

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, November 4, 2025

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, November 4, 2025 at Crossville City Hall. Mayor 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 Clerk Baylee Rhea, City Attorney Randy York, Nathan Clouse, Jessie Brooks, Mark Pfaffenroth, Kevin Music, Jeff Dyer, Ethan Medley, Joe Kerley, Chris South, Christy Sutton, Victoria Campbell, Doug Brady, Cheryl Iorio, Victor Torasso, Joshua Parker, Robert Teuafor, Larry Kidwell, and Rob Harrison.

Public Comment

There were no comments.

1. Approval of donation to the Military Museum

At the October Work Session, the Military Museum requested for City Council to donate \$21,000 toward their HVAC system. Council discussed approving their request for the donation.

This item was recommended for approval.

2. Approval of temporary street closure for Christmas Wellness 5K

Total Balance Therapy has requested a temporary street closure on December 13, 2025 from 8:30 a.m. until 10:30 a.m. (or earlier if runners finish) for their Christmas Wellness 5K. This is the same day as the Christmas Parade. They have offered multiple options for routes. Staff recommends Option 4. This route would require 3 laps to complete the 5K.

This item was recommended for approval.

3. Approval of request for City Mascot

Downtown Crossville Inc. has submitted a request in regards to designating "Milo the Otter" as the City of Crossville's official mascot.

Introduced in 2025, Milo was created to personify Crossville's community pride, natural beauty, and family-friendly energy. His name was chosen to honor Sergeant Milo Lemert, a World War I Medal of Honor recipient born and raised in Crossville, symbolizing the City's enduring spirit of service and courage.

Downtown Crossville, Inc. requests the City Council's adoption of a resolution formally

designating Milo the Otter as the Official Mascot of the City of Crossville. This action would:

- Celebrate Crossville's local heritage and natural character*
- Honor the memory of Sgt. Milo Lemert*
- Strengthen the City's community branding and tourism appeal*

This item was recommended for approval.

4. Approval of offer to purchase property

City Manager Valerie Hale received an offer to purchase property the City owns located in Greenbrier subdivision. James and Bonnie Hemmerich have offered \$1,200 for Tax Map and Parcel 101PE 006.00. This property backs up to property they currently own. The Hemmerichs' would be responsible for the costs associated with the sale of the property as well.

This item was recommended for approval.

5. Discussion regarding West Cumberland Utility District

West Cumberland Utility District's General Manager sent a letter to Council members on behalf of their board requesting proposals for the City of Crossville to absorb WCUD. WCUD requested proposals by January 20th, 2026.

Council discussed the significance of their deadline, other utility districts that had been sent the letter, and infrastructure.

Council member Turner requested that numbers be presented to Council at the December work session so they could make a decision on whether they want to submit a proposal.

This item was recommended to be placed on the December work session.

6. Leisure Service Committee Appointments

Last month, City Council passed an ordinance regarding a Leisure Services Committee. Appointments to fulfill the nine open seats need to be made. The following are categories on this committee:

- (1) Palace*
- (2) Trails*
- (3) Marketing*
- (4) Meadow Park Lake*
- (5) YMCA*
- (6) Youth leagues*
- (7) Member at large*
- (8) Member at large*
- (9) Leisure Services Director*

The first board which will have three members appointed for one year and three members appointed for two years, and three members appointed for three years.

Staff recommendation:

Trails: Brock Hill

Marketing: Chris Peterson

Tournaments: Karli Threet

Youth Leagues: Eric Shaver

Palace: Breanna Ragle

Member at Large: Marlo Wright

Member at Large: Pepe Peron

YMCA: Mandy Perhay

Meadow Park Lake: Johann Bauer

This item was recommended for approval.

7. Ordinance adding §15-805 - Work Zone Signage

Street Department Supervisor Kevin Music and Police Chief Jessie Brooks recommended an ordinance be drafted requiring businesses and contractors to place temporary work zone signage when their vehicles or equipment block the road. This signage will alert drivers that someone may be parked in or working in the street.

Mayor Crawford was concerned about ticketing businesses once this ordinance passed. He urged the Police Department to allow for a grace period and work to inform businesses of the requirements for signage.

This item was recommended for approval.

8. Approval of financing for Fire Station #1 and #2

Finance Director Nathan Clouse held a discussion regarding financing options for the remodel and construction of Fire Stations #1 and #2. He requested for approval to use the Tennessee Bond Fund for financing rather than a municipal advisor. He stated there will be savings in fees and the City will not have to be rated by S&P Global.

This item was recommended for approval.

9. Approval of Debt Policy

Finance Director Nathan Clouse reviewed and discussed changes to our current debt policy. He stated these changes were necessary if we pursue financing option from the Tennessee Bond Fund, because of a variable rate that they offer.

This item was recommended for approval.

10. Ordinance amending FY 25-26 Budget

A budget amendment is necessary to purchase two Police Cars.

This item was recommended for approval.

11. Approval of grant application to the Department of Justice for grant money to purchase police vests

The Department of Justice provides a grant program to pay 50% of costs for the purchase of vests for the police officers.

This item was recommended for approval.

12. Approval of FY25-26 Airport Maintenance Grant

The Tennessee Department of Transportation-Aeronautics Division is providing a maintenance grant in the amount of \$20,000 to cover maintenance costs at the Crossville Memorial Airport.

This item was recommended for approval.

13. Approval of LPRF grant contract

Approval of the grant contract for the playground at Centennial Park is recommended. The grant is a 50/50 match.

This item was recommended for approval.

14. Approval of Urban Forester grant contract

This City of Crossville was awarded a grant to contract with an arborist to train employees on tree care, take a tree inventory, advise on tree planting and removal, and plant trees. Approval of the grant contract is recommended.

This item was recommended for approval.

15. Approval of Asset Management Plan grant contract

The City of Crossville has been awarded the Asset Management Plan grant for both water and sewer totaling \$500,000. Approval of the grant contract is recommended.

This item was recommended for approval.

16. Approval of awarding RFP for Construction Services of the New Office and Maintenance Building for Catoosa Utility District

The City of Crossville received six proposals for the new Catoosa Utility District building. Based upon the RFP's criteria for evaluation that was included in the RFP - Construction Services - New Office and Maintenance Building for Catoosa Utility District, the Engineering Department staff recommends East Tennessee Contractors, LLC of Crossville, TN be awarded the contract. Staff recommends alternates one and two be accepted with a total project price of \$1,128,201.00. Alternate one included Roll Up Type Garage Doors and alternate two included a Stand By Generator for the building.

This item was recommended for approval.

17. Approval of Downtown Pedestrian Improvements TAP 126662.00 Change Order #6 and Final Summary Change Order

Change order #6 includes the material payment for two decorative pedestrian signal poles. The poles are a specialty item and two of the poles were eliminated by installing the pedestrian signals to light poles. Following TDOT standard specification, the poles were delivered to the City and we only pay for material cost from the supplier. The total cost of this change order is \$3,551.01.

The Final Summary Change Order will balance all remaining items out to zero. This change order is a deduct of approximately \$301,320.66.

Staff recommends the approval of both change orders.

This item was recommended for approval.

18. Approval of contract amendment regarding Fourth Street & West Avenue intersection

The City currently has a contract with Gresham Smith Partners for the design of the traffic signal for the Fourth Street & West Avenue intersection. Before the design of the project started, it was determined that the storm sewer in the intersection would require lowering for the addition of the ADA sidewalk corners. We soon discovered that the new storm sewer bisected almost all of the gravity sewer in the area. This contract amendment resolves the gravity sewer conflicts by redesigning the storm sewer, provides for Right of Way Exhibits and Descriptions, and resolves problems with the project timeline.

The Director of Engineering recommends the approval of the amendment at the amount of \$39,700.00.

It is believed that the City will have enough TDOT Surface Transportations Funds to bid the construction of this project in the next budget year.

This item was recommended for approval.

19. Approval to dispose of a firearm

Approval of a resolution is requested to dispose of a firearm. This resolution is recommended by the City Attorney so there is permanent documentation of the firearm being disposed of.

This item was recommended for approval.

Adjournment

The meeting was adjourned at 6:00 p.m.