

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, January 6, 2026

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, January 6, 2026 at Crossville City Hall. Mayor Pro-tem Gernt was present and presiding. He called the meeting to order at 5 p.m.

Roll Call

Present 4 - Council Member Art Gernt, Council Member Mike Turner, Council Member James Mayberry, and Council Member Mark A. Fox

Absent 1 - Mayor R.J. Crawford

Others present were City Manager Valerie Hale, City Clerk Baylee Rhea, City Attorney Randy York, Lee Lawson, Nathan Clouse, Rob Harrison, Leah Crockett, Chris Kendrick, Gwen Schallow, Jeff Dyer, Ethan Medley, Mike Moser, Kevin Music, Joe Kerley, Terry Potter, Rodgers Spencer, Chris South, Jessie Brooks, Shae James, Tim Begley, Rich Hanson, Randy Wilson, Dave Kennedy, and Carl Lawson.

Public Comment

There were no comments made.

1. Discussion regarding Fire Station #2 update

Council member Mark Fox requested a detailed and accurate update on the status of new Crossville Fire/Rescue Station #2. He has requested this update to include current matters of concern, expected date of occupancy, and plan for mitigation of any future potential interior water issues.

Rodgers Spencer with Upland Design Group provided an update covering all matters of concern. Mr. Spencer provided Council members with a Designer's Memo and reviewed issues Upland's has addresses with the contractor and City staff.

This item was discussed.

2. Discussion regarding Fire Station #1

Council member Mark Fox has requested a detailed and accurate update on the status of Crossville Fire/Rescue Station #1 expansion and renovation. He would like this to include a proposed timeline and completion date.

City Manager Hale explained there had been a delay in the planning stages due to the uncertainty of the ambulance service. A meeting was held with Chief South, Deputy Chief Potter, and Director of Engineering Tim Begley to discuss a timeline. During this meeting, Mr. Begley expressed a need for an architect rather than pursuing a design build. City Manager Hale stated she expected the project to begin before the end of the fiscal year. Mr. Begley explained the need for an architect to the Council members.

Council member Mayberry expressed concern of fire trucks backing in to the new bays off of Henry Street due to bank traffic. He was assured that this would not be an issue.

Council member Fox asked when they could expect an update on the status of this project. City Manager Hale stated she would provide an update at the retreat.

This item was discussed.

3. Discussion regarding meeting with State, Corps of Engineers, and Wauford personnel

Council member Mark Fox requested for the City Manager to set up a meeting with the head of TDEC and their direct report, the head of the Corps of Engineers and their direct reports, the Comptroller and his direct reports, and Wauford personnel. He requested this meeting be at Crossville City Hall in person rather than a web or conference call. He would like to discuss matters pertaining to water resources in Cumberland County.

City Attorney Randy York suggested someone from the Water Authority attend as well.

This item was discussed.

4. Approval of the renewal of the City Manager's Contract

The current employment contract for City Manager Hale expires April 1, 2026. The proposed contract only has one change from her current contract. The term would be for 3 years instead of 2 years.

This item was recommended for approval.

Mayor Pro-tem Gernt asked if anyone was opposed to moving item #18 to the next item. No one opposed.

18. Approval of financial policies

Finance Director Nathan Clouse recommends approving a Cash Management Policy and Cyber Security Policy.

This item was recommended for approval.

5. Approval of temporary street closure - Crossville Cruisers

Crossville Cruisers have requested four temporary street closures of Main Street from Lantana Road to 4th Street. The dates are April 25, May 23, June 27, and July 25 from 10 a.m. until 2 p.m.

This item was recommended for approval.

6. Approval of funds for the Industrial Development Board

The Industrial Development Board is in need of funding for invoices they have received. The Industrial Development Board has requested \$25,000 from the City of Crossville. The funds will be reimbursed upon the sale of the spec building.

Approval of these funds will require a budget amendment.

This item was recommended for approval.

7. Ordinance amending FY 25-26 Budget

A budget amendment is necessary to amend FY 25-26 budget for paving at Meadow Park Lake, Outside Agencies: Industrial Development Board, Police Department HVAC, and Water Tank Site Improvements.

This item was recommended for approval.

8. Approval of Downtown Improvement Grant contract

Tennessee Department of Economic and Community Development awarded the City of Crossville \$300,000 for façade improvement in the Downtown area. The contract is recommended for approval.

This item was recommended for approval.

9. Discussion regarding retroactive approval of BRAG contract

Retroactive approval of grant contracts with TDEC is recommended. One is in the amount of \$157,735 for remediation of Brownfield sites. The other is in the amount of \$61,935 for assessment of the Brownfield sites.

This item was recommended for approval.

10. Discussion regarding approval of RFP - Concession Services - Duer Soccer Complex

The Leisure Services Department requests to accept RFP from Tonya Swallows to lease and operate the concession stand at Duer Soccer Complex. The contract to operate would be on a yearly basis with the option to renew.

This item was recommended for approval.

11. Discussion regarding approval of contract renewal for concession services

The Leisure Services Department requests the renewal of contract with Cindy Joe's BBQ as Concessionaire for Centennial Park. Their original contract was for 1 year with the option to renew for an additional year, not to exceed 3 years.

This item was recommended for approval.

12. Approval to award RFQ - Professional Airport Services

The City of Crossville sent out Requests for Qualifications for Professional Airport Services and received qualifications from eight companies. A committee reviewed and graded the qualifications. Neel Schaffer, Inc. was graded the highest by the review committee. A master agreement with Neel Schaffer, Inc. is attached. Amendments to this contract or work authorizations for each individual project will be reviewed by staff and presented to the City Council for approval individually. This is a five-year contract which speeds up the project completion time by not having to solicit qualifications.

This item was recommended for approval.

13. Discussion regarding approval to award RFP for 7.0 MGD Membrane Filtration System - Meadow Park Lake Water Treatment Plant
- J. R. Wauford & Company reviewed the request for proposals for a 7.0 MGD Membrane Filtration System - Meadow Park Lake Water Treatment Plant, and recommends selecting H2O Innovations of Wilmington Delaware, represented by Guthrie Sales & Service Company, Inc. of Brentwood, Tennessee. To enter into a purchase agreement in the amount of \$50,000.00 to perform pilot testing for a new membrane filtration system at Meadow Park Lake Water Treatment Plant.*
- This item was recommended for approval.**
14. Discussion regarding approval to award bid for Water Tank Site Improvements
- This project consists of replacing the altitude valves and installing electronic valves at the Industrial tank, Cemetery tank, and Woodmere tank. The valve pit at the Woodmere tank will also be replaced and some piping will be relocated. Two bids were received and Staff recommends the contract be awarded to the low bidder, John T. Hall Construction Inc, with the two additive alternatives at a price of \$324,850.00.*
- A budget amendment is required.*
- This item was recommended for approval.**
15. Approval of Miller Avenue Booster Station Change Order #1
- Miller Avenue Booster Station change order includes undercut of unsuitable soils and modifying the driveway to decrease the slope of the driveway. The change order is a \$35,519.00 increase in the total contract amount. The unsuitable soils were an unknown and the steepness of the driveway was not realized until it was rough graded.*
- This project is an ARPA grant project and all available grant funds have not been allocated. The Director of Engineering recommends the approval of the change order.*
- This item was recommended for approval.**
16. Discussion regarding approval of Peavine Road Force Main Addition Change Order 1
- Due to field adjustments because of other utilities, the amount for contract item "6-inch force main in gravel or parking lot" has been exceeded and two other items in the contract are being reduced. This change order reduces the total contract amount by \$1,101. Staff recommends the approval of the change order.*
- This item was recommended for approval.**
17. Approval of Police Department Building HVAC Change Order 1
- During the course of work, it has been determined that the squad room and the other offices on the same HVAC unit need to have separated systems. The mechanical engineer specified a ductless mini-split system for the squad room. The change order in the increased amount of \$10,250 meets the specifications and includes the changes to the existing duct system. Staff recommends the approval of the change to the contract.*

This item was recommended for approval.

19. Ordinance amending Title 8 Chapter 2 Beer

Staff recommends amending the Beer ordinance in its entirety to clarify license types, fees, inspections, duties of the beer board, and circumstances not currently addressed in the ordinance.

This item was recommended for approval.

20. Discussion regarding approval of 5k/10k/Fun Run Policy

Recently a request has been made to host a 5k on City property. There are currently no guidelines regarding the use of City property for a 5k/10k/Fun Run. Staff recommends adoption of this policy.

This item was recommended for approval.

1. Discussion regarding Fire Station #2 update

Council member Turner requested to speak on item #1 again. He stated he was not for occupying Station #2 if there is an ongoing punch list. Mr. Spencer explained that it was the City's choice on when they could move in to the building once substantially completed. He explained that "substantially completed" means everyone has signed off that the building is able to be occupied. The building does not become "substantially completed" until Upland, the City, and King Construction have all signed the paperwork agreeing that it is substantially completed. The one year warranty with the contractor begins on that date as well.

This item was discussed.

Adjournment

The meeting was adjourned at 6:01 p.m.