

Minutes
Bluff City Board of Mayor and Aldermen
Regular Meeting
April 1, 2025

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

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

Prayer by Alderwoman Carol Keith; Pledge of Allegiance led by Captain Watson

Mayor Staton opened the floor for recognition of distinguished visitors:

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

Mr. Smith reported on the ARPA Project awaiting final review. Mr. Smith presented Task Orders 3 and 4, covering system asset inventory, condition assessment with written AMP, system GIS, a utility rate study/review, and the development of the Capital Improvements Plan.

Mayor Staton introduced Bluff City Elementary School PTO President Amber Cox, Shannon Thompson, Vice President; Danielle Mullins, Treasurer; and Leslie Blevins, Past President. Ms. Cox spoke about the equipment needed for the new outdoor classroom. She stated all the students have access to the classroom and it is fitted for students with disabilities.

Discussion and Action: Approval of Board of Mayor and Alderman Meeting Minutes for August 27, 2024; February 18, 2025; February 25, 2025; and March 7, 2025

A motion to accept the meeting minutes for August 27, 2024 was made by Alderwoman Payne. A second by Alderman Malone. The vote went as follows: Alderwoman Payne - Yes; Alderman Malone - Yes; Alderwoman Keith - Yes; Alderman Johnson - Yes. Motion passed.

A motion to accept the meeting minutes for February 18, 2025 was made by Alderwoman Payne. A second by Alderman Malone. The vote went as follows: Alderwoman Payne - Yes; Alderman Malone - Yes; Alderwoman Keith - Yes; Alderman Johnson - Yes. Motion passed.

A motion to accept the meeting minutes for February 25, 2025 was made by Alderwoman Payne. A second by Alderman Malone. The vote went as follows: Alderwoman Payne - Yes; Alderman Malone - Yes, Alderwoman Keith - Yes, and Alderman Johnson - Yes. Motion passed.

A motion to accept the meeting minutes for March 7, 2025 was made by Alderwoman Payne, A second by Alderman Malone. The vote went as follows: Alderwoman Payne - Yes, Alderman Malone - Yes; Alderwoman Keith - Yes; Alderman Johnson - Yes. Motion passed.

First Session Public Comments - No Comments

Discussion and Action: First Reading - Ordinance 2025-003

Mayor Staton apologized for the error on the agenda and asked for a motion to change the

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agenda item. Alderman Malone made a motion to change the agenda. A second by Alderman Johnson. The vote went as follows: Alderwoman Payne - No; Alderman Malone - Yes; Alderwoman Keith - Yes; Alderman Johnson - Yes. Motion passed.

Mayor Staton read Ordinance 2025-003, an Ordinance amending Title 4, Chapter 2 of the Bluff City Municipal Code. Captain Watson explained how the overtime would be distributed and that the money is from a grant. Alderman Malone made a motion to approve. A second by Alderman Johnson. The vote went as follows: Alderwoman Payne - No; Alderman Malone - Yes; Alderwoman Keith - Yes; Alderman Johnson - Yes. Motion passed.

Discussion and Action: Scheduling a Workshop to Discuss Annual Budget for 2025-2026

Discussion to schedule a workshop upon submission of the Annual Budget for 2025-2026 by the Interim Town Manager was held. The board members agreed to schedule a workshop.

Discussion and Action: Scheduling a Workshop to Discuss Town Manager Job Description and Hiring a Town Manager

Discussion to schedule a workshop to discuss the Town Manager job description provided by MTAS and hiring a Town Manager was held. The board agreed to set the date for April 9, 2025.

Report from Town Manager: Michelle Roberts

Ms. Roberts gave a report on the activities for the month.

Discussion and Action, Financial Report: None

Report from Departments:

Police and Public Safety: Chief Greg Depew presented the monthly report for February and March, 2025.

Public Works: Allen Moultrie presented the monthly report for March 2025.

Finance and Administration: Sandy Harkleroad stated Sharon Greene was not able to attend.

Report from Sullivan County Commissions: None Present

Board of Mayor and Aldermen Comments:

Alderwoman Keith thanked the PTO for coming out and wished everyone a blessed evening.

Alderman Malone thanked everyone for attending the meeting.

Alderwoman Payne thanked everyone and commented that the citizens do watch meetings and they must be posted.

Alderman Johnson thanked everyone for coming and told the staff he appreciates their

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hard work.

Mayor Staton thanked everyone for coming and thanked the PTO for all the great work they do. Mayor Staton asked the citizens to consider supporting the outdoor classroom.

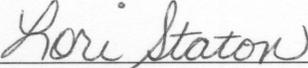
Old Business:

Alderwoman Payne made requests for meetings to be posted faster and to start on annual budget.

New Business: None.

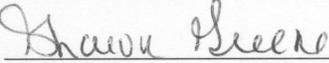
Second Session Public Comments - None

With no other business Mayor Staton adjourned the meeting at 7:49 p.m.



Lori Staton, Mayor

Attest this 1st day of April, 2025



Sharon Greene, Recorder, CMFO

ORDINANCE NO. 2025-003

**AN ORDINANCE AMENDING TITLE 4, CHAPTER 2
OF THE BLUFF CITY MUNICIPAL CODE**

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

1. That Title 4, Chapter 2 of the Bluff City Municipal Code be hereby amended by deleting Section 4-205 of the Bluff City Municipal Code in its entirety and replacing it with the following language:

4-205 Compensation. (1) Wages. The Board of Mayor and Alderman shall determine wages for all employees.

(2) Meal Periods. If an employee works five hours or more per shift, he or she must take a 30-minute meal break unless specifically excused by his/her immediate supervisor. This does not apply to police officers or dispatchers. Meal breaks are not considered as hours worked.

(3) Work Week/Work Periods. Pursuant to the Fair Labor Standards Act, an employee work period is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. Except as provided in special contracts of employment, public safety employees working under the FLSA 7(3) exemption and employees exempt from FLSA requirements, employees work 40 hours during the work period. The work period begins at 12:00 midnight on Tuesday and ends at 12:00 midnight the Tuesday following. Work schedules may vary in departments as necessary for the smooth operation of the city.

Police officers shall have a 28-day work period in accordance with the 7(k) exemption provided under FLSA. Overtime will be paid to police officers who work more than one hundred seventy-one (171) hours during the twenty-eight (28) day work period. The work period begins at 12:00 midnight on Tuesday and ends at 12:00 midnight twenty-eight (28) days following.

All grant funded overtime (Police) will be paid at a flat rate of \$50 per hour and separate from any other overtime rate.

Employees of the Police Department will not be allowed to use extra time in order to work grant related details. Example sick time, comp time, vacation time, etc.

(4) Overtime. Overtime may be authorized only by prior approval of the town manager or his/her designee, except in cases of emergency. Employees required to work overtime shall be compensated in accordance with the Fair Labor Standards Act.

(5) Emergency call out supplement. Each employee who is called out in addition to their regular work schedule for an emergency shall receive a twenty-dollar (\$20.00) supplement per call out. This will only apply to employees who are compensated by the hour in accordance with the Fair Labor Standards Act.

2. This ordinance shall become effective immediately upon 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: _____

Board of Mayor and Alderman

April 1, 2025

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

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

Highlights of Activities

1. Held a work session on February 3 to discuss police vehicles and the potential contract with First TN Development District.
2. Held a Special Called meeting on February 18, catching up on backlog of meeting minutes to be approved, contract with First TN Development District, and procurement of Axon body cameras and tasers.
3. Held a Special Called meeting on February 25 to discuss Public Officer designation and Property Maintenance Regulations.
4. March 4th regularly scheduled BMA meeting was canceled due to lack of quorum.
5. Held a Special Called meeting on March 7 to discuss a letter supporting the 2-year property appraisal by Sullivan County. Measure did not pass.
6. Held a Special Called meeting March 20 for the second reading of the First TN Development District contract.
7. Met with Calvin Clifton from Mattern and Craig and First TN Development District to discuss procurement efforts for AMP grants.
8. Completed the Carter Street Sewer project.
9. Met with a resident regarding road issues in River Bluff Landing and sewer rates.
10. Ordered new phones for the Police Department. Need to order for Public Works next.
11. Met with Public Entity Partners and completed a loss control survey.
12. Provided access to Public Entity Partner's EHS Hero and HR Hero Risk Management Resources.
13. Submitted zero-match letter to First TN Development District.
14. Received four (4) donated U-Shaped desks from Business Information Systems (BIS) in Piney Flats.



Bluff City Police Department

MONTHLY REPORT

2025
Year

MARCH
Month



NUMBER OF:				TOTAL
CALLS FOR SERVICE(S)				245
PATROLED MILE(S)				9065
OFFENSE REPORT(S)				47
MSD REPORT(S)				58
ISSUED CITATION(S)				334
WARNING CITATION(S)				100
ARREST(S)				50
D.U.I.(S)				4
DRUG VIOLATION(S)				11
DOMESTIC ASSAULT(S)				5
CRASH(ES)				1
MISSING PERSON(S)				1
ANIMAL CALL(S)				6
ALARM(S)				5
VEHICLE SEIZURE(S)				0
FUNERAL ESCORT(S)				2
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 March 2025

Water Plant:

The Water plant is operating normally pumping an average of 229 thousand gallons per day. Our water tank level was at an average of 48.54 feet with 60 feet being our max. Our max level was 54.21 ft. and our min level was at 43.67 ft. The Water plant was only down for maintenance and backwashes.

Distribution System:

We are continuing to find and repair leaks throughout our distribution system. We currently repaired 4 leaks this month, and installed 1 water tap. Those issues range from 3 leaking laterals from the main, to a meter setter replacement.

Sewer Department:

Sewer Department is operating well with there being no overflows reported in the month of March. We are still pulling excess amounts of wipes from the pumps at the 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 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