

# City of Crossville

392 N. Main  
Crossville, TN 38555



## Minutes

**Tuesday, September 11, 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*

**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

**BEER BOARD - 5:45 p.m.**

*Mayor James Mayberry called the meeting to order at 5:45 p.m.*

**1. El Quetzal**

*An application has been received for an on and off premises beer permit from Maria Domingo Bartolome for El Quetzal located at 104 Keyes Street in Crossville.*

**This Permit was approved.**

**2. Bootleggers**

*An application has been received for an on and off premises beer permit from Rhonda Finchum for Bootleggers located at 287 Hwy 70E in Crossville. There has been a change in ownership.*

**A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Danny Wyatt, to approve permits for El Quetzal and Bootleggers. 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

**PUBLIC HEARING - 5:50 p.m.**

*A public hearing was held on Tuesday, September 11, 2018 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the public hearing to order at 5:50 p.m.*

**1. Annexation Progress Report**

*A public hearing is required to provide an update on the annexation and plan of services for:*

- 8.75 Acres The Gardens Phase 8, Plat 2 (Part of Tax Map 99, Parcel 57.06)

*All services have been provided as outlined or requested by the owner/developer.*

*With no comments, the public hearing was adjourned at 5:52 p.m.*

**This Public Hearing was received and filed.**

**REGULAR MEETING - 6:00 p.m.**

*The City Council for the City of Crossville held its regular monthly meeting on Tuesday, September 11, 2018, at Crossville City Hall.*

**Call to Order**

*Mayor James Mayberry was present and presiding. He called the meeting to order at 6:01 p.m.*

*Willard Dale of Southwest Baptist Church gave 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

*Others present were City Manager Greg Wood, City Attorney Will Ridley, City Clerk Valerie Hale, Assistant City Clerk Malena Fisher, Scott Humphrey, Carrie Waxler, Marie Maxler, JoAnn Hoover, Sadie Hoover, Stanley Watkins, Malinda Watkins, Jeremy Shoemaker, Lyla Shoemaker, Joe Kerley, Jeff Johnson, Willard Dale, Billy Martin, Kevin Music, Tammie French, Angela Witzel, Jesse Kerley, Chris Bennett, Chris South, Mark Fox, Jeff Kerley, Tim Johnson, Danny Tollett, Jim Young, Rachel Shoemaker, Jake Shoemaker, Mike Turner, Howard Lynch, David Starr, Karen Starr, Anne Ferrell Quillen, Bill Quillen, Rodgers Spencer, Heather Mullinix, Lee Lawson, Fred Houston, Tim Begley, and Leah Crockett.*

**1. Proclamations/Presentations**

**PRESENTATIONS:**

**a) Student of the Month**

*Student of the Month-Lyla Shoemaker nominated for "Cooperation" character trait.*

**This Presentation was made.**

**2. Public Comment**

*Stanley Watkins expressed concern regarding tethering ordinance that's being discussed by the City Council. He feels that it is too rigid and that some dogs require to be tethered for various reasons. He also stated that dogs that aren't tethered provide home or business security.*

*Angela Witzel expressed concern about the amount of theft occurring within Crossville and Cumberland County, as well as other social problems such as homelessness, mental illness, and drug abuse. She urged the Council to take initiative to help reduce these problems.*

**3. Appointments-NONE**

**4. Consent Agenda**

**A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Danny Wyatt, to approve items A-M on the consent agenda. 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 of minutes (08/14,09/04)

*Approval of minutes (08/14,09/04)*

**The Minutes were approved as recommended.**

### **Ordinances on Third Reading**

**b.** Ordinance closing an undeveloped right-of-way for Cooper, Sherrill, and Hooie

*The property owners along the portion of unimproved ROW near LeeJune street have had the area surveyed and come to an agreement on how it is to be split. Mr. Cooper and Dr. Hooie had an agreement to allow Mr. Cooper to obtain all of the other portion in the area, a 22 foot wide unimproved ROW between their properties.*

*Planning Commission met on 07/19/2018 and recommended approval of right-of-way closure.*

**This Ordinance was adopted on third reading.**

**c.** Ordinance closing an undeveloped right-of-way for TCAT and Cumberland Good Samaritans

*TCAT has requested the unimproved alleyway between two properties along Miller Avenue be closed for a future expansion project. The other property owner that would be affected is Cumberland Good Samaritans. The property owners have been contacted and no opposition has been received by the city staff.*

*Planning Commission met on 07/19/2018 and recommended closing the unimproved ROW by standard method, which would be dividing the alleyway down the middle with each half being joined to the adjacent property.*

**This Ordinance was adopted on third reading.**

**d.** Ordinance amending Crossville Municipal Code 11-603 regarding Shooting Galleries

*The current code states "no license shall be granted to any person other than a county resident for at least one year preceding the application and a qualified voter in Cumberland County". This has been brought to the attention of City staff by the new owner of the business formerly known as Dave's Pawn Shop and request is being made to amend the code to allow out of county residents/voters to own and/or operate*

*a shooting gallery.*

**This Ordinance was adopted on third reading.**

- e. Ordinance amending FY 18-19 budget for downtown sidewalks and street lights

*During the City Manager's report on August 14, 2018, a motion passed on first reading to amend FY18-19 budget to include the \$1.3 million grant for sidewalks and other capital items, plus \$290,000 and 10% for street lights to be added to the sidewalk capital project, which is \$324,500. This is in response to the award of \$1.3 million TAP grant from TDOT.*

**This Ordinance was adopted on third reading**

### **Additional Consent Items**

- f. Approval of Boy Scout Eagle Scout Proposal

*Chase Mullen is working toward achieving Eagle Scout. He is proposing to identify graves of veterans in the City Cemetery, add a PVC flag holder in the ground at these sites, and enter the information into a database to be utilized by the City for historical purposes. The City Clerk is requesting approval of this project for Chase Mullen.*

*Mayor Mayberry commended Chase for this project.*

**This project was approved.**

- g. Approval of extension of utilities on Cox Avenue

*CoLinX has continued its steady growth and again needs to expand on the Cox Avenue portion of the current site. However, they need to construct additional restrooms to accommodate the additional personnel, but do not have water and sewer that far down Cox Avenue (see aerial map for reference). Normally the City would charge an "inside City" customer materials and tap fees, which would be a total of \$6,749.02, but they already have water and sewer to their site, so this is an unusual situation. The other factor is that the line will be running in the City's right of way, so it will be the City's line, even though it will only serve CoLinX. CoLinX is willing to pick up part of the costs. The City Manager recommends to have them pay the two tap fees and material costs like we would a new "inside City" service. CoLinX would handle the rest of the on-site costs. Since they have exceeded their hiring goals sufficiently, the City Manager recommends the City write the rest off as economic development incentives.*

**This extension was approved.**

- h. Blue Cross/Blue Shield 2019 Renewal

*The renewal has been received for our 2019 health coverage with Blue Cross/Blue Shield of Tennessee. The renewal came in with an increase of 9%, which is well under the norm for a group of the City's size.*

**This renewal was approved.**

- i. Approval of 2018-19 lease of Catoosa Utility Department building

**This Contract was approved.**

**j.** Approval of Amendment of Contract in Lieu of Performance Bond for Crossville Sanitary Landfill

*The City closed the landfill in 1995 and was required to provide 30 years of post-closure care. At that time, the cumulative inflation adjusted total of this care was \$1,222,912. As each year passes, the amount of financial assurance is reduced. In 2017, the amount was \$489,596.14. For 2018, this is allowed to reduce to \$436,107.76. This contract is in lieu of providing a performance bond in this amount to guarantee the financial responsibility.*

**This Contract was approved.**

**k.** Approval of temporary street closing of Taylor Avenue between Main Street and Thurman Avenue, and the closure of Thurman Avenue between Taylor Avenue and North Street for the Class of 1998 20th reunion on September 15 from 3:30 p.m. to midnight.

*The Cumberland County High School Class of 1998 is requesting temporary street closures for their 20th class reunion block party.*

**This Permit was approved.**

**l.** Approval of temporary streets closings for Friday at the Crossroads in October and December

*The steering committee for Friday at the Crossroads has submitted their street closing requests for the remaining events on October 5 and December 7.*

*Both requests are from 3:30 p.m. to 8:15 p.m.*

- *Main Street from Hwy 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 at 4th Street*
- *Division Drive*
- *East Street*

**This Permit was approved.**

**m.** Approval of temporary street closings for Social Brew Oktoberfest

*A request has been received from Social Brew for temporary street closure of Taylor Avenue, from N. Main Street to Thurman Avenue, for Oktoberfest and live music at Friday at the Crossroads. Closure times would be October 5th at 3pm till October 6th at 6pm. The closure will allow for the stage to remain up from Friday at the Crossroads and allow food/beverage vendors to set up early Saturday morning for Oktoberfest.*

**This Permit was approved.**

**Bids/Purchases**

**A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Danny Wyatt, to approve items N-W on the consent agenda. 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

**n. Approval to Purchase Parker THM Analyzer**

*Water Resources Dept. requests to purchase a Parker THM Analyzer, which was approved in 2018-2019 budget. Total amount budgeted was \$40,000. The Parker Analyzer is a sole source item.*

THM Analyzer	\$33,000.00	
Installation, performance check, and user training		\$ 3,750.00
Concentrated Standard Solution for performance test		\$ 465.90
Tool kit for calibration	\$ 782.35	
Shipping and Insurance	\$ 350.00	
<b>\$38,348.25</b>		

**This Purchase was approved.**

**o. Approval to purchase 2019 Grand Cherokee Laredo 4X4**

*The Codes Department Supervisor has received a quote from TT of Columbia, Inc. for a 2019 Grand Cherokee Laredo 4x4. TT of Columbia, Inc. is on contract with the State of TN. State bid price for the truck is \$27,098.25. This vehicle is approved in the 2018/2019 budget to replace unit 316.*

**This Purchase was approved.**

**p. Approval to purchase Dell Server**

*Purchase Dell PowerEdge R6415 server from state bid (Contract No.: 99AGZ) in the amount of \$9,059.29. Unit will replace server from 2009. Server was submitted and approved in FY 2018-19 budget for \$12,000.*

**This Purchases was approved.**

**q. Retroactive Approval for Meadow Park Lake Water Treatment Plant Emergency Pump Replacement**

*The Meadow Park Lake water treatment plant uses a sludge pump to periodically clean their basins. The current pump is between 12 and 14 years old and has broken. Authorization was given for an emergency purchase from a sole source vendor due to the necessity of the pump. The City Manager is requesting formal approval of the purchase authorized on August 23. The 46HST Hydraulic Submersible Trash Pump is \$5623 and shipping is \$350.*

**This Purchase was approved.**

**r.** Approval to purchase 2019 Ford Escape

*The Marketing Department has received a quote from Ford of Murfreesboro for a 2019 Ford Escape. Ford of Murfreesboro has a contract with the State of Tennessee, Central Procurement Office. State bid price is \$21,806.00. The Marketing Department has reviewed the quote and recommends purchasing the Ford Escape for \$21,806. This purchase was budgeted and approved in the 2018 / 2019 budget.*

**This Purchase was approved.**

**s.** Approval of bid for Parks & Recreation Grass Seed

*The Parks Department requests approval for purchase of grass seed for the 2018 season. Low bid received is from Sigma Organics for a total of \$5,375.00.*

**This Bid was approved as recommended.**

**t.** Approval of Fire Fighter Thomas Smith Paramedic Reimbursement

*Firefighter Thomas Smith recently completed Paramedic School at Volunteer State Community College. The course was three semesters and he attained a Tennessee license, and is operating at the advanced life support level. Chief Turner requests approval to reimburse expenses for the course, which were budgeted for FY 18-19. The total request for the program is \$6,723.50.*

**This reimbursement was approved**

**u.** Approval to purchase Excavator & Hammer for Water Transmission & Distribution and declare the trade-in as surplus property.

*The Water Transmission & Distribution supervisor has received a quote from Stowers. Stowers has a contract with the State of Tennessee Central Procurement Office. State bid price for the excavator & hammer is \$278,702.00. The Water Transmission & Distribution supervisor reviewed the quote and recommends purchasing the excavator & hammer. This purchase was budgeted and approved in the 2018/2019*

**This Purchase was approved.**

**v.** Approval of Purchase of a 6X4 Diesel Utility Vehicle for Cemetery

*Bids were accepted for a new 6X4 Diesel Utility Vehicle for the Cemetery. After reviewing all bids received, the Utility Maintenance supervisor recommends purchasing the vehicle from Tri County Equipment for a purchase price of \$12,500. This item was budgeted for and approved in the 2018-2019 fiscal year budget.*

*This is to be paid from the Ledford Trust monies.*

**This Bid was approved as recommended.**

**w.** Approval of Re-Roofing the Public Works Building

*Bids were accepted for re-roofing the Public Works building. After reviewing all bids received, the Utility Maintenance Department supervisor recommends accepting the*

*bid from Jeff Woods Construction for the price of \$9,890.00. This was budgeted for and approved in the 2018-2019 fiscal year budget.*

**This Bid was approved as recommended.**

## **2. Other Business**

### **a. Discussion and action on bridged health insurance for retirees**

*Bridging health insurance coverage, until age 65, for retiring employees was removed from policy in 2010. A cost analysis has been prepared for reinstatement of the bridged health insurance policy.*

*There has been a question on the actuarial and Mr. Wood suggested waiting until October for the Council to vote on the item as he is trying to contact the City Manager that recommended removing bridge health insurance from policy. Council member Wyatt and Council member Harris expressed that they wish to consider the item.*

*Council member Wyatt made a motion to approve reinstating bridge health insurance for retiring employees. He stated that he felt comfortable with current information presented and that the previous City Manager did not take into consideration the savings of incentivizing a long term employee to retire and filling the position with an employee with less years of service. The motion was seconded by Council member Harris.*

*There was further discussion on the item. Mayor Pro Tem Graham stated that the assumptions made in regard to bridging health insurance were based on numbers available at this time and assumptions that could be made by hiring new employees when others retired could only be taken at face value. The \$4.2 million in savings may or may not take into the actuarial assumptions that could be made by the auditors regarding the future liability and increased cost of health insurance, which could be a very high number that would be deducted from retained earnings. Mayor Pro Tem Graham is unsure if the auditors would give credit for the future new hires that would replace the retiring employees.*

*Mayor Pro Tem Graham feels more information is needed. Mayor Pro Tem Graham discussed the matter with Finance Director Fred Houston. He asked Mr. Houston if he agreed that the estimated future costs need to be actuarially identified in the balance sheet of the City of Crossville and what number that would be and how it would affect retained earnings. Mr. Houston stated he is in the process of requesting an actuarial study and he's waiting until meeting is over to send information for the study because if bridge insurance is reinstated it will affect the actuarial study. Mayor Pro Tem Graham stressed the importance of knowing what the number would be that would be deducted from retained earnings before voting on the item. Mr. Houston stated the actuarial study is done every three years and that he could send information and wait for the results. He could get information within a month to six weeks.*

*Council member Shanks asked if waiting six weeks would have a negative effect. Mr. Houston replied that waiting would allow the Council to know more about how balance sheet would be affected. It is currently \$50,000, but when study is done the number could be higher which would affect the next year's balance sheet. Council member Wyatt and Mr. Houston agreed that it would balance out, but Mr. Houston stressed that is using current information and the actuarial study could reveal a significantly higher number. Council member Wyatt stated it would have to be less than \$4.2 million over*

*next 30 years and Mayor Pro Tem Graham disagreed. He feels auditors will look at estimated future costs of health insurance for 123 employees after their 20-30 years of service and do present value of that number with an 8-10% increase.*

*Council member Harris asked Council member Wyatt if he's comfortable with waiting until October. Mr. Houston stated he would stress to the health insurance company that the results are needed immediately and would have information back to the Council in October. Council member Wyatt withdrew his motion and stated he wanted the item on October agenda regardless of whether Mr. Houston has results of actuarial study.*

**This item was deferred.**

### 3. City Attorney's Report

#### City Attorney's Report

*City Attorney Will Ridley reported that a new lawsuit had been filed. The case, Blackwood vs. Cumberland County, Cumberland County E911 board, the City of Crossville, and Mayor Kenneth Carey is the result of Mr. Blackwood's termination. The suit was filed in Federal court in the Middle Tennessee district. TML has agreed to the case and has assigned Counsel. The deductible is \$5,000 for the defense of the case. Mr. Ridley will provide updates throughout the case.*

**This Report was received and filed.**

### 4. City Manager's Report

#### Discussion and action on engineering services for obstruction clearing at the airport

*Mr. Wood presented a memo from City Engineer Tim Begley regarding the airport obstruction survey. Mr. Begley has been in contact with Atkins Engineering and TDOT about the survey in the fly zone and safety zones of the airport. The total mapping area is about 1,000 acres. It is critical that the survey take place before the leaves fall off the trees. Mr. Begley has not received a formalized contract amendment for the work by Atkins but received a price for the work in the amount of \$23,700. The survey will show all trees that project into the airspace on the side air slopes of the runway and 3,500 feet past each end of the runway. Mr. Wood asked the Council to approve a contract amendment with Atkins for the amount of \$23,700 and approve the request for a 95/5 grant with TDOT and approve the TDOT contract for the grant.*

**A motion was made by Mayor Pro-tem J. H. Graham, seconded by Council Member Scot Shanks, to approve contract amendment for engineering services with Atkins Engineering in the amount of \$23,700, approval of request and contract with TDOT for 95/5 grant for an obstruction survey at Crossville Memorial Airport. 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

#### City Manager's Report September 2018

*City Manager Wood presented the monthly revenue reports on local option sales tax,*

*wholesale beer, retail liquor inspection fees, police & fire statistics, water loss, building permits, special projects, bonded debts, grants, and the Chamber of Commerce scorecard.*

*Council member Harris recommended a spreadsheet that provides information as projects are approved, when approved and phased along so Council can see progress being made. Mr. Wood stated Microsoft has project specific software and will look into it and present at next work session.*

*A Special Call meeting was discussed to take action on potential retail development, Cumberland Crossing. The meeting was set for Friday, September 14 at noon.*

**This Report was approved.**

## **ADJOURNMENT**

*The meeting was adjourned at 6:44 p.m.*