

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Tuesday, June 9, 2020

6:00 PM

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.

1. Proposed Capital Improvement Plan 2020-2029, budget and tax rate for FY2020-21

A public hearing was held to receive comments from the public regarding the proposed FY20-21 budget and tax rate. Mayor James Mayberry called the meeting to order at 5:30 p.m. and opened the floor for comments. Darrin Stryker, representing United Town & Country and Chestnut Hill Winery, addressed the Council. He urged the members of Crossville City Council to avoid a five-cent tax increase. Mr. Stryker expressed that it would not be proper due to the economic impact felt by most businesses due to the COVID-19 pandemic. Mr. Stryker suggested that the Council consider utilizing the \$12 million rainy day fund to cover shortfalls.

Following Mr. Stryker's comments, there were no other comments and Mayor Mayberry adjourned the hearing at 5:35 p.m.

PUBLIC HEARING - 5:50 p.m.

1. Approval of Annexation and Plan of Service for Tax Map 87, Parcel 91.00

A public hearing was held to receive comments regarding the proposed Annexation and Plan of Services for Tax Map 87, Parcel 91.00, 135 Cox Avenue. Mayor James Mayberry called the meeting to order at 5:50. He opened up the floor for comments and there were not any received. Mayor Mayberry adjourned the hearing at 5:51 p.m.

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

The City Council for the City of Crossville met in regular session on June 9, 2020 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the meeting to order at 6:00 p.m. The Young Marines presented the colors and led the Pledge of Allegiance. Council member Scot Shanks 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

Others present were City Manager Greg Wood, City Attorney Will Ridley, City Clerk Valerie Hale, Assistant City Clerk Malena Fisher, Lee Lawson, Jessie Brooks, Jim Young, Scott Humphrey, George Ennis, Cheryl Duncan, Allen Carpenter, Douglas Grant, Ashley Richards, Jackie Blankenship, Kevin Music, Mei Brooks, Melanie Collier, Darian Dykes, Levonn Hubbard, James Orleff, Steve Shesick, Michelle Billup,

Edd Dyer, Robin Higginbotham, Fred Houston, Tim Begley, and Charles Johnson.

1. Proclamations/Presentations

a. a) Amateur Radio Field Day

Mayor Mayberry presented a proclamation declaring June 27-28, 2020 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

There were no public comments received.

3. Appointments

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison to make the following appointments: Personnel Board-Beth Davis and Lou Morrison, Industrial Development Board-Brooks Boston, Health and Educational Facilities Board-Frances Carson and Rob Patton, Convention and Visitors Bureau-Jerry Harris and Mason Fox. 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. Personnel Board Appointments

The City Council has two appointments to make to the Personnel Board. The terms served by Lou Morrison and Beth Davis will expire 7/1/2020.

This Appointment was approved.

b. Industrial Development Board

An appointment needs to be made on the Industrial Development Board to replace Butch Smith who has resigned. This term will expire April 30, 2023.

This Appointment was approved.

c. Health and Educational Facilities Board

The terms of Frances Carson and J.J. Presley expire in June. They need to be re-appointed or new appointments made. This Board only meets as necessary in regards to the issuance of bonds for health-care providers

This Appointment was approved.

d. Convention and Visitors Bureau

The terms of Jerry Harris and Billy Loggins on the Convention and Visitors Bureau expire June 30.

This Appointment was approved.

4. Consent Agenda

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison to approve Consent Agenda Items 4 A-GG. 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 (05/12,05/14,06/02)

The minutes were approved.

Ordinances on Third Reading

b. Ordinance closing unimproved Right-of-Way on 112 Webb Ave.

A property owner on Webb Ave requests the ROW be closed as indicated on the map presented, consisting of 0.04 acres.

A previous request was submitted in 2018, which involved more property owners. Planning Commission met 07/19/2018 and recommended denial of the ROW closure request for the full ROW and that closure of the unused portion of ROW be granted if the property owners hire a surveyor, properly define the ROW, agree to the division of said ROW, and provide a legal description to the City. The property owner proceeded with a survey of her property only and requests only the portion of the ROW that touches her property be closed.

A legal description has been presented to the City and staff recommends closure and adjoining the unimproved ROW to Tax Map 113C, Group E, Parcel 18.

This Ordinance was adopted on third reading.

Ordinances on First Reading

c. Ordinance amending FY19-20 End of Year Budget 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.

This Ordinance was approved on first reading.

Additional Consent Items

d. Approval of Resolution Adopting a Plan of Services and Annexation of 135 Cox Avenue

A request has been received from Crossville Properties, LLC to annex their property

located at 135 Cox Avenue, which is 11.29 acres. Crossville Properties, LLC is in the process of constructing a 300,000 square foot warehouse on the property. Planning Commission met May 21 and recommended the annexation and plan of services for approval.

This Resolution was approved.

- e. Approval of Holly Tree Drive as a City Street and speed limit at 15 mph

Upon releasing the Letter of Credit for the roads, the Crossville Regional Planning Commission voted to recommend to City Council the acceptance of approximately 985 feet of Holly Tree Drive as an official City street and set the speed limit of that road at 15 mph, which matches the other roads in the subdivision.

This Item was approved.

- f. Adoption of Capital Improvement Plan for 2020-2029

The Charter requires adoption of the CIP each year.

The Capital Improvement Plan was adopted.

- g. Approve the declaration of surplus for a 2002 Ford F750 Dump Truck

The 2002 Ford F750 dump truck was totaled during the March 29, 2020 storm. Information for replacing the truck will be presented at a later meeting.

This Declaration was approved.

- h. Approval of payment for Inter Basin Transfer Permit Fees

The City is required to permit three inter-basin water transfers through TDEC. The total TDEC fee is \$17,250.00

This Payment was approved.

- i. Approval of contract with Flynn Sign Co. Inc.

The City Manager proposes a contract for advertising with Flynn Sign Co. Inc. in the amount of \$900 per month. This includes one full digital billboard spot with the location being based on availability and the City's needs and requests. It also includes ½ spot on S. Main Street across from Cumberland Medical Center.

This Contract was approved.

- j. Approval of Resolution for Non-profit Donations FY2020-21

A resolution needs to be adopted that specifies the donations included in the budget for FY2020-21 to non-profit organizations.

This Resolution was approved.

Bids/Purchases

- k.** Paper/Plastic Products 2020-21
- The Finance Department recommends acceptance of the bid of Lebanon Chemical for an annual price contract for paper products/plastic bags.*
- This Bid was approved.**
- l.** Bulk Coarse Salt 2020-21
- The Street Department recommends that the low bid submitted by Cargill Inc. for the purchase of bulk coarse salt be accepted.*
- This Bid was approved.**
- m.** Asphalt Picked Up 2020-21
- The Street Department recommends that the bid from Rogers Group be accepted for asphalt picked up.*
- This Bid was approved.**
- n.** Asphalt Delivered (Hot Mix) 2020-21
- The Street Department recommends that the bid from Rogers Group be accepted for asphalt delivered (hot mix).*
- This Bid was approved.**
- o.** Cold Milling 2020-21
- The Street Department recommends that the bid submitted by Jones Brothers Contractors LLC be accepted for cold milling.*
- This Bid was approved.**
- p.** Cold Mix 2020-21
- The Street Department recommends that the low bid submitted by Hudson Materials be accepted for cold mix.*
- This Bid was approved.**
- q.** Plastic Pipe 2020-21
- The Feed Store is recommended for the price contract for plastic pipe. It had the low bid for the items purchased most often and no extra delivery or minimum purchase fees.*
- This Bid was approved.**
- r.** Street Striping 2020-21
- The low bid for asphalt striping was submitted by Volunteer Highway Supply Company Inc. and is recommended for acceptance.*
- This Bid was approved.**

s. Concrete 2020-21

The Street Department recommends the bid submitted by IMI Concrete for ready-mix concrete be accepted.

This Bid was approved.

t. Corrugated Metal Pipe 2020-21

The Street Department recommends the bid submitted by The Feed Store for corrugated metal pipe be accepted. This bid was lowest on items used most often and has no delivery fee or minimum purchase stipulations.

This Bid was approved.

u. Crushed Stone 2020-21

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

This Bid was approved.

v. Tires and Installation 2020-21

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

This Bid was approved.

w. Pest Control 2020-21

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

This Bid was approved.

x. Grinder Pumps 2020-21

The bids submitted by Fields Engineering for Liberty grinder pumps and by Water and Waste Equipment for Hydromatic grinder pumps are recommended for acceptance for fiscal year 2020-21.

This Bid was approved.

y. Waterline Supplies 2020-21

Annual bids were received for waterline supplies for FY20-2021. The following recommendations are being made by Water/Sewer Maintenance:

Primary Suppliers:

Core & Main: Saddles (Smith Blair) - all; Master Meters - all; 2" meter with flange connector; Corp Stops (Ford) ¾" and ¾" 300PSI; Coupling for ¾" service tubing brass; Brass saddles (Ford) - all; 2" Ford setters (all); Master Meter registers (all); Octave Meters (all); 3G DS Encoders - all; DLG 3G DS Fast Pulse; and Octobe Double Pulse

Output

G&C Supply Co. Inc.: ¾" and 1" PE Municipex service tubing; 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

Badger Meter: Badger Meters (all)

Hayes Pipe Supply: 17" x 30" plastic meter box 18"

Fortiline Waterworks: 15" concrete meter box w/C1 reader flip lid

This Bid was approved.

z. Water Treatment Chemicals 2020-21

Bids were received for the annual price contracts on chemicals for the water plants.

The following are recommended:

Corechem Inc.: Fluorosilicic Acid, Sodium Bicarbonate, Granular Salt, Sodium Thiosulfate

Shannon Chemical: Zinc-Ortho Phosphate and Sodium Permanganate (per tote)

Brenntag Mid-South: Caustic 25%

Thermo-Dyne Engineering, Inc.: Polymer

American Development Corporation: Sodium Permanganate (per barrel)

This Bid was approved.

aa. Fertilizer 2020-21

The Parks & Recreation Department requests approval of low bidder Site One Landscape for purchase of 2020-2021 fertilizer at an annual cost of \$21,712.13.

This Bid was approved.

bb. Approval to purchase Codes Department Software

The Crossville Codes Department requests approval to purchase computer software to greatly enhance the ability to perform, track, and document inspections located in the City of Crossville. The software package by MyGovernmentOnline is an innovative inspection solution to assist the department by being more user-friendly and provide greater accessibility for the employee while on the job site. The benefits of MyGovernmentOnline are:

- *Permits can be applied for 24/7*
- *Secure cloud-based system, can use online or offline*
- *Mobile inspection recording of issues adding notes and photos*
- *Permit records can be completely available to inspector, can view notes and drawing attachments*
- *Notification can be provided once entered at the job site*
- *Assessable by permit holder 24/7, can print inspection results, request inspections, print copy of Certificate of Occupancy*
- *Payments accepted online*

The Program will replace the current software, Blue Prince. The current software is primarily a permit issuing software and does not have the ability to perform functions while at the job site. The program is not being upgraded and revised to improve its

inadequacies.

The proposed software program, MyGovernmentOnline, is an annual expense and is already proposed in the next fiscal year budget. The annual fee will be \$13,224.96 per year. This fee is based upon the permit volume.

The Codes and IT departments have reviewed several programs and recommend the upgrade to MyGovernmentOnline.

This Purchase was approved.

cc. Approval to award bid for Catoosa Elevated Water Tank Construction

Bids were received on the construction of a 500,000 gallon elevated water storage tank to be located on Plateau Road for the Catoosa area. The low bid was submitted by Caldwell Tanks, Inc. of Louisville, Kentucky and is recommended for acceptance.

This Bid was approved.

dd. Approval to accept bid for repair of Utility Maintenance Equipment Shed Roof

The City of Crossville obtained bids to repair the roof of the Utility Maintenance Equipment Shed that was damaged during the March 29, 2020 storm. The Maintenance and Utility Maintenance Managers reviewed the bids and recommends awarding the project to the lowest bidder, Ridgeline Construction, for the amount of \$16,086.00. This will be a budgeted item in FY20-21 budget.

This Bid was approved.

ee. Approval to accept bid for Wastewater Equipment Shed Roof Repair

The City of Crossville obtained bids to repair the roof of the Wastewater Equipment shed roof damaged during the March 29, 2020 storm. The Maintenance Manager reviewed the bids and recommends awarding the project to the lowest bidder, Ridgeline Construction for the amount of \$11,374.00. This will be a budgeted item for FY20-21.

This Bid was approved.

ff. Approval to rebuild the maintenance equipment shed & approve the declaration of surplus for the damaged maintenance equipment shed.

The City of Crossville obtained bids to rebuild the Maintenance Equipment Shed that was destroyed during the March 29, 2020 storm. The Maintenance Manager reviewed the bids and recommends awarding the project to the lowest bidder, Ridgeline Construction for the amount of \$26,250.00. An authorization to declare the old shed as surplus is also requested for approval.

The Bid and Declaration were approved.

gg. Approval to purchase Fiberglass Refrigerated Sampler

The City of Crossville obtained bids to purchase a Fiberglass Refrigerated Sampler due to age of the current sampler and no longer being able to get parts for it. The Veolia Manager reviewed the bids and recommends awarding to the lowest bidder, C.C. Lynch & Associates, Inc. for the amount of \$9,945.52

This Bid was approved.

A motion was made by Mayor James Mayberry, seconded by Council Member Scot Shanks to approve Consent Agenda Items HH & II based upon the City Engineer's 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

hh. Approval of to accept proposal for Baseline Environmental Assessment-Meadow Park Lake Expansion

The City advertised to receive Request for Qualifications (RFQ) and Scope of work to perform baseline environmental assessment for the Meadow Park Lake Expansion Project. The City received 7 qualifications. Kevin Young, the Permit Project Manager with J.R. Wauford, reviewed and ranked the top two qualifications. Kevin Young and City of Crossville Engineering Staff interviewed the two firms via teleconference and chose the team of BDY Environmental LLC (BDY) and Ecosystem Planning and Restoration (EPR) as the best qualified for the work.

BDY has submitted a fee proposal, that is attached, which includes a Phase 1 lump sum fee of \$76,310.

The Director of Engineering is requesting the authorization for the City to enter into two contracts, to be reviewed by the City Attorney, with BDY and EPR for the services described in the proposal at a total cost not to exceed \$76,310.00.

This Proposal was approved.

ii. Approval to accept proposal for Cultural Resources Survey-Meadow Park Lake Expansion

The City advertised to receive Request for Qualifications (RFQ) to perform a Phase 1 Archaeological Survey for the Meadow Park Lake Expansion Project. The City received 10 qualifications. Kevin Young, the Permit Project Manager with J.R. Wauford, reviewed and ranked the top two qualifications. Kevin Young and City of Crossville Engineering Staff interviewed the two firms via teleconference and chose TRC as the best qualified.

TRC has submitted a fee proposal which includes a Phase 1 lump sum fee of \$55,360.00. The Director of Engineering is requesting the authorization for the City to enter into a contract, to be reviewed by the City Attorney, with TRC for the services described in the proposal at a cost not to exceed \$55,360.00.

This Proposal was approved.

5. Other Business

a. Ordinance adopting the FY2020-21 tax rate

The ordinance setting a tax rate for FY2020-21 needs to be passed on 3 readings by June 30. The current certified tax rate is \$0.5905.

Council member Graham pointed out that this approval will be "In Title Only."

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt to approve second reading of the FY20-21 tax rate ordinance In Title Only. 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. Ordinance adopting the FY2020-21 budget

The budget must be passed on three readings by June 30. The Council members have discussed the budget at previously held work sessions.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt to approve second reading of the FY20-21 budget ordinance In Title Only. 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

c. Discussion and action on CoLinX Water Tank and Pump Station

As stated in previous meetings, the fire system tank and pump located beside Cox Avenue is the property of the City of Crossville. CoLinX has paid monthly bills for the gas and electricity since the system was installed. The City Council approved to reimburse CoLinX \$190,000 for modifications to their fire system so that the tank and pump system could be demolished.

CoLinX has now determined that the final cost for the fire pump generator is going to exceed the \$190,000 and have asked the City to start paying for the gas and electric that serves the tank and pump system so that CoLinX can utilize their budgeted dollars for this expense toward the overage for the fire pump generator.

The past yearly utility cost for both gas and electric for the system is approximately \$8,000 and it is believed that the City would pay less than \$6,000 for the remainder of the 2020 year. This number is not half of the annual because some months are almost double the other months and it is uncertain how the last half of the year would be utilized. These utility costs would be paid out of the enterprise fund because the tank system would be considered an asset of the water system.

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison to transfer the two utilities into the City's name for the remainder of 2020. 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-June

City Attorney Will Ridley reported that there haven't been any new lawsuits filed against the City within the last month. The Hwy 127 North condemnations will be filed within the next week.

Council member Graham asked about the status of Northwest Connector deed corrections. Mr. Ridley stated progress has been made. The City received a letter from Commissioner Bright explaining that some additional survey work will be necessary, which will result in correction deeds. Some of the other corrections requested by TDOT will not be necessary because TDOT's rules had been changed in the middle of the project. Mr. Ridley is expecting a letter of confirmation from TDOT.

7. City Manager's Report

b. City Manager's Report - June 2020

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.

ADJOURNMENT

With no further business to discuss, Mayor Mayberry adjourned the meeting at 6:20 p.m.