

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

**April 11, 2024  
6:00 pm**

The East Ridge City Council met pursuant to notice on April 11, 2024, 6:00 pm at East Ridge City Hall. Mayor Williams called the meeting to order.

Pastor Jeff Baden, Hamilton Life Church, gave the invocation. All joined in the Pledge of Allegiance to the Flag.

**Present:** Mayor Williams, Vice Mayor Haynes, Councilmember Cagle, Councilmember Tyler, Councilmember Witt, City Manager Miller, City Attorney Litchford, and City Recorder Middleton.

**Attendance:** 11

**Employee Milestone Awards for March** – Mayor Williams recognized Chris Vaughn, Street Department Supervisor for his 25 years of service and Scott Darwin for his ten years of service with the Police Department.

**Presentation to City Councilmembers** – Mayor Williams announced that the presenters were unable to attend due to an unexpected issue that came up. He will move this item to the April 25<sup>th</sup> agenda.

**Presentation of 2023 Audit – HHM – Garrett Williams** – Mayor Williams introduced Garrett Williams with HHM. Mr. Williams discussed the following regarding the audit:

- According to Mr. Williams, the auditors have an unmodified clean opinion.
- Accounting estimates made by management were reasonable based on evidence and circumstances.
- Misstatements – Auditors made adjustments related to deferring grant revenues and reconciling interfund account balances. There were no uncorrected misstatements.
- Auditors found no fraud or illegal activity.
- Auditors made some adjustments that are listed as findings.
- Revenues and expenditures. – There was a \$2 million increase in sales tax revenue due to the growth in East Ridge.
- There was \$3.6 million in additional debt.
- The General Fund is the main operating fund. Expenditures did not exceed the budgeted amount.
- There was \$11.8 million in the general fund at year end. This would get the City through six months.
- There were no findings in the ARPA and TDOT grants.
- Mr. Williams commended Finance Director Qualls and her staff.

City Manager Miller also highlighted some areas of the audit.

- The fund balance in general fund increased by \$2,887 million from FY 22 until FY 23.
- We have a healthy unassigned fund balance at this time of \$11,846,719.
- We brought in over \$4.3 million in local sales tax but had only budgeted \$3.1 million.
- We brought in \$1.5 in the Sanitation Fund. We were in the hole in FY 22-23 over \$400,000 but started FY 2023 with \$414,000.
- He discussed the debt service for various departments.

Mayor Williams commended the City Manager, department heads, and employees for the great job they have done with the budget.

Consent Agenda:

- A. Approval of Minutes March 28, 2024 Council Meeting
- B. Declaration of Surplus Property – Administration Computer Equipment

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

**Communication from Citizens:** None

**Communication from Councilmembers:**

Councilmember Tyler reminded everyone that the Optimist Club community yard sale is Saturday, April 20<sup>th</sup> from 9:00 am – 1:00 pm next to the dog park.

Councilmember Witt stated she enjoyed the Business Expo at the Community Center the previous Thursday.

Vice Mayor Haynes had nothing at this time.

Councilmember Cagle asked City Attorney Litchford to introduce his two daughters who were in attendance. Mr. Litchford introduced his daughters, Mia and Emmaline.

Mayor Williams announced the following:

- Library
  - April 12<sup>th</sup> – 6 pm - Movie Night. Free program and no registration required.
  - First Saturday of each month - Lego Club from 11:30 – 12:30 ages 6 – 11.
- Parks and Recreation
  - Check out the Facebook page and the Parks and Rec website for activities such as festivals, sports, car shows, etc.
  - April 19<sup>th</sup> – 6:00 pm - Community Center spring dance for ages 55 and older
  - April 27<sup>th</sup> – 10 am – 5 pm - Craft fair to benefit the East Ridge Library

- Fall festival in September – We will have food, music, petting zoo, bounce house, etc. Director Skiles stated that as of today, we already have 40 vendors.

**Communication from City Manager:**

- Road Resurfacing Update
  - The resurfacing for FY 2023-2024 is almost complete. Ealy Road and Heather Street were added to the list because we have funds left over.
  - McBrien Road is complete and inspected. This project is now closed out.
  - Next year, John Ross Road will be paved from Ringgold Road south to the city limits.
- North Mack Smith Road – The project will begin on Monday, April 15<sup>th</sup> and will take 260 days to complete. Adams Contracting has their equipment and supplies onsite.
- Animal Shelter – The kennels and most of the walls are up. Next week the contractor will start with the roof trusses, pending good weather.
- Multi Modal Project
  - Talley has completed the concrete work on the north side of Ringgold Road, except for the area in front of Broome’s Wrecker Service. That will be poured tomorrow.
  - Talley has put in topsoil and seeded the curbs.
  - Talley will do asphalt paving on the outside lane between McBrien Road and Belvoir Avenue, 25 feet on each side of the storm inlets.
  - The outside westbound lane from McBrien to Belvoir Avenue will be open by April 19<sup>th</sup>.
  - Councilmember Cagle stated that the curbs at Kingwood Drive and Ringgold Road have not been seeded. Jeff Sikes, Asa Engineering, will check on this.
  - Mr. Miller stated we have not done the preliminary inspections yet, but we should start on April 24<sup>th</sup> or 25<sup>th</sup>. Once corrections are made from that inspection, another inspection will be done with TDOT. The project must be completed by June 28<sup>th</sup>.
  - Mr. Sikes stated he will make a punch list for any areas that hold water.

**Old Business:** None

**New Business:**

**RESOLUTION NO. 3533 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING AN APPOINTMENT BY VICE MAYOR HAYNES TO THE EAST RIDGE BOARD OF ZONING APPEALS** – City Attorney Litchford read on caption. Ms. Haynes would like to reappoint Mitchell Qualls. Councilmember Witt made a motion, seconded by Councilmember Tyler, to approve Resolution No. 3533, approving Mitchell Qualls. The vote was unanimous. Motion approved.

**RESOLUTION NO. 3534 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING AN APPOINTMENT BY COUNCILMEMBER WITT TO THE EAST RIDGE BOARD OF ZONING APPEALS** – City Attorney Litchford read on

caption. Ms. Witt would like to reappoint Jane Sharp. Councilmember Tyler made a motion, seconded by Councilmember Cagle, to approve Resolution No. 3534, approving Jane Sharp. The vote was unanimous. Motion approved.

**RESOLUTION NO 3535 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A LEASE PURCHASE AGREEMENT WITH MOTOROLA SOLUTIONS FOR NINETEEN (19) IN-CAR VIDEO SYSTEMS THROUGH THE SOURCEWELL PURCHASING ALLIANCE CONTRACT LISTING #1012233-MOT** – City Attorney Litchford read on caption. Chief Uselton stated this is a lease purchase and the equipment will belong to the City after the five-year term of the agreement. The first payment of \$43,795 is included in this year’s budget. Councilmember Tyler made a motion, seconded by Councilmember Witt to approve Resolution No. 3535. Thereafter payments will be \$40,819.20. Councilmember Cagle asked if \$9,804 would be added to payments of \$40,819.20. Chief Uselton stated that amount is included in this year’s budget under subscriptions but would have to be added for the next four years. The vote was unanimous. Motion approved.

**RESOLUTION NO. 3536 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH ASA ENGINEERING AND CONSULTING, INC. FOR RESIDENT PROJECT REPRESENTATIVE (“RPR”) INSPECTION SERVICES FOR THE NORTH MACK SMITH ROAD WIDENING/IMPROVEMENT PROJECT** – City Attorney Litchford read on caption. Jeff Sikes, with Asa Engineering stated he is not sure that the RPR was included when N. Mack Smith Road was designed. This would add 270 days of full-time inspections to the project, which accounts for rain days. Their job would be to make sure the project is constructed to plans and specifications and make sure the contractor is getting paid. Vice Mayor Haynes made a motion, seconded by Councilmember Tyler, to approve Resolution No. 3536. Councilmember Cagle asked if we would have any issue with sewer or gas lines with this project. Mr. Sikes stated there are no sewer or gas issues, but some utility poles will have to be relocated in Phase 2 of the project. The vote was unanimous. Motion approved.

**RESOLUTION NO. 3537 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO WAIVE THE FEES FOR USE OF THE EAST RIDGE COMMUNITY CENTER BY EAST RIDGE HIGH SCHOOL FOR THEIR SENIOR CLASS FIELD DAY** – City Attorney Litchford read on caption. Parks and Recreation Director Skiles stated this is for the senior class field day and recommended waiving the fee. Councilmember Witt made a motion, seconded by Councilmember Tyler, to approve Resolution No. 3537. The vote was unanimous. Motion approved.

**RESOLUTION NO. 3538 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPROVE THE ATTACHED CHANGE ORDER REQUEST #2 FROM ASA ENGINEERING AND CONSULTING, INC. IN REGARD TO THE RINGGOLD ROAD SR8 RINGGOLD ROAD CORRIDOR PROJECT (MULTI-MODAL PROJECT)** – City Attorney Litchford read on caption. Jeff Sikes, Asa Engineering, stated approval of this resolution

would provide Construction Engineering Inspection (“CEI”) services for an additional 213 days. He is anticipating the project will be done well before June and personnel could be transferred to the N. Mack Smith Road project. Councilmember Tyler made a motion, seconded by Councilmember Witt, to approve Resolution No. 3538. The vote was unanimous. Motion approved.

### **Discussion of Tentative Agenda Items for the April 25, 2024 City Council Meeting**

**Old Business: None**

**New Business:**

**Presentation to City Councilmembers** – This item has been postponed to the April 25<sup>th</sup> agenda.

**RESOLUTION NO. \_\_\_\_ - Approval of bid for Bike/Pedestrian Trail at Camp Jordan (Bid Opening 4/17/24)** – Director Skiles stated this would be a 3-mile walking trail and 3-mile bike trail. Once approved and completed it will finish out requirements of land and water fund conversion. Councilmember Cagle asked if there would be any restrooms. Ms. Skiles stated it will be a natural trail with no restrooms and no asphalt.

**RESOLUTION NO. \_\_\_\_ - Approval of proposal for audio/visual system at the new Multi-Purpose Pavilion (Proposal Opening 4/10/24)** – City Manager Miller stated this item will be withdrawn from the next agenda. He stated when the Request for Proposal was opened it was in excess of \$240,000. We will have to reevaluate what we want and start small in order to bring down the cost. Mr. Cagle asked what else would be included in the pavilion. Mr. Miller stated there would be a catering kitchen, refrigerator, chairs, food warmers, etc. He also stated the fireplace has been removed and replaced with firepits; however, the patio is still an add-alternate. There will be three garage doors for events such as farmer’s markets.

**RESOLUTION NO. \_\_\_\_ - Approval of engineering and architectural firm to provide design services and grant administration for the renovation of the Community Center through the LPRF grant (RFQ due 4/17/24)** – Director Skiles stated the first stages have been completed, now we must solicit a firm for design services and grant administration.

Being no further business, the meeting was adjourned.

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

**April 25, 2024  
6:00 pm**

The East Ridge City Council met pursuant to notice on April 25, 2024, 6:00 pm at East Ridge City Hall. Mayor Williams called the meeting to order.

Debbie Lance, True Life Church, gave the invocation. All joined in the Pledge of Allegiance to the Flag.

**Present:** Mayor Williams, Councilmember Cagle, Councilmember Tyler, Councilmember Witt, City Manager Miller, City Attorney Litchford, and City Recorder Middleton. Vice Mayor Haynes was not present.

**Attendance:** 18

**Presentation to City Councilmembers** – Ashley Leon, Jose Mendez, and Zhong Chen with the East Ridge High School Future Ready Construction Pathway program presented wooden ink pens they made in the class to the Mayor, Council, and staff. Their teacher, Charlie Ritchey, was also present for the pen presentation.

**Special Proclamation** – Mayor Williams read and presented a proclamation to Patty Childers and Sonya Reeves with the Chattanooga Hamilton County Family Justice Center in recognition of National Crime Victims' Rights Week.

**Consent Agenda:**

- A. Approval of Minutes April 11, 2024 Council Meeting
- B. Approval of the February 2024 Financial Report
- C. Declaration of Surplus Property – Police Department vehicles

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

**Communication from Citizens:**

Stan Allen, 4225 Greenbriar Road, and former Chief of Police, announced he would be running for Council in the November election.

**Communication from Councilmembers:**

Councilmember Cagle stated the owner of Mas Tequila Mexican Restaurant has a water runoff issue behind the sidewalk and asked Mr. Cagle if the City could do anything about it.

Councilmember Witt had nothing at this time.

Councilmember Tyler stated the Optimist Club community yard sale was a big success. He thanked everyone involved. He also stated that on May 11, 2024, there will be a food drive at Southern Honda and local churches could pick up food donation boxes by contacting him.

Mayor Williams announced the following:

- East Ridge Library
  - Spring Craft Fair - April 27, 2024, 10 am–5 pm – Local vendors, food, petting zoo with pony rides, door prizes, and book sale. Free admission.
  - Cookin’ the Books Cooking Club – Monday, April 29, 2024 @ 6 pm
  - Bingo – Thursday, May 2, 2024 @ 2 pm
  - Novel Idea Book Club – Saturday, May 11, 2024 @ 11 am
  - Lego Club – First Saturday of every month 11:30 – 12:30 pm, ages 6-11
- Parks and Recreation
  - Visit the website [eastridgeparksandrec.com](http://eastridgeparksandrec.com) to see events, such as sports, festivals, expos, car shows, etc.
  - Summer baseball for ages 12 – 16. Visit the website to register or contact Avery Gallam at 423-710-6100.
  - Community Conversations (Community Center) – April 26, 2024 @ 4 pm and May 3, 2024 @ 4 pm. The Hamilton County Health Department will be present to provide presentations for youth. Free pizza and drinks.
  - Korfball (Community Center) – April 30<sup>th</sup>, May 7, 14, and 21. Ages 13 plus.
  - Mothers Tea Party (Community Center) – Saturday, May 11, 2024, 1 pm – 3 pm. Must RSVP.
- Fall Festival September 28, 2024, 10 am – 5 pm @ Camp Jordan – Food, music, bounce house, treats, games, craft vendors, and more.

**Communication from City Manager:**

- Multi Modal/Ringgold Road Project – This project is almost complete. Barrels will be removed on the outside westbound lane between Belvoir and Weldon tomorrow. Lanes will be closed on the outside lane westbound lane on Friday, May 3 – May 6 to take out a section of curb and gutter that did not pass inspection. It will have to be repoured. There will be roving closures between McBrien and Weldon.
- N. Mack Smith Road Project – The gas line on the east side of N. Mack Smith from Ringgold Road to the north property line of the Budgetel will have to be relocated. After that is completed, Adams Contracting will construct and install storm sewer pipe and drainage structures on the east side. The utilities should take approximately two months.

**Old Business:** None

**New Business:**

**RESOLUTION NO. 3539 – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A DONATION FROM EMERSON PROPERTIES, LLC, OF AN EXISTING OUTDOOR ADVERTISING SIGN LOCATED AT 6501 RINGGOLD ROAD, EAST RIDGE, TENNESSEE, PURSUANT TO A SIGN DONATION AGREEMENT** – City Attorney Litchford read on caption. City Manager Miller stated he had an idea about converting an existing vacant sign at 6511 Ringgold Road to an electronic sign to advertise and promote events in East Ridge. He quoted between \$50,000 and \$75,000 to convert the sign, but the quote from our sign contractor is between \$275,000 - \$300,000. Mr. Miller believes the funds could be better used for other projects; therefore, he recommended that this item be withdrawn from the agenda. Councilmember Cagle made a motion, seconded by Councilmember Tyler, to remove this item from the agenda. The vote was unanimous. Motion approved. Mr. Cagle would also like for the City Manager to have the owner of this property remove the sign since our sign ordinance states signs must be removed within 30 days of a business closing.

**RESOLUTION NO. 3540 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY TO ACCEPT A DONATION OF A NEW CANINE BALLISTIC VEST FOR K9 POLICE OFFICER QUEST THROUGH A GRANT FROM BRADY’S K9 FUND** – City Attorney Litchford read on caption. Economic/Community Development Administrator McAllister stated this is a donation through a grant program from Brady’s K9 Fund. It is for a ballistic vest for K9 Officer Quest valued at \$1,500. Councilmember Tyler made a motion, seconded by Councilmember Witt, to approve Resolution No. 3540. The vote was unanimous. Motion approved.

**Discussion of Tentative Agenda Items for the May 9, 2024 City Council Meeting:**

- Milestone Awards for April
- **Old Business:** None
- **New Business:**
  - **PUBLIC HEARING FOR RESOLUTION NO. \_\_\_\_ - Use on Review – Approval of an Off-Premise Directional Sign at Gleason Drive and Germantown Road for Sterling Heights Apartments** – Chief Building Official Howell stated the owners have done a \$2.6 million renovation but people are having trouble finding the apartments. Mr. Howell will have a rendering at the next meeting.
  - **RESOLUTION NO. \_\_\_\_ - Use on Review – Approval of an Off-Premise Directional Sign at Gleason Drive and Germantown Road for Sterling Heights Apartments** – No further discussion.



- **RESOLUTION NO. \_\_\_\_ – Approval of bids for construction of a multi-use mountain bike trail and pedestrian trail at Camp Jordan Park** – Director Skiles stated bids were opened on April 17<sup>th</sup> and she is meeting with the low bidder to make sure they meet all TDEC specifications. Councilmember Cagle brought up an easement where WWTA was supposed to build a walking trail on 13 acres. City Attorney Litchford will check on this.
- **RESOLUTION NO. \_\_\_\_ - Approval of bid for the installation of a CGM controller and the SNE engine to control the Administration RTU HVAC system at City Hall (Bid Opening April 30, 2024)** – City Manager Miller stated the CPU is the original that was installed when the building was constructed. He also stated it stays cold in the administrative offices at City Hall and this should help.
- **RESOLUTION NO. \_\_\_\_ - Approval of Animal Shelter Cost Analysis** – Economic/Community Development Administrator McAllister stated the cost analysis is for all supplies, equipment, appliances, etc. that will be needed for the new shelter. There will be nothing used from the old Animal Shelter.
- **RESOLUTION NO. \_\_\_\_ - Approval of engineering and architectural firm to provide design services and grant administration for the renovation of the Community Center through the LPRF grant** – Mr. McAllister stated a committee will meet with the four firms that submitted their qualifications for this project. The firms will be rated and a recommendation will be presented at the next meeting.
- **RESOLUTION NO. \_\_\_\_ – Approval of Henderson, Hutcheson, and McCullough (“HHM”) to conduct the FY 2024 audit** – Finance Director Qualls stated she will have HHM’s engagement letter at the next meeting. Cost of the audit will be \$51,000.
- **FY 2024 – 2025 Budget Presentation by the City Manager** – City Manager Miller will present the budget at the next meeting. He stated it is a tight budget with no tax increase. Mayor Williams asked the Council to consider if they would like to have a workshop or talk to the City Manager one-on-one to go over the budget..

**Other:**

City Manager Miller stated there are two Council positions to be placed on the November ballot. We must get a letter to the Election Commission asking that the two positions be placed on the ballot plus any other issues that we wish to have on it. Mr. Miller asked Council if they had other issues that needed to be on the ballot and to let him know if they did.

Being no further business, the meeting was adjourned.