

Friendsville Board of Commissioners
Regular Meeting
February 6, 2025
Friendsville Community Center
Minutes

Present:

Mayor Steven Cardwell	Dale Wilkins
Vice Mayor Sandra Bell	Erin Damon
Commissioner Jonathan Newberry	John Conway
Commissioner Margaret Maze	Jeanne Lupien
City Recorder Janet Ledbetter	Guy Lupien
City Administrator Kim Rogers	Janet Walton
City Attorney Rob Goddard	Steve Palmer
Building Official Barry Ottinger	

Absent: Commissioner Shane Rogers

1. Meeting was called to order at 6:02 p.m.
2. Janet Walton led the Pledge of Allegiance.
3. Ms. Walton also led the invocation.
4. Roll call- Maze- present, Newberry- present, Bell- present, Cardwell- present. Commissioner Rogers was absent.
5. Motion to approve minutes from December 5 public hearing by Vice Mayor Bell, second by Commissioner Newberry. Motion passed. Motion to approve minutes from December 5 regular meeting by Commissioner Newberry, second by Commissioner Maze. Motion passed.
6. Non-Agenda items from the public: none
7. Other business not on the agenda: City Hall was being remodeled to make it more secure for employees. Vice Mayor Bell asked about plans that had been discussed in the past about putting all the employees at the Operations

Center. Mayor Cardwell said that there were currently no plans to do so, and that he didn't think it was a good idea to have customers in the area near the equipment.

Kim Rogers mentioned recent changes to the Internal Control Manual. There was one item that was overlooked regarding signatures on checks. It still listed the Utility Manager as an authorized signer, and the city doesn't have a Utility Manager. Motion to remove Utility Manager and replace with City Administrator as an authorized signer on checks by Commissioner Newberry, second by Commissioner Maze. Motion passed.

8. Discussion:

First reading of Ordinance No. 2025-01: Amending Article VI, Sections 601 and 602 and Article VII, Section 701, Area, Yard, and Height Requirements: There had been an ordinance recently passed allowing for lot sizes to be reduced from 30,000 sq. ft. to 10,000 sq. ft. where sewer is available. The Planning Commission had been discussing the issue further and recommended changing the minimum lot size on sewer to 20,000 sq. ft. They also recommended combining R-1 and R-2 districts into one residential district. This ordinance would make those changes to the zoning ordinance. Motion to approve ordinance on first reading by Commissioner Newberry, second by Commissioner Maze. Motion passed.

Approval of replacement of city hall roof: Kim Rogers requested quotes for roof replacement because the roof is flat, and the membrane is pulling away from the roof. Also, it is not sloped enough for drainage and water is standing on it. There is black mold on the inside of the building due to leaks. There were two quotes: Barnett Roofing for \$64,632 and Mobley Brothers Roofing for \$39,750. The project would have to go out for bids unless it could be considered an emergency purchase, which would be determined later. Motion to put city hall roof replacement out for bid unless it qualifies for an emergency purchase by Commissioner Newberry, second by Commissioner Maze. Motion passed.

Kim also presented the quotes for the doors and windows for city hall. There were 3 quotes from Bowen Door Service. The back door is not ADA compliant, so it must be replaced with a new door, and the quote was \$5,854.64 including installation. The double doors in front of the building are not up to code, and the quote to replace them was \$10,144.41. Barry Ottinger said that if the city wasn't replacing the doors, they were grandfathered in, but

the back door would have to be replaced with an emergency exit. The bullet resistant payment windows at the front lobby were quoted at \$15,292.20, and regular glass windows were \$10,247.10. The board agreed that the bulletproof glass would make the office safer for the employees. The opening would have a dip to put payments through. Motion to accept the back door quote and bullet resistant glass quote by Commissioner Newberry, second by Commissioner Maze. Motion passed.

9. Tabled discussion: none

10. Staff Reports:

Codes- the accessory apartment at Friendsville Market is on hold, and the liquor store building is progressing. The sign permit was submitted for the liquor store, but the sign was for Friendsville Liquor and Wine. Sales of wine are not currently allowed in the city limits, so he can't advertise wine in his signage.

Planning- The Planning Commission had discussed redoing minimum lot sizes and had a workshop planned to work on some changes to the zoning ordinance. Dale Wilkins has filled one of the open seats on the Planning Commission, and there is another person interested in filling the other one.

Streets- none

Grants- Blount County/ARPA- They are waiting for TDEC to approve the plans since the sewer portion was removed. LPRF- The money will be awarded soon, and the pavilion can be prefab instead of stick built so it can be built to the original size as planned. HUD- Kim was still trying to find out if the funds will be granted since President Trump's executive order was signed putting federal grant funds on hold.

Financial Updates- Janet Ledbetter gave the board a list of the bank account balances and updated spending for the year-to-date.

Administration: D.R. Horton has withdrawn their annexation request.

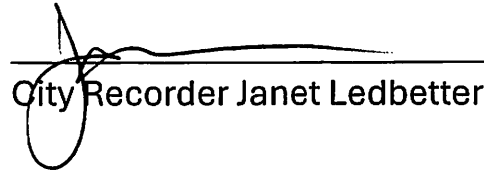
Events: none scheduled

Parks & Recreation: T-Ball will begin in the Spring. Since the city has their own parks & rec department there doesn't have to be a Certified Youth Administrator in charge, so three city employees will manage the program. The previous administrator quit his job with the city, but there is a plan to get someone else certified.

11. Motion to adjourn by Commissioner Newberry, second by Commissioner Maze. Motion passed. Meeting was adjourned at 6:42 p.m.

A handwritten signature in cursive script, appearing to read "Steven Cardwell", written over a horizontal line.

Mayor Steven Cardwell

A handwritten signature in cursive script, appearing to read "Janet Ledbetter", written over a horizontal line. The signature includes a large, stylized loop at the bottom.

City Recorder Janet Ledbetter