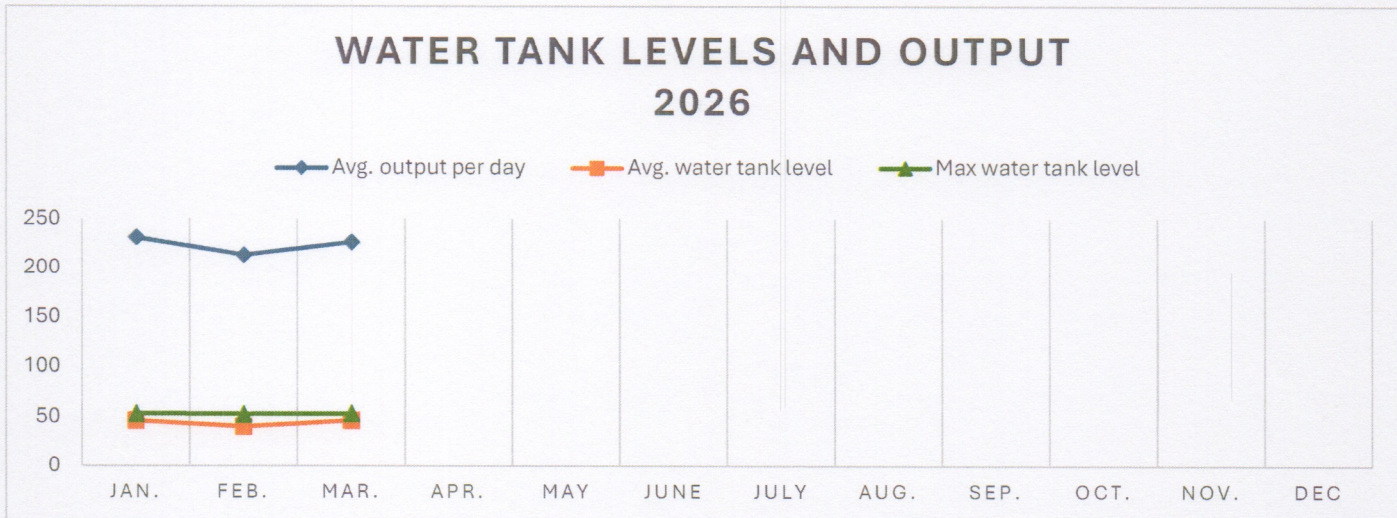
Krista S. Morris, MPA
Town Manager
Town of Bluff City



TOWN OF BLUFF CITY
PUBLIC WORKS DEPARTMENT
BOARD OF MAYOR AND ALDERMAN REPORT

April 7, 2026

Metric	2026											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Avg. output per day (thousand)	231	213	226									
Avg. water tank level (ft)	45.94	39.88	46.07									
Max water tank level (ft)	53.11	52.37	52.86									
Total Truck Mileage	7,847	5,936	6,785									

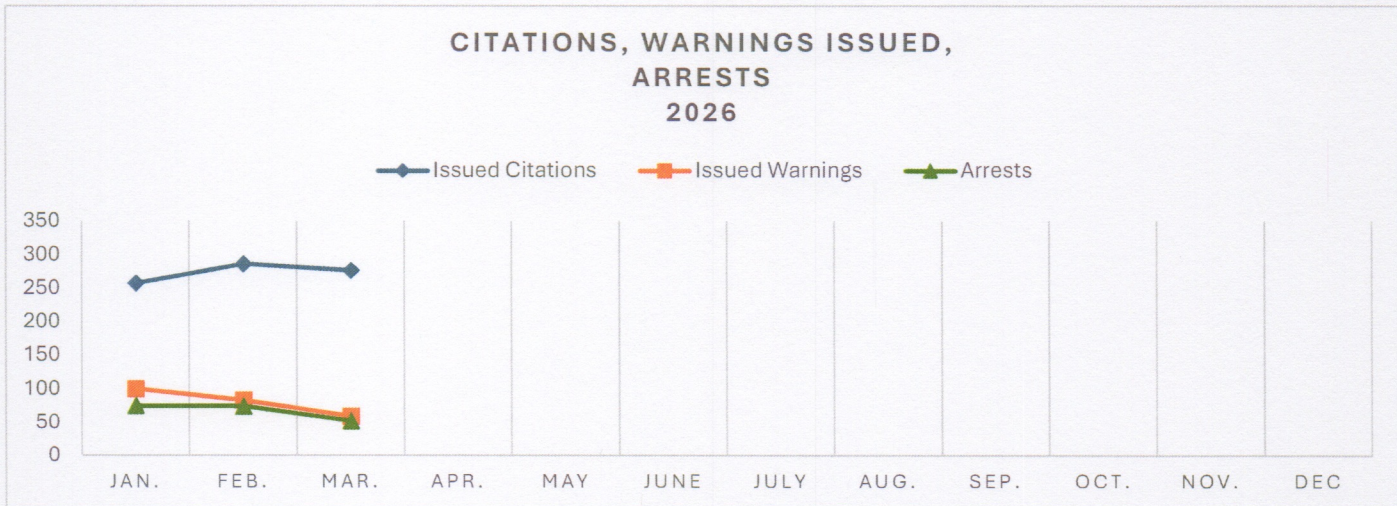


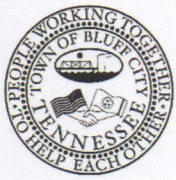


TOWN OF BLUFF CITY
POLICE DEPARTMENT
BOARD OF MAYOR AND ALDERMAN REPORT

April 7, 2026

Category	2026											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Issued Citations	257	286	276									
Issued Warnings	100	83	59									
Arrests	75	74	52									
Offense Reports	104	33	171									
MSD Reports	50	31	39									
Alarm Calls	3	7	6									
Calls for Service	136	150	141									
Accidents Reported	5	4	10									
Animal Calls	2	2	5									
Domestic Assaults	2	7	15									
D.U.I.s	0	3	0									
Use of Force	0	1	0									
Patrolled Miles	8,396	8,690	7,945									
Narcotics Violations	3	6	12									
Funeral Escorts	0	1	2									
Driving School Attend.	46	25										
Distracted Driving Cit.	5	7	0									
Door Checks	330	308	304									



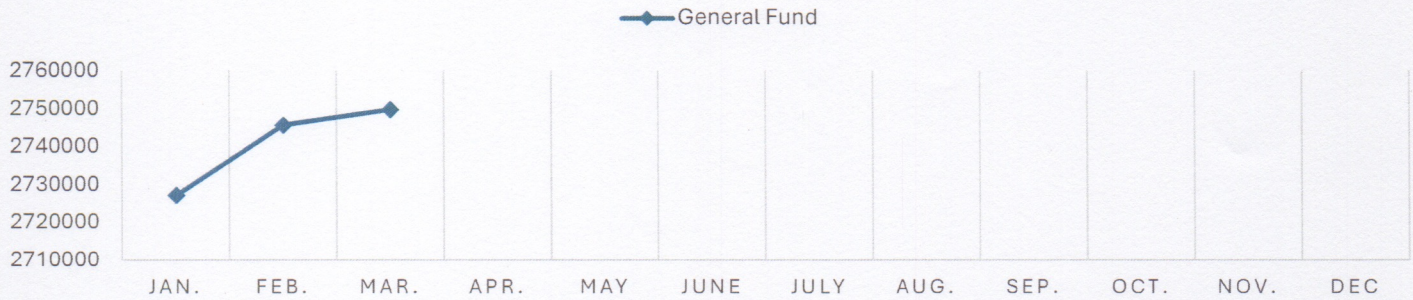


TOWN OF BLUFF CITY
ADMINISTRATIVE DEPARTMENT
BOARD OF MAYOR AND ALDERMAN REPORT

April 7, 2026

Metric	2026											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
General Fund	\$2,727,205	\$2,745,560	\$2,749,712									
Sanitation Fund	\$33,008	\$33,008	\$33,008									
Special Police	\$12,720	\$13,060	\$12,402									
Debt Service Fund	\$112,382	\$112,382	\$112,382									
Sinking Fund	\$3,094	\$3,094	\$3,094									
Water/Sewer	\$737,960	\$773,553	\$784,541									
TOTAL FUNDS	\$3,626,369	\$3,580,657	\$3,695,139									

**GENERAL FUND BALANCE
2026**



**FUND BALANCES
2026**

