

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, December 3, 2024

5:00 PM

Conference Room 317

Work Session

Mayor R.J. Crawford
Council Member Art Gernt
Council Member Mike Turner
Council Member Mark A. Fox
Council Member James Mayberry
City Manager Valerie Hale
City Clerk Baylee Rhea

Call to Order

The Crossville City Council met for its monthly work session on Tuesday, December 3rd at Crossville City Hall. Mayor R.J. Crawford was present and presiding. He called the meeting to order at 5 p.m.

Roll Call

Present 5 - Mayor R.J. Crawford, Council Member Art Gernt, Council Member Mike Turner, Council Member James Mayberry, and Council Member Mark A. Fox

Others present were City Manager Valerie Hale, City Attorney Randy York, City Clerk Baylee Rhea, Kevin Dean, Nathan Clouse, Terry Potter, Jessie Brooks, Larry Kidwell, Tim Begley, Burt Allaire, Malena Fisher, Serena Vasudeva, Kevin Music, Rob Harrison, Randy York, Bob Ross, Shea James, Victor Torasso, and Leah Crockett.

Public Comment

There were no comments made.

1. Approval of Marlow Farm (Northside Dr) Annexation Plan of Services and future connection fees

George Marlow has requested water and sewer utilities to his property located on the eastern side of Northside Drive. His plan for a proposed campground has changed with phase one of the plan being on the eastern side of Northside Drive. His request is for utility services to be provided at no cost to him, other than tap fees, as was done during the original annexation of his property.

As a result of the annexation and request for utilities along Northside Drive, the Engineering Department has developed a master plan for the layout of the utilities along Phase One of the Northwest Connector, Northside Drive between Highway 70 and Highway 70 North. This was done to prevent the crisscrossing back and forth installation of water and sewer. Due to the change in the request, the previous Plan of Services must be rescinded and a new Plan of Services adopted. This has been recommended by the Planning Commission. The new Plan of Services will reflect the provision of sewer to Mr. Marlow's properties. The plan will still include the water main crossing of Northside Drive to service Mr. Marlow's property on the western side of Northside Drive, but will now show a sewer line extension of only approximately 580 feet to his property line located on the eastern side of Northside Drive. The master plan is to have a water main run on the western side of the Right of Way and the sewer lines to be on the eastern side of the Right of Way.

As a result of the change, the provision of each utility along Northside Drive may have a longer service line, which would exceed the maximum service line length, as stated in the City Ordinance 18-107(H)(b). The Right of Way of Northside Drive is approximately 120 feet. The maximum allowed service line length is 75 feet. Under section 18-107(H), any length greater than 75 feet must be presented to the Crossville Regional Planning Commission for review, who will make a recommendation to the City Council. In addition of needing special approval of the longer service line, an additional cost may be incurred due to the length of the bore

and the longer service line. Under the same subsection (H) item (d) of 18-107, which states, "Service lines will be installed by the City from utility main line to the property line at the expense of the City. Prior to a new service line being installed by the City, the applicant shall pay any fees the City deems necessary." With the bore and service line length being greater than the typical 75 feet, which is intended to cover the standard crossing of a 50-foot ROW, staff suggests the additional cost should be passed on the applicant. A cost estimate has been provided to the City and the additional cost can be added to the standard tap fee. The bore is 90 feet at a price of \$45 per foot of dirt (\$4,050) and \$100 per foot of rock (\$9,000). This quote was given by two utility contractors. The payment must be made within 12 months of being approved by City Council. This requires final approval by the City Council and has been recommended by Planning Commission.

It is necessary to rescind the existing Plan of Services and adopt a new Plan of Services, approve a longer service line for water to the property located on the eastern side of Northside Drive with the additional fee, and approve a longer service line for sewer to the property located on the western side of Northside Drive with the additional fee. All fees will need to be paid within 12 months of being approved.

This item was recommended for approval.

2. Discussion regarding amending the site plan ordinance

City Staff has requested to amend the site plan ordinance. Changes include adding hydrologic features to site plans and changing the time frame which staff has to review all site plans.

This item was recommended for approval.

3. Discussion regarding City Attorney hourly rate

City Attorney Randy York has requested his hourly rate be established at their firm's current rate for other municipalities in the amount of \$250. Since becoming City Attorney, he has charged the City of Crossville less than his usual hourly rate.

This item was recommended for approval.

4. Approval regarding the extension of Interstate Drive

City Manager Valerie Hale explained an additional \$50,000 for Right-of-Way acquisition is necessary for the approval of the extension of Interstate Drive.

This item was recommended for approval.

5. Approval of a resolution for ARPA funds

To be compliant with the regulations for the receiving and spending of ARPA Grant funding, a resolution is required to be passed by December 31, 2024. This resolution states we are spending the funds on government services such as infrastructure improvements.

This item was recommended for approval.

6. Approval of a resolution to assign contract with Upland Design Group

The City of Crossville entered in to an agreement with Upland Design Group to be the architect for the Indoor Recreation Center. Since the Sports Authority of the City of

Crossville has formed, they will need to be assigned the contract with Upland Design Group.

This item was recommended for approval.

7. Approval to award proposal for water system improvements

On November 19, 2024, bids were opened for the Water System Improvements in the Catoosa Utility District. Two bids were received. Staff recommends lowest bidder Hamilton Consulting and Construction, LLC. dba J. Paul Smith Construction in the amount of \$926,244.08.

This item was recommended for approval.

8. Approval to disband the Palace Advisory Board

Staff has recommended disbanding the Palace Advisory Board. This board was originally created to help with the management of the Palace Theatre once the City of Crossville began operating it rather than DCI. This board is not currently active. It is not required by Charter or ordinance.

Palace Supervisor Malena Fisher explained to Council that the board has not met in several months, and even when they did meet, a quorum was rarely made.

This item was recommended for approval.

9. Election of Mayor Pro-Tem

The City Charter (Article V, Section 11) states "at the first meeting of a new council, it shall choose from its membership a member to act in the absence, inability, or failure to act of the mayor, who shall act as mayor pro tem, and who shall have all the power herein granted to the mayor while so acting".

Mayor Crawford asked for recommendations to be made at the City Council meeting.

This item was recommended to be placed on the agenda.

10. Appointment of City Judge

The Charter (Article IX, Section 1) states "The City Council shall elect or appoint a city judge by a majority vote of its entire membership, for a period of two (2) years, or until a successor has been elected and qualified."

Tiffany Adams is currently appointed as City Judge. She is willing to continue to serve.

This item was recommended to be placed on the agenda.

11. Airport Committee

This item was deferred to next month's agenda.

12. Cumberland Plateau Water Authority

Jeff Freitag's term on the Cumberland Plateau Water Authority ends on December 31, 2024. He stated he does not wish to continue to serve. A new board member will

need to be appointed. This appointment is made by the Mayor and approved by Council.

Mayor Crawford asked for recommendations to be made at the City Council meeting.

This item was recommended to be placed on the agenda.

13. Stormwater Board of Appeals

The Stormwater Board of Appeals requires one member from the City Council. Scot Shanks currently serves in this role but is no longer on City Council. A Council member will need to be appointed for a term that will expire 3/10/2026.

Mayor Crawford asked for recommendations to be made at the City Council meeting.

This item was recommended to be placed on the agenda.

14. Planning Commission

James Mayberry and Rob Harrison both currently serve on the Crossville Regional Planning Commission. Rob Harrison serves as a Council member, but is no longer on the City Council. It is necessary to appoint a Council member to replace Mr. Harrison.

Council member Mayberry currently serves on the Planning Commission. Only the Mayor and one Councilmember are to be on the Planning Commission. It is necessary to appoint someone to replace Mr. Mayberry as a Planning Commissioner until March 1, 2027. This person must own property within City limits.

Mayor Crawford suggested to allow Council member Mayberry to serve as the Council member, and Mr. Harrison to serve as a member on the Planning Commission.

This item was recommended to be placed on the agenda.

15. CCCSEC (Sports Council)

CCCSEC (Sports Council) recommends re-appointing Marlo Wright and Chris Peterson for an additional 3-year term. Their current terms expire 12/31/2024.

Valorie Douglas does not wish to continue to serve. Sports Council has suggested appointing Lainie Luse for a 3-year term to fill the vacancy.

This item was recommended to be placed on the agenda.

16. Joint Economic Community Development Board

The Joint Economic Community Development Board is made up of members from the County and all municipalities, as well as representatives from utilities, Chamber, and other entities. Scot Shanks was one of the representatives of the City of Crossville. A replacement needs to be made.

Mayor Crawford asked for recommendations to be made at the City Council meeting.

This item was recommended to be placed on the agenda.

Adjournment

The meeting was adjourned at 5:22 p.m.