

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Thursday, August 11, 2016

6:00 PM

Council Chambers

City Council

Mayor James S. Mayberry
Mayor Pro-Tem Pamala Harris
Council Member Jesse Kerley
Council Member Pedro (Pete) Souza
Council Member Danny Wyatt
Interim City Manager Steve Hill
City Clerk Sally Oglesby

REGULAR MEETING**Roll Call**

Present: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

Others present were Interim City Manager Steve Hill, City Attorney Will Ridley, City Clerk Sally Oglesby, Mark Steinmann, Michael Corley, Mark Rosser, Julie Shanks, Heather Mullinix, Edith Petty, Andy Vaughn, Bill Meyrahn, Lynn Carson, J.D. Barnes, Mary Jane Barnes, Shirley Hughes, Carolyn Jozwiak, Frances Carson, Kevin Music, Jim Young, Jeff Johnson, Richard Oran, Jerry Wells, Teresa Biebel, Mike Turner, Carl MacLeod, Tammie French, John Turner, Rhonda Jay, Bob Coy, Barbara Prichard, Sue York, Mark Fox, Ashley DeRossett, David Simcox, Barry Field, George Willis, Charles Chafins, Bruce Wyatt, Jerry Kerley, Carol Ackelman, Brook Shrewsbury, Vicky Scarlett, Darwin Scarlett, Rolf Weeks, Clark Annis, Steve Powell, Ann Looney, Tom Isham, Dolores Schwartz, Bob Schwartz, Woody Geisler, Sherley Wyatt, Brad Allamong, Rob Harrison, Jan Fisher, Lee Lawson, and Bill Schmich.

Call to Order

1. **Proclamations/Presentations-NONE**
2. **Appointments-NONE**
3. **Consent Agenda**

Approval of the Consent Agenda

A motion was made by Council Member Danny Wyatt , seconded by Council Member Jesse Kerley, to approve all items on the Consent Agenda, except "c". The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

- a. Approval of minutes (7/14, 7/22)

The Minutes were approved as recommended.

Ordinances on Third Reading

- b. Ordinance granting a 25-Year agreement to Middle Tennessee Natural Gas Utility District for gas pipes and gas mains in the City of Crossville

This Ordinance was adopted on third reading.

- c. Ordinance amending the FY2016-17 budget for Depot roof repairs in the amount of \$16,000

The final cost for the depot repairs was \$16,350 and the budget amendment revised to reflect the correct amount.

A motion was made by Mayor Pro-tem Pamala Harris, seconded by Council Member Pete Souza, that this Ordinance be adopted on third reading. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

Ordinances on First Reading

- d. Ordinance amending the FY2016-17 budget for fire truck repairs

As discussed at the July regular meeting, the ladder truck was sent to Roanoke for its annual inspection at the same time that the wrecked fire truck was delivered. The inspection of the report found significant issues that must be repaired before it can be certified. The estimated cost is \$14,000-\$20,000. The Interim City Manager discussed the situation with individual members of Council and received the go-ahead to proceed with the repairs.

This Ordinance was approved on first reading.

Additional Consent Items

- e. Approval of revised Communications System Agreement

Following further review of the draft agreement, a few changes were made that have been agreed upon by representatives of the City and the County. The changes are as follows:

II. Term

2.1 - changed from five years to ten years

2.2 - renewal had both 10 years and 2 years - it has been changed to 10 years

IV. Obligations of the Parties

4.1 (c) adds "at the expense of the City of Crossville" for any equipment added to the infrastructure solely for the City of Crossville

4.1 (d) removed the reference to an actual anticipated cost, leaves it to share equally

X. Dispute Resolution

The section was re-written to remove sending the dispute to the Central Communications Committee for a recommendation prior to going to non-binding mediation.

This Contract was approved as recommended.

- f. Approval of Certificate of Compliance for Simonton's Cheese House,

Inc.

In preparation for being able to sell wine in their store, Simonton's Cheese House, Inc. located at 2278 Hwy. 127S has requested issuance of a Certificate of Compliance. The Certificate will simply state that the applicant's background (Sasha D. Lowery and Nicholas S. Frazier) have been checked and there have been no felony conviction within the past 10 years and the location complies with all zoning laws. The Police Department has conducted the background check and zoning is not an issue in Crossville.

This Permit was approved as recommended.

- g.** Approval of temporary street closings for 5K "Race For Recovery" on September 24

The Cumberland County Recovery Court is hosting a 5K road race to raise funds to bring awareness to September's National Recovery Month and to promote education on the disease of addiction epidemic. They previously requested the temporary street closing in the downtown area for Saturday, September 17, with the race starting at 9:00 a.m. The race will start at Veteran's Park and end at the Depot. However, they have discovered that there is another fund-raising event on the same date at the complex and request that their event be moved to September 24.

This Permit was approved as recommended.

- h.** Approval of temporary street closings for Scarecrow Festival on October 1

Life Care Center of Crossville is sponsoring the 3rd Annual Scarecrow Festival on Saturday, October 1, downtown. The event will be from 10:00 a.m. - 2:00 p.m. They will be having vendors and live music and requested that Main Street be closed from North Street to 1st Street. They also requested E. 4th Street to be closed from Main to Thurman.

This Permit was approved as recommended.

- i.** Approval of temporary street closings for 5K Fun Run on October 1, 2016

Farm Bureau Insurance of Tennessee and the American Cancer Society are co-sponsoring a 5K to raise money for the "Making Strides Against Breast Cancer" campaign. The fun run is scheduled for Saturday, October 1, 2016 and will use a route on Cook Road from Stone Elementary to SMHS. The race will start at 8:00 a.m. and be completed at approximately 11:00 a.m.

This Permit was approved as recommended.

- j.** Approval of temporary street closing for Social Brew on August 27

Social Brew is celebrating their first anniversary and are planning an event on Saturday, August 27. They requested that Taylor Ave. from N. Main to Thurman Ave. be closed from 11:00 a.m. to 7:00 p.m.

This Permit was approved as recommended.

- k.** Approval of contract with Stigall Engineering Associates for engineering services for a generator at Hwy. 127N pump station

A contract was provided with Stigall Engineering Associates to provide the engineering services necessary for a generator at the Hwy. 127N pump station. The proposed contract is for \$13,500.

This Contract was approved as recommended.

- I. Approval of contract with Stigall Engineering Associates for engineering services for Industrial Park Elevated Storage Tank Painting

A contract was proposed with Stigall Engineering Associates to provide necessary engineering services for the interior and exterior painting of the Industrial Park elevated storage tank. The contract is \$14,500 for engineering, bidding, and administration services and \$9,800 for inspection and final report of activities.

This Contract was approved as recommended.

- m. Approval of agreement with GRW Engineers for engineering services for the wastewater collection system rehabilitation and WWTP modifications

An agreement with GRW Engineers to continue the work on the collection system rehabilitation (I/I) and the nutrient upgrade to the wastewater treatment plant needs to be approved. The estimated construction costs for both projects totals \$1,880,000. The agreement in Exhibit C calls for \$12,000 to hire a sub-consultant to continue the inspection of the lines to determine the condition of the lines; \$100,000 for engineering design; \$34,000 engineering during construction; and \$90,000 for inspection services during construction. It is estimated that approximately \$90,000 will be left over from the current project that can be used for this project, in addition to the funds budgeted.

This Contract was approved as recommended.

- n. Acknowledgement of letter from the Comptroller of the Treasury regarding approval for the issuance of three-year capital outlay notes in an amount not to exceed \$1,200,000

The Comptroller's Office has approved issuance of capital outlay notes in an amount not to exceed \$1,200,000 for the radio communications system. Presentation of this letter to Council is required.

The Comptroller's letter was presented.

4. Bids/Purchases

Approval of the Consent Agenda

A motion was made by Mayor James Mayberry , seconded by Mayor Pro-tem Pamala Harris, to approve items "a-h" as a Consent Agenda. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

- a. 4 x 4 Truck, Regular Cab

The Water Transmission & Distribution Department obtained a quotation off State bid from Ford of Murfreesboro for a 2016 Ford F-350 XL, 4 x 4, regular cab with an 8' utility bed. The price quoted for the truck is \$33,996.

The 4 x 4 regular cab truck was approved as recommended.

b. Wavetronix Traffic Light Detection System

Wavetronix is the only manufacturer of the traffic signal detection system. The Engineering and Street Department supervisors recommended purchasing this system for \$20,284.50. This system will be installed at Main Street and 4th Street.

The traffic light detection system was approved as recommended.

c. 4 x 4 Truck for Street Department

The Street Department obtained a quotation from Ford of Murfreesboro for a 2016 Ford F-350 XL Crew Cab 4x4, White. State bid price for the truck is \$50,706. The Street Department Supervisor has reviewed the quote and recommended purchasing the truck.

The 4 x 4 truck was approved as recommended.

d. Compact Track Loader XHP (Skid Steer)

The Water Transmission & Distribution Department obtained a quotation from State bids from Stowers Machinery Corporation for a Caterpillar 299D2 XHP Compact Track Loader (Skid Steer) including attachments. Price quoted for all equipment is \$132,101.30. Amount allotted for the purchase in the 2016/17 budget was \$155,000.

The track loader was approved as recommended.

e. Ladder Truck Repairs

As discussed at the July regular meeting, the ladder truck was sent to Roanoke for annual inspection at the same time that the wrecked fire truck was delivered. The inspection of the report found significant issues that must be repaired before it can be certified. The estimated cost is \$14,000-\$20,000.

The ladder truck repairs were approved as recommended.

f. Catoosa water meters

HD Supply Waterworks was awarded the annual bid for residential water meters for 2016-17 at a price of \$178.03 per meter. Catoosa was able to negotiate a new price of \$171.88 per meter for buying a large volume at one time. Approval is requested to purchase 290 meters for a total price of \$49,845.20. The savings on the new price is \$1,783.50, which works out to roughly 10 extra meters.

The water meters were approved as recommended.

g. Torro Workman MDX Utility Vehicle with dump bed

The Recreation Department recommended purchase of a utility vehicle, Torro Workman MDX from Smith Turf & Irrigation, Tennessee State Contract #242, replacing utility vehicle #710 from Duer Soccer Complex at a cost of \$10,179.52.

The utility vehicle was approved as recommended.

h. 2016 Ford F250 SRW 4X4 Crew Cab

The Recreation Department recommended purchase of a work truck, 2016 Ford F250 SRW 4X4 Crew Cab from Murfreesboro Ford, Tennessee State Contract, replacing S-10 unit #703 at a cost of \$30,164.

The Ford F250 truck was approved as recommended.

i. Utility vehicle

A utility vehicle was requested to be purchased from Ford of Murfreesboro for the Codes Department, under the State bid contract, in the amount of \$27,075.02. The price was adjusted to \$28,020.02 to cover destination charges omitted from the original proposal.

A motion was made by Mayor Pro-tem Pamala Harris, seconded by Council Member Danny Wyatt, that the utility vehicle be approved as recommended.

The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

5. **Marketing Report**

August Marketing Report

No report due to Marketing Director Billy Loggins being out of town.

This Report was received and filed

6. **Cumberland County/Chamber Report**

Brad Allamong shared some information on the Chamber's work plan for the coming year. They are planning a candidates' forum for the City Council candidates on October 4 at the Cumberland County Playhouse.

The Women's Sr. State Bowling Tournament will be held August 20-21. So far, they have 270 registered participants. Most of those women will come back for the spring tournament, which is the larger tournament.

The final figure raised in private sector commitments for the Horizon Initiative campaign will exceed \$130,000. They collected 100% of the commitments. There will be some additional funds coming in during the coming year for job force development. There will be a contributor's meeting on August 30.

7. **Other Business**

a. Report on City Court

This report was postponed until a later meeting.

This Report was tabled**b. Discussion and action on lease of Snodgrass Building**

Councilmember Wyatt stated that the lease would have renewed automatically if not addressed. He expressed his support for DCI, but wanted to see if there are other non-profits out there that might be interested.

Others in support of the motion wanted to explore options.

Those opposed to the motion stated that it is a historic building that is used by DCI who are the ambassadors for the City and as a central point for all their activities and symbolic of what we want to do downtown, it is a partnership, the lease could be negotiated to be more comparable with the lease of the depot, Crossville is the heart of the community, DCI is instrumental in organizing many of the events, do beautification projects downtown, 4th grade tours of downtown, support in any way possible, and DCI raised a lot of money that they have spent on the building and other enhancements of the downtown area.

A motion was made by Council Member Danny Wyatt, seconded by Council Member Jesse Kerley, that the Snodgrass Building lease be put out for bid until the end of August to see if another non-profit is interested in it. The motion failed by the following vote:

Aye: 2 - Council Member Jesse Kerley and Council Member Danny Wyatt

Nay: 3 - Council Member Pete Souza, Mayor James Mayberry and Mayor Pro-tem Pamala Harris

A motion was made by Council Member Pete Souza, seconded by Mayor James Mayberry, that the City Manager enter into negotiations to renew the contract with DCI on the Snodgrass building, with approval of the City Council. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

c. Discussion and action on retail consulting

Presentations were made by the following firms at a work session on May 26:

- R360*
- Retail Strategies*
- Buxton Company*

A motion was made by Mayor Pro-tem Pamala Harris, seconded by Council Member Jesse Kerley, that the City enter into negotiations with R360 on retail recruitment. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

d. Discussion and action on commercial grinder pumps

Councilmember Danny Wyatt stated that he had received comments from businesses needing assistance in working on their grinder pumps. Billy Martin provided information on the companies he knew provided those services. At the request of Councilmember Wyatt, Barry Field stated that his company was a distributor for Liberty grinder pumps and provides repair services. He will be offering

maintenance contracts to all of those with pumps and expand the services they provide.

This Resolution was discussed

e. Discussion and action on Downtown Sidewalk Project

*TDOT has not approved the "Downtown Sidewalk" plans because of the location of the northwest signal pole at the intersection of Main Street and Lantana Road. TDOT has noted that the signal pole base will be about one foot below the top of the sidewalk. TDOT is requiring that this issue be fixed during this project or that this section of sidewalk be removed from the project. An estimate for the complete traffic signal rebuild is attached at an amount of \$242,242.50. An agreement for the design for the signal upgrade with CT Consultants is attached at an amount of \$15,000. This project would be bid out for a complete project. Contractual monies allocated for bidding the sidewalk project would be used to bid this project at an amount of \$12,000 and projected contractual services during the project not to exceed \$7,000. Staff recommended that the City utilize the City's current STP (Surface Transportation) funds for this signal replacement and reallocate future STP funds for the Fourth Street and West Avenue traffic Signal. Total cost for the signal upgrade is \$276,242.50
This only includes the traffic signal rebuild and City crews will bring the sidewalk corners at this intersection up to ADA standards after the signal is rebuilt.*

Councilmember Souza expressed his concern that money was removed from the budget to cover the costs to recertify the light technicians and needs to be re-instated.

A motion was made by Mayor Pro-tem Pamala Harris, seconded by Council Member Pete Souza, that approval be given for the reallocation of the STP funds to the Main Street and Lantana Road Traffic Signal and the contract with CT Consultants be approved as outlined. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

f. Ordinance amending the FY2016-17 budget for Concrete Crew and traffic signal

At a previous council meeting the City Council approved the creation of a Concrete Crew and repairs to the downtown sidewalk project. The budget amendment for these items include the following:

- Addition of two full-time employees. Starting wage for each will be \$45,000 per employee, which will include the benefit package. Total per year will be \$90,000 for both employees. By the time these employees are hired, 3/4 of the budget year will remain for a budget amendment of \$72,000.*
- Two temporary employees during the months best suited for concrete work (approximately eight months). Salary for two temporary employees will be \$35,000 per year. By the time these employees are hired, 1/2 of the budget year will remain for a budget amendment of \$18,000.*
- 5% wage increase per employee to three employees who will experience an increase in their current job duties. Total for this increase will be \$4,626.80. By the time this extra work load is put on these employees, 3/4 of the budget year will remain for a budget amendment of \$3,500.*
- Replacement of the truck that was eliminated last year will be approximately*

\$40,000.

· Miscellaneous tools necessary to complete the work at a cost of \$40,000.
· 35% of the materials for the Downtown Sidewalk Project at a price of \$250,000.
The crew will not be able to start the repairs of the downtown sidewalks until TDOT has approved the plans. This concrete crew will work on the Underwood Court sidewalk, Industrial Drive sidewalk, and miscellaneous sidewalk repairs. Monies for these projects are already budgeted for this fiscal year.

A budget amendment is required to add additional funds for the traffic signal at Main/Lantana. Surface Transportation Block Grant Funds (formerly known as Surface Transportation Funds) are available to the City of Crossville in the amount of \$134,039 (2015 funds) and \$140,886 (2016 funds) upon a request for allocation. In addition, our allocation for 2017-2020 is \$622,196.

A motion was made by Council Member Pete Souza, seconded by Mayor Pro-tem Pamala Harris, that this Ordinance be approved on first reading. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

g. Discussion on splash pad for Centennial Park

Councilmember Jesse Kerley led a discussion on the possibility of adding a splash pad at Centennial Park. The original estimate for the splash pad at Garrison Park was budgeted at \$300,000. He asked that RFQ's be solicited to include qualifications, splash pads they have done, and costs for building the splashpads. He suggested looking at the location of the current outdoor horseshoe pits. He also pointed out that there is a good distance between Garrison Park and Centennial Park to serve different parts of town. Other Councilmembers discussed the popularity of splash pads and the huge addition it will be to the community. Concern was expressed about doing both in the same fiscal year.

A motion was made by Council Member Jesse Kerley, seconded by Mayor Pro-tem Pamala Harris, to put out RFQ's to be turned back in to City Hall by September 2 on engineering firms that would be interested in providing information on putting a splash pad at Centennial Park. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

h. Discussion on succession planning

Mayor Pro-Tem Harris stated that she was not aware of any succession plans in place for long-term employees who will be retiring in six months to a year. It was pointed out that the previous City Manager had plans for certain positions and that the Charter is clear that it is appropriate for the City Manager to put succession plans in place and should be deferred to the new City Manager. It was also pointed out that the City Attorney and HR Director should be involved. City Attorney Ridley commented that he would only be drafting such a plan with direction and input from the HR Director and City Manager.

A motion was made by Mayor Pro-tem Pamala Harris, seconded by Council Member Danny Wyatt, that the City Attorney be asked to draw up a succession plan for key long-term employees that are planning to retire.

Aye: 4 - Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

Nay: 1 - Council Member Pete Souza

i. Discussion on a policy for press releases

Mayor Pro-Tem Harris asked for a discussion on press releases. Interim City Manager Steve Hill stated there wasn't a policy, but he would suggest that all press releases to go through Marketing & Public Relations and then on to City Council. It was pointed out that there was a policy and it went through the City Manager. It was also noted that that the City Council can speak to the press any time and that the Mayor is the elected spokesperson for the City.

Tim Begley stated his concerns about the different types of announcements that have to be put out by Public Works very quickly because of emergency situations and construction projects.

A motion was made by Mayor Pro-tem Pamala Harris, seconded by Council Member Jesse Kerley, that City Manager draft a policy regarding press releases and public notices to be brought before the Council for review. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

8. City Attorney's Report

City Attorney's Report

City Attorney Will Ridley reported that there had been no new litigation filed this month. He will be going before the Judge to receive approval to sell the property on Genesis Road to satisfy the lien on the property.

He has two different appeals coming out of City Court to be handled in the coming month. On the case of Boggs vs City of Crossville, a court order has been received holding the company responsible for the damages.

This Report was received and filed

9. City Manager's Report

City Manager's Report

Interim City Manager Steve Hill reviewed the monthly revenue reports for local option sales tax, retail liquor inspections fees, and wholesale beer revenues. He also provided an update on building permits and special projects. The bid letting on the Hwy. 127S project has been put on hold by the State. The box hangar will be complete by the end of the month. A request was made for rates and a plan on how the hangar will be used.

The Assessor of Property's office has asked for the 1998 jeep with 128,000 miles that is at Public Works and they will return the two previously given them.

Interim Chief of Police Mark Rosser announced that the volunteer police program has started and training has begun. He introduced members of the program.

A motion was made by Council Member Jesse Kerley, seconded by Council

Member Danny Wyatt, that the transfer of vehicles with the Assessor of Property be approved as recommended. The motion carried by the following vote:

Aye: 5 - Council Member Pete Souza, Council Member Jesse Kerley, Mayor James Mayberry, Mayor Pro-tem Pamala Harris and Council Member Danny Wyatt

10. Public Comment

Shirley Hughes - Thanked the Council for the orderly meeting and voiced her support for DCI keeping the building. She asked the Council to support Crossville, especially downtown which is important to the community.

Frances Carson - Invited members of the Council to be a part of the 4th grade walking tours in September

Sue Ann York announced the Open House on August 26 from 12-2 at the Cumberland County Health Department.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:25 p.m.