

Town of Vonore
Board of Mayor and Alderman
May 9, 2023
Agenda

- 1. Call to Order**
- 2. Reading of Minutes and Approval or Corrections**
- 3. Reports from Committees**
- 4. Reports from Members of the Board of Aldermen**
 - Steve Wheeler – Fire Department
 - Kristi Windsor – Police Department
 - Tim Swafford – Public Works
 - Alisa Hobbs – Park and Recreation
- 5. Grievances or Comments from Citizens - None**
- 6. Mayor's Report**
- 7. Old Business – None**
- 8. New Business**
 - a. Ordinance No. 23-02 – Amending the text of the zoning ordinance of the Town of Vonore, TN Chapter 4. Zoning Districts, Section 11-405. R-2 High Density Residential District, 3. Area Regulations, e. Minimum Lot Width.
 - b. Ordinance No. 23-03 – Amending the annual budget for the 2022-2023 fiscal year.
 - c. Ordinance No. 23-04 – Adopting the annual budget for fiscal year beginning July 1, 2023 and ending June 30, 2024
 - d. Award Auditing Service to Warren Jackson CPAS, PLLC.
 - e. Mass Gathering Permit for the Monroe Life Balloon Festival to be held at the Sequoyah Birthplace Museum on September 2, 2023 and September 3, 2023.
- 9. Adjourn**

TOWN OF VONORE

BOARD OF MAYOR AND ALDERMEN

MINUTES OF MEETING HELD ON APRIL 11, 2023

The Board of Mayor and Aldermen meeting was called to order at 6:00 p.m. by Mayor Hammontree.

Board Members Present:

John Hammontree, Mayor
Tim Swafford
Steve Wheeler
Kristi Windsor

Absent:

Alisa Hobbs

Others Present:

Sabrena Norris, Recorder

MINUTES

The minutes from the previous meeting on March 14th and March 28th were read. Motion to approve the minutes as read was made by Alderperson Swafford. Seconded by Alderperson Wheeler. All in favor. Motion passed.

COMMITTEE REPORTS

None

Fire Department

The Fire Department responded to the following calls:

Medical – 45	Fire Alarm- 3
Wreck with Injury – 2	Vehicle Fire– 1
Wreck with No Injury – 2	Brush Fire – 6
Body Recovery – 2	Structure Fire – 3
	Calls Inside City – 43
	Calls Outside City – 21
	Total Calls – 64

Police Department

Chief Graham is continuing to work on the VCIF grant with the Project Management Specialist to submit policy documentation. They are working to prepare the contract now, said Alderperson Windsor. Officer McMahan has resigned from his full-time position as a patrolman. Brandon Watkins has been hired to fill the full-time patrolman position. Mr. Watkins has worked at Tellico Plains and Englewood Police Department in the previous years. It is exciting to have Mr. Watkins on board with the Department, said Windsor. This month, officers with the department will be attending a Crime Scene Management Training hosted by McMinn County Sheriff's Office and TBI. Windsor concluded by informing the board that Detective Fritts and Chief Graham are continuing to work on evidence destruction and are almost prepared to submit to the District Attorney's Office for review.

Public Works Department

The department has been busy with the usual, said Alderperson Swafford. They have spread seed and fertilizer at the ball fields. There are the usual sewer issues from month to month. This month, they installed a sewer line on Ellis Street. There weren't any issues in regard to the cold snap. There were some trees down that the department cleaned up. They are doing their usual mowing and bush hogging. They have also sprayed the guardrails.

Parks and Recreation

Mayor Hammontree spoke for Alderperson Hobbs. Hammontree said that the kids are practicing and playing a lot of ball at the ball fields. He is glad to see that, he said. Hammontree reported that the town is still working on the grant for lighting. Hammontree said that Hobbs was putting together a committee to market the ball fields.

GRIEVANCES OR COMMENTS FROM CITIZENS

None

MAYOR'S COMMENTS AND ANNOUNCEMENTS

Mayor Hammontree announced that the 4th of July parade will be held on the 4th this year. Lineup will be at 6:00 at the Vonore Middle School. The parade will begin at 7:00 and there will be vendors and live music. The church will shoot the fireworks at dark. In regard to the signage on Highway 411, TDOT said they would be getting signage placed around the intersection at Niles Ferry. The town will be responsible for adding the beacon signs should they decide to add them.

OLD BUSINESS

NEW BUSINESS

- a. Resolution No. 23-05 – A resolution for administrative services for the 2023 Community Development Block Grant. Motion to approve was made by Alderperson Swafford. Seconded by Alderperson Windsor. All in favor. Motion passed.
- b. Resolution No. 23-06 – A resolution for engineering services for the 2023 Community Development Block Grant. Motion to approve was made by Alderperson Wheeler. Seconded by Alderperson Swafford. All in favor. Motion passed.

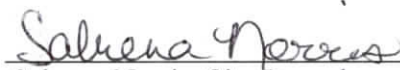
MOTION TO ADJOURN

Motion to adjourn was made by Alderperson Windsor.
Seconded by Alderperson Swafford.
All in favor. Motion passed.

Meeting was adjourned at 6:14 p.m.



John Hammontree, Mayor



Sabrena Norris, City Recorder

ORDINANCE NO.23-02
AN ORDINANCE AMENDING THE TEXT OF THE
ZONING ORDINANCE OF THE TOWN OF VONORE, TENNESSEE,
CHAPTER 4. ZONING DISTRICTS, SECTION 11-405. R-2 HIGH DENSITY
RESIDENTIAL DISTRICT, 3. AREA REGULATIONS, e. MINIMUM LOT WIDTH

WHEREAS, the Vonore Board of Mayor and Aldermen, in accordance with Section 13-7-203 and 13-7-204 of the *Tennessee Code Annotated* may from time to time amend the text of the Zoning Ordinance, and;

WHEREAS, the Vonore Planning Commission has considered the zoning needs of the Town, and has recommended the amendment of the *Zoning Ordinance of Vonore, Tennessee*, and;

WHEREAS, the Board of Mayor and Aldermen finds the amendment of the Zoning Ordinance to be in the best interests of the Town;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF VONORE, TENNESSEE, THAT:

SECTION 1. Chapter 4. Zoning Districts, Section 11-405. R-2 High Density Residential District, 3. Area Regulations, e. Minimum lot width shall be amended by deleting it in its entirety and substituting in lieu thereof the following:

- e. Minimum lot width at building setback line: 75 feet.

SECTION 2. This ordinance shall take effect upon adoption, the public welfare requiring it.

ATTEST:

John Hammontree, Mayor

Sabrena Norris, Recorder

Planning Commission Review: April 4, 2023

Adopted First Reading: _____

Adopted Second Reading: _____

Public Hearing Held: _____

ORDINANCE NO 23-03

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR
THE TOWN OF VONORE, TENNESSEE FOR FISCAL YEAR 2022-2023**

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires funds first be appropriated before being expended and that no appropriations may exceed available funds;

WHEREAS, *Tennessee Code Annotated* Title 6 Chapter 56 Section 208 allows amendment of the budget ordinance in the same manner as any other ordinance may be amended;

WHEREAS, unanticipated expenditures need to be budgeted within the General Fund to better reflect anticipated spending requirements for the remainder of the fiscal year;

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of Vonore, Tennessee, that:

SECTION 1: Appropriations. The governing body appropriates the following increases:

Increase Revenue

110-36350	Insurance Recoveries	\$	25,264.00
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Increase Expenditure

110-41810-240	Utilities (City Hall Bldgs.)	\$	2,000.00
110-43100-331	Gas, Oil, Diesel, Fuel (Streets)	\$	4,000.00
110-41920-141	Taxes (Employers Share)	\$	9,396.00
110-44421-948	Computer Equipment (Library)	\$	2,200.00
110-41810-260	Repair and Maintenance (Roof)	\$	21,000.00
110-42100-332	Motor Vehicle Parts (Police)	\$	4,264.00
412-52200-260	Repair and Maintenance (Sewer)	\$	5,000.00

Decrease Expenditure

110-41810-260	Repair & Maintenance (City Hall Bldgs.)	\$	2,000.00
110-43100-326	Uniforms (Streets)	\$	1,500.00
110-41990-141	Taxes (Employers Share)	\$	9,396.00
110-43100-342	Sign Parts (Streets)	\$	1,500.00
110-43100-930	Improvement Other than Buildings (Streets)	\$	1,000.00
110-44421-222	Books, Catalogue, Brochure (Library)	\$	1,000.00
110-44421-310	Office Supplies (Library)	\$	1,200.00
412-52200-291	Waste Treatment (Sewer)	\$	5,000.00

Section 3: Submission to the Director of Local Finance. This amendment will be submitted to the Director of Local Finance as required by state statute to show continued compliance with the

Requirements of Tennessee Code Annotated Title 9 Chapter 21 Section 403 to maintain a balanced budget.

Attest:

John Hammontree, Mayor

Sabrena Norris, City Recorder

Passed 1st Reading _____

Passed 2nd Reading _____

ORDINANCE NO.23-04

**AN ORDINANCE OF THE TOWN OF VONORE, TENNESSEE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024**

- WHEREAS, *Tennessee Code Annotated* § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF VONORE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein, presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2024, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years

General Fund	FY 2022	FY 2023	FY 2024
Cash Receipts	Actual	Estimated	Proposed
Local Taxes	\$ 2,126,948	\$ 2,016,130	\$ 2,108,450
Licenses and Permits	161,306	139,520	125,600
Intergovernmental	276,176	257,900	255,100
Miscellaneous Revenues	880,829	929,666	459,485
Total Cash Receipts	\$ 3,445,259	\$ 3,343,216	\$ 2,948,635
Appropriations			
General administration	\$ 160,865	\$ 188,100	\$ 224,600
Planning and zoning	5,575	5,500	9,000
Special Projects	-	137,600	21,000
City hall	21,892	18,100	25,000
Other general government	415,098	509,600	600,000
Police department	639,819	745,475	852,285
Fire department	219,195	355,250	410,650
Building inspection	6,843	12,000	12,500
Highways and streets	412,124	421,800	515,000
State streets aid	65,550	85,000	85,000
Parks and recreation	244,336	70,380	120,800
Library and community center	36,708	39,356	45,900
Library (Library Account)	18,947	22,950	26,900
Debt service	-	-	-
Total Appropriations	\$ 2,246,952	\$ 2,611,111	\$ 2,948,635
Difference in Cash Receipts and Appropriations	\$ 1,198,307	\$ 732,105	\$ -
Beginning Cash Balance	\$ 2,771,495	\$ 4,183,403	\$4,915,508
Ending Cash Balance	\$ 4,183,403	\$4,915,508	\$4,915,508
Ending Cash as % of Appropriations	186%	188%	167%

Drug Fund	FY 2022	FY 2023	FY 2024
Cash Receipts	Actual	Estimated	Proposed
Fines and Forfeitures	\$ 3,116	\$ 2,500	\$ 2,500
Miscellaneous Revenues	13,932	100	600
Total Cash Receipts	\$17,048	\$2,600	\$3,100
Appropriations			
Drug Control	\$ -	\$ -	\$ 13,530
Total Appropriations	\$ -	\$ -	\$ 13,530
Difference in Cash Receipts and Appropriations	\$ 17,048	\$ 2,600	\$ (10,430)
Beginning Cash Balance	\$ 50,276	\$ 67,324	\$ 69,924
Ending Cash Balance	\$ 67,324	\$ 69,924	\$ 59,494
Ending Cash as % of Appropriations	0%	0%	440%

Sewer Fund	FY 2022	FY 2023	FY 2024
Cash Receipts	Actual	Estimated	Proposed
Sewer Fees	\$ 386,156	\$ 406,000	\$ 415,500
Tap Fees	11,250	18,000	7,000
Grant Revenue	218,844	131,500	-
Miscellaneous Revenues	2,124	1,500	2,000
Total Cash Receipts	\$ 618,374	\$ 557,000	\$ 424,500
Appropriations			
Sewer Operations	\$ 284,263	\$ 333,000	\$ 403,000
Total Appropriations	\$ 284,263	\$ 333,000	\$ 403,000
Difference in Cash Receipts and Appropriations	\$ 334,111	\$ 224,000	\$ 21,500
Beginning Cash Balance	\$ 609,572	\$ 732,849	\$ 956,849
Ending Cash Balance	\$ 732,849	\$ 956,849	\$ 978,349
Ending Cash as % of Appropriations	258%	287%	243%

SECTION 2: At the end of the fiscal year 2023, the governing body estimates fund balances or deficits as follows:

General Fund	\$ 4,930,463
Drug Fund	\$ 69,924
Sewer Fund	\$ 2,414,990

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded or Other Indebtedness	N/A: No debt at this time
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SECTION 4: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Grants	Proposed Amount Financed by Debt	Total Proposed Capital Projects
Police Vehicle	\$ 90,000.00			\$ 90,000.00
Parks and Rec Restrooms	\$ 50,000.00			\$ 50,000.00
Paving	\$ 180,000.00			\$ 180,000.00
Total				\$ 320,000.00

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated § 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same fund in an amount of up to \$1,000 by the Mayor/City Recorder, subject to such limitations and procedures as set by the Board of Mayor and Alderman pursuant to Tennessee Code Annotated § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Tennessee Code Annotated § 6-56-206 will be attached.

SECTION 8: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the Town/City has notes issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, Tennessee Code Annotated approved by the Comptroller of the Treasury or Comptroller's Designee within fifteen (15) day of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, Tennessee Code Annotated (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Controller of the Treasury or Comptroller's Designee. If the government does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.

SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year lapse and revert to the respective fund balances.

SECTION 10: All ordinances or parts of ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION 11: If any section, clause, provision, or portion of this ordinance is held to be invalid or un-constitutional by any Court of competent jurisdiction, such holdings shall not affect any other section, clause, provision, or portion of this ordinance.

SECTION 12: This ordinance shall take effect July 1, 2023, the public welfare requiring it.

Mayor

City Seal

City Recorder

1st Reading

2nd Reading

COST PROPOSAL

In accordance with the Request for Proposal for Audit Services issued by the Town of Vonore, which includes the Town of Vonore, Vonore Public Utility, and Vonore Public Library, we hereby submit the following cost proposal:

Service	22/23	23/24	24/25
Perform applicable audit of the financial Statements of the Town of Vonore and give opinion on audited financial statements	\$19,000	\$19,000	\$19,500
Management Letter, if applicable	included	included	included
Presentation of Audit to Town Council	included	included	included
Provide one bound and pdf copy of audited financial Statements; submit to TN State Comptroller	included	included	included
Total Fees for Audit and Related Services	<u>\$19,000</u>	<u>\$19,000</u>	<u>\$19,500</u>

Additional Professional Services

WarrenJackson CPAs, PLLC may also furnish other accounting services, which may include advisory and system accounting services as requested by the Town. If it should become necessary for the Town to request WarrenJackson CPAs, to render any additional services to either supplement the services requested to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town and WarrenJackson CPAs. Any such additional work agreed to between the Town and WarrenJackson CPAs shall be performed at the quoted hourly rates listed below:

Position	Standard Hourly Rates
Partner	\$200
Manager	\$150
Staff Accountant	\$ 85

Town of Vonore Mass Gathering Permit Applications

This application must be filled out completely and submitted to be considered for possible permit.

Event Title:

MONROE LIFE BALLOON FESTIVAL

Event Location:

SEQUOYAH BIRTHPLACE MUSEUM

Event Date (s): Sept 2nd & 3rd Event Start Time: 3pm Event End Time: _____

Alt. Event Date: _____ Alt. Date Start Time: _____ Alt. Date End Time: _____

Set Up Date (s): Sept 1st Set Up Start Time: 8am Set Up End Time: 7pm

Tear Down Date: Sept 4th Tear Down Start Time: 8am Tear Down End Time: 7pm

Number of Participants Expected: 5,000 / per day Number of Volunteers/Event Staff: 100 / per day

Type of Activity Festival Concert Parade/Walk/Run Protest Rally
 March Fair Carnival Block Party Exhibit Trade Show

Other: _____

Applicant Name:

LISA BINGHAM, PRESIDENT

Organization:

THE BINGHAM GROUP, INC.

Mailing Address:

P.O. BOX 24044

City/State/Zip:

KNOXVILLE, TN 37933

Day Phone: 865-523-5999 Cell/Other: 865-469-4946 Fax: _____

Email:

lisa@binghamgroup.com

Alt. Contact: MIGNONNE ALMAN Alt. Contact Number: 865-567-1468

Email: mignonne@binghamgroup.com

Food Catered by restaurant Catered by Vendor Prepared on Site No Food

Vendors/Merchants? Yes No

Number of vendors/merchants selling products/services/food: approximately 40

Set Up/Tear Down

Music Provided?	<u>Amplified</u>	<u>Acoustic</u>	<u>None</u>
PA/ Audio System Provided?	<u>Yes</u>	<u>No</u>	Type of System: supplied by SOS Systems
Fencing or Scaffolding Used?	<u>Yes</u>	<u>No</u>	
Electricity?	<u>Yes</u>	<u>No</u>	Type:
Garbage cans/collection/recycling?	<u>Yes</u>	<u>No</u>	
Temporary Stage?	<u>Yes</u>	<u>No</u>	Provide Dimensions:
Propane/Gas/Liquid Use or Storage?	<u>Yes</u>	<u>No</u>	
Tents/Pop-Up Canopies?	<u>Yes</u>	<u>No</u>	If yes, how many? <u>50</u>
Temporary Structures?	<u>Yes</u>	<u>No</u>	If yes, how many?

Miscellaneous

Open to the public? Yes No Private Group/Party Yes No

Admission Charged? Yes No

Parade Included? Yes No Approximate Number of Floats: _____

Animals? Yes No

If yes, kinds expected and number expected:

Alcoholic Beverages available Yes No

Drawing or Raffle? Yes No

Fireworks/Fire Performance/Open Flames Yes No

Motion Picture/Video Shooting Yes No

Other (please explain):

Event Description

Please describe your event in detail and be sure to include every and all elements or your event that will help ensure its safety for all.

Hot air balloons on display and used for tethering. Live music, merchandise vendors and food vendors.

Please detail block numbers of exact streets/roads being used and/or blocked.

Persons attending the event will be coming in off Hwy 411 onto TN-360 to 576 TN-360, the Sequoyah

Birthplace Museum. It is anticipated that most attendees will enter and exit via this direction.

My Signature verifies that I have completed this application for an event permit to the best of my knowledge and that I will abide by the City's regulations for such event.

Lisa Bingham

May 1, 2023

Printed Applicant Name

Date

Lisa Bingham

Applicant Signature

This form is for a Town of Vonore Mass Gathering Permit.

Submission of this form does not guarantee permit will be issued. Permit applications cannot be processed until the non-refundable \$25 permit fee is paid by the applicant, either in person or mailed.

Please make all checks out to: Town of Vonore

If form is being mailed, please address it to:

Town of Vonore/ P.O. Box 218/Vonore, TN 37885