

# City of Crossville

99 Municipal Avenue  
Crossville, TN 38555



## Minutes Tuesday, September 11, 2012 6:00 PM Council Chambers

### **REGULAR MEETING**

**Present:** 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt; **Absent:** 1 - Mayor J.H. Graham III. Others present were City Manager Bruce Wyatt, City Attorney Kenneth Chadwell, City Clerk Sally Oglesby, Fred Houston, Tim Begley, Jim Young, Derrick Clemow, David Beaty, Tonya Hinch, Frances Carson, Gaynelle Rogers, Kyle Sherrill, Pete Souza, Conner Campman, Tony Perry, Jerry Garrison, Billy Martin, Bob Shurmer, Charlene Richardson, Vince Richardson, Ray Kent, John Capolaines, Jim Morrow, Elaine Morrow, Ted Meadows, Benior Smith, Steve Powell, James Perry, Steve Hill, Mike Nuss, Charles Yates, Lynn Carson, Sarah Hazelton, Margie Buxbaum, Ashley Allen, Beth Alexander, Tod Klerekoper, Frank Shipley, John Purdue, Karli Threet, Joe Miller, Clark Annis, Bob Schwartz, Chris South, Robert E. Harrison, Brad Fox, Nell Robinson, and Jim Nunally.

### **Call to Order**

Mayor Pro-Tem Danny Wyatt called the meeting to order at 6:00 p.m. The Young Marines presented the colors and led the Pledge of Allegiance. The invocation was given by Dr. John Purdue of the First United Methodist Church. Nell Robinson and Jim Nunally opened the meeting with a song honoring veterans.

### **ITEM #1 – Proclamations/Presentations**

a) Key to the City - Nell Robinson and Jim Nunally – Americana/Bluegrass Star Vocalist Nell Robinson and Two Time Champion Flatpicker Jim Nunally will be performing at a fundraiser for DCI on Wednesday, September 12, at the Palace Theatre at 7:00 p.m. This will be their first appearance in Tennessee. They opened the Council meeting with a song honoring veterans. On behalf of the Mayor and Council, City Manager Bruce Wyatt presented a Key to the City.

b) Cumberland County DUI/Drug Court – On August 28, 2012, a graduation ceremony was held for the Cumberland County Adult DUI/Drug Court that was attended by Mayor Graham and City Manager Bruce Wyatt. At the ceremony, the Crossville Police Department was awarded a Certificate of Appreciation for outstanding support and assistance contributing to the recovery and rehabilitation of individuals.

c) The Crossville Men's Senior Softball league was recognized. They expressed their appreciation to the City for its support and sponsorship. The 4 teams won 3 gold medals and one silver medal in the Tennessee Senior Olympics.

### **ITEM #2 – Appointments - NONE**

**ITEM #3 – Consent Agenda**

- a) Approval of minutes (8/14, 8/23)

**Ordinances on Third Reading**

- b) Ordinance amending the FY12-13 budget for police drug dog

**Ordinances on Second Reading**

- c) Ordinance amending the FY11-12 budget for Solid Waste garbage pick-up

- d) Annexation of 26.54 acres on Woodlawn Road

- e) Ordinance amending the FY12-13 budget for the City Invitational Golf Tournament

- f) Ordinance amending the FY12-13 budget for additional match funds for raw water supply study by the U.S. Army Corps of Engineers

**Ordinances on First Reading**

- g) FY11-12 Solid Waste Budget Amendment

- h) FY11/12 Water & Sewer Depreciation Budget Amendment

**Additional Consent Items**

- i) Approval of lease with Charter Communications for property at 215 Webb Ave.

- j) Approval of variance for Flynn Sign to rebuild sign #135

- k) Approval of temporary street closings for CCHS Homecoming Parade on September 20

- l) Submittal of Report of Debt Obligation for Meadow Park Lake dam renovation (Form CT-0253)

A motion was made by Council Member Boyd Wyatt, seconded by Mayor Pro-tem Danny Wyatt, that all items on the Consent Agenda be approved as presented. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

**ITEM #4 – Bids/Purchases**

- a) Matters relative to guardrail on Myrtle Avenue Bridge

The guardrail on the Myrtle Avenue Bridge is substandard and in need of repair. Bids were received from R. D. Construction in the amount of \$11,750 and Cumberland Guardrail in the amount of \$12,850. Following the receipt of bids, staff discovered that the length of guardrail bid was shorter than the required amount. The bids were reviewed and the low bidder was asked for a breakdown of the bid per unit. He agreed to perform the project with additional quantities for the unit price. The totals for the adjusted quantities are from R. D. Construction in the amount of \$16,750 and Cumberland Guardrail in the amount of \$29,100. The low bid of R. D. Construction was recommended.

A motion was made by Council Member Boyd Wyatt, seconded by Council Member George Marlow, that the bid of R. D. Construction be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

*(At 6:25 p.m. the regular meeting was recessed and the Solicitation Board convened.)*

**SOLICITATION BOARD****Fairfield Glade Lions Club**

A request was received from the Fairfield Glade Lions Club for their annual cheese sale to raise funds for their vision, hearing, and scholarship projects. The sale will run from September 24 - November 30.

A motion was made by Council Member Earl Dean, seconded by Mayor Pro-tem Danny Wyatt, that this Permit be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

*(At 6:26 p.m. the Solicitation Board was adjourned and the regular meeting re-convened.)*

**b) 48 Port Network Switches**

New network switches are required for the new City Hall. The switches allow for network communication among the computers. The IT Department recommended the low bid from Centric's IT, in the amount of \$20,125.00.

A motion was made by Mayor Pro-tem Danny Wyatt, seconded by Council Member George Marlow, that the bid be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

**c) Video Distribution at new City Hall**

Wisdom TV was the low bid for TV's and video distribution at the new City Hall, which included:

- Four - 60 to 65 inch monitors (2-Council Chambers, 1- 3rd floor conference and 1-4th floor training room;
- One- 42 to 44 inch monitor for 4th floor conference room;
- Five - 36 to 38 inch TV\monitor for break rooms and marketing office.

The bid specs also asked for a video distribution system for council chambers. Total bid price: \$14,389.00 including installation and wall mounting hardware.

A separate bid for monitors for the Council counter top was also issued. Wisdom TV was again the low bid at \$1840.00. The bid is for 15 inch monitors for council viewing during meetings and presentations. Following further review of the need for the monitors for Council, the City Manager recommended their purchase.

A motion was made by Council Member Boyd Wyatt, seconded by Mayor Pro-tem Danny Wyatt, that the bid of Wisdom TV be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

**d) Removal & Installation Scissor-type Hoist System (Street Department)**

The only bid received on the hoist system was from Cottrell Truck & Equipment in the amount of \$5,700. Acceptance was recommended.

A motion was made by Mayor Pro-tem Danny Wyatt, seconded by Council Member Earl Dean, that the bid of Cottrell Truck & Equipment be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

*(At 6:30 p.m. the regular meeting was recessed and the Beer Board convened.)*

## **BEER BOARD**

### **After Shock Bar and Nite Club**

At the request of the applicant, the application was deferred to the October 9th meeting.

*(At 6:32 p.m. the Beer Board was adjourned and the regular meeting re-convened.)*

## **ITEM #5 – Marketing Report**

In the absence of Marketing Director Billy Loggins, Mayor Pro-Tem Danny Wyatt provided updates on the following:

- Christmas Parade - "Christmas Dreams"
- Tennessee Senior Olympics Conference - October 29-30 in Crossville
- Annual Airport Open House / Fly-In - September 29

**ITEM #6 – OTHER BUSINESS****a) Matters relative to Chamber of Commerce**

Mayor Pro-Tem Danny Wyatt led a discussion about raising the donation to the Chamber of Commerce from \$70,000 to \$80,000. Councilman Boyd Wyatt recommended raising the amount back up to the previous year's amount.

A motion was made by Mayor Pro-tem Danny Wyatt, seconded by Council Member Boyd Wyatt, that the annual donation to the Chamber of Commerce be raised back to the amount provided in FY11-12 and a budget amendment passed on first reading. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

**b) Matters relative to annual donation to Cumberland County Playhouse**

Councilman Boyd Wyatt requested consideration of paying the entire annual donation to the Playhouse now rather than quarterly to assist in their cash flow.

A motion was made by Council Member Boyd Wyatt, seconded by Mayor Pro-tem Danny Wyatt, that a check be cut for the remaining amount of the annual donation to the Cumberland County Playhouse. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

**c) Matters relative to contract for Medical Director**

A contract was offered by Dr. Mark Fox to continue medical director services for the Fire Department and First Responder Program. The compensation is set at \$200 per month for standard services and \$100 per hour worked and for appropriate expenses as billed by Dr. Fox. The contract automatically renews unless terminated by either party. Assistant Chief Chris South stated that it was a standard contract with some changes and is similar to the one that has been in effect for a number of years. He recommended approval. **This Contract was deferred**

**d) Matters relative to new City Hall**

In review of previous action by the Council:

- Horizontal blinds - The number of blinds required was originally estimated at 150. That number was reduced to 118 and approval was granted. We have further reduced the number to 84, resulting in a savings of \$3,009.
- Roller shades - In working with the vendor and manufacturer, we have reduced the number of motors required by 4, which will result in a savings. The exact amount of the savings has not been confirmed.
- Change Order #1 was approved in the amount of \$24,640.34 for a number of items. One of the items was the installation of fire dampers at a cost of \$7,297.50. Upon discovering that fire dampers were present and operational, we were able to reduce that cost to \$2,446.50 to cover the hatches installation and associated wall patching, a savings of \$4,851.
- It was announced that StonePeak Ceramics has donated the tile for the 1st Floor and it has been delivered. The City will only pay for installation. This was a savings of \$1,085.
- Due to contractual obligations with its brokers, Crossville Ceramics was not able to donate the selected tile for the 2nd Floor, but has provided the tile to the brokers at a significantly reduced price. This was a savings of \$1,025.00.
- Mr. Wyatt announced that Woodmen of the World have agreed to donate two flag poles for the State and City flags. The contractor had proposed a price of \$2,634.00 for the flag poles. City crews will install the poles, saving the \$500 proposed by the contractor. This is a total savings of \$3,134.
- On the outside sign, the contractor had provided a cost of \$35,041.57. That price was rejected and it has been determined that city crews can build the sign at an estimated cost of \$10,000, a savings of \$25,041.57.

In new matters:

- There are 2 VAV HVAC units on the 4th floor that are recommended for

replacement by the architect. It was discovered that these two original units had never been connected to the return side and, consequently, returns would need to be added. After studying the matter, it was determined that it would be better to update to a new unit rather than trying to retrofit the old units and have concerns about parts and repairs in the future. These units will help regulate the temperatures in the unoccupied areas and will result in an energy savings with a payback in approximately 3 years. The cost is \$4,987.50.

- No provisions were made for dishwashers on the 2nd and 4th floor or an icemaker on the 4th floor. There are no immediate plans to purchase a separate icemaker for the 4th floor, but it is believed that it might be necessary at a future time, dependent on the use of the training room, and provisions should be made for the electrical and plumbing. Because of the potential heavier use of the breakrooms on the 2nd and 4th floor, the dishwashers will be very useful. There will be no dishwashers on the 1st and 3rd floor. This will eliminate some cabinetry, but require plumbing and electrical. The net cost for the cabinetry changes, plumbing, and electrical is \$3,786.27. Approval is recommended.
- The Fire Marshal is requiring panic door hardware on the electric room door on the 1st floor. This cost will be \$1,005.38.

There is \$3,205.79 remaining in the contract contingency fund for security equipment. It was recommended that this money be used as a credit towards these changes, resulting in a total additional cost of \$6,573.36.

\$4,987.50	VAV HVAC units
\$3,786.27	Dishwasher, ice maker changes
<u>\$1,005.38</u>	Panic hardware
\$9,779.15	
<u>- 3,205.79</u>	Security contingency balance
<u>\$6,573.36</u>	

In selecting furniture for the conference room on the 3rd floor, staff was concerned about the total cost of the furniture and the cost of a table for that room. It was decided to bid out a 12' table. The City Manager is now concerned that the 12' table will be dwarfed in the room, which is over 40' in length. In checking with the vendor, a 6' extension can be purchased at the current bid price for \$1,621.99. The manufacturer will not honor the bid price if it is ordered at a later date and the cost would be \$2,400. The City Manager strongly recommended the purchase.

A motion was made by Council Member Boyd Wyatt, seconded by Council Member Earl Dean, that the changes and purchases be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

**e) Matters relative to Northwest Connector**

Kenneth Chadwell reported that Amanda Govan with the Tennessee Attorney General's Office has reached a settlement on one of the remaining parcels on the Northwest Connector and obtained the Order of Possession to allow the project to proceed to bid in October. The settlement was for \$10,000 over the appraisal amount, which will avoid additional court costs that would be required if the case proceeded to a jury trial and is the maximum allowable under the Federal Highway Safety Act. The appraised amount was deposited in the court last fiscal year. Because of the unknown costs, no money was budgeted in the current fiscal year. A budget amendment was requested for the \$10,000. It is expected that an amendment might be made to the ordinance prior to final reading when the invoice is received from the Tennessee Attorney General's Office to cover their fees. The City Attorney recommended approval.

A motion was made by Council Member Boyd Wyatt, seconded by Mayor Pro-tem Danny Wyatt, that the budget amendment be approved on first reading. The motion carried by the following vote: Aye: 3 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean and Council Member Boyd Wyatt; Abstain: 1 - Council Member George Marlow.

**ITEM #7 – City Attorney Report**

City Attorney Kenneth Chadwell reported that no new lawsuits had been filed during the previous month.

**ITEM #8 – City Manager Report**

City Manager Bruce Wyatt presented the monthly revenue reports for local option sales tax, wholesale beer tax, and retail liquor fees. He also presented monthly reports on building permits, grants, and special projects.

In personnel matters the following requests were made:

- Police Department-Request approval of pay increase of \$145.60 per year for John Karlsven, who was made Sr. Patrol Officer on September 5th. This pay increase was not included in the 2012-2013 budget. Increase would be effective with pay period beginning September 16th.
- Water/Sewer Transmission-Ryan Bilbrey is being promoted to the Backflow Hydrant Maintenance position vacated by Billy Poore, whom was promoted to Crew Leader last month. Requesting approval of 5% pay increase to \$24,919.44 with an additional 5% after 6 months of satisfactory work. Increase would be effective with pay period beginning September 16th.

A motion was made by Council Member Boyd Wyatt, seconded by Council Member Earl Dean, that the pay increases be approved as recommended. The motion carried by the following vote: Aye: 4 - Mayor Pro-tem Danny Wyatt, Council Member Earl Dean, Council Member George Marlow and Council Member Boyd Wyatt.

Mr. Wyatt announced that all the minutes since 1901, when the City was incorporated, are now available on the website. He congratulated the IT Department and other staff members on the achievement.

The financial books for FY11-12 have now been closed. The General Fund was projected to end with a loss of \$786,000; however, with careful spending and controls, the loss ended at \$135,739. The budget is available for review on the website.

Water levels are of concern, especially at Meadow Park, which is now 6'10" below normal pool. Lake Holiday is 10-12" below normal pool. On September 20, the production schedule will be reversed with 3.0mgd coming from the Holiday Hills plant and 1.0mgd coming from the Meadow Park Lake plant. Some customers may experience a slight drop in water pressure, but will meet required water pressures. This action is necessary to assure adequate water supply to all customers as we head into the Fall dry season.

With no further business, the meeting was adjourned at 6:59 p.m.