

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Monday, December 23, 2019

8:00 AM

Conference Room 317

Call for Special Meeting

Call to Order

The City Council for the City of Crossville met in special session on Monday, December 23, 2019 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the meeting to order at 8:00 a.m.

Roll Call

Others present: City Manager Greg Wood, City Attorney Will Ridley, Leah Crockett, Kevin Music, Chief Chris Kendrick, Chief Mike Turner, Heather Mullinix, Scott Humphrey, and Assistant City Clerk Malena Fisher.

1. Consent Agenda

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve the Consent Agenda items a through e. The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Council Member Rob Harrison, Council Member Scot Shanks and Mayor James Mayberry

Absent: 1 - Mayor Pro-tem Art Gernt

Ordinances on Third Reading

a. Ordinance amending FY19-20 Budget Runway paving

A change order has been approved for the final quantities with a final overrun cost of \$9,873.75. The big-ticket item that overran was the Minor Crack Repair. All quantities were verified and measured on site by a City Inspector. A budget amendment is required for closeout.

This Ordinance was adopted on third reading.

Ordinances on Second Reading

b. Ordinance amending FY19-20 Budget Brookhaven and Highland Lane Water Line Replacement Project

City Council has awarded the bid for the Brookhaven/Highland Lane Water Line Project to Ironwood Construction in the amount of \$1,277,625. A budget amendment is required.

This Ordinance was approved on second reading.

c. Ordinance amending street name from Mariners Pointe Drive to Pointe Landing

The two current owners of the properties that front on Mariners Pointe Drive have

requested the name of the road be changed to Pointe Landing. Planning Commission met November 21 and voted to recommend the name change to City Council. An ordinance is required to change a street name.

This Ordinance was approved on second reading.

- d. Ordinance enacting and adopting a 2019-S7 supplement to the Code of Ordinances

The 2019-S7 supplement codifies ordinances passed by City Council since the 2018-S6 supplement was added.

This Ordinance was approved on second reading.

Ordinances on First Reading

- e. Ordinance amending FY19-20 Budget for Palace Theater Repairs

The Palace Theater is leaking in several locations. It's been determined that the majority, if not all of the leaks are from the mortar joints in the masonry walls. The estimated cost of the construction is \$50,000. A budget amendment is recommended in the amount of \$65,000 which will include minor roof repairs and engineering.

This Ordinance was approved on first reading.

2. Other Business

- a. Approval of Crossville ADA Transition Plan

City staff has developed a Self-Evaluation and Transition Plan as required by the US Department of Justice and Federal Highway Administration Tennessee Division. Every City and County with fifty employees or more must have an ADA Transition Plan and Self-Evaluation by December 31, 2019 in order to continue to receive Transportation Funds. Approval is needed of the Plan to adopt a schedule of remediating ADA barriers in and around its facilities. Staff would fold the cost of any recommended improvement into their budgets, as well as their capital improvement projects.

Councilmember Graham applauded Human Resources Director Leah Crockett for all the work she did to secure the City's ADA compliance and its future work with it.

A motion was made by Council Member Rob Harrison, seconded by Council Member Scot Shanks, to accept the Crossville ADA Transition Plan signaling the City's compliance with Title II of the ADA. The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Council Member Rob Harrison, Council Member Scot Shanks and Mayor James Mayberry

Absent: 1 - Mayor Pro-tem Art Gernt

- b. Discussion and action on Classification & Compensation Plan/Ordinance amending FY 19-20 Budget Wage Compensation

A Classification & Compensation Study, which was completed by McGrath Human Resources Group, gathered data to create a Compensation Schedule for the City of

Crossville. The project involved several steps: collection of data, interviews, and data analysis. McGrath Human Resources Group recommended a compensation schedule, as well as a philosophy demonstrating the City's commitment to compensate employees based on the average market, as follows:

While maintaining fiscal responsibility, the City of Crossville is committed to compensating in a manner that is equitable across all employee groups and is reflective of the external market. Specifically, the City's goal is to achieve the following objectives:

- A) Attract and retain highly qualified, productive, and committed employees;*
- B) Ensure employees reach the 50th percentile of the external market over a measured period of time when employees are fully proficient and meeting expectations;*
- C) Ensure the compensation schedule maintains external competitiveness;*
- D) Recognize the internal worth of jobs and ensure internal equity;*
- E) Ensure consistent administration and application of pay policies; and*
- F) Ensure that pay plan administration decisions are not based upon nor influenced by an employee's sex, race, color, age, religion, or any other legally protected personal characteristic.*

A budget amendment is necessary for implementation of the classification and compensation study. Council discussed the difference between implementing the plan at one of the temporary steps given or to implement the full plan, along with the timeframe for doing so. Human Resources Director Leah Crockett said that accounting and paperwork would be much easier if the plan was initiated on a pay period. Because the budget amendment requires three readings, the first full pay period possible would be January 19.

Councilmember Graham said, "When I vote aye, it is because I want the City of Crossville to be the employer of choice, not the employer of last resort."

A motion was made by Council Member J. H. Graham, seconded by Council Member Scot Shanks, to approve the recommendations of McGrath and Associates, especially to include a salary, budget amendment, and position of Public Works Director, beginning with the January 19 pay period. The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Council Member Rob Harrison, Council Member Scot Shanks and Mayor James Mayberry

Absent: 1 - Mayor Pro-tem Art Gernt

c. Approval to amend City Personnel Manual regarding volunteer activities

Staff requests to amend the City Personnel Manual because it currently allows ONLY City employees to drive City vehicles. The City Manager has discussed the issue with the Police and Fire departments and discovered that both rely on volunteers for various functions, which require them to operate vehicles to be effective in their roles. It is requested to add the following language to the City Personnel Manual to facilitate volunteer activities:

Section X, Paragraph C Use of City Vehicles

Authorized Police VIP's and volunteer firefighters may use City vehicles while on duty performing duties assigned by the Department's Chief or his designee. Although said operators are not full-time employees of the City, the operators shall comply with all other requirements that apply to City employees operating a City vehicle.

City Attorney Will Ridley said the City's insurance carrier wants a City vehicle use agreement signed by police and fire volunteers in order to cover them under the City's policy.

A motion was made by Council Member Scot Shanks, seconded by Council Member J. H. Graham, to approve amendment. The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Council Member Rob Harrison, Council Member Scot Shanks and Mayor James Mayberry

Absent: 1 - Mayor Pro-tem Art Gernt

Adjournment

The meeting was adjourned.