

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Tuesday, February 11, 2020

6:00 PM

Council Chambers

City Council

Mayor James Mayberry
Mayor Pro-Tem Art Gernt, Jr.
Council Member J.H. Graham, III
Council Member Rob E. Harrison
Council Member Scot Shanks
City Manager Greg Wood
City Clerk Valerie Hale

The City Council for the City of Crossville met in regular session on Tuesday, February 11, 2020, at Crossville City Hall.

Roll Call

Present: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, 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, Lee Lawson, Jim Young, Ethan Medley, Justin Woolbright, Keshia Woolbright, Ilyssa Woolbright, Parker Woolbright, Asher Woolbright, Joann Rapp, Justin Schneidewind, Karen T. Wyatt, Chris South, Robert D. Kimbro, Jr., Fred Houston, Jackie Baker, Alan Baker, Dr. Mark Fox, Felicia White, Darian Dykes, Tim Begley, Ethan Medley, Steven Pickard, Cliff Wightman, Levonn Hubbard, Asa Reese, Trevor Tuttle, Scott Humphrey, Heather Mullinix, Ben Welch, and Cynthia Beck.

PUBLIC HEARING - 5:45 p.m.

a. FY2018 Community Development Block Grant Program

A public hearing was held to present information to the public on the FY2018 Community Development Block Grant Program. The purpose of this meeting is to present information on the completion of the Sewer System Improvements Project funded under the 2018 Community Development Block Grant Program.

There were no comments received from the public regarding the project.

This Public Hearing was received and filed

BEER BOARD - 5:45 p.m.

Mayor James Mayberry was present and presiding. He called the Beer Board to order at 5:46 p.m. All members of the Beer Board were present.

a. The Cottage at Fairfield

An application was received for an on-premises beer permit by Martin Glen Kerver for The Cottage at Fairfield located at 31 Confederate Road. Chief Brooks reported a clear-records report and recommended approval.

A motion was made by Council Member J. H. Graham, seconded by Mayor Pro-tem Art Gernt, to approve the on-premises permit. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

b. Pour House Bistro

An application has been received from Rebekah Mullinax for an on and off-premises beer permit for The Pour House Bistro. This business is located at 42 North Street. Chief Brooks reported a clear-records report and recommended approval.

Mr. Wood reported that the building had not passed inspection by the Codes Department and that any approval should be subject to its approval.

A motion was made by Mayor Pro-tem Art Gernt that the on-off premises beer permit be approved subject to approval by Codes Department. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

SOLICITATION BOARD

Mayor James Mayberry was present and presiding. He called the Solicitation Board to order at 5:47 p.m.

a. Fairfield Glade Lions Club Charities

An application has been received from the Fairfield Glade Lions Club Charities for their annual white cane project to raise funds for their programs benefiting the blind, deaf, and children.

A motion was made by Council Member J. H. Graham, seconded by Mayor Pro-tem Art Gernt, to approve Solicitation Permit. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

REGULAR MEETING - 6:00 p.m.**Call to Order**

The City Council for the City of Crossville met in regular session on Tuesday, February 11, 2020. Mayor James Mayberry was present and presiding. He called the meeting to order at 6:00 p.m.

Steven Pickard of Faith Assembly of God Church provided the invocation. The Young Marines presented the colors and led the Pledge of Allegiance.

1. Proclamations/Presentations**a. Presentations/Proclamations - February 2020**

- a) February Student of the Month - Parker Woolbright was nominated for "Respect"*
- b) January Student of the Month - Addison Wyatt for nominated for "Honesty"*

c) *Spay Day Crossville February 25, 2020-A proclamation was presented to Alan and Jackie Baker, Wags & Whiskers, proclaiming February 25, 2020 as Spay Day.*

The Presentations were announced.

2. Public Comment

There were no comments received.

3. Appointments

a. Stormwater Board of Appeals

Scott Christian's term on the Stormwater Board of Appeals expires March 10. He is the Professional Civil Engineering representative. Mr. Christian no longer works in Cumberland County and Don Cole, P.E., is recommended to serve the 5 year term.

A motion was made by Mayor James Mayberry, seconded by Council Member Scot Shanks, to appoint Don Cole. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

b. Crossville Regional Planning Commission

Mayor Mayberry announced the re-appointment of Mike Moser to Crossville Regional Planning Commission. His new term will expire 3/1/2025.

Mike Moser was appointed.

4. Consent Agenda

Approval of the Consent Agenda

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

a. Approval of minutes (01/14)

The Minutes of January 14, 2020 were approved as recommended.

Ordinances on First Reading

b. Ordinance amending Title 14, Chapter 3, Section 303 (B) regarding Municipal Flood Damage Prevention

Due to several annexations since 2007, an update to the ordinance dealing with

Municipal Flood Damage Prevention is needed. The City and County are divided into "flood panels". In the ordinance, the panels within the City limits are listed. The additional panels that need to be included in the ordinance are: 47035C0318, 47035C319, and 47035C340. These panels include the back portion of Homestead Place, Valley Lane, a large parcel east of Hwy 127 S, and the majority of Cumberland Mountain State Park.

This Ordinance was approved on first reading.

Additional Consent Items

- c.** Approval of resolution to submit application for funding of a 2020 CDBG project

A public hearing was held prior to the meeting on January 14 to receive public comments for potential projects. City staff recommends that a grant application be submitted for a wastewater project for sewer system improvements not to exceed \$600,000. An additional \$30,000 would be available for being Three Star compliant. The City would be responsible for 10%.

This Resolution was approved as recommended.

- d.** Approval of grant application for InvestPrep Funding

City staff and the Chamber President took part in a TVA InvestPrep 2020 application workshop on January 28, 2020. During that workshop, they were informed the deadline for application was February 28, 2020. Therefore, staff needs permission to work with the Chamber to submit a grant application to cover 50% of the cost of a Phase One Environmental Study, a Geotech Study, and clearing of the approximately 20 acre site contiguous to the shooting park. This work needs to be accomplished so the development cost and issues can be determined in order to market for potential industrial development. Grant award will not occur until the FY 2020/2021 Budget. A budget amendment will not be required.

This application was approved as recommended.

- e.** Approval to provide assistance to West Cumberland Utility District

West Cumberland Utility District is requesting assistance from the City of Crossville in the event it has an emergency leak repair. The district agrees to pay the City of Crossville for any expenses incurred during such an event.

This item was approved as recommended.

- f.** Approval of change order for Homestead Water Tank Project

City staff is requesting approval of a deductive change order in the amount of \$2,564.65. This is a close out change order for unused items and patch/seal welding the contractor did not have a unit price for.

This change order was approved as recommended.

- g.** Approval to adopt Public Records Policy

Pursuant to City of Crossville Code of Ordinances, Chapter 8, Section 1-801(E), the

public records policy shall be adopted by the City Council and reviewed at a minimum of every two years, outlining the rules to give the fullest possible access to public records

This Policy was approved as recommended.

h. Approval of Certificate of Compliance for Peavine Wine & Spirits

The Certificate of Compliance for Peavine Wine & Spirits has been requested by Fenil Parikh. This Certificate affirms that this business meets all requirements of the City of Crossville. Once approved, the Certificate will be submitted by the business to the Tennessee Alcoholic Beverage Commission for review, approval, and issuance of their license.

This Permit was approved as recommended.

i. Acceptance of proposal regarding a study for an Indoor Recreation Facility

HFR Design has submitted a proposal to complete a feasibility study for a potential indoor recreation facility. The proposal is in the amount of \$26,400 for the feasibility study in addition to \$4,500 for an architectural program.

This Proposal was approved as recommended.

j. Approval of loan agreement for Air Force jet

The Air Force jet located next to the CCHS football field (Miss Nettie) is on loan to the City of Crossville from the Air Force. This loan is on a yearly basis and requires approval each year of the loan agreement. CCHS has always taken responsibility for maintenance of the jet.

This Contract was approved as recommended.

k. Approval of Concessions Services and Food Truck Contracts

City Manager Greg Wood requests approval of contracts for concession services and food trucks in City Parks.

This Contracts were approved as recommended.

l. Renewal of Concession Services Contract

The Leisure Services Department recommends renewal of the Concession Services Contract with Nick's Italian Ice, March 1, 2020 through November 17, 2022

This Contract was approved as recommended.

m. Approval of Volunteer Vehicle Use Agreement

The City has agreed to allow certain approved volunteers, part-time employees, and full-time employees, the use of city vehicles. An agreement for the volunteers to sign is requested for approval.

This Contract was approved as recommended.

- n. Approval of Change Order #2 for 2018 CDBG Sewer Rehab Project and Ordinance Amending FY 19-20 Budget

Approval of change order #2 is requested to close out the project in the amount of \$18,901.30. This is not included in the budget and will require a budget amendment.

This Ordinance was approved on first reading.

- o. Approval of License Agreement for Lantana Road & Main Street traffic signalization project

TDOT requests a 10-year agreement with the City of Crossville regarding the traffic signal and sidewalks at the intersection of Lantana Road (US-70) and Main Street (US-127). This agreement states that the City is granted permission to use the intersection to install and operate existing traffic signals and construct and maintain new sidewalks and that the City is responsible for any maintenance and operation of the improvements.

This Contract was approved as recommended.

Bids/Purchases

- p. Approval to purchase Coolers for use in Concession Stands at Centennial Park and Duer Soccer Complex and Ordinance amending FY19-20 budget

The Leisure Services Department requests purchase of 6 Beverage Coolers (5 double, 1 single) for a cost of \$8486.14 from US Foods. This Price reflects NJPA discounts. These coolers will replace those removed by Coca Cola at the end of the contract. This will require a budget amendment.

This Ordinance was approved on first reading.

5. Other Business

- a. Discussion and action on one-time donation to CCHS Cheer Squad for National Cheer Competition

The Cumberland County High School Cheer Squad has qualified to compete in the National Cheer Competition in Orlando, Florida on February 7-9, 2020. They have requested a donation for their expenses.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to approve a one-time donation in the amount of \$250. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

- b. Discussion and action regarding Independent Contractor Agreement for Medical Director Services

At the last meeting, City Council approved drafting an amended Medical Director's Independent Contractor agreement to facilitate the position of Medical Director. The

contract references the City providing insurance and City Council asked for the insurance rates to be presented at the Council meeting. City Attorney Will Ridley reported those would not be available until February 12.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt, that this item be postponed until next work session. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

c. Discussion and action on Hwy 127 North Street Lighting

The City currently has street lighting on Highway 127 North from the Interstate to the Circle K convenience store. TDOT has agreed to replace the first 1,000 feet of street lighting in this area at their cost. In order to have the lights installed, the City Manager needs approval to write a letter asking TDOT to install the lights. In exchange, the City agrees to accept and maintain the lights.

The current lighting is on aluminum poles. It is likely that the new lights will be placed on VEC poles, rather than aluminum poles.

It was discussed that the City will ask for a lighting plan to the end of the Urban Growth Boundary and the City will install beyond the first 1,000 feet once the project has been completed.

Council member Graham reminded the Council that for the last 8-10 years, the City has been buying poles from VEC instead of leasing the poles. He expressed that he recommends this is what continues to happen.

A motion was made by Council Member J. H. Graham, seconded by Council Member Scot Shanks, authorizing the City Manager to write a letter to TDOT in regard to the first 1,000 feet of street lighting on Hwy 127 N. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

d. Discussion and action on request regarding "In the House" pilot to be produced by WCTE

The Council discussed a request to sponsor a four-episode pilot based on the Tennessee 2nd Annual Songwriter Week Qualifying Round that was held at the Grinder House on February 8. A request for 50% of the production costs in the amount of \$5,000 was made by WCTE and Asa Reese, Grinderhouse Owner.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison, to grant the request regarding the "In the House" pilot to be produced by WCTE in the amount of \$5,000 to be paid out of Hotel/Motel Tax fund. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

e. Discussion and action on the purchase of a Self-Serve Fueling Terminal

Support for the current fueling terminal will end as of June 30. The City Manager recommends the purchase of QTPod M4000 in the amount of \$20,815.24. The company offers a financing option of 6.5% for 48 months. This item will be purchased from a sole source provider. A budget amendment would be required if the Council elects not to finance the equipment.

A motion was made by Council Member Scot Shanks, seconded by Council Member Rob Harrison, to approve the purchase of self serve fueling terminal. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison, to approve first reading of budget amendment in the amount of \$20,815.24 for the purchase of self serve fueling terminal. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

6. **City Attorney's Report**

a. City Attorney's Report-February

Mr. Ridley reported that there were no new lawsuits filed within the last thirty days and that he's working with TDOT on the Northwest Connector 3 project and hopes to report a resolution in the near future.

This Report was received and filed.

7. **City Manager's Report**

a. City Manager's Report - February

City Manager Greg Wood gave the monthly revenue reports for sales tax, wholesale beer, and retail liquor. He also presented reports on fire events, water loss, building permits, grant activity, special projects, and bonded debt.

Mr. Wood also reported that the new City flag design has been put into service.

A motion was made by Council Member J. H. Graham, seconded by Mayor Pro-tem Art Gernt, to suspend the rules to allow for discussion regarding Golf Court Town Homes. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

Golf Court Town Homes

During the City Manager's report, Council member Graham discussed the sewer request from Golf Court Town Homes. At the Council meeting on December 10, 2019, it was approved to send a letter to South Cumberland Utility District requesting permission for the City to enter into their district to provide sewer service to portions of Lake Tansi.

South Cumberland Utility District declined the request because a proposal had not been presented, nor the information from Brian Houston, local manager of Department of Environment & Conservation Groundwater Protection office. Council member Graham stated he received Mr. Houston's report and a letter from Rachel Crick, President of Lake Tansi Golf Court Town Homes that was presented to City Manager Wood. The letter from Ms. Crick requested that the City send a proposal, including costs, to South Cumberland Utility District for providing sewer service to 30 townhomes, 69 total bedrooms, to be voted on so that Golf Court Town Homes can tie onto City sewer.

Council member Graham stated that 99% of proposal is complete and the Engineering Department has well over 100 hours in developing proposal.

A motion was made by Council Member J. H. Graham, seconded by Mayor James Mayberry, to send proposal of costs, equipment, and timeline to South Cumberland Utility District and Golf Court Town Homes for sewer connection as soon as possible. The motion carried by the following vote:

Aye: 5 - Council Member J. H. Graham, Council Member Rob Harrison, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:37 p.m.