

Minutes
Bluff City Board of Mayor and Aldermen
Regular Meeting
December 5, 2023

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

Members present were Carol Keith, Ben Adams and Lisa Arnold

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

Recognitions, Proclamations and Awards – None

Mayor Broyles opened the floor for the following:

Discussion /Action: Approval of the Monthly Meeting Minutes on September 5, and November 7, 2023

Mayor Broyles apologized for the September 5th meeting minutes as, upon recognition, they were not voted on. Motion to approve both sets of minutes was made by Alderman Adams. Second by Alderwoman Arnold. Vote went as follows: Vice Mayor Keith – Yes, Alderman Adams – Yes, Alderwoman Arnold – Yes. Motion carried.

Public Comments – First Session

Rebecca Broyles of 660 Kentucky Avenue reported that the Family Committee has been working on their 2024 calendar. Ms Broyles presented a copy to the Board. Ms Broyles updated the Board on up coming events for this year. This includes the Christmas Decorating Contest, Caroling on Friday December 15th at 6:00 pm.

Vice Mayor Keith stated I would like to thank the Bluff City Family Committee for the good job they are doing.

Discussion / Action: Employee Vacation Buyout

Mayor Broyles explained that instead of taking vacation from our employees that have exceeded 160 hours, according to our policy. This time the Board will make a decision to pay them for those hours. This affects 3 employees and the total amount of this payout will only be \$1170.14. That will bring it into compliance. We will more actively police this and enforce it. Motion to approve was made by Alderman Adams. Second by Vice Mayor Keith. Vote went as follows: Vice Mayor Keith – Yes, Alderman Adams – Yes, Alderwoman Arnold – Yes. Motion carried.

Discussion / Action: First Reading – Ordinance 2023-013

Mayor Broyles stated this is an Ordinance Adopting the Title VI Legal Manual, Civil Rights Division, Department of Justice, as the Town's Compliance Manual. City Attorney Paul Frye read the Ordinance. Motion to approve was made by Alderman Adams. Second by Alderwoman

Arnold. Vote went as follows: Vice Mayor Keith – Yes, Alderman Adams – Yes, Alderwoman Arnold – Yes. Motion carried.

Report from Mayor / Town Manager: Jeff Broyles

Mayor Broyles asked Austin Smith, our Town Engineer from Mattern & Craig, to give an update. Mr Smith stated the Main Street Water Line, Railroad Street Sewer and the Garage Pump Station are now complete and they are doing the paperwork to close those projects out. Mr Smith stated in reference to the ARPA Grant Applications. Two applications have been received through FTDD, one for Water Treatment Plant and one for some additional sewer line replacements on Carter Street. Mr Smith reported that 2 additional applications have been filed to TDEC for complete asset management plans for the water and sewer systems. This would be 100% principal forgiveness and should be awarded at 75% with a 20% match.

Mayor Broyles stated all the teams of employees are doing great. We are looking good on our audit and there is more to follow in January. The Town is in good financial shape.

Mayor Broyles invited everyone to come to the parade this Saturday. Mayor Broyles thanked the Family Committee. There is always something going on in town.

Mayor Broyles thanked the board and the citizens that elected him.

Public Comments – Second Session – None

Report from Town Attorney - Paul Frye

Mr Frye wished everyone a Merry Christmas and a prosperous new year and thanked them for their service. Mayor Broyles stated the Board reflects the same to you as you are an asset to the town.

Discussion / Action: Financial Report – Sharon Greene, CMFO / Recorder

Ms Greene presented the following fund balances as of October 31, 2023:
General Fund -\$2,261, 414.00, Sanitation Fund - \$22,754.00, Special Police Fund - \$20,630.00,
Debt Service Fund - \$113,876.00, Sinking Fund - \$3,094.00, Water / Sewer Fund -
\$1,057,871.00. Motion to approve was made by Vice Mayor Keith. Second by Alderman Adams.
Vote went as follows: Vice Mayor Keith – Yes, Alderman Adams – Yes, Alderwoman Arnold –
Yes. Motion carried.

Report from Police and Public Safety – Lt. Kevin Smith

Lt. Smith presented the monthly report for November, 2023. (SEE ATTACHED)

Lt. Smith stated that this is probably the best November he has seen since he has been here. Chief Depew told him it's the best November he has seen in 20 years. We have been hammering down on the drug issue in the city and it is paying off. I could not be more proud of these guys and what they are doing. Alderman Adams stated you all are doing an excellent job.

Lt Smith stated at the end of every year the Tennessee Highway Safety Office holds an award banquet. Our Department got an award in 2020. We were honored this year as Officer Dalton Rogers got DUI Officer of the Year for the East Region.

Report from Public Works Supervisor – Allen Moultrie

Mr Moultrie presented the monthly report for November, 2023 (SEE ATTACHED)

Mr Moultrie reported that the water plant is currently operating normally with one episode with a frozen transducer shutting it down for 8 hours.

Mr Moultrie reported that the sewer department is working well with no overflows.

Mr Moultrie reported that leaf and brush pick up is continuing with the ones with workorders taking top priority. Board members thanked Mr Moultrie for his good work.

Report from Finance and Administration – Sharon Greene, CMFO

Ms Greene reported that the first of February we will start training on the Nextgen Software.

Report from Sullivan County Commissioners – None Present

Board of Mayor and Aldermen Comments

Vice Mayor Keith stated it is good to see you all. Ms Keith thanked her fellow Board members. Ms Keith stated I am looking forward to this next year. Once again, I want to thank the Family Committee. Ms Keith wished everyone a Merry Christmas.

Alderman Adams thanked everyone for coming. It is good to see we are making great progress. I wish everybody a happy and safe holiday.

Alderwoman Arnold wished everyone a Merry Christmas. I want to commend the Family Committee for all they do and the time they put into it.

Old Business

Vice Mayor Keith asked Alderman Adams if he had checked out what they discussed yesterday. Mr Adams stated he would look into it tomorrow.

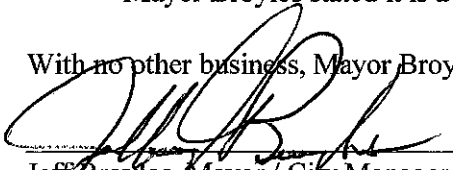
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New Business

Vice Mayor Keith thanked the Mayor for his service and stated I know you work hard and I appreciate that. Alderman Adams stated I'll second that.

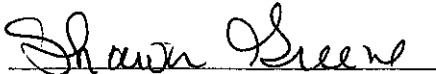
Mayor Broyles stated it is a privilege.

With no other business, Mayor Broyles adjourned the meeting at 6:37 pm.



Jeff Broyles, Mayor / City Manager

Attest this 5th day of December, 2023



Sharon Greene, Recorder / CMFO



Bluff City Police Department
MONTHLY REPORT



2023 November
Year Month

| NUMBER OF: | | | | TOTAL |
|------------------------|--|--|--|--------------|
| CALLS FOR ASSISTANT(S) | | | | 160 |
| ISSUED CITATION(S) | | | | 283 |
| WARNING CITATION(S) | | | | 137 |
| PATROLED MILE(S) | | | | 9,616 |
| ARREST(S) | | | | 31 |
| OFFENSE REPORT(S) | | | | 28 |
| ALARM(S) | | | | 10 |
| ACCIDENTS | | | | 8 |
| ANIMAL CALL(S) | | | | 4 |
| MSD REPORT(S) | | | | 17 |
| FUNERAL ESCORT(S) | | | | 3 |
| DOMESTIC ASSAULT(S) | | | | 0 |
| VEHICLE SEIZURE(S) | | | | 0 |
| MISSING PERSON(S) | | | | 0 |
| D.U.I.(S) | | | | 2 |
| DRUG VIOLATION(S) | | | | 10 |
| USE OF FORCE REPORT(S) | | | | 0 |

Approved by: Chief Depew

CITY OF BLUFF CITY
Water Plant & Distribution System
Board of Mayor and Alderman Monthly
Report for November 2023

Water Plant:

The Water plant is operating normally pumping an average of 253 thousand gallons per day. Our water tank level was at an average of 46.9 feet with 60 feet being full. The water plant was down for a total of 8 hours for the month. The cause of water plant being down was due to a frozen transducer that prompted the plant to shut down. Transducer at our tank was replaced and operating.

Sewer Department:

Sewer Department is operating well with there being no overflows in the month of November. We have seen significant improvements throughout the sanitary sewer system.

Streets Department:

City workers are working hard maintaining the leaf/brush pickup throughout town. Our designated day for brush pick up is on Wednesday and Thursday, with work orders being top priority. Now we are at that time of year where we will be out salting and scraping the roadways on Icey/snowy days. For those who park along the roadways be mindful of salt and debris may get thrown onto your vehicle, so please be mindful of our work.

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

Allen Moultrie
Public Work Supervisor