

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Tuesday, April 10, 2018

6:00 PM

Council Chambers

City Council

Mayor James Mayberry
Mayor Pro-Tem J. H. Graham, III
Council Member Pamala Harris
Council Member Scot Shanks
Council Member Danny Wyatt
City Manager Greg Wood
City Clerk Valerie Hale

The City Council for the City of Crossville met in regular session on Tuesday, April 10, 2018, at Crossville City Hall.

Rollcall

Present: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

Others present: City Manager Greg Wood, City Attorney Will Ridley, City Clerk Valerie Hale, Assistant City Clerk Malena Fisher, Kyle Sherrill, David Beaty, Vancienetta Wisdom, Connie Clapper, Fidela Niles, Mary Conner, Gary Niles, Scott Humphrey, Noelani DeRossett, Beverly Schwind, Carol Skiles, Janie Hollingsworth, Jean Cheely, Bill Oglesby, Jim Young, Ruth Lucas, Faith Lyons, Gary Nelson, Sue York, Bill Ward, Michelle Costanza Bicencarosa, David Constanza Biencarosa, Olivia Billup, Edward Billup, Mike Turner, R.I. Purser, Cliff Wightman, Doug Parkey, Khrista Wyatt, Chris South, Tammie French, Rob Harrison, Kim Hancock, Sherley Wyatt, Leah Crockett, and Pat Carracci

BEER BOARD - 5:45 p.m.

Mayor James Mayberry was present and presiding. He called the Beer Board to order at 5:45 p.m.

Bootleggers Grille

An application has been received for an on-off premises beer permit from Bruce Cannon for Bootleggers Grille at 287 Hwy 70 E.

A motion was made by Council Member Pamala Harris, seconded by Council Member Scot Shanks, that the on-off beer permit be approved for Bootlegger's Grille. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

Downtown Crossville, Inc.

An application has been received for a Special Events Permit from Downtown Crossville, Inc. for the Taste of Crossville. The event will be held May 24, 2018 on Main Street from Neecham to Fourth Street and Taylor Avenue from Thurman Avenue to Main Street between the hours of 3:00 p.m. and 9:00 p.m.

A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Danny Wyatt, that the Special Events beer permit be approved for the

Taste of Crossville to be held on May 24, 2018. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

REGULAR MEETING - 6:00 p.m.

Call to Order

Mayor James Mayberry was present and presiding. He called the meeting to order at 6:00 p.m.

Fire Commander Chris South provided the invocation. The Young Marines presented the colors and led the Pledge of Allegiance.

Roll Call

Present: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

1. Proclamations/Presentations

Presentations-April

- a) Student of the Month
- b) Ms. Senior Tennessee

Student of the Month-Brooklyn Parsons was nominated because of her "citizenship" character trait.

Mayor Mayberry presented Vancienetta Wisdom with a proclamation declaring April 14, 2018 as Ms. Senior Tennessee Day.

The presentations were made.

2. Public Comment

Pat Carracci, resident of Lake Tansi, spoke to the Council regarding an item on the agenda, the merger of South Cumberland Utility District with the City of Crossville. She expressed that she disagrees with the merger due to the possibility of Lake Tansi being affected. Mr. Wood interjected that Lake Tansi would not be affected negatively and that the focus is on raising the dam at Meadow Park Lake and if any water was drawn from Lake Tansi, it would be during the winter time and stored at Meadow Park Lake. The water quality or elevation of Lake Tansi would not be affected. Also under consideration is harvesting water from Holiday Lake and storing at Meadow Park Lake. The City is trying to make plans for the future and these plans would be implemented approximately in 10 years. Ms. Carracci reminded the Council that in the lawsuit settlement that Lake Tansi should be utilized as a last resort. Mayor Mayberry advised that the City of Crossville is currently providing South Cumberland Utility District with water, so an increase in usage of Lake Tansi would not be required.

Bill Oglesby spoke to the Council about an item on the consent agenda, self administration of insurance program. He thanked the Council for allowing him to speak at the work session on April 3, 2018. He wanted to make one other point he didn't mention at the work session. As an agent, if he makes a mistake in recommending something to the City or there's a miscommunication about something, he has an errors and omissions policy as extra insulation for the City if there's ever a problem with a claim and/or situation. He also pointed out that the City could save 5-10% of premium with an agent negotiating knowing the loss ratio.

3. Consent Agenda

A motion was made by Mayor Pro-tem J.H. Graham, seconded by Council member Wyatt, to approve the Consent Agenda Items A-J, excluding Item D. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

Ordinances on First Reading

a. Ordinance amending Section 8-304 Restriction on Buildings and Location of Retail (Liquor) Stores

Section 8-304 Restriction on Buildings and Location of Retail (Liquor) Stores provides, "All retail sales shall be confined to the premises of the licensees. No curb service is permitted nor shall there be permitted drive in windows."

As the current ordinance is written, the City of Crossville cannot issue a certificate of compliance for liquor stores if any of the provisions of the intoxicating liquor chapter is violated, including drive-in windows. State law does not prohibit drive in windows.

This Ordinance was approved on first reading

b. Ordinance amending FY 17-18 budget for services with ECE for Dorton landfill testing

The State Inspector is in the process of sending the City a letter on the landfill testing. City Staff has discussed the sampling results with the Inspector. The City must install 2 additional bladder pumps and future testing will be on a quarterly schedule rather than a semiannual. ECE has given the City a price of \$4,100 to install the two pumps. The pumps require more time for sampling and thus the cost is more. A detailed copy of next year's pricing and schedule is attached. A budget amendment in the amount of \$12,000 is required for the installation of the pumps and the remaining additional sampling for this fiscal year.

This Ordinance was approved on first reading

Additional Consent Items

c. Approval of minutes (03/13, 03/27, 04/05)

The Minutes were approved as recommended.

d. Approval of self-administration of insurance program

Currently, a local insurance company acts as the City's agent for the Tennessee Municipal League policies; however, the Human Resources Coordinator does the lion's share of the program administration. Eliminating the agent would save the City over \$47,000 in fees (fees vary as a percentage of each insurance line). The City Manager is requesting to self-administer this program when the agency's term runs out in July. He is also requesting to give the Human Resources Coordinator a 2.5% pay increase for the added responsibility. Preparations need to begin soon to assure everything is in place to make the change.

Council member Harris questioned if the reason the City Manager did not make this decision was due to the pay increase included in the agenda item and asked if a vote by Council was necessary. Mr. Wood recommended a vote by Council for clarification purposes.

A motion was made by Mayor James Mayberry, seconded by Council Member Danny Wyatt, to approve eliminating local agent and approve 2.5% pay increase for Human Resources Coordinator. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

e. Approval of Bowman Sewer Extension Request-Genesis Rd

Mr. Clyde Bowman Jr. has requested a sewer extension along Genesis Rd to his property. The two parcels are located in the City limits (Tax Map 100C, Group A, Parcels 2.01 and 2.02). Per City ordinance the property owner would be responsible for the material cost of the extension. City staff has calculated the cost for Mr. Bowman at \$400.00. Staff recommends approval of the sewer extension, with the owner being responsible for material costs, \$400.00, plus tap fees and the cost of any easements that may be required for the extension. Crossville Regional Planning Commission met 2/15/2018 and voted to recommend to City Council the approval of the sewer extension request.

This Resolution was approved.

f. Approval of Three Star Grant

The Department of Economic & Community Development has designated Cumberland County/Crossville as a Tier 3 County and eligible to receive \$15,000 for projects that would improve one or more of the following pillars: Jobs & Economic Development, Fiscal Strength & Efficient Government, Public Safety, Education & Workforce Development, and Health & Welfare. The JECDB is responsible for making the decision on how the funds will be spent and decided at the February 8 meeting to focus on the Public Safety and Health and Welfare pillars. The JECDB is requesting the City to file the grant application and to receive and administer grant funds on its behalf.

This application was approved.

- g.** Approval of contract revision for acquisition services Northwest Connector Sections II & III
- The City of Crossville currently has a contract with Acquisition Services, PLLC for professional acquisition services for Northwest Connector Sections II & III. The current contract is for \$118,800 with an agreement of \$2,200 for any added tracts. Due to the timing of the revision changes by TDOT, twelve tracts will require negotiations to be visited again. This equates to an additional fee of \$26,400, increasing the total contract to \$145,200, including travel and related expenses.*
- This Contract was approved.**
- h.** Approval of temporary street closing for Bread of Life Block Party
- The Bread of Life Rescue Mission has scheduled their annual Block Party for Saturday, June 30. They have requested that Fourth Street be closed from Evelyn St. to School Street from 9:30 a.m. to 6:00 p.m.*
- This Permit was approved.**
- i.** Approval of temporary road closures for Veterans' Day
- The Veterans' Service Office is requesting a temporary road closure on Saturday, November 10, 2018 from 8:30 a.m. to 10 a.m. for a parade to be held in honor of Veterans' Day. The route is Stanley Street from CCHS, east to Main Street, and then north to building formerly known as Crossville Ford.*
- This Permit was approved.**
- j.** Approval of temporary street closings for Memorial Day ceremonies on May 28
- The Veterans' Service Office requests that Main Street between 5th and 2nd and 4th Street from Thurman to Rector be closed for Memorial Day ceremonies. The closures will be from 9:30 a.m. – 12:00 noon.*
- This Permit was approved.**

4. Bids/Purchases

A motion was made by Mayor Pro-Tem J.H. Graham, seconded by Council Member Scot Shanks, to approve Items A and C of the Bids/Purchases. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

- a.** Approval to purchase speaker microphones (Fire Department)
- The Crossville Fire Department requests approval for an emergency purchase of forty (40) Harris Fire Rated Speaker Microphones from AMK Services for a total cost of \$23,940.00. Current speaker microphones for our portable radios are not waterproof and not rated for interior firefighting operations. When the current microphones are exposed to water during normal firefighting, they fail to operate. In addition, there have been several instances where the "man down" emergency button malfunctioned and*

transmitted a false signal that a firefighter was in trouble. The "Fire rated" microphone that the Fire Department is requesting to purchase was specifically designed for interior firefighting operations and is waterproof and high heated rated. In addition, the fire microphone is ergonomically designed to be used with bulky fire gloves and has a large emergency button for easy activation while wearing protective clothing. The Fire Department intended on making this request in the next fiscal year budget, but due to the seriousness of this situation, they are transferring monies from existing line items to cover the purchase without a budget amendment at this time.

This Bids/Purchases was approved as recommended.

b. Approval to purchase volleyball court fencing

The Parks & Recreation Department is requesting approval of low bid from Security Fence for base price bid of \$15,265.00. Mayor Mayberry asked the purpose and size of the fence. Mr. Wood advised it is for safety purposes and a tall fence.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem J. H. Graham, to approve the purchase of fencing from the low bidder, Security Fence. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

c. Approval to purchase generators for Mayland Road and Plateau Road pump stations

The Catoosa Department requests approval to purchase generators for the Mayland Road and Plateau Road pump stations. Bids were received on March 27, 2018 and seven companies submitted bids. The low bid from Freitag Construction Company in the amount of \$106,900.00 is recommended.

This Bids/Purchases was approved as recommended.

5. Other Business

a. City Manager Wood Performance Evaluations

The City Council has completed the one year performance evaluation for City Manager Greg Wood. Mr. Wood received a 4.03 average score, which is rated for "Above average and generally exceeds the performance standard". Mayor Pro-Tem J.H. Graham expressed Mr. Wood overall carries out the duties and responsibilities of Crossville City Manager effectively and efficiently.

A motion was made by Mayor James Mayberry, seconded by Council Member Scot Shanks, to accept the performance evaluations as presented. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

b. Discussion and action on purchase of property on Webb Avenue adjacent to Art Circle Public Library

Council member Wyatt led a discussion on the status of purchasing property on Webb Avenue, known as the "handle mill property". He explained that the Council's original proposal was sent to the County for a partnership and was declined. He feels this property is a valuable asset and needed for parking for County offices and the library, a park, and/or rest rooms.

The property owner has submitted a new proposal. The property owner is requesting an appraisal in a new proposal submitted March 22, 2018

A motion was made by Council Member Danny Wyatt, seconded by Council Member Pamala Harris, to offer the property owner \$275,000 for three acres on both sides of the road if he can secure railroad property and give the City a clear deed. The offer is good for 60 days with a commitment letter from the railroad company. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

c. Discussion and action on proposal to begin merger conversation with South Cumberland Utility District

Mayor Pro-Tem J.H. Graham proposes merger with South Cumberland Utility District and the City of Crossville to create South Cumberland Utility Department subject to approval by all appropriate local, state, and federal agencies which will:

- 1.) promote a decrease in water rates in SCUD and to decrease redundant capital in SCUD and City*
- 2.) provide more city water lines and continue superior rates and services*
- 3.) provide a decrease of a flat \$10.00 per month per meter (4,600 customers x \$10 = \$46,000
\$46,000 x 12 months = \$552,000 per year
\$552,000 x 10 years = \$5,520,000 returned to customers of redundant capital)*

The merger would follow guidelines as Catoosa merger. The management and employment of SCUD would remain the same. The directors of the utility district would become an advisory board and continue to be appointed by County Mayor. Mayor Pro-Tem Graham proposes the use of synergy of operations, cross-training employees, conversion of software, conversion of retirement plans and health insurance.

Mayor Pro-Tem Graham discussed that the use of cash to reduce debt to -0- would equate to an instant savings of \$100,000 per year.

Mayor Pro-Tem Graham highly recommends merger and would like to be part of the negotiations and suggests allowing the merger talks to begin with the City Manager, City Attorney, SCUD, and himself at earliest convenience.

Mayor Mayberry clarified motion is simply to begin discussions with SCUD.

Council member Wyatt stated the merger would be a win for the City of Crossville, Catoosa, and South Cumberland Utility District.

Council member Harris believes that the City needs to open discussions to determine if there's a potential benefit to water customers in the area.

A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Danny Wyatt, to approve City Manager, Mayor Pro Tem Graham, and

the City Attorney to begin merger conversation with South Cumberland Utility District at the earliest convenience. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

d. Discussion and action on tournament perks & fee adjustments

Crossville-Cumberland County Sports & Events Council (CCCSEC) was not prepared to present a proposal regarding tournament perks and rental fee adjustments for softball, baseball and soccer tournaments.

This item was deferred.

e. Discussion and action regarding r360 Consulting Firm (NextSite)

Mr. Wood, provided an update and report on r360 Consulting Firm, which has a new name of NextSite. The firm has an agreement with the City of Crossville to assist in research, marketing, and consulting services for retail development.

Representatives from the firm have been attending conferences on behalf of the City in Florida, North Carolina, and South Carolina and meeting with potential developers. Carolina Holdings inc. has an option on property north of Dave Kirk auto dealership. This company has been very successful in recruiting retail developments. r360 (NextSite) wanted Mr. Wood to relay to the Council that there is a potential opportunity and stressed this is a once in a lifetime deal and if the community cannot make it happen, the likelihood of some of the retail stores looking at Crossville returning is somewhat slim. There are capital needs and they have been in discussions with attorneys regarding, TIF funding, Rural Development funding, and TDOT for some intersection work that would be required. The City needs to exhibit they are committed to the development and the City Manager, Mayor, and City Attorney will continue discussions and will bring back a recommendation to make offer on behalf of City as far as partnering with the retail group. Mr. Wood stressed that to enhance economic development, retail is important to attract potential employers.

Mayor Pro-Tem Graham stated it is important to show developers that the City of Crossville is well versed in dealing with developers and have provided incentives for manufacturers and now we're looking to provide incentives for retail areas.

A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Pamala Harris, to continue negotiations with full intent on providing reasonable incentive program for the City to continue to improve retail growth in this community. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry

f. Discussion and action on furnishing water to Crab Orchard Utility District

City Staff has estimated that \$2,100 in material cost is required in order to provide water through the meter system on First Street. The materials are on hand and City employees could do the work. A budget amendment is not required for these materials.

Mayor Pro-Tem Graham referenced a memo from Utility Maintenance Director, Billy Martin, where he says that he and City Engineer Tim Begley have reviewed the flows in the First Street and Cook Road area and the City can provide the 700 gallons per minute necessary to provide a million gallons a day and maintain the required minimum 20 PSI residual. He recorded that Crab Orchard Utility District would be responsible for necessary pump stations, water tanks, or whatever necessary to receive the one million gallons of water furnished by the City of Crossville.

Mayor Mayberry stated he has spoken with Mr. Everett Bolin, Crab Orchard Utility District Manager, and Mr. Bolin expressed concern about the City's ability to provide one million gallons of water a day and he would like to have more discussions and reach an agreement about how much water the City can actually supply. He doesn't want the City to commit for more than he thinks the City can provide to Crab Orchard Utility District.

Mayor Pro-Tem Graham asked for clarification as he understood Mr. Bolin was interested. Mr. Wood confirmed Mr. Bolin did indicate he was interested in an agreement. Mayor Mayberry spoke with Mr. Bolin earlier in the day and Mr. Bolin isn't necessarily agreeable and doesn't want the City to commit to more than we can produce. Mayor Pro-Tem Graham reiterated the report given by Billy Martin and the City's capability.

Mr. Wood advised that if the City provided one million gallons a day consistently, it would require an extra shift at Lake Holiday Water Treatment Plant. Existing customers shouldn't be impacted.

There was a discussion about a change in plans by Mr. Bolin as he previously indicated he was agreeable.

A motion was made by Council Member Danny Wyatt, seconded by Mayor Pro-tem J. H. Graham, to approve installation of a valve, supply any and all necessary repairs and equipment to provide million gallons of water a day including labor.

The motion was rescinded.

g. Discussion and action on Waste Water Treatment Plant emergency work

City staff is working with the Engineer in receiving written quotes for the sludge removal of two basins that have been taken off line. City staff is reviewing a proposal from the second low bidder for the remainder of the mechanical work at the waste water treatment plant. A recommendation to move forward with this work was not available.

This Resolution was deferred.

6. City Attorney's Report

City Attorney's Report

City Attorney Ridley reported no new litigation had been filed since the last meeting. He reported that he will have a settlement with J.S. Haren Co. soon.

On April 24 at 4:00 p.m., City Attorney Ridley and City Manager Wood are going to attend the e911 board meeting to ask them to rejoin the City as a funding partner in

some capability. City Attorney asked for the Council to attend also. The meeting will be held at the e911 building.

This Report was received and filed.

7. City Manager's Report

City Manager's Report

City Manager Greg Wood gave the monthly revenue reports for sales tax, wholesale beer, and retail liquor. He presented reports on fire events (two significant commercial fires last month), water loss, building permits, grants, special projects, bonded debt, police reports, and the Chamber of Commerce scorecard. Mr. Wood also reported that the Chamber of Commerce has not provided financial reports requested by Council, but will be submitting soon.

This Report was received and filed.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:47 p.m.

A motion was made by Mayor Pro-tem J. H. Graham, seconded by Mayor James Mayberry, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Mayor Pro-tem J. H. Graham, Council Member Danny Wyatt, Council Member Pamala Harris, Council Member Scot Shanks and Mayor James Mayberry