

Minutes
Bluff City Board of Mayor and Aldermen
Regular Meeting
August 5, 2025

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

Members present: Carol Keith, Jerry Malone, Carolyn Payne, Eric Johnson

Prayer led by Carol Keith; Pledge of Allegiance led by Capt. Shane Watson

Mayor Staton opened the floor for the following:

Project Briefing by Austin Smith, Mattern & Craig

Mr. Smith reported that the Water Treatment Plant re-bid is scheduled for August 13th. Mr. Smith reported that the field work for the asset management projects for both the water and sewer was completed and significant progress towards that data entry into the GIS system had been made. Mr. Smith stated that remaining is the compiling of data into formal documentation. Mr. Smith reported that the Bluff City Highway sewer replacement project had been given to the surveyors to begin to the planning stage. Mr. Smith stated the requested Smoke Testing was being scheduled for the Bluff City Highway from the Bluff City Diner to the Igloo Pump Station. Mr. Smith also confirmed that the Carter Street project had been re-bid due to a clerical error and that Mattern & Craig absorbed the costs. Mr. Smith also reported that Mattern & Craig were continuing to look for Grant opportunities.

First Session – Public Comments

Discussion and Action – Fee for Usage of Wells Park

The BMA discussed the possibility of charging a fee for usage of Wells Park. Public Works Supervisor Allen Moultrie briefed the BMA on the degree of maintenance and upkeep it takes to maintain the park. Mr. Moultrie explained that Wells Park is one of the only parks in the area that does not charge even though the citizens of Bluff City foot the bill for keeping the park in working order, including water and sewer costs. Mr. Moultrie reported that routine repairs are costly in order to keep the park safe and usable. The BMA was divided as to setting a fee at the time.

Discussion and Action – Posting Meeting Videos

The BMA discussed posting meetings online. Alderwoman Payne cited meeting minutes from a BMA Meeting on November 1, 2016, as proof that monthly meetings are required to be posted online. Mayor Staton stated the meeting minutes indicated the vote by the BMA at the time was for the approval of a contract with an individual to post the videos.

Town Manager Report:

Mayor Staton gave a report on the business of Bluff City for the month of July 2025.

Discussion and Action – Financial Report

CMFO Sharon Greene presented the fund balances as of June 30, 2025.

Motion to approve by Alderman Malone. Second by Alderwoman Payne. The vote went as follows: Alderwoman Payne – Yes; Alderman Malone – Yes; Alderwoman Keith – Yes; Alderman Johnson – Yes. Motion carried. Financial report approved.

Report from the Town Attorney:

Mr. Frye had no report.

Department Reports:

Police and Public Safety – Chief Depew gave a report on the month of July 2025.

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Public Works – Supervisor Allen Moultrie gave a report on the Water Plant and Distribution System for the month of July 2025.

Finance and Administration – Sharon Greene gave a briefing on the Administrative staff.

Board of Mayor and Aldermen Comments:

Alderman Keith thanked everyone for attending the meeting and stated there is much work to do but we can do it together. Alderman Keith asked everyone to remember her neighbor whose husband passed away.

Alderman Malone thanked everyone for attending the meeting and said it is going to be a good year.

Alderman Payne thanked everyone for attending the meeting and stated she wants videos posted in a timely manner. Mayor Staton thanked Alderman Payne for the healthier debate.

Alderman Johnson thanked everyone for attending the meeting and encouraged everyone to get their neighbors involved. He emphasized fixing the infrastructure and continuing to look for grants.

Old Business: None.

New Business: None

Second Session – Public Comments

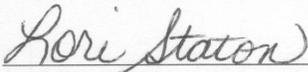
David Harmon, 200 Holston Drive spoke against charging for Wells Park.

Michelle Roberts, 231 Lakeview Drive spoke about support for the parks and creating a committee perhaps headed a BMA member and include members of the public, in order to get the public's perspective as to what they'd like to get accomplished at the parks.

Sarah Malone, Hilcrest spoke about the Back to School Bash held at the Impact Community Center. They gave away over 300 backpacks and school supplies at no charge, free haircuts, and free pizza and snow balls. It was a wonderful event and everyone who attended was thankful.

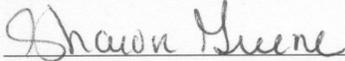
Mayor Staton thanked Sarah Malone, Trinity Malone, and the Family Committee for their successful Back to School Bash and thanked Ms. Malone for including her in the event.

With no other business Mayor Staton adjourned the meeting at 7:40 p.m.



Lori Staton, Mayor

Attest this 5th day of August, 2025



Sharon Greene, Recorder/CMFO

Town Manager Report

- Attended the Sullivan County Board of Commissioners Finance Meetings regarding the Sullivan County 2025-2026 Budget, with Alderman Malone. We advocated for the reinstatement of the Parks Grant. Commissioners King, Glover, Crosswhite, and Jones, as well as the Honorable Mayor Richard S. Venable, were vocally supportive and instrumental in the reinstatement of the grant. I have written a letter of gratitude on behalf of the City of Bluff City, to each.
- Held a meeting to discuss current state of the TDOT Multimodal Project with Glenn Berry, MPO Manager and Mary Butler, Senior Planner, Johnson City MTPO; Eric Wilson, Region 1 Project Manager, TDOT; Ronda Sawyer, Region 1 Community Transportation Planner, TDOT; and Becky Headrick and Ty Nelson, Design Consultant, CPI-Corp. We are ready to move to the next steps with BMA input. We will be getting crosswalks including one in front of the Southfork Tap House.
- I received a call from an executive at Bell Aeronautical regarding the timing of the traffic Light at the intersection of Highway 11E and Industrial Park Road. I reached out to Stansell Electric Company, and they are coming out to adjust the timing of the light this week. This will hopefully eliminate much of the backup in the TriCities Industrial Park.
- Worked with Blake McCracken, Utility Maintenance Superintendent with the City of Bristol, TN, regarding routine maintenance of the Metering Pit on Lakeview Drive. A crew came out and cleaned the metering pit, noting quite a bit of oil buildup and silt. This caused a \$24,000 bill to be generated for the month of June. Mr. McCracken agreed to make the necessary adjustments and resubmit the bill.
- I signed and submitted to Mattern & Craig, Task Order 5A. Per the Task Order, Mattern & Craig will submit the preliminary design within 45 days from receipt of the signed contract, (July 31, 2025).
- I am working with Austin Smith of Mattern & Craig on a schedule for smoke testing from the Bluff City Diner to the Igloo Pump Station.
- Met with Sherri DeVault, Sullivan County Grants Coordinator, to explore options for more immediate grant opportunities and monies available, geared toward Bluff City's infrastructure. Ms. DeVault has proved a valuable asset to Sullivan County and has very kindly agreed to work with Bluff City at the behest of Commissioner Hershel Glover.
- I submitted the Hazard Mitigation Plan Questionnaire through the Tennessee Emergency Management Agency (TEMA). It was turned in prior to the deadline. I worked with Commissioner Glover, Ms. DeVault, and Jim Bean, Director of Sullivan County's Emergency Management Agency (EMA). My original request was for backup generators for the pump stations and the water plant.
- I applied for the Closing Americas Wastewater Gap Grant on behalf of Bluff City. The grant provides engineering assistance to smaller communities with wastewater and stormwater infrastructure problems.
- I am currently working on the application for the State Funded Brownfield Redevelopment Area Grant (BRAG). The Tennessee Department of Environment and Conservation's Division of

Remediation oversees the BRAGs. The funding is authorized through the Rural Brownfields Investment Act and promotes conservation of Tennessee's agricultural, recreational, and open space lands by encouraging environmentally sound redevelopment of properties blighted by real or perceived contamination.

- Met with Public Entity Partners. We will be capitalizing on two grants currently being offered: the Safety Equipment Grant which reimburses Bluff City up to a certain amount for purchases made for safety equipment used by employees; and the Property Grant which assists in repairing Bluff City property for the safety of the employees.
- I have prepared Property Maintenance Violation letters for five (5) Bluff City property owners. They will be sent out after Mr. Frye has the opportunity to go over them.
- We have hired two new employees in the Public Works Department, Mr. Scotty Oliver (full-time) and Mr. Isaiah Cordle (part-time).



City of Bluff City

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FUND BALANCES

JUNE 30, 2025

GENERAL FUND	110-11214	\$ 2,874,549.00
SANITATION FUND	130-11211	29,754.00
SPECIAL POLICE FUND	143-11214	6,500.00
DEBT SERVICE FUND	211-11321	112,382.00
SINKING FUND	211-11311	3,094.00
WATER / SEWER	413-11216	838,055.00
TOTAL FUND BALANCE		\$ 3,864,334.00

Prepared: August 5, 2025
By: Sharon Greene, CMFO/City Recorder



Bluff City Police Department

MONTHLY REPORT



2025	JULY
Year	Month

NUMBER OF:				TOTAL
CALLS FOR SERVICE(S)				341
PATROLED MILE(S)				10084
OFFENSE REPORT(S)				83
MSD REPORT(S)				26
ISSUED CITATION(S)				343
WARNING CITATION(S)				83
ARREST(S)				50
D.U.I.(S)				0
DRUG VIOLATION(S)				10
DOMESTIC ASSAULT(S)				17
CRASH(ES)				7
MISSING PERSON(S)				2
ANIMAL CALL(S)				2
ALARM(S)				5
VEHICLE SEIZURE(S)				0
FUNERAL ESCORT(S)				0
USE OF FORCE REPORT(S)				2

Approved by: Chief Depew

CITY OF BLUFF CITY

Water Plant & Distribution System

Board of Mayor and Alderman Monthly

Report for May 2025

Water Plant:

The Bluff City Water plant is operating great pumping out an average of 239 thousand gallons per day. Our water tank level was at an average of 45.44 ft. and was at a max level of 54.13 ft. for the month. The Water treatment plant operated well during the month only being down during backwashes and routine maintenance.

Distribution System:

The Water Distribution system is operating great for the month of July. We repaired a total of 1 water leak during the month, along with installing 1 water tap.

Sewer Department:

The Sewer Department is operating well although we did have 4 overflows in the month of July. We are currently in the process of planning another round of smoke testing to find out our current issues.

Streets Department:

City workers are working hard maintaining the mowing, brush, and leaf pickup throughout town. 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