

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Tuesday, January 14, 2020

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

PUBLIC HEARING - 5:45 p.m.

- a. Approval of Annexation and Plan of Service for portion of Tax Map 126, Parcel 36.03 and Tax Map 126, Parcel 36.02

Leslie & Brandon Letner have requested annexation of their property located on Wilson Lane. The Planning Commission has reviewed the proposed Plan of Services and recommends approval.

Mayor James Mayberry was present and presiding. He called the public meeting to order at 5:46 p.m. to receive comments from the public regarding the annexation request.

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, Scott Humphrey, Sally Neckvatal, Tom Neckvatal, Charley Manker, Bobby Ross, Lance Snyder, Heather Mullinix, Mike Turner, Jim Young, Alan Gagnon, Jessie Brooks, Kevin Music, Chris South, Mark Fox, Tim Begley, and Robert O. Kimbro, Jr.

There were no comments received during the public hearing.

The public hearing adjourned at 5:47 p.m.

REGULAR MEETING - 6:00 p.m.**Call to Order**

The City Council for the City of Crossville met in regular session on Tuesday, January 14, 2020 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the meeting to order promptly at 6:00 p.m.

Rev. Johnny Hayes of Pomona United Methodist Church provided the invocation. The Young Marines presented the colors and led the Pledge of Allegiance.

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, Scott Humphrey, Sally Neckvatal, Tom Neckvatal, Charley Manker, Bobby Ross, Lance Snyder, Heather Mullinix, Mike Turner, Jim Young, Alan Gagnon, Kevin Music, Chris South, Mark Fox, Tim Begley, Robert O. Kimbro, Jr., Joe Kerley, Rev. Johnny Hayes, Tim Johnson, Trevor Gibson, Mason Dye, Levonn Hubbard, Tim Begley, Fred Houston, Leah Crockett, Jeff Johnson, Jessie Brooks, and Lee Lawson.

1. Proclamations/Presentations-NONE

2. Public Comment

There were no comments received.

3. Appointments

a. Lake Commission

The term of Lake Commissioner Doug Brady expires January 31, 2020. The Lake Commission requests the re-appointment of Doug Brady for a 7 year term.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt, to re-appoint Doug Brady. 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

4. Consent Agenda

Approval of the Consent Agenda

A motion was made by Council Member J. H. Graham , seconded by Council Member Scot Shanks, to approve Items A-K of the Consent Agenda, excluding Item C. 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 (12/10, 12/23, 01/07)

The Minutes were approved as recommended.

Ordinances on Third Reading

b. Ordinance amending FY19-20 Budget for Palace Theater Repairs

The Palace Theater is leaking in several locations. It's been determined that the majority, if not all of the leaks are from the mortar joints in the masonry walls. The estimated cost of the construction is \$50,000. A budget amendment is recommended in the amount of \$65,000 which will include minor roof repairs and engineering.

This Ordinance was adopted on third reading.

c. Ordinance amending FY 19-20 Budget Wage Compensation

A Classification & Compensation Study, which was completed by McGrath Human Resources Group, gathered data to create a Compensation Schedule for the City of Crossville. The project involved several steps: collection of data, interviews, and data analysis. McGrath Human Resources Group recommended a compensation schedule, as well as a philosophy demonstrating the City's commitment to compensate employees based on the average market, as follows:

While maintaining fiscal responsibility, the City of Crossville is committed to compensating in a manner that is equitable across all employee groups and is reflective of the external market. Specifically, the City's goal is to achieve the following objectives:

- A) Attract and retain highly qualified, productive, and committed employees;*
- B) Ensure employees reach the 50th percentile of the external market over a measured period of time when employees are fully proficient and meeting expectations;*
- C) Ensure the compensation schedule maintains external competitiveness;*
- D) Recognize the internal worth of jobs and ensure internal equity;*
- E) Ensure consistent administration and application of pay policies; and*
- F) Ensure that pay plan administration decisions are not based upon nor influenced by an employee's sex, race, color, age, religion, or any other legally protected personal characteristic.*

A budget amendment is necessary for implementation of the classification and compensation study.

Mayor James Mayberry pulled this item from the Consent Agenda to clarify that the compensation plan would be implemented in three phases as recommended by the consultant, with the first step effective with the next pay period and the next steps would be evaluated during the budget process.

A motion was made by Mayor James Mayberry, seconded by Council Member Scot Shanks, to approve budget amendment on third reading implementing the first step. 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

Additional Consent Items

d. Approval of resolution approving annexation and Plan of Service for a portion of Wilson Lane

A request has been received for the annexation of a portion of Wilson Lane. A Standard plan of services for the annexation of the remainder of Tax Map 126 parcels 36.03 & 36.02, located along Wilson Lane is requested. Planning Commission met December 19 and approved the Plan of Services and recommends to the City Council the annexation of the requested area.

This Resolution was approved as recommended.

- e. Approval of resolutions selecting Community Development Partners for administrative services and GRW Engineers for engineering services for upcoming 2020 CDBG grant

A public hearing was held prior to the meeting on December 10. City Staff has been looking at a potential CDBG application for a sewer rehabilitation project.

Requests for Qualifications for administrative services and engineering services were issued via mail to capable firms. The only responses received were from Community Development Partners, LLC for administrative services and GRW Engineers for engineering services. Since both firms are familiar with the project, it is recommended that they be utilized to assist in the preparation of the grant application. There will be no charge for their services in the application; however, if the project is funded, they would be asked to submit a contract for their services for approval by Council.

The maximum grant available is \$600,000. An additional \$30,000 would be available for being Three Star compliant. The minimum match required is 14% with an adjustment of 4% for being Three Star compliant, thus adjusting the minimum match to 10%. The total grant value would be \$630,000, with the City being responsible for \$63,000 if maximum amounts were requested.

If Council decides to proceed with an application, resolutions must be passed for approval of the selection of the administrator and engineering services.

This Resolution was approved as recommended.

- f. Approval of resolution concerning adjustments to the bills of water and sewer customers

Since City Council approved an agreement with Water Leak Relief, LLC an amendment to the current leak adjustment resolution is necessary.

This Resolution was approved as recommended.

- g. Approval to renew contract with Municipal Services Bureau for Collections Services for Police Department

The contract with Municipal Services Bureau for Collections Services on delinquent city citations is set for renewal. Renewal is recommended by the Police Department. The current contract is set to expire on January 21st 2020. There is no cost for renewal. The Police Department has been pleased with the services provided during the previous years.

This Contract was approved as recommended.

Bids/Purchases

- h. Approval to purchase Crossville/Cumberland County Emergency Management Vehicle

Crossville/Cumberland County EMA requests the purchase of a 2020 Ford F-150 Crew Cab 4WD Pickup Truck for Crossville/Cumberland County Emergency Management Department. The vehicle will be purchased by the City of Crossville and Cumberland County has agreed to reimburse the City half of the total cost. The vehicle will be purchased on the Tennessee State Contract #64470 and acquired through Ford of

Murfreesboro. The total cost of the vehicle for purchase is \$30,238.00.

This Purchase was approved as recommended.

i. Approval to purchase Fire Department Rescue Helmets

The Fire Department requests approval to purchase eighteen (18) Rescue Helmets from Team Wendy, who is the sole source for the helmet. The total cost for the order is \$4,815.45. The helmets are a lightweight "Bump" style helmet to be worn during technical rescue events, hazardous materials responses, and disaster response. We purchased 18 helmets for a total of \$4,815.45 in November 2019 and request approval to complete the order for the remaining members of the department. The additional order will bring the grand total to \$9,359.31. The items are budgeted and the vendor is a sole source.

This Purchase was approved as recommended.

j. Approval to purchase beacon light

Bids were received for an airport beacon light. The low bid received was in the amount of \$6,156 from blueglobes, LLC. Staff recommends approval of low bidder.

This Bid was approved as recommended.

k. Approval of bid award for Meadow Park Lake Chain & Flight Sludge Collection Retrofit

Bids were received to retrofit the chain & flight sludge collection at the Meadow Park Lake Water Treatment Plant. Staff recommends the low bidder, W & O Construction, in the amount of \$319,700

This Bid was approved as recommended.

5. Other Business

a. Approval of temporary street closings for Crossville Cruisers

The Crossville Cruisers requested that Main Street be closed on the 4th Saturday from April to October for the 2020 cruise-ins, except for September and the club will encourage their participants to attend the annual Crossville Memorial Open House/Fly-in. The times for each show are from 12:00 to 4:00 p.m. The club has requested that the closure be returned to the original request. In an effort to lessen the burden on the City and downtown business merchants, the street closure was shortened by a block last year. This closed Main Street from First Street to Fifth Street, closed Fourth Street at Thurman, and closed Second Street at Main. Staff recommends keeping the closure to a minimum and using the same plan as 2019.

The City Manager explained that the route was shortened because downtown customers could not get to the stores from the Interstate. Charley Manker, Crossville Cruisers, explained that the club did not request to open Fourth Street and that having some of the side streets closed might be useful if there's a need. City Manager Wood recommended giving Public Works authority to move barricades on the day of the event if necessary. Mr. Manker explained that he is concerned participants will not return if location is moved and that during the water line project, participation decreased from 250 cars to 80 cars. He stressed regular location and same weekend

of the month is key to success of the cruise-ins. Mayor Mayberry and Council member Shanks questioned the need for the show to be held on Main Street. Bob Ross, Treasurer of the club, discussed the cruise-in held in Jasper, Tennessee and that the reason he attends is to support the downtown area of Jasper and feels others participate in small town cruise-ins for the same reason.

Council agreed to keeping the route as suggested by Staff and moving toward Lantana Road as necessary.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve temporary street closings with route presented and move out toward Lantana Road as necessary. 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. Discussion and action regarding Friday at Crossroads

City Council reconsidered approval of the crossroads event set for August 7, 2020 since that is the date of the annual 127 Yard Sale. The event organizers have suggested an alternate start time of 5:00 p.m. on the August 7 event.

Approval was previously granted for the following:

*August 7, 2020 Event (3:45 p.m.-end of Dash in the Dark 5K-joint with Young Professional Alliance 5K run) **

- *Main Street from Highway 70 to Neecham Street*
- *Stanley Street from West Ave. to Webb Ave.*
- *First Street from West Ave. to Webb Ave.*
- *Second Street from East St. to West Ave.*
- *Fourth Street from Thurman Ave. to West Ave.*
- *Fifth Street from Main St. to West Ave.*
- *Rector Ave. from Fifth St. to Stanley St.*
- *Thurman Ave at Fourth St.*
- *Division Drive*
- *East Street*

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, to move start times to one hour later. 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. Approval of temporary road closures for 19th Amendment Centennial Celebration Parade

The Plateau Women's Chorus is requesting a temporary road closure on Saturday, April 4, 2020 at 10:30 a.m. for a parade to be held in honor of the centennial anniversary of passage of the 19th Amendment. The group has requested the following:

**3 officers, with one lead car at the front of the parade.*

10 AM-1 PM-close 4th St from West Ave to Main St. (room for 10-12 cars & groups to gather at this time)

10:50 AM-close Main St. until parade passes

11-11:45 AM-Parade proceeds on Rector towards West 2nd St., go up hill to Main St, Turn & come back Main St to 4th St. (a ¼-mile circle)

11:30 AM-open Main Street after parade passes

11:45-30-a 45-minute ceremony after Parade at Veterans Park

A motion was made by Council Member Rob Harrison, seconded by Mayor Pro-tem Art Gernt, to approve temporary street closing as presented. 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. Discussion and action on vehicle for Medical Director

Dr. Fox has requested a vehicle currently assigned to the Fire Department to use in his capacity as Medical Director.

Council member Harrison stated approval would be enhancement to services of the City. Mr. Wood suggested that if approved, it should be contingent upon a user agreement. Council member Harrison suggested an extensive amendment to Council member Graham's motion, which is detailed in the motion approved.

Mayor Mayberry related that the Medical Director provides services to Cumberland County and the City of Crossville as subcontractor and that his job is oversight, not being a first responder. Mayor Mayberry discussed the Tahoe being requested and that it only has 58,000 miles. He stated that approximately a year ago Deputy Chief South requested to purchase a vehicle to replace the Tahoe. Mayor Mayberry stated he was under the impression it was an older vehicle and that it needed to be replaced.

Mayor Mayberry discussed that the Charter states all vehicles are for official use only and that only a City employee can operate City vehicles. He explained that Volunteer Firemen have to use their own vehicles. He feels that liability is an issue. Mayor Mayberry explained that Dr. Fox would not be covered under our current insurance policy. The Mayor is concerned about the City being over budget and the cost of maintaining a vehicle for the Medical Director.

Council member Shanks stated that this is a special situation, a Medical Director willing to give his time to provide the service. Mr. Shanks feels that providing a vehicle puts him at instances that could save lives and that the City needs to do their part. Council member Shanks pointed out that the motion pertains to Dr. Fox, not anyone serving in the position.

Council member Harrison explained that 82% of the calls the Fire Department responds to are emergency, medical-related incidents. He stated it is a good service for citizens, an enhancement.

Council member Graham stated sometimes decisions have to be made that are not

based on finances and that approval should be subject to all local, state, and federal regulations and that he's concerned about insurance and liability.

A motion was made by Council Member J. H. Graham, seconded by Council Member Scot Shanks, to improve and enhance advanced emergency medical services for the citizens of Crossville and Cumberland County and instruct our City Attorney to draft an amended Medical Director's independent contractor contract with the following terms subject to this Council's approval of a final contract:

-Add the Fire Department Black Tahoe recently driven by Deputy Chief Chris South to Medical Director Independent Contractor contract as additional compensation.

-The title to the vehicle shall stay with the City.

-As our agent, our Medical Director shall obtain certification to drive emergency vehicles and may respond to events as quickly and safely as possible with emergency warning equipment such as light and sirens.

-Operating and maintenance expenses shall be borne by the City unless and until the E911 board decides to take over some or all of the expenses.

-General liability insurance expense shall be borne by the City and shall also cover the Medical Director

-The Medical Director shall obtain adequate malpractice insurance coverage in the minimum of \$1,000,000/\$2,000,000 aggregate naming the City as additional insured or for this to be worked out with the City's insurance.

-The term of this contract shall be month to month and may be terminated by either party with a 30 day notice.

The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt and Council Member Scot Shanks

Nay: 1 - Mayor James Mayberry

e.

Discussion and action on Slope Easement Deed

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, to suspend rules to allow discussion of the Slope Easement Deed. 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

City Attorney Will Ridley explained that a developer is interested in property on the Northwest Connector and have requested conveyance of a slope easement. The developer needs to close the property quickly and Mr. Ridley explained this is why it wasn't on the previous week's work session agenda. The easement is on a portion of Tax Map 87, parcel 31.00, 192 square feet, being the same property conveyed to the City of Crossville pursuant to an Order of Possession dated December 29, 1988 of record in Deed Book 370, Page 792. The City doesn't use the easement and Mr. Ridley asked for the Council to consider approval.

Council member Graham clarified that City Engineer recommends approval.

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, approving the Mayor to sign easement deed. 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

a. City Attorney's Report-January

City Attorney Will Ridley reported that there haven't been any new lawsuits within the last 30 days. Council member Graham asked about NW Connector 3 ROW. Mr. Ridley explained that TDOT has requested several changes to the deeds already recorded, which would delay the project further and that TDOT was being asked to reconsider.

This Report was received and filed.

7. City Manager's Report

a. City Manager's Report - January

City Manager Greg Wood gave the monthly revenue reports for sales tax, wholesale beer, retail liquor, and hotel occupancy tax. He also presented monthly police and fire statistics, water loss, building permits, special projects, bonded debt, and grants.

This Report was received and filed.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:42 p.m.