



DOE MOUNTAIN RECREATION AUTHORITY BOARD

Meeting Minutes: August 1, 2023

The Doe Mountain Recreation Authority (DMRA) Board of Directors met on August 1, 2023, at the Doe Mountain Adventure Center, Mountain City, TN 37683.

Board Members Present: Larry Potter, Gabby Lynch, Mona Alderson, Kristy Herman, Tim Sain, Jerry Jordon, Gerald Parish, Frank Arnold, Ray Stout, Anthony Duncan, Jerry Grindstaff, and Lynn Tully (zoom).

Board Members Absent: Ron Ramsey and David Jones

DMRA Staff Present: Executive Director Charles Ridlehuber, Trail Construction Supervisor Josh Collins, Program and Events Supervisor Cody Howell, and Administrative Assistant/Board Liaison Brie Novack

Others Present: eight members of the public.

1. Chairman Potter called the meeting to order at 1:00 p.m.

2. **Public Comment Period**

The following individuals who live in the Harbin Hill neighborhood commented:

H. Bo Thomas, who has lived on Harbin Hill Road since 1986, voiced opposition to the proposed Sportsman's Complex near the neighborhood.

Dan Conner voiced concern over the gun tests that were done and says that they should be repeated with notice to the neighborhood. He has talked to a local real estate agent who told him that a gun range would devalue his property. He asked that the range be placed somewhere else on Doe Mountain.

Terri Crotty is concerned about gun noise and the impact on dogs and the elderly for whom she cares.

3. Minutes of June 6, 2023 Meeting

Kristy Herman moved, with a second by Ray Stout, to approve the minutes of the DMRA Board Meeting of June 6, 2023; the motion passed without objection.

4. Financial Report

Treasurer Kristy Herman reported. The Financial Report is filed with the minutes. As of July 25, 2023, the account balance at Johnson County Bank was \$439,726.66, and the Edward Jones balance was \$2,996,413.82. Johnson County is holding funding to pay salaries on DMRA’s employees into November 2023. Gerald Parish moved to approve the Financial Report; Frank Arnold seconded the motion; the motion passed.

5. Cash on Hand Procedures

The draft Cash on Hand Procedures were circulated to the Board and are filed with the minutes. Mona Alderson moved, with a second by Gabby Lynch, to approve the Cash on Hand Procedures; the motion passed without objection.

6. Johnson County Employee Payroll Services

Mona Alderson reported that the Johnson County Director of Budgets and Accounts is requiring DMRA to reimburse the County for providing payroll services for DMRA full-time employees, starting this Fiscal Year. The charge will be \$1000/month. Because the State has rejected the DMRA request that DMRA employees participate in State retirement plans, Johnson County is the only option at this time. We plan to pursue legislation to ensure that DMRA employees receive benefits comparable to those offered to other State employees. Mona Alderson moved, with a second by Frank Arnold, to reimburse the County for payroll services for full-time employees; motion passed without objection.

Mona Alderson also discussed other employee benefits, including leave. Alderson moved, with a second by Ray Stout, to provide full-time DMRA employees with the leave benefits provided to State employees and for current employees to be credited for time back to their entry on duty with DMRA for purposes of determining accrual rates, to take effect immediately. The motion passed without objection.

7. Master Plan Selection

TDEC now requires an up-to-date Master Plan for RTP grant requests. Executive Director Charles Ridlehuber put out a Request for Proposals (RFP) for a Master Plan contract and received seven responses. On July 31, 2023, Ridlehuber and DMRA Board members Alderson and Potter interviewed five firms. They recommend DMRA contract with McGill Associates, P.A., who submitted a proposal for \$49,850.00. Gerald Parish moved, with a second by Gabby Lynch, to contract with McGill Associates; the motion passed unanimously.

8. Environmental Assessment for Shooting Sports Complex - Contract Selection

DRMA put out an RFP for the environmental assessment for the Shooting Sports Complex and received two proposals. Based on the timeline presented and experience with similar projects, Ridlehuber recommended accepting Griggs & Maloney's proposal. Jerry Jordan moved, with a second by Kristy Herman, to select Griggs & Maloney for the environmental assessment.

In response to a social media assertion regarding his non-support of the Shooting Sports Complex, Ridlehuber stated, for the record, that he is not opposed to, and supports, the project.

9. Staff Updates:

- **New Staff:** Executive Director Ridlehuber introduced Brie Novack, the new Administrative Assistant/Board Liaison, and Cody Howell, Promotion and Events Manager.
- **Trail Updates:** Josh Collins reported on re-routes of OHV and bike/hike trails and other construction work on trails and storm shelters.
- **RTP (Recreational Trails Program) Updates** - Brie Novack stated that reimbursement #5 has been submitted and she will soon start on #6.
- **Accident Simulation:** James Leonard reported on an emergency simulation in mid-July. This proved to be good preparation for an accident the prior weekend with a roll over and head injury. Doe staff will be working with local first responders on simulations three times a year.
- **EZ Facility Software:** Executive Director Ridlehuber will be transitioning Doe from Square to EZ Facility Software, which allows additional functionality.
- **Rebranding through Tennessee Tech:** This is a no-cost service offered by Tennessee Tech; Board members will have the opportunity to participate.

Other Business: Gerald Parish, the Secretary of TDEC's representative to the DMRA Board of Directors, announced he would be retiring from TDEC on September 2. Members expressed appreciation for Parish's support for Doe Mountain and DMRA.

10. Next Meeting

The next DMRA Board meeting will be held on October 3, 2023, at 1:00 p.m., at the Doe Mountain Adventure Center.

There being no other business, Frank Arnold moved, with a second by Mona Alderson, to adjourn the meeting; the motion passed; and Chairman Potter adjourned the meeting.

Respectfully submitted,

Mona B. Alderson
Secretary, DMRA

The mission of the Doe Mountain Recreation Authority is to transform Doe Mountain into a safe, fun, family-oriented, multi-use outdoor recreational destination that promotes local economic development while conserving and protecting its beauty, woods, water and wildlife.