

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, April 1, 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, April 1, 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, Ethan Medley, Kevin Music, Bob Ross, Victor Torasso, Burt Allaire, Serena Vasudeva, Shea James, Rob Harrison, Terry Potter, Larry Kidwell, Chris Kendrick, Tim Johnson, Ethan Hadley, Debbie Seaton, Leah Crockett, Tim Begley, and Sheryl Iorio.

Public Comment

Debbie Seaton paid her water bill in March for her current bill and the next bill the following month. The day after paying her bill, she had to close the bank account because of fraudulent charges. She came back to the Water Department after closing out the account, but the check she wrote was already deposited. This caused the check to bounce. The Water Department charges a \$20 fee for bounced checks. She states the policy should be changed and her fees waived. City Manager Hale explained the policy to Council and why the City does not operate on a case-by-case basis for this matter. Mrs. Seaton continued insisting her fees be waived. Council member James Mayberry stated the City has a policy that is in place, but he does not have a policy and gave Mrs. Seaton \$20.

Agenda Items

1. Review of City Manager Hale's Annual Evaluation

Council completed their annual evaluations for City Manager Valerie Hale. On a 1-5 rating scale, with 1 being a poor performance score, City Manager Hale received a score of 4.82.

Council member Mayberry asked that it be noted he placed 3s in categories he had not yet had the opportunity to evaluate Ms. Hale on since working with her in the capacity as City Manager.

This item was discussed.

2. Presentation regarding the FY 25/26 Budget

Finance Director Nathan Clouse briefly gave an update on the preparation of the budget.

This item was presented.

3. Discussion and action regarding attorney for contract with COUD

Requests for Qualifications were published in the Crossville Chronicle and sent to 10 local attorneys' offices to review a contract with Crab Orchard Utility District for the sale of water once the construction of the Miller Avenue extension is complete. This contract is necessary prior to construction beginning. City Attorney Randy York also represents Crab Orchard Utility District. Due to the conflict of interest, a different attorney will need review the contract.

Attorney Joe Wyatt submitted a letter with his qualifications.

This item was recommended for approval.

4. Discussion regarding Standing Rules

City Attorney Randy York led a discussion regarding the City Council's current Standing Rules, specifically for Executive Closed Sessions. He informed Council that he believed the existing Standing Rules were sufficient, but he would like to see them improved. Council agreed.

Council member Mayberry also requested to add to the rules: "Any item recommended at the Work Session to be placed on the agenda for the regular meeting must be placed on the City Council's regular meeting agenda." He explained at the Council meetings, the item should then be pulled or voted on rather than not being placed on the agenda. He stated he found several instances in his research recently that items recommended to be placed on the agenda did not get placed on the following week's agenda. It was agreed to add this to the proposed standing rules.

This item was recommended for approval.

5. Discussion and action regarding pedestrian bridge bid

Bids were received for the pedestrian bridge bid. This bridge is apart of the Greenway project. The bid was for \$75,900. The City will be reimbursed partially by the County's Three Star Grant in the amount of \$50,000. Contech is recommended to be awarded the bid.

This item was recommended for approval.

6. Approval of TDOT Contract for the relocation of water and sewer on 70N SR24 Bridge PIN 124053.00

Three contract packets have been recommended for the relocation of the water, sewer and one easement for the bridge project on Highway 70 North. The City's water and sewer utilities will be relocated in TDOT's contract. TDOT does not require the City to deposit money into an account for this project, and the City will be reimbursed for a portion of the Engineering and inspection.

This item was recommended for approval.

7. Discussion regarding Snodgrass Building and the Amphitheater

On August 23, 2013, Cumberland County sold the Snodgrass Building and Amphitheater to the City of Crossville for \$51,900. The County has requested to

purchase both back from the City. After the purchase of the property, the City completed improvements in the amount of \$7,998.41. In 2012, prior to purchasing the property, the City made improvements to the Amphitheater for \$23,604.54. The 30-day advertising period is required by Charter prior to selling of any City property.

The County has agreed to pay \$51,900 for the properties and allow Downtown Crossville Inc. to remain in the Snodgrass Building.

This item was recommended for approval.

8. Approval to lease parking lot

Cumberland County purchased the Lewis parking lot behind the Courthouse. The City of Crossville would like to lease the parking lot from the County and make improvements by paving and striping the parking lot. This would create 29 additional public parking spaces in the Downtown area. There is a need for parking Downtown due to the new sidewalks removing 15 parking spaces.

This item was recommended for approval.

9. Approval of temporary street closing for Boo on Main

The Crossville Cumberland County Chamber of Commerce is requesting a temporary street closing for Main Street from Neecham Street to Highway 70 for the Boo on Main event. The requested hours are from 3:30 p.m. to 8:00 p.m. on Saturday, October 25.

This item was recommended for approval.

10. Approval of temporary street closings for Friday at the Crossroads

Friday at the Crossroads is being planned for 2025. The committee requests the following dates and streets to be closed:

*June 6, 2025 from 3:45 p.m.-8:15 p.m.
August 1, 2025 from 3:45 p.m.-8:15 p.m.
October 3, 2025 from 3:45 p.m.-8:15 p.m.*

- Main Street from Hwy 70 to Neecham St.*
- Fourth St. from Thurman Ave. to West Ave.*
- Second St. from Main St. to Thurman Ave.*
- First St. from West Ave. to Thurman Ave.*
- Stanley St. from Main St. to Thurman Ave.*
- Fifth St. from West Ave. to Main St.*

This item was recommended for approval.

11. Approval of appointment during City Manager's temporary absence

A letter has been received in the City Clerk's office, as required by Charter, from the City Manager requesting approval of the Finance Director Nathan Clouse to serve in her capacity during future absences.

This item was recommended for approval.

12. Approval to release the financial guarantee - East Ridge Drive

The property owner of 3 lots along East Ridge Drive, located off Cook Road, received approval in June 2023 to install a low-pressure sewer line. The extension will be approximately 520 feet. Cooper and Company installed the low-pressure sewer line, and the work has passed all inspections. A letter of credit in the amount of \$17,119 was accepted in July 2024. Since the work has been completed and approved, Staff recommends releasing the letter of credit.

This item was recommended for approval.

13. Approval of annexation resolution and Plan of Service for Cook Road

Glenn Clark has requested his property along Cook Road (TMP 101 A C 001.00-002.00, 004.00-008.00, and 101 12.03) to be annexed into the City of Crossville. Total area being annexed is 8.43 acres. Water and sewer are existing. This annexation will include approximately 418 feet of Cook Road.

The Plan of Services has been recommended by the Crossville Regional Planning Commission.

This item was recommended for approval.

14. Approval of annexation resolution and Plan of Service for Palmetto Drive

Several property owners along Palmetto Drive, which is located off Myrtle Avenue have requested annexation. The total area proposed for annexation is ~4.12 acres. The annexation will include approximately 960 feet of Palmetto Drive, which will become a City street. The properties along Palmetto Drive that have requested annexation have also requested sewer, which will require an extension of approximately 950 feet of 4-inch low pressure sewer. The cost of the extension will be the responsibilities of those requesting the extension. The sewer line extension is listed in the Plan of Services.

The Plan of Services and this annexation has been reviewed and recommended by the Crossville Regional Planning Commission.

This item was recommended for approval.

15. Approval to apply for Brownfield Redevelopment Area Grant (BRAG)

City Staff is requesting to apply for the Brownfield Redevelopment Area Grant (BRAG) through TDEC to remove fuel tanks that were discovered during the Downtown Sidewalk project. Upon discovery, TDOT removed the tanks that were in the right-of-way. The remaining tanks will need to be removed by the City.

This item was recommended for approval.

16. Approval of resolution for Main Street Program

The City of Crossville is working with the Chamber of Commerce and Downtown Crossville Inc. to apply for the Tennessee Main Street Program. This program will allow for more grant opportunities to help with improvements to the Downtown area. This resolution authorizes participation in the Tennessee Main Street Program and designates a City Official to represent the City of Crossville on the local nonprofit Main Street Governing Board of Directors (Downtown Crossville Inc.).

This item was recommended for approval.

17. Approval of a resolution for the Project Diabetes grant

A resolution is required for the Project Diabetes grant. This resolution will authorize the City to apply for \$261,950 in funding from the Tennessee Department of Health through the Project Diabetes Program, and give the Mayor and City Manager authorization to execute all necessary documents and agreements related to the application and administration of the grant. This grant is for improvements at Meadow Park Lake.

This item was recommended for approval.

18. Approval of Healthy Built Environment grant resolution

Approval of a resolution for the Healthy Built Environment grant is required for the grant. This grant is for \$80,000 for improvements to the pickleball courts. This resolution authorizes the City of Crossville to prepare and submit an application for Healthy Built Environment grant funds through the Tennessee Department of Health, and gives the Mayor, City Manager, and other appropriate officials authorization to take all necessary actions, including signing and submitting documents, to facilitate the application and potential receipt of grant funds.

This item was recommended for approval.

19. Bulk Coarse Salt FY25-26

Street Supervisor Kevin Music reviewed the bids for Bulk Coarse Salt and recommends awarding the price contract to Morton Salt, Inc.

This item was recommended for approval.

20. Waterline Supplies FY25-26

Catoosa Supervisor Jeff Johnson and Water/Sewer Supervisor Billy Poore reviewed the bids for Waterline Supplies and recommends awarding the following bids:

G & C Supply Co. for the saddles, coupling for 3/4" service tubing brass, Smith Blair circle clamp, 3/4" meter yokes, brass saddles, 2' Ford Setters, 1' Ford meter yoke 10" rise.

Consolidated Pipe & Supply Co. Inc. for master meters, 3/4" PE Municipex CTS Service Tubing 500' coil, 1" PE Municipex CTS Service Tubing 500' coil, 17" x 30" plastic meter box, Master Meter Register, Octave Meters, 3g DS Encoder XTR, DS Encoder Module, DLG 3G DS Fast Pulse DLG, Octobe Doulbe Pulse Output ADA.

This item was recommended for approval.

21. Water Treatment Chemicals FY25-26

Water Resource Supervisor Joe Kerley reviewed the bids for Water Treatment Chemicals and recommends the following:

Corechem Inc: Caustic 50% for \$3.2200/gal

Brenntag Mid-South: Caustic 25% for \$1.1300/gal, Sodium Bicarbonate for \$0.3690/pound, and Sodium Thiosulfate for \$3.4490/gal

Dycho Company Inc: Flurosilicic Acid for \$3.4800/gal, Granular Salt Bulk for \$0.1750/pound, and Norit PAC for \$1.3700/pound

Carus LLC: Zinc-Ortho Phosphate for \$7.9200/gal

United Mineral & Chemical Corp: Sodium Permanganate for \$10.4500/tote

Water Resource Supervisor Joe Kerley recommends to not award bid for Polymer (Coagulant).

This item was recommended for approval.

22. Fertilizer FY25-26

Parks Supervisor reviewed the bids for Fertilizer and recommends awarding the price contract to SiteOne Landscape Supply from Knoxville.

This item was recommended for approval.

23. Tires and Installation FY25-26

Bids were received for FY 25-26 Tires and Installation. The low bidder, Shadden Tire, is recommended.

This item was recommended for approval.

24. Pest Control FY25-26

City Clerk Baylee Rhea reviewed the bids for Pest Control and recommends awarding the price contract to Lookout Pest Control. An addendum was sent out prior to bid opening, but after Lookout's bid was submitted. They have agreed to service the 2 additional locations.

This item was recommended for approval.

25. Street Striping FY25-26

Street Supervisor Kevin Music reviewed the bids for Street Striping and recommends awarding the price contract to Volunteer Highway Supply Co. Inc.

This item was recommended for approval.

26. 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 item was recommended for approval.

27. Discussion regarding Fire Department providing EMS

Council member Fox led a discussion on the Crossville Fire Department providing

Emergency Medical Services (EMS). He presented the attached handout to explain his reasoning for believing the City of Crossville should be offering EMS to its residents. Council member Mayberry also provide the second attached hand out that rebutted Council member Fox's points.

Council member Fox stated he had done his homework surrounding the start up costs and operating EMS. He has found several sources for ambulances at a lower price than originally thought. Mayor Crawford suggested cancelling the new Fire trucks on order, and using that money towards the start up cost for providing EMS. Mayor Crawford continued we should be buying equipment better suited to the calls the Fire Department is going to.

Council member Fox concluded this agenda item by stating the citizens of Crossville deserve a higher level of service than what they are currently being provided.

This item was discussed.

Adjournment

The meeting was adjourned at 6:47 p.m.