

City of Crossville

392 North Main Street
Crossville, Tennessee 38555



Minutes

Tuesday, December 5, 2023

5:00 PM

Conference Room 317

Work Session

Mayor R.J. Crawford
Mayor Pro Tem Rob Harrison
Council Member Scot Shanks
Council Member Art Gernt
Council Member Mike Turner
City Manager Greg Wood
City Clerk Valerie Hale

Call to Order

The Crossville City Council met for its monthly work session on Tuesday, December 5, 2023 at Crossville City Hall. Mayor Pro Tem Rob Harrison presided and called the meeting to order at 5:00 p.m. The agenda items being discussed are for approval to advance to City Council monthly meeting agenda.

Roll Call

- Present** 3 - Council Member Art Gernt, Council Member Scot Shanks, and Mayor Pro-tem Rob Harrison
- Absent** 2 - Council Member Mike Turner, and Mayor R.J. Crawford

Others present were City Attorney Randy York, City Manager Greg Wood, City Clerk Valerie Hale, Lou Morrison, Jessie Brooks, Heather Mullinix, Sophie Helton, Burt Allaire, Levonn Hubbard, Ethan Medley, Kevin Chamberlin, Kim Camberlin, Terry Potter, Mark Fox, Bill Prather, Sally Prather, Mandy Perhay, John Hancock, Whitney Hancock, Victor Torasso, Brandon Brown, Chad Crowe, Tim Begley, Larry Kidwell, Scott Humphrey, Tom Isham, Fred Houston, and Jordan Burdine.

Public Comment

There were not any comments received.

1. Presentation and update on Indoor Recreation Facility

Upland Design Group presented options for the design of an Indoor Recreation Center (proposal attached and made part of the minutes). The options were discussed and it was decided that the City Manager would meet with Upland Design Group and the YMCA to explore opportunities for a partnership.

This Presentation was received.

2. Discussion and action regarding approval of terms for sale of property in Interchange Business Park

The City has received an offer from Jeff Woods to purchase parcel Tax Map 074, Parcel 052.05 in the City Industrial Park on Interchange Drive. The parcel is the first parcel on the left as you enter the park and consists of approximately 5.5 acres. There is a billboard and access easement that need to be removed from the acreage as appropriate.

Since his planned expansion is contingent on the acquisition of the Interchange Park property, his request is to count jobs created at both sites towards the \$5,000 per job credit counted towards the purchase price of \$25,000 per acre. Further, since he wishes to begin recruiting as soon as the agreement is finalized, to allow the job credits to begin upon recording of the agreement.

City Manager Wood advised that the City Council would need to act on the job credits and terms of the agreement at the monthly business meeting.

This Contract was recommended for approval.

3. Approval of sewer connection-Cook Road Subdivision Phase I

The developer is proposing an eight-lot subdivision along Cook Road on the parcel in front of Stone Elementary. There is an existing water and sewer line along Cook Road. This development is outside the City of Crossville. Recently when developments have requested sewer outside the City, Staff has sent the request to the Council for approval and made a recommendation to charge a capacity fee. Previous requests to connect to the sewer outside of City limits have only been in existing developments. Since this is a new proposed development, it is still recommended to charge a capacity fee of \$1,000 per residential lot. The developer is requesting sewer capacity for eight residential lots.

Staff recommends the standard \$1,000.00 capacity fee for each proposed residential lot. This fee must be paid prior to the approval and recording of a final plat.

This item was recommended for approval.

4. Approval of variance request for Jan's Wine & Liquor

The owner of Jan's Wine & Liquor requests a variance to the sign ordinance to add an additional sign to their building. The current ordinance allows for one wall sign and a roof sign, projecting, or canopy sign per road frontage or building entrance. The proposed sign would be an additional wall sign, making them non-compliant.

Staff recommends approval of the variance.

This variance was recommended for approval.

5. Approval of resolution restricting through truck traffic

The process for restricting through truck traffic from the Downtown Main Street area is going to be a lengthy process. Passage of a resolution is one of the first steps of the process of routing all through trucks onto Miller Avenue although it will not restrict the traffic until the process has been completed.

By removing through truck traffic from the downtown area, the downtown area will be more inviting and safer for pedestrians. The downtown area has a greater likelihood to expand economically with commercial activity and growth.

This Resolution was recommended for approval.

6. Approval to purchase police patrol rifles in accordance with grant received from the State of Tennessee Violent Crime Intervention Fund (VCIF)

On November, 16, 2023, nine bids were received for Police Rifles. Staff recommends second lowest bidder, Rock River Arms, in the amount of \$45,700 be awarded the bid. The lowest bidder did not meet the specifications. The purchase will be made from VCIF grant funds and a budget amendment is in the process for approval.

This Bids/Purchases was recommended for approval.

7. Approval to award bid for Water Treatment SCADA Improvements

The City received two proposals for the Holiday Hills and Meadow Park Lake Water Treatment Plant SCADA (Supervisory Control and Data Acquisition) Improvement Project. The proposals were scored according to the criteria for the evaluation of the proposals. Southern Flow Inc's proposal obtained the highest score and they also submitted the lowest price.

The Engineer of Record recommends approving the proposal with an additional amount for new electrical and conduit to add additional instrumentation at a total price of \$862,610.00. This is a budgeted item.

This Bids/Purchases was recommended for approval.

8. Approval to award bid for Lake Holiday and Meadow Park Lake Miscellaneous Water Treatment Plant Improvements

The City received three bids for the Lake Holiday and Meadow Park Lake Miscellaneous Water Treatment Plant Improvements project. The Engineer of record recommends entering into a contract with low bidder, Tech Coat Inc., at the lump sum price of \$741,247.00. This is a budgeted item.

This Bids/Purchases was recommended for approval.

9. Approval of contract for collection of police fines

This Contract was withdrawn from agenda per City Attorney.

10. Approval of property transfer on Sweeney Drive

AHF, LLC has recently acquired Crossville, Inc. Through a title search, it was discovered that an old portion of the Right-of-Way measuring 0.08 acres for Sweeney Drive was never deeded back to Crossville Inc. after a road alignment change. AHF, LLC is now requesting that the property be transferred to them. See attached letter and map.

The Director of Engineering and the Street Department Superintendent do not object to the transfer, but recommend that the final document must be approved by the City Attorney and the Engineering Department and must include easements for water and sewer.

This Contract was recommended for approval.

11. Discussion and action regarding approval of lease renewal agreement terms for sign at the Landfill property

The City of Crossville currently leases space on the Landfill property to Flynn Sign Company for an outdoor advertising device. The current lease renews annually and Flynn Sign Company requests a fifteen-year term with an escape clause in the event of development or sale of the property.

This Contract was recommended for approval.

12. CCCSEC (Sports Council)

CCCSEC (Sports Council) recommends re-appointing Chad Christopher, Brock Hill, and Casey Scarlett for an additional 3-year term. Their current terms expire 12/31/2023.

This Appointment was recommended for approval.

13. Discussion regarding January 2024 work session

The City Council discussed moving the January work session to January 3 or 4 due to the New Year holiday.

This Resolution was recommended for approval.

Adjournment

With no further business to discuss, Mayor Pro Tem Harrison adjourned the meeting at 6:29 p.m.

The work session was adjourned.