

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Tuesday, April 9, 2019

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

BEER BOARD - 5:30 p.m.

The Crossville Beer Board met on April 9, 2019 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the meeting to order at 5:31 p.m.

Present: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

1. Casa Lopez

Jasmine Lopez has submitted an application for an off premises beer permit for Casa Lopez located at 1111 West Avenue.

Chief Jessie Brooks reported a clear records report and recommended approval.

A motion was made by Council Member J. H. Graham, seconded by Mayor Pro-tem Art Gernt, to approve the off-premise permit. 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

PUBLIC HEARING - 5:45 p.m.

A public hearing was held regarding the annexation for a portion of Tax Map 126, Parcel 36.01 on Wilson Lane and Tax Map 112D, Group I, Parcel 11.00 on Tulip Drive.

Mayor James Mayberry was present and presiding. He asked for comments regarding these annexations. There were no comments received regarding the annexation of these properties and the public hearing was adjourned.

Annexation and Plan of Service for portion of Map 126, Parcel 36.01, Wilson Lane

Eric & Carrie Johnson have requested annexation of their property located on Wilson Lane. The Planning Commission reviewed the proposed Plan of Services and recommended approval.

This Public Hearing was received and filed.

Annexation and Plan of Service for Tax Map 112D, Group I, Parcel 11, Tulip Drive

Joe Lowe has requested annexation of his property located on Tulip Drive. The Planning Commission has reviewed the proposed Plan of Services and recommended approval

This Public Hearing was received and filed.

SOLICITATION BOARD - 5:55 p.m.

The Solicitation Board for the City of Crossville met on April 9, 2019. Mayor James Mayberry was present and presiding. He called the meeting to order at 5:55 p.m.

1. Fairfield Glade Lions Club Charities

An application has been received from the Fairfield Glade Lions Club Charities for their annual white cane project to raise funds for their programs benefiting the blind, deaf, and children.

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, to approve Solicitation Permit for Fairfield Glade Lions Club Charities. 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

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

REGULAR MEETING - 6:00 p.m.

Call to Order

The City Council for the City of Crossville met in regular session on April 9, 2019 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the meeting to order at 6:00 p.m.

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, Heather Mullinix, John Conrad, Jim Young, Andy Vaughn, Curtis Johnson, Jacque Johnson, Connie Clapper, Mary Conner, Fidela Niles, Gary Niles, Levonn Hubbard, Chase Mullen, Clay Mullen, Meredith Mullen, Michelle Simcox, David Simcox, Carol Skiles, Faith Lyons, Dr. Terri R. Hall, Janie Hollingsworth, Vancianitta Wisdom, Lynn Lively, Sylvia Capps, Tammie French, Isaiah Smith, Allison Crawford, Mike Turner, Darian Dykes, Roland Smith, R. J. Crawford, Noelani DeRossett, Tim Begley, Fred Houston, Jeff Johnson, Kevin Music, Brian Eckelson, Jessie Brooks, and Kyle Sherrill.

1. **Proclamations/Presentations**

a. **Presentations-April**

Mayor Mayberry presented Isaiah Smith with the Student of the Month award. He was nominated by Ms. Warner for his "citizenship" character trait.

Mayor Mayberry presented Ms. Vancianitta Wisdom with a proclamation declaring April 13, 2019 as Ms. Senior Tennessee Day. Ms. Wisdom thanked the Council for their

support, invited everyone to their banquet, and recognized Dr. Terri R. Hall. Dr. Hall is the reigning Ms. Senior Tennessee.

Mayor Mayberry presented Allison Crawford, Momentum Behavior Analysis, with a proclamation recognizing April as Autism Awareness Month.

Mayor Mayberry presented Chase Mullen with a proclamation for his community service. He conducted an inventory of veterans at Crossville City Cemetery and placed a flag holder at each veteran's burial site as his Eagle Scout Project.

These Presentations were announced.

2. Public Comment

There were no public comments received.

3. Appointments

a. Lake Commission

Former Council member Pamala Harris has resigned from the Lake Commission. The Lake Commission recommends that a council member be appointed to fill the position. The term will expire January 2025

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, to appoint Mayor Pro Tem Gernt to the Lake Commission. The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Council Member Rob Harrison, Council Member Scot Shanks and Mayor James Mayberry

Abstain: 1 - Mayor Pro-tem Art Gernt

b. Crossville Regional Planning Commission

Mayor Mayberry announced his appointment of Landon Headrick to the Crossville Regional Planning Commission. The term will expire 3/1/2024.

This Appointment was announced.

4. Consent Agenda

Approval of the Consent Agenda

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve the Consent Agenda. 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 (03/12,03/27)

The Minutes were approved as recommended.

Ordinances on Third Reading

b. Ordinance Amending FY18-19 Budget-Pickleball Courts

Bids were received for the conversion of 2 existing tennis courts to 8 pickleball courts. Currently, there is \$40,000 budgeted, and the bid came in for \$41,857.00. There was only one bid received, which was from Baseline Sports. The Parks & Rec Supervisor requests approval of bid and budget amendment for additional \$2,000.

This Ordinance was adopted on third reading.

c. Ordinance amending FY18-19 Budget 10th Street Drainage

The storm sewer on Crossville Community Church property is collapsing and causing storm water to overtop the roadway. The section of the storm sewer collapsing is property of the Church. The Church does not have the funds to replace and upsize the sewer line to a 48 inch pipe. The City Manager, Street Department Superintendent and the Director of Engineer have met with a group from the Church. They have requested that the City purchase the pipe and the church will purchase the stone for backfill and pay for the installation as described in the attached letter. The cost of 190 feet of 48 inch pipe is \$8,521.50. If the City Council approves the purchase of the pipe, the Street Department will rebuild the catch basin near the road and inspect the remaining City storm sewer for replacement.

This portion of the storm sewer has been failing for more than ten years and it has finally collapsed. In the past, different City Managers have given the Street Department authorization to add stone to the parking area as the area has washed during large storm events. City Staff recommends the purchase of the pipe. A budget amendment is required.

This Ordinance was adopted on third reading.

d. Ordinance amending FY18-19 Budget Garrison Park #2

Due to the recent change order for excavation quantities, a budget amendment in the amount of \$40,000 is required.

This Ordinance was adopted on third reading.

Ordinances on First Reading

e. Ordinance amending FY18-19 and approval to purchase Vacuum Pump for Catoosa Utility Department

Bids were received for a vacuum pump on March 19, 2019. There was one bid received in the amount of \$44,805. On October 9, 2018 the Council approved to purchase the vacuum contingent upon selling a backhoe in order to help pay for the vacuum. Since that time, the Veolia manager has requested the backhoe. Staff requests for the Council to rescind the previous action of selling the backhoe and approve a budget amendment in the amount of \$20,000 for the Catoosa Department to purchase a vacuum pump. The difference to pay for the vacuum pump is from a backhoe that Catoosa bought that was \$25,000 under budget.

This Bids/Purchases was approved as recommended.

Additional Consent Items

- f. Approval to forgive delinquent personal property tax

The City Attorney recommends forgiving personal property tax currently over 10 years old.

*The total delinquent taxes as of February 22, 2019:
2005-\$684.42, 2006-\$1,254.74, 2007-\$1,425.96. The total amount to be forgiven is \$3,365.12.*

This Resolution was approved as recommended.

- g. Approval for grant application to Administrative Office of the Courts

The Police Department requests permission to apply for a grant that would purchase items to improve courtroom security. Items that will be requested are: Bullet Proof Bench (\$6,000), Metal Detector Wand Scanning Tool Security Scanner (\$380), Security Camera System with audio (\$500).

A 10% match will be required.

This Resolution was approved as recommended.

- h. Approval for grant application to U.S. Department of Justice for SMART FY2019 Support for Adam Walsh Act Grant Program

The Police Department requests approval to apply for a grant that would allow the department to monitor sex offenders more effectively. The grant request will be in the amount of approximately \$84,000, with no match required. The request will be for a vehicle for absconder checks, office equipment to register offenders, money for overtime to be able to do more compliance checks on the offenders and an automated fingerprint identification system (AFIS). The AFIS will allow the police department to verify identity from fingerprints.

This Resolution was approved as recommended.

- i. Approval of amendment for engineering services Northwest Connector Phase 2 Acquisition

TDOT has released the City to start acquiring the ROW. The first step of this process is creating the exhibits and the legal descriptions. Gresham Smith and Partners are the Engineers previously hired by the City to design the project and they have submitted the attached amendment to their contract for this work in the amount of \$8,400.

This Contract was approved as recommended.

- j. Approval of lease with Interlink Communications Partners for property at 215 Webb Ave.

Charter Communications has leased property at 215 Webb Ave., which is adjacent to

the water tank by Genesis Road, since 2002. The current lease agreement allows for three (3) options to renew for the term of the lease for five (5) years. A request has been received to extend the lease for the first five-year term to August 31, 2024. This is the location of their satellite equipment. The lease amount has been updated as required in the original contract.

This Contract was approved as recommended.

Bids/Purchases

k. Approval of CEC to perform Benthic Monitoring and Assessment

RFQ's for Benthic Macroinvertebrate Monitoring and Assessment were sent out on February 26th 2019. Companies had until March 21st 2019 to turn in their qualifications for review. Three companies responded with qualifications. 1. (S&ME of Knoxville, TN) 2. (CEC of Franklin, TN) 3. (DEPA of Crossville, TN). There were three reviewers during this process all within the City Engineering Dept. Score sheets used during this process were based on four things with a rating of 1 to 3, 1 being the lowest and 3 being the highest. The four things that were taken into consideration were Experience, Related Projects, Familiarity with Region and Qualifications.

Without discussion all reviewers were handed score sheets and qualifications. After the review process was over, score sheets were tallied and the results were; CEC scored the highest with 29 points, DEPA came in second with a total of 23 points, S&ME came in third with 22 points. Copies of Score sheets and notes are available at request.

After scoring the RFQs, a price quote was requested and received from CEC with a price not to exceed \$10,380.00.

This Bid/Purchase was approved as recommended.

l. Approval to purchase Wavetronix traffic signal radar detection system for Elmore Road at 127N.

Wavetronix is the only manufacturer of the traffic signal radar detection system. The Street Department supervisor has reviewed the quote and recommends purchasing the system for \$21,341.36. The system will be installed at the intersection of Elmore Road and 127N.

This Purchase was approved as recommended.

m. Approval of insurance deductible payment to repair Police Department Ford Explorer

On 3/12/2019, a police officer was involved in a single vehicle accident. Damages have been appraised at \$14,344.73 by the City's insurance carrier. This number puts the estimated damage at 48% of the value of the vehicle. In order for the vehicle to be a total loss, damages have to be at 75%. Estimates have been obtained to repair the 2017 Ford Explorer Police Interceptor. Our insurance company, and adjuster, advises that this vehicle have another estimate performed once the vehicle is torn down. They believe there will be additional damage discovered. The City has a \$5,000 deductible

on property damage. If vehicle can be repaired, our final obligation will be \$5,000 to the repair shop.

This Purchase was approved as recommended.

n. Approval to purchase check valve replacement-Pine Ridge Pump Station

Veolia requests to purchase a check valve replacement in the amount of \$5,845.75 from Wascon to include materials and labor. Wascon is a sole source provider for this product. This purchase will prevent future pump/shaft failure.

This Purchase was approved as recommended.

5. **Other Business**

a. Approval of Sewer Extension in Valley Lane area by Special Tap Fee

The City received a request for annexation of 426 Valley Lane for the purpose of sewer and other City services. During the due diligence review by staff, it was determined that the preferable way to extend sewer to the requested lot would be by Special Tap Fee, as provided in, 18-107(C)(4). The Special Tap Fee (STF) allows the city to extend sewer lines into an area outside the city limits/inside the urban growth boundary, as long as it meets the following requirements; is at least 20 years in age, substantially built out and is serviced by city water but not by city sewer. With the STF, the city installs the sewer for total cost, but then calculates a Special Tap Fee by dividing the total cost of the sewer line installation by the number of lots served. The Special Tap Fee would then be paid by the property owner at the time they request to tie on to the city's sewer line. The STF is in addition to the normal tap fee.

In this case, there are 28 lots along Valley Lane and Towering Trail that do not have sewer accessible or available to them. The total cost of extending sewer to those lots is \$84,554.74. The STF for any lots wishing to tie on to the City's sewer line would be \$3,019.81.

The Crossville Regional Planning Commission recommended approval of the Special Tap Fee in this area at their March 21, 2019 meeting. Due to public notice requirements, the request for annexation will be presented at the May meeting. Mr. Wood related that this is not the request for annexation and that this is the first time the Special Tap fee has been utilized.

Kevin Dean explained that the project will be completed in two phases but the special tap fee is for the total development. The southern side will be first and a request being made by one of the property owners on the northern side would initiate completion of the northern phase.

A budget amendment is not required.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve the utility extension with Special Tap Fee. 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. Resolution approving Annexation and Plan of Services for Tulip Drive

The property owner of Tax Map 112D, Group I, Parcel 11.00 has requested annexation and sewer extension. This would require a main line sewer extension of approximately 750 feet. As per City ordinance, the property owner would be responsible for the material cost of the extension, which would be \$3,005.71, plus sewer tap and grinder pump. The cost to the City would be labor and equipment, which is \$22,835.60. Staff recommends approval of the annexation and the extension of the sewer line. There are quite a few lots in the area that are currently outside the city limits and could potentially request annexation and sewer. As of right now, most of that area funnels into a single pump station located on Mockingbird. By extending this line on Tulip, it would be the first phase of a course of action in which the City could redirect the majority of the flow to a larger mainline located on Myrtle Avenue. Planning Commission met February 21 and recommended the approval of annexation and the extension of the low pressure sewer to Tulip Drive.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, that based upon recommendation of Crossville Regional Planning Commission at their meeting on February 21, to approve resolution for annexation and extension of the low pressure sewer to Tulip Drive. 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. Resolution Approving Annexation of a portion of Wilson Lane and Plan of Services

The property owners, Eric and Carrie Johnson, have requested water and sewer extension down Wilson Lane to their property (Tax Map 126, Parcel 36.01), approximately 650 feet. Seventy-six percent of the property is located inside the City already. Due to the previous annexation of Cumberland Mountain State Park, not all of the property was annexed at that time. Since 100% of the property is not currently in the City, the property owner would be required to pay a prorated amount of the cost for labor and equipment. The total cost of materials for both water and sewer extension would be \$5,969.50. The total cost of labor and equipment for both water and sewer is, \$43,904.00. The prorated amount for the labor and equipment would be, \$10,536.96. If the remainder of the property is annexed into the City, then the property owners would only be responsible for the material cost. When the property owners were informed of the prorated amount for labor and equipment, they requested annexation. Planning Commission met February 21 and recommends approval of the utility extension upon payment of the amount for material cost and recommends approval of the annexation.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison to approve the extension of the utilities and resolution for annexation of the remainder of the property based upon the recommendation from the Crossville Regional Planning Commission. 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

d. Approval of TDOT estimates and contracts for engineering & professional services for Hwy 127 North Utility Relocation

The attached two Utility Relocation Estimates for the 127 North Project starting at I-40 and ending near Potato Farm Road detail the cost for water and sewer relocation. The total cost for the water relocation is \$4,758,776.30 and the City's portion is \$1,431,282.64.

The total cost for the sewer relocation is \$984,116.38 and the City's portion is \$194,400.

A portion of the City's expenses are for the betterments such as the difference in cost of upsizing the water line from six inches to ten inches and casing for future road crossings.

The City Council must approve the estimates in order to allow the Mayor to sign the agreements.

Attached are contract amendments totaling \$390,402.68 with Hussey Gay Bell (Robert Stigall) for engineering of the project. The amount for water engineering is \$276,636.30 and the amount for sewer is \$113,766.38. The previous contract approved November 12, 2013 was in the amount of \$120,330. The revised estimate and engineering contract is for total hours, with all payments already made to Stigall Engineering for previous hours credited to this contract.

The contract amendments are required because TDOT has increased the length of this phase by approximately one mile.

Hussey Gay Bell has also presented a contract (attached) for approval of professional services in the amount of \$725 per parcel. This would include surveying services, preparation of parcel maps, preparation of easement documents, and calculation of easement value.

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, to approve TDOT estimates, contract amendments, and professional services with Hussey Gay Bell. 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

e. Discussion and action on Holiday Lake water level and maintenance procedures

Effective October 2018, the City Council approved a motion that stated:

"On an annual basis during the month of April, the City Council will review the policy to drop lake level no more than 4 ft. for property maintenance during the months of October, November and December (ending no later than February) assuring there is no conflict with Lake Tansi lake level procedures."

Council member Shanks expressed that April is too early to discuss this item, there isn't a large amount of work needed, and that more time is needed to review Lake Tansi's policy.

A motion was made by Council Member Scot Shanks, seconded by Council Member Rob Harrison to defer until the August work session. 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

f. Discussion and action on proposal from Rural King

This item was withdrawn from agenda.

g. Approval to purchase two 2019 Chevrolet Silverado 4x4 trucks

Captain Brian Eckelson has received a quote from Wilson County Motors for two 2019 Chevrolet Silverado 4x4 Crew Cab trucks, needed for the Detective Division. Wilson County Motors has a contract with the State of Tennessee, Central Procurement Office. State bid price is \$29,791.50. These trucks are on their lot for \$29,107.50 each, a savings of \$1,368 for both, with no wait for manufacture. Chief Jessie Brooks has reviewed the quote and recommends purchasing both of the Chevrolet Silverado's for \$58,215. This purchase was budgeted and approved in the 2018/2019 budget, with \$63,938.42 remaining in the 2018/2019 budget for vehicles. (\$30,000 budgeted in the Drug Fund for a vehicle and \$33,938.42 remaining in the Capital Outlay – Fully equipped police vehicles line)

City Manager Wood explained this was not on the work session agenda and requested that the Council give consideration to the item. Mayor Mayberry expressed concern that the item was not on the work session agenda.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to suspend the rules for this item to be approved. 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 motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve the purchase of two 2019 Chevrolet Silverado 4X4 trucks as recommended by Chief Brooks and City Manager Wood. 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

City Attorney's Report

City Attorney reported that there have not been any lawsuits filed against the City of Crossville within the last month.

He reported that the Inn of Cumberlands property is available for online bidding today through May 7, 2019. The live auction will be held at 10:00 a.m. on May 7.

This Report was received and filed.

7. City Manager's Report

City Manager's Report - April

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 & fire statistics, water loss, building permits, special projects, bonded debt, and grants. The scorecard for the Chamber of Commerce was distributed prior to the meeting.

Mr. Wood reported that the Garrison Park renovation project should be completed by the end of the month and that the airfield rehab project will be resumed in May. Mr. Wood advised that there are two projects with delays due to engineering services and he will be discussing with the engineer to resolve the problem. He related that it is possible that he will be bringing to Council for action.

This Report was received and filed.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:33 p.m.

This meeting was adjourned.