

# City of Crossville

392 N. Main  
Crossville, TN 38555



## Minutes

**Tuesday, June 11, 2019**  
**6:00 PM**

**DRAFT**

**Council Chambers**

### **City Council**

*Mayor James Mayberry*  
*Mayor Pro-Tem Art Gernt, Jr.*  
*Council Member J.H. Graham, III*  
*Council Member Rob E. Harrison*  
*Council Member Scot Shanks*  
*City Manager Greg Wood*  
*City Clerk Valerie Hale*

**PUBLIC HEARING - 5:30 p.m.****a.** Proposed budget and tax rate for FY2019-20

*A public hearing was held to receive comments from the public regarding the proposed FY2019-20 budget and tax rate. Mayor James Mayberry called the public hearing to order at 5:30 p.m. and opened the floor for comments. There were no comments received and the meeting adjourned.*

**REGULAR MEETING - 6:00 p.m.****Call to Order**

*The City Council for the City of Crossville met in regular session on June 11, 2019 at Crossville City Hall. Mayor James Mayberry was present and presiding and called the meeting to order at 6:00 p.m. The Young Marines presented the colors and led the Pledge of Allegiance. Willard Dale of Southwest Baptist Church provided the invocation.*

**Roll Call**

**Present:** 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

**DRAFT**

*Others present were City Manager Greg Wood, City Attorney Will Ridley, City Clerk Valerie Hale, Assistant City Clerk Malena Fisher, Lee Lawson, George Ennis, Jim Young, Heather Mullinix, Nancy Burns, Jessie Brooks, Fred Houston, Allen Perkins, Andy Vaughn, Willard Dale, Arnold Potter, Kevin Music, Chris South, Levonn Hubbard, Mark Hendrixson, Dale Darling, Mike Turner, Jan Hendrixson, Mike Ingram, Sherley Wyatt, Linda Orleff, James Orleff, Steve Weisberg, Austin Cates, Harry Kulp, Angela Ingram, Tim Begley, and Darian Dykes.*

**1. Proclamations/Presentations****a.** Presentations-June

*Mayor Mayberry presented a proclamation declaring June 22-23, 2019 as ARRL Field Day in Crossville, Tennessee. ARRL Field Day is the single most popular on-the-air event held annually in the U.S. and Canada. On the fourth weekend of June of each year, more than 35,000 radio amateurs gather to operate from remote locations.*

**2. Public Comment**

*Dr. Mark Hendrixson spoke to the Council and updated them on the FOCCAS (Focus on Cumberland County Animal Safety) building project, The Intake & Holding Facility at the Cumberland County Animal Shelter. The project consists of 3,200 square feet of indoor space and 1,150 square feet under roof outside. An Open House will be held July 27 from 2-6 p.m.*

### 3. Appointments

#### Tree Board appointments

*The Mayor announced his appointment of Karl Kilmer and re-appointment of Clarence Coffey to the Tree Board for three-year terms that will expire in May 2022.*

### 4. Consent Agenda

#### Approval of the Consent Agenda

**A motion was made by Council Member J. H. Graham, seconded by Council Member Scot Shanks, to approve the all items on the Consent Agenda with the revision of the corrugated metal pipe bid being awarded to The Feed Store. The motion carried by the following vote:**

**Aye:** 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

#### a. Approval of minutes (05/14,05/17)

*Approval of minutes (05/14,05/17)*

**The Minutes were approved as recommended.**

**Ordinances on Third Reading**

#### b. Ordinance amending FY18-19 Budget for Engine 18

*The Fire Department requests retroactive approval of an emergency purchase of a generator for Engine 18. The current generator is no longer working and was not repairable, thus taking the truck out of service. The Maintenance Department received a quote for \$6,051.10 from NAFECO (KME Manufacturer) for replacement parts. The Fire Chief reviewed the quote and recommended the purchase. A budget amendment is necessary.*

**This Ordinance was adopted on third reading.**

#### c. Ordinance Closing Taylor Lane Right-of-Way for Sherrill & Bilyeu properties

*Mr. Gary Bilyeu has requested that the narrow right-of-way for Taylor Lane, between Park Street and West Avenue, be closed and the entirety be joined to his property, 100N H 001.00. The ROW is between two properties, Mr. Bilyeu and Mr. Baxter Sherrill. Mr. Sherrill has stated that he has no interest in the ROW and is fine with all of it going to Mr. Bilyeu.*

*This ROW has been paved, but is not an official city street. It appears the paving was done by the adjoining property owner when their parking lot was paved. Planning Commission met April 18 and voted to recommend to City Council the closure of the*

*right-of-way.*

**This Ordinance was adopted on third reading.**

**d. Ordinance amending FY18-19 Budget Police Department K9**

*The Police Department retired K9 Arko on January 1st, 2019. Chief Jessie Brooks requests the approval to purchase a replacement K9 from Southern Police K9 for \$14,000. This company is the sole source vendor for K9's. This amount will cover the cost of the K9, 6 weeks of training for the K9 and the assigned handler (including meals, lodging, basic equipment and K9 food). There are funds available in the Drug Fund, which need to be transferred through a budget amendment.*

**This Ordinance was adopted on third reading.**

**e. Ordinance adopting the FY2019-20 budget**

*The budget must be passed on three readings by June 30. A public hearing was held prior to the meeting.*

**This Ordinance was adopted on third reading.**

**f. Ordinance adopting the FY2019-20 tax rate**

*The ordinance setting a tax rate for FY2019-20 needs to be passed on 3 readings by June 30. The current certified tax rate is \$0.5905, which is the proposed tax rate for FY19-20.*

**This Ordinance was adopted on third reading**

**Ordinances on First Reading**

**g. Ordinance amending FY18-19 Budget Sales Tax Audit**

*City of Crossville was selected by the State of Tennessee Department of Revenue for a sales tax audit. This audit period was December 1, 2015 through December 31, 2018. The process took approximately 9 months to complete. The auditors found two issues to be addressed, sprinkler heads and industrial manufacturing.*

*The first determination was that the City was not charging tax on sprinkler heads, nor has it ever. This will be corrected by charging taxes in the future.*

*The second determination was that the City charged companies for industrial manufacturing sales tax or exempted these companies without an exemption form.*

*The amount assessed to the City for these issues is \$12,541.16. The total including interest is \$14,645.45, which will require a budget amendment.*

**This Ordinance was approved on first reading.**

**h. Ordinance amending FY18-19 Budget Year-End Adjustments**

*The budget must be equal to or be greater than the actual expenditures at the end of the year. These amendments are to bring the budget up to the actual expenditures in these departments.*

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**This Ordinance was approved on first reading.**

### **Additional Consent Items**

**i. Approval to lower Taylor Street Speed Limit**

*The Director of Schools has requested flashing school signals on Taylor Street for the Phoenix School. City Staff has discussed the signage and the Director of Schools has agreed that "static signage" without lights is acceptable. With the TAD Center and Garrison Park in the same area, the Director of Engineering recommends lowering the speed limit to fifteen miles per hour for the portion of Taylor Street from Miller Avenue to North Street. A map is attached and made a part of the minutes.*

**This Resolution was approved as recommended.**

**j. Resolution approving non-profit donations for FY2019-20**

**This Resolution was approved as recommended.**

**k. Approval of temporary street closing for Bread of Life Block Party**

*The Bread of Life Rescue Mission has scheduled their annual Block Party for Saturday, June 29. They have requested that Fourth Street be closed from Evelyn St. to School Street from 9:30 a.m. to 5:00 p.m.*

**This Permit was approved as recommended.**

**l. Approval of temporary street closing for Fourth of July Children's Parade**

*The DAR is sponsoring the annual Fourth of July children's Parade on Thursday, July 4. The parade will begin at 9:30 a.m. at the Palace Theatre and end at the Depot. They request Main Street to be closed from 9:30 to 11:00 a.m.*

**This Permit was approved as recommended.**

**m. Approval of property owner agreement for Little Obed Hiking Trail**

*An agreement was presented for obtaining easements on the Little Obed Hiking Trail. The agreement is between the City of Crossville, The Friends of Trails (FOTT), and each individual property owner. It states that the property owner grants FOTT the right to design and construct a trail on their property and donate the easement for the completed portion. Once the easement is conveyed and recorded by the City, the City will assume all trail-related liability associated with the easement granted. City Attorney Ridley has advised that each property owner agreement will have to come back to Council for approval.*

**This Contract was approved as recommended.**

### **Bids/Purchases**

**n. Approval of bid to purchase fertilizer**

*The Parks & Recreation Department requests approval of low bidder Site One*

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*Landscape for purchase of 2019-2020 fertilizer at an annual cost of \$22,771.69.*

**This Bid was approved as recommended.**

- o.** Approval to purchase labeling for electrical panels for Wastewater Treatment Plant

*At a recent inspection by TOSHA, the waste water treatment plant was informed that the plant is required to label the electrical panels. Two quotes were received. Lakeland Electric quoted an amount not to exceed \$9,880 and another quote was received from Cherry Creek Electric in the amount of \$9,900. Staff recommends Lakeland Electric due to the terms of "not to exceed".*

**This Purchase was approved as recommended.**

- p.** Approval to purchase Redundant Server

*The IT Department has recently consolidated several servers into one virtual server, which has streamlined many of the administrative operations. Staff attempted to use an older machine to use as a redundant-backup to the primary virtual server, but due to the differences in the main board, staff was not able to create a successful back up. An identical machine is necessary. This machine was not budgeted; however, there are funds available. The cost is \$7,863.77.*

**This Purchase was approved as recommended.**

- q.** Paper/Plastic Products

*The Finance Department recommends acceptance of the bid of Buckeye Cleaning Center for an annual price contract for paper products/plastic bags.*

**This Bid was approved as recommended.**

- r.** Bulk Coarse Salt

*It is recommended that the bid submitted by Compass Minerals America Inc. for the purchase of bulk coarse salt be accepted.*

**This Bid was approved as recommended.**

- s.** Asphalt Picked Up

*It is recommended that the bid from Rogers Group be accepted for asphalt picked up.*

**This Bid was approved as recommended.**

- t.** Asphalt Delivered (Hot Mix)

*It is recommended that the bid from Rogers Group be accepted for asphalt delivered (hot mix).*

**This Bid was approved as recommended.**

- u.** Cold Milling

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*It is recommended that the bid submitted by Rogers Group Inc. be accepted for cold milling.*

**This Bid was approved as recommended.**

**v.** Cold Mix

*It is recommended that the low bid submitted by Hudson Materials be accepted for cold mix.*

**This Bid was approved as recommended.**

**w.** Plastic Pipe

*The Feed Store is recommended for the price contract for plastic pipe. It had the low bid for the items purchased most often.*

**This Bid was approved as recommended.**

**x.** Asphalt Striping

*The low bid for asphalt striping was submitted by Volunteer Highway Supply Company Inc. and is recommended for acceptance.*

**This Bid was approved as recommended.**

**y.** Concrete

*The bid submitted by IMI Concrete for ready-mix concrete is recommended for acceptance*

**This Bid was approved as recommended.**

**z.** Corrugated Metal Pipe

*The low bid submitted for metal pipe by Plateau Enviro Pumping Plus was initially recommended for approval; however, the City Manager explained prior to the Council vote that delivery charges were not factored into the decision. The Feed Store is being recommended.*

**This Bids/Purchases was approved as recommended.**

**aa.** Crushed Stone

*The low bid submitted by Rogers Group for crushed stone is recommended for approval.*

**This Bid was approved as recommended.**

**bb.** Tires and Installation

*The low bid submitted by Shadden Tire for tires and installation is recommended for acceptance.*

**This Bid was approved as recommended.**

**cc. Medical Screenings**

*The recommendation of staff is to use Exacare primarily for all medical screenings for fiscal year 2019-2020, with TN Drug and Alcohol as a secondary provider.*

**This Bid was approved as recommended.**

**dd. Grinder Pumps**

*The low bids submitted by Fields Engineering for Liberty grinder pumps and by Water & Waste Equipment for Hydromatic grinder pumps are recommended for acceptance for fiscal year 2019-2020.*

**This Bid was approved as recommended.**

**ee. Waterline Supplies**

*Annual bids were received for waterline supplies for 2019-2020. The following recommendations are being made by Water/Sewer Maintenance:*

*Primary Suppliers:*

*Consolidated Pipe & Supply: Saddles (Smith Blair) all 2 - 3", 4" x 1", 6" x 2", 8" x 2", 12" x 2", 16" x ¾", and 16" x 1"; 17' x 30" plastic meter box 18"; and 15" concrete meter box w/C1 reader flip lid*

*Core & Main: Saddles (Smith Blair) 4" x 2", 6" x ¾", 6" x 1", 8" x ¾", 8" x 1", 10" x 2", 14" x ¾", 14" x 1", 14" x 2", 16" x 2"; Master Meters - all; 2" meter with flange connector; Core Stops (Ford) ¾"; Coupling for ¾" service tubing brass; Brass saddles (Ford) - all; 2" Ford setters (all); Master Meter registers (all); Octave Meters (all); 3G DS Encoders; DLG #G DS Fast Pulse; and Octobe Double Pulse Output*

*Ferguson Water Works: Saddles (Smith Blair) 10" x ¾", 10" x 1", 12" x ¾", and 12" x 1"; and ¾" and 1" PE Municipex CTS Service Tubing 500' coils*

*G&C Supply Co. Inc.: Smith Blair ¾" x 3" full circle clamp for service tubing; 18" plastic meter box (Carson-Brooks) plastic lid; ¾" Meter yokes (Ford) 7" rise; and 1" For meter yoke 10" rise w/double check valve*

*C.I. Thornburg Co., Inc.: Badger M120 1-1/2" and M170 2" Disc Meters; and Badger Compound Series Meters (all)*

*National Meter: Badger M25 5/8" x ¾" Disc and M55 1" Disc Meters; and Badger Turbo Series Meters (all)*

*Alternate Suppliers:*

*Consolidated Pipe & Supply: 18" plastic meter box (Carson-Brooks) plastic lid*

*Core & Main: Saddles (Smith Blair) 2"(all), 3" x 1", 3" x 2", 4" x ¾", 4" x 1", 6" x 2", 8" x 2", 16" x ¾", 16" x 1"; and 1" Ford meter yoke 10" rise w/double check valve*

*Ferguson Water Works: Saddles (Smith Blair) 4" x 2", 6" x ¾", 6" x 1", 8" x ¾", 8" x 1", 10" x 2", 12" x 2"*

*G&C Supply Co., Inc.: Saddles (Smith Blair) 3" x ¾", 10" x ¾", 10" x 1", 12" x ¾", 12" x 1", 14" (all), 16" x 2"; Core Stops (Ford); Coupling for ¾" service tubing brass; ¾" and*

1" PE Municipex Service Tubing 500' coils; Brass saddles (Ford) – all; 2" Ford setters – all; and 17" x 30" plastic meter box 18"

C.I. Thornburg Co., Inc.: Smith Blair ¾" x 3" full circle clamp for service tubing; Badger M25 5/8" x ¾" Disc and M55 1" Disc Meters; and Badger Turbo Series Meters (all)

National Meter: Badger M120 1-1/2" and M170 2" Disc Meters; and Badger Compound Series Meters (all)

**This Bid was approved as recommended.**

**ff.** Water Treatment Chemicals

*Bids were received for the annual price contracts on chemicals for the water plants. The following are recommended:*

*Caustic, Fluosilicic Acid, Sodium Bicarbonate, Granular Salt, Sodium Thiosulfate, and NoritPac: The Dycho Co., Inc.*

*Zinc-Ortho Phosphate and Sodium Permanganate: Shannon Chemical*

*Polymer: Thermo-Dyne Engineering, Inc.*

**This Bid was approved as recommended.**

**gg** Publications

*A two-year price was requested for legal advertising in the newspaper. Crossville Chronicle was the sole bidder and is recommended for approval.*

**This Bid was approved as recommended.**

**hh.** Pest Control

*It is recommended that the low bid submitted by Kirkland's Pest Control be accepted for the pest control contract.*

**This Bid was approved as recommended.**

**5. Other Business**

**a.** Discussion and action on Homestead Water Tank Repainting and Depot Caboose

*Bids were solicited for painting Homestead Tank with alternates included. The low bid of \$466,713 from Tank Pro, Inc. is recommended by the Engineer of record and City Staff.*

*The alternate no. 1 is for prepping and painting the caboose, located at the Crossville Depot, at an additional amount of \$27,064. The paint used for the caboose is a 20 year warranty paint and should not fade during the warranty period. It appears that the City owns the caboose and DCI has been graciously taking care of the caboose and they have painted the caboose 3 times since 2011. The Director of Engineering recommends the approval of alternate no. 1. Funds must be budgeted in next year's general fund budget for this work.*

*The alternate no. 3 is for a Homestead Bulldog tank logo at an additional cost of \$5,000, which would be the responsibility of the Board of Education. The Board of Education has been contacted and they are not willing to fund the cost of painting the mascot; therefore, City Council did not approve painting the mascot on the tank.*

**A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve low bid from Tank Pro, Inc. for painting the Homestead water tank and the caboose located at the Depot. The motion carried by the following vote:**

**Aye:** 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

**b. Discussion and action on potential retail development**

*A request for fee waivers has been received from two potential businesses to develop the property located at 2854 North Main Street. The developers have requested one ¾" water tap (\$750), one 1 ½" water tap (\$2000), one additional sewer tap (\$1,250), stormwater and plat review (\$150), building inspection fee (\$2,100-\$2,700), and future water and sewer tap fees up to \$4,000.*

*For the purpose of discussion, Council member Graham made a motion to approve fee waivers of the building inspection fees, not to exceed \$2,700 maximum, as an expenditure to the General Fund. The motion was seconded by Mayor Mayberry.*

*Council member Shanks stated that he cannot support the fee waivers without knowing who the businesses are and he is concerned the developers are competitors to established businesses. He expressed that granting such waivers isn't fair to all the other business owners that did not receive the same exemption. Mayor Pro Tem Gernt & Council member Harrison agreed with Council member Shanks. It was also related that a policy for these items is needed going forward.*

**This motion was rescinded.**

**c. Discussion and action on selection of professional airport services**

*On May 30, 2019, the City Council met with the three top candidates that submitted Statement of Qualifications to be considered as the City of Crossville engineer for airport-related items. Ten "Statement of Qualifications" were received on February 19, 2019. A committee comprised of the City Manager and City Engineers reviewed those submitted and rated the firms to select the top three. The top three firms were S&Me Inc., CHA Design/Construction Solutions, and Atkins.*

**A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt, to recommend the selection of Atkins based upon staff recommendation. The motion carried by the following vote:**

**Aye:** 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

**6. City Attorney's Report**

a. City Attorney's Report

*The City Attorney, Will Ridley, reported that the Inn of the Cumberland property sold for \$130,500. The City will be reimbursed for back taxes and the County has agreed to release \$10,000 hotel/motel tax lien from 2008 and apply toward the City's cost of demo. The City should net \$40,000.*

*Previously City Council approved to condemn the Crossville Ceramics property for the Northwest Connector project. The property owners have now agreed to convey property for the project.*

**This Report was received and filed.**

7. City Manager's Report

a. City Manager's Report - June 2019

*City Manager Greg Wood gave the monthly revenue reports for sales tax, wholesale beer, retail liquor, and hotel occupancy tax. He also presented reports on monthly police and fire statistics, water loss, building permits, special projects, bonded debt, and grants. The Chamber of Commerce scorecard was also presented.*

*Mr. Wood reported that Assistant Chief Chris Kendrick recently graduated from the Command and Staff Academy. Mr. Wood praised the Crossville Fire Department for their efforts on the recent fire at Crossville Hardwoods. They were able to use both ladder trucks and put the fire out in record time. He also reported that the Brookhaven/Highland Lane project is moving forward and the City has received permits to do so. Garrison Park is almost finished and the pickleball courts are open and being used frequently.*

**This Report was received and filed.**

**ADJOURNMENT**

*With no further business to conduct, the meeting adjourned at 6:26 p.m.*