

Minutes
Bluff City Board of Mayor and Aldermen
Regular Meeting
April 2, 2018

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

Members present were Sandra Madison, Jack Stratton, Ray Harrington, David Smith and Richard Bowling.

Prayer was given by Vice Mayor Harrington followed by the Pledge of Allegiance.

Mayor Wells stated I have been asked by some of the ones in the audience that we all not talk at the same time and talk one at a time so that everybody can understand and hear what is going on and for you to talk into your microphones.

Mayor Wells opened the floor for the following:

Discussion / Action – Minutes for March 6, 2018 Regular Meeting

Motion to approve was made by Vice Mayor Harrington. Second by Alderman Bowling. All in favor. Motion carried.

Discussion – Update from City Engineer Dave Wilson with Mattern & Craig

Mr Wilson reported that they had the pre bid meeting on the water / sewer project on the 29th. The bid opening is scheduled for April 10th at 2:00 p.m.

Mr Wilson stated that he wanted to get together with them about the Memorial Site at their convenience. Alderman Bowling stated okay I've got your number and he would get with everybody and see when they can go. Alderman Bowling asked Mr Wilson if he had a list of all material it will take to do the water/ sewer project. Mr Wilson stated that he had a unit price list but not all the nuts and bolts. Alderman Bowling asked if the contractor furnishes the material or does his company furnish it. Mr Wilson stated they (the contractors) buy all the material and we do have specifications they have to go by. Once the contractor wins the bid they will submit what is called shop drawings and any materials they are providing they give us catalog cuts of exactly what they are going to install and it is my responsibility to go back and compare that with the specs and make sure it meets or exceeds those specifications.

Discussion / Action – TCRS (Tennessee Consolidated Retirement Service) Employer Contribution Rate

CMFO Sharon Greene reported that the employer rate had been 6.17% for the past 3 years and it is their option to stay with it, lower it or make it higher. The only thing is you have to watch what

you do with it because plays with the market so if you cut this year then next year you might have to pick up more to balance out. Alderman Smith asked if the city pays for this or the employees. Mrs Greene stated that the employee pays 5% and the city pays 6.17% to match it and both the city and the employee have to pay to keep it funded. Motion to approve leaving it at 6.17% was made by Vice Mayor Harrington. Second by Alderman Bowling. All in favor. Motion carried.

Citizens Comments – First Session

Lisa Harrison of 315 Deck Valley Road, Bristol Tennessee had concerns about Home Consortium funds given for property repairs at 553 Cedar Street.

Julie Venable Carty of 209 Smith Street Extension, stated that she felt that this was the wrong place to bring up what the lady was just talking about.

Carol Keith of 305 Lakeview Circle asked why Mr Smith did not have his name plate yet. Alderman Smith stated I've got it, I just didn't want anybody to know I was on the board.

Carolyn Payne of 4818 Bluff City Hwy asked City Attorney Paul Frye if the board could vote tonight to place an ad in the newspaper to hire a qualified City Manager. Mr Frye stated I commented on that the last time and I don't have any other opinion to give about it. Mr Frye stated if you are going to do that I suggest they go through MTAS.

David Vance of 1204 Timber Ridge Road stated who would do the City Manager job for the same thing that the Mayor is doing it for right now, nothing.

Becky Buchanan of 750 Dry Branch Road stated she feels that Irene Wells is doing a great job and has saved the city a lot of money, about \$20,000.00 a year.

Discussion / Action – Survey requested by the State of Tennessee on Excessive Non-Revenue Water Lost Compliance

Teresa Nidifer stated I am your Water Improvement and your Distribution Operator and one survey is for your validity score and the other is for non – revenue water. The score is from the 2015 – 2016 audit. We were in the 70's and the minimum has to be 80. The non- revenue water percentage has to be under 20 and it was 22.5. The Comptroller sent this survey and they would be submitting it tomorrow. We have to let them know what we are planning to do to improve these scores. We will be resubmitting the 2016-2017 and by doing some of these things we have raised our validity score to a 3 and our non – revenue water percentage went to 19.2.

Report from City Manager Irene Wells – SEE ATTACHMENT

Mayor Wells read the following statement. I am Town Manager and I have been Town Manager from May, 2015 until the present time which includes management of employees, hiring, firing, purchasing and helping prepare the budget with assistance of the Finance Officer. According to the Charter if the board does not decide to hire a Town Manager the Mayor is automatically Town Manager and shall hold that position until the board decides to hire a City Manager.

Action – Survey Requested by the State on Excessive Non Revenue Water Lost Compliance

Motion to approve the survey was made by Vice –Mayor Harrington. Second by Alderman Bowling. Vote was as follows: Alderman Smith – No, All others in favor. Motion carried.

Discussion / Action – Financial report-Sharon Greene, City Recorder/CMFO

Fund Balances as of February 28, 2018 were as follows: General Fund - \$1,125,508.00, Sanitation Fund - \$15,852.00, Special Police Fund - \$14,308.00, Debt Service-\$128,546.00, Sinking Fund - \$3,095.00, Water/Sewer Fund- \$712,077.00. Motion to approve the financial report was made by Alderman Bowling. Second by Vice Mayor Harrington. All in favor. Motion carried.

Report from City Attorney Paul Frye

Mr Frye reported that he had collected a little over \$1,500.00 in delinquent taxes.

Comments from Board Members

Alderwoman Madison thanked everyone for coming and invited everyone to come back.

Alderman Stratton thanked everyone for coming and stated that whether you are against what I believe, I still love you and appreciate you coming out. I would rather you do it here than go around the area behind peoples back about something. It's good to know what people think on both sides.

Alderman Smith stated its nice seeing everybody here and it looks like a good crowd.

Vice Mayor Harrington thanked everyone for coming and he looks forward to the next meeting and we are here to listen. Mr Harrington stated like Jack said, tell it to us, we are here to listen. It's one thing to say it behind us, say it to us.

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BMA
4-2-18

Alderman Bowling thanked everyone for coming and stated he wished that more people would come. I hear a lot of fussing going on about what this city should do and what it shouldn't do but I don't see any of the people that have called me at any of these meetings. If they want to voice their opinions this is where they need to come to instead of calling each alderman on the phone.

Report from Chief of Police Greg Depew – SEE ATTACHED

Chief Depew gave the monthly report for March, 2018

Alderman Stratton stated that it is getting dangerous in the school zones near where he lives (Carter Street) Mr Stratton stated that people are blocking the driveway of a business located near there and today they blocked his driveway today. Mr Stratton stated that even when the school traffic is gone there are still people driving fast through there. Chief Depew stated that they would look into it.

Report from Public Works Supervisor – Allen Moultrie

Mr Moultrie presented the monthly report for March 2018. SEE ATTACHED

Mr Moultrie stated that we are in compliance with our Sewer Overflow Response Plan.

Mr Moultrie thanked the board for the EX-Mark lawnmower.

Report from Water Plant -- Teresa Nidifer

Ms Nidifer stated that the Mayor has done an exceptionally good job. She feels that they should work together. As your operator right now for your distribution in your water treatment plant if Mayor Wells leaves I will give my resignation because I will not start from scratch to train someone. The state requires you to have that person.

No Sullivan County Commissioners were present

Old Business -- None

New Business -- None

Citizen Comments – Second Session

Lisa Harrison of 315 Deck Valley Road in Bristol Tn made comments about county taxes.


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BMA
4-2-18

Alderman Stratton stated that he did not want the Police Department to think he was blaming them (about traffic near school) He does not want someone to get killed.

With no other business a motion to adjourn was made by Alderman Bowling. Second by Vice Mayor Harrington. Mayor Wells asked Alderman Smith if there was something else he wanted to bring up and he stated he was talking to Richard. All in favor. Meeting was adjourned at 6:54 p.m.


Irene Wells, Mayor / City Manager

Attest this 2nd day of April, 2018


Sharon Greene, Recorder / CMFO

CITY OF BLUFF CITY

Department Of Public Works Board of Mayor and Alderman Monthly Report for March 2018

Sewer Department:

The pump stations are operating normally with there being no overflows in the month of March. The staff has been continuing the flushing of sewer lines in our known problem areas, along with other areas in need of flushing. We have currently inspected all manholes within the city limit and documented issues that we have found to be in compliance with our sewer overflow response plan.

Street Department:

The staff would like to thank the mayor and board for the purchase of the new zero turn Exmark lawn mower. The crew has started mowing along the highway, ballpark, pavilion, swinging bridge, and other area's within the cities right of way. The staff has also been working hard keeping up with the brush and leaf pickup around town.

If you have any questions, please give me a call 612-4145. Thank you.

Allen Moultrie
Public Works Supervisor



Bluff City Police Department



MONTHLY REPORT
2018 March

Year Month

NUMBER OF:	CITY	PINEY	COUNTY	TOTAL
CALLS FOR ASSISTANT(S)	65	57	0	122
ISSUED CITATION(S)	45	30	0	75
WARNING CITATION(S)	20	30	0	50
PATROLED MILE(S)	2310	2563	0	4873
ARREST(S)	1	1	0	2
OFFENSE REPORT(S)	5	3	0	8
ALARM(S)	4	5	3	12
ACCIDENT(S)	4	6	0	10
ANIMAL CALL(S)	5	0	0	5
MSD REPORT(S)	8	3	0	11
FUNERAL ESCORT(S)	3	1	0	4
DOMESTIC ASSAULT(S)	3	0	0	3
VEHICLE SEIZURE(S)	0	0	0	0
MISSING PERSON(S)	0	0	0	0
D.U.I.(S)	0	0	0	0
DRUG VIOLATION(S)	0	1	0	1
USE OF FORCE REPORT(S)	0	0	0	0

approved by: *Chief Tony Deane* Date: 4-3-2018

Minutes
Bluff City Board of Mayor and Aldermen
Special Called Meeting
April 24, 2018

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

Mayor Wells welcomed everyone present and invited them back.

Members present were Jack Stratton, Ray Harrington, and Richard Bowling.

Sandra Madison and David Smith were absent.

Prayer was given by Richard Bowling followed by the Pledge of Allegiance.

Mayor Wells opened the floor for the following:

Citizen Comments -- None

Discussion / Action -- Approve bid contractor for project and other

City Engineer Dave Wilson with Mattern & Craig was present to report results of the bids on Contract 2 of the USDA project. Mr Wilson stated that we received 5 bids. Apparent low bidder was Thomas Construction from Johnson City, Tn. with a bid of \$1,914,821.00. Going into the project the engineering estimate was \$1,868,838, so they were approximately \$46,000.00 low and after we had some adds his estimate would have been \$2,042,000.00 so the bid came in lower than what his estimate would have been with the added changes. Ramirez came in second with a bid of \$1,926,000.00, Merkel Brothers - \$2,180,000.00. Mr Wilson stated that the project had been sent to Louis Trivette and he forwarded it to Nashville. Mr. Trivette stated that he feels that we are \$19,000.00 over our budget but Mr Wilson stated that he has that we are still on the budget. Mr Wilson recommended approval of the bid from Thomas Construction contingent upon final approval from USDA. Mr Wilson stated that with minor adjustments we can be within our budget. Mayor Wells asked Mr Wilson to comment on the contractor. Mr Wilson stated that Thomas Construction had been in business well over 30 years and they have done a lot of work recently at ETSU. Mr Wilson stated that he had worked with them on several projects and they have done a good job on them. Alderman Bowling asked how soon they could get started after approval from Nashville. Mr Wilson stated that he anticipates the first or second week of May. Motion to award the bid to Thomas Construction was made by Vice Mayor Harrington. Second by Alderman Bowling. Alderman Jack Stratton, Vice Mayor Ray Harrington and Alderman Richard Bowling present only, voted yes. Motion carried.

IRENE WELLS
P.O. Box 161, 198 Holston Dr.
Bluff City, TN 37618
423-538-7144 or 423-538-5877

CAREER SUMMARY

Town Manager from May 2015 until present which includes management of employees, hiring, firing, purchasing, helping prepare the City's budget with assistance of the Finance Officer/Recorder. Appointed as Bluff City Mayor to complete the remaining 2 years of a former mayor. Elected as Mayor of Bluff City by the citizens for a four year term. Served as a constituent member of the Tennessee Board of Medical Examiners for 5 years. Fifteen years experience in Human Resource Department as a Personnel Representative with a major computer manufacturing industry with over 1500 employees. Specific skills included recruiting and hiring professional, administrative, technical, clerical and production employees. In charge of the job placement system (which was utilized for promotions of hourly and non-exempt employees). Over the affirmative action program for minorities, females, and veterans. Employees came to me to discuss any problems they encountered including personal. Served in the Employee Benefits Department for several years. Also spent 5 years in the Purchasing Department. Experience in a Printing Business as manager. Responsible, positive, people-oriented individual who enjoys a challenge.

EXPERIENCE

- 5/15 - Present Appointed as Town Manager by the Bluff City Board (Duties according to the Town Charter)
The Board of Aldermen has the discretion to appoint a Town Manager at such time that, in its judgment, the business of the town requires a Town Manager. If a Town Manager is appointed he shall be the administrative head of the municipal government under the direction and supervision of the Board of Aldermen. Power and duties of the Town Manager shall be: To see that the laws and ordinances of the Town are enforced. To appoint and remove all heads of departments and all subordinate officers and employees over which he has the power of appointment and removal under this charter. To supervise and control the work of the recorder, chief of police, and all other officers and all departments and divisions created by the charter. To attend all meetings of the Board of Mayor and Aldermen with the right to take part in the discussions, but to have no vote unless their is a tie. To act as budget director and to keep the Board of Aldermen fully advised as to the financial condition and needs of the town. To act as purchasing agent of the town and to purchase all materials, supplies and equipment for the proper conduct of the town's business. To perform such other duties as may be prescribed by the charter.
- 7/1/13 - Present Mayor of Bluff City (Elected by citizens May 31, 2013) Duties according to the Bluff City Charter
- 6/28/11 - 7/1/13 Mayor of Bluff City (Appointed by Board to complete a former mayor's term) Duties according to the Bluff City Charter. Preside at meetings of the Bluff City Board of Mayor and Aldermen. The Mayor has the right to introduce ordinances and resolutions, shall have a voice, shall vote in case of a tie and shall have veto power. The Mayor shall sign the town's ordinances and resolutions, execute all deeds and contracts made in the name of the town and all other documents of the town requiring the signature of the town's chief executive officer. All legal process against the town shall be served upon the Mayor, and it shall be his/her duty to immediately notify the board of the service and nature of the process. Also attend meetings representing Bluff City.
- 2006 - 2011 Tennessee State Medical Board as a Constituent Member, Nashville, TN (Appointed by Governor McWherter). This board included 7 doctors and 2 constituent members. Help make decisions about punishment for doctors who received complaints against them
- 1985 - Present B & I Printing, Office Manager and Sales
Bluff City, TN

Irene Wells Resume
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- 1964 - 1989 Unisys (Formerly Sperry Corporation) Plant closed in 1989 - 1500 employees
Bristol, TN
- 1974 - 1989 Human Resources Dept.: Personnel Representative
Hired supervisors, exempt, non-exempt and hourly employees. Over the Job Placement System to promote non-exempt and hourly employees. Responsible for the Equal Opportunity Program which included preparing the yearly plan and working with federal representatives to make sure the yearly goals were met. Responsible for representing the company at career fairs held at colleges, technical schools, high schools and other events.
- 1972 - 1974 Human Resources Dept.: Insurance Representative
Worked in the Insurance Department for several years handling insurance claims, service awards and retirement.
- 1971 - 1972 Human Resources Dept.: Salary Analysis: Responsible for keeping up with salaries for non-exempt and hourly employees to determine if any employees were due for a review.
- 1970 - 1970 Human Resources Dept.: Receptionist
- 1964 - 1969 Purchasing Dept.: (5 years)
Reviewed purchases, prices and other duties required

EDUCATION High School Graduate, some college, business certification from technical school and many other business courses required for my job at Unisys (Sperry Corp.)

ORGANIZATIONS (Attend to represent the City of Bluff City at the present)
Sullivan Co., Bluff City, Kingsport Animal Board (Pet Works Regional Animal Service Member)
Networks Sullivan County Partnership Executive Board Member
Sullivan County Family Justice Board
First Tennessee Human Resource Agency, Vice Chair
First Tennessee Development District Board Member
Johnson City Metropolitan Transportation Planning Executive Board Member
Northeast Tennessee Home Consortium Executive Board Member
Bluff City Planning & Zoning Board Member

Former member of Sullivan County Jury Commission, United Way of Bristol, American Red Cross, Farm Services Board, and Vice President of Bluff City United Fund.

PERSONAL

Married to Billy Wells (Former Mayor of Bluff City)
Two children, Rebecca (Becky) and Cynthia (Cindy) both attended Bluff City schools
Two grandchildren