



FRIENDSVILLE, TN, CITY HALL  
BOARD OF MAYOR AND COMMISSION  
MEETING

July 2, 2026  
6:00 P.M.

Invocation:

Call to Order: Mayor

Pledge of Allegiance: Ms. Walton

Opening Prayer: Ms. Walton

Roll Call: City Administrator

Approval of Minutes: June 4, 2026, Public Hearing  
June 4, 2026, Meeting

Thursday, July 2, 2026  
Minutes

The Board of Mayor and Commission met for the regular meeting. Mayor Cardwell called the meeting to begin at 6:02 p.m. Ms. Walton led the Pledge of Allegiance and opening prayer.

On roll call, the following city officials were present: Mayor Steven Cardwell, Vice Mayor Jonathan Newberry, Commissioner Margaret Maze, Commissioner Dale Wilkins, FVFD Chief / Commissioner Shane Rogers

COF Staff Present: City Administrator Kim Rogers, City Attorney Rob Goddard, Building Official Barry Ottinger

Absent: City Recorder Janet Ledbetter

Minutes of the public hearing meeting of June 4, 2026.

- ✓ **Motion Made:** Commissioner Rogers to approve:
- ✓ **Seconded By:** Vice Mayor Newberry.
- ✓ **Motion Made:** All approved.

Minutes of the regular meeting of June 4, 2026.

- ✓ **Motion Made:** Commissioner Maze to approve:
- ✓ **Seconded By:** Vice Mayor Newberry.
- ✓ **Motion Made:** All approved.

## Public Comments:

Ms. Walton, 564 Bales Hollow Rd., asked what the status was on the Pavilion. City Administrator, Kim Rogers, stated "slowly", but if Ms. Walton was good with that answer for now, it is on the agenda to speak more in detail about it.

Matt Harris, 309 Camellia Trace, Maryville, and with Global Life Insurance Company, spoke to the commission regarding the possibility of giving a quote for the employees' life insurance cost to see if his policy is cheaper than the current policy. The mayor told Mr. Harris to get with Kim, and she could provide the information needed for him to prepare a quote to present to the commission at the August meeting.

## Discussion:

- **Resolution 2026-05, Adopting Asset Management Plan**, City Administrator, Kim Rogers spoke regarding the Asset Management Plan. The commission had requested an asset plan in previous years, but it was not completed. The city had to have one completed as it is required of TDEC's American Rescue Plan (ARP) Water Infrastructure Investment Program (WIIP). Kim also included the next resolution on the agenda, which was part of the Asset Management Plan. The utility did not have some policies in place for what was needed. Vice Mayor Newberry asked the city attorney, Goddard, if he could make a motion to approve all the resolutions that pertained to the Asset Management Plan together. City Attorney Goddard said that would be fine to do that.

- ✓ **Motion Made:** Vice Mayor Newberry to approve: **Resolution 2026-05**, Adopting Asset Management Plan, **Resolution 2026-06**, Revising Resolution No. 2019-01, the WaterWorks Policy Manual, and Renaming to the Utility Policy Manual, establishing policies for water and sewer, **Resolution 2026-07**, Adopting Utility Operations and Maintenance Manual, **Resolution 2026-08**, Adopting BACT Sample Plan, **Resolution 2026-10**, Adopting Water Capital Improvement Plan, **Resolution 2026-11**, Adopting Utility Standard Operating Procedures Manual **Resolution 2026-13**, Revising Utility Drought Management Plan. He would also like to set up a workshop with the commission if anyone would like to work on the plans or policies.

- ✓ **Seconded By:** Commissioner Maze.

- ✓ **Motion Made:** All approved.

- **Resolution 2026-09, Requesting MTAS to Codify and Revise the Ordinances of the City of Friendsville.** City Administrator Rogers spoke regarding this ordinance after speaking to Margaret Norris, the city's advisor with MTAS. Margaret stated MTAS recommends that municipalities submit all ordinances adopted during the previous year for incorporation into the municipal code once each year. This keeps the online and printed code current and prevents ordinances from accumulating over many years. This was not currently being done, and I did not know the last time any ordinances had been submitted. Per records, the last recodification from the city was completed in 2006. It was twenty years ago. Mayor Cardwell stated this was unacceptable. Unfortunately, the timeline to get this started is a year from now, but this ordinance will at least get the city on the waitlist.

- ✓ **Motion Made:** Commissioner Maze to approve: Resolution 2026-09 Requesting MTAS to codify and revise the city ordinances.

- ✓ **Seconded By:** Vice Mayor Newberry.

- ✓ **Motion Made:** All approved.

- **Resolution 2026-12, Revising Job Description- Office Coordinator I & II.** City Administrator Rogers stated that she and Mayor Cardwell had been looking into revamping the office duties to make the best use of the time of the office Staff; City Administrator Rogers presented a copy of each proposed job description and explained the thought process behind separating the City Recorder and finance functions into two distinct positions. Currently, both of these responsibilities are handled by one employee. Separating them will allow each role the dedicated time and focus needed to ensure the City remains in compliance with records management and financial reporting requirements.

Over time, a number of daily responsibilities had shifted away from the Office Coordinator II role, with that position primarily focused on finance duties for the city, Utility and Grants, and had been relayed to her, a workload that should not require a full-time position on its own.

City Administrator Rogers said moving forward, the Office Coordinator I and Office Coordinator II positions will have the same daily duties, which include customer service for City Hall and the Utility Department. The change will be in administrative responsibilities: Office Coordinator I will take on City Recorder duties and all associated responsibilities, and Office Coordinator II will handle the finance side of department operations, including collections and returned checks for utility accounts. After presenting the proposed job description, the commission was asked if they had any questions or concerns. Commissioner Mize stated she thought separating the two jobs made sense, and she did like the finance part, handling the receiving and collections. Vice Mayor Newberry agreed.

- ✓ **Motion Made:** Commissioner Maze to approve: Resolution 2026-12 revising job description-Office Coordinator I and II.
- ✓ **Seconded By:** Vice Mayor Newberry.
- ✓ **Motion Made:** All approved.

#### **Departments:**

- **Codes.** Mayor Cardwell asked if anyone at the table had any questions for Barry based on the permit report he had submitted. City Administrator Rogers stated the city received a Citizen complaint regarding property on Cedar Crest. She would be submitting a response to the complaint, as the property that was in question had recently been sent a letter of violation for the condition of their property.

- ✓ **Comments:** None

- **Planning.** Vice Mayor Newberry stated the planning did not meet due to no quorum. However, did have a workshop regarding creating the 321 Corridor District. City Administrator Rogers stated she had sent letters to certain properties that were zoned M-1 stating the city would like to rezone according to the current zoning around those properties. She had been contacted by most of the property owners for the rezoning. One property owner, Mr. McCallie, came into the office to discuss and was not in favor of the rezoning. She informed him of the steps and meetings that would take place and asked that he attend to state his concerns and opinion during the meeting.

- ✓ **Comments:** Vice Mayor Newberry asked what his concerns were and if Mr. McCallie understood what could potentially be built on his property if the rezoning did not take place. Administrator Rogers stated she did speak to him in regard to what was allowed and not allowed. She also was going to provide him with a copy of the most current zoning ordinance for M1. Mr. McCallie stated he did not feel the need to rezone as he did not plan to sell his property.

- **Parks, Recreation and Events:** No upcoming events or news to report

- **Administrator's Updates:**

- **Grants:** Administrator Rogers stated she had been in contact with Rachel at CDP. There have been some issues that have come up regarding the Pavilion. The appraisal on the property was not updated in the grant portal. What was still listed in the portal was the estimated cost of the land provided by a realtor when the grant was originally submitted in 2020. The grant allowed that for submission purposes but had to have an appraisal completed by an appraisal company, which was completed and sent to Rachel on December 26, 2024. According to Rachel, she has spoken with the LPRF administrator; if they allow us to use that appraisal cost, they will make us complete the bathrooms and/or take some of our funds away. Administrator Rogers stated she had reached out to Mark Stanfill, the LPRF grant administrator, to set up a meeting with him to discuss.

- ✓ **Comments:** Vice Mayor Newberry stated the only reason the city is with CDP is because of Chris Oelgoetz, and since he is no longer there. He would like to find another company to help administer the city's grants. As it has been one thing after another with CDP keeping up or attending to the city's grants, as this grant was awarded in 2022 and is still not started. Mayor Cardwell asked Administrator Rogers to please keep them updated.

- **Streets:** The crew had been cleaning out ditches by widening them, changing drain tiles out, and adding riprap to the end of tiles. Administrator Rogers encouraged the commission, if they had not been through town recently, to drive around to see what the crew had been doing, stating they still have many areas to cover within the city streets, but the crew was doing an amazing job.

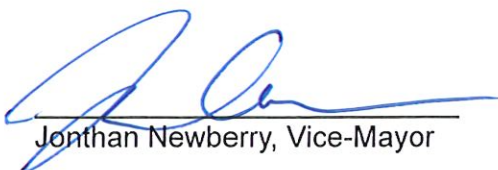
- **Upcoming Projects:** Paving on North Morgan, North Young with the grant funds from the sidewalk. Paving to the parking lot where the monument was. The crew removed it because it was getting hit weekly.

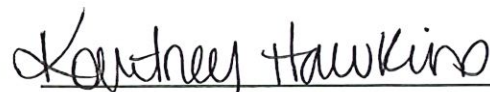
- **Financial Updates:** Mayor Cardwell, since Janet Ledbetter was on vacation, to please email her any questions they may have on the financial report that was provided for this month's meeting.

- ✓ **Comments:** No comments.

- **Adjournment:** Mayor Cardwell asked if anyone had anything to discuss; if not, he needed a motion to adjourn.

- ✓ **Motion Made:** Commissioner Rogers to approve:
  - ✓ **Seconded By:** Vice Mayor Newberry.
  - ✓ **Motion Made:** All approved
  - ✓ **Meeting Ended:** 6:51 p.m.

  
Jonathan Newberry, Vice-Mayor

  
Kourtney Hawkins, City Recorder