

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

**March 12, 2020
6:00 pm**

The East Ridge City Council met pursuant to notice on March 12, 2020, 6:00 pm at East Ridge City Hall.

Mayor Williams called the meeting to order.

Denny Manning gave the invocation. All joined in the Pledge of Allegiance to the Flag.

Present were: Mayor Williams, Vice Mayor Helton, Councilmember Cagle, Councilmember Chauncey, Councilmember Witt, City Manager Dorsey, City Attorney Litchford, and City Recorder Middleton.

Approval of Minutes February 27, 2020 Regular Council Meeting: Councilmember Chauncey made a motion, seconded by Councilmember Witt, to approve the minutes. The vote was unanimous. Motion approved.

Communication from Citizens:

Harry Scholl, 2016 Tombras Avenue, stated he has a problem with kids when they get out of school and come to the Library. He says they are disruptive and he wants quietness enforced. City Manager Dorsey will address this in his report.

Communication from Councilmembers:

Councilmember Witt stated the Census has been mailed out. She also acknowledged David Tyler and Earl Wilson who have been hired by the Census.

Councilmember Chauncey stated residents have come to him about the problem with kids in the Library causing trouble and he is concerned. Mayor Williams stated the Police Department is working on these issues.

Vice Mayor Helton had nothing at this time.

Councilmember Cagle asked Mr. Dorsey if he has checked on issues on Gibson Street where a car ran off in the ditch. Mr. Dorsey stated that the Traffic Control Supervisor has been out the last two days, so he has not.

Mayor Williams stated the Coronavirus is very serious and everyone should take steps to protect themselves, including staying home if you are sick.

Communication from City Manager:

- City Manager Dorsey asked Chief Allen to come forward to discuss the Police Community Meeting. Chief Allen stated that the Police Department planned a community meeting, but now have decided to cancel due to the Coronavirus. He stated the Citizen's Police Academy is still scheduled at this time for March 30th.
- The Census started today, and computers are set up in the Library for patron use.
- There have been issues with middle schoolers hanging out around City Hall and causing problems at the Community Center and the Library. The kids causing trouble refuse to give their names. He and Patty Weaver, the Library Director, have decided that anyone 17 and under must have a library card. Hopefully this will help with some of the issues.
- Due to Coronavirus, Mr. Dorsey has been meeting with department heads to discuss contingency plans. He has been waiting to see what the school system will do, but now they have cancelled school from March 16th – 27th. Mr. Dorsey stated the City will postpone all recreational and community gatherings during the same time as schools are closed. Camp Jordan Park will be closed. Storytime and any groups or clubs that meet in the Library will be cancelled. The Library will remain open for now.

Old Business:

ORDINANCE NO. 1124 – 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 SO AS TO REZONE THE PROPERTY LOCATED AT 5330 RINGGOLD ROAD, TAX MAP #116J-A-031, FROM M-3 MANUFACTURING DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT (2nd and final reading) – City Attorney Litchford read on caption. Councilmember Witt made a motion, seconded by Councilmember Chauncey, to approve Ordinance No. 1124 on second and final reading. The vote was unanimous. Motion approved.

ORDINANCE NO. 1125 – AN ORDINANCE TO AMEND TITLE 8, CHAPTER 2 OF THE CITY OF EAST RIDGE MUNICIPAL CODE PERTAINING TO TEMPORARY SPECIAL EVENTS PERMITS ON CITY PROPERTY (2nd and final reading) – City Attorney Litchford read on caption. Assistant City Manager Custer stated several amendments needed to be made because they contradict one another. Other changes were made to correct formatting errors. Councilmember Chauncey made a motion, seconded by Vice Mayor Helton, to approve Ordinance No. 1125 on second and final reading. Councilmember Cagle had questions about storing beer on City property, allowing tailgating, and allowing beer sales at indoor soccer. Mr. Dorsey stated these would be Council decisions. Mr. Cagle also asked if guns were allowed in the park with a permit. Mr. Dorsey stated since the law changed, they are allowed. Chief Allen states guns are not allowed where alcohol is served or sold. Mayor Williams stated these issues were delegated to the Beer Board in the last meeting and the sales are still by special permit. Roll call vote: Vice Mayor Helton - yes; Councilmember Cagle - no; Councilmember Chauncey - yes; Councilmember Witt - yes; Mayor Williams - yes. Motion approved.

New Business:

Mayor Williams stated that an Industrial Development Board member has resigned so he would like to add Resolution 3031 for Vice Mayor Helton to appoint another member.

RESOLUTION NO. 3031 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, MEMORIALIZING THE APPOINTMENT OF DANNY LANCE BY VICE MAYOR HELTON TO THE EAST RIDGE INDUSTRIAL DEVELOPMENT BOARD TO FILL THE UNEXPIRED TERM OF RICK TOROK – City Attorney Litchford read on caption. Vice Mayor Helton appointed Danny Lance to the Industrial Development Board. She stated he is the pastor of Trulife Church, owns Local Coffee and is a Chaplain for the East Ridge Police Department. Councilmember Witt made a motion, seconded by Vice Mayor Helton, to approve Resolution No. 3031. The vote was unanimous. Motion approved.

RESOLUTION NO. 3030 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE A CONTRACT WITH HHM, CERTIFIED PUBLIC ACCOUNTANTS, FOR AUDITING SERVICES AS REQUIRED BY THE STATE OF TENNESSEE AND OTHER REGULATORY AGENCIES – City Attorney Litchford read on caption. Councilmember Chauncey made a motion, seconded by Councilmember Witt, to approve Resolution No. 3030. The vote was unanimous. Motion approved.

Discussion of Tentative Agenda Items for the March 26, 2020 Council Meeting (see Attachment A) – Mayor Williams stated that he and the City Manager have discussed whether to cancel the next meeting. He stated they will monitor the situation and make a decision. MTAS is also advising them on open meetings.

New Business:

- A. **RESOLUTION NO. ____ – RFP for Concessions for Parks and Recreation** – Director Wilson stated the Requests for Proposals were opened on March 5th and are currently being evaluated. He will have a recommendation at the next meeting.
- B. **RESOLUTION NO. ____ - Request to Waive Fee for RAM Clinic in 2021** – Bob Nevil with RAM, has requested to use Camp Jordan Arena on October 22- 24, 2021 at no charge for a health, dental and vision clinic which is free to the public. Staff recommends approval.
- C. **RESOLUTION NO. ____ - Appointment to Zoning Appeals Board** – The term for Steve Leach currently expires on April 8, 2020. This is Mayor Williams appointment.
- D. **RESOLUTION NO. ____ - RFQ for 3rd Party Plans Review** – Assistant City Manager Custer stated with the volume of permits we currently have and anticipate in the future; it is getting more difficult to provide the best service to contractors. Five companies responded to the RFQ and he would like to add all of them to a list from which contractors may choose.

E. Grant Consent Agenda:

1. **RESOLUTION NO. ____ - Aquatic Stream Grant** – Community Involvement Coordinator Bowers stated this grant is \$1,000 for River Rescue and is due by the end of this month.
2. **RESOLUTION NO. ____ - Apply for and Accept the THSO Grant for Police Department** – Ms. Bowers stated that Chief Allen is handling this grant.
3. **RESOLUTION NO. ____ - American Water Environmental Grant** – Ms. Bowers stated we received \$2,500 last year with no match. This grant is for cleaning of streams and bank stabilization.
4. **RESOLUTION NO. ____ - Cincinnati Children’s Hospital Medical Center & Toyota: Buckle Up for Life – Gift of Safety Partnership FY 20** – This grant is for car seats, infant and booster seats for the needy.

Councilmember Witt made a motion, seconded by Vice Mayor Helton, to approve moving the Grant Consent Agenda items to this agenda. The vote was unanimous. Motion approved.

The resolutions were assigned the following numbers:

- 3032 – Aquatic Stream Grant
- 3033 – THSO Grant
- 3034 – American Water Grant
- 3035 – Buckle Up for Life Grant

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

City Manager Dorsey stated he is going to present an ordinance to change allowing guns in City Hall. He stated the notice on the door is incorrect; it states guns are not allowed only when court is in session. According to State law, guns are prohibited if we have a courtroom in the building even when they are not in session.

Being no further business, Mayor Williams adjourned the meeting.

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

**March 26, 2020
6:00 pm**

The East Ridge City Council met pursuant to notice on March 26, 2020, 6:00 pm at East Ridge City Hall.

Mayor Williams called the meeting to order. He stated we are having this meeting by electronic means and thanked Governor Lee for Executive Order #16 that allows cities to hold meetings remotely by electronic means. He thanked City Manager Dorsey, Assistant City Manager Custer, and IT Technician Josh Love for setting up the equipment and access for Councilmembers to participate remotely.

City Attorney Litchford stated, in connection with the Executive Order handed down by Governor Lee, we have been in consultation with MTAS and the Office of Open Records/Open Meetings. As part of this meeting that is being conducted electronically, we have to acknowledge that this body has made a determination that a meeting held via electronic means is necessary to protect the health, safety and welfare of the community because of the COVID 19 virus. He would like for the minutes to reflect that the City Council has made a determination to hold this meeting via electronic means as a result of the state of emergency that was declared by Governor Lee.

Daniel Beard, who was present via electronic means, gave the invocation. All joined in the Pledge of Allegiance to the Flag.

Present were: Mayor Williams, Vice Mayor Helton (via electronic means), Councilmember Cagle, Councilmember Chauncey, Councilmember Witt (via electronic means), City Manager Dorsey, City Attorney Litchford, and City Recorder Middleton. The Mayor stated the attendees are adhering to social distancing guidelines.

Consent Agenda:

- A. Approval of Minutes March 12, 2020 Regular Council Meeting
- B. Approval of February 2020 Financial Report

Councilmember Chauncey made a motion, seconded by Councilmember Cagle, to approve the Consent Agenda. Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

Communication from Citizens:

Mayor Williams stated that citizens could submit questions or comments via email to him from 12:30 – 1:30 pm today, but he received none.

Communication from Councilmembers:

Vice Mayor Helton thanked Governor Lee for making it possible to have this meeting by electronic means due to his executive order. She thanked Mayor Williams for taking the necessary steps to keep people safe. She stated everyone should shelter in place and pray for health care workers and first responders.

Councilmember Witt also thanked the Mayor for taking action to keep the City safe. She also thanked the first responders and the essential businesses in East Ridge for staying open.

Councilmember Cagle stated he agrees with comments from other councilmembers. He also asked about the four police officers who have supposedly tested positive for the Coronavirus and asked if they were on worker's compensation. Mr. Dorsey stated he could not comment on this issue, but stated the officers are not at work. Mr. Cagle stated these employees should not lose any pay and should not have to take their personal leave time. Mr. Dorsey stated we are starting with Worker's Compensation until we find out all the details.

Mr. Cagle asked if the officers and first responders have plenty of safety equipment such as gloves, mask, etc. Assistant City Manager Custer stated they have done an inventory and have requested items they do not have from TEMA.

Mr. Cagle also stated the Census 2020 door-to-door has been pushed back for two weeks. Councilmember Witt stated citizens could still do online, mail-in and phone Census.

Councilmember Chauncey thanked the Mayor and City Manager/Staff for setting up this meeting electronically.

Assistant City Manager Custer commended the fire chief and the police chief for working on response plans before the pandemic got bad. He stated the emergency management system is working well and we are blessed to have an emergency management office.

Mayor Williams reiterated what other Councilmembers have stated. He thanked the first responders and staff members that are still working. He stated we are monitoring the situation to protect the health, safety and well-being of our citizens and employees. He and the City Manager will adjust the executive orders as needed. He thanked the restaurants and other businesses, and the churches for offering to help people with shopping, etc.

The Mayor stated that EPB is providing a Quick Connect free wi-fi at Spring Creek Elementary. This hotspot can be used for online learning. He cautioned everyone to stay in their car if possible.

Communication from City Manager:

City Manager Dorsey stated that he and Assistant City Manager Custer have met with department heads and changed procedures regarding contact with other employees. He stated that Fire and Police have no contact between departments and City Hall has two employees working remotely from home. He also thanked Mr. Custer and IT Technician Josh Love for setting up this meeting. Possibly, in the future, internet could be installed where the controls for the audio/video are and we could have a better Facebook feed.

Mr. Dorsey stated we have issued two executive orders for health and safety. Some of the non-essential services have been restricted such as beauty salons and barber shops. Customers could still buy products or gift certificates from these businesses, but they cannot have close-contact services. Mr. Dorsey stated that brick and mortar stores are still open, but employees and customers must adhere to the 6-foot social distancing order. He stated that Bass Pro only allows 50 customers in the store at one time.

Mr. Dorsey stated the economic impact in sales taxes could be higher because of grocery sales but will probably go down depending on how long the virus goes on. He stated the governor has changed the state budget to zero revenue growth for next fiscal year.

Old Business: None

New Business:

RESOLUTION NO. 3036 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH _____ FOR THE OPERATION OF FOOD AND REFRESHMENT CONCESSIONS FOR THE EAST RIDGE PARKS AND RECREATION DEPARTMENT – City Attorney Litchford read on caption. Assistant City Manager Custer stated the City sent out a Request for Qualifications for concession operations for the Parks and Recreation Department. The selected vendor will pay the City a percentage of their sales over a 3-year term. We received two proposals as follows:

	<u>Year #1</u>	<u>Year #2</u>	<u>Year #3</u>
Family Concessions, LLC	25%	25%	25%
Top Shelf	13%	15%	15%

Mr. Custer stated that Family Concessions, LLC operates concessions at Finley Stadium and other locations. Top Shelf operates concessions at Lake Point Sports in Emerson, Georgia. Staff recommends Family Concessions. City Manager Dorsey stated the consumer purchase prices of the two companies are similar. Councilmember Chauncey made a motion, seconded by Councilmember Cagle, to approve Resolution No. 3036 with the staff recommendation to award the concession operations to Family Concessions, LLC. Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

RESOLUTION NO. 3037 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO WAIVE THE FEE FOR USE OF CAMP JORDAN ARENA FOR THE REMOTE AREA MEDICAL (“RAM”) FREE CLINIC –

City Attorney Litchford read on caption. Assistant City Manager Custer stated RAM has held these clinics at Camp Jordan for several years and have helped many people in the area. Staff recommends approval. Councilmember Cagle made a motion, seconded by Councilmember Chauncey, to approve Resolution No. 3037. Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

RESOLUTION NO. 3038 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, MEMORIALIZING THE APPOINTMENT OF _____ BY MAYOR WILLIAMS TO THE EAST RIDGE ZONING APPEALS BOARD

– City Attorney Litchford read on caption. Mayor Williams re-appointed Steve Leach to the Zoning Appeals Board. He stated Mr. Leach has served on the board for many years and we appreciate his service. Councilmember Cagle made a motion, seconded by Councilmember Chauncey, to approve Resolution No. 3038. Assistant City Manager Custer stated Mr. Leach is a valuable asset to the City and understands the current zoning code better than anyone. Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

RESOLUTION NO. 3039 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS WITH THIRD-PARTY FIRMS TO PERFORM BUILDING AND CODES PLANS REVIEWS

– City Attorney Litchford read on caption. The City’s Building and Code Department recently advertised an RFQ for third party firms to submit qualifications to perform building and code plans reviews on building over a certain size on an as needed basis. The following companies submitted their qualifications:

March Adams & Associates- 310 Dodds Avenue, Chattanooga, TN
Municipal Inspection Partners- 810 Oak Meadow Drive, Franklin, TN
Willdan Group, INC- 350 Massachusetts Avenue, Indianapolis, IN
SAFEbuilt LLC- 4005 Nine McFarland Drive, Alpharetta, GA
FSCI- 2420 Alft Lane, Elgin. IL

Mr. Custer stated staff would like to place all these firms on a list as available consultants plus we could also use the International Code Council. Councilmember Chauncey made a motion, seconded by Councilmember Cagle, to approve Resolution No. 3039. Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

RESOLUTION NO. 3040 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE AUTHORIZING THE CITY TO DONATE \$500 TO SPRING CREEK ELEMENTARY SCHOOL FOR SUPPORT OF THE ARTS

– City Attorney Litchford read on caption. Assistant City Manager Custer stated we provide these donations to all the area schools. He also stated that since schools have been out, a lot of teachers have gone above and beyond to provide lunches and other items to the students. Councilmember Cagle made a motion, seconded by Councilmember Chauncey, to approve Resolution No. 3040. Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

RESOLUTION NO. 3041 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT TRANSFERRING THE EAST RIDGE ATHLETIC FACILITIES TO THE HAMILTON COUNTY, TENNESSEE BOARD OF EDUCATION – City Attorney Litchford read on caption. Mr. Litchford stated the City took over the fields at East Ridge High School about two years ago when they were in desperate need of repair. We have spent approximately \$50,000 each year to maintain the fields and the tennis courts. Now the Hamilton County School Board wants to build an athletic facility and the City wants to protect its investment in the tennis courts. The school board will take back the facilities, including the tennis courts, in exchange for a guarantee they will keep the tennis courts there or build new courts equivalent to the current ones if necessary. They will also take over maintenance of those facilities. The school board has already approved this agreement with the tennis court provision included. Councilmember Witt made a motion, seconded by Vice Mayor Helton, to approve Resolution No. 3041. Councilmember Cagle stated the Resolution reads that the City Manager will execute the agreement, but the Mayor’s name is on the agreement. Councilmember Witt made a motion, seconded by Vice Mayor Helton, to amend the original motion to modify the resolution to have the Mayor sign the agreement.

Roll call vote on the amendment: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

Roll call vote on the original motion as amended: Roll call vote: Vice Mayor Helton – yes; Councilmember Cagle – yes; Councilmember Chauncey – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion approved.

Discussion of Tentative Agenda Items for the April 9, 2020 Council Meeting (see Attachment A)

Old Business: None

New Business:

- A. **RESOLUTION NO. ____ - Bids for Fire Hose** – City Manager Dorsey stated these items were advertised for bids, but we did not receive any. Chief Williams will check with the companies that sell this product to see if they are open for business and why they did not bid. We will rebid this item when the Chief finds out this information.

- B. **RESOLUTION NO. ____ - TWRA Community Fishing Program** – Director Wilson stated the Tennessee Wildlife Resources Agency (TWRA) is developing a new Community Fishing Program through a grant and Jack Dickert Memorial Pond at Camp Jordan has been selected as one of two sites in Tennessee to launch the Program. The pond will be stocked by TWRA at various times during the year and during the Optimist Fishing Rodeo. Staff recommends partnering with TWRA to promote the Community Fishing Program at Camp Jordan Park.

City Manager Dorsey stated that Hamilton County has extended the delay of classes through April 24th. We have been tailoring our events in the park, the Library and Community Center around what Hamilton County does, so these facilities will be closed until April 24th.

Mayor Williams thanked councilmembers and the community that joined the meeting online and urged everyone to stay safe and healthy.

Being no further business, the meeting was adjourned.