

Minutes  
Bluff City Board of Mayor and Aldermen  
Regular Meeting  
May 6, 2025

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

Members present were: Jerry Malone, Carol Keith, Ben Adams and Eric Johnson

Carolyn Payne was absent.

Prayer was given by Alderwoman Carol Keith, followed by the Pledge of Allegiance, led by Chief Greg Depew.

Mayor Staton opened the floor for the following:

Project Briefing / Updates: Austin Smith with Mattern & Craig Engineering

Mr Smith reported that in reference to the ARPA Project on the Water Treatment Plant, there have been some revisions made and sent to TDEC. We are currently awaiting their final review. As far as the Asset Management Grants go, has the town received the new contracts from the State? Mayor Staton stated we have received them and they have been signed and sent back. Mr Smith stated that TDEC has requested a one-year extension on the Asset Management work so the new deadlines will move to October 31, 2026 to complete. December 31, 2026 will be the closeout. Alderman Malone stated that there is a place on Lakeview Dr. that's gravel and needs to be paved. It was left over when line replacement was done. City Manager Michelle Roberts reported that the original conversation was to replace the galvanized line under there with pex, but looking at the project, there is a section of the line coming down from the Post Office. That line goes across then down to Lakeview Dr. We are going to have to look into getting the 2 projects connected in the middle.

Discussion / Action: Approval of Board of Mayor and Alderman Meeting Minutes--None

First Session Public Comments:

Gary Sharpe asked what was going on in Hillcrest. Mayor Staton said we can get the information and schedule a time to meet with you.

Discussion / Action: Finalizing Town Manager Job Description and forwarding to MTAS for posting

Mayor Staton reported that they had a workshop and discussed some of the changes that the Board members wanted to make. Mrs Staton reported that one change

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was to remove the Code Enforcement and the Flood Plane Administer as those have to be done, by the Town Manager and assigned to someone else. We do not have a Building Inspector, so it is standard under the position of Town Manager. Mayor Staton stated that the other change was regarding Department Head Evaluations. Alderwoman Payne wanted a semi-annual or annual evaluation of the Town Manager done by the BMA. Alderwoman Keith stated it is included that the Town Manager overseeing the department heads. Mrs Staton stated yes.

Town Manager Roberts stated the general performance is handled internally. As a Town Manager you would talk to that employee first. Alderwoman Keith stated I want everybody held accountable.

Mayor Staton said we can finalize the job description, but we are going to have to discuss salary. Alderman Johnson stated he would like to finalize the job description but I don't know if we can before seeing a draft of the budget. Alderman Malone stated we could say it is negotiable depending on experience. City Attorney Paul Frye stated that normally in these postings there is a salary range. I would suggest you nail down the salary before posting it. Vice Mayor Adams stated he felt that they need to post what the pay will be.

Motion to approve the Town Manager Job Description was made by Vice Mayor Adams. Second by Alderwoman Keith. All in favor. Motion carried.

#### Discussion: Consideration of Sullivan County Assuming Responsibility of Building Inspector

Mayor Staton reported that Mayor Venable and Amber Torbett have suggested that Sullivan County could take it over, and it may be an option for at least a year or two until we could get someone in. City Attorney Paul Frye stated the way the mechanics would work from approval standpoint is we would have to negotiate an inter-local agreement with the County and the Board of County Commissioners would have to approve it and the Board of Mayor and Aldermen would have to approve it.

#### Report from Town Manager: Michelle Roberts

Mrs Roberts gave a report on the activities for the month. (SEE ATTACHED)

Mrs Roberts discussed areas that need asphaltting. There is a pump at the bridge pump station that is inoperable. The City was given a 2003 mechanic's truck from Sullivan County at no cost.

#### Discussion / Action: Financial Report----Sharon Greene, CMFO

Fund balances as of March 31, 2025 are as follows: General Fund-\$2,573,875.00  
-Sanitation Fund - \$29,239.00-Special Police Fund - \$7,196.00- Debt Service -

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\$112,382.00– Sinking Fund - \$3,094.00 - Water / Sewer Fund - \$580,864.

Motion to approve Financial Report was made by Vice Mayor Adams. Second by Alderman Johnson. All in favor. Motion carried.

Report from City Attorney: Paul Frye

Mr Frye reported that the 2024 taxes are now delinquent, and we will start on collecting those very shortly. Each year our tax payers get better at paying on time.

Report from Departments:

Police and Public Safety: Chief Greg Depew presented the monthly report for April, 2025(SEE ATTACHED)

Public Works: Due to Allen Moultrie's absence, Town Manager Michelle Roberts presented his report (SEE ATTACHED)

Finance and Administration: CMFO Sharon Greene reported that the girls are working hard to get the work done and they are doing a really great job.

Report from Sullivan County Commissions: None Present

Board of Mayor and Aldermen Comments:

Vice Mayor Adams thanked everyone for coming out. All of our departments are working well and doing a fantastic job and we appreciate everyone's efforts.

Alderwoman Keith thanked everyone for coming out and said have a blessed evening.

Alderman Malone thanked everyone for coming. Mr Malone voiced concern about not having a budget to review. Mr Malone stated the Public Works trucks are pathetic. In the water department, they are going to have to replace about 250 meters.

Alderman Johnson thanked everyone for coming and encouraged them to bring their neighbors to the meetings. I would like to give a little shout out for all the office personnel and Public Works. I don't think you guys get enough credit or praise. This town could not run at all without you. I appreciate everything you do.

Mayor Staton stated I have spent a little bit of time in the last couple of weeks in the office and they work hard. They don't stop and they do it with a smile. The Court Clerk, Jeanann Sanders spoke from the audience stating she has never had a complaint about

any employee.

Chief Depew stated that our court is as smooth as it has ever been.

Mayor Staton thanked everyone for coming tonight.

Old Business:

Alderman Malone asked if we had any minutes to approve. Mayor Staton said they will have some at the next meeting.

Vice Mayor Adams asked when we would be getting our trashcans. Mayor Staton stated I am not going to answer for the Town Manager. When she was out, I was going to devise a plan and present it to her when she got back, but I was so busy I did not get to that.

Town Manager Roberts stated that we have to meet with Cox Disposal and make sure that the ordinance covers everything needed.

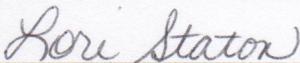
Alderwoman Keith stated again I want complete transparency. Alderman Malone stated Cox has to make changes in their insurance. Mayor Staton said Cox has to change their insurance policy as the Insurance Company does not want anyone getting out of the truck when it comes to trash.

New Business:

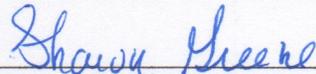
Alderman Johnson stated to the Mayor that he felt she should have access to City Hall and all activities. City Attorney Paul Frye stated you do have an office. Town Manager Roberts stated they need to get some keys made. Alderwoman Keith stated we need to keep the City Manager and Mayor separated.

Second Session- Public Comments- None

With no other business Mayor Staton adjourned the meeting at 7:01 p.m.

  
\_\_\_\_\_  
Lori Staton, Mayor

Attest this 6<sup>th</sup> day of May, 2025

  
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Sharon Greene, Recorder, CMFO

**AGENDA**  
**BLUFF CITY BOARD OF MAYOR AND ALDERMEN**  
**REGULAR MEETING**

Tuesday, May 6, 2025, 6:00 P.M.

Call to Order ..... Lori Staton, Mayor

Roll Call ..... Sharon Greene, CMFO & Town Recorder

Prayer ..... Alderwoman Carol Keith

Pledge of Allegiance ..... Chief of Police, Greg Depew

Project Briefing/Updates by Mattern and Craig Engineering: Austin Smith

Discussion and Action: Approval of Board of Mayor and Aldermen Meeting Minutes

First Session of Public Comments.....Three (3) Minutes: Provide Name and Address for Record

Discussion and Action: Finalizing Town Manager Job Description and Forwarding to Municipal Technical Advisory Services (MTAS) for Posting

Discussion and Action: Consideration of Sullivan County Assuming Responsibility of Building Inspector

Report from the Town Manager ..... Michelle Roberts

Discussion and Action: Financial Report.....Sharon Green, CMFO

Report from the Town Attorney ..... J. Paul Frye, Attorney at Law

Department Reports:

Police and Public Safety ..... Chief Greg Depew

Public Works ..... Supervisor Allen Moultrie

Finance and Administration.....Sharon Greene, CMFO

Report from Sullivan County District 5 Commissioners .....Commissioner Hershel Glover  
Commissioner Dwight King

Board of Mayor and Aldermen Comments:

Vice Mayor Ben Adams

Alderwoman Carol Keith

Alderman Jerry Malone

Alderwoman Carolyn Payne

Alderman Eric Johnson

Mayor Lori Staton

Old Business

New Business

Second Session of Public Comments.....Three (3) Minutes: Provide Name and Address for Record

Adjournment

## Board of Mayor and Alderman

May 6, 2025

TO: Honorable Mayor and Board of Aldermen  
FROM: Michelle Roberts, Interim Town Manager  
SUBJECT: Monthly Administrative Report – Apr 2025

This report covers the period from the previous BMA meeting until present.

### Highlights of Activities

1. Held a workshop April 9.
2. Received a quote for asphalt repairs for both the ball field parking lot (\$6,900 + \$1,700 for additional areas, if needed) and Town Hall parking lot \$10,600). Will seek competing quote.
3. TDEC AMP Grants reviewed, signed, and submitted to TDEC.
4. Reviewed McClelland Street Rehab Plans, July 2017 regarding the culvert and riprap at the end of McClelland Street.
5. Public Works has an inoperable pump at the Bridge Pump Station. The pump has reached obsolescence, and we've requested a quote (\$7,500) for a replacement pump. Additionally, Allen is waiting for a repair quote, pending availability of needed parts.
6. Completed a technology survey with TUC Technologies and reviewed results with TUC. Next step will involve a complete computer survey.
7. Public Works filled holes outside Bluff City Elementary School on Parks Worley Street. We are seeking avenues of funding to potentially repave Parks Worley.
8. The Mayor and Town Manager met with Johnson City MTPO on May 15 to discuss their operations and initiatives sought by Bluff City.
9. Received a preliminary plat for review that will need to go through the Planning and Zoning Committee. Recommend establishing remaining committee members soon.
10. Received complaints related to speeding in the vicinity of Shawnee Drive and Kentucky Avenue. This is under review and will consider options.
11. TDEC Notice of Violation received 4/16/2025 on Igloo Pump Station overflow.
12. Scheduled an introduction session into a computerized work order system for May 12.
13. Received a used 2003 mechanic's truck from Sullivan County on April 21 at no cost to Bluff City for use in Public Works.

14. Reviewed results from a smoke test completed on the sewer infrastructure in 2016 and plan to revisit the issues cited.
15. Attended the Sullivan County Commissioner's meeting April 17, 2025.
16. Formalized the request for three (3) police vehicles, which was presented at the Special Called meeting on May 1, 2025.



# City of Bluff City

4391 Bluff City Highway • Bluff City, TN 37618  
Telephone: (423) 538-7144 • Fax: (423) 538-7138  
Email: bluffcitycityof@aol.com

Mailing Address:  
P.O. Box 70  
Bluff City, Tennessee 37618



## FUND BALANCES

March 31, 2025

GENERAL FUND	110-11214	\$ 2,573,875.00
SANITATION FUND	130-11211	29,239.00
SPECIAL POLICE FUND	143-11214	7,196.00
DEBT SERVICE FUND	211-11321	112,382.00
SINKING FUND	211-11311	3,094.00
WATER / SEWER	413-11216	580,864.00
<b>TOTAL FUND BALANCE</b>		<b>\$ 3,306,650.00</b>

Prepared: May 6, 2025  
By: Sharon Greene, CMFO/City Recorder



# Bluff City Police Department

## MONTHLY REPORT



2025

APRIL

Year

Month

NUMBER OF:				TOTAL
CALLS FOR SERVICE(S)				271
PATROLED MILE(S)				9233
OFFENSE REPORT(S)				39
MSD REPORT(S)				36
ISSUED CITATION(S)				370
WARNING CITATION(S)				117
ARREST(S)				30
D.U.I.(S)				2
DRUG VIOLATION(S)				8
DOMESTIC ASSAULT(S)				2
CRASH(ES)				4
MISSING PERSON(S)				0
ANIMAL CALL(S)				1
ALARM(S)				6
VEHICLE SEIZURE(S)				0
FUNERAL ESCORT(S)				1
USE OF FORCE REPORT(S)				1

Approved by: Chief Depew

# **CITY OF BLUFF CITY**

## **Water Plant & Distribution System**

### **Board of Mayor and Alderman Monthly**

**Report for April 2025**

#### **Water Plant:**

The Water plant is operating normally pumping an average of 235 thousand gallons per day. Our water tank level was at an average of 45.07 ft., Max 54.43 ft. while our lowest level was 27.54 ft. The Water plant was down for maintenance and backwashes for a total 2.54 days due to high turbidity.

#### **Distribution System:**

We are continuing to find and repair leaks throughout our distribution system. We did not have any waterlines repairs or taps that was installed for the month. Periodically you will see city employees inspecting meters and service lines to complete our Lead Service line Inventory.

#### **Sewer Department:**

Sewer Department is operating well with there being 1 overflows reported in the month of April. This event was a wet weather event, where we had an overflow of the manhole at 4418 Bluff City Highway. The effected area was cleaned up, raked and lime was placed in effected area. This manhole does need to be replaced at this location, we currently are in the process of planning rehab for this section of line.

#### **Streets Department:**

City workers are working hard maintaining the brush pickup and have started mowing throughout town. Our designated day for brush pick up is on Wednesday and Thursday, with work orders being top priority. We also would like to ask that brush be placed in right of way area to assure no damage to personal property while picking up brush.

If you have any questions please call City Hall at 538-7144. Thank you.

Allen Moultrie  
Public Work Supervisor