

City of Crossville

392 N. Main
Crossville, TN 38555



Minutes

Tuesday, November 12, 2019

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

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.

1. Hi Tokyo Steak House, Inc.

An application for an on-premises beer permit has been received from Xin Feng Chen for Hi Tokyo Steak House, Inc. located at 1246 N. Main Street.

Chief Jessie Brooks gave a clean records report and recommended approval of the permit.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt to approve on-premises beer permit. The motion carried by the following vote:

Aye: 4 - Council Member J. H. Graham, Mayor Pro-tem Art Gernt, Council Member Scot Shanks and Mayor James Mayberry

Absent: 1 - Council Member Rob Harrison

With no further business to discuss, the Beer Board adjourned at 5:46 p.m.

PUBLIC HEARING - 5:50 p.m.**1. Annexation Progress Report**

Mayor James Mayberry was present and presiding. He called the public meeting to order at 5:51 p.m.

A public hearing was held to provide an update on the annexation and plan of services for:

- *0.60 acres, Tax Map 112D, Group I, Parcel 11.00-Tulip Drive*
- *0.60 acres, Tax Map 114I, Group B, Parcel 34.00-426 Valley Lane*

All services have been provided as requested by the owner/developer. No one was present to make comments and the public hearing adjourned at 5:52 p.m.

This Public Hearing was held.

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

The City Council for the City of Crossville met in regular session on November 12, 2019 at Crossville City Hall. Mayor James Mayberry was present and presiding. He called the meeting to order at 6:00 p.m.

Tim Chesson of the Faith Worship Center provided the invocation. The Young Marines

presented the colors and led the Pledge of Allegiance.

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, Jessie Brooks, Scott Humphrey, Heather Mullinix, Jennifer Hall, Jim Young, Chuck Burgess, Tom Howard, Tommy Perez, Yuliza Perez, Corey Cox, Chris Cox, Branningan Cox, Becky Looper, Whitney Brown, Tim Chesson, Josh Stone, Chris South, Michelle South, Steve Collier, Drew Collier, Shannon Brown, Abi Huling, Bryan Huling, Mike Turner, Tina Burgess, Karen Cole, Tristessa Howard, Levonn Hubbard, Rob Kimbro, Daulton Kimbro, Darian Dykes, Leah Crockett, Fred Houston, Jennifer Hall, David Bunch, and Lee Lawson

1. Proclamations/Presentations

a. Presentations/Proclamations - November

a) Student of the Month –Kesley McCowan was recognized for her character trait of manners.

b) Eight schools participated in the annual holiday card contest, which has been sponsored by the City of Crossville since 2001. One winner from each school was chosen:

Brown Elementary – TJ Hargis, 7th grade

Christian Academy of the Cumberlands – Brylee Robinson, 3rd grade

Crab Orchard Elementary – Jayme Dinkens, 8th grade

North Cumberland Elementary – Yuliza Perez, age 11

Pleasant Hill Elementary – Alexis Page, age 13

Stone Elementary – Whitney Brown, 8th grade

Cumberland County High School – Abi Huling, 11th grade

Stone Memorial High School – Brannigan Cox, 10th grade

c) City Manager Greg Wood presented Cumberland Medical Center with a check for \$1,000 generated from proceeds from the Annual Airport Open House/Fly-In.

d) Deputy Fire Chief Chris South was recognized by the Mayor for his recent designation as a Chief Fire Officer, one of only 1,406 CFO designees worldwide.

The Presentations were completed.

2. Public Comment

There were no public comments.

3. Appointments

a. Convention and Visitors Bureau

The terms of Tammie French and Rob Harrison on the Convention and Visitors Bureau have expired. The City's other representatives are Billy Loggins and Jerry Harris. Representatives from the County are Christy Dolinich, Janet Kluender, Valorie Cox, and Art Gernt. Representatives from the Chamber of Commerce are Glenn McDonald, Pam Winningham, Mary Jo Paige, and one vacancy.

A motion was made by Mayor James Mayberry, seconded by Council Member Scot Shanks, to appoint Ethan Medley and Asa Reese. 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. Airport Committee Appointment

John Ellington has submitted his resignation from the Airport Committee. As stated in the ordinance regarding the Airport Committee, the Mayor makes all appointments to the Airport Committee.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt to appoint Larry Patterson to the Airport Committee. 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

4. Consent Agenda

A motion was made by Council Member J. H. Graham, seconded by Council Member Scot Shanks to approve Items A-R of 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 (10/8)

The Minutes were approved.

Ordinances on Third Reading

b. Ordinance amending §15-125 in the Crossville Municipal Code regarding Rules of the Road

The Crossville Police Department is requesting to adopt the State Traffic Statute 55-3-102-Driving or moving unregistered vehicle upon highway a misdemeanor Exception. This statute is necessary to enable the police department to cite into City court for suspended registrations.

This Ordinance was adopted on third reading.

- c. Ordinance amending FY19-20 budget Airport Maintenance Building Repairs

The maintenance building is leaking, much of the insulation is missing, the lighting is substandard and several other repairs are required on the building. The City Council previously approved a grant application for \$100,000. The new estimated construction cost is \$215,910.

A budget amendment is required for the increase in construction of the project at an additional \$115,910. This project will be funded 89% by TDOT Aeronautics with an 11% match by the City at an amount of \$23,750. The third reading of this ordinance has been updated to reflect the new construction cost based upon the bid, plus the cost of engineering design (\$18,344 with City responsible for 5%).

This Ordinance was adopted on third reading.

Ordinances on Second Reading

- d. Approval of contract amendment #3 for engineering services for Meadow Park Lake Expansion Project-Permits and ordinance amending FY19-20 budget

Greg Davenport, J.R. Wauford & Company, gave a presentation on the Raw Water Capacity Master Plan at the most recent work session. The presentation gave an overview of the work the firm has been doing to discuss a path forward including raising the Meadow Park Lake Dam. With a moderate growth forecast, the total raw water demand for 2037 will be 8.06 MGD and 10.98 MGD in 2067. With a high growth forecast, the total raw water demand for 2037 will be 9.19 MGD and 12.05 MGD in 2067. The firm has suggested three phases for the improvements.

Regardless of the path chosen, the dam permitting process is necessary. The estimated cost is \$75,000 and J.R. Wauford & Company has presented an amendment (#3) to the current contract to complete this work, which requires a budget amendment.

A budget amendment is also required for amendment #2 approved March 12, 2019, which was to examine alternatives in order to recommend a road map to the Council for project implementation. The amendment requested is in the amount of \$45,000.

This Ordinance was approved on second reading.

Additional Consent Items

- e. Approval of disposal of surplus equipment-Airport Fuel Truck

Approval is requested to declare a 1987 Ford F-400 surplus and sold at www.govdeals.com. The estimated current value for the truck is \$7,500. The truck

was bought with a grant (50/50) from TDOT Aeronautics; therefore, the proceeds will have to be split with TDOT Aeronautics.

This disposal was approved.

- f. Retroactive approval of appointment during City Manager's temporary absence

City Manager Greg Wood requests retroactive approval of the City Clerk, Valerie Hale, to serve in his capacity during his recent absence.

This retroactive approval was confirmed.

- g. Approval of 2020 Alcohol Enforcement Grant contract

The City and its Police Department have been awarded an Alcohol Enforcement Grant in the amount of \$25,000 by the Tennessee Department of Safety. This money will be used for overtime and materials for programs related to driving under the influence. There is no local match required.

This Contract was approved.

- h. Approval of contract amendment for engineering services-Hwy 127 N from S of Lowe Road to Near Little Road

TDOT has made changes to the project and the Engineer (Hussey Gay Bell) must make revisions to the drawings and this requires additional money and an amendment to their contract in the amount of \$51,383.39. All design engineering is reimbursed by TDOT 100%. Staff requests for Council to authorize the City Manager to sign the TDOT Forms and approve the amendment to Hussey Gay Bell contingent on the fully executed TDOT Forms.

This Contract was approved.

- i. Approval of renewal of lease of the Snodgrass Building

The lease of the Snodgrass Building expired on 10/31/19. DCI requests a renewal of the lease.

This Contract was approved.

- j. Approval of contract for Three Star Grant FY19-20

On July 9, 2019, the Crossville City Council approved filing application, receiving and administering funds on behalf of JECDB for the Three Star grant. The State of Tennessee is requesting approval of the attached contract. It is a 100% grant for a two-cycle granting period, and application was made to create a comprehensive, regional marketing plan and branding for the community.

This Contract was approved.

- k. Approval of Release of Clawback Provision

The City of Crossville sold property to the Brewer Family Trust (Robert F. Brewer and Carol A. Brewer) described as Tax Map 73, Parcel 30.03, 752 Interchange Drive. Within the agreement, there was a clawback provision which stated that in the event

the purchaser defaults in constructing a commercial structure on the property by November 14, 2020, the City could take the property back. The improvements have been made and completed; therefore, the owners are requesting that the City release the clawback provision.

This Contract was approved.

I. Approval of contract amendment for Engineering services on the Old Lantana Road and County Seat/Southbend Waterline Replacement Project

The final design plans have been completed and are ready for TDEC approval. During the design phase it was discovered that several easements were required and several environmental permits were required. As noted on previous projects, original construction time of 4 months is too short so the construction time has been adjusted to 6 months which increases construction administration. The requested amendment is in the amount of \$91,380, which includes all easement documents, all environmental permits (less permit fees) and the additional 2 months of contract administration. The Director of Engineering recommends the approval of the amendment.

This Contract was approved.

m. Discussion and action on hangar lease for commercial purposes

Johnny Presley requests to lease a hangar for commercial purposes in the amount of \$30,000 per year for a five year period beginning December 1, 2019.

This Contract was approved.

Bids/Purchases

n. Approval to purchase five (5) Police Radar Units

Captain Brian Eckelson received quotes from Trucker's Lighthouse and Fleet Safety for \$2,100 and \$2,275 each respectively, for police radar units. Radar units were priced through Kustom Signals, Inc., on TN State Bid, for just \$1,403 each. Chief Jessie Brooks reviewed the quotes and recommends purchasing five of the radar units from Kustom Signals, Inc., for a total purchase price of \$7,015.00. The purchase of radar units and other miscellaneous equipment was budgeted and approved in the 2019/2020 budget, at \$25,000.00.

This Purchase was approved as recommended.

o. Approval to purchase five (5) Police Vehicle Equipment & Installation

Captain Brian Eckelson received quotes from Trucker's Lighthouse and Fleet Safety for \$7,919 and \$6,452.37 each respectively, for the purchase and installation of items needed to equip 5 new Police Chargers. The vendors have State Contracts for the equipping of police fleet vehicles. Chief Jessie Brooks reviewed the quotes and recommends purchasing five of the equipment and installation bids from Fleet Safety, for a total purchase price of \$32,261.85. (This price will put the total cost of each fully equipped police Charger approximately \$3,134 less than the cost of an Explorer before the additional equipment.) The purchase of fully equipped police cars was budgeted and approved in the 2019/2020 budget, at \$220,000.00.

This Purchase was approved as recommended.

p. Approval of Grant Application for 2020 Assistance to Firefighters Grant

The Crossville Fire Department requests approval to apply for the 2020 Assistance to Firefighters Grant (AFG) to purchase four (4) LUCAS CPR devices for the Crossville Emergency Medical Program. The grant award is a 95% grant with a 5% match by the City of Crossville. The total cost for the acquisition is \$78,645.40 with the City of Crossville being responsible for \$3,932.27. The grant will be awarded during the next fiscal year budget process and funds will be budgeted if the grant is awarded. The LUCAS Device is a valuable lifesaving tool used to mechanically perform cardiopulmonary resuscitation (CPR). The devices will greatly enhance advanced lifesaving capabilities for the City.

This grant application was approved.

q. Approval to purchase replacement ProMinent Chemical Metering Pump and SCR Drive

The Water Resources Department requests to purchase a pump in the amount of \$5,575 from a sole source vendor, Fluid Engineering Inc.

This Bids/Purchases was approved as recommended

r. Approval to purchase truck for Engineering Department

The purchase of a Ford Ranger four-wheel drive Super Cab for the Engineering Department from Ford of Murfreesboro on the State Contract at a price of \$25,762.00 is requested. This vehicle will replace the 1997 Jeep Grand Cherokee.

This Purchase was approved as recommended.

5. Other Business

City Attorney Will Ridley announced that he has a personal interest in Item C under "Other Business". He also declared a conflict of interest with Item I under "Other Business" because he represents the contractor referenced and if a lawsuit were to occur, he could not represent the City or his client.

a. Discussion and action regarding issuance of Refunding Bonds

The City Council authorized Larry Kidwell to begin the process to evaluate the City's credit rating at the September 10 meeting. In order to do this, preliminary work had to be completed, which included approval by the Tennessee Local Development Authority for the SRF loans to be refunded, which was granted contingent upon the Comptroller's approval of the associated balloon indebtedness as required by Tenn Code Ann. § 9-21-134.

The next step is to approve a resolution authorizing the issuance of the 2019 Bonds. Following adoption of the Bond Resolution, a Draft Preliminary Official Statement can be distributed to the Standard & Poor's for evaluation of the City's underlying credit rating.

Council Member Graham stated that the motion last month should allow the process of the bond issuance/refunding to continue and that he did not feel another motion was necessary.

City Attorney Ridley reported that Mr. Kidwell asked for a resolution to be passed, but Mr. Ridley had suggested edits regarding the proposed resolution and did not receive any communication back prior to the meeting.

This Resolution was discussed.

b. Discussion and action on Brookhaven and Highland Lane Water Line Replacement Project Bid

Bids were received for the Brookhaven/Highland Lane Waterline Project on October 15, 2019. The low bidder, Norris Brothers Excavation, is not being recommended for the project as they did not finish the last project that the City contracted with them. Mr. Begley related that eight months after the contract completion date, the City was verbally notified by Jacob Norris that Norris Brothers Excavating could not complete the project. The final project clean-up was completed by City crews. All additional expenses paid or incurred by the City added up to be \$52,933.52, which did not include attorney expenses and in-house engineering administration. The City did not charge liquidated damages, but did withhold retainage. City Manager Wood asked Mr. Begley if his recommendation was to award the bid to the next low bidder, Ironwood Construction. Mr. Begley replied that was his recommendation.

City Attorney Ridley stated that according to the City's charter and ordinances, an allowance is given for the City to reject any bid and asked Chuck Burgess, Environmental & Civil Engineering Services, to address the additional issues and reasons for rejecting the low bid. Mr. Burgess explained that when reviewing the bid package received, there were three discrepancies. The first issue was that the bidder did not use the proper forms associated with the bid. The bidder had used documents from the initial bid that was rejected. Another issue was that the bidder did not list any of its proposed subcontractors. Mr. Burgess expects that paving, boring, and concrete work would be subcontracted with this project. The other issue was a discrepancy with company information listed in the documents submitted by the contractor. The bid documents submitted reflected that the company is a partnership, when the company is actually listed as a Limited Liability Corporation with the Secretary of State's office. Mr. Burgess felt these issues indicate a lack of thoroughness on their part.

Mayor Mayberry expressed the past experience with the contractor not completing the job and the extended length of time it took to complete the job are reasons behind his motion to approve the second lowest bid.

A motion was made by Mayor James Mayberry, seconded by Mayor Pro-tem Art Gernt, to approve the second lowest bid received from Ironwood Construction, and to approve the first reading of budget amendment. 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 leak protection program

Water Leak Relief has submitted a proposal to the Council to offer their services to

the City of Crossville utility customers. If a customer has a leak, the program pays the difference between the customer's average monthly water bill and the qualifying water leak bill amount up to the customer's service limit amount. The service limit amount has been proposed at \$2,500 with a maximum benefit of two claims per year. The monthly fee would be \$1.40 per month/customer for residential, \$4.70 per month/customer for single occupancy commercial, and \$9.45 per customer/month for multiple occupancy commercial.

The program also offers line protection and would pay line repair bills for qualifying line breaks up to the service amount. A \$10,000 service limit amount has been proposed with a maximum benefit of one claim per year. For water line protection, the fee would be \$4.90 per month/customer for residential, \$13.45 per month/customer for single occupancy commercial, and \$26.95 per month/customer for multiple occupancy commercial. For sewer line protection, the fee would be \$6.45 per month/customer for residential, \$13.45 per month/customer for single occupancy commercial, and \$26.95 per month/customer for multiple occupancy commercial.

The proposal includes auto enrolling all customers and they would have access to the program after an initial 30 day waiting period. Customers are billed for their services as part of their monthly bill, but can opt out if they wish to do so.

Mayor Mayberry explained the program and stated he felt there was a need for such a program. Council Member Graham stated he had contacted several customers and determined there is a need for leak protection. He reviewed claims from 2014 through October 2019. The losses incurred from 2014-2017 were \$383,658 with the City and the customer losing the same amount, which equates to \$191,500 worth of claims for the City.

In 2018, there were \$230,000 worth of claims. Using the rate projections of ServPro, \$1.35 per customer/month and using Water Leak Relief's proposal of \$1.40 per customer/month, Council member Graham suggested an alternative where the City of Crossville adjusts the rate of water on January 1, 2020 to \$1.40/thousand, place the money into a cash reserve account by month as collected, and from that self fund the program using same regulations/policies in the past. As of June 30, 2019 there were 13,109 customers. If \$1.40 per customer per month were collected, that would equal \$18,352.60 per month. This would more than cover the water leak costs (using previous year projections.) The excess funds could be invested. The City currently places 10 cents in water rehab and sewer rehab.

Council Member Graham emphasized that more time is needed to discuss with City staff and City attorney to see if this would create more or less work and to check legality.

Council Member Graham related that he is not proposing water & sewer line protection at this time, only water & sewer leak protection.

A motion was made by Council Member J. H. Graham, seconded by Council Member Scot Shanks, to table this discussion on the leak protection program until opinions can be gathered from City Manager, Water and Sewer Customer Service Supervisor, and others opinions deemed necessary. 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 City Manager's Contract

City Manager Wood's current employment contract will expire March 6, 2020. The original contract terms were for two years (March 5, 2017 to March 1, 2019), but a one year extension was approved by Council on July 10, 2018.

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison to extend contract of City Manager Wood for two years based upon information from comparable cities, using suggestion from wage compensation study, and reviewing job description to determine appropriate wage compensation for the extension. 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 Sales Tax TIF (Tax Increment Financing)

Mayor Mayberry discussed sending a resolution to the Tennessee General Assembly requesting a TIF in order to enhance economic development. This is referenced in TCA § 67-6-104 which allows for apportioning and distributing sales and use tax revenue to commercial development districts in economically distressed counties. He stated Cumberland County is currently ineligible for this. Only 15 counties are eligible, and three of those touch Cumberland County. Mayor Mayberry feels Cumberland County is the center of a distressed region so he feels it is appropriate to present a resolution to Senator Paul Bailey and Speaker of the House Cameron Sexton for legislation to allow Cumberland County to be eligible.

A motion was made by Mayor James Mayberry, seconded by Council Member J. H. Graham, to approve a resolution to request Senator Paul Bailey and Speaker of the House Cameron Sexton to present legislature seeking to amend TCA 67-6-104 allowing for a provision that declares counties who are similarly situated in that they are bordered by three or more distressed counties that qualify to apply for sales tax TIF and other benefits contemplated by the referenced statute. 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

f. Discussion on action on funding for Meadow Park Lake Low Pressure Sewer Line and Meadow Park Lake Water Line

Mayor Mayberry explained the two potential financing options, SRF and RUD.

A motion was made by Mayor James Mayberry, seconded by Council Member Rob Harrison to make applications to request funding from both agencies for the Meadow Park Lake Low Pressure Sewer Line. 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 Council Member J. H. Graham, seconded by Mayor James Mayberry, to approve Items G-L of the 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

g. Approval to accept settlement for lien on 344 Hwy 70 E

The owner of the property located at 344 Highway 70 E is requesting to have the lien the City placed on his property settled for \$15,000. The original lien was for \$22,129.88.

This Contract was approved.

h. Approval of TDOT Contract-Airport Maintenance Hangar Improvements

The bids for the improvements came in well over the Architects' estimate and the originally requested construction grant amount. The proposed TDOT contract/grant amendment details the total amount of the construction phase at \$215,910 with the City's portion being 11 % at \$23,750 and State and Federal funds being a combined 89% at \$192,160. City staff recommends the approval of the amendment and retroactive approval of a secondary funding request letter that had to be submitted without approval due to TDOT deadlines. A budget amendment was already in process and was amended to reflect these changes upon 3rd reading.

This Contract was approved as recommended.

i. Approval of Airport Maintenance Hangar Improvements Bid

Bids were received for improvements on the Airport Maintenance Hangar. The Architect recommends the low base bid of Stubbs Construction Services at \$200,650. Staff recommends the approval of the bid contingent on the fully executed TDOT Contract Amendment.

This Contract was approved as recommended contingent upon fully executed TDOT contract amendment.

j. Approval of contract for Construction Administration-Airport Maintenance Hangar Improvements

The Contract Work Authorization with Atkins is requested at a cost of \$15,260.00. The Director of Engineering recommends the approval of the Contract Work Authorization and it be contingent on the fully executed TDOT Contract Amendment.

This Contract was approved as recommended contingent upon fully executed TDOT contract amendment.

k. Approval of TDOT grant Contract amendment for Seal/Stripe Runway and Taxiway

The Airfield Rehab project had an overrun of \$9,874. TDOT staff has told the City that the State would amend the grant for the additional funds at 95%. Staff recommends the approval of the forthcoming Contract Amendment for \$9,874 and retroactive approval for additional funding which had to be sent without Council approval due to TDOT deadlines.

This Contract amendment and retroactive funding request was approved as recommended.

I. Approval of the closeout change order #4 for the Airfield Rehab Project-Seal /Stripe Runway and Taxiway and budget amendment

A change order is requested for the final quantities of the project with a final overrun cost of \$9,873.75. The big-ticket item that overran was the minor crack repair. All quantities were verified and measured on site by a City Inspector. The Director of Engineering recommends the approval of the change order.

A budget amendment is required for closeout.

This Change Order and first reading of the budget amendment was approved as recommended.

6. City Attorney's Report

a. City Attorney's Report-November

City Attorney Will Ridley reported that there have not been any new lawsuits filed against the City within the last month. Lawsuit, Blackwood vs City of Crossville, was officially settled at no cost to the City other than the insurance deductible.

This Report was received and filed.

b. Discussion and action on matters relative to economic development

City Attorney Ridley discussed property to be donated to Hilltoppers, Inc., whom has been approached about selling their property to a company that is interested in opening in Crossville. Hilltoppers has requested that the City consider the possibility of giving the organization a parcel of property to relocate its facility.

The City agreed in March 2019 to pass a resolution to donate property; however, they need more than the resolution allowed for. They are requesting a total of 6.5 acres.

A motion was made by Council Member J. H. Graham, seconded by Council Member Rob Harrison to approve additional property donation of land and authorize City Clerk to advertise public notice for the donation of the property. 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

7. City Manager's Report**a. City Manager's Report - November**

City Manager Wood gave the monthly revenue reports for sales tax, wholesale beer, retail liquor, and hotel occupancy tax. He also presented monthly police and fire statistics, water loss, building permits, special projects, bonded debt, and grants.

He noted water loss is down and an increase in commercial building permits. Mr. Wood also thanked the Council for the contract extension.

This Report was received and filed.

ADJOURNMENT

The meeting adjourned at 6:47 p.m.

A motion was made by Council Member J. H. Graham , seconded by Mayor James Mayberry, that the meeting be adjourned. The motion carried by an unanimous vote.