

Minutes
Bluff City Board of Mayor and Aldermen
Special Called Meeting
December 10, 2024

Mayor Staton called the meeting to order at 6:00 pm

Members present were Carolyn Payne, Jerry Malone, Carol Keith, and Ben Adams

Prayer was given by Carol Keith, followed by the Pledge of Allegiance.

Mayor Staton opened the floor for the following:

First Session of Public Comments: No comments

Discussion / Action - First Reading - Ordinance 2024-010

Mayor Staton introduced the ordinance. City Attorney Paul read the ordinance which amends the Appropriations Ordinance for the Fiscal Year Ending June 30, 2025. This is for \$6,600 for the repairs of the F-250 Public Works vehicle, which is currently inoperable / unsafe to operate. Alderwoman Keith asked if the truck had been wrecked. Interim Town Manager Roberts reported that it had been involved in a wreck but I can't comment if that's what led to this level of damage on this vehicle. This is also the vehicle that is outfitted as our salt truck and we do not have a backup. Alderwoman Payne asked if that was turned in on insurance. Interim Town Manager Roberts stated I can not comment on that as it happened a year or so ago. Alderwoman Payne voiced concern about how long the vehicle went in need of repair. Mrs Payne asked if this included body work or all mechanical. Mrs Roberts stated all mechanical. Alderman Malone questioned the amount they already had in the budget for repairs. Mayor Staton stated this is over the amount. Motion to approve Ordinance 2024-010 on First Reading was made by Alderwoman Payne. Second by Vice Mayor Adams. All in favor. Motion carried.

Discussion / Action - First Reading - Ordinance 2024-011

Mayor Staton introduced Ordinance 2024-011. City Attorney Paul Frye read the ordinance which amends the Appropriations Ordinance for the Fiscal Year Ending June 30, 2025. This is for the replacement of the gate outside the Public Works Facility. Town Manager Roberts stated the gate is beyond repair and is necessary for the safety and security of equipment, tools, and vehicles of the Public Works Department. Mrs Roberts recommended the second option. Motion to approve the second bid from Tri City Fence Company was made by Vice Mayor Adams. Second by Alderwoman Keith. All in favor. Motion carried.

Discussion / Action- Establish Compensation for the Interim Town Manager Position

Mayor Staton stated that she had given the Board paperwork comparing towns that have the same number of people that are in here. Mayor Staton stated there are a lot of things are not in place for a successful work environment. Town Manager Roberts stated there is a need for foundational things needed to be able to operate successfully. Alderwoman Keith asked for a briefing on things that Mrs Roberts had found. Alderwoman Payne asked would it not go back to the department head and they present it to the Town Manager. Mrs Payne stated we need to go back to the job description and make changes. Mayor Staton stated we will be having a workshop for

that in January or February. Town Manager Roberts stated on the police side they are well organized and have all of their training records. We do have a lot of work in Public Works such as parts inventory, work order system which is still on paper. The administration side is very solid and they do a good job. Alderwoman Payne stated we shouldn't be working with paper now. Alderwoman Keith stated I agree with you and we are just getting started.

Mayor Staton presented a recommendation for Town Manager Salary to be \$92,000 which is in the ballpark with other municipalities and cities in Tennessee. Alderwoman Payne stated I would say no, do not start at \$ 92,000. I think we have raised this too high already. Mayor Staton stated this is the number given to us by Pete Auger. Mrs Payne asked Mrs Roberts what she would take. Mrs Roberts stated I am deferring to comment. Alderwoman Keith stated we do need to discuss a salary with Michelle. Vice Mayor Adams stated I don't think \$ 92,000 a year is correct unless it is a fulltime position. Alderman Malone asked how they were going to come up with that amount. Alderwoman Keith stated maybe we could do a workshop. Mrs Keith stated she feels some compensation needs to be paid for the time Mrs Roberts has worked. Alderwoman Payne agreed. Mayor Staton stated they would decide a date for a workshop at the next meeting.

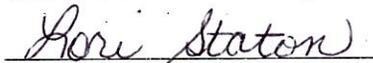
Second Session - Public Comments

Julie Venable of 209 Smith St stated I do feel she needs to get paid but she stepped up to the plate and said she did not need paid at that time. I agree she does need to get paid. Ms Venable stated she was on the Board when Mr Auger was there and he said \$ 60,000 as we are a small town. Mayor Staton stated she would look into it.

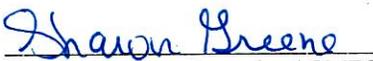
Shirley Clark of 932 Lona Lane stated I do agree you probably need to pay her but when you first talked to the citizens and gave them your resume, you asked her what she expected to be paid and I believe you said It's not about the money or the hours. Alderwoman Keith stated that Mrs Roberts has not asked for money.

Eric Johnson of 229 Lakeview Drive asked them to look into putting \$6,600 into a 14 year old F-250. It is a base model truck.

With no other business Mayor Staton adjourned the meeting at 6:45 p.m.


Lori Staton, Mayor

Attest this 10th day of December, 2024


Sharon Greene, Recorder / CMFO

Board of Mayor and Alderman

December 3, 2024

TO: Honorable Mayor and Board of Aldermen
FROM: Michelle Roberts, Interim Town Manager
SUBJECT: Monthly Administrative Report – Oct through Nov 2024

The report covers a two-month period due to November's Board of Mayor and Aldermen being unscheduled since the regularly scheduled meeting was on the same day as the 2024 election – November 5, 2024. Additionally, the previous Town Manager was relieved of his duties on October 9, 2024, at which time I was selected to fulfill the Town Manager position. Subsequently, the report covering the period of October 2024 will include known activities prior to October 9, 2024 and first-hand knowledge of activities overseen by myself for the remainder of October 2024. To refresh the board's recollection, the outgoing Town Manager failed to provide a proper administrative turnover. Further investigation into the matters of the town has yielded substantiative administrative deficits which will be discussed below.

The Carter Street Sewer Project was scheduled to commence on October 7, 2024. However, due to the aftermath of Hurricane Helene, the construction contractor assisted with relief efforts and requested to suspend the project until a later-determined date. The new project start date is Dec. 2, and the period of performance is 60 days.

The final draft plans for the Water Treatment Plant project have been received. They are in review with the town's comments due to Mattern and Craig by the end of this week.

Mattern and Craig was asked to investigate the sewer situation at the residence at 4406 Bluff City Highway where heavy rains have caused sewer flooding and a persistent odor. This has been conveyed as a top priority and will remain so until resolved.

Highlights of Operational Activities

1. Processed two (2) resignations from the Mayor and Vice Mayor.
2. Reacted to Town Hall alarms leading to reset of passwords and security codes.

3. Finalized a claim for THSO grant that was due August 1, needed additional documentation.
4. Received a quote for re-key of Town Hall. Will require generation of a key control log and ledger of key types, numbers, and assignment by position.
5. Recommended calling of the Beer Board for permit request received in September.
6. Retention incentive processed for Officer Hawthorne.
7. Updated process for delivery of meeting agendas, saving time, money, and resources.
8. Received 2019 Chevy Tahoe as requested from the BMA.
9. Received 728 trash cans as approved by the board.
10. Received new/replacement multifunction devices for both the Police Department and Administration plus service agreements.
11. Assisted with local organization's Trunk of Treats (police and road closures)
12. Investigating replacement of the town's Salt Building, which will require BMA approval at a future date.
13. Represented the Town of Bluff City along with Mayor Staton at a ribbon cutting ceremony and tour at Sullivan East High School for their newest CTE programs.
14. Granted partial edit access to Bluff City webpage, updates have begun.
15. Implemented Bluff City PD fleet oil change program with Take 5.
16. Finalizing a fleet car wash program for all town-owned vehicles.
17. Processed one (1) employee separation: Trey Smith
18. Provided support and facilities to Sullivan County Board of Elections for the Nov. 5th election.
19. Investigated and processed compensation increase for Officer Holsclaw.
20. Represented the Town of Bluff City on a tour of the Impact Community Center.
21. Represented the Town of Bluff City along with Mayor Staton to County Commissioners meeting for November.
22. Met with the town's insurance carrier in preparation of next year's coverages.
23. Actively researching paving projects for Carter Street and Lakeview Drive.
24. Hosted a Thanksgiving luncheon for town employees on Nov. 27.
25. Actively researching quotes to repair/replace broken gate and closer at City Garage.
26. Obtained quote to repair 390 Bridge Pump Station pump.
27. Repaired pumper truck, leaf truck, and obtained quote for repair of Ford F250 (salt truck).
28. Responded to several inquiries received through the town's webpage. One was a suggestion for a rainbow bridge for Bluff City pets.

Highlights of Organizational Activities

CITY OF BLUFF CITY

Water Plant & Distribution System

**Board of Mayor and Alderman Monthly
Report for November 2024**

Water Plant:

The Water plant is operating normally pumping an average of 255 thousand gallons per day. Our water tank level was at an average of 47.58 ft. and at a max level of 54.14 ft. for the month. The Water treatment plant operated well during the month only being down while backwashes were being performed.

Distribution System:

The Water Distribution system is operating great. For the month of November we repaired 2 water leaks, installed 3 water taps, and replaced one 6 in. gate Valve. Since making those repairs, we have seen tremendous gains in our water tank, which indicates this issue was a great find.

Sewer Department:

The Sewer Department is operating well with there being no overflows in the month of November. We are still pulling excess amounts of wipes / mop heads from the pumps at the 390 Igloo pump station. We do ask that you refrain from flushing wipes, because they get wrapped around the pumps impellers and make them less efficient, leading to greater chance of overflows.

Streets Department:

City workers are working hard maintaining brush and leaf pickup throughout town. We recently received our leaf Vac out of the shop so we will be collecting leaves as of now. Our designated day for brush pickup is Wednesday and Thursday, with work orders being top priority.

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

Allen Moultrie
Public Work Supervisor