

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, October 3, 2023

5:00 PM

Conference Room 317

Work Session

Mayor R.J. Crawford
Mayor Pro Tem Rob Harrison
Council Member Scot Shanks
Council Member Art Gernt
Council Member Mike Turner
City Manager Greg Wood
City Clerk Valerie Hale

Call to Order

The City Council for the City of Crossville met for its monthly work session to discuss items for consideration to be added to the regular business meeting agenda scheduled for October 10, 2023. Mayor R.J. Crawford was present and presiding. He called the meeting to order at 5:16 p.m.

Roll Call

Present 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison, and Mayor R.J. Crawford

Others present were City Attorney Randy York, City Manager Greg Wood, City Clerk Valerie Hale, Jessie Brooks, Randy Welsh, Ben Whitson, Madelyn Carter, Fred Houston, Chris South, Tiffany Lyon, Everett Bolin, Brock Hill, Tim Begley, Leah Crockett, Ethan Hadley, Greg Goodwin, Jamie Goodwin, Brian McDonald, Heather Mullinix, Scott Humphrey, Allen Howell, Bob Ross, and Victor Torasso.

Public Comment

There were not any comments given.

1. Municipal Court Judge Appointment & Administrative Hearing Officer

This Appointment was withdrawn from agenda.

2. Approval of contract extension Water Leak Relief, LLC

Water Leak Relief, LLC requests an extension on the initial water/sewer leak relief contract. The agreement would extend the term until January 31, 2026 and lock the current rates. The current rates are:

\$1.35 residential customers

\$4.70 single occupancy commercial customers

\$9.45 multiple occupancy commercial customers

Plus utility administrative fee of \$.30.

This Contract was recommended for approval.

3. Discussion and action regarding Azure Flight Support

Azure Flight Support submitted a request for approval to subcontract flight training services to Tennessee Flight Training (TFT) based out of Nashville. The current operating agreement with Azure authorizes them to offer flight training. While the flight training services are not mandatory, it still requires approval from the City Council to sublet the services. TFT has been in business for over thirteen years and has served over 4,000 customers. TFT will purchase and lease Azure's fleet of 172's and will add their fleet of thirteen aircraft based at their other two locations.

The City Manager and Mr. Allen Howell discussed this opportunity, as well as provided an update on recent developments at the airport. Mr. Howell's company

recently partnered with SMN Investments to purchase a charter flight company and will be offering charter services in Crossville. The charter company is being moved from Portsmouth, New Hampshire. Mr. Howell and the City Attorney consulted with Johnny Presley who currently rents the large box hangar (10,000 square feet) at the airport. Mr. Presley has agreed to allow Mr. Howell to take over his lease which would enable Mr. Howell to move the repair station from New Hampshire to service turbo prop and jet airplanes. These options will make Crossville Memorial Airport more attractive because of its amenities. The goal is to attract jet owners and let them know the services offered and that Azure can maintain their airplane as well as charter their plane when they are not using it.

City Manager Wood added that this is important for the Flat Rock Motorsports' clientele as he expects many of them to be flying jets and airports in the surrounding areas won't have the capability to service them.

This Contract was recommended for approval.

4. Approval of renewal of lease of the Snodgrass Building

The lease of the Snodgrass Building expires on 10/31/23. DCI requests a renewal of the lease for a three year term. Mayor Pro Tem Harrison suggested a five year term.

This Contract was recommended for approval.

5. Discussion and action on Indian Woods Village/Tansi Sewer

City staff received a request from Indian Woods Village POA President, Randy Welsh, to assist with installation of sewer for its entity. Their septic system is 42 years old and has reached its life span. The condo association consists of 28 units.

The City previously agreed to supply low pressure sewer to Golf Court Town Homes. This project would utilize the same low-pressure sewer line serving the town homes and Brown Elementary School.

City Staff proposes the following plan for the Indian Woods Village:

City Council must approve the connection and acceptance of the grey water. This connection would be a private line to be constructed from the condos to Dunbar Road. The private line construction/connection would be subject to written permission from the county government or any other private or governmental unit controlling such right-of-way or private easements have been obtained from all property owners in the affected area.

South Cumberland would be required to relinquish the units as sewer customers to allow the City to provide sewer service.

The HOA/POA will be responsible for any TDEC permits.

The HOA/POA must retain ownership of the current grey water system and its maintenance.

The HOA/POA will be responsible for the design, purchase, construction, and maintenance of the new tank and pump system and its connection to the exiting sewer. The City's Engineering Department must approve the design and size of the grey water pump.

The HOA/POA will be responsible for any other costs related to connecting to the

existing city sewer system that may not be included in this list.

All units within the proposed developments will be required to pay a one-time capacity fee prior to any connections to the City's system (\$1,000).

The HOA/POA will be required to pay a one-time commercial tap fee prior to connection of the pump to the City's system (\$2,000 per connection to the main line). It is unknown the layout or location of the developments, so one connection may be possible. Each unit will be required to pay a one-time account setup fee (\$50.00) for the units mentioned that were all connected behind a master meter. Staff believes this would just be a single account setup fee. Each unit will be charged monthly for their sewer usage, based on water use, at an outside city sewer rate (\$11.31/1000 gallons of water used). A report from South Cumberland would need to be provided to the City. The total estimated one-time fee that must be paid to the City by Indian Woods Village is \$33,050.00. These numbers are estimates and may change. They do not reflect any units grouped together by a master meter.

The plan as detailed above would only provide sewer infrastructure for the existing residential structures located in the Indian Woods Village development.

This Contract was recommended for approval.

6. Discussion and action on Deer Creek Sewer Connection

City staff received a request from the Deer Creek Homeowners Association to connect to the City sewer system to service up to 16 residents.

City Staff proposes the following plan for the Deer Creek Homeowners Association (HOA):

City Council must approve the connection and acceptance of the grey water.

The HOA will have to modify their TDEC SOP permit.

The HOA must retain ownership of the current grey water system and its maintenance.

The HOA will be responsible for the design, purchase, construction, and maintenance of the new tank and pump system and its connection to the exiting sewer. The City's Engineering department must approve the design and size of the grey water pump.

The HOA will be responsible for any other costs related to connecting to the existing city sewer system that may not be included in this list.

All residence that are outside the City of Crossville will be required to pay a one-time capacity fee prior to connecting to the City's system (\$1,000 per residence).

The HOA will be required to pay a one-time Commercial Tap Fee prior to connection of the pump to the City's system (\$2,000). Each residence connected to the existing grey water system will be required to pay a one-time "Add-On" fee prior to connection to the City's system (\$50.00). Each residence will be required to pay a one-time account setup fee (\$50.00). Each outside residence will be charged monthly for their sewer usage, based on water use, at an outside city sewer rate (\$11.31/1,000 gallons of water used).

Estimated total one-time fee that must be paid to the City: \$19,550.00.

The plan as detailed above would only provide sewer infrastructure for the eleven existing residential structures, an additional one under construction (per request letter), Deer Creek Homeowners' property (Tax Map 074N-Group B-Parcel 001.07), and four vacant properties slated to be connected to the grey water system.

The estimated total one-time fee of \$19,550.00 does not include the Deer Creek Homeowners' parcel. If it is included, an additional capacity fee, add-on fee, and account setup fee would need to be added.

This Contract was recommended for approval.

7. Approval of Main Waterline Extension-Cluster Housing Golf Development off County Garage Rd

The developer/owner is proposing a 16-unit cluster housing development located off County Garage Road. The developer is required to extend a 6-inch water line approximately 560 feet across their property to provide fire protection. They will have an additional 500-foot 6 inch "fire line" into the development to install a fire hydrant. The development will be serviced by a master meter and a 2-inch line and private gravity sewer. Since this development requires a main water line extension, the approval of that extension must go before the Crossville City Council. Planning Commission has recommended approval for the mainline extension. A financial guarantee will be provided in the amount of \$24,436.61.

This item was recommended for approval.

8. Approval for Purchase of Police Patrol Vehicles

The Crossville Police Department consulted the Tennessee State bid for police patrol vehicles. Two bids were received and Police Chief Brooks recommends the Columbia Dodge bid of \$287,029.50 (\$47,838.25 ea.) for 6 fully equipped 2024 Dodge Charger Police Vehicles, which are all currently in stock. A budget amendment is not necessary as these items were budgeted in FY23-24.

This Bids/Purchases was recommended for approval.

9. Approval of 2023-2024 Alcohol Enforcement Grant contract

The City and its Police Department have been awarded an Alcohol Enforcement Grant in the amount of \$26,930.00 by the Tennessee Department of Safety. This money will be used for overtime and programs related to driving under the influence. There is not a local match required.

This Contract was recommended for approval.

10. Approval of Airport Obstruction Removal Project Final Change Order

The Airport Obstruction Removal project was completed with an additional twenty-one trees needing trimmed which equated to a project overrun of \$15,200.

If TDOT Aeronautics will adjust the grants for the overrun, Staff also requests approval of the change to the grant contracts for the additional grant funds.

City Engineer Tim Begley explained that the twenty-one trees were discovered after the LIDAR survey. The trees had grown since the initial survey two years ago.

This Contract was recommended for approval

11. Approval of temporary road closures for Veterans' Day

The Veterans' Service Office is requesting a temporary road closure on Saturday, November 11, 2023 from 9:00 a.m. to 1:00 p.m. to provide handicap parking around Memorial Park for the Veterans' Day ceremony.

*The Office requests to block:
Rector Ave. at Division St.
Rector Ave. at E. Fourth St. (NW Side)
E. Fourth St. at Rector Ave. (SW Side)
Fourth St. at Main St.*

This Permit was recommended for approval

12. Resolution approving application for Public Entity Partners Property Conservation Matching Grant Program

The City's insurance carrier, Public Entity Partners, is offering a Property Conservation Matching Grant for up to \$5,000 to cover costs for items directed toward loss prevention and reduction. The grant requires matching local funds.

Staff suggests to use the grant money to reimburse for security cameras recently installed at the Palace Theatre.

Funds will be awarded based on the date of the application.

This Resolution was recommended for approval

13. Discussion and action regarding Ordinance amending Title 14, Chapter 5 of the Crossville Municipal Code-Business Signs and Outdoor Advertising

The business advertising/sign ordinance was revised and finalized in August 2022. Since that time, it has been determined that some clarifications need to be made to the ordinance, as well as addressing political signs. Suggested revisions were provided and the City Attorney reported that the current ordinance states signs are not allowed in the public right-of-way. Council member Turner requested that political signs be allowed in the public right-of-ways. The City Attorney explained that the only regulations that the City can determine regarding signs are the size and placement of the signs and that if political signs are allowed, then all signs would have to be allowed. The City Attorney advised he is still reviewing the proposed ordinance. The City Council agreed to get further determination from the City Attorney and revisit the ordinance at the next work session in November.

This Ordinance was deferred until November.

The City Manager informed the City Council that the removal of debris at the Village Inn has been completed and he is planning to move forward with the City Council's action of demolishing the Village Inn. Council member Turner is requesting to save the Crab Orchard Stone on the side of the building. Several methods and options were discussed. The City Manager agreed to contact TCAT to ask if their students could assist or have any ideas for demolition, as well as discuss with the Maintenance Supervisor to discuss options. The City Council agreed to discuss the

matter at the next City Council meeting.

The City Clerk advised the Crossville Regional Planning Commission is meeting in special session on Wednesday, October 4 and will have an item to submit for the monthly City Council meeting on October 10.

Adjournment

Mayor Crawford adjourned the meeting at 6:02 p.m.

The work session was adjourned.