

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

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

The East Ridge City Council met pursuant to notice on July 14, 2016 at East Ridge City Hall to set the agenda for the July 28, 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, City Manager Miller, City Attorney North, and City Recorder Middleton.

New Business Discussion:

Grant Consent Agenda:

- 1) **RESOLUTION NO. _____ - RECYCLING REBATE**
- 2) **RESOLUTION NO. _____ - TML SAFETY PARTNERS**

Mayor Lambert stated the recycling rebate has more than doubled to almost \$4,000. These funds will be used to purchase more recycling cans.

RESOLUTION NO. _____ - TRANSPORTATION ALTERNATIVES PROGRAM GRANT MANAGEMENT CONTRACT – Community Involvement Coordinator Miller stated this grant covers work from Moore Road to Tombras Avenue to connect with the Multi Modal Grant area. The grant covers only construction; the City will be responsible for the NEPA (environmental), design and right of way phases. This resolution will allow Southeast Tennessee Development District to manage the grant at a 6% fee, or approximately \$31,000.

RESOLUTION NO. _____ - SETDD COMPREHENSIVE RECREATION PLAN – Ms. Miller stated that the City’s recreation plan has lapsed and needs updating. A recreation plan helps when trying to obtain grants. Also, if we get benchmarked in the future, it also helps to obtain grants. City Manager Miller stated the cost of this plan is approximately \$7,500.

RESOLUTION NO. _____ - APPROVAL OF YEARLY STREET DEPARTMENT MATERIALS BIDS (bids to be opened on July 26, 2016) – These are the annual bids for street department materials. Mayor Lambert stated that Layfield Road needs repaving. City Manager Miller asked the council to email him if they get requests from citizens for repaving and he will start a list.

Discussion of the Hours of Construction Activities Adjoining Existing Residential Developments – Mayor Lambert stated he had a complaint from a citizen about construction on the July 4th holiday. Fire Marshal Custer stated the noise ordinance allows construction from 7 am to 6 pm on weekdays. The ordinance allows for emergencies, but does not address holidays. Councilmember Cagle stated he received a call about construction on Saturday mornings. City Attorney North stated it could be an issue of equal protection when some companies can operate on Saturdays but construction companies cannot. Vice Mayor Gravitt would like for staff to check with Collegedale, Red Bank, and other surrounding cities to see what their ordinances state. Fire Marshal Custer will have that at the next meeting.

Discussion of Sign Ordinance (Political Signs) – Mayor Lambert stated we need to start setting ground rules for political signs for the upcoming election. He stated there was confusion in the last election regarding the 60 day time frame to put up signs, whether it was 60 days before the election or 60 days before early voting. There was a discussion of allowing signs on government property. City Manager Miller stated the signs should only be allowed on government property on Election Day, but no other time.

Councilmember Manning asked everyone to remember the Sharp family in the passing of former Mayor Jack Sharp's wife.

The meeting was adjourned.

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

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

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

Councilmember Manning 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, City Manager Miller, City Attorney North, and City Recorder Middleton.

Consent Agenda:

- A. Approval of Minutes June 23, 2016 Agenda Work Session
- B. Approval of Minutes June 23, 2016 Council Meeting

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

Communication from Citizens: None

Communication from Councilmembers:

Councilmembers Manning and Sewell had nothing at this time.

Councilmember Cagle stated what a great thing Bass Pro is for the City and encouraged everyone to visit the store.

Vice Mayor Gravitt commended staff for the job they did at the grand opening and the ribbon cutting ceremony for Bass Pro.

Mayor Lambert also commended fire, police, street crews and Amanda Miller for putting together the ribbon-cutting ceremony.

Communication from City Manager:

City Manager Miller introduced Dan Powers, the new head librarian. Vice Mayor Gravitt stated that Mr. Powers had an impressive resume.

Old Business: None

New Business:

Bids for Repair and Clean-up of Fire Damage to East Ridge Community Center – City Manager Miller stated we received two bids for this project, one for \$18,154.12 and one for \$7,561.11. Upon review of the bids, it was determined that the specifications were not specific enough, i.e. square footage of areas to be repaired/cleaned and complete repair of certain items versus patchwork of these items. Mr. Miller recommended that Council reject both bids and re-bid the project. Councilmember Cagle would like to get our insurance carrier to look at the damage again to make sure the City was paid for all damages. Councilmember Manning made a motion, seconded by Councilmember Sewell, to reject both bids and re-bid the project. Account Specialist Qualls will contact our insurance carrier tomorrow. The vote was unanimous. Motion approved.

Request from Exit 1, LLC Granting a Variance to the Current Requirements of the Landscaping Ordinance – Mayor Lambert introduced Fire Marshal Custer and Ethan Wood with Exit 1, LLC to discuss this item. The current landscape ordinance requires 20 feet of landscaped yard when a commercial district adjoins a residential district. Exit 1 LLC is asking to reduce the 20-foot landscape yard requirement to 14 feet on the north end of the site and 10 feet on the south end of the site. They will still do the same density of trees and shrubs. The extra area will be used for parking spaces. Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to grant the variance. The vote was unanimous. Motion approved.

Request from Jones Memorial for City to Hang Banners for Their Annual Barbeque on September 24, 2016 and Approval for Church to Put up 2 Wooden Signs – Councilmember Sewell – Councilmember Manning made a motion, seconded by Councilmember Sewell, to approve the request. Both withdrew their motion and second. Councilmember Manning made a motion, seconded by Councilmember Sewell, to approve the request and also allow the church to use a city dumpster for garbage disposal. The vote was unanimous. Motion approved.

Presentation of the Annual Budget for Fiscal Year July 1, 2016 to June 30, 2017 by the City Manager and Schedule Budget Workshops (no action to be taken) - City Manager Miller went through a brief summary of the budget. He stated there is no tax increase and we will not be drawing anything from the fund balance.

Mr. Miller discussed some highlights of the budget as follows:

- Six new full-time positions and one part-time position – two police officers, three firefighters, and one accounting clerk for Administration. The City Treasurer position would be eliminated.
- 3% cost of living raise for employees to help offset higher insurance deductible
- Alarm and fire alarm system for City Hall
- Fire radios
- SCBA airpacks for fire
- Zero turn mower for Streets
- Soccer carpet for Camp Jordan Arena
- New furniture for the Library
- Backhoe and track loader for Streets (10 year note)
- AC unit in the Public Safety building

- Replace front doors at City Hall
- Metal roof on the Sanitation building and various buildings at Camp Jordan
- Resurface gravel areas at Pioneer Playground
- Replace playground equipment
- Replace AC unit in the community center gym
- New truck for traffic control (already approved in State Street Aid)
- Increase in overtime - \$10,000

Mr. Miller is removing two supervisor positions from State Street Aid and putting them back into the General Fund. That will leave more dollars for resurfacing.

The City Manager would also like to contract with an engineering and planning consultant to do streetscape improvements on Ringgold Road. These improvements would be in the Border Region and would be reimbursable.

Councilmember Cagle stated that some positions had changed. Mr. Miller is still working on organizational charts. If they were approved by ordinance, they will have to be changed by ordinance.

Councilmember Sewell discussed using smaller trucks for first responders in the Fire Department. Mr. Miller stated we could use smaller trucks or the pumper truck for first responders, not the ladder truck. He stated next year we would have to look at an aerial platform truck.

Mr. Cagle would like for the City Manager to look at vehicle maintenance. Mr. Miller stated he has done it both ways, contracting for maintenance and in-house maintenance. He will look into these options.

A budget workshop was scheduled for July 21, 2016 at 6:00 pm.

The meeting was adjourned.

**MINUTES OF THE
BUDGET WORK SESSION
EAST RIDGE CITY COUNCIL**

July 21, 2016 – 6:00 p.m.

The East Ridge City Council met pursuant to notice on July 21, 2016, 6:00 pm at East Ridge City Hall for the purpose of discussing the FY 2016-2017 budget. Mayor Lambert called the meeting to order.

Present were: Mayor Lambert, Vice Mayor Gravitt, Councilmember Cagle, Councilmember Manning, Councilmember Sewell, City Manager Miller, and City Recorder Middleton. City Attorney North was not present, but Nicole Osborn was present to represent him.

Communications from Citizens:

Matthew DeGlopper, 706 Pyron Lane, stated he is pleased that fire and police are getting more employees. He is disappointed though that the City does not have a drug task force. He also stated that the Criminal Investigation Division (CID) needs more employees.

Discussion of the FY 2016 – 2017 Budget:

Mayor Lambert stated that Public Safety is at the top of the priority list. He stated with two interstates running through our city, sometimes it can aggravate criminal activity and most of the time, they are not East Ridge residents.

City Manager Miller stated we are in the process of hiring two new officers, one in patrol and one in CID.

Councilmember Manning would like to add a Christmas bonus for employees - \$250 for full-time and \$125 for part-time. The total would be \$35,625.

Mr. Cagle asked about the payment on the fire truck; he thought we paid for the truck when we purchased it. Account Specialist Qualls stated that we self-financed the truck and we are paying back our capital projects fund.

There was a discussion of traffic signal repairs. Councilmember Cagle asked if those could come out of State Street Aid. Mr. Miller thinks we should not deplete the State Street Aid account and use it for resurfacing. Mayor Lambert is pleased that we have taken the two supervisor salaries out of state street aid. He stated that would be more money for street resurfacing.

Councilmember Cagle asked if we could eliminate the Monroe Street Park line item, since that property was sold. Account Specialist Qualls stated we still have expenditures for 2014. This line item will be eliminated next year.

Mr. Cagle would like to reduce the number of City cell phones. Ms. Qualls is working on that now.

Mayor Lambert stated he would like to see the City recruit volunteers to work at the History Center one or two days a week. Community Involvement Coordinator Miller stated she is working on a volunteer program and will have a meeting next month to coordinate different organizations.

The Mayor discussed the compensation pay plan done by the Temple Group. He stated he wants to look at those because they were never officially adopted. City Manager Miller stated he has reservations about how the study was done. He stated that job descriptions need to be updated. Once that is done, he can look at where to place employees in the different categories. Mr. Miller also stated that when the pay study is adopted, it should be done in its entirety; do not do it in parts.

City Manager Miller stated that after the budget was developed, he found out there was a need for a replacement rear-end loading refuse vehicle. The Sanitation Department has had constant repairs to some of their trucks. The City spent \$30,000 on repairs for an International truck and it is down again. Mr. Miller will also be looking at an annual replacement schedule for all vehicles

Councilmember Cagle stated that Lee Smith has a rear loader truck they want to get rid of.

City Manager Miller asked if the budget is ready for first reading. Mayor Lambert stated it is, once the changes from tonight's meeting are made.

Mr. Miller will go ahead and include the new sanitation truck in the budget.

Councilmember Manning stated he would like to donate a basketball goal to the City to be used at the Community Center.

The meeting was adjourned.

**MINUTES OF THE AGENDA WORK SESSION
July 28, 2016– 6:00 pm**

**To Set the Agenda For The
August 11, 2016 Council Meeting**

The East Ridge City Council met pursuant to notice on July 28, 2016 at East Ridge City Hall to set the agenda for the August 11, 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, City Manager Miller, City Attorney North, and Deputy City Recorder Qualls. City Recorder Middleton was not present.

New Business Discussion:

ORDINANCE NO. 1013 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 (2nd and final reading) Mayor Lambert stated first reading would be in tonight’s regular meeting. More discussion could be held at that time.

ORDINANCE NO. 1014 – AN ORDINANCE TO AMEND THE EAST RIDGE CITY CODE, TITLE 1, GENERAL ADMINISTRATION ORGANIZATION CHART (2nd and final reading) – Mayor Lambert stated first reading of this ordinance will be in tonight’s regular meeting.

ORDINANCE NO. 1015 – Use on Review – 4320 Bennett Road – Fire Marshal Custer stated this is the cell tower to be constructed at East Ridge High School. Mr. Custer introduced Luke Hasserman from Tower Ventures, the company wanting to build the tower. Mr. Hasserman stated they meet all the criteria of the ordinance. There is nothing around the tower within 300 feet. It will be fenced and locked. Mr. Hasserman stated the citizens will benefit as well as the school.

RESOLUTION NO. _____ - to apply for and accept a Wal-Mart Foundation Grant for the Fire Department – Mayor Lambert stated this and the following resolution will be on a grant consent agenda for the next meeting.

RESOLUTION NO. _____ - to apply for and accept a Wal-Mart Foundation Grant for the Police Department

Discussion – Hours of operation – Construction projects – Fire Marshal Custer has gathered information from the surrounding cities. All cities seem to be similar in how they address the issue. There is no mention of construction on holidays in their ordinances. City Manager Miller stated that the Council has two options – to do nothing or decide how to deal with work on the weekends or holidays.

Discussion of Ordinance No. 957 – Wrecker and Towing Services - Mayor Lambert stated this was tabled in September 2013. Councilmember Cagle asked about the grandfather clause. Vice Mayor Gravitt asked if the purpose of bringing this back up is to clarify the ordinance and to codify just what the ordinance states. Mayor Lambert would like for Council to review the ordinance and discuss at the next meeting. Vice Mayor Gravitt stated the existing ordinance is more detailed than the proposed ordinance. Vice Mayor Gravitt asked if someone could be granted a license to operate a wrecker service in the City without being on the city's rotation list. City Manager Miller stated they could. Mr. Cagle would like the wrecker operators notified of the upcoming meeting.

Mayor Lambert and Councilmember Cagle congratulated Lt. Lynn Ford on his retirement.

The meeting was adjourned.

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

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

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

Councilmember Manning 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, City Manager Miller, City Attorney North, and Deputy City Recorder Qualls. City Recorder Middleton was not present.

Consent Agenda:

- A. Approval of Minutes July 14, 2016 Agenda Work Session
- B. Approval of Minutes July 14, 2016 Council Meeting

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

Communication from Citizens:

Jim Bethune, 710 Haven Hill Drive, asked when the name of Fred Pruett Parkway was changed to Camp Jordan Parkway. No one was sure of when it was changed. The Mayor stated it possibly could have been changed as the street name or it was a memorial. Staff will research the name change. Director Martin stated the Fred Pruett sign has been stored and can be put back up. Mr. Bethune also stated that everyone should comply with the political sign ordinance.

Communication from Councilmembers:

Councilmembers Manning and Sewell congratulated Lt. Lynn Ford on his retirement from the City.

Councilmember Cagle and Vice Mayor Gravitt had nothing at this time.

Mayor Lambert also congratulated Lt. Ford on his retirement and also stated we all love and respect our police force.

Communication from City Manager:

City Manager Miller announced that the City's 95th birthday celebration will be held on August 20th at Camp Jordan Park, along with a concert and fireworks.

Old Business: None

New Business:

Without objection, Mayor Lambert moved Item H - Resolution No. 2582 to this portion of the agenda.

RESOLUTION NO. 2582 – A RESOLUTION OF THE CITY OF EAST RIDGE, TENNESSEE MODIFYING RESOLUTION NO. 2389 RELATING TO THE BORDER REGION TOURISM DEVELOPMENT DISTRICT ACT T.C.A. 7-40-101 ET SEQ. – City Attorney North read on caption. This item was presented in an earlier meeting and there was some confusion over the Resolution number that was being amended. It was actually correct as presented at the time. The only language changed in the agreement was to add “or their heirs and/or their estates.” Vice Mayor Gravitt made a motion, seconded by Councilmember Manning, to approve Resolution No. 2582. Roll call vote: Vice Mayor Gravitt - yes; Councilmember Cagle - no; Councilmember Manning - yes; Councilmember Sewell - yes; Mayor Lambert - yes. Motion approved.

ORDINANCE NO. 1013 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 (1ST Reading) – City Attorney North read on caption. Councilmember Sewell made a motion, seconded by Vice Mayor Gravitt, to approve Ordinance No. 1013 on first reading. Councilmember Cagle asked how many employees would be in Administration. City Manager Miller stated that we now have six employees and is recommending that we add one employee for a total of seven. Mayor Lambert stated since this is only first reading, these figures could be “tweaked” before second reading. Mr. Miller also stated he is recommending we establish a building official/fire marshal position in the new budget. A public hearing for the budget was scheduled for August 11, 2016 at 5:45 pm. The vote was unanimous. Motion approved.

ORDINANCE NO. 1014 – AN ORDINANCE TO AMEND THE EAST RIDGE CITY CODE, TITLE 1, GENERAL ADMINISTRATION (1ST reading) - City Attorney North read on caption. Councilmember Sewell made a motion, seconded by Councilmember Manning, to approve Ordinance No. 1014 on first reading. Councilmember Cagle asked if this was approved would they have to come back and approve title changes, such as the administrative assistants. Mr. Miller stated there was only one administrative assistant and that was in the Police Department. He also stated there was no indication that this was formally changed and he needed justification for further changes. Mr. Miller stated that he would have to review and update job descriptions and then do a pay classification plan. He stated he is moving Fire Marshal Kenny Custer to the position of Building Official and he would act as a city planner. He is proposing to hire another Building Official. The Fire Department would have a Lieutenant under Special Operations to handle some of the items that the Fire Marshal handled. The vote was unanimous. Motion approved.

RESOLUTION NO. 2577 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH SOUTHEAST TENNESSEE DEVELOPMENT DISTRICT (SETDD) TO PROVIDE PROFESSIONAL SERVICES TO CREATE A COMPREHENSIVE RECREATION PLAN FOR THE CITY OF EAST RIDGE PARKS AND RECREATION DEPARTMENT – City Attorney North read on caption. Councilmember Sewell made a motion, seconded by Councilmember Manning, to approve Resolution No. 2577. Vice Mayor

Gravitt asked the purpose of this resolution. Community Involvement Coordinator Miller stated it will help the City to obtain grants and help with benchmarking for the City. City Manager Miller stated that we need to look at more recreation for the center of the city. The vote was unanimous. Motion approved.

Grant Consent Agenda:

- 1. RESOLUTION NO. 2578 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY OF EAST RIDGE TO PARTICIPATE IN THE STATE OF TENNESSEE RECYCLING REBATE MATCHING GRANT PROGRAM**
- 2. RESOLUTION NO. 2579 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY OF EAST RIDGE TO APPLY FOR AND ACCEPT THE TML RISK MANAGEMENT POOL “SAFETY PARTNERS” MATCHING GRANT PROGRAM**
- 3. RESOLUTION NO. 2580 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH SOUTHEAST TENNESSEE DEVELOPMENT DISTRICT (SETDD) TO PROVIDE PROFESSIONAL GRANT MANAGEMENT SERVICES IN REGARDS TO THE TRANSPORTATION ALTERNATIVES PROGRAM GRANT**

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

RESOLUTION NO. 2581 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE APPROVING ANNUAL BIDS FOR STREET DEPARTMENT MATERIALS FOR FY 2016 – 2017 - City Attorney North read on caption.

Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to approve Resolution No. 2581. Mr. Cagle asked about Hiawasse Paving, stating it was too far to drive for asphalt. Mr. Miller stated that since both these bids were so close in price, we should go with the closest in proximity. Mr. Gravitt and Mr. Sewell withdrew their motion and second. Council had questions on various aspects of the bids including delivery. Vice Mayor Gravitt made a motion, seconded by Councilmember Manning, to table Resolution No. 2581 until the next meeting. The vote was unanimous. Motion approved.

The meeting was adjourned.