

**MINUTES OF THE AGENDA WORK SESSION**  
**November 10, 2016 – 6:00 pm**

**To Set the Agenda For The**  
**December 8, 2016 Council Meeting**

The East Ridge City Council met pursuant to notice on November 10, 2016 at East Ridge City Hall to set the agenda for the December 8, 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.

**Presentation of FY 2015-2016 Audit – Jason Martin, Henderson Hutcherson and McCullough, PLLC** – Mr. Martin went over the highlights of the audit. He stated that the City needs to pay particular attention to the auditing and reporting requirements of the state pension, since those requirements changed last year. The rate used to change every other year; now it changes every year. He stated we need to plan accordingly for that change.

Mr. Martin stated that the City received a clean opinion with no material errors and no material adjustments. The information was accurate.

Mr. Martin stated the unassigned fund balance increased to \$5.4 million. He stated that \$2 million would be considered healthy, but \$5.4 million would allow the City to operate for six months in case of a disaster. He stated this is due to good management practices. Mr. Martin also stated in the general fund, revenues exceeded expenditures by \$608,000.

Vice Mayor Gravitt asked, based on the information provided by Mr. Martin, if it would benefit the City to try to get a AAA bond rating. Mr. Martin stated that would be a factor in refunding any debt. City Manager Miller will check with the City's financial advisors to see if it would be feasible to upgrade the bond rating.

Councilmember Manning stated he appreciates the outstanding job that Henderson Hutcherson and McCullough has done auditing the City.

**Old Business:**

**ORDINANCE NO. 1021 – AN ORDINANCE AMENDING ORDINANCE NO. 922, WHICH PREVIOUSLY AMENDED THE EAST RIDGE ZONING ORDINANCE, SPECIFICALLY WITH REGARD TO ARTICLE VI, SECTIONS 115.3, MINIMUM HOTEL AND EXTENDED STAY HOTEL REQUIREMENTS AND STANDARDS, SUBSECTIONS (e) AND (j); SECTION 115.4, MINIMUM MOTEL REQUIREMENTS, SUBSECTION (h); AND BY ADDING ADDITIONAL SECTION 115.5, PENALTIES FOR FAILURE TO COMPLY WITH HOTEL, EXTENDED STAY HOTEL OR MOTEL REGULATIONS (2<sup>nd</sup> and final reading)** – Mayor Lambert stated this potentially would be

second reading. The ordinance would have to be removed from the table at tonight's regular meeting if Council wants to take any action.

**ORDINANCE NO. 1023 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AMENDING ORDINANCE NO. 746, WHICH ESTABLISHED AN OCCUPATIONAL SAFETY AND HEALTH PROGRAM, BY ADDING SECTION V. ADMINISTRATION, SUBSECTION (a) (9) (2<sup>nd</sup> and final reading)** – Mayor Lambert stated this could be second reading depending on the vote in tonight's regular meeting.

**New Business Discussion:**

**ORDINANCE NO. \_\_\_\_\_ - BUDGET AMENDMENT (1<sup>st</sup> reading)** – Finance Director Qualls stated this will cover the request from the Police Department to purchase from the Federal Forfeiture Fund.

**RESOLUTION NO. \_\_\_\_\_ - Approving a Site Access Agreement with Southeast Tennessee Development District Regarding the Brownfield Grant Program** - Community Involvement Coordinator Miller stated that this grant from Southeast Tennessee Development District can be used for asbestos removal in buildings. She stated that it can be used if we either remodel McBrien or tear it down. The City has until 2018 to spend the funds. It is a 100% grant with no match from the City.

Councilmember Manning asked everyone to pray for the firefighters who are fighting the area wildfires.

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

Councilmember Cagle congratulated the two newly-elected Councilmembers.

Mayor Lambert also congratulated the two newly-elected Councilmembers, Brian Williams and Esther Helton. He also thanked Matthew DeGlopper and Gregg Shipley for their interest in running for office.

The meeting was adjourned.

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

**November 10, 2016  
6:30 pm**

The East Ridge City Council met pursuant to notice on November 10, 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.

**Special Presentation:** Chief Reed introduced retired Officer Lynn Ford. Mayor Lambert presented Mr. Ford with a plaque on the occasion of his retirement. The Mayor thanked Mr. Ford for his 24 years of service to the City and stated it was an honor to have him in the Police Department. Mr. Ford stated he enjoyed the opportunity to serve.

**Consent Agenda:**

- A. Approval of Minutes October 27, 2016 Agenda Work Session
- B. Approval of Minutes October 27, 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:** None

**Communication from Councilmembers:**

Councilmember Manning had nothing at this time.

Councilmember Sewell stated he was contacted by a citizen who commended the Police Department for the great job they did during a recent funeral procession.

Councilmember Cagle asked Mr. Miller if he would follow up on street cuts.

Vice Mayor Gravitt congratulated Brian Williams and Esther Helton for their recent wins in the City Council election. He also thanked the citizens for reelecting him to the House of Representatives.

Mayor Lambert stated he appreciates the efforts of everyone that ran in the election. He thanked Mr. Manning and Mr. Gravitt for their service to the City. He stated the last

meeting with this council will be December 8<sup>th</sup> and the swearing in ceremony will be Monday, December 12<sup>th</sup>.

Mayor Lambert stated the Christmas Parade will be November 19<sup>th</sup>, 6:30 pm, with lineup beginning at 4:30 pm on Germantown Road.

**Communication from City Manager:** None

**Old Business:**

**ORDINANCE NO. 1021 – AN ORDINANCE AMENDING ORDINANCE NO. 922, WHICH PREVIOUSLY AMENDED THE EAST RIDGE ZONING ORDINANCE, SPECIFICALLY WITH REGARD TO ARTICLE VI, SECTIONS 115.3, MINIMUM HOTEL AND EXTENDED STAY HOTEL REQUIREMENTS AND STANDARDS, SUBSECTIONS (e) AND (j); SECTION 115.4, MINIMUM MOTEL REQUIREMENTS, SUBSECTION (h); AND BY ADDING ADDITIONAL SECTION 115.5, PENALTIES FOR FAILURE TO COMPLY WITH HOTEL, EXTENDED STAY HOTEL OR MOTEL REGULATIONS (1<sup>st</sup> reading – tabled October 27, 2016) -** City Attorney North read on caption. Mayor Lambert stated Council’s options are to remove this item from the table for consideration or to leave it on the table. Councilmember Cagle stated the City has a lack of manpower to enforce the length of time that people stay in the hotels. He suggested the hotels send the City a list of people who have been there and how long they stayed. Mayor Lambert stated this could possibly be a full-time position that could handle this item and the rental inspection program if that is instituted. Mr. North stated we could possibly have an exemption for hotels and he could draft what the exceptions could be, such as out-of-town workers, people that have been burned out or flooded, etc. Mr. North stated there would be an enforcement issue and monitoring how long people have been at the hotels. Mr. Miller agreed that enforcement would be difficult with the present staff, but an additional employee could do this and code enforcement. Mayor Lambert stated that considering the Council has additional questions, he suggested leaving this item on the table with no action necessary. Councilmember Cagle would like to leave this on the table and schedule a workshop with the hotel owners. Mr. North stated council had a workshop previously and some of the owners did not show up. The Mayor stated that if they are invited and do not show up then “shame on them.” Mr. Miller will schedule a workshop for sometime in January. The Mayor would like to have this resolved by the end of January. Councilmember Manning made a motion, seconded by Councilmember Sewell, to leave this item on the table. The vote was unanimous. Motion approved.

**ORDINANCE NO. 1022 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE ESTABLISHMENT OF A FIVE PERCENT MONTHLY PENALTY FOR NON-PAYMENT OR LATE PAYMENT OF LIQUOR BY THE DRINK PRIVILEGE FEES (2<sup>nd</sup> and final reading) -** City Attorney North read on caption. Vice Mayor Gravitt made a motion, seconded by Councilmember Sewell, to approve Ordinance No. 1022 on second and final reading. The vote was unanimous. Motion approved.

**New Business:**

**ORDINANCE NO. 1023 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AMENDING ORDINANCE NO. 746, WHICH ESTABLISHED AN OCCUPATIONAL SAFETY AND HEALTH PROGRAM, BY ADDING SECTION V. ADMINISTRATION, SUBSECTION (a) (9) (1<sup>st</sup> reading)** - City Attorney North read on caption. Councilmember Manning made a motion, seconded by Councilmember Cagle, to approve Ordinance No. 1023 on first reading. City Manager Miller stated this amendment is mandated by the State and that Deputy Chief Flynn will be handling this since he is the Safety Officer. The vote was unanimous. Motion approved.

**RESOLUTION NO. 2612 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE ADVANCEMENT OF STATE SALARY SUPPLEMENT PAYMENTS FOR ELIGIBLE FIREFIGHTERS AND POLICE OFFICERS** - City Attorney North read on caption. Councilmember Manning made a motion, seconded by Councilmember Cagle, to approve Resolution No. 2612. The vote was unanimous. Motion approved.

**RESOLUTION NO. 2613 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING PARTICIPATION BY THE CITY OF EAST RIDGE IN THE NATIONAL JOINT POWERS ALLIANCE** - City Attorney North read on caption. City Manager Miller stated that the City joined this alliance but no resolution was approved by Council. Councilmember Cagle made a motion, seconded by Councilmember Manning, to approve Resolution No. 2613. The vote was unanimous. Motion approved.

**Discuss/Take Action on Streetscape Plan (lighting, sidewalks and landscaping/irrigation) for Camp Jordan Parkway** – City Manager Miller stated that Vaughn & Melton and ASA are doing the Exit 1 design. He stated in 2015, MAP Engineering designed lighting, sidewalks and landscaping/irrigation in with the construction of the Parkway, but they were eliminated from the bid at that time. Mr. Miller would like to do a turnkey project for the landscaping, lighting, etc. to do a construction project which would include a 25-year maintenance plan. Total cost of construction and annual maintenance cost would be bonded over a 25-year period and the debt service would be reimbursed by Border Region. MAP has completed the specs, but will update them for an additional \$12,000. He would also like to add \$2,000 to this amount for the engineering of a sidewalk/bike lane that was taken out during construction of the parkway. Community Involvement Coordinator Miller stated the bike lane was paid for through an ARRA grant several years ago and if it is not put back, the City will have to repay \$170,000 to the Federal Government. Councilmember Manning made a motion, seconded by Councilmember Sewell, to approve MAP Engineering updating the lighting, sidewalks and landscaping/irrigation plan, plus add the maintenance costs for a total not to exceed \$14,000. The vote was unanimous. Motion approved.

**Discuss/Take Action to Purchase 10 licenses for the Tritech Mobil Cad Software for the Police Department** – Councilmember Manning made a motion, seconded by Councilmember Sewell, to approve the purchase. Chief Reed stated the funds for the purchase will be taken from the Federal Forfeiture Fund, so it does not affect the budget. The vote was unanimous. Motion approved.

Councilmember Manning asked the Chief when the new police cars would be here. Chief Reed stated we should take delivery by the following Wednesday.

**Discuss/Take Action on the East Ridge Needy Child Fund Being Incorporated as a 501(C)(3) Non Profit Organization** – City Manager Miller stated this program has been around for several decades. It has been an account in the General Fund, but it is not associated with a direct municipal service. It is his, and the Finance Director's recommendation that the Fund become a 501 (C) (3) non-profit and be governed by a board. The City Attorney drafted a charter, which will include three directors who cannot be employees. Mr. North suggested putting the City Manager on the board, but as soon as the non-profit is incorporated, he would have to resign and two more members appointed. The City Attorney would be the incorporator. Councilmember Cagle made a motion, seconded by Councilmember Manning, to incorporate the Needy Child Fund as a 501 (C) (3) non-profit with the City Attorney as the incorporator and the City Manager as a board member. The City Manager would appoint two members prior to submitting the application, and at the first board meeting, the City Manager would resign from the board. No city employee could be on the board. The vote was unanimous. Motion approved.

Mayor Lambert stated he would like to come up with a date for the City Attorney to brief the two new Councilmembers on legal issues, since we have done this in the past. The City Attorney stated they need to be sworn in first, so the briefing could be held before the first meeting in January.

Vice Mayor Gravitt stated he was contacted by the adjunct of the American Legion who had made a request to hang a banner over the road but was denied. Mr. Gravitt also stated that, as a disclaimer, he is a member of the American Legion.

City Manager Miller stated we are close to the start of construction on the new fire station. He suggested having a groundbreaking ceremony on Friday, November 18<sup>th</sup> at 12:30 pm. Council had no objection to this.

The meeting was adjourned.