

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, September 12, 2023

6:00 PM

Council Chambers

City Council

Mayor R.J. Crawford
Mayor Pro Tem Rob Harrison
Council Member Art Gernt
Council Member Scot Shanks
Council Member Mike Turner
City Manager Greg Wood
City Clerk Valerie Hale

BEER BOARD - 5:45 p.m.

Present: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

The Crossville Beer Board met on September 12, 2023 at Crossville City Hall. Mayor R.J. Crawford was present and presiding. He called the meeting to order at 5:46 p.m.

Chief Jessie Brooks stated he reviewed all of the applications and recommended approval.

1. Martinos

Jody Wilson has submitted an application for an on-and off-premises beer permit from Martinos located at 162 Woodmere Mall.

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

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

2. NAT20 Games, LLC

Franklin Hajny has applied for an on-premises beer permit on behalf of NAT20 Games, LLC located at 21 E. Stanley St. Suite 103.

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

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

3. Los Toritos Super Market

An application for an On/Off Beer Permit license has been received from Yadira Reyes for Los Toritos Super Market located at 224 Peavine Road, Suite 105.

Chief Brooks noted Ms. Reyes has previously received a penalty from the City of Crossville for selling alcohol to a minor.

A motion was made by Council Member Art Gernt, seconded by Council Member Scot Shanks, to approve permit. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

REGULAR MEETING - 6:00 p.m.

The City Council for the City of Crossville met for its monthly meeting on Tuesday, September 12, 2023 at Crossville City Hall. Mayor R.J. Crawford was present, presiding, and called the meeting to order at 6:01 p.m. The invocation was provided by Father Andrew Abraham, Shepherd of the Hills Lutheran Church. The Young Marines presented the Colors and led the Pledge of Allegiance.

Call to Order

Present: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

Roll Call

Others present were City Manager Greg Wood, Lane Moore, City Clerk Valerie Hale, Scott Humphrey, Malandy Shollenberger, Jessie Brooks, Heather Mullinix, Levonn Hubbard, Chris South, Terry Potter, Bob Ross, Victor Torasso, Adrian Wilson, John Conrad, Mark Fox, Darian Dykes, Greg Goodwin, Ashley Richards, Ethan Hadley, Jamie Goodwin, Rodgers Spencer, Tim Begley, Larry Kidwell, Lee Lawson, Friends and Family of the Student of the Month & Young Marines, Leah Crockett, and Andrew Abraham.

1. Proclamations/Presentations

a. September Student of the Month - Aerius Wilson

Mayor Crawford presented Aerius Wilson with the Student of the Month Proclamation for the September character trait, Cooperation.

2. Public Comment

Greg Goodwin, 1295 Hwy 70 East, addressed the City Council. He stated that due to drug abuse, the crime rate in Crossville has been escalating and also feels that there are very little convictions after arrests which he stated is a much larger issue than the drug abuse. He reported that according to a google search, the chances of a violent crime being committed against a person in Crossville is 1 out of 23, and it needs to be brought under control.

3. Appointments

a. CCCSEC (Sports Council)

CCCSEC (Sports Council) recommends appointing Chad Christopher and Brian Templeton to the CCCSEC to replace Angie Spitler and Whitney Keck, whom have resigned.

A motion was made by Mayor R.J. Crawford, seconded by Mayor Pro-tem Rob Harrison, to appoint Brian Templeton and Chad Christopher to the Crossville-Cumberland County Sports and Events Committee. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

4. Chamber of Commerce Report

A report was not given.

5. Consent Agenda

Approval of the Consent Agenda

A motion was made by Council Member Scot Shanks, seconded by Mayor Pro-tem Rob Harrison, to approve the Consent Agenda Items 5A-P. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

Ordinances on Third Reading

- a.** Ordinance amending Title 16 Chapter 5 Streets and Sidewalks
This Ordinance was adopted.
- b.** Ordinance amending FY22-23 budget for end of year adjustments
This Ordinance was adopted on third reading.
- c.** Ordinance amending FY23-24 budget
This Ordinance was adopted on third reading.

Ordinances on Second Reading

- d.** Ordinance amending FY23-24 budget-Veterans' Services office
This Ordinance was approved on second reading.

Ordinances on First Reading

- e.** Ordinance amending FY23-24 budget-Public Works Fuel Tank
This Ordinance was approved on first reading.
- f.** Ordinance regarding street name change from Pointe Landing to Whisper Way

This Ordinance was approved on first reading.

Additional Consent Items

g. Approval of waiver for pole banner signs-Veterans' Day

The City's current sign ordinance does not allow for pole banner signs. Approval to hang the signs and granting a waiver for the sign ordinance is requested for the Veterans' Day banners to be hung September 30-November 6. The issue will be addressed during the upcoming sign ordinance review to avoid another pole banner conflict.

This Permit was approved as recommended.

h. Approval of 2023-24 lease of Catoosa Utility Department building

The lease expires September 30 on the building occupied by the Catoosa Utility Department. The lease amount is \$1,650 per month, which is one hundred dollars more than the current lease.

This Contract was approved as recommended.

i. Approval of contract regarding engineering services for ARPA projects

Approval of the a contract is requested for the engineering services for two ARPA projects: (1) Screening devices at Obed Pump Station & Justice Center; (2) Installing a sewer pump station at the Tansi Emergency Station. The contract includes design, grant submittals, and bidding/construction phase assistance. The contract is in the amount of \$56,000.00. This is an eligible reimbursement item through ARPA funding.

This Contract was approved as recommended.

j. Approval of grant amendment for Airport Lighting Rehab project

The PAPI lights have been replaced and the FAA has conducted its flight check; however, the grant expired prior to completion of the flight check. Approval is requested of a grant amendment adding an additional year.

This Contract was approved as recommended.

k. Approval of FY23-24 Airport Maintenance Grant

The Tennessee Department of Transportation-Aeronautics Division is providing a maintenance grant in the amount of \$15,000 to cover maintenance costs at the Crossville Memorial Airport.

This Contract was approved as recommended.

Bids/Purchases

l. Approval to purchase Kubota Tractor for Meadow Park Lake

The Leisure Services Department requests the purchase of Kubota Tractor for Meadow Park Lake through the cooperative purchasing program, Sourcewell, in the

amount of \$34,141.83. This was approved in the FY 23-24 budget.

This Bids/Purchases was approved as recommended.

m. Approval to purchase fuel tank

The Maintenance Department Manager has obtained bids to replace the fuel tank at the Public Works Department. The Maintenance Department Manager has reviewed the bids and recommends purchasing the tank from the lowest bidder, JF Petroleum Group for \$79,607.57. A budget amendment will be necessary for the purchase and installation.

This Bids/Purchases was approved as recommended.

n. Approval of Employee Health Insurance Renewal

The renewal has been received for plan year 2024 on employee health insurance. The renewal came in at an 8.43% increase. Employee insurance coverage will remain the same for 2024. A 10% increase was budgeted for employee insurance, therefore the amount budgeted will cover the increase.

This Bids/Purchases was approved as recommended.

o. Approval to purchase turbidimeters for Meadow Park Water Plant

On August 22, 2023 bids were received for new turbidimeters for Meadow Park Water Treatment Plant. One bid was received in the amount of \$31,178.01 from Labtronx. Staff recommends approval of the bid.

This Bids/Purchases was approved as recommended.

p. Approval to replace pump at Old Landfill Pump Station

Retroactive approval is requested for the emergency purchase of a pump for the Old Landfill station in the amount of \$30,262.49 (Invoice #73020). The purchase was considered an emergency due to flooding.

This Bids/Purchases was approved as recommended.

6. Other Business

a. Discussion and action regarding trail construction funding

John Conrad, on behalf of Friends of the Trails, gave a presentation at the September monthly work session. He updated City Council on trail projects. He currently has many opportunities for several trails to be built, but his funding is low. Mr. Conrad is requesting additional funding for these projects. A budget amendment will be necessary.

A motion was made by Council Member Scot Shanks, seconded by Council Member Art Gernt, to approve funding to Friends of the Trails and first reading of budget amendment in the amount of \$30,000 for trail construction. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

b. Discussion and action regarding Holiday Lake level

The last policy adopted by the City Council in 2019 stated that the lake would be lowered 4 ft. from October to December every three years. In 2020, City Council voted to drop water level the same as 2019 on November 1 for two months due to weather issues. This caused the three-year rotation of lowering Holiday Lake to get off schedule. In order to get back on track with the established cycle, the lake level should be lowered on November 1, 2023-March 1, 2024 in order to facilitate repairs on structures such as docks and seawalls.

The City Manager stated he would send a letter to all of the lake property owners notifying them.

A motion was made by Council Member Scot Shanks, seconded by Mayor Pro-tem Rob Harrison, to approve lowering the lake level from November 1, 2023 to March 1, 2024. The motion carried by the following vote:

c. Discussion and action regarding bid for Recreation Center Marketing Services

On August 22, 2023 two bids were received for the Recreation Center Marketing Services. E. Allen Brandon Marketing submitted a bid in the amount of \$68,000. The Bingham Group bid in the amount for \$5,000 flat rate fee + \$1,000-2,000 per month for 10-20 hours of work.

A motion was made by Council Member Scot Shanks, seconded by Mayor Pro-tem Rob Harrison, to accept proposal from E. Allen Brandon Marketing and first reading of a budget amendment.

Council member Shanks stated he feels that the Indoor Recreation facility is losing the messaging war because of misinformation on recreation center and feels there hasn't been an organized effort to explain the need for the facility in a transparent way. He feels the misinformation is centered around raising taxes to pay for the facility. He feels strongly that a firm is needed to help increase public awareness and expand public support.

Council Member Turner questioned awarding a contract prior to knowing more information about the Indoor Recreation Center and how the City intends to pay for it.

Mayor Pro Tem Harrison stated he is interested from a market research standpoint in helping to understand what community wants for such a major expenditure but prefers to wait on this matter.

Council member Shanks reminded the City Council that part of the proposal was to do additional public surveys.

Mayor Crawford expressed that he prefers to wait until more information is received about the square footage, design, cost, and funding.

Council Member Shanks withdrew his motion.

The motion was withdrawn.

d. Discussion and action regarding approval of change order for Lantana & Main traffic signal (PIN 125617.00)

The City Clerk requested a time extension for the Lantana & Main traffic signal funded through a Surface Transportation Block Grant (STBG), which prompted a change order. The time extension is necessary because of the delays in delivery of the traffic signal. The change order requests the contract to be extended until August 22, 2024. The change order is also a deduction in the amount of \$12,798.00 for changing the street name signs to standard reflective in lieu of proposed internally lit name signs.

The change order has been received and approved by TDOT and Staff recommends approval.

A motion was made by Mayor Pro-tem Rob Harrison, seconded by Council Member Art Gernt, to approve change order. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

e.

Discussion and action regarding resolution to apply for Site Development grant

The Tennessee Department of Economic and Community Development is offering grants up to \$5,000,000 for site development with a 5% local match. The Cumberland County Budget Committee has already approved contributing one half of the local match. This grant opportunity, for the first time in the site development grant history, is offering funding for building construction. It is recommended that the application be for a 100,000 square foot building, expandable to 200,000 square feet on the site pad located in the Interchange Business Park. Crossville-Cumberland County Chamber President Ethan Hadley explained the current challenges and past experiences regarding the site pad. Most of the Requests for Information that the Chamber receives requests a building already constructed.

Mayor Pro Tem Harrison asked about interest in the current site pad and the previous decision to leave the property vacant so the new owner could build to suit their needs. It was explained that the State has set the spec building requirements based upon project traffic and requests received from potential companies. The building would allow the City of Crossville to be able to respond to more projects. The City Council will still make the final decision on job credits, job requirements, sales price, etc.

A motion was made by Mayor R.J. Crawford, seconded by Council Member Art Gernt, to approve resolution to apply for a Site Development grant in the amount of \$5,000,000 with a 5% match. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

f.

Discussion and action regarding Ordinance amending Title 14, Chapter 5 of the Crossville Municipal Code-Business Signs and Outdoor Advertising

The sign ordinance was revised and finalized in August 2022. Since that time, it has been determined that some clarifications need to be made to the ordinance, as well as addressing political signs. Revisions were presented.

Council member Turner made a motion to accept amended ordinance as submitted and add to allow election signs during election cycles as long as they don't obstruct any views from traffic and that after candidate qualifies, they would be allowed to put their signs up in the ROWs and that they should be taken down within one week after an election. He also added that materials should be distributed through the Election Commission after the candidate qualifies. The motion was seconded by Mayor Pro Tem Harrison.

Mayor Pro Tem clarified that Council member Turner's intent was to revert back to the previous method of not having any governance regarding election signs.

Council member Shanks stated that the City Attorney previously advised that there might be an issue with allowing election signs, but not other signs.

Mr. Lane Moore suggested that he be given an opportunity to discuss with City Attorney York, review the ordinance, suggested revisions, and revisions regarding election signs and develop a formal legal opinion. Council member Turner and Mayor Pro Tem Harrison agreed to withdraw their motion.

This Ordinance was rescinded.

g. Discussion and action regarding approval of contract for architectural services for Fire Station #2

Upland Design Group has submitted a proposal to complete the design for a fire station. The design already in progress for the formerly proposed Fire Station #3 will be used. The fee proposed is 7% plus travel expenses.

A motion was made by Council Member Mike Turner, seconded by Mayor R.J. Crawford, to approve contract. The motion carried by the following vote:

Aye: 5 - Council Member Art Gernt, Council Member Scot Shanks, Council Member Mike Turner, Mayor Pro-tem Rob Harrison and Mayor R.J. Crawford

7. City Attorney's Report

a. City Attorney's Report

Mr. Lane Moore attended the meeting due to Mr. Randy York's absence but did not present a report.

This Report was received and filed.

8. City Manager's Report

a. City Manager's Report

City Manager Greg Wood gave the monthly revenue reports: sales tax, wholesale beer tax, liquor inspection fees, and hotel occupancy tax. All remain within the budgeted amounts.

Mr. Wood provided monthly reports for police and fire, water loss, utility maintenance, building permits, and sports tournaments recap. He also provided highlights from activities at Crossville Shooting Sports Park.

This Report was received and filed

ADJOURNMENT

A motion was made by Mayor Pro-tem Rob Harrison at 6:54 p.m., seconded by Council Member Scot Shanks, that the meeting be adjourned. The motion carried by an unanimous vote.