

# WORKSHOP OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE

**April 14, 2016 - 5:00 p.m.**

The East Ridge City Council met pursuant to notice on April 14, 2016 at East Ridge City Hall to discuss the City Manager applicants.

Mayor Lambert called the meeting to order.

**Present were:** Mayor Lambert, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Interim City Manager/Chief Williams, City Attorney North, and City Recorder Middleton. Vice Mayor Gravitt was not present.

Mayor Lambert stated he would like for each Councilmember to identify 5 – 7 candidates, and eventually come up for four candidates to interview.

The Mayor and Councilmembers selected the following names:

## Councilmember Sewell

- Gary Palmer
- Michael Brillhart
- John Miller
- Mark Kutney
- James Ayers
- Bret Bauer

## Councilmember Manning

- Chris Dorsey
- Amanda Miller

## Councilmember Cagle

- Gary Palmer
- William Watson

## Mayor Lambert

- Kelly Kautz
- Michael Brillhart
- Bret Bauer
- Gary Palmer
- Nick Kouloungis
- Mark Kutney
- Joshua Ray
- John Laux

Mayor Lambert stated Vice Mayor Gravitt told him he does not have his list ready yet. He would also like to schedule a workshop on April 21, 5:30 pm to discuss the applicants.

Councilmember Cagle asked if the council could speak to the applicants. Mr. North stated they could meet with them individually but could not deliberate toward a decision.

The Mayor changed the meeting on April 21<sup>st</sup> to a called meeting, in case Council wanted to vote on anything.

The meeting was adjourned.

**MINUTES OF THE AGENDA WORK SESSION**  
**April 14, 2016– 6:00 pm**

**To Set the Agenda For The**  
**April 28, 2016 Council Meeting**

The East Ridge City Council met pursuant to notice on April 14, 2016 at East Ridge City Hall to set the agenda for the April 28, 2016 Council Meeting and other items.

Mayor Lambert called the meeting to order.

**Present were:** Mayor Lambert, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Interim City Manager/Chief Williams, City Attorney North, and City Recorder Middleton. Vice Mayor Gravitt was not present.

**Old Business:**

**ORDINANCE NO. 1007 – AN ORDINANCE OF THE CITY OF EAST RIDGE, TENNESSEE AMENDING TITLE 4, MUNICIPAL PERSONNEL, BY DELETING SECTIONS 4-245, STEP 4, AND 4-246 IN THEIR ENTIRETY (2<sup>nd</sup> and final reading) –** Mayor Lambert stated this will potentially be second reading. There will be further discussion at tonight's regular meeting.

**New Business Discussion:**

**ORDINANCE NO. – BUDGET AMENDMENT (1<sup>st</sup> reading) –** Account Specialist Qualls stated she hopes this is the last budget amendment for this budget year. She also stated she needs an idea on how much the City wants to borrow for the Exit 1 road project.

**Approval to bid out collection service for Court –** Ms. Qualls stated the Court had a collection service but they went out of business. The Court Clerk would like to put this out for bid again. Councilmember Cagle asked how much has been collected in overdue fines. Ms. Qualls will research this and get back with Council.

Mayor Lambert asked to add Discussion of Indoor Soccer Carpet to this meeting. He would like to send out specifications for two different colors. Director Martin stated he would get the specs to Ms. Middleton to send it out for bids.

There was no further discussion from other Councilmembers.

The meeting was adjourned.

**REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF EAST RIDGE**

**April 14, 2016  
6:30 pm**

The East Ridge City Council met pursuant to notice on April 14, 2016, 6:30 pm at East Ridge City Hall. Mayor Lambert called the meeting to order.

Mayor Lambert gave the invocation. All joined in the Pledge of Allegiance to the Flag.

**Present were:** Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Interim City Manager/Chief Williams, City Attorney North, and City Recorder Middleton.

**Consent Agenda:**

- A. Approval of Minutes March 31, 2016 Agenda Work Session
- B. Approval of Minutes March 31, 2016 Council Meeting

Councilmember Cagle made a motion, seconded by Councilmember Manning, to approve the Consent Agenda. The vote was unanimous. Motion approved.

**Communication from Citizens:**

Bobby Bradshaw, 1601 Adair Avenue, has concerns about the 911 system. He stated it sometimes puts our officers in great harm.

Frances Pope, 1913 Close Road, asked if the Discussion of the City Manager was going to be on tonight's agenda. Mayor Lambert stated that Mr. Manning would like to remove this item from the table and then pull it from the agenda. She also suggested changing the Personnel Board to a civil review board. Ms. Pope also stated that the Council, by Charter requirements, cannot go to the City Manager about employees. She stated the Council needs to stay out of day-to-day operations and stay out of the City Manager's office. She also stated if the Council continued to interfere in employee issues and day-to-day operations, she has no problem calling Nashville. Ms. Pope stated that two of the Councilmembers and an employee met with one of the City Manager candidates, and Council needs to avoid the appearance of "evil."

Matthew DeGlopper, 706 Pyron Lane, feels same way about the personnel board. He stated they do not need to eliminate it all together.

Mayor Lambert introduced Hamilton County Commissioner Tim Boyd. He would like to make the Council aware of a county resolution regarding the installation of a cell tower at East Ridge High School. There would be a 20 year lease with payments of \$1,500 per month going to East Ridge High School and the school board equally.

According to Codes as of 2010, any cell towers must be preapproved by the city council prior to any agreements being made within the county. He is asking council if they want him to vote in favor of this or make a motion to table so council can study the issue. Mayor Lambert stated he would like additional time to think about this matter. Mayor Lambert made motion, seconded by Councilmember Manning, to request Commissioner Boyd to make a motion in the county commission meeting to table this item. Commissioner Boyd stated the school board received a cash donation of \$10,000 from the lessee, which they will give to East Ridge High School. Vice Mayor Gravitt suggested they amend the resolution for the high school to receive the \$10,000. Mr. Boyd will amend the resolution and have the lease amount and the \$10,000 go toward building a new football stadium at the high school. Mr. Gravitt stated he requested a \$250,000 budget amendment at the state level for construction of a new stadium but it was denied. Mr. Boyd stated he plans on proposing a bond release for \$300,000 for the new stadium to be paid by the cell tower lease agreement. The vote was unanimous. Motion approved.

### **Communication from Councilmembers:**

Councilmember Sewell had nothing at this time.

Vice Mayor Gravitt would like for Chief Williams, Fire Marshal Custer, Chief Reed, and the assistant chiefs to research to see if we are receiving the best service possible from 911. He would like for them to consult with Soddy-Daisy to see what they are doing, and bring back a report in a month. He also would like for them to take into consideration his idea of our own ambulance service.

Councilmember Cagle asked if we had figures for opening our own dispatch center. Chief Williams stated he does not recall what the figures were, but they were high. There was a discussion of putting permanent mount radios in the cars. Chief Williams stated staff has looked into that and the cost is substantial. The Chief will also look into these issues.

Mr. Manning asked why the Police Department does not have the in-car computers yet. Chief Williams will check into this.

Mayor Lambert brought up the agreement with Chattanooga Football Club Academy. He stated we have a two-year agreement that is expiring. The Mayor introduced Matt Yelton with CFCA and Director Martin came forward to discuss the agreement. Mr. Martin stated CFCA was paying \$55,000, \$40,000 of that in money and another \$15,000 in field maintenance. He suggested we use \$10,000 from the \$15,000 each year for the next three years to purchase three zero turn lawn mowers to use on the soccer fields and use the additional \$5,000 each year for new soccer goals for a new age group. Vice Mayor Gravitt would like to set aside funds to take care of the roads in the park and to reseal the parking area. Mayor Lambert would like to have this on the next agenda.

Councilmember Sewell asked the City Manager to have someone send a list of the city manager applicants that everyone chose to Vice Mayor Gravitt.

Mayor Lambert stated that the fence at the park that faces Camp Jordan Road was partially taken out by a driver. It will cost approximately \$3,500 to repair, so he suggested taking the fence down because it serves no purpose. He stated that TDOT has agreed to put in concrete barriers

at no cost to the City. He also stated that we could sell the metal fencing, which should bring in at least \$1,000 and use that money to plant Leyland Cypress trees. We already have the \$3,500 from the insurance company. This item will be added to the called meeting on April 21, 2016.

### **Communication from City Manager:**

Chief Williams discussed the following items:

- Community Service Workers Picking Up Trash – He has discussed with the judge and plans to discuss with the District Attorney. City crews have been working on the litter.
- Station 2 - He will meeting with the architect in the morning.
- Elk's Lodge Donation – He is asking Council to table this item. He stated the Lodge requires two votes to make the donation and they have only voted once.
- City Ambulance Service - He is still researching.
- Mosquito Spraying - He gave out information on spraying. He also stated we will put this information on the website.

Mayor Lambert asked about the IT upgrades. Chief Williams asked Captain Mullinax to come forward to give an update. The Captain stated the hardware has been installed and we are doing the migration now. It will be approximately another week.

Councilmember Cagle asked if the new air units have been hooked up at the Arena. Director Martin stated they had not. The next step would be to take legal action.

### **Old Business:**

Mayor Lambert moved Item C – **Discuss/Take Action on the Current Interim City Manager to this part of the agenda.** Councilmember Manning made a motion, seconded by Councilmember Cagle, to remove this item from the table. The vote was unanimous. Motion approved. Councilmember Manning then made a motion, seconded by Councilmember Cagle, to remove this item from the agenda. The vote was unanimous. Motion approved.

At this time, the Mayor took a five-minute recess.

After the recess, Mayor Lambert moved Item 8B - **Discuss/Take Action on Beer Variance for Walgreen's at 3508 Ringgold Road (tabled 3/31/16)** to this part of the agenda. Mayor Lambert stated he spoke with the pastor of the church next to Walgreen's. He told the Mayor he would prefer for Walgreen's not to sell beer, but he realizes this is a Walgreen's not a bar. Councilmember Sewell made a motion, seconded by Vice Mayor Gravitt, to grant the beer variance for Walgreen's. The vote was unanimous. Motion approved.

Mayor Lambert stated he was on council when the distance requirement for beer was changed from 125 feet to 250 feet. He stated in hindsight, this probably should not have been done. He suggested Council look at the distance requirements again and reconsider changing them.

**ORDINANCE NO. 1007 – AN ORDINANCE OF THE CITY OF EAST RIDGE, TENNESSEE AMENDING TITLE 4, MUNICIPAL PERSONNEL, BY DELETING SECTIONS 4-245, STEP 4, AND 4-246 IN THEIR ENTIRETY (1st reading – tabled 3/31/16)** – City Attorney North read on caption. Councilmember Cagle made a motion, seconded

by Councilmember Sewell, to remove this item from the table. The vote was unanimous. Motion approved. Vice Mayor Gravitt stated this board does not cost the City anything and he sees no harm in keeping it. Mayor Lambert would like to explore the possibility of replacing the board with something else. He believes the function is useless. Mayor Lambert made a motion, seconded by Councilmember Sewell, to deny Ordinance No. 1007. The vote was unanimous. Motion approved.

**Discuss/Take Action on Board Appointments:** Mayor Lambert reappointed Ruth Braly to the Industrial Development board. Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to approve the appointment. The vote was unanimous. Motion approved.

Vice Mayor Gravitt appointed Pete Wingate to the Library Board. Councilmember Sewell made a motion, seconded by Councilmember Cagle, to approve the appointment. The vote was unanimous. Motion approved.

#### **New Business Discussion:**

#### **Grant Consent Agenda:**

- 1) **RESOLUTION NO 2555 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE APPLICATION FOR AND ACCEPTANCE OF, THE 555 FITNESS FY 2016 STRENGTH IS OUR FOUNDATION GRANT**
- 2) **RESOLUTION NO. 2556 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE APPLICATION FOR AND ACCEPTANCE OF, THE FY 2016 BUREAU OF JUSTICE ASSISTANCE BULLETPROOF VEST PARTNERSHIP GRANT**

Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to approve the Grant Consent Agenda. The vote was unanimous. Motion approved.

**RESOLUTION NO 2557 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE CREATION OF A VOLUNTEER NETWORK PROGRAM FOR THE CITY OF EAST RIDGE** – City Attorney North read on caption. Amanda Miller stated this program would target the youth and elderly. She would like to create a database of volunteers. She also stated she would like to have a community meeting to discuss this program with citizens. Vice Mayor Gravitt made a motion, seconded by Councilmember Cagle, to approve Resolution No. 2557. The vote was unanimous. Motion approved.

**RESOLUTION NO. 2558 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY TO ACCEPT A MONETARY DONATION OF \$10,500 FROM ELK’S LODGE #91 TO PURCHASE A CANINE FOR THE POLICE DEPARTMENT** – Vice Mayor Gravitt made a motion, seconded by Councilmember Cagle, to table Resolution No. 2558. The vote was unanimous. Motion approved.

**RESOLUTION NO. 2559 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TERMINATING THE PARKING LOT SPACE USE PERMIT WITH TITAN LIGHT SHOWS, INC., BY MUTUAL AGREEMENT** – City Attorney North read on caption. Vice Mayor Gravitt made a motion, seconded by Councilmember Cagle, to approve Resolution No. 2559. The vote was unanimous. Motion approved.

**RESOLUTION NO. 2560 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ADOPTING THE REGIONAL TALENT DIVIDEND INITIATIVE** – City Attorney North read on caption. Mayor Lambert made a motion, seconded by Vice Mayor Gravitt, to table Resolution No. 2560 in order to work out the verbiage for this program. The vote was unanimous. Motion approved.

**Discuss/Take Action on Pay Increase for Diane Qualls for assuming duties of City Treasurer – Mayor Lambert** – The Mayor is recommending the pay increase for Account Specialist Qualls. He stated that Council voted to give Chief Williams a raise when he stepped in as Interim City Manager. The Mayor is recommending a \$500 a month raise for the time Ms. Qualls is filling in for the City treasurer and make it retroactive from October 2015. Councilmember Sewell made a motion, seconded by Mayor Lambert, to give Ms. Qualls a \$500 raise for the time she is filling in for the City Treasurer and make it retroactive from October 2015. The raise can come from the amount budgeted for a City Treasurer. Chief Williams stated Ms. Qualls should be able to keep the money when and if they hire a City Treasurer. He stated that he cannot praise Ms. Qualls enough for stepping in when needed. He praised her for her work on the border region. He also stated our auditor, Jason Martin, praised Ms. Qualls and suggested that Council hire a city planner rather than a City Treasurer. Mr. North asked Mr. Sewell if his motion included a decrease if another City Treasurer is hired. Mr. Sewell stated he will not vote to hire another City Treasurer. Mr. Sewell and Mayor Lambert withdrew their motion and second. Mayor Lambert made another motion, seconded by Councilmember Sewell, to pay Ms. Qualls an additional \$500 per month, retroactive from October 2015 for as long as she continues to perform the duties of the City Treasurer. The vote was unanimous. Motion approved.

Mayor Lambert stated he has talked to people in Washington and was told there is a process the City can go through regarding the East Ridge zip code. He is going to follow up with our local postmaster and will have more information at the next meeting.

Mayor Lambert stated we anticipate the reopening of Camp Jordan Parkway soon. The last layer of pavement will be put down and inspected next week and then it should be ready to open.

The meeting was adjourned.

**AGENDA  
EAST RIDGE CITY COUNCIL**

**CALLED MEETING  
April 21, 2016 – 5:30 pm**

The East Ridge City Council met pursuant to notice on April 21, 2016, 5:30 pm at East Ridge City Hall. Mayor Lambert called the meeting to order.

Mayor Lambert gave the invocation. All joined in the Pledge of Allegiance to the Flag.

The meeting was called for the following purposes:

- Discuss/Take Action on Fence and Planting Trees at Camp Jordan
- Discuss/Take Action on City Manager applicants

**Present were:** Mayor Lambert, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Interim City Manager/Chief Williams, City Attorney North, and City Recorder Middleton. Vice Mayor Gravitt was not present.

**Communication from Citizens:** None

**Discuss/Take Action on Fence and Planting Trees at Camp Jordan** – Director Martin stated the fence at Camp Jordan was hit by a vehicle and partially torn down. He is recommending that we take the fence down and plant trees. He stated he has prices locked at \$12 per tree. We have collected the insurance money from the damage to the fence. He stated he was told by one of the Master Gardeners that we should secure the trees now and have them delivered in October for planting. The Master Gardeners will also put up a Blue Way marker. Mayor Lambert stated that TDOT will install concrete barriers at the edge of the park on Camp Jordan Road at no cost to the City. Councilmember Manning made a motion, seconded by Councilmember Cagle, to take down the fence now and sell the metal, order trees for delivery in October and to also have TDOT put up concrete barriers at the edge of the park at Camp Jordan Road. The vote was unanimous. Motion approved.

**Discuss/Take Action on City Manager applicants** – Mayor Lambert stated that staff has reached out to some of the candidates to see if they were still interested in this position. He stated that some have responded and some have not. The Mayor also stated that Gary Palmer, Bret Bauer and Nicolas Kouloungis have withdrawn. He would also like to add Robert Rokovitz to the list of candidates to interview. The Mayor and Councilmembers gave the following as their list of candidates:

Mayor Lambert

- Mark Kutney
- John Miller
- James Ayers
- Robert Rakovich

#### Councilmember Sewell

- John Miller
- Michael Brillhart
- Mark Kutney
- William Watson
- James Ayers
- Robert Rakovich

#### Councilmember Manning

- Amanda Miller
- Chris Dorsey

#### Councilmember Cagle

- Kelly Kautz
- William Watson
- Amanda Miller

Mayor Lambert opened the floor to discussion about the candidates as follows:

#### Mark Kutney

Councilmember Cagle asked the Mayor why he put Mr. Kutney on his list. Mayor Lambert stated Mr. Kutney has City Manager experience and has also been an Assistant City Manager. He served as a Director of Growth Management and Development and has a planning background. The Mayor stated that any city manager that has experience has probably also been fired because of council turnover. Mr. Cagle stated that Mr. Kutney is an advocate of contracting out our services and he is not in favor of that.

Councilmember Sewell stated he chose Mr. Kutney for the same reasons as the Mayor. He has experience in economic development and has done grants. He also has experience in property maintenance and codes.

#### John Miller

Mr. Cagle discussed Mr. Miller being retired and wanting back in the work force. Mr. Sewell has spoken with Mr. Miller. Mr. Miller told him that he found out retirement was not for him. Mayor Lambert stated one of the things he liked about Mr. Miler what that he was at his last position for eight years and the previous one was for seven years. The Mayor stated it was rare for a City Manager to have longevity such as this.

#### Chris Dorsey

Mr. Manning stated he has spoken with Mr. Dorsey and he is still interested in the position. Mr. Dorsey was considered for the City Manager position previously but turned down the offer. The Mayor stated he likes Mr. Dorsey personally and he did a good job in Red Bank, but turning East Ridge down before is a “bitter pill for him to swallow.” We offered Mr. Dorsey \$120,000 and he turned it down for a job that paid \$90,000. The Mayor cannot overcome that personally.

### James Ayers

Mayor Lambert stated he did not initially put him on his list, but went back and look at his resume and added him to his list. He stated Mr. Ayers has certifications in economic development and public works management. Councilmember Sewell stated he also has done some work with sewer and water projects.

### William Watson

Councilmember Cagle would like to interview Mr. Watson because he is familiar with Human resources, MTAS and the TML Pool.

### Kelly Kautz

Councilmember Cagle stated that Ms. Kautz is a full-time lawyer, was a Mayor for four years and was on the city council. Mayor Lambert stated that is what impressed him, but since he did a Google search, he found some things that could be red flags. He does not want to get into specifics but will discuss this with any councilmember if they wish.

### Michael Brillhart

Councilmember Sewell stated that Mr. Brillhart has experience in strategic planning and economic development. He also has a Master's in public administration and is currently a county administrator. Mayor Lambert also stated his qualifications are impressive. Mayor Lambert stated he also did a Google search on Mr. Brillhart and found things that could be questionable. He also stated that if any councilmember finds something that raises a red flag, they should be obligated to let other councilmembers know.

### Amanda Miller

Mr. Cagle stated that Ms. Miller's three years of supervisory experience has been questioned, but he thinks she has it. She can also do grants.

Councilmember Sewell stated there are six candidates that are on multiple lists. The Mayor stated there are three candidates that only one councilmember was for.

The six that were on multiple lists are:

John Miller  
James Ayers  
Amanda Miller  
William Watson  
Mark Kutney  
Robert Rakovich

Mayor Lambert would like to schedule interviews maybe within a week to ten days. Councilmember Manning made a motion, seconded by Councilmember Cagle, to conduct interviews on Friday, April 29<sup>th</sup> and Saturday April 30<sup>th</sup> at 5:30 on both nights.

Mayor Lambert stated Councilmembers need to ask each candidate the same questions. The vote was unanimous. Motion approved.

The meeting was adjourned.

**MINUTES OF THE AGENDA WORK SESSION**

**April 28, 2016– 6:00 pm**

**To Set the Agenda For The  
May 12, 2016 Council Meeting**

The East Ridge City Council met pursuant to notice on April 28, 2016 at East Ridge City Hall to set the agenda for the May 12, 2016 Council Meeting and other items.

Mayor Lambert called the meeting to order.

**Present were:** Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Alex McVeagh was present for City Attorney North, and City Recorder Middleton. Interim City Manager/Chief Williams was not present.

**Old Business:**

**RESOLUTION NO. 2558** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY TO ACCEPT A MONETARY DONATION OF \$10,500 FROM ELK’S LODGE #91 TO PURCHASE A CANINE FOR THE POLICE DEPARTMENT (tabled on 4/14/16) – Mayor Lambert stated the Elk’s Lodge has to vote on the donation twice and the second vote will be on May 2<sup>nd</sup>.

**New Business Discussion:**

**ORDINANCE NO. 1006** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND ORDINANCE NO. 989 ENTITLED “AN ORDINANCE TO PROVIDE REVENUE FOR THE CITY OF EAST RIDGE, TENNESSEE FOR THE FISCAL YEAR JULY 1, 2015 TO JUNE 30, 2016 APPROPRIATING THE SAME TO THE PAYMENT OF EXPENSES OF THE MUNICIPAL GOVERNMENT . . .” BY CHANGING THE REVENUES OF THE GENERAL FUND AND GRANT FUND AND BY CHANGING THE EXPENDITURES OF THE GENERAL FUND, GRANT FUND AND DOJ FEDERAL FORFEITURE FUND (2<sup>nd</sup> and final reading) – Mayor Lambert stated that first reading of this ordinance is on tonight’s regular meeting agenda and will be discussed further at that time.

**ORDINANCE NO. 1008** – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE TO REZONE THE PROPERTY LOCATED ON CAMP JORDAN PARKWAY FROM R-1 RESIDENTIAL DISTRICT TO C-1 TOURISM COMMERCIAL DISTRICT (2<sup>nd</sup> and final reading) – Mayor Lambert stated first reading of this ordinance is also on tonight’ regular meeting agenda. This is for eleven acres on Camp Jordan Parkway and the Planning Commission vote unanimously to approve the rezoning.

**RESOLUTION NO. \_\_\_\_\_** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER TO EXECUTE THE ATTACHED WORK EXPERIENCE AGREEMENT WITH

**SOUTHEAST TENNESSEE DEVELOPMENT DISTRICT, TO PROVIDE SEASONAL WORKERS FOR THE PARKS AND RECREATION DEPARTMENT** – Director Martin stated we have been doing this for several years and there is no cost to the City.

**Discussion of Extended Stay Ordinance** – Fire Marshal Custer stated this item was presented to the Planning Commission for recommendations. The Planning Commission approved the 180 day limit on stays in a calendar year. He suggested Councilmembers look over the revisions to see if they want to make further changes.

**Discussion of Fire Department Establishing City Ambulance Service** – Fire Marshall Custer stated staff is continuing to gather information on this item.

**Discussion of Engineering Contract for Fire Station 2** – Fire Marshal Custer stated the City Attorney is reviewing the contract now and it should be ready for the next Council meeting.

Mayor Lambert added Item G, application for the Aquatic Stream Grant, to the agenda work session, to be considered at the May 12<sup>th</sup> meeting.

Councilmember Manning had nothing at this time.

Councilmember Sewell discussed the possible cell tower at East Ridge High School. He would like for all money from the tower to go toward the new stadium and not be split with the Hamilton County School Board. Mayor Lambert stated that according to the process, the company will have to come before the council for a use on review. The Mayor would like to add to tonight's regular meeting agenda to give some guidance to Commissioner Tim Boyd on how the city would like to proceed.

Vice Mayor Gravitt had nothing at this time.

Councilmember Cagle asked everyone to remember Mr. Jack Jordan in their prayers. Mr. Jordan is a former member of the East Ridge Housing Board.

Councilmember Manning asked everyone to remember Judge Reingold in their prayers.

The meeting was adjourned.

**REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF EAST RIDGE**

**April 28, 2016  
6:30 pm**

The East Ridge City Council met pursuant to notice on April 28, 2016, 6:30 pm at East Ridge City Hall. Mayor Lambert called the meeting to order.

Mayor Lambert gave the invocation. All joined in the Pledge of Allegiance to the Flag.

**Present were:** Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Alex McVeagh was present for City Attorney North, and City Recorder Middleton. Interim City Manager/Chief Williams was not present.

**Consent Agenda:**

- A. Approval of Minutes April 14, 2016 Work Session
- B. Approval of Minutes April 14, 2016 Agenda Work Session
- C. Approval of Minutes April 14, 2016 Council Meeting
- D. Approval of March 2016 Financial Report

Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to approve the Consent Agenda. Roll call vote: Vice Mayor Gravitt - yes; Councilmember Cagle - yes; Councilmember Manning - abstain; Councilmember Sewell - yes; Mayor Lambert - yes. Motion approved.

**Communication from Citizens:**

James Citty, 423 Pine Bluff Drive, gave the Council pictures of duplexes that have overgrown lots and are across from some of his rental property. He wants to know why the City is letting this happen. Mayor Lambert stated that our Codes Department is stretched very thin. We added a position about six weeks ago, but we still have personnel shortages. Fire Marshal Custer will address this issue with Codes.

Mimi Lowrey, 819 Mt. Belvoir Drive, discussed putting recreational activities for seniors at the Community Center. She would like to see basketball goals in the empty parking lot at City Hall for older kids. She would also like to have shuffle board and horseshoe pits at the Center.

Frances Pope, 1913 Close Road, discussed in the last meeting her concerns about Council not following the Charter. She stated when hiring a City Manager, council needs to follow the qualifications set forth in the Charter. She also discussed Resolution No. 2260 which would give salary adjustments for obtaining degrees. She stated the City needs to do employee evaluations as part of this program.

Ms. Pope also discussed the rezoning on tonight's regular agenda of property on Camp Jordan Parkway and asked how it will be developed. Mayor Lambert stated no one could construct a building on it, but it could be used for a retention pond and parking. Matt Wood with MPL stated there is a portion of the land that is in the wetlands and most of the remainder is in the floodway which cannot be filled. There is a small portion, one to one and a half acres that could be developed.

Ms. Pope also discussed the Chattanooga Football Club Academy contract. She stated we could not have a non-compete clause in the contract. She stated the fields and park have to be open to anyone 24 hours a day. Mayor Lambert stated that some things have to be exclusive, such as when Memorial Hospital rents the amphitheater for a private event, they would not allow others to come in. He also stated if the City had its own select soccer program, they would not want anyone else coming in to compete with us.

### **Communication from Councilmembers:**

Councilmember Cagle stated someone has questioned him about selecting Amanda Miller as a candidate for City Manager and told him he was violating the Charter because she does not have the required three years supervisory experience. He stated she worked as an administrative assistant and according to the meaning of the words in the dictionary, he believes she is qualified according to the Charter. He also discussed the Recreation League soccer being able to have select teams.

Vice Mayor Gravitt would like for Chief Williams to set up a dress code for employees. He believes they need to look professional.

Councilmember Sewell stated that Traffic Control has a new paint machine. They want to put the machine on the truck they currently use and purchase a new truck for daily operations. Traffic Supervisor Ailey stated that he has asked for a new truck in the budget, but they are starting to stripe the road, so they need a truck now. Mr. Ailey stated he would like to convert the truck they use daily to a flatbed to accommodate the paint machine, plus all the paint and other necessary supplies. Councilmember Cagle stated he is against buying a new truck; they could use one of the old trucks, which would have to be repaired, from the park to put the paint machine on. Account Specialist Qualls stated the funds for the new truck could come from State Street Aid. This will be added to the May 12<sup>th</sup> agenda.

Councilmember Manning had nothing at this time.

Mayor Lambert announced that senior day is tomorrow at East Ridge High School and graduation is May 21<sup>st</sup> at 2 pm.

Mayor Lambert added an item of business to tonight's agenda – Direction for Commissioner Boyd on Proposed Cell Tower at East Ridge High School. The Mayor stated this requires a use on review permit from the city. He will ask for money from the lease to be used to rebuild the football stadium. This goes before the County Commission next week.

Mr. McVeagh stated there has been some discussion with respect to which violations the Administrative Hearing Officer (AHO) can hear. City Attorney North has informed him that

there has been a ruling that the AHO can hear violations of the zoning ordinance, such as property maintenance cases, the sign ordinance, and open air flea markets.

**Communication from City Manager:** Mayor Lambert stated that Interim City Manager Williams is absent because he is attending a conference.

**Old Business:**

**RESOLUTION NO. 2560 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ADOPTING A SCHEDULE OF SALARY ADJUSTMENTS BASED UPON THE ATTAINMENT OF AN EDUCATIONAL DEGREE (tabled April 14, 2016)** – Mr. McVeagh read on caption. Mayor Lambert made a motion, seconded by Vice Mayor Gravitt, to remove this item from the table. The vote was unanimous. Motion approved. The Mayor stated he did not want any misinterpretation in this program. Mayor Lambert made a motion, seconded by Councilmember Sewell, to amend the Schedule of Salary Adjustment attachment to have Section 2 read as follows:

- 2) Have satisfactory performance evaluations for the last three (3) years, for the duration of his/her time employed with the city if less than three years at the time of degree attainment, or in the absence of a performance evaluation, no disciplinary action has been taken against that employee.

The vote was unanimous. Motion approved.

Mayor Lambert stated this program encourages employees to go back and get a degree and the City gets an improved workforce. It also helps the economy of the City.

Councilmember Cagle would like to take out the higher percentage number in the Schedule of Salary Adjustment and have the lowers numbers for both categories. Mayor Lambert wants to leave it the way it is currently. Mayor Lambert would also like to do a salary review at budget time. Mayor Lambert made a motion, seconded by Vice Mayor Gravitt, to approve Resolution No. 2560 with the amended Schedule of Salary Adjustment. The vote was unanimous. Motion approved.

**Discuss/Take Action on Board Appointments** – Mayor Lambert stated he has had difficulty contacting his library appointment. He hopes to have an appointment at the next meeting.

**New Business:**

**ORDINANCE NO. 1006 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND ORDINANCE NO. 989 ENTITLED “AN ORDINANCE TO PROVIDE REVENUE FOR THE CITY OF EAST RIDGE, TENNESSEE FOR THE FISCAL YEAR JULY 1, 2015 TO JUNE 30, 2016 APPROPRIATING THE SAME TO THE PAYMENT OF EXPENSES OF THE MUNICIPAL GOVERNMENT . . .” BY CHANGING THE REVENUES OF THE GENERAL AND GRANT FUND AND BY CHANGING THE EXPENDITURES OF THE GENERAL FUND, GRANT FUND AND DOJ FEDERAL FORFEITURE FUND (1<sup>st</sup> reading)** – Mr. McVeagh read on caption. Councilmember Cagle stated that indoor soccer was originally budgeted at \$53,500 and now it is budgeted at \$125,000. Ms. Qualls stated that is the

revenue; the amendment is to the expenditure. Vice Mayor Gravitt made a motion, seconded by Councilmember Cagle, to table this ordinance until staff provides information on what these funds are going to be used for, rather than just a total. He would like a line item expenditure report. The vote was unanimous. Motion approved.

**ORDINANCE NO. 1008 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE TO REZONE THE PROPERTY LOCATED ON CAMP JORDAN PARKWAY FROM R-1 RESIDENTIAL DISTRICT TO C-1 TOURISM COMMERCIAL DISTRICT (1<sup>st</sup> reading)** – Mr. McVeagh read on caption. Councilmember Sewell made a motion, seconded by Vice Mayor Gravitt, to approve Ordinance No. 1008 on first reading. The vote was unanimous. Motion approved.

**RESOLUTION NO. 2561 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ADOPTING AN EXTENSION OF THE FIELD USAGE AGREEMENT PREVIOUSLY ENTERED INTO BETWEEN THE CITY AND THE CHATTANOOGA FOOTBALL CLUB ACADEMY ("CFCA")** – Mr. McVeagh read on caption. Councilmember Manning made a motion, seconded by Councilmember Sewell, to approve Resolution No. 2561. Vice Mayor Gravitt stated he wants to work with the organization but has problems with the contract. He believes it is one sided. The contract calls for the City to pay \$500 a day as a rent offset. He believes we should not have to pay that since we are maintaining the fields. He also has a problem with CFCA reserving parking spaces when other events are going on. CFCA is also entitled to charge for parking and keep the money.

Matt Yelton with CFCA stated the contract calls for CFCA to pay \$40,000 to the City annually over a 10-month period. CFCA will purchase another \$15,000 in equipment annually. The first three years CFCA has agreed to purchase a zero turn mower each year. Anything they purchase will become property of the City. The City will maintain the fields.

Councilmember Sewell stated the soccer association has a good economic impact on the City. They stay in our hotels and eat at our restaurants.

Vice Mayor Gravitt asked Mr. Yelton if he would be willing to delete Section 2A3 regarding the rent offset. Mr. Yelton stated he would be agreeable. Mr. Gravitt suggested that the \$50 a day would be fair. Mr. Gravitt made a motion, seconded by Councilmember Sewell, to amend Section 2A3 of the contract to reduce the rent offset amount from \$500 per day to \$50 per day. The vote was unanimous. Motion approved.

Councilmember Cagle made a motion to change the contract to a two-year term, but withdrew the motion.

Roll call vote on the motion to approve Resolution No. 2561 as amended: Vice Mayor Gravitt - yes; Councilmember Cagle - no; Councilmember Manning - yes; Councilmember Sewell - yes; Mayor Lambert - yes. Motion approved.

**Approval to Obtain Bids for Collection Services for Court** – Councilmember Cagle made a motion, seconded by Councilmember Sewell, to approve obtaining bids. Mayor Lambert stated the company the court previously used has gone out of business. The vote was unanimous. Motion approved.

**Approval to Amend the Minutes of October 15, 2015 Work Session** – Vice Mayor Gravitt made a motion, seconded by Councilmember Cagle, to approve amending the minutes. The vote was unanimous. Motion approved. Mayor Lambert stated the minutes will be amended to reflect what is captured in the video and audio and will be word for word. Fire Marshal Custer stated this is related to the open air market ordinance.

**Direction for Commissioner Boyd on Proposed Cell Tower at East Ridge High School** – Mayor Lambert stated this item would have to come back to Council for a use on review.

Councilmember Manning made a motion, seconded by Councilmember Sewell, to request that Commissioner Boyd and the County Commission proceed in the process for the cell tower with the understanding it has to come back to the Council for a use on review with no bearing on our decision in granting, and our preference would be to have those funds used to rebuild the East Ridge High School stadium. The vote was unanimous. Motion approved.

Mayor Lambert reminded everyone that City Manager interviews will be Friday and Saturday of this week.

The meeting was adjourned.

**MINUTES OF THE EAST RIDGE CITY COUNCIL  
CALLED MEETING**

**April 29, 2016 – 5:30 pm**

The East Ridge City Council met pursuant to notice on April 29, 2016, 5:30 pm at East Ridge City Hall. Mayor Lambert called the meeting to order.

Mayor Lambert gave the invocation. All joined in the Pledge of Allegiance to the Flag.

Mayor Lambert called the meeting and all councilmembers were given notice of call. The meeting was called for the following purpose:

- Interviews for the Position of City Manager

**Present were:** Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, City Attorney North, and City Recorder Middleton. Interim City Manager/Chief Williams was not present.

**Communication from Citizens:** None

**Interviews for the Position of City Manager** – Mayor Lambert read a list of questions you should never ask a candidate. He would like for the format to be that each councilmember ask four rounds of questions. In order to be fair, each councilmember should ask each candidate the same questions.

1. William Watson

- Councilmember Manning – Do you have an open door policy?
  - Mr. Watson stated you have to have an open door policy in order to be transparent.
- Councilmember Sewell – Is your management style more like a commander or coach?
  - Mr. Watson believes in a participative management style and getting everyone involved. He is not a commander.
- Mayor Lambert – In your previous positions, did you have the authority to hire or fire employees and how many employees did you have that authority over?
  - Mr. Watson stated he did have authority to hire and fire and had ten employees that reported directly to him.
- Vice Mayor Gravitt – Mr. Gravitt stated this is a 2 part question. 1) Have you read the City Charter and 2) based upon the Charter, it is the manager's job to perform the day to day operations. If a Councilmember came to your office and gave you a directive in regard to hiring and firing, how would you handle it?
  - 1) Mr. Watson stated he has reviewed the Charter. 2) He would have to find out more information from the Councilmember and find out what the grounds are they are speaking of. He would not do immediately.

- Councilmember Cagle – Do you have knowledge of the Border Region?
  - He does have knowledge of the Border Region but does not have a direct knowledge of it. He could learn how the procedure works.
- Councilmember Manning – How would you handle it if two employees had a situation that was hurting the City?
  - He would get the two employees together to find out all the details.
- Councilmember Sewell – What do you hope to accomplish in the first two years?
  - He would like for the City to reach its full potential. He would look at the budget and fund balance. He would meet with elected officials to see what they want to achieve. He would try to bring in retail, industry, and manufacturing and have a strategic plan and a timeframe to achieve it.
- Mayor Lambert – Do you have any experience in recruiting new business and if so, give an example?
  - He had no direct responsibility in recruiting, but has worked with city and county leaders to bring in business. He helped bring in a large fishing tournament that had national exposure on ESPN.
- Vice Mayor Gravitt – What is your greatest strength and your greatest weakness?
  - His greatest strength is working with numbers and he is a people person. His greatest weakness is over analyzing numbers.
- Councilmember Cagle – Describe you biggest professional achievement?
  - Most recently in Rhea County, they had no fund balance. In two and a half years he built a good solid fund balance in all areas. He was also the finance director for Rhea County Schools. During that time, the county was able to build a new high school.
- Councilmember Manning – Why do you want to come to East Ridge?
  - He grew up in North Georgia and is familiar with East Ridge. He feels he has a lot to offer.
- Councilmember Sewell – What is one mistake you made in a previous job and how did you handle it?
  - He stated he had a “can’t miss” person that he hired for a position and it just did not work out.
- Mayor Lambert – Have you ever disciplined an employee and what was the process?
  - Being a department head, he tried to include supervisors and talk to the employee to identify the problem. He tried to do it in a way that you uphold a person and build their self esteem.
- Vice Mayor Gravitt – In your opinion, in a City Manager form of government, what is the roll of the Council versus the city manager?

- He believes the city manager has to work in harmony with the council to create the goals and objectives of the city.
- Councilmember Cagle – What was a major obstacle you had to overcome that stood in the way of a goal?
  - Having to get the local officials to go through the correct procedures under the purchasing laws.
- Councilmember Sewell – What could you bring to the job that others might not?
  - He feels he knows the city well; he does not have any kind of agenda and is open-minded to working with the Council. He is a CPA, a CMFO and has a Masters in Business Administration. He was also a Human Resources manager.
- Mayor Lambert – What is the largest budget you have ever managed?
  - In the City of Cleveland, he had approximately \$118 million, plus the Cleveland Utilities of \$99 million for a total of \$239 million.
- Vice Mayor Gravitt – In the event of a deficit in the budget, what would be the first steps you would take to get the budget back in the black?
  - He would do budget amendments and look at the budget analysis. He would meet with the department heads to figure out what caused the problem.
- Councilmember Cagle – Why did you apply for the City Manager position?
  - He wants to be a City Manager. With his experience and education he is well suited for the challenge.
- Vice Mayor Gravitt – Have you applied for any other jobs, other than this one?
  - Mr. Watson stated none in government.
- Councilmember Cagle – Since Mr. Watson owns two homes, one in Hamilton County and one in Fort Oglethorpe, which one would he live in if chosen for this job?
  - Mr. Watson stated since the one in Ft. Oglethorpe is closer, he would live there.
- City Attorney North – Mr. North asked Mr. Watson if he was familiar with the Charter if he believes he is qualified according to the Charter.
  - He stated yes, he has the three years required supervisory experience.

Mr. Watson thanked the Mayor and Council for the opportunity to meet with them.

At this time, Mayor Lambert took a short break. After the break, the Mayor resumed the interview with the next candidate.

## 2. J. Scott Miller

- Councilmember Manning – Why do you want to come to East Ridge?
  - Mr. Miller stated he spent nine years in College Park outside of Atlanta and has visited this area often. He likes road projects and economic development and believes this is a good area for both.

- Councilmember Sewell – Is your management style more like a commander or coach?
  - He is more of a coach. He is a participatory manager, not a micro manager. He has been doing this for 40 years.
- Mayor Lambert – In your previous positions, did you have the authority to hire or fire employees and how many employees did you have that authority over?
  - Yes, except for his position in College Park. He could hire but had to get department head consensus to fire. 850 employees was his largest organization.
- Vice Mayor Gravitt – Mr. Gravitt stated this is a 2 part question. 1) Have you read the City Charter and, 2) based upon the Charter, it is the manager’s job to perform the day to day operations. If a Councilmember came to your office and gave you a directive in regard to hiring and firing, how would you handle it?
  - 1) He stated he has reviewed it briefly. 2) He stated he would not do it, because the Charter is the governing body.
- Councilmember Cagle –What are the reasons you decided to retire?
  - He stated at the time he was in Leavenworth, KS, he was not in good health, but now he is. He missed working and stated he was bored while he was retired.
- Councilmember Manning – How would you handle it if two employees had a situation that was hurting the City?
  - He stated he had this problem in College Park, GA. He would bring both employees in and try to iron out the situation no matter how long it takes.
- Councilmember Sewell – What do you hope to accomplish in the first two years?
  - He would start economic development in order to build the tax base. In his research, this is the number one goal of the city.
- Mayor Lambert – Please give an example of how you have participated in recruiting new business or in an economic development opportunity in you past positions?
  - He stated that in Leavenworth, KS, home of a prison and Ft. Leavenworth, government workers were not getting a high enough per diem for hotel stays. He fought to get the law changed and also brought a Fairfield Inn to the City.
- Vice Mayor Gravitt – Since you have retired once, where is retirement in your future?
  - He stated if he takes this position, he would like to work at least 5 to 10 more years. If he gets this position, he will not be looking for another position; he will commit to East Ridge.
- Councilmember Cagle – Do you presently any other applications out for other City Manager positions?
  - He has no other resumes out right now.
- Councilmember Sewell – Are you familiar with the Border Region Act?

- Yes. He stated that Kingsport, Bristol and East Ridge are the only three cities in Tennessee that are affected by this act. He stated we receive 75% of the sales tax for businesses in the Border Region. He stated that Kansas had a similar program.
- Councilmember Manning – Do you have an open door policy?
  - He stated his door is always open to employees, councilmembers and to residents.
- Mayor Lambert – Have you ever disciplined an employee and what was the process?
  - He uses progressive discipline – written reprimand (counseling), suspension and then termination. In more egregious circumstances, he would not have a problem with termination.
- Vice Mayor Gravitt – What is your greatest strength and you greatest weakness?
  - His greatest strength is being a people person. Economic Development is his strongest suite. He negotiated a settlement with the City of Atlanta because they took park of College Park for a 5<sup>th</sup> runway. He stated his greatest weakness is IT.
- Councilmember Cagle – What was a major obstacle you had to overcome that stood in way of a goal?
  - He stated the perdiem issue in Leavenworth is his most recent example. It was difficult working with GSA, but finally got it changed.
- Councilmember Sewell – What is one mistake you made in a previous job and how did you handle it?
  - He stated it involved a department head that retired. The department head's assistant was working as the acting department head, but he decided not to hire this person. He would like to have taken that back.
- Mayor Lambert – What is the largest budget you have ever managed?
  - The largest was in College Park, GA with an \$83 million budget.
- Vice Mayor Gravitt – In your opinion, in a City Manager form of government, what is the roll of the Council versus the city manager?
  - He stated that Council sets the policy and adopts the budget. The City Manager follows directions based on the majority vote.
- Councilmember Cagle – What brings out your best performance?
  - He stated that on good days or bad days he still tries to do a good job. He puts his heart and soul into it.
- Councilmember Sewell – What could you bring to the job that others might not?
  - Experience. There are not too many challenges that he has not seen or dealt with. He reduced the property tax in one city. He assumed the economic development position in one city as well as being City Manager.
- Vice Mayor Gravitt – In the event of a deficit in the budget, what steps would you take to get the budget back in the black?

- He stated when he took over in Boynton Beach, they were in a deficit. He had to lay off 43 employees and does not want to do that again. He also stated he would give a report to Council every Friday of everything he has done for that week.
- Councilmember Cagle – Is there anything in your background that could come back to haunt you in the future?
  - Absolutely not.
- City Attorney North – Have you read the charter and are you familiar with the supervisory experience required in it?
  - He has briefed it. He stated he has a Master’s degree in Public Administration. He has the supervisory experience and would have to reside in the City.

Mayor Lambert stated the Council still has one more interview tonight and one tomorrow night, followed by a called meeting where they will discuss all candidates who interviewed.

Mr. Miller stated he knows that economic development is the number one concern of the Council. He would like to know what other goals the City has.

Councilmember Sewell stated there are a lot of old homes in the City that need updating. He stated we need more employees in Code Enforcement and in the Fire and Police departments. Mr. Sewell would like to look at plans for McBrien and also building a new Animal Shelter.

Mayor Lambert agreed. He also stated that East Ridge blossomed after World War II, but there were no design codes for homes and businesses; it is a patchwork. He wants to make East Ridge more livable and up to date.

Mr. Sewell also wants to look at East Ridge having its own school system.

Vice Mayor Gravitt agreed. He stated the schools have declined since the Chattanooga and Hamilton County schools combined.

Councilmember Cagle wants to look and economic development and redevelopment and getting more “free money.”

The interview with Mr. Miller was concluded.

### 3. Amanda Miller

- Councilmember Manning – How would you bring in economic development?
  - She stated she would partner with businesses to fill vacant property. She would also use Retail Strategies to promote East Ridge and bring in international businesses.
- Councilmember Sewell – What could you bring to the job that others might not?
  - She has been employed with the City for over 10 years and knows the employees and citizens.

- Mayor Lambert – In your previous positions, did you have the authority to hire or fire employees and how many employees did you have that authority over?
  - Ms. Miller stated that she has never hired or fired. She did sit in on interviews and gave input, plus she helped with promotions.
- Vice Mayor Gravitt – Mr. Gravitt stated this is a 2 part question. 1) Have you read the City Charter and 2) based upon the Charter, it is the manager’s job to perform the day to day operations. If a Councilmember came to your office and gave you a directive in regard to hiring and firing, how would you handle it?
  - Ms. Miller stated this is not allowed in the charter; however she would see what the issues are with the particular employee.
- Councilmember Cagle – Why did you apply and what are your skills and strengths?
  - Her strengths are that she’s been here a long time. She applied because she wants to promote East Ridge in a positive light.
- Councilmember Manning – How would you handle it if two employees had a situation that was hurting the City?
  - She would look at both sides of the situation. People do not always agree but they have to work together.
- Councilmember Sewell – Is your management style more like a commander or coach?
  - She is more like a coach. She would lead by example.
- Mayor Lambert – Please give an example of how you have participated in recruiting new business or in an economic development opportunity in your past positions?
  - She has been limited in that. She has helped with the border region and worked with the Chamber of Commerce.
- Vice Mayor Gravitt – What is your greatest strength and your greatest weakness?
  - She is compassionate and patient, and sometimes is too passionate about things.
- Councilmember Cagle – Describe your biggest professional achievement?
  - She has handled grants and has been given the opportunity to do different things.
- Councilmember Cagle – Could you handle it if more business came to East Ridge?
  - Yes. She could be the face of East Ridge.
- Councilmember Sewell – What is one mistake you made in a previous job and how did you handle it?
  - She has made many mistakes, but cannot single out one.
- Mayor Lambert – Have you ever disciplined an employee and what was the process?
  - She has not disciplined any employees; that was not part of her duties. She believes employees should follow correct protocol and the chain of command.
- Vice Mayor Gravitt – In the event of a deficit in the budget, what steps would you take to get the budget back in the black?

- She would make sure we are on top of the budget constantly. Supervisors should take charge of their budgets and see where cuts could be made.
- Councilmember Cagle – What was a major obstacle you had to overcome that stood in way of a goal?
  - She's not sure that she had to overcome an obstacle, but she did have a personal crisis two years ago, but didn't let it get to her.
- Councilmember Sewell – What do you see as the biggest threat and opportunities facing East Ridge?
  - She knows we have issues, such as the extended stay hotels, and codes issues. We need to focus on what benefits the most people and work on that first.
- Mayor Lambert – What is the largest budget you have ever managed?
  - She stated she worked on the City Services budget but never managed it.
- Vice Mayor Gravitt – Why are you the most qualified?
  - She stated she may not be the most qualified, but her knowledge of the City would make her the most qualified. She wants the best for East Ridge, even if it is not her.
- Councilmember Cagle – Is there anything in your background that could come back to haunt you in the future?
  - Not that she is aware of.
- Councilmember Manning – Would you like to be the City Manager?
  - Yes she would, but wants the best for East Ridge.
- City Attorney North – Have you read the charter and are you familiar with the supervisory experience required in it?
  - She is familiar with the qualifications and believes she meets them. She did not have the title but she supervised.

The interview was concluded.

Mayor Lambert stated there would be more interviews tomorrow. They will have a called meeting after the interview where they can discuss and/or take action on the interviews. He stated that one candidate scheduled to be interviewed tomorrow has withdrawn.

The meeting was adjourned.

**MINUTES OF THE EAST RIDGE CITY COUNCIL  
CALLED MEETING**

**April 30, 2016 – 5:30 pm**

The East Ridge City Council met pursuant to notice on April 30, 2016, 5:30 pm at East Ridge City Hall. Mayor Lambert called the meeting to order.

Mayor Lambert gave the invocation. All joined in the Pledge of Allegiance to the Flag.

Mayor Lambert called the meeting and all Councilmembers were given notice of call. The meeting was called for the following purpose:

- Interviews for the Position of City Manager

**Present were:** Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Interim City Manager/Chief Williams, City Attorney North, and City Recorder Middleton.

**Communication from Citizens:**

Doug Rosser, 1054 Blanton Drive, would like to know if Mr. Kutney has any association with anyone in East Ridge. The Mayor will bring this up in the interview.

**Interviews for the Position of City Manager**

Mayor Lambert wants to clarify a comment he made in a previous meeting. He was talking about the stints of work that some candidates have and the volatility of the job. He wanted to clarify he was not directing this to Mr. Kutney or any other candidate. The Mayor read a list of questions that Councilmembers should not ask.

1. Mark Kutney

- Councilmember Manning – What could you bring to the City to go forward?
  - He has a variety of experience, such as managing an airport, he is a certified planner and credentialed. He has planning, economic development, and human resources experience.
- Councilmember Sewell – Is your management style more of a commander or a coach?
  - He is a coach. He has worked for an autocrat and was miserable. He wants to give employees the freedom to do their best.
- Mayor Lambert – In your previous positions, did you have the authority to hire or fire employees and how many employees did you have that authority over?

- Yes, since he was 24 years old. He managed 80 full time and 10 part time employees.
- Vice Mayor Gravitt – What is your greatest strength and your greatest weakness?
  - He is a people person and likes to interact with all kinds of people. His weakness is that sometimes he is not able to shut down.
- Councilmember Cagle – Have you applied for any other jobs and, if so, what is the status on those.
  - He has 60 resumes out. He is a semi-finalist in five other positions.
- Councilmember Manning – Do you have an open door policy?
  - Yes, he is always available for Council, but if he is in a meeting he will always get back with them.
- Councilmember Sewell – What do you hope to accomplish in the first two years?
  - He would like to establish a Planning Department to do strategic planning and economic development.
- Mayor Lambert – Do you have any experience in recruiting new business and if so, give an example?
  - In the City of Titusville, he recruited a major league baseball team for their spring training location, but being an election year, Council decided not to pursue this.
- Vice Mayor Gravitt – Mr. Gravitt stated this is a 2 part question. 1) Have you read the City Charter and, 2) based upon the Charter, it is the manager’s job to perform the day to day operations. If a Councilmember came to your office and gave you a directive in regard to hiring and firing, how would you handle it?
  - Yes. He would tell the Councilmember he would take it into consideration, but Council cannot tell the City Manager as a single councilmember, just collectively.
- Councilmember Cagle – In your last job as a town manager, did you work for a management company, and if so, did you have the authority to handle the day to day operations?
  - In that town, they wanted to do everything private. It was a collaboration between the company and the city manager.
- Councilmember Manning – How would you handle it if two employees had a situation that was hurting the City?
  - He would sit them both down and hear both sides of the story.
- Councilmember Sewell – What is one mistake you made in a previous job and how did you handle it?
  - He hired a Planning Director that had good technical skills, but did not have good management skills. He learned from that mistake.
- Mayor Lambert – Have you ever disciplined an employee and what was the process?

- He stated there are two reasons for discipline, one is for cause and one is for performance. You have to find out why they cannot perform and then give them an opportunity to do so.
- Vice Mayor Gravitt – What is the role of the Council versus the roll of the City Manager?
  - The City Manager is the administrative head of day to day operations. The Council is the legislative body that makes the laws that he City Manager has to enforce.
- Councilmember Cagle – Are you familiar with the Border Region?
  - Yes, it allows the City to get 75% of sales tax back from the state for businesses that are in the border region.
- Councilmember Manning – How would you find grants for the City?
  - He has done this, but at the federal level.
- Councilmember Sewell – What could you bring to the job that others might not?
  - The love of the job. He stated he has never been terminated from a job.
- Mayor Lambert – What is the largest budget you have ever managed?
  - 28 million
- Vice Mayor Gravitt – In the event of a deficit in the budget, what would be the first steps you would take to get the budget back in the black?
  - He would try to find the root cause. Departments might be spending money on things they do not need. The last resort would be a tax increase.
- Councilmember Cagle – What areas do you excel in?
  - Planning, economic development, and human resources.
- Mayor Lambert – Do you have any associations with anyone in the area?
  - None Whatsoever.
- Mayor Lambert – Have you ever worked in outsourcing a planning function?
  - Yes, in one city council hired an outside firm to do planning. They also looked at outsourcing other functions, such as police services.
- City Attorney North – Do you meet the qualifications set forth in the Charter for a City Manager?
  - Yes, he has a Bachelor’s Degree and two Master’s Degrees. He also has at least three years supervisory experience in government.
- Vice Mayor Gravitt – Is there anything in your past that could come back to embarrass you or the City?
  - None whatsoever. He has been checked out for other jobs and nothing has ever been found.

Mr. Kutney asked the Mayor if we have a comprehensive plan. Mayor Lambert stated we do not; we have opportunity but that is hard to describe as a plan. We have no plan or planner outside of the Border Region district.

Mr. Kutney also stated that East Ridge has gone through a lot of City Managers in a short time. He would like to find a city that needs him and stay there for 10 to 12 years.

Mayor Lambert stated council would have another called meeting in about an hour to discuss the applicants.

The meeting was adjourned.

**MINUTES OF THE EAST RIDGE CITY COUNCIL  
CALLED MEETING**

**April 30, 2016 – 7:30 pm**

The East Ridge City Council met pursuant to notice on April 30, 2016, 7:30 pm at East Ridge City Hall. Mayor Lambert called the meeting to order.

Mayor Lambert called the meeting and all Councilmembers were given notice of call. The meeting was called for the following purpose:

- Discuss/Take Action on City Manager candidates

**Present were:** Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, Interim City Manager/Chief Williams, City Attorney North, and City Recorder Middleton.

**Communication from Citizens:** None

**Discuss/Take Action on City Manager candidates:**

Mayor Lambert stated we conducted four interviews and he was impressed with each one of them. Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to authorize the City Attorney to start contract negotiations with Mr. John Scott Miller pending results of a background investigation. The Mayor believes Mr. Miller has expertise in what we need and has a wide range of experience. Mr. Gravitt and Mr. Sewell agreed. Councilmember Cagle asked if the background check would include medical information. Mr. North stated it would not and that information could not be negotiated in the contract. Mr. Gravitt stated that Mr. Miller has many years of experience and could bring fresh, new innovative ideas to the city and has also managed multi-million dollar budgets. He has also been involved in economic growth plans. Mr. Sewell stated he also worked with something similar to the Border Region in Kansas. The Mayor believes Mr. Miller or Mr. Kutney could handle the job.

The Mayor asked for the roll call. Roll call vote: Vice Mayor Gravitt - yes; Councilmember Cagle - no; Councilmember Manning - no; Councilmember Sewell - yes; Mayor Lambert - yes. Motion approved.

Councilmember Manning made a motion, seconded by Councilmember Cagle, to nominate Amanda Miller for the City Manager position. Mr. North stated that Council has approved starting negotiations with Mr. Miller. He asked Mr. Manning if he wanted Ms. Miller to be the alternate in case things do not work out with Mr. Miller. Mr. Manning stated yes. The motion is to make Ms. Miller an alternate. Mr. Gravitt stated that Ms. Miller has been a long time employee of the City and everyone is grateful for the work she does. He thinks she is a capable employee but is not quite ready to step into the roll of City Manager. Ms. Miller stated that she wants what is best for the City. Mr. Cagle withdrew his second. Motion died for lack of a second. Mr. North will contact Mr. Miller to begin the negotiations. Chief Williams will start the process of a background check.

The meeting was adjourned.