City of Crossville

392 North Main Street Crossville, Tennessee 38555



Minutes

Tuesday, August 13, 2024 6:00 PM

Council Chambers

City Council

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

BEER BOARD - 5:45 p.m.

The Beer Board for the City of Crossville met on Tuesday, August 15, 2024. Mayor Crawford was present and presiding. He called the meeting to order at 5:46 p.m.

1. Jackson Mart of Crossville

Attachments: Jackson Mart application.pdf

Jackson Mart notice.pdf

Location Map

Jackson Mart of Crossville located at 294 Elmore Road applied for an off-premise beer permit. Chief Jessie Brooks recommended approval of the beer permit.

A motion was made by Council Member Art Gernt, seconded by Council Member Scot Shanks, to approve the permit. The motion carried by the following vote:

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

Seeing no other business, Mayor Crawford adjourned the meeting.

REGULAR MEETING - 6:00 p.m.

Call to Order

The Crossville City Council met for its monthly meeting on Tuesday, August 13, 2024 at Crossville City Hall. Mayor Crawford was present and presiding. He called the meeting to order at 6 p.m.

Tim Chesson, Faith Worship Center, provided the invocation and the Young Marines presented the Colors and led the Pledge of Allegiance.

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 included City Manager Valerie Hale, City Attorney Randy York, City Clerk Baylee Rhea, Larry Kidwell, Jessie Brooks, Terry Potter, Anil Patel, Ravi Patel, Sandeep Patel, Victor Torasso, Bob Ross, Cheryl Duncan, Mark Fox, Burt Allaire, Jeanne Geib, Billy Poore, Tim Chesson, Melissa Kerley, Ethan Hadley, Leah Crockett, Nathan Clouse, Lee Lawson, Kevin Music, and the friends and family of the Young Marines.

1. Proclamations/Presentations

Mayor Crawford stated there were no proclamation or presentations for the month of August.

2. Public Comment

There were no comments made during this time.

3. Appointments

a. Cumberland Plateau Water Authority

Attachments: CPWA.pdf

Greg Tabor currently serves on the Cumberland Plateau Water Authority. He has requested to step down from serving on this board. He is willing to continue to serve for an additional 6 months. His term expires December 31, 2026. Board members are appointed by the Mayor and confirmed by the governing body.

Landon Headrick is willing and able to fulfill Mr. Tabor's term.

A motion was made by Mayor Pro-tem Rob Harrison, seconded by Council Member Art Gernt, to appoint Landon Headrick to fulfill Greg Tabor's term on the Cumberland Plateau Water Authority. The motion carried by the following vote:

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

4. Chamber of Commerce Report

President/CEO of Crossville-Cumberland County Chamber of Commerce provided the City Council with a report on the Chamber's calendar of events.

5. Consent Agenda

The items on the Consent Agenda were thoroughly discussed at the Work Session the week prior to the Council meeting.

A motion was made by Council Member Art Gernt, seconded by Mayor Pro-tem Rob Harrison, to approve items A-BB excluding item S on the Consent Agenda. The motion carried by the following vote:

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

Ordinances on Third Reading

a. Ordinance approving Stormwater Management

<u>Attachments:</u> Stormwater ordinance final formatted.pdf

The City of Crossville is an operator of a Small Municipal Separate Storm Sewer System (MS4) which is authorized to discharge stormwater runoff into waters of the State of Tennessee under the National Pollution Discharge Elimination System (NPDES) Permit Number TNS000000. To adhere to rules under permit TNS000000, the City of Crossville must update its Stormwater Ordinance to current permit requirements and adopt an Enforcement Response Plan.

This Ordinance was adopted on third reading

b. Ordinance amending §15-125 in the Crossville Municipal Code regarding Rules of the Road

Attachments: 15-125 Rules of the Road.pdf

Crossville - Rules of the Road oridinance 2024 (short form, section

103 removed).pdf

City Attorney Randy York has suggested to amend the Rules of the Road ordinance by removing the State Traffic Statute 55-8-103.

This Ordinance was adopted on third reading

c. Ordinance amending Title 14, Chapter 5 of the Crossville Municipal Code-Business Signs and Outdoor Advertising

Attachments: FINAL 14-501 Sign Ordinance.pdf

Approval of an ordinance amending Title 14, Chapter 5 of the Crossville Municipal Code - Business Signs and Outdoor Advertising is requested.

This Ordinance was adopted on third reading

Ordinances on Second Reading

d. Approval of the Water and Sewer Connections and Main Line Extension Ordinance

<u>Attachments:</u> <u>Title 18 106-109 Mainline Ext Replacement.pdf</u>

The water and sewer connections and main line extension ordinance has been amended to reflect necessary changes. These changes were made to address issues that have arisen and been presented to Council and Planning Commission multiple times. The Planning Commission has reviewed the proposed ordinance and did not have any suggested changes.

This ordinance amends Title 18 Section 106, 107, 108, and 109. These sections were combined in to one section.

This Ordinance was approved on second reading

Ordinances on First Reading

e. Approval to amend §7-506 regarding use of fireworks

Attachments: Firework amendment.pdf

An amendment to §7-506 regarding use of fireworks has been proposed. The

amendment would allow the use, sell, or explosion of "bottle" rockets within the City limits.

This Ordinance was approved on first reading

f. Ordinance amending FY24-25 budget - iSOMS

Attachments: BA iSOMS PD.pdf

Approval of a budget amendment in the amount of \$30,000 has been requested for the Police Record Keeping System, iSOMS.

This Ordinance was approved on first reading

g. Approval of an ordinances regarding Chartered Transportation

Attachments: Bus ordinance COC DRAFT.pdf

Staff is recommending an ordinance regarding chartered transportation. This ordinance will provide guidelines and an application process for chartered transportation companies to disembark passengers within City limits.

This Ordinance was approved on first reading

Additional Consent Items

h. Approval of minutes (6/11, 6/18 Special Call, 7/2, 7/9, and 8/6)

Attachments: 061124 minutes.pdf

061824 Special Call minutes.pdf

070224 minutes.pdf 070924 CC minutes.pdf 080624 minutes WS.pdf

The minutes were approved as recommended.

i. Approval of a fee schedule for the Codes Department

<u>Attachments:</u> <u>Codes fee schedule.pdf</u>

Staff has recommended a fee schedule regarding the Code Department permitting fees be approved by City Council. The fee schedule presented is currently being used by the Codes Department. The fees are considered reasonable and the valuation was determined from the 2018 International Building Code construction costs.

This Resolution was approved as recommended.

j. Approval of hangar lease agreements

Attachments: FINAL HANGAR LEASE AGREEMENT.pdf

FINAL STORAGE LEASE AGREEMENT.pdf

Staff and the FBO, Azure Flight Support, recommended updating the hangar lease agreements for tenants at the Crossville Memorial Airport. The last revision to the lease was in 2011. The current lease was revised by a subcommittee of the Airport Committee and recommended by the Airport Committee to City Council for approval.

This Resolution was approved as recommended.

k. Approval of the initial resolution for a bond for the Fire Hall

Attachments: 240625 Crossville PBA Initial Resolution-Publication Document.pdf

Approval of the initial resolution for the bond for the Fire Hall has been requested. The bond is in the amount of four million dollars (\$4,000,000).

This Resolution was approved as recommended.

Approval of a resolution in regards to the recreation center

Attachments: Resolution for public hearing.pdf

A resolution must be passed in regards to the recreation center. This resolution states a Public Hearing has been held and the public was given notice to attend the Public Hearing.

This Resolution was approved as recommended.

Approval of grant application for Public Entity Partners Matching Grant Program

Attachments: PE Partners Safety grant res.pdf

Public Entity Partners offer a 50% grant every year on a first-come, first-serve basis to encourage the purchase of employee safety devices, equipment and safety training, or employee education/training that is necessary to control an employee safety hazard. The City is eligible for \$3,000 to cover \$6,000 of expenditures.

Approval to submit the grant application is requested.

This Resolution was approved as recommended.

n. Approval of Site Development grant contract

Attachments: Signed Site Dev Grant Contract Crossville.pdf

PO 16174-Crossville-SDG-Contract-fully signed.pdf

Staff has requested retroactive approval of the site development grant contract. This contract is with the Department of Economic and Community Development in the amount of \$4,523,950.00.

This Contract was approved as recommended.

o. Approval of contract with Rapid Recovery

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Attachments: RR insurance.pdf

Court Collections notes.pdf

Rapid Recovery contract - 8-8-24.pdf

On July 23, 2024, six proposals were received for Court Collections. After reviewing proposals and contracts, Staff recommends Rapid Recovery. There is no cost to the City of Crossville and their fees are minimal without contingencies for the individuals paying fines.

This Contract was approved as recommended.

p. Approval of 2024-25 lease of Catoosa Utility Department building

<u>Attachments:</u> Catoosa Rental Agreement.pdf

The lease expires September 30 on the building occupied by the Catoosa Utility Department. The lease amount is \$1,700 per month, which is fifty dollars more than the current lease.

This Contract was approved as recommended.

q. Approval of Engineering Construction Services for Interstate Drive Extension

Attachments: Consor City of Crossville Scope Fee Proposal Supplement.pdf

Consor Engineers, LLC have almost completed Right of Way, TDOT coordination, and acquisition services of the project. A scope and fee proposal are attached, which provides construction plans, permitting, bidding and construction services. The costs of the inspection services and construction administration are not to exceed \$198,060 and are to be billed hourly. All other services are to be billed at a lump sum of \$152,500. The total cost is in the amount of \$350,560.

Staff recommends the approval of the proposal.

This Contract was approved as recommended.

r. Approval of signatories at FirstBank

The City of Crossville has an account at FirstBank. The bank requires approval by the governing body to update signatories to the account. Staff has requested to allow Finance Director Nathan Clouse and City Manager Valerie Hale to be signatories on the account.

This Resolution was approved as recommended.

s. Approval regarding the extension of Interstate Drive

City Attorney Randy York explained that this project was for purchasing real property and easements along Interstate Drive. He stated the amount is not to exceed \$400,000. He is requesting authority to negotiate.

A motion was made by Council Member Art Gernt, seconded by Council Member Mike Turner, negotiate terms up to \$400,000. The motion carried by the following vote:

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

Approval of Change Order 1 - Downtown Sidewalk project/TAP Grant PIN 126662.00

Attachments: Change Order Form 01 (PIN126662.00).pdf

A change order for the Downtown Sidewalk project has been submitted. This change order does not change the price or duration of the project. It will change unit item numbers, the type of units, and exchanges certain items.

Staff recommends the approval of the change order.

This Contract was approved as recommended.

Bids/Purchases

Approval to purchase Vermeer RTX 750 Trencher (Utility Maintenance Department)

<u>Attachments:</u> <u>Vermeer RTX 750 Trencher</u>

Sourcewell #110421 Contract Signature Page
Surplus Declaration Ditch Witch Trencher

The Utility Maintenance Department Manager obtained a price quote from Vermeer for a RTX 750 Trencher for a purchase price of \$152,803.38 (after trade-in of a 1993 Ditch Witch trencher for \$8,000). Vermeer has a contract with Sourcewell for trenchers. The Utility Maintenance Department Manager has reviewed the quote and recommends purchasing the trencher for \$152,803.38. This item was budgeted for and approved in the 2024-25 budget.

This Bids/Purchases was approved as recommended.

Approval to purchase 2024 CAT TH255C Telehandler (Utility Maintenance Department)

Attachments: 2024 CAT TH255C (Telehandler)

State of TN, Central Procurement Office

The Utility Maintenance Department Manager obtained a price quote from Stowers CAT for a 2024 CAT TH255C Telehandler with a man basket and 86" general purpose tooth bucket for a purchase price of \$120,859.86. Stowers CAT has a contract with the State of Tennessee, Central Procurement Office for telehandlers. The Utility Maintenance Department manager has reviewed the quote and recommends purchasing the telehandler for \$120,859.86. This item was budgeted for an approved in 2024-25 budget.

This Bids/Purchases was approved as recommended.

Approval to purchase 306 Mini Excavator (Utility Maintenance Department)

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Attachments: 306 Mini Excavator

State of TN, Central Procurement Office
710 John Deere Backhoe Disposal Form

The Utility Maintenance Department Manager obtained a price quote from Stowers CAT for a 306 mini excavator for a purchase price of \$126,328.60 (after trade-in of a 710 John Deere backhoe for \$15,000). Stowers CAT has a contract with the State of Tennessee, Central Procurement Office for mini excavators. The Utility Maintenance Department Manager has reviewed the quote and recommends purchasing the mini excavator for \$126,328.60. This item was budgeted for and approved in the 2024-2025 budget.

This Bids/Purchases was approved as recommended.

Approval to purchase Towmaster Trailer (Utility Maintenance Department).

Attachments: Towmaster Trailer

Sourcewell Contract #092922

The Utility Maintenance Department Manager obtained a price quote from Stowers CAT for a Towmaster trailer for a purchase price of \$27,545.00. Stowers CAT has a contract with Sourcewell for Towmaster trailers. The Utility Maintenance Department Manager reviewed the quote and recommends purchasing the Towmaster trailer for \$27,545.00. This item was budgeted for and approved in the 2024-25 budget.

This Bids/Purchases was approved as recommended.

y. Approval of Employee Health Insurance Renewal

The renewal has been received for plan year 2025 on employee health insurance. Employee insurance coverage will remain the same for 2025. The renewal came in with a 3.09% increase. This is the lowest percentage increase the City has had.

A 10% increase was budgeted.

This Bids/Purchases was approved as recommended.

z. Approval for purchase of Police Patrol Vehicles

<u>Attachments:</u> RKCDQ1441 2023 Charger V8 RWD with Sound Off Roof Mount Light

Bar Up-Fit

Crossville Police Department received three (3) quotes for police patrol vehicles. Police Chief Brooks recommends the State contract #76189 from Columbia TT Dodge bid of \$265,173.54 (\$44,195.59 each) for six (6) new, fully equipped 2023 Dodge Charger Police Vehicles. The vehicles are all currently in stock. A budget amendment is not necessary.

This Bids/Purchases was approved as recommended.

Approval to purchase two Kubota Sidekick 850 vehicles

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Attachments: File0038

The Parks & Recreation Department has requested to purchase two Kubota Sidekick 850 vehicles. One will be used by the Parks & Recreation Department and one will be used at Meadow Park Lake. The cost of each vehicle is \$16,441.66, and they will be purchased from Sourcewell so a bid is not required.

This Bids/Purchases was approved as recommended.

bb. Approval for purchase of Police Records System iSOMS

<u>Attachments:</u> <u>Updated iSOMS Proposal</u>

Crossville Police Department received a quote from a sole source vendor from Maryville, TN for a Police Records System, iSOMS. Police Chief Brooks recommends the bid of \$70,000 for this purchase. The same system is in use by the Cumberland County Sheriff's Office, Fairfield Glade Police Department and Lake Tansi Police Department. This purchase was approved and budgeted in the FY24-25 Police Department Budget.

This Bids/Purchases was approved as recommended.

6. Other Business

a. Approval of a resolution of delegation

Attachments: delegate authority.pdf

A resolution must be passed for a member of Council or a designee of Council to represent the City of Crossville at meetings regarding the Recreation Center. This person will attend meetings to provide input regarding decisions being made involving the Recreation Center. All decisions made will be reported to and ratified by Council.

A motion was made by Mayor R.J. Crawford, seconded by Council Member Art Gernt, that this approve resolution of a delegate being Mayor or his designee. The motion carried by the following vote:

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

7. City Attorney's Report

a. City Attorney's Report

City Attorney Randy York stated he did not have any updates at this time.

This report was received and filed.

8. City Manager's Report

a. City Manager's Report

Attachments: FINAL July 2024.pdf

City Manager Valerie Hale highlighted items within the City Manager's Report, gave an update on ongoing projects, and that concrete had been poured in the first portion of the downtown sidewalks.

This report was received and filed.

<u>ADJOURNMENT</u>

-	mber Scot Shanks at 6:11 p.m., seconded by urn the meeting. The motion carried
Mayor	
City Clerk	