

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, May 13, 2025

6:00 PM

Council Chambers

City Council

Mayor R.J. Crawford
Mayor Pro-tem Art Gernt
Council Member Mike Turner
Council Member Mark A. Fox
Council Member James Mayberry
City Manager Valerie Hale
City Clerk Baylee Rhea

AUDIT COMMITTEE - 5:15 p.m.

The Audit Committee for the City of Crossville met on Tuesday, May 13, 2025. The meeting was called to order at 5:15 p.m.

Finance Director Nathan Clouse reviewed financial information with City Council.

The meeting was adjourned at 5:40 p.m.

BEER BOARD - 5:45 p.m.

The Crossville Beer Board met on Tuesday, May 13, 2025. Mayor Crawford was present and presiding. He called the meeting to order at 5:46 p.m.

Present: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

a. The Bargain Barn dba Grocery Outlet

Bargain Barn dba Grocery Outlet #11 located at 106 Woodmere Mall applied for an off-premise beer license. Chief Brooks stated he found no issues in the application and recommended approval of the license.

A motion was made by Mayor Pro-tem Art Gernt, seconded by Council Member James Mayberry, to approve the permit. The motion carried by the following vote:

Aye: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

The Beer Board was adjourned at 5:47 p.m.

PUBLIC HEARING - 5:50 p.m.

Present: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

a. Public Hearing - Annexations

A review of the Plan of Services is required every 6 months after annexation until the Plan of Services has been fulfilled. It has been 6 months since the annexation of TMP 099 14.01 (Marlow property on Northside Dr.). The waterline has not been completed. Another review will occur in 6 months.

A review of the Plan of Services is required every 6 months after annexation until the Plan of Services has been fulfilled. It has been 6 months since the annexation of TMP 087 044.03 and 044.01 (Woodlawn Rd.) and TMP 099 025.00 (Sparta Hwy/Northside

Dr.). The terms of the Plan of Service have been met.

A Public Hearing is required regarding the annexation of TMP 101 A C 003.00 (1357 Cook Rd.).

Mayor Crawford requested comments on any of the mentioned annexations or Plan of Services.

Seeing none, the Public Hearing was adjourned at 5:51 p.m.

REGULAR MEETING - 6:00 p.m.

Call to Order

The Crossville City Council met for its monthly meeting on Tuesday, May 13th at Crossville City Hall. Mayor Crawford was present and presiding. He called the meeting to order at 6 p.m. Will Kerley, Cumberland Worship Center, provided the invocation and the Young Marines presented the Colors and led the Pledge of Allegiance.

Roll Call

Present: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

Others present were City Manager Valerie Hale, City Clerk Baylee Rhea, City Attorney Randy York, Lee Lawson, Nathan Clouse, Jessie Brooks, Victor Torasso, Chris South, Burt Allaire, Roy Blaylock, Will Kerley, Andrew Crawford, Bryce McDonald, Patty Davis, Serena Vasudeva, Jeff Dyer, Larry Kidwell, Cheryl Iorio, Terry Potter, Shea James, Ethan Hadley, Rob Harrison, Leah Crockett, Tim Begley, and the friends and family of the Young Marines.

1. Proclamations/Presentations

a. May 2025 Presentations/Proclamations

Mayor Crawford presented proclamations for The ARC of Cumberland County and Hilltoppers, Inc.

The Proclamations were presented.

2. Public Comment

There were no comments made.

3. Appointments

a. Crossville Housing Authority Board

Travis Isaacson currently serves on the Crossville Housing Authority Board. His term expires at the end of May. He is willing to serve another 5-year term. This is a Mayoral appointment.

Mayor Crawford re-appointed Travis Isaacson to the Crossville Housing Authority Board for a 5 year term.

b. Personnel Board Appointments

The City Council has two appointments to make to the Personnel Board. The terms served by Matt Dukes and Kim Tabor will expire 7/1/2025. Two new members will need to be appointed; members cannot succeed themselves.

Mayor Pro-tem Gernt has suggested Brandon Brown to fulfill one of the appointments. Council member Turner recommends Melinda Kelsey to fulfill the other.

A motion was made by Mayor Pro-tem Art Gernt, seconded by Council Member Mike Turner, appoint Brandon Brown and Melinda Kelsey to the Personnel Board. The motion carried by the following vote:

Aye: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

c. Building Codes Board of Appeals

Three terms on the Building Code Board of Appeals expire at the end of May. Chuck Burgess, Ronnie Wyatt, and Jamie Smith all have terms expiring. Chuck Burgess and Ronnie Wyatt have agreed to serve a five-year term. This Board only meets as needed.

An individual will need to be appointed to replace Jamie Smith. Todd Adams was recommended by Mayor Pro-tem Gernt.

A motion was made by Mayor Pro-tem Art Gernt, seconded by Council Member James Mayberry, to re-appoint Ronnie Wyatt and Chuck Burgess, and appoint Todd Adams for 5 year terms to the Building Code Board of Appeals. The motion carried by the following vote:

Aye: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

4. Chamber of Commerce Report

President/CEO of Crossville-Cumberland County Chamber of Commerce provided the City Council with a report on the Chamber's calendar of events.

This Report was received and filed.

5. Consent Agenda

Approval of the Consent Agenda

Mayor Pro-tem Art Gernt stated all the items on the Consent Agenda had been

discussed the week prior at the monthly Work Session and were recommended by Staff. The public was invited to attend the Work Sessions.

A motion was made by Mayor Pro-tem Art Gernt, seconded by Council Member James Mayberry, to approve the Consent Agenda items 5 A-U, excluding item P. The motion carried by the following vote:

Aye: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

Ordinances on Third Reading

a. Ordinance amending Title 5 Chapter 6 Municipal Purchasing Procedures

City Council members have requested an amendment to the current purchasing ordinance. This amendment would allow for budgeted items over \$25,000 to be approved for purchase by the City Manager instead of going to Council. If the item is not budgeted or exceeds the budgeted amount, the City Council would vote for approval of the purchase. The City Clerk has also submitted a change to amend the section regarding bidding. This would allow for electronic bid submissions.

This Ordinance was adopted on third reading.

b. Ordinance amending FY 24/25 Budget - Leasing and Military Museum

A budget amendment is necessary per the Comptroller's Office to move our leased vehicles in to a debt payment item. A budget amendment is also necessary for a donation to the Military Museum.

This Ordinance was adopted on third reading.

Ordinances on Second Reading

c. Ordinance amending §13-103 - Weeds and Grass

An Ordinance to amend Title 13, Chapter 1, Section 103 to read: Every owner or tenant of property shall periodically cut the grass and other vegetation commonly recognized as weeds on his or her property, and it shall be unlawful for any person to fail to comply within 10 days of an order by the City Manager or designee to cut the vegetation when it has reached a height of over two feet.

This Ordinance was approved on second reading.

Ordinances on First Reading

d. Ordinance approving FY25-26 Budget (In Title Only)

Approval of the FY25-26 Budget is needed prior to July 1, 2025.

This Ordinance was approved on first reading.

e. Ordinance approving FY25-26 Tax Rate (In Title Only)

Approval of the FY25-26 tax rate is requested. The current tax rate is .6059 and is being recommended for FY25-26.

This Ordinance was approved on first reading.

f. Ordinance amending FY24-25 budget for end of year adjustments

A budget amendment is necessary for the end of year adjustments.

This Ordinance was approved on first reading.

Additional Consent Items

g. Approval of FY25-26 TCRS Rate

The Tennessee Consolidated Retirement System (TCRS) rate is computed every year and this is the rate the City must pay to TCRS for Legacy Plan members. Individuals hired prior to July 1, 2013 are in the Legacy Plan. The minimum rate for the upcoming fiscal year is 14.87%; however, it is recommended to round up and fund 15%.

This Resolution was approved as recommended.

h. Approval to temporarily close a portion of Livingston Road

American Constructors has request to temporarily close a portion of Livingston Road during the construction of the Recreation Center. The timeframe they have requested is from May 14th, 2025 until January 14th, 2026. Staff has recommended allowing a week after the approval to start the closure so signage can be placed and citizens informed of the closure.

This Resolution was approved as recommended.

i. Authorization for City Attorney to file claims for bankruptcy

City Attorney Randy York informed Council at the previous week's Work Session that upon occasion, the City Clerk's office receives notices of bankruptcy and the City is listed as a creditor. Most of the notices involve a utility bill in a small amount or tax payment. Recently, one in the amount of \$17,000 has been received. He stated he will obviously file claim for this, but asked for direction on Council for a dollar amount to pursue on future notices.

The Council members agreed that \$1,000 be the threshold for filing a bankruptcy claim.

This Resolution was approved as recommended.

j. Adoption of the Capital Improvement Plan

The Capital Improvement Plan is required to be adopted prior to June 1, 2025 per the Charter. A copy of the approved plan can be reviewed in the City Clerk's office.

This Resolution was approved as recommended.

k. Approval of Certificate of Compliance for Bargain Barn dba Grocery Outlet #11

Bargain Barn dba Grocery Outlet #11 located at 106 Woodmere Mall has requested a Certificate of Compliance to allow them to sell wine in their store upon approval from the State of Tennessee.

This Permit was approved as recommended.

l. Approval of bid for New Catoosa Department Office Site Improvement Grading

The City received 2 bids for the grading, drainage and site improvement project for the new Catoosa Department office maintenance building. The Engineering Department recommends the low bid of Hamilton Consulting and Construction LLC, dba J. Paul Smith Construction at a lump sum price of \$47,412.70.

This Contract was approved as recommended.

m. Approval of engineering service for Police Department HVAC

A proposal for the engineering of the Police Department HVAC Renovations is recommended from Engineering Service Group at a lump sum price of \$16,750.00. The renovations will include the design and specifications for modifying duct work and the replacement of all existing HVAC units. The City will be task with the bidding and incorporating the plans and specifications into a contract.

This Contract was approved as recommended.

n. Approval of contract amendment for engineering services regarding Meadow Park Lake Expansion

Contract amendment number 5 with J.R. Wauford and Company is recommended for the completion of the Army Corp permit and the TDEC Permit for the Meadow Park Lake Expansion Project at a not to exceed amount \$50,000. An additional contract amendment will be needed with the Davy Resource Group to complete a portion of the work. Also, the procurement of a mitigation contractor will be required to finalize the permit applications.

This Contract was approved as recommended.

o. Approval of parking lot lease

Last month, City Council voted to move forward with leasing a parking lot in the Downtown area from Cumberland County. The proposed lease is recommended.

This Contract was approved as recommended.

p. Discussion and action of contract with Crab Orchard Utility District

The City has hired attorney Joe Wyatt to review and modify the proposed contract with Crab Orchard Utility District for the sale of water. TDEC will not allow the City to advertise this project for bid until the contract has been approved.

Mr. Wyatt and Staff recommend approval of the proposed contract.

Crab Orchard Utility District and Cumberland Plateau Water Authority have requested more time to review the contract before approving it.

A motion was made by Mayor Pro-tem Art Gernt, seconded by Mayor R.J. Crawford, to defer this item. The motion carried by the following vote:

Aye: 4 - Mayor R.J. Crawford, Mayor Pro-tem Art Gernt, Council Member Mike Turner and Council Member James Mayberry

Absent: 1 - Council Member Mark A. Fox

q. Approval of minutes (4/8, 5/6)

The minutes were approved as recommended.

Bids/Purchases

r. Approval to award bid for Water Treatment Chemicals - Coagulant FY25-26

Water Resource Supervisor Joe Kerley reviewed the bids for Water Treatment Chemicals - Coagulant and recommends awarding the price contract to Thermodyne Engineering, Inc.

This Bids/Purchases was approved as recommended.

s. Approval to award RFQ for fuel tank removal

Upper Cumberland Development District (UCDD) reviewed the request for qualifications for the assessment of the removal of fuel tanks as a part of the Brownfield Redevelopment Area Grant and recommends selecting Montrose Environmental Solutions, Inc.

This Bids/Purchases was approved as recommended.

t. Approval of Fertilizer Bid

The Parks and Recreation Department requests to accept the bid from The Hogan Company for annual fertilizer deliveries. This is the low bid.

The bid was originally awarded to SiteOne Landscape Supply and this action was rescinded.

This Bids/Purchases was approved as recommended.

u. Approval to award bid for Cold Milling FY25-26

Street Supervisor Kevin Music reviewed the bids for Cold Milling and recommends awarding the price contract to Rogers Group, Inc.

This Bids/Purchases was approved as recommended.

6. Other Business

7. City Attorney's Report**a. City Attorney's Report**

City Attorney Randy York provided an update on the status of the Crab Orchard Utility District and Cumberland Plateau Water Authority merger. On May 26, 2025 at 12:01 a.m. the merger will be complete. He recommends a Special Call to approve the contract before that date.

This Report was received and filed.

8. City Manager's Report**a. City Manager's Report**

City Manager Valerie Hale provided an update on Deerfield Road. She stated the rumble strips and a crosswalk have been installed and it has helped slow traffic down in the area. She continued that tax revenues are on track for the year-to-date projections. The Aviagen property closing will take place the following week. The Spec building construction bid will open on May 30th at 2 p.m. Finally, she reminded those in attendance of the Citizen Request Portal and the benefits of utilizing it.

This Report was received and filed.

ADJOURNMENT

A motion was made by Council Member Mike Turner at 6:11 p.m., seconded by Mayor Pro-tem Art Gernt, to adjourn the meeting. The motion carried unanimously.