Minutes
Board of Mayor and Aldermen
Regular Meeting
June 2, 2026

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

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

Prayer, Alderman Malone
Pledge of Allegiance, Chief Depew

Mayor Staton opened the meeting for the following:

Mayor Staton explained there was a second page to the meeting agenda and asked for a motion to add the second page.

Motion to add the second page, Alderman Malone. Second, Vice-Mayor Adams. Vote: Vote: Alderwoman Payne, Yes; Alderman Malone, Yes; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

Discussion and Action: Approval of Board of Mayor and Aldermen Minutes for August 18, 2025; April 7, 2026; April 21, 2026; April 28, 2026; and May 6, 2026

Motion to approve all minutes presented, Alderman Malone. Second, Vice-Mayor Adams. Vote: Vote: Alderwoman Payne, No; Alderman Malone, Yes; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

First Session of Public Comments: None.

Discussion and Action: Annual Financial Audit Presentation by ClearPoint

ClearPoint representative Tanya Easley presented the annual financial audit for fiscal year 2025. Ms. Easley cited three minor findings with the audit but no major findings. ClearPoint issued Bluff City their best outcome, an unmodified, clean opinion.

Discussion and Action: Second Reading – Public Hearing – An Ordinance for the Purchase of Two (2) Vehicles for the Public Works Department

This item was removed from the agenda.

Discussion and Action: Memorandum of Understanding Between Tennessee Bureau of Investigation (TBI) and Bluff City Police Department, Designating Officers as Members of the TBI's Narcotics Investigative Division (Also referred to as the Drug Investigation Division) Drug Related Death Task Force

Chief Greg Depew briefed the board on the Memorandum of Understanding, and stated it went through Ms. Morris and Mr. Frye, both approving it.

Motion to approve, Alderwoman Payne. Second, Vice-Mayor Adams. Vote: Vote: Alderwoman Payne, Yes; Alderman Malone, Yes; Vice-Mayor Adams, Yes; Alderman Johnson, Yes. Motion passes.

Discussion: Posting BMA Meetings and Work Sessions on YouTube

The board discussed posting meetings to YouTube and purchasing audio visual equipment for the boardroom.

Report from Town Attorney:

Mr. Frye stated he requested the delinquent tax list and would be working on collecting the taxes.

Financial Report; Town Report; Department Reports:

Ms. Morris presented Town Manager Report and the reports for Admin, Public Works, and the Police Department.
Ms. Morris presented the Financial Report.

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

Board of Mayor and Aldermen Comments:

Vice-Mayor Ben Adams thanked everyone for coming to the meeting.

Alderman Jerry Malone mentioned the upcoming budget.

Alderwoman Carolyn Payne thanked everyone for coming to the meeting and asked about several projects.

Alderman Eric Johnson spoke about the professionalism of the Bluff City Police Officers at a recent unauthorized car show. He thanked the officers for their grace and patience, and for being polite when explaining the situation. He spoke about unfair treatment on social media.

Mayor Staton thanked everyone for attending the meeting and gave a brief update on the status of the Environmental Protection Agency (EPA) Technical Assistance (TA) program regarding storm water infrastructure. Mayor Staton also updated the board on the multimodal sidewalk project by the Tennessee Department of Transportation (TDOT) on the Bluff City Highway at the Bluff City ball field/boat ramp area. Mayor Staton encouraged anyone concerned about the lake levels to visit the Tennessee Valley Authority (TVA) website for updates.

Old Business: None.

New Business: None.

Second Session of Public Comments:

James Roberts, 231 Lakeview Drive, spoke about salary of a job listing, the multimodal project, and duties of board members.

David Harmon, 200 Holston Drive, spoke about a Public Works truck purchase.

Sarah Malone, 123 Hillcrest Road, spoke about the Bluff City Family Committee's upcoming Patriot Day on June 27th. Ms. Malone invited all board members to attend.

Mayor Staton commented on previous remarks made by a citizen regarding the multimodal project.

With no further business, the meeting was adjourned at 7:24 pm.

Lori Staton

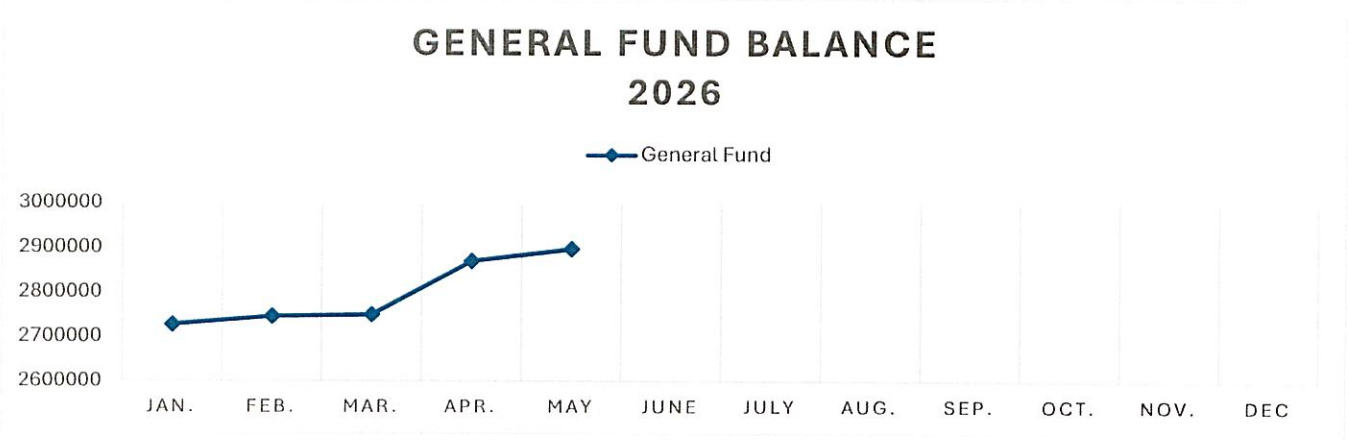
Lori Staton, Mayor
This 2nd day of June 2026

Krista Morris, Town Manager

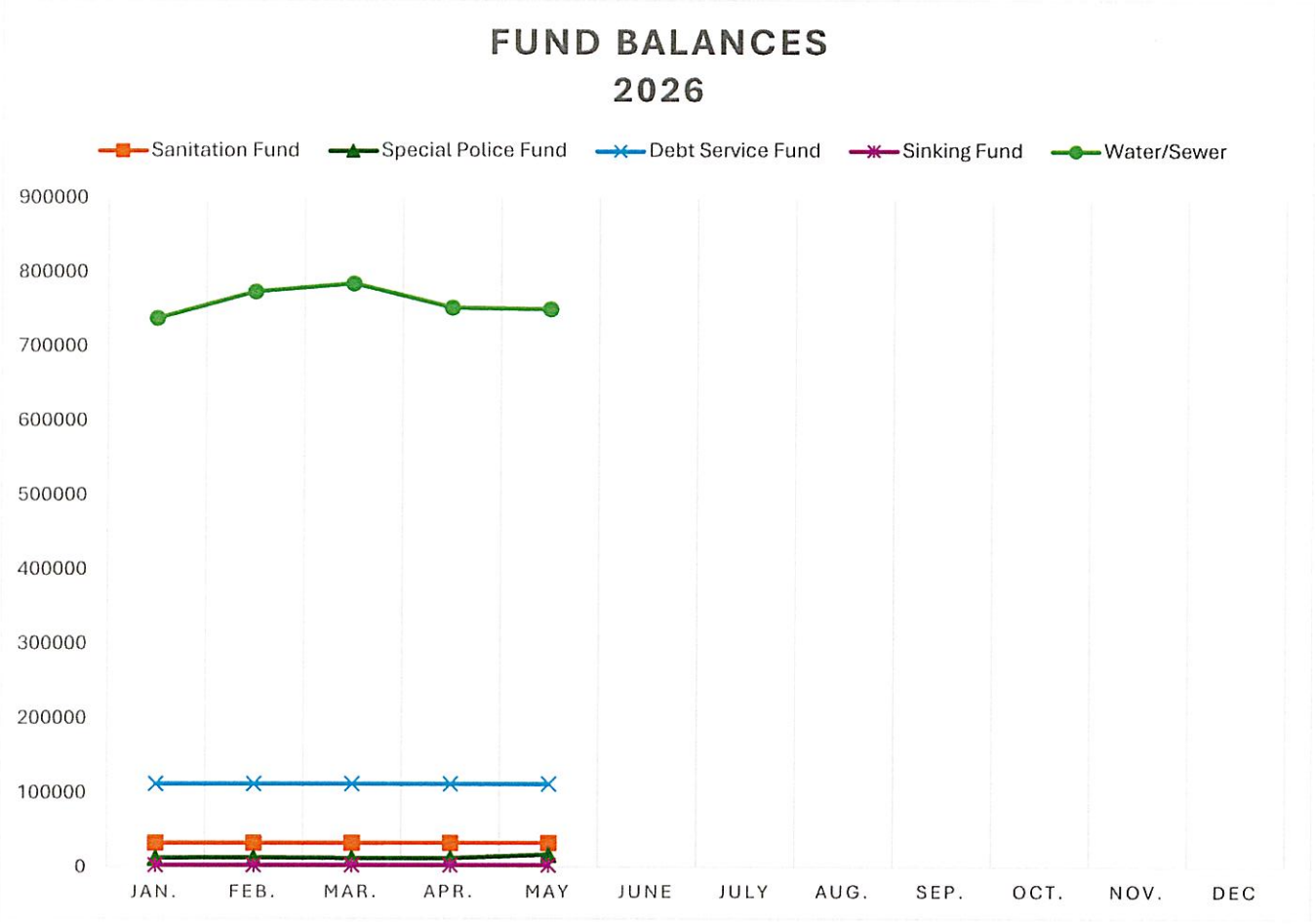
TOWN OF BLUFF CITY
ADMINISTRATIVE DEPARTMENT
BOARD OF MAYOR AND ALDERMAN REPORT

June 2, 2026

	2026											
Metric	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**Aug.**	**Sep.**	**Oct.**	**Nov.**	**Dec.**
General	$2,727,205	$2,745,560	$2,749,712	$2,870,103	$2,897,422							
Sanitation	$33,008	$33,008	$33,008	$33,069	$33,069							
Special Police	$12,720	$13,060	$12,402	$12,371	$17,500							
Debt Service	$112,382	$112,382	$112,382	$112,382	$112,382							
Sinking Fun	$3,094	$3,094	$3,094	$3,094	$3,094							
Water/Sewer	$737,960	$773,553	$784,541	$751,820	$750,097							
TOTAL FUNDS	**$3,626,369**	**$3,580,657**	**$3,695,139**	**$3,782,839**	**$3,813,564**							



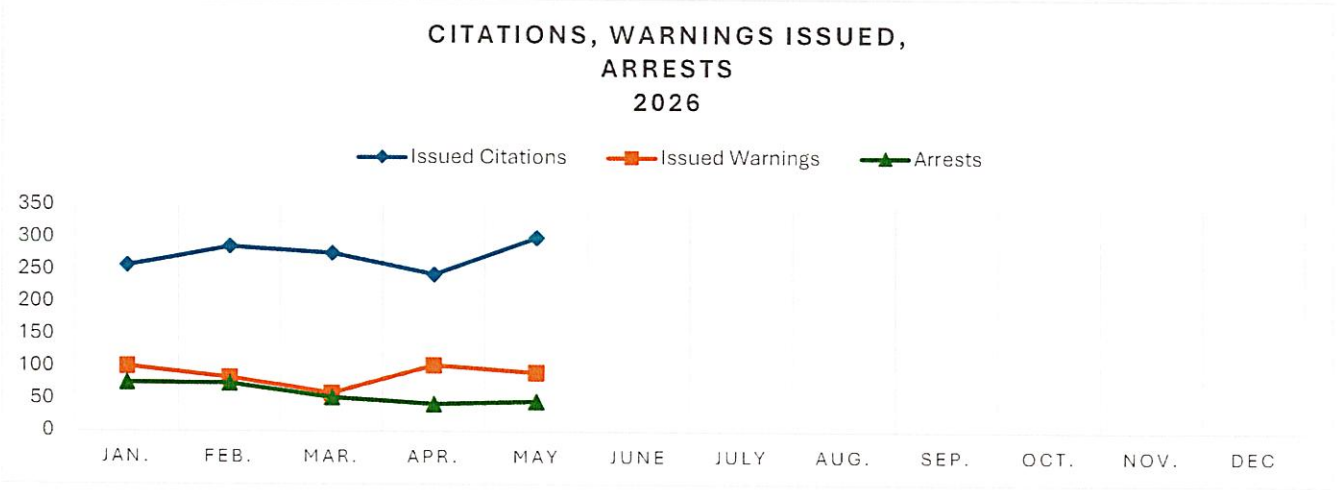
TOWN OF BLUFF CITY
ADMINISTRATIVE DEPARTMENT
BOARD OF MAYOR AND ALDERMAN REPORT



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

June 2, 2026

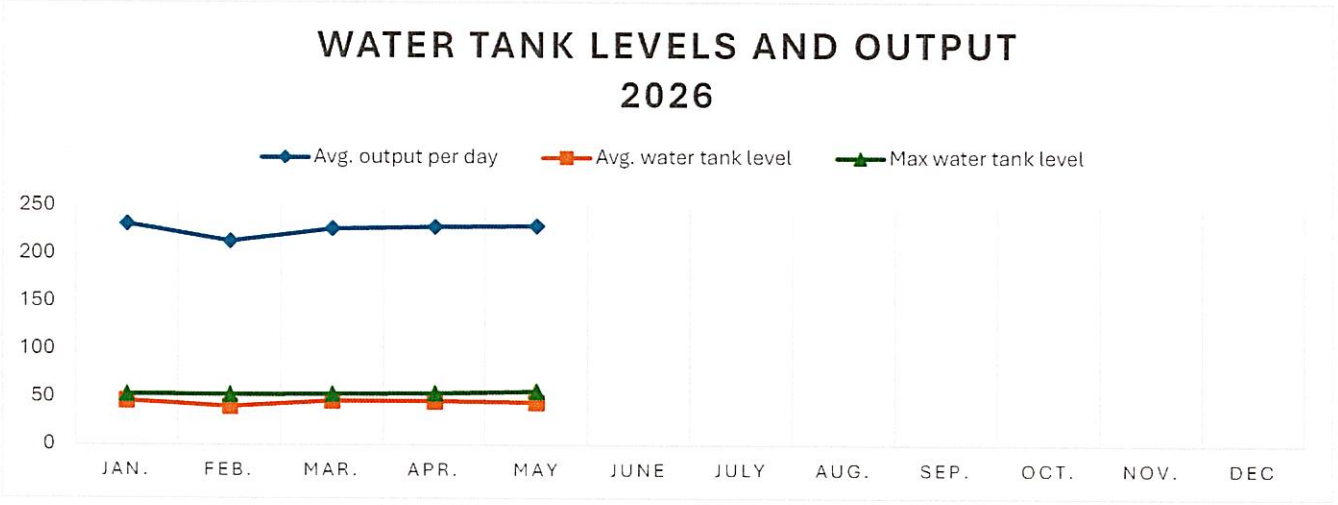
	2026											
Category	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**Aug.**	**Sep.**	**Oct.**	**Nov.**	**Dec.**
Issued Citations	257	286	276	243	300							
Issued Warnings	100	83	59	102	91							
Arrests	75	74	52	42	46							
Offense Reports	104	33	171	275	106							
MSD Reports	50	31	39	185	29							
Alarm Calls	3	7	6	7	10							
Calls for Service	136	150	141	185	150							
Accidents Reported	5	4	10	7	11							
Animal Calls	2	2	5	1	3							
Domestic Assaults	2	7	15	7	1							
D.U.I.s	0	3	0	1	3							
Use of Force	0	1	0	0	2							
Patrolled Miles	8,396	8,690	7,945	9,356	9,058							
Narcotics Violations	3	6	12	4	13							
Funeral Escorts	0	1	2	1	0							
Driving School Attend.	46	25	31	18	17							
Distracted Driving Cit.	5	7	0	4	5							
Door Checks	330	308	304	404	355							



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

June 2, 2026

	2026											
Metric	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**June**	**July**	**Aug.**	**Sep.**	**Oct.**	**Nov.**	**Dec.**
Avg. output per day (thousand)	231	213	226	228	229							
Avg. water tank level (ft)	45.94	39.88	46.07	45.45	44.10							
Max water tank level (ft)	53.11	52.37	52.86	53.62	55.72							
Total Truck Mileage	7,847	5,936	6,785	4,340	3,710							



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

June 2, 2026

FOR THE MONTH OF MAY 2026

Budget and Strategic Planning

I am working to finalize budget requests to add to the budget to present to you. MTAS has been wonderful to work with in this process to help bring us up to speed and meet our needs in the next year. I have been working with Mr. Moultrie and Chief Depew on lifecycle of capital assets so we can start to build out a timeline of needs. This timeline will be crossed with the capital asset plan we are anticipating from Mattern & Craig, and then we can present a footprint for a strategic plan for the Board and staff to develop together. This may seem slow-going, but taking a measured approach is better than throwing it all into one pot and hoping to sort it out.

Personnel Handbook

MTAS has sent back a proposed personnel handbook to include ordinances passed and bring us up to date with State and Federal requirements. These changes include:

Coverage: *Removes temporary, seasonal, and part-time staff from the exemption list.*

Amendments: *Includes rules and regulations to provide for internally created SOPs.*

Compensation: *Adds minimum wage provision. Adds work schedule and extra shift time at my request to allow employees to reasonably make up time.*

Employment: *Adds requirement to post positions internally and externally (rather than word of mouth). Adds personal relationships and nepotism clause.*

Election Day Closure: *This spells out the procedure for who is off and who works - this is in alignment with other municipalities.*

Travel Reimbursement: *Refers back to State provisions rather than our own rates.*

Leave: *Leave Donation was added for employees to donate time to a colleague at their own request.*

Some policies (credit card usage, cell phone usage, etc.) are considered "Finance" and do not belong in the personnel handbook. We are working on these policies, as well as an onboarding checklist to ensure everything is accounted for when a new employee starts.

This handbook was such an overhaul that MTAS stated it would be too much to redline and we agreed they should just create the new one. The handbook was sent to you to review for a proposed adoption at the July meeting.

Special Event Form

You may have heard of a recent event in which a young woman was struck by a car while participating in an event put on by a local church. While they are lucky this young woman is expected to make a recovery, it has caused us to reassess our traffic control form and update it to be a Special Event Form to ensure the safety of our community. You will notice the update includes what the organizer plans for their safety measures and what measures they are requesting of the Town (ie reserve officers, public works assistance). These must be approved by our Directors, as they can determine the best safety measures. For example, if an organization is looking to host a 5K but does not wish to block off traffic, we need to ensure they account for signage, orange cones (and possible tape), etc.

Wells Park Reservations

Due to the graffiti that was mentioned in previous biweekly reports, I have started going to Wells Park a few mornings per week to scope out the conditions. Sadly, there was a large amount of confetti, string, decorations, food containers, all left by at least one party this past weekend. Some of it was clearly from a baby shower or gender reveal, while some of it may have been from a birthday or graduation party. This was disheartening as our public works team just cleaned a large amount of debris on Friday.

Title 20 of our Municipal Code, Section 20-101 requires a $20 refundable deposit to utilize the pavilion. To my understanding no one currently remembers a time in which this deposit has been required. These pictures show the need for such a deposit. It will be refundable, but otherwise I have no recourse for this behavior. I have no agreement in place where the person signs to accept the terms or any way to keep them from booking in the future.







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





Job Postings

You will notice on our website and on Indeed that we are hiring a new general laborer for the Public Works team. This is to replace someone who left this month.

You will also notice the posting for our Finance Officer and Town Recorder. After further discussions with MTAS and a few CPA firms, I concluded that we should move forward with hiring and bringing on a consultant to assist with the transition and modernization of our systems. Again, this will be a larger up-front cost, but to hire someone for this position to then assess and spearhead the changes needed would be a large undertaking.

Both postings will close at 4pm on June 18.

Upcoming Closures

This is a reminder that the next holiday closure will be Juneteenth (Friday, June 19). I am working with LGC for them to download new software that day and then they want to train the next business day. So Town Hall will also be closed on Monday, June 22 for staff training. To best utilize that time, Public Works will also be having their annual drivers training (conducted by our own police department) and utilizing computers for other trainings as recommended by PE Partners.

MONTHLY REPORTS

Police Department:

Issued Citations	300
Issued Warnings	91
Arrests	46
Offense Reports	106
MSD Reports	29
Alarm Calls	10
Calls for Service	150
Accidents Reported	11
Animal Calls	3

Domestic Assaults	1
D.U.I.s	3
Use of Force	2
Patrolled Miles	9,058
Drug Violations	13
Funeral Escorts	0
Distracted Driving Cit.	5
Door Checks	355
Vehicle Seizures	0

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

Public Works Department:

Water Plant:

The Bluff City Water Treatment Plant is operating well, pumping out an average of 229,000 gallons per day. The water tank level was at an average of 42.10 ft. and was at a max level of 55.72 ft. for the month. The water treatment plant was only down during routine backwashes and routine maintenance.

Things are moving forward with small changes due to the size of the building. The engineers mentioned the tight space and how it appears the walls were put up after the equipment was installed because it was not feasible to get some of the equipment in there as-is. Their anticipated shutdown to install all the work is scheduled for the first half of July.

Distribution System:

The Water Distribution system operated great for the month of May. Repairs for the month include one (1) water leak along the lateral line.

Sewer Department:

The Sewer Department had no overflows of manholes or pump stations in May. Only one alarm was due to a power flicker.

Streets Department:

The Public Works team continues to collect brush throughout town based on work orders. Designated brush pickup days are Wednesdays and Thursdays.

Parks Department:

Last week, we received a call regarding graffiti on a concrete picnic table in Wells Park. I took photos, but the messaging on this table was much worse than the bathroom graffiti a few weeks ago. Chief Depew plans to set up a trail camera and police are stepping up patrol measures in the park.

Vehicles:

In April, the public works trucks traveled 3,710 miles.

In your biweekly updates, you have received the specifics for the F150 and F250 purchases, as well as the current state of vehicles.

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

Administrative Department:

General Fund	$2,897,422
Sanitation Fund	$33,069
Special Police Fund	$17,500
Debt Service Fund	$112,382
Sinking Fund	$3,094
Water/Sewer	$750,097
TOTAL	**$3,813,564**

V/R,

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

PROJECTS LIST

APRIL 2026

PUBLIC WORKS

PROJECT:	Water Meter Upgrades
Summary:	Replacing older water meters. *We are taking a needs-based approach first, where if our public works team notices something wrong with the meter through various reasons, it is replaced. Then we will start working on older meters that are reading correctly.*
DATE	**UPDATES**
01/06/2026	Requested: 240 Obtained: 120 Installed: 58 Need to purchase additional 120

PROJECT:	Boardwalk and Pavilion
Summary:	Repairs needed at Wells Park and ballparks.
DATE	**UPDATES**
12/18/2025	PE Partners visited the park and provided recommendations, including: • state grants may be available if we add water education signage • that community and civic organizations may help with labor with signed waiver • grants may be available for solar powered lighting
01/06/2026	Determined needs for the Boardwalk.
01/06/2026	Contact TVA re: when the lake will be filled so give us a timeline for boardwalk plans. – Fill starts on **April 1, 2026.**
02/20/2026	Public Works Director and Town Manager took photos and assessed individual items to be completed at Wells Park as well as signage needed at the ballparks.
03/09/2026	Contacted Greenshine New Energy and Solar Electric Power Company
	Priced out solar lights at Lowe's
	New toilet paper dispensers and hand dryers were installed
05/01/2026	Drafted Hold Harmless Waiver
06/01/2026	Finalized application to reserve pavilion

PROJECT:	Public Works Staff Reorganization
Summary:	Organizing staff roles to establish specialization rather than generalists.
DATE	**UPDATES**
01/02/2026	Provided PW Director a sample org chart.
02/17/2026	TM & PWD met to discuss hiring a Water Plant Operator and the organization of staff.
	Discussed the need for a Water Treatment Plant Operator and additional staff, due to the needs of the delivery system.
05/26/2026	Posting for a new Public Works employee; the qualifications of the new-hire will help determine reorganization determination.

PROJECT:	Public Works Gate
Summary:	
DATE	UPDATES
01/02/2026	Established the possible need to re-bid contractors for gate repair due to the timing since the last bid.
04/02/2026	Met with Vendor #1 to price out cost estimate.
04/08/2026	Met with Vendor #3 to price out cost estimate. (Vendor #2 was scheduled and did not show)

PROJECT:	Paving
Summary:	Developing a pavement plan for Town streets.
DATE	UPDATES
01/05/2026	Scheduling an internal review of pavement needs based on severity, location, and previous completed work.
02/02/2026	Initiated process by mapping out roads the Town is responsible for to determine where needs lie and how much square footage will be replaced.
02/17/2026	Contacted Mattern & Craig for square mileage of each Town-maintained street; Laid out report template.
04/15/2026	TM & PWD discussed milling/paving vs patching and where to start first.
05/21/2026	Spoke with Summers Taylor regarding milling and paving. Tentatively scheduled meeting first week of June.

PROJECT:	Salt Shed
Summary:	Building of salt shed at the City Garage. *18'5"(L)x16'11 3/4"(W)x18'6"(H); 25-30 ton capacity*
DATE	UPDATES
01/05/2026	PW team has the material and will be finishing the shed this week.
01/27/2026	Due to weather issues, there was a delay in salt shed construction.
03/03/2026	Continued inclement weather has further delayed the completion, as PW staff is prioritizing road treatment and freezing water line issues. Rain and wet ground has further delayed the construction but will start again soon.
04/16/2026	Update only: This is still not completed, as staff has been focused on landscaping and Wells Park needs.

ADMINISTRATION

PROJECT:	Website Upgrades
Summary:	Update the town website to allow for better user experience.
DATE	UPDATES
12/31/2025	The Meetings and Agendas page has been updated for easier access to the public.
01/05/2026	Considering additional refresh needs and wants based on other sites provided by LGC.

PROJECT:	Coordinated Workspace Platform
Summary:	Coordinate the workspace platform so all staff are part of a network to allow for internal messaging, viewing calendars, etc.
DATE	UPDATES
12/24/2025	Contacted Google to speak with a rep on options – awaiting response.

	Contacted Google again – still no response.
02/24/2026	Meeting with Salesforce to determine needs and options with Slack.
03/09/2026	Contacted Microsoft as Slack is only a messenger service.
04/16/2026	Met with Blacktip to discuss options.
04/22/2026	Spoke with LGC and looking at pricing for options – was previously informed this is a service they do not provide. Better information was provided and discussed.
05/15/2026	Quoted approximately $5,600 with set-up; $5,000 annually afterward. To license each person without IT support from LGC is $5,016 annually. This will be worked into the next budget.

PROJECT:	**Town Hall Security, Identification, and Timesheets**
Summary:	Upgrade security system to include badge access with identification cards and to use the same badge for clocking in and out.
DATE	**UPDATES**
12/18/2025	PE Partners has a small grant to help with security upgrades to the building.
03/17/2026	Completed walk-through with Fleenor to discuss proposed upgrades.
04/08/2026	Panic buttons were installed in Town Hall due to increased concerns.

PROJECT:	**FY 2027 Budget**
Summary:	Plan the FY 2027 budget to present to the Board.
DATE	**UPDATES**
01/05/2026	Town Manager and Directors met to lay out project needs, 5-year lifecycles on equipment, etc.
	The team will meet the Monday before monthly BMA meetings to review reports, coordinate budget needs, and address other matters.
02/02/2026	Due to inclement weather, the monthly meeting was canceled to direct focus on weather-related matters.
03/02/2026	Due to the audit this week, the monthly meeting is pushed to March 9.
05/01/2026	Met with MTAS to discuss the process and town needs. Follow-up meeting is scheduled for May 13.
06/01/2026	Finalizing the budget this week to distribute to Board for review.

PROJECT:	**2026 Calendar of Deadlines and Activities**
Summary:	Taking the lessons learned in 2025 to develop a 2026 plan of activities, reverse engineering start dates based on due dates, and ensuring Town activities are coordinated and not a scramble to finish.
DATE	**UPDATES**
12/23/2025	Added: BMA and Planning meetings for 2026, including when to send out packets and update website; Holidays; Internal meetings and deadlines; Traffic court
01/05/2026	Reviewed calendar with Directors and asked for additional considerations.
01/06/2026	Starting development of external calendar to post on refreshed website.

PROJECT:	**Storm and Emergency Operations Plans**
Summary:	Laying out the plans and processes Town staff will follow in the occurrence of a storm or emergency.
DATE	**UPDATES**
12/24/2025	Draft external Winter Storm Operations Plan for internal review.
12/31/2025	Start review of the Emergency Operations Procedure, last updated in 2006

02/25/2026	Meeting with Sullivan Cty, Kingsport, TEMA.
05/04/2026	Working on EMA plans due this month to Sullivan County.

PROJECT:	**Employee Manual Upgrades**
Summary:	Update employee manual to meet current federal, state law and local ordinance.
DATE	**UPDATES**
01/15/2026	Met with the MTAS HR consultant to review the manual as well as other policies and procedures.
05/01/2026	Sent additional items to MTAS HR on policies we would like included based on employee requests. The manual, once finalized, will be brought to the Board for approval.
05/29/2026	Distributed the updated employee manual to the Board for review with a goal of July 7 approval.

PROJECT:	**General Contractor and Mechanic Needs**
Summary:	Contract a general services contractor and mechanic for on-call service around Town Hall and Garage.
DATE	**UPDATES**
	Met with MTAS and learned of options other towns have utilized in acquiring contracted services such as MOUs with the County or other municipalities.
02/27/2026	Started contacting service contractors to collect estimates to understand what is available before bidding out.
03/09/2026	Spoke with Hometown Plumbing on general services they offer.
04/02/2026	Met with Vendor #1 to price out cost estimate.
04/08/2026	Met with Vendor #3 to price out cost estimate. (Vendor #2 was scheduled and did not show)
04/08/2026	Met with a mobile mechanic, he is providing proof of certifications before approval will be granted.
05/04/2026	Discussed options with Public Works and assessing how to move forward based on estimates.