

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

**AGENDA  
January 23, 2025  
6:00 pm**

1. Call to Order
2. Invocation
3. A. Roll Call  
B. Recognition of Service
4. Consent Agenda:
  - A. Approval of Minutes January 9, 2025 Council Meeting
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business: None
9. New Business:
  - A. **ORDINANCE NO. 1214** – AN ORDINANCE TO AMEND ORDINANCE 1132 BY ADDING SUBPART E TO CHAPTER 2-101 AND ADDING SUBPART I TO CHAPTER 2-104 (1<sup>st</sup> reading)
  - B. **RESOLUTION NO. 3641** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TRIANGLE 2 SOLUTIONS TO PERFORM A FEASIBILITY STUDY TO DETERMINE THE VIABILITY OF BUILDING A NEW YMCA FACILITY IN CAMP JORDAN PARK
  - C. **RESOLUTION NO. 3642** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE AN EXTENSION OF AN EMPLOYMENT AGREEMENT FOR J. SCOTT MILLER WITH REGARD TO THE POSITION OF CITY MANAGER
  - D. **RESOLUTION NO. 3643** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A CONSENT LETTER AUTHORIZING THE CITY MANAGER TO COMMIT A LOCAL PORTION MATCH FOR CONSTRUCTION COST FOR THE SCRUGGS ROAD RECONSTRUCTION PROJECT
  - E. **RESOLUTION NO. 3644** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY OF EAST RIDGE TO ACCEPT THE FY 2025 PUBLIC ENTITY PARTNERS “CYBER SECURITY PARTNERS” MATCHING GRANT PROGRAM

- F. **RESOLUTION NO. 3645** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY TO ENTER INTO A PARTNERSHIP AGREEMENT WITH D-BAT CHATTANOOGA
- G. Discussion of Tentative Agenda Items for the **February 13, 2025** City Council Meeting (see Attachment A)

10. Adjourn

**ATTACHMENT A  
TENTATIVE AGENDA  
February 13, 2025**

8. **Old Business:**

- A. **ORDINANCE NO. 1214** – AN ORDINANCE TO AMEND ORDINANCE 1132 BY ADDING SUBPART E TO CHAPTER 2-101 AND ADDING SUBPART I TO CHAPTER 2-104 (2<sup>nd</sup> reading)

9. **New Business:**

- A. **RESOLUTION NO. \_\_\_\_** - Use on review for off premise sign for Frawley Road Baptist Church
- B. **RESOLUTION NO. \_\_\_\_** - Abandonment on Old Ringgold Road
- C. **RESOLUTION NO. \_\_\_\_** - Approval Request for Infield Conditioning/Field Grading Bid

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

**January 9, 2025  
6:00 pm**

The East Ridge City Council met pursuant to notice on January 9, 6:00 pm at East Ridge City Hall. Mayor Williams called the meeting to order.

Rev. Danny Lance gave the invocation. All joined in the Pledge of Allegiance to the Flag.

**Present:** Mayor Williams, Vice Mayor Tyler, Councilmember Cagle, Councilmember Ezell, Councilmember Witt, City Manager Miller, City Attorney Litchford, and Deputy City Recorder Qualls.

**Attendance:** ten

**Consent Agenda:**

Approval of Minutes December 9, 2024, Inaugural and Organization Meeting  
Approval of December 12, 2024, Council Meeting  
Approval of October 2024 Financial Report

Vice Mayor Tyler made the motion to approve the consent agenda, Second Councilmember Witt. There being no discussion, Mayor Williams asked for roll call. The motion was unanimously approved. Motion carried.

**Communication from Citizens:** None

**Communication from Councilmembers:**

Councilmember Ezell – Happy New Year to everyone and to be safe tomorrow with the snow that is coming.

Councilmember Witt – Remind everyone about the Senior Fit Program that is run by the Community Center. There will not be classes tomorrow due to the possible severe weather.

Vice Mayor Tyler – Nothing currently.

Councilmember Cagle – Nothing currently

Mayor Williams – Hoped everyone had a Merry Christmas and Happy New Year. Asked Director Skiles to list all the signups going on now for spring activities. The library has started a new adult reading program for the winter. This started January 3 and will end on the 28<sup>th</sup>.

**Communication from City Manager:**

- Town Center Building – onsite grading is complete.

- Expansion of Community Center – Staff met with Kimly Horn and HHK last week to discuss where we are. The construction plans are 100% complete and the building department should receive them for review soon. Going out to bid on February 2<sup>nd</sup> with the award late March or April. Staff are already preparing for the snow that is coming. All the streets that have hills have already been treated. Connector streets will be done first once the snow arrives. Public Safety and Public Works will be working closely during this time. Recycling will be done on Monday instead of tomorrow. City offices will be closed tomorrow.

**Old Business:** None

**New Business:**

- A. **RESOLUTION NO. 3636** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR THE SPRING-SUMMER UNIFORMS FOR THE 2025 SPORTS SEASON FOR THE PARKS AND RECREATION DEPARTMENT – Director Skiles stated that two (2) bids were received. Staff recommend accepting the bid from Krown USA Inc. Vice Mayor Tyler made the motion to approve Resolution 3636, Second Councilmember Witt. There being no further discussion. Mayor Williams asked for roll call. The motion was unanimously approved motion carried.
- B. **RESOLUTION NO. 3637** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A 40-FOOT UTILITY EASEMENT ACROSS CITY-OWNED PROPERTY FOR PRINCIPAL ACRES, LLC – Chief Building Official Howell stated Kacper Piechnik is seeking approval for a forty-foot easement across city-owned property located at 1623 Springvale Road. Vice Mayor Tyler made the motion to approve Resolution 3637, Second Councilmember Witt. After some discussion, Mayor Williams asked for roll call. The motion was unanimously approved. Motion carried.
- C. **RESOLUTION NO. 3638** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH HOLLAND AND KNIGHT LLP TO ACT AS GOVERNMENT AFFAIRS COUNSEL BEFORE THE TENNESSEE GENERAL ASSEMBLY – City Manager Miller stated that the City has used the services of Holland & Knight as our Lobbyist to assist with issues and matters before the Tennessee General Assembly and state agencies for several years. They have been instrumental in achieving enhancements to the Border Region Retail Development District Act that has financially and economically benefited the city. The cost will be \$ 4,166.67 per month. Vice Mayor Tyler made the motion to approve Resolution 3638, Second Councilmember Witt. Councilmember Cagle asked if this overlapped with the Six City Coalition. Mr. Miller stated that they have different objections, Six City Coalition focuses on the needs of those six cities, TML on all the cities in the state. Holland and Knight focus on the City of East Ridge only. There being no further discussion, Mayor Williams asked for roll call. The motion was unanimously approved. Motion carried.

D. **RESOLUTION NO. 3639** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING THE DECISION AND ACTION OF THE CITY MANAGER IN AUTHORIZING AN EMERGENCY ORDER IN REPLACING THE WATER LINE FROM THE STREET O EAST RIDGE FIRE STATION NO. 2 DUE TO A MAJOR WATER LEAK. – City Manager Miller stated that a major water leak had been discovered at Station 2 and that the Maintenance department did what they could to resolve the issue they turned on the water and but they encountered another water leak. This was beyond their scope and requested that they be allowed to get quotes for the repairs. During all this the Station had no water at all. During this time, the city utilized its Fire Service Mutual Aid Agreement and received a trailer with bathroom and shower facilities for use by the Firefighters at Station 2. Metro Plumbing was able to take care of the problem in a timely manner. Vice Mayor Tyler made the motion to approve Resolution 3639. Second, Councilmember Witt. After some discussion, Mayor Williams asked for roll call. The motion was unanimously approved. Motion Carried.

E. **RESOLUTION NO. 3640** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO SELECT A COUNCILMEMBER TO SERVE ON THE EAST RIDGE PLANNING COMMISSION – City Manager Miller explained that pursuant to the provisions of T.C.A. Section 13-4-101, a municipal planning commission is created and it shall consist of five (5) members; two (2) of these shall be the Mayor, or a person designated by the Mayor, and another member of the City Council selected by the City Council and the other three (3) shall be appointed by the Mayor. Further, the terms of the mayor, or a person designated by the mayor, and the member selected by the City Council shall run concurrently with their terms of office. Councilmember Cagle made the motion to appoint Councilmember Ezell to the Planning Commission. Second, Councilmember Ezell. After much discussion regarding Boards & Commissions Mayor Williams asked for roll call. The vote was as follows: Vice Mayor Tyler – no, Councilmember Cagle – yes, Councilmember Ezell – yes, Councilmember Witt – no, Mayor Williams – no. Motion failed. Vice Mayor Tyler asked that the city attorney look at Title II and see what could be added or taken away regarding Council, and boards and Commissions. Mayor Williams asked for another nomination for this position. Vice Mayor Tyler made the motion to appoint Councilmember Witt to the Planning Commission. Second, Councilmember Witt. Mayor Williams asked for roll call. The vote was as follows: Vice Mayor Tyler – yes, Councilmember Cagle – no, Councilmember Ezell – no, Councilmember Witt – yes, Mayor Williams – yes. Motion passed.

F. Discussion of Tentative Agenda Items for the January 23, 2025, City Council Meeting

### **Old Business**

### **New Business**

- Resolution \_\_\_\_\_ Use on review for off premise sign for Frawley Road Baptist Church – Councilmember Cagle asked if it would be flashing sign, no.

- Resolution \_\_\_\_\_ City Manager Contract

There being no further business meeting adjourned.

**ORDINANCE 1214**



**BRIAN WILLIAMS**  
*Mayor*

**JACKY CAGLE**  
*Councilmember*

**ANDREA WITT**  
*Councilmember*

**DAVID TYLER**  
*Vice Mayor*

**JEFFREY EZEL**  
*Councilmember*

**J. SCOTT MILLER**  
*City Manager*

## **City of East Ridge**

*1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423) 867-7711*

### **MEMORANDUM**

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**TO:** City Council

**FROM:** Mark Litchford, City Attorney

**DATE:** January 21, 2025

**RE:** Amending Ordinance 1132

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At the last City Council meeting on January 9, 2025, I was tasked with preparing an ordinance amending a previously adopted ordinance (No. 1132) to effectuate the following:

1. Prohibiting any member of the City Council from being appointed to any city governed board, committee or commission (unless otherwise required by applicable law); and
2. Retroactive application so as to immediately require the removal of any member(s) of a City governed board, commission, or committee that is serving as a member of the City Council.

Attached is a draft of proposed ordinance which, if adopted after 2 readings, would amend Ord. 1132.

**ORDINANCE NO. 1214**

**AN ORDINANCE TO AMEND ORDINANCE 1132 BY  
ADDING SUBPART E TO CHAPTER 2-101 AND  
ADDING SUBPART I TO CHAPTER 2-104**

**WHEREAS**, on August 13, 2020, the East Ridge City Council adopted Ordinance No. 1132 which promulgated certain board, committee and/or commission conditions and requirements; and

**WHEREAS**, the City Council desires to amend Ordinance 1132 to add additional conditions on membership to any City governed board, committee and/or commission; and;

**WHEREAS**, the City Council intends for this Ordinance to be effective as to all boards, committees and/or commissions unless otherwise provided for by the East Ridge City Charter, state or other superior law.

**NOW THEREFORE**, be it resolved by the City Council for the City of East Ridge as follows:

**SECTION 1.** That Title 2, Chapter 101 (“Appointment Process”) be amended by adding a new subpart (e) as follows:

e) No member of the East Ridge City Council is eligible, nor shall be considered eligible, to be appointed on any City governed board, committee or commission, unless otherwise provided by the East Ridge City Charter, state or other superior law. Nothing contained in this subpart shall prohibit a former City Council member from being eligible to be appointed on any City governed board, committee, or commission; provided, however, said individual must otherwise comply with all other requirements set forth in this Chapter and all other applicable rules, regulations and laws.

**SECTION 2.** That Title 2, Chapter 104 (“Vacancies and Removals”) be amended by adding a new subpart (i) as follows:

i) Is elected or appointed as a member of the East Ridge City Council, in which case removal from a respective city board under this subpart (*i*) shall be automatic without the need of any vote, and such removal shall be effective upon the commencement of such person’s term as a member of the East Ridge City Council.

**SECTION 3.** That this Ordinance shall take effect immediately upon becoming law, the public welfare requiring it. Sections 1 and 2 shall have retroactive application as of December 6, 2024.

Passed on First Reading \_\_\_\_\_, 2025

Passed on Second Reading \_\_\_\_\_, 2025

\_\_\_\_\_  
Brian W. Williams, Mayor

ATTEST:

\_\_\_\_\_  
J. Scott Miller, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark W. Litchford, City Attorney

RESOLUTION 3641

YMCA AT CAMP JORDAN PARK  
EAST RIDGE FEASIBILITY STUDY

January 23, 2025

Submitted By:

  
J. Scott Miller, City Manager

SUBJECT:

Mayor Brian Williams and I met with representatives of the YMCA of Metropolitan Chattanooga (Baron Herdelin-Doherty, President & CEO, Charles McCallie, Chief Development Officer, and Kathy Teufel, District VP-Hamilton County) in mid-October 2024 regarding a potential partnership opportunity with the YMCA and the City of East Ridge.

Mayor Williams and I met again with the YMCA representatives at the end of November 2024 to further discussions in reference to a potential presence of the YMCA in Camp Jordan Park. Prior to any proposal or commitment from the YMCA to locate a new facility in Camp Jordan they require a feasibility study to be commissioned by a third party known as Triangle 2 Solutions.

Attached hereto please find a copy of the proposal from Triangle 2 Solutions on the preparation of a feasibility study to determine the viability of building a new YMCA facility in East Ridge (Camp Jordan Park). The cost of the study is \$21,500; and the shared cost ratio proposed by the YMCA would be 1/3 YMCA (\$7,167) and 2/3 City (\$14,333).

Mr. Baron Herdelin-Doherty and a representative from Triangle 2 Solutions will be present at the January 23rd Council meeting to present a proposal for a feasibility study to be completed by Triangle 2 Solutions to ascertain whether there is a viable market for a YMCA to be located in Camp Jordan Park.

Attachments

JSM/

**RESOLUTION NO. 3641**

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TRIANGLE 2 SOLUTIONS TO PERFORM A FEASIBILITY STUDY TO DETERMINE THE VIABILITY OF BUILDING A NEW YMCA FACILITY IN CAMP JORDAN PARK**

**WHEREAS**, there exists a potential partnership opportunity between the YMCA and the City of East Ridge to build a new YMCA Facility in Camp Jordan Park for the purpose of expanding indoor recreational sports programs and activities to the community; and

**WHEREAS**, prior to the YMCA making any decision they would first require a feasibility study to be performed by Triangle 2 Solutions to determine the viability of building a new YMCA Facility in Camp Jordan Park.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE**, that the Mayor is authorized to enter into an agreement with Triangle 2 Solutions to perform a feasibility study as it relates to the viability of a YMCA Facility being located in Camp Jordan Park at a cost of \$14,333.00

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2025

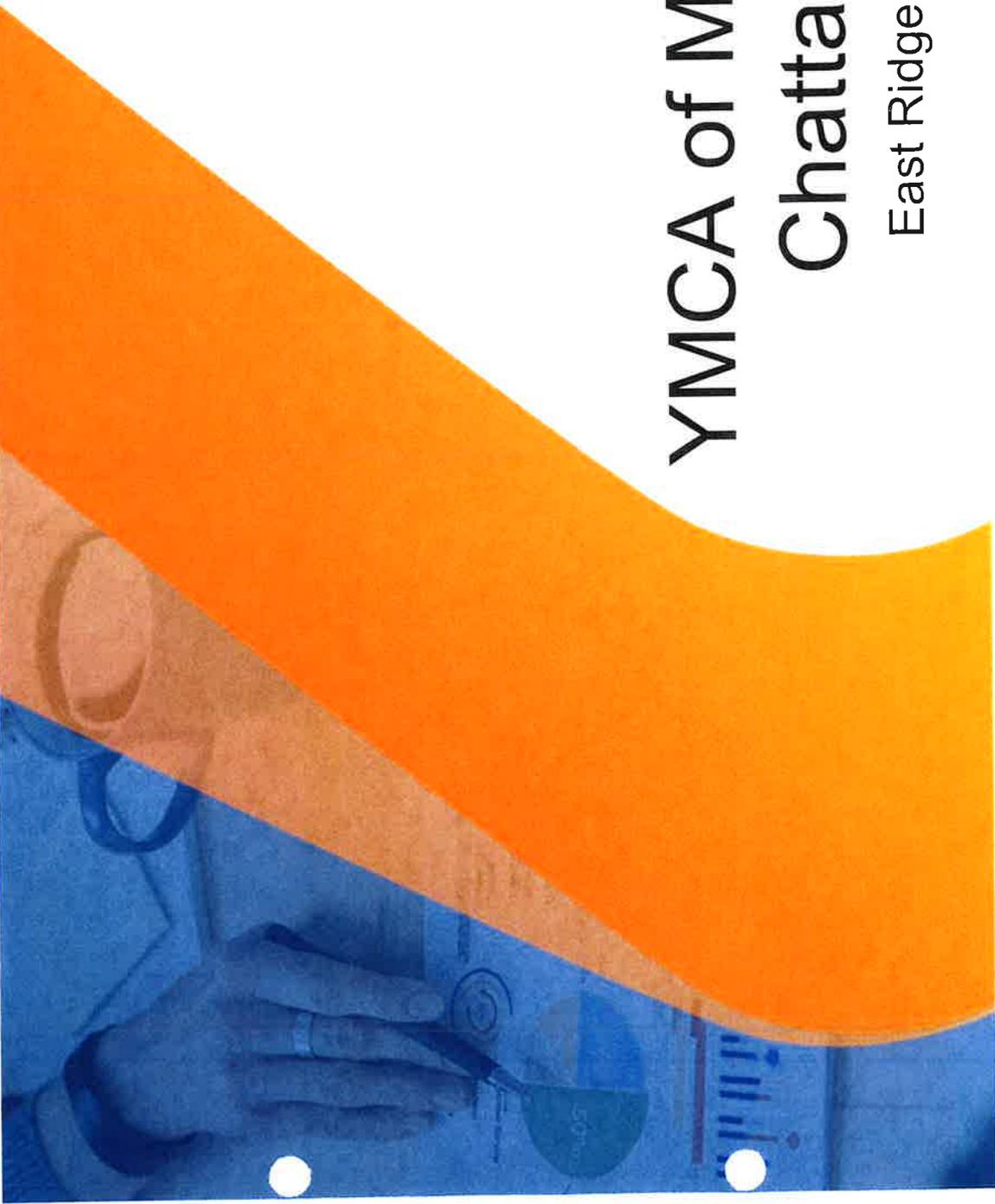
\_\_\_\_\_  
Brian W. Williams, Mayor

Attest:

\_\_\_\_\_  
J. Scott Miller, City Manager

Approved as to Form:

\_\_\_\_\_  
Mark W. Litchford, City Attorney



**Triangle2**

Triangle2 Solutions

**Casey Klein**

[casey@triangle2.com](mailto:casey@triangle2.com)

720-668-6737

# YMCA of Metropolitan Chattanooga

## East Ridge Feasibility

# Maximize the Impact of Your Mission with Every Project

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Our data-driven consulting process provides its clients with solutions that are a perfect fit for the special needs of each community. Triangle2 Solutions combines a foundation of dynamic consultants and data with equally strong research and analytics.



## WHAT SETS US APART

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- A leadership team that was employed by YMCAs for a combined 150+ years in positions from everything from teen program director, membership, financial development, marketing and communications, operations and CEO
- 20+ year track record of providing market research, membership development and strategic planning for YMCAs through Triangle2
- Over 200 YMCA Market Feasibility Studies completed since 2000 with 99% accuracy
- We don't just deliver research; our team combines MBA and YMCA experience to facilitate the results as you move to the next stop of execution
- We partner with you for the length of your project - always available to answer questions and rerun numbers as you progress (for no extra fees)



## Some of Our Clients

[triangle2.com/clients](http://triangle2.com/clients)

### YMCAs (more than 170)

- ▾ North Carolina YMCA Alliance
- ▾ Asheville, NC
- ▾ Charlotte, NC
- ▾ Cincinnati, OH
- ▾ Danbury CT
- ▾ Detroit MI
- ▾ Hong Kong
- ▾ Houston, TX
- ▾ Indianapolis, IN
- ▾ Jacksonville, FL
- ▾ New Canaan CT
- ▾ New York City, NY
- ▾ Philadelphia, PA
- ▾ Ridgewood NJ
- ▾ Saint Louis, MO
- ▾ San Antonio, TX
- ▾ San Diego, CA
- ▾ Tacoma, WA
- ▾ Wichita, KS
- ▾ Western CT

### Other Organizations (more than 40)

- ▾ Alzheimer's Foundation of SE Florida
- ▾ Association of Children's Museums
- ▾ ESPN
- ▾ Goodwill of Colorado
- ▾ Hope Force International
- ▾ Metro New York Lutheran Synod
- ▾ National Association of Intercollegiate Athletics
- ▾ New York City Charter School Association
- ▾ Orlando Avalon Church
- ▾ Saint Thomas Health
- ▾ San Francisco 49ers Golden Heart Fund
- ▾ Seafarers International
- ▾ United Methodist Church of Colorado Springs
- ▾ Wartburg Senior Living Center

# Who is T2?

We deliver data-driven custom solutions with measured results to increase your mission success

## Our Solutions

- Data and Analytics
- Innovation and Planning
- Leadership Development
- Membership and Marketing
- Financial Development
- Facilities
- Master Planning

## Our Team



Lori Swann



Tom Massey



Brian Krutler



Wes Bender



Kim Looby



Darcy Collett



Casey Klein



Christie White



Rich Zingales



Kelly Raglin



Ashley Davis



Megan Gilder



## Project Overview



The YMCA of Metropolitan Chattanooga is seeking market data to determine the feasibility of creating a new facility at East Ridge.

The data from the market study will be used for the following purposes:

- ❖ To determine the gaps in health and recreation services currently in the community
- ❖ To test the market perceptions of the property the Y is considering purchasing
- ❖ To provide relative interest in major facility features and programs (what will most drive demand)
- ❖ To determine the range of membership fees residents are willing to pay
- ❖ To project the number of members and program participants the center can expect at the location

## Deliverables



Report will include:

- ✦ **Demand:** What is the level of demand for programs and services in the area?
- ✦ **Competition:** Who are the current providers of program and services?
- ✦ **Membership:** Project the number of adult and family membership units the YMCA can expect and the impact on current member retention.
- ✦ **Pricing:** What is the appropriate pricing policy?
- ✦ **Target Population:** How can the households or population anticipate to benefit by the project?
- ✦ **Type of Use:** What are the types of venues, amenities, design features, etc. are most in demand?

## Methodology & Scope of Work



Triangle2 Solutions recommends a sample size of 400 completed, useable phone interviews, allowing for a statistically valid sample size. This sample will be representative of the service areas by age, income and family status. Triangle2 will purchase lists for the potential service area, and after interviews are completed will geocode each respondent. We will use screening questions to identify any populations within the community that may not be likely members, thank them and disqualify them from the survey (not counted as a useable complete).

We use a computer-assisted dialing system that shows the local area code on caller-id and will attempt each number no more than 3 times.

In addition to the phone survey, T2 recommends an email survey for distribution to all members and previous members with a goal of 400 completed. This data will be reported separately and focus on the current and preferred member experience. Also, individual interviews with high-level stake holders or potential partners or investors can be completed if needed.

A comprehensive demographic, psychographic and traffic study will be completed, including Primary Market Analyses.

# Process & Timeline



Total Project Time: 8-10 weeks

# Project Plan & Fees



## Deliverables Professional Fees

1	Project set up & creation of survey instruments	\$3,500
2	Mapping of all current members and program participants	Included above
3	Data Gathering	\$14,000
4	Analysis & Report Writing	\$4,000
	<b>Total</b>	<b>\$21,500</b>

Payment terms suggested: 50% at signing of contract with remaining 50% at successful completion of project. All direct travel to be billed separately with receipts, not to exceed 10% of total proposal.

# Agreement

Lori Swann will provide leadership and consulting as the project leader for all aspects of this project. Lori will work closely with the client to ensure the process is executed on schedule and with the desired results.

Casey Klein will serve as project manager and will serve as the liaison between the YMCA of Metropolitan Chattanooga team and the T2 Team.

All deliverables will be completed on time and to the clients' satisfaction before the final payment will be invoiced.



Casey Klein  
T2 Solutions

October 20, 2024

Date

Baron Herdelin-Doherty  
CEO

Date



RESOLUTION 3642

AGENDA MEMORANDUM  
CITY MANAGER CONTRACT

January 23, 2025

Submitted By:

  
J. Scott Miller, City Manager

SUBJECT:

Pursuant to the terms of my Employment Agreement, Section 6, approved by the Mayor and City Council on January 26, 2023, the term of said agreement shall begin on January 26, 2023 and shall run for one (1) year thereafter and may be renewed and negotiated by and between the City and Miller.

I still thoroughly enjoy serving as the City Manager of the City of East Ridge. I continue to find the work both challenging and rewarding. Therefore, I would like to continue as your City Manager for the next year.

Attached hereto please find a copy of my current employment agreement. All City Employees received a three percent (3%) COLA on July 1, 2024 for Fiscal Year 2024-2025, plus the majority of the employees received a one percent (1) performance merit raise on their anniversary. I would like to receive the same COLA plus merit should the City Council feel I'm worthy of it. All other benefits in the agreement would remain the same; except for a slight increase in my health insurance premiums.

Attachment

JSM/

**RESOLUTION NO. 3642**

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE AN EXTENSION OF AN EMPLOYMENT AGREEMENT FOR J. SCOTT MILLER WITH REGARD TO THE POSITION OF CITY MANAGER**

**WHEREAS**, the City of East Ridge, Tennessee, is desirous of extending the employment of J. Scott Miller as City Manager of East Ridge, pursuant to, and in conformity with the terms and conditions of the Charter of the City of East Ridge; and

**WHEREAS**, J. Scott Miller is likewise desirous of extending his employment as City Manager of the City of East Ridge, Tennessee; and

**WHEREAS**, the attached Extension of Employment Agreement sets out the duties and responsibilities of all parties involved.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE**, that the Mayor is hereby authorized to execute the attached Extension of Employment Agreement with J. Scott Miller, so as to continue in his position as City Manager of the City of East Ridge, Tennessee; and

**WHEREAS**, the term of the agreement shall be from January 23, 2025 and shall run for one (1) year thereafter; and

**WHEREAS**, the attached contract sets out the duties and obligations of all parties involved.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE** that the Mayor is hereby authorized to execute the attached employment agreement with J. Scott Miller to continue as City Manager for the City of East Ridge, Tennessee, effective as of January 23, 2025, pursuant to the terms of the agreement.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Brian W. Williams, Mayor

Attest:

\_\_\_\_\_  
J. Scott Miller, City Manager

Approved as to Form:

\_\_\_\_\_  
Mark W. Litchford, City Attorney

**EMPLOYMENT  
AGREEMENT**

This Employment Agreement entered into this 25th day of January 2024, and effective as of January 26, 2024, by and between the City of East Ridge, Tennessee ("East Ridge") and J. Scott Miller ("Miller").

**WITNESSETH:**

**WHEREAS**, East Ridge is desirous of retaining Miller as the City Manager for East Ridge, in accordance with the terms and conditions of the Charter and this Employment Agreement (the "Agreement"); and

**WHEREAS**, Miller is desirous of continuing his employment as the City Manager for East Ridge; and

**WHEREAS**, it is necessary and desirable for the parties to memorialize the terms and conditions of such employment in this Agreement, as set forth herein; and

**WHEREAS**, it is the desire of the City Council (1) to retain Miller and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring his morale and peace of mind with respect to future job security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of Miller, and (4) to provide a just means for terminating his services at such time as he may be unable to fully discharge his duties due to age or disability, or when the City Council may desire to otherwise terminate his employment.

**NOW, THEREFORE**, in consideration of the premises above, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

I. **CHARTER**. All agreements between the parties hereto, as particularly enunciated herein, are subject to the Charter of East Ridge, and, if there is a conflict between

the terms of this Agreement and the Charter of East Ridge, the terms of the Charter of East Ridge shall control, and the parties specifically agree that, if such conflict arises, it shall not operate to void this entire Agreement, but only those provisions of the Agreement in conflict with the Charter.

2. EMPLOYMENT. East Ridge hereby re-appoints Miller as the City Manager of East Ridge, and Miller hereby accepts and agrees to such appointment, subject to the general supervision, and pursuant to the orders, advice, and direction of the City Council of East Ridge, consistent with the Charter of East Ridge;

3. DUTIES. Miller shall perform those duties of the City Manager which are set forth in the Charter of East Ridge, and shall also perform such other duties as are customarily performed by one holding such position in other cities, and shall also additionally render such other services and duties as may be assigned to Miller from time to time by the City Council of East Ridge, pursuant to the Charter of East Ridge;

4. RESIDENCY. In accordance with the Charter of East Ridge, Miller shall maintain his permanent residency within the corporate limits of East Ridge, during the time he is employed as the City Manager.

5. FULL TIME POSITION. Miller agrees that he will at all times faithfully, industriously and to the best of his ability, experience, and talents, perform all of the duties that may be required of and from him pursuant to the express and implicit terms of this Agreement, to the reasonable satisfaction of the City Council of East Ridge. Miller shall devote his full time and energies to being City Manager and shall not otherwise be employed elsewhere.

6. TERM OF AGREEMENT. The term of this Employment Agreement shall begin on January 26, 2024 and shall run for one (1) year thereafter and may be renewed and negotiated by and between the City and Miller.

7. COMPENSATION. East Ridge shall pay Miller a base salary of One Hundred and Thirty-Two Thousand and Eighty Dollars (\$132,080.00) per year as City Manager of East Ridge, which shall be payable in equal installments throughout the year, at the same time as all other employees of East Ridge are paid.

8. AUTOMOBILE. Miller shall not utilize a take home vehicle. The Employer agrees to pay to Miller, during the term of this Agreement a monthly allowance of \$450.00 (paid monthly) as a vehicle allowance. The allowance is for the purpose of securing adequate dependable transportation and the associated costs thereof for automobile requirements. A valid driver's license must be in Miller's possession at all times while Miller is the City Manager. Miller shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle. Proof of insurance shall be made by Miller to the City. In the event that Miller is involved in an accident while using his personal vehicle for authorized travel in conducting City business, Miller's personal insurance carrier shall respond to defend Miller as primary insurance and Miller shall be responsible for all deductible costs for personal insurance coverage. For purposes of this Section, use of the car within the greater Chattanooga area is defined as travel to locations within a 50-mile radius of East Ridge City Hall. As any travel beyond the 50 mile radius constitutes business travel beyond the greater Chattanooga area, any business related travel shall fall under the purview of the City of East Ridge travel policy and Miller may elect to use either a City vehicle or his personal auto subject to the travel policy.

9. HEALTH INSURANCE. East Ridge shall pay Miller's Medicare supplement and prescription costs, which amounts currently total \$288.00 per month, in addition to dental and optical coverage provided by the City of Leavenworth, Kansas (\$600.00 per year).

10. PROFESSIONAL DEVELOPMENT.

(a) East Ridge shall pay expenses for professional and official travel to meetings and occasions appropriate to continue the professional development of the City Manager, however, all such travel will depend on City funds available for such endeavors, and the City Manager shall, prior to any travel, apprise the Council of the desired travel, and shall not register for such travel unless and until the Council approves such travel. East Ridge shall pay all International City Manager Association ("ICMA") and Tennessee City Manager Association ("TCMA") annual dues. The cost and time spent by Miller for travel related to non-city business shall be borne by Miller and credited against his vacation and/or sick leave.

(b) East Ridge shall pay all dues associated with Miller's membership in local civic organizations located in East Ridge.

11. GENERAL EXPENSES. The Council recognizes that certain expenses of a non-personal and job-related nature are incurred by the City Manager, and hereby agrees to reimburse or pay said reasonable, general expenses. The Finance Director is hereby authorized to disburse such monies, upon receipt of duly executed expenses or petty cash vouchers, receipts, statements, or personal affidavits.

12. VACATION. SICK LEAVE. Miller shall receive three (3) weeks (120 hours) of paid vacation per year during the term of this Agreement and shall receive two (2) weeks (80 hours) of sick leave per year during the term of this Agreement. Such vacation and sick leave shall not be accumulated.

13. OTHER BENEFITS. East Ridge agrees to provide and Miller shall be entitled to at least the same level of benefits provided to other employees in the City of East Ridge, excluding those for health, retirement, disability, and life insurance.

14. INDEMNIFICATION. East Ridge shall defend, save harmless and indemnify Miller against any tort, except for willful or intentional conduct, professional liability claims or demands or other legal action, arising out of the alleged acts or omissions occurring in the performance of Miller's duties as City Manager. East Ridge may compromise and settle any claim or suit and shall pay the amount of any settlement or judgment rendered thereto, however, East Ridge may seek indemnification for losses resulting to the City caused by any willful or intentional conduct on the part of Miller.

15. GENERAL PROVISIONS.

a. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

b. The terms of this Agreement shall be construed under the laws of the State of Tennessee

c. This Agreement represents the entire agreement between the parties, and any modification hereto shall be in writing signed by all parties.

d. No party shall assign any portion of this Agreement without the prior written consent of the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first written.

City of East Ridge, Tennessee

By: Brian W. Williams  
Brian W. Williams, Mayor

Attest:

Janet Middleton  
Janet Middleton, City Recorder

J. Scott Miller  
J. Scott Miller

Approved as to Form:

Mark W. Litchford  
Mark W. Litchford, City Attorney

**RESOLUTION NO. 3643**

**AGENDA MEMORANDUM**

**Transportation Improvement Plan  
FY2026 – FY2029  
Call for Projects Application**

**Scruggs Road Reconstruction**

**January 23, 2025**

Submitted by:

*Cameron McAllister*

Administrator of Economic & Community Development

**SUBJECT: Approval of Consent Letter Authorizing the City of East Ridge to Commit 20% (Local Portion) of Construction Costs for Scruggs Road Reconstruction**

On November 6, 2024, the City's administration team received correspondence from the Chattanooga Metropolitan Planning Organization (MPO) inviting local municipalities to apply for Surface Transportation Block Program funding (STBG-M) under the FY2026–FY2029 Transportation Improvement Plan (TIP). The annual allocation for STBG-M funds exceeds \$6.9 million, with a total of approximately \$27 million available over the program's duration for local roadway improvements, including the Scruggs Road reconstruction.

After thorough evaluation of East Ridge roadways, Scruggs Road was identified as a priority for reconstruction from SR-41 (Ringgold Road) to the Georgia state line. The designated portion of the roadway covers approximately 787.85 linear feet, and Asa Engineering has provided a construction cost estimate of \$523,238.00, detailed as follows:

## Estimated Project Costs

- Construction Engineering & Inspection (CEI) (10%) – \$43,395.00 (per TDOT Chapter 8 requirements)
- Total Construction Cost (Including CEI) – \$477,344.00
- Feasibility/Planning (1%) – \$4,339.00
- Preliminary Engineering (PE) NEPA (3%) – \$13,018.00 (Survey, Preliminary Design, CE NEPA)
- PE Design (6%) – \$26,037.00
- Right-of-Way (ROW) Plans & Review – \$2,500.00 (No ROW acquisition required)

**Total Estimated Cost: \$523,238.00**

The proposed construction includes:

- Milling and resurfacing 300 feet of Scruggs Road from Ringgold Road southward, where the pavement remains in generally good condition.
- Full-depth removal and replacement of 500 feet of roadway from 300 feet south of Ringgold Road to the Georgia state line due to subgrade and base failures. This will require:
  - 10 inches of base stone
  - 5 inches of pavement
  - Replacement of the cross drain with a double line of 36-inch pipes
  - Reconstruction of the area inlet/junction box
  - Addition of a new curb inlet on the west side of Scruggs Road at the outfall.

Given the current roadway conditions and drainage failures, these improvements are necessary for both safety and infrastructure longevity.

City Administration seeks your approval to commit \$104,647.60 (20% of total project costs) as the local funding portion for this project. Any cost overruns beyond the estimated amount will be the City's responsibility.

Thank you for your time and consideration.

**RESOLUTION NO. 3643**

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A CONSENT LETTER AUTHORIZING THE CITY MANAGER TO COMMIT A LOCAL PORTION MATCH FOR CONSTRUCTION COST FOR THE SCRUGGS ROAD RECONSTRUCTION PROJECT**

**WHEREAS**, the Chattanooga Metropolitan Planning Organization (“MPO”) is inviting local municipalities to apply for Surface Transportation Block Program funding (STBG-M) under the FY2026–FY2029 Transportation Improvement Plan (TIP).

**WHEREAS**, the City of East Ridge desires to use the funding, if awarded, for the reconstruction of Scruggs Road; and

**WHEREAS**, the City of East Ridge is eligible to receive a 80/20% matching grant for the TIP Scruggs Road Reconstruction Project for a total estimated cost of \$523,238.00; and

**WHEREAS**, the City will be responsible for a 20% match in the amount of \$104,647.60.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE**, approving a consent letter authorizing the city manager to commit a 20% local portion match for construction cost for the Scruggs road reconstruction project.

**BE IT FURTHER RESOLVED** that the City of East Ridge agrees to provide the matching amount of \$104,647.60.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Brian W. Williams, Mayor

Attest:

\_\_\_\_\_  
J. Scott Miller, City Manager

Approved as to Form:

\_\_\_\_\_  
Mark W. Litchford, City Attorney

pavement area  
length

24834 SF  
810 FT

Jan13,2025 JAS

Scruggs Road (from State Line to Ringgold Road) Construction Cost Estimate						
Item No.	Description	Units	QTY	Unit Cost	Total Cost	
105-01	CONSTRUCTION STAKES, LINES AND GRADES	LS	1	\$ 20,000	\$ 20,000	
201-01	CLEARING AND GRUBBING	LS	1	\$ 3,000	\$ 3,000	
203-01	ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C.Y.	1150	\$ 45	\$ 51,738	
203-03	BORROW EXCAVATION (UNCLASSIFIED)	C.Y.	60	\$ 55	\$ 3,300	
203-04	PLACING AND SPREADING TOPSOIL	C.Y.	40	\$ 55	\$ 2,200	
204-08.01	BACKFILL MATERIAL (FLOWABLE FILL)	C.Y.	0	\$ 330	\$ -	
209-03.21	FILTER SOCK (12 Inch)	L.F.	150	\$ 6	\$ 965	
209-09.43	CURB INLET PROTECTION (TYPE 2)	EACH	0	\$ 500	\$ -	
209-05	SEDIMENT REMOVAL	C.Y.	30	\$ 15	\$ 450	
209-08.03	SILT FENCE	L.F.	0	\$ 5	\$ -	
209-40.30	CATCH BASIN PROTECTION (TYPE A)	EACH	1	\$ 965	\$ 965	
303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	724	\$ 68	\$ 49,300	
303-10.01	MINERAL AGGREGATE (SIZE 57)	TON	40	\$ 70	\$ 2,800	
307-02.01	ASPHALT CONCRETE MIX (PG70-22) (BPMB-HM) GRADING A	TON	228	\$ 190	\$ 43,253	
307-02.08	ASPHALT CONCRETE MIX (PG70-22) (BPMB-HM) GRADING B-M2	TON	531	\$ 170	\$ 90,299	
415-01.02	COLD PLANING BITUMINOUS PAVEMENT	S.Y.	1196	\$ 12	\$ 13,753	
607-02.02	15" CONCRETE PIPE CULVERT(CLASS III)	L.F.	0	\$ 160	\$ -	

Item No.	Description	Units	QTY	Unit Cost	Total Cost
607-03.02	18~ CONCRETE PIPE CULVERT (CLASS III)	L.F.	0	\$ 170	\$ -
607-05.02	24~ CONCRETE PIPE CULVERT (CLASS III)	L.F.	0	\$ 225	\$ -
607-06.02	30" CONCRETE PIPE CULVERT (CLASS III)	L.F.	116	\$ 350	\$ 40,600
611-01.02	MANHOLES, > 4' - 8' DEPTH	EACH	0	\$ 6,500	\$ -
611-01.20	ADJUSTMENT OF EXISTING MANHOLES (Not on Estimate)	EACH	3	\$ 2,500	\$ 7,500
611-02.11	JUNCTION BOX, TYPE 2	EACH	1	\$ 7,500	\$ 7,500
611-12.01	CATCH BASINS, STANDARD NO. 12, 0' - 4' DEPTH	EACH	0	\$ 5,500	\$ -
611-12.02	CATCH BASINS, STANDARD NO. 12, 4' - 8' DEPTH	EACH	1	\$ 6,000	\$ 6,000
611-12.03	CATCH BASINS, STANDARD NO. 12, 8' - 12' DEPTH	EACH	0	\$ 8,500	\$ -
701-01.01	CONCRETE SIDEWALK (4")	S.F.	0	\$ 12	\$ -
701-02	CONCRETE DRIVEWAY (6" min)	S.F.	300	\$ 15	\$ 4,500
701-02.03	CONCRETE CURB RAMP	S.F.	0	\$ 45	\$ -
	VALLEY GUTTER	C.Y.	6	\$ 1,000	\$ 5,867
702-03	CONCRETE COMBINED CURB & GUTTER	C.Y.	3	\$ 1,500	\$ 4,500
709-05.05	MACHINED RIP-RAP (CLASS A-3)	TON	30	\$ 100	\$ 3,000
712-01	TRAFFIC CONTROL	LS	1	\$ 20,000	\$ 20,000
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EACH	30	\$ 60	\$ 1,800
712-05.01	WARNING LIGHTS (TYPE A)	EACH	4	\$ 45	\$ 180
712-05.03	WARNING LIGHTS (TYPE C)	EACH	4	\$ 45	\$ 180
712-06	SIGNS (CONSTRUCTION)	S.F.	0	\$ 20	\$ -

adjust existing manholes in gutter and pavement  
modify existing j-box/area inlet

new curb inlet on west side at outfall

broken driveway along valley gutter on east side

remove and replace about 1/2 valley gutter on east side  
extend on west side over outfall

includes geotextile fabric. This is for outfall on west side

Item No.	Description	Units	QTY	Unit Cost	Total Cost
712-07.03	TEMPORARY BARRICADES (TYPE III)	L.F.	80	\$ 25	\$ 2,000
712-08.03	ARROW BOARD (11TYPE C)	EACH	0	\$ 1,500	\$ -
712-09.01	REMOVABLE PAVEMENT MARKING LINE	L.F.	0	\$ 10	\$ -
713-11.01	"U" SECTION STEEL POSTS	LB.	0	\$ 20	\$ -
713-13.02	FLAT SHEET ALUMINUM SIGNS (.080" THICK)	S.F.	0	\$ 22	\$ -
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	L.F.	24	\$ 15	\$ 360
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	2	\$ 210	\$ 420
716-02.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)	L.F.	72	\$ 35	\$ 2,520
717-01	MOBILIZATION	LS	1	\$ 45,000	\$ 45,000
801-03	WATER(SEEDING & SODDING)	M.G.	0	\$ 150	\$ -

CEI (10%) \$ 43,395 (per TDOT Chapter 8 requirements)

TOTAL COST. COST \$ 477,344 (includes construction and CEI costs)

Feasibility/Planning (1%) \$ 4,339

PE NEPA (3%) \$ 13,018 (survey, preliminary design, CE NEPA Doc)

PE Design (6%) \$ 26,037 (includes ROW plans prep and review & utility coordination. No ROW acquisition)

TOTAL \$ 523,238

Variables for Calcs

	Area (SF)	Area (SY)	Thickness	#/SY/Inch	Unit-Wei.	Tons	CY
Base	24834	2759.333	0.833		140	1448.071	
Binder	24834	2759.333	3.5	385		531.1717	
Surface	24834	2759.333	1.5	165		227.645	
R&D Exc.	24834		1.25				1149.722
Milling	10763	1195.889					
Gutter	480	53.333333	0.33				5.866667

**RESOLUTION NO. 3644**

**AGENDA MEMORANDUM**

**Public Entity Partners  
FY25 Cyber Security Grant**

**January 23, 2025**

Submitted by:

*Cameron McAllister*

Administrator of Economic & Community Development

**SUBJECT: Approval of FY245 PEP Cyber Security Grant**

City Administration is asking for the approval from the Mayor and Council to accept the grant award from Public Entity Partners for the FY25 Cyber Security Grant program. The City applied for the Cyber Security grant in November 2024 and received notification of the award in early January 2025. Public Entity Partners awarded the City \$2,000. However, Public Entity Partners will require the City to spend at least \$4,000 before reimbursing the 50% share.

The grant funds will be utilized to conduct a thorough internal and external vulnerability scan of the City's network infrastructure. The City's IT department plans to utilize the abovementioned service to identify potential security weaknesses and vulnerabilities across both internal and external network assets, helping mitigate risks and strengthen the City's overall cyber security posture.

The scan will be performed by Litefoot Technology, LLC. The first scan will take place within 30 days after approval and be conducted quarterly for one year. Following the delivery of the comprehensive assessment, Litefoot Technology will provide the City of East Ridge with actionable recommendations to further address and remedy identified vulnerabilities.

The total cost associated with the internal and external vulnerability scans are estimated to be \$3,800.00.

**RESOLUTION NO. 3644**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY OF EAST RIDGE TO ACCEPT THE FY 2025 PUBLIC ENTITY PARTNERS “CYBER SECURITY PARTNERS” MATCHING GRANT PROGRAM**

**WHEREAS**, the cyber security safety and well-being of the City of East Ridge is of great importance; and

**WHEREAS**, all reasonable efforts shall be made to provide a reduced liability workplace for all City employees; and

**WHEREAS**, Public Entity Partners seeks to encourage a secure cyber environment by offering a “Cyber Security Partners” Matching Grant Program in the amount up to \$2,000, after qualifying purchases of at least \$4,000 by the City in order to receive grant funds that are equal to a 50% match of the \$4,000 in qualifying purchases from the City; and

**WHEREAS**, the City of East Ridge now seeks to participate in this important program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE** as follows:

**Section 1.** The City of East Ridge is hereby authorized to accept the award for the “Cyber Security Partners” Matching Grant Program through Public Entity Partners in an amount up to \$2,000; and

**Section 2.** The City of East Ridge is further authorized to provide a matching sum of 50% from qualifying purchases of up to \$4,000 in order to receive monies provided by this grant.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Brian W. Williams, Mayor

Attest:

\_\_\_\_\_  
J. Scott Miller, City Manager

Approved as to Form:

\_\_\_\_\_  
Mark W. Litchford, City Attorney

November 18, 2024



## Internal and External Vulnerability Scans

Client:

City of East Ridge

Litefoot Technology  
PO Box 323  
Ooltewah, TN 37363  
Robert@Litefoottech.com



## Internal and External Vulnerability Scanning for The City of East Ridge

### 1. Project Overview

This project aims to conduct a comprehensive internal and external vulnerability scan of The City of East Ridge's network infrastructure. The vulnerability assessment will identify potential security weaknesses and vulnerabilities across both internal and external network assets, helping to mitigate risks and strengthen the city's overall cybersecurity posture.

### 2. Scope of Work

The scope of this project includes the following activities:

#### Internal Vulnerability Scan

- **Vulnerability Scanning:** Conduct a thorough scan of all internal systems to identify potential security risks, including misconfigurations, missing patches, outdated software, and known vulnerabilities.
- **Risk Assessment:** Analyze identified vulnerabilities, assess their severity, and prioritize remediation based on potential impact to the organization.

#### External Vulnerability Scan

- **Vulnerability Scanning:** Perform a detailed scan of all external-facing systems to uncover vulnerabilities that may be exploitable by external attackers.
- **External Threat Assessment:** Identify security weaknesses in perimeter defenses and evaluate the City's exposure to external threats.

#### Reporting and Recommendations

- **Detailed Vulnerability Report:** Provide a comprehensive report detailing the identified vulnerabilities, their severity, and specific recommendations for remediation.
- **Executive Summary:** A high-level summary of findings, risk analysis, and recommended actions for senior leadership.

#### Remediation Support

- **Guidance on Mitigation:** Provide guidance on addressing identified vulnerabilities, including best practices and recommended tools for remediation.

### 3. Timeline

- Vulnerability scans will be conducted quarterly
- The first scan will take place within 30 days after approval and be conducted quarterly for 1 Year.

### 4. Deliverables



- **Vulnerability Scan Results:** A detailed report for both internal and external scans, including discovered vulnerabilities, risk levels, and remediation steps.
- **Executive Summary:** A concise overview of key findings and prioritized action items for the City's leadership team.
- **Remediation Guidance** Step-by-step guidance for addressing identified vulnerabilities.

## 5. Assumptions

- The City of East Ridge will provide network diagrams, asset lists, and access credentials to facilitate the scanning process.
- All scanning will be performed during agreed-upon windows to minimize disruption to operations.
- Internal stakeholders, such as IT personnel, will be available for consultation during the scanning and remediation phases.

## 6. Acceptance Criteria

- Completion of internal and external scans as defined in the scope.
- Delivery of a comprehensive vulnerability assessment report with actionable recommendations.
- Review and acceptance of the final report by the City of East Ridge's IT team or designated project manager.

423-785-6769  
helpdesk@litefoottech.com



PO Box 323  
Ooltewah, TN 37363

Sales Representative: Robert Hilton

City of East Ridge  
1517 Tombras Ave,  
East Ridge, TN, 37412

11/18/2024

**Internal & External Vulnerability Scans**

Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>Yearly Items</b>				
1	<ul style="list-style-type: none"> <li>Internal Vulnerability Scans: These scrutinize an organization's internal network, systems, and infrastructure to pinpoint vulnerabilities and refine and enhance internal security measures.</li> </ul> <p>*Remediation is not included *Billed yearly conducted quarterly</p>	\$2,000.00	\$2,000.00	\$2,000.00
1	<ul style="list-style-type: none"> <li>External Vulnerability Scans: These conduct in-depth assessments of external threats to an organization's network security, identifying possible weaknesses and developing ways to reinforce and improve overall defenses.</li> </ul> <p>*Remediation is not included *Billed yearly conducted quarterly</p>	\$1,800.00	\$1,800.00	\$1,800.00
			<b>Yearly Total</b>	<b>\$3,800.00</b>
			<b>Subtotal</b>	<b>\$3,800.00</b>
			<b>Total Taxes</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$3,800.00</b>

**TERMS & CONDITIONS**

Terms of this sale are as follows: 50% down payment on orders \$3000 or more, 80% down payment on orders over \$250,000, and 100% Payment on orders over \$500,000 before equipment is ordered. Balance of hardware payment upon Delivery, a 10% restocking fee applies to all cancelled orders. Tax and Freight are not included in this estimate. This Estimate is only valid for 10 days. A 3.5% processing fee will be added to all orders paid for by credit card.

**DISCLAIMER**

I/ We agree and understand that acceptance constitutes a binding contract on both parties and that in the event this project should be turned over to an attorney for collections of any unpaid amount then I/We will be responsible for all cost of collections including reasonable attorney's fees. The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Make all checks payable to Litefoot Technology, LLC.  
Thank you for your business!  
PO Box 323 | Ooltewah, TN 37363 | USA

**RESOLUTION 3645**

**AGENDA MEMORANDUM  
D-BAT AGREEMENT**

JANUARY 23TH, 2025

Submitted By:

*Shawna Skiles*

---

Shawna Skiles, Parks and Recreation Director

**SUBJECT:** Approval for Agreement with D-BAT Chattanooga

The Parks and Recreation department is seeking approval for the following agreement with D-BAT Chattanooga. Below is an outline of the 2025 Partnership between D-BAT Chattanooga and East Ridge Parks and Rec for the Spring, Summer, and Fall Seasons.

**Agreement Summary/Details:**

**Terms of Agreement:**

- **Spring Season:** Feb. 28 – June 1
- **Summer Season:** May 30 – July 27
- **Fall Season:** Sept. 5 – Nov. 16

**D-BAT Chattanooga will provide the following opportunities for East Ridge Parks and Rec:**

- Provide a Free Swing Card with 10 credits for use of machine cages on Friday, Saturday, and/or Sunday to current registered players.
- 1 card issued per day per player. Only registered players with East Ridge can use credits. Swing Card is turned back the same day to the front desk.
- Sponsor East Ridge Parks and Rec Day at D-BAT with a Free skills clinic for East Ridge softball and baseball players on Saturday, March 22nd from 9:00 AM – 10:30 PM.
- A D-BAT representative will attend Coaches meetings at Camp Jordan or host a Q & A Coaches Clinic at D-BAT.
- 5% Discount on Pro Shop Merchandise at D-BAT Chattanooga during the dates listed for each season for current players on the roster provided.

**East Ridge Parks and Rec will:**

- Pay a one-time fee of \$5 per registered player to D-BAT Chattanooga by the end of the 1st week of each season listed.
- Provide D-BAT Chattanooga with a park roster of all current registered baseball and softball players' names, parent names, phone numbers, and email contacts (excluding 3-6-year-old tee ball players) by the start date of each season.
- Promote partnership and other opportunities to registered players and coaches.
- Notify D-BAT Chattanooga management of any players who quit during the season, become suspended, or are terminated from the East Ridge Parks and Rec Program, as those players will no longer be eligible to benefit from the partnership with D-BAT.

Attachment

SS

**RESOLUTION NO. 3645**

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL  
AUTHORIZING THE CITY TO ENTER INTO A  
PARTNERSHIP AGREEMENT WITH D-BAT  
CHATTANOOGA**

**WHEREAS**, the City of East Ridge Parks and Recreation Department wishes to enter into a partnership agreement with D-BAT Chattanooga (“D-BAT;”) and

**WHEREAS**, D-BAT will provide “swing cards” to each registered player, free clinics, discounts at their facility in Chattanooga, and other benefits to the City of East Ridge; and

**WHEREAS**, the City of East Ridge will pay a one-time fee of \$5 to D-BAT for each registered player and promote partnership and other opportunities to register players and coaches.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of East Ridge, Tennessee, that the Mayor or his designee is authorized to enter into a partnership agreement with D-BAT, which will provide the benefits as outlined in the attached agreement.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Brian W. Williams, Mayor

ATTEST:

\_\_\_\_\_  
J. Scott Miller, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark W. Litchford, City Attorney



## CHATTANOOGA

### D-BAT Chattanooga/East Ridge Parks and Rec Partnership Agreement

The following is an outline of 2025 Partnership between D-BAT Chattanooga and East Ridge Parks and Rec for Spring, Summer and Fall Seasons:

Agreement Summary/Details:

Terms of Agreement:

Spring Season – Feb. 28 – June 1

Summer Season – May 30 – July 27

Fall Season – Sept. 5 – Nov. 16

D-BAT Chattanooga will provide the following opportunities for East Ridge Parks and Rec

- Provide a Free Swing Card with 10 credits for use of machine cages on Friday, Saturday and/or Sunday to current registered player – 1 card issued per day per player. Only registered player with East Ridge can use credits. Swing Card is turned back in same day to front desk.
- Sponsor East Ridge Parks and Rec Day at D-BAT with Free skills clinic for East Ridge softball and baseball players Saturday, March 22<sup>th</sup> - 9:00AM – 10:30PM
- D-BAT representative will attend Coaches meeting at Camp Jordan or host at D-BAT Q & A Coaches Clinic
- 5% Discount on Pro Shop Merchandise at D-BAT Chattanooga during dates listed for each season for current players on roster provided.

East Ridge Parks and Rec will:

- Pay one time fee of \$5 per registered player to D-BAT Chattanooga by end of 1<sup>st</sup> week of each season listed.
- Provide D-BAT Chattanooga by start date of each season with a park roster of all current registered baseball and softball players name, parent name, phone and email contact (excluding 3-6yr old tee ball players).
- Promote partnership and other opportunities to registered players and coaches
- Notify D-BAT Chattanooga management of any players who quit during season or become suspended or are terminated from East Ridge Parks and Rec Program as those players will no longer be eligible to benefit from partnership with D-BAT.

D-BAT Chattanooga Representative

East Ridge Representative

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

AGENDA MEMORANDUM

Use on Review

Off-Premises Wayfinding Arrow Sign

Date: January 23<sup>rd</sup>, 2025

Submitted by:

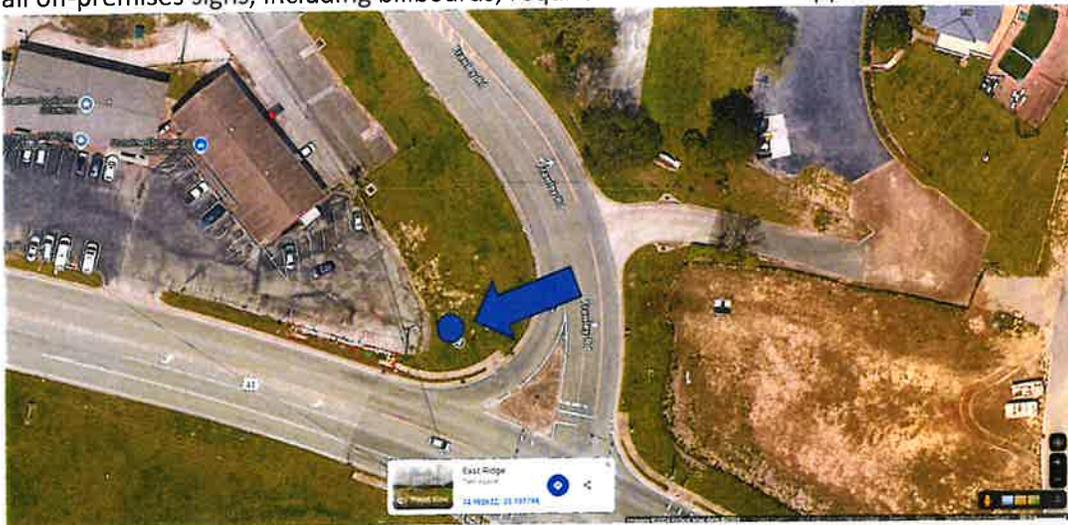


Michael Howell, Chief Building Official

SUBJECT:

Debbie Colburn is requesting the city council's permission to install an off-premises wayfinding arrow sign for the Frawley Baptist Church, located at 510 Frawley Road. The proposed sign location is within the right of way at the northwest corner of Ringgold Road and Frawley Road.

Sign Ordinance 1028, Article VI – Supplemental Regulations and Exceptions, Section 110, all off-premises signs, including billboards, require a use-on-review approval.



**AGENDA MEMORANDUM**

**Road Abandonment**

**Date: February 13<sup>th</sup>, 2025**

Submitted by:



**Michael Howell, Chief Building Official**

**SUBJECT:**

**Brad Shumpert with Urban Story Ventures, petitioned the East Ridge planning commission to abandon a portion of right of way within the 3600 block and 3800 block of Old Ringgold Road (Tax Map Parcel ID's 168D- F-001, 168D-F-001.01, 168D-F-002, 168D-J-031, 168D-J-032, 168D-J-033, 168D-J-034 and 168D-J-037.)**

**The proposed abandonment of Old Ringgold Road is approximately 682.79 feet in length and 30 feet in width.**

**This request is part of the redevelopment plan for the Osbourn Shopping Center creating a paved public walkway, providing easy access for pedestrians to various dining and retail options.**

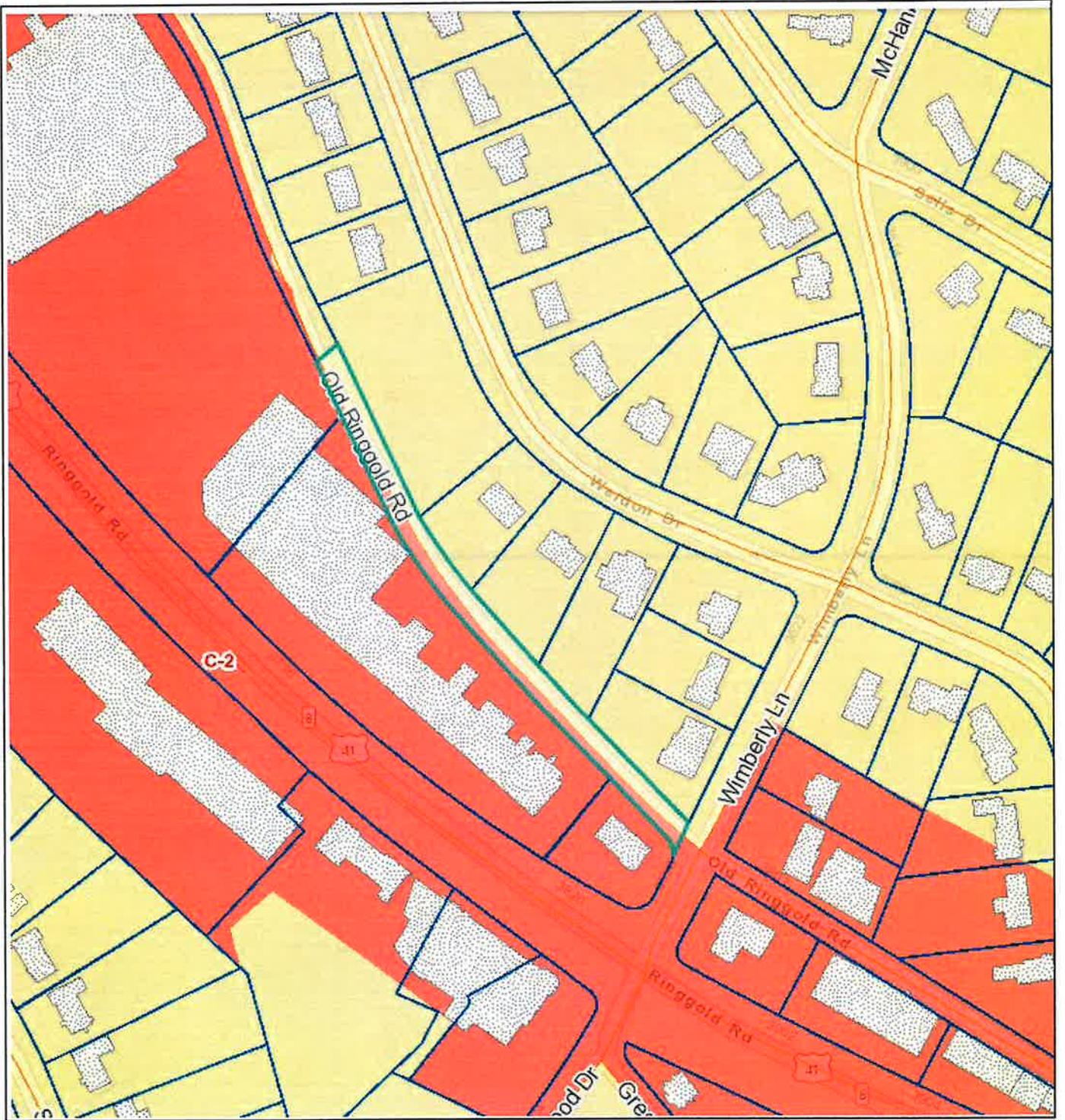
**The East Ridge Planning Commission has approved the request, and Brad Shumpert is now seeking to move the abandonment proposal forward to the City Council for review and approval.**



## Closure/Abandonment Application Form

<b>CASE NUMBER: MR 2025-0013</b>				<b>Date Submitted: 1/18/2024</b>			
<i>Sections 1-7 below to be filled out by Applicant- RPA staff will assist, if needed</i>							
<b>1 Applicant Request (Mandatory Referral per TCA 13-4-104)</b>							
<b>Closure/Abandonment</b>		<b>Alley</b>		<b>x Street</b>		<b>Other</b>	
		<b>x Open</b>		<b>Unopened</b>		<b>x Improved</b>	
						<b>Unimproved</b>	
<b>2 Property Information</b>							
Closure area 20,483 sq ft			Length/Width: 682.79 x 30				
			Beginning: NE Corner 168D-F-001.01		Ending: 75' NW of NW corner 168D-F-001		
Block ranges of closure: The 3600 blk and part of the 3700 blk of Old Ringgold Rd				Tax map parcels: 168D-F-001, 001.01, 002 168D-J-031 thru 034, 037			
<b>3 Proposed Development</b>							
Reason for Request and/or Proposed Use:		Mixed use commercial hub promenade. Easy walkable access to dining and retailers					
<b>4 Site Characteristics</b>							
Current Zoning:		C-2, Convenience Commercial					
Current Use:		Right of way					
<b>5 Applicant Information</b>							
Name: Brad Shumpert of Urban Story Ventures							
Address (street, city state, zip): 735 Broad St, Suite 600, Chattanooga, TN 37402							
Phone: (870) 243-4378				Email: brad.shumpert@urbanstoryventures.com			
Primary Contact (if different than applicant information):							
Address (street, city state, zip):							
Phone:				Email:			
<input type="checkbox"/> ← If the Applicants Information is the same as the Property Owners, please check the box to the left.							
<b>6 Property Owner Information</b> <i>Only fill out this section if applicant is <b>not</b> the property owner. RPA requires a signed Owner Authorization form from the property owner. Property Owner Authorization Forms are available through the RPA.</i>							
Name: James K. White III with East Ridge Shopping Center, GP							
Address (street, city state, zip): P. O. Box 1678, Chattanooga, TN 37402							
Phone: 561-632-1265				Email: jimmy.white@urbanstoriesventures.com			
<b>7 Applicant Signature and Consent</b>							
<b>By signing below, I verify that am the property owner, or have been authorized to act as an agent on behalf of the applicant or owner. I have read and understand the information provided in the RPA Application Policy, and agree to adhere to the policies of the RPA and responsibilities of the applicant as outlined.</b>							
Signature: _____						Date: _____	
<b>Office Use Only:</b>							
<b>Checklist</b>							
<input checked="" type="checkbox"/> Application		<input checked="" type="checkbox"/> Site Plan		<input checked="" type="checkbox"/> Ownership Authorization			
<input checked="" type="checkbox"/> Property Cards		<input checked="" type="checkbox"/> Deeds		<input checked="" type="checkbox"/> Plats			
<input checked="" type="checkbox"/> Application Fee: \$350		<input type="checkbox"/> Cash		<input checked="" type="checkbox"/> Credit		<input type="checkbox"/> Check	
<input checked="" type="checkbox"/> Notice signs		Number of notice signs: 2					
Municipality: East Ridge		Planning District: 6			Neighborhood: None		
County Commission District: 8				City Council District: 0			
PC meeting date: East Ridge				Application processed by: Jennifer Ware			
<u>Staff Recommendation :</u>		<u>PC Action/Date:</u>			<u>Legislative Action/Date/Ordinance:</u>		

# MR 2025-0013 Abandonment



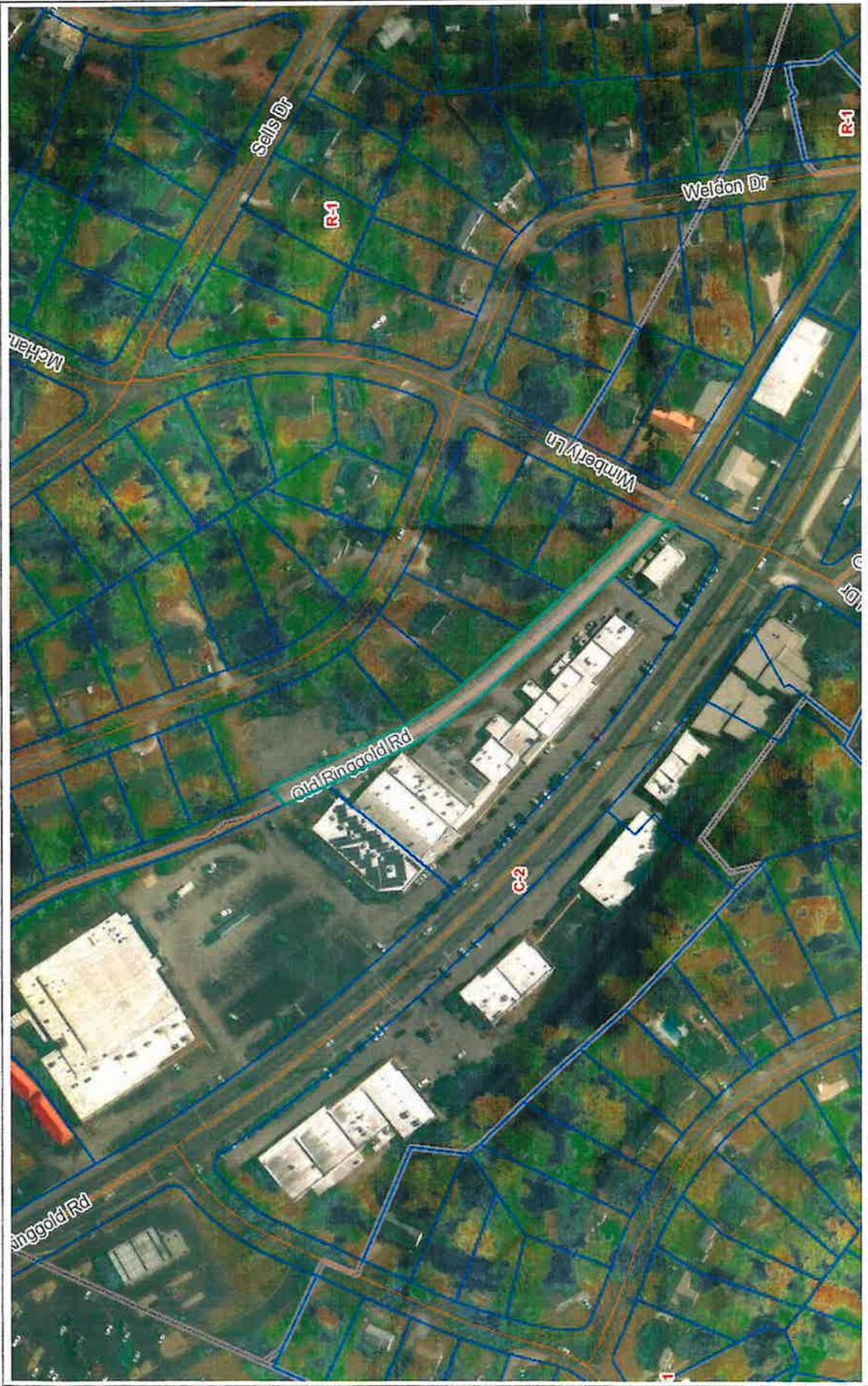
MR 2025-0013 Abandonment



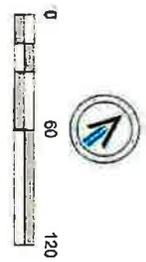
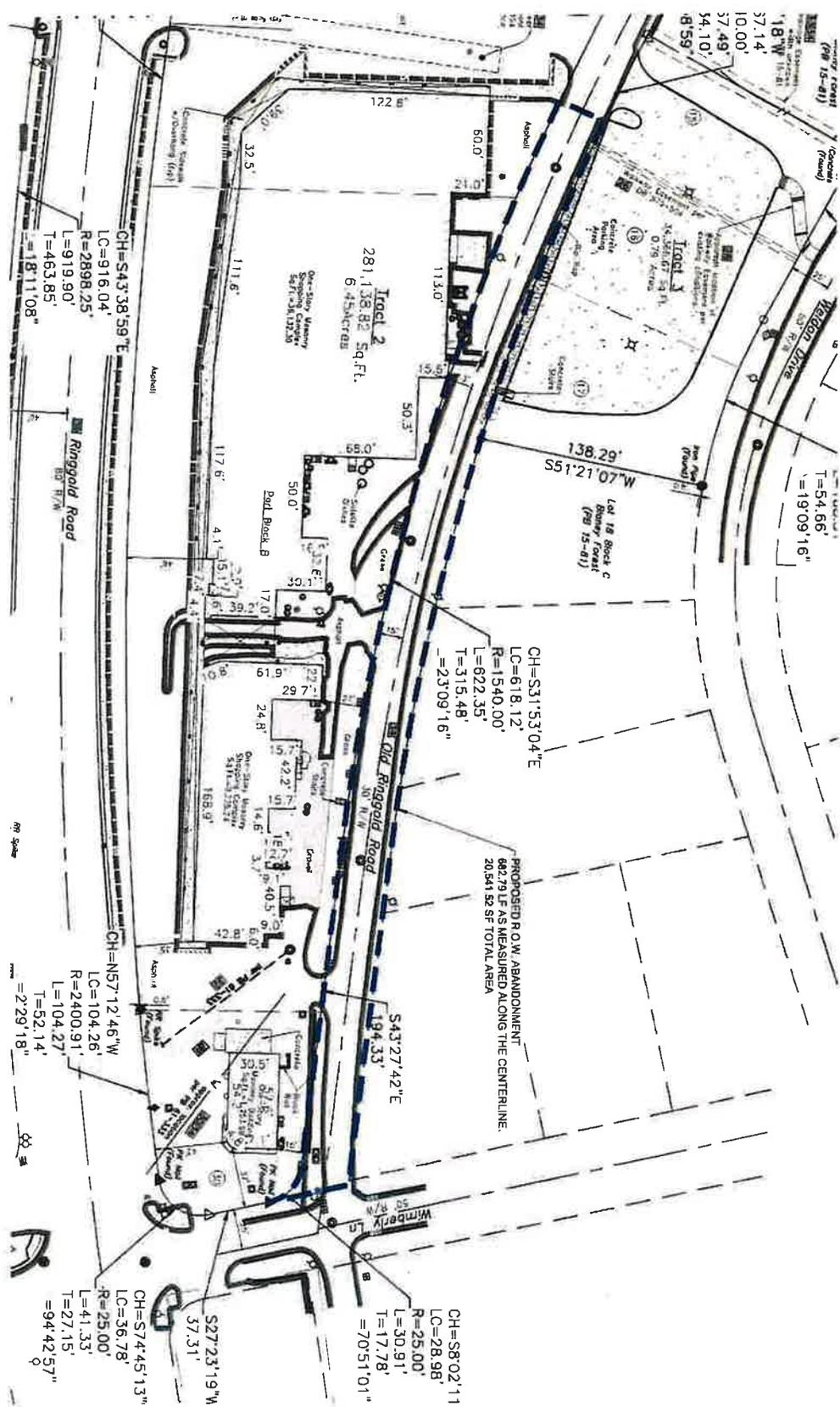
MR 2025-0013 Abandonment



MR 2025-0013 Abandonment



<b>Parcel #</b>	<b>Address</b>	<b>Property Owner</b>	<b>Deed Book/Page</b>
168D F 001	3801 Ringgold Rd, Chattanooga, TN 37412	East Ridge Shopping Center, GP	13345 / 322
168D F 001.01	3839 Ringgold Rd, Chattanooga, TN 37412	East Ridge Shopping Center, GP	13345 / 322
168D J 031	Old Ringgold Rd, Chattanooga, TN 37412	East Ridge Shopping Center, GP	13345 / 322
168D J 032	3634 Weldon Dr, Chattanooga, TN 37412	Oliver, James II & Jama	11944 / 660
168D J 033	3636 Weldon Dr, Chattanooga, TN 37412	Stateline Properties, LLC	9829 / 469
168D J 034	3638 Weldon Dr, Chattanooga, TN 37412	TNT Living Trust	13592 / 799
168D J 037	3626 Wimberly Ln, Chattanooga, TN 37412	Broome, Grover	12627 / 267
168D-F-002	3715 Ringgold Rd, Chattanooga, TN 37412 (Added after clarifying with Applicant)	East Ridge Shopping Center GP	13457/511



Drawing  
**EX.1.0**  
 Project  
 XXXXXXX

EXHIBIT  
 1.000

## ROW ABANDONMENT

FOR

### RINGGOLD ROAD



SHEET NO. 11



EAST RIDGE | MASTER PLAN | URBAN STORY VENTURES | PH I



**Chattanooga-Hamilton County Regional Planning Agency  
PLANNING COMMISSION STAFF REPORT**

<b>CASE NUMBER:</b> MR2025-0013	<b>PROPERTY OWNER:</b> James K. White, East Ridge Shopping Center, GP	<b>APPLICANT:</b> Brad Shumpert, Urban Story Ventures
<b>JURISDICTION:</b> East Ridge	<b>PROPERTY ADDRESS:</b> 3600 block and part of the 3700 block of Old Ringgold Road	<b>TAX MAP PARCEL ID:</b> 168D-F-001, 001.01, 002 168D-J-031 thru 034, 037
<b>SUMMARY OF REQUEST:</b> Requesting the abandonment of a right-of-way for a mixed-use hub promenade with easy walkable access to dining and retailers.		

**PROPERTY DESCRIPTION**

<b>ROAD STATUS</b> Opened	<b>IMPROVEMENT STATUS</b> Improved	<b>R.O.W DIMENSIONS</b> 682.79' x 30'
<b>LOCATION</b> Beginning at the NE corner of Tax Map 168D-F-001.01 and ending 75' NW of the NW corner of Tax Map 168D-F-001	<b>NATURAL RESOURCES</b> N/A	<b>PRESENCE OF UTILITIES</b> There is a WWTA sewer in the R-O-W but it is not known if there are any utilities present. A sewer easement will need to be provided if the R-O-W abandonment is approved.

**ZONING, REGULATIONS & POLICIES**

<b>ZONING HISTORY</b>	<ul style="list-style-type: none"> <li>The R-O-W is zoned R-1 and C-2.</li> <li>Case 1995-0091 rezoned the subject property from C-2 to C-6 (Ordinance #590).</li> </ul>
<b>REGULATIONS</b>	Tennessee Code Annotated (13-4-104) requires the Planning Commission to review the widening, narrowing, relocation, vacation, change in use, acceptance, acquisition, sale or lease of any street or public way, ground, place, property or structure within municipalities.

**OTHER DEPARTMENT COMMENTS**

No other department provided comments for this case.

**DISCUSSION OF STAFF RECOMMENDATION**

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Comments	<b>THE R-O-W PROVIDES EXISTING OR POTENTIAL SERVICE OR ACCESS TO ADJACENT PROPERTIES</b> The right-of-way is open and paved. It provides rear access to multiple commercial buildings that front Ringgold Road and their associated parking lots. It also provides service for delivery and dumpster trucks to access the back of the buildings.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> See Comments	<b>THE CLOSURE WILL NOT LAND-LOCK ANY PROPERTY</b> All adjacent properties have frontage along Ringgold Road, Wimberly Lane, or Weldon Drive.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Comments	<b>TOPOGRAPHY, GRADE OR OTHER NATURAL RESOURCES ON SITE</b> There are no steep slopes or floodplain in the right-of-way.

The width of the R.O.W. is 30' wide. There is WWTa sewer in the R.O.W., but it is unclear if any other utilities are present. A sewer easement will need to be provided.

The R.O.W. is currently open to traffic; potential for future use is limited. All adjacent properties have access from either Ringgold Road or Weldon Drive; alternative bypass streets are already available if needed. Parking is provided on-site.

The R.O.W. contains a two lane asphalt street, no curb, and no sidewalk, and the pavement condition appears to be good. The topography/grade does not impede the potential of a right-of-way for vehicles, bicycles, or pedestrians, and the closure and abandonment will not landlock any property.

Due to the location of the street in the overall grid, no replacement should be needed. This R.O.W. provides limited utility. No parcels have their primary frontage along the right-of-way; Ringgold Road provides more direct vehicular and pedestrian access.

Southeast real estate development group Urban Story Ventures is redeveloping "Tennessee's First Shopping Center," which sits on a 13-acre property stretching across both sides of the high-traffic secondary road Ringgold Road. The developer, known for restoring properties that have seen better days and reimagining properties for their highest and best use, has a strategic site plan to transform this up-and-coming high traffic area into a vibrant mixed-use commercial hub. Examples of prospective tenants include regional clothing and household goods retailers, national sports and fitness centers, trending family entertainment complexes, and a variety of restaurants and bars. When identifying infrastructure needs to carry out the vision of breathing new life into the area and bringing in new patrons and businesses, the development team saw real opportunity in converting the use of Old Ringgold Road, a lesser-traveled road that runs parallel to Ringgold Road. The new site plan recommends the City abandon the right of way, as identified in Exhibit F, to convert the street into a promenade, where patrons can shop, eat, drink, and visit the new hub with easy access to new restaurants and retailers in a safe, comfortable, and relaxing environment. Think of streets that are pedestrian and bike friendly, streets that are lined with outdoor patios and shops to draw in locals and visitors, and areas that are activated year-round. The developer envisions collaborating with both the City of East Ridge on identifying areas of opportunity for activation. Abandoning the right of way on Old Ringgold Road in the identified area will be another step forward in revitalizing this new hot spot.



**PLANNING NOTICE**

MR 2005-013 Brad Shumport

**FOR: Street Closure/Abandonment**

East Ridge Planning Commission

City Hall, 3517 Tombras Avenue

Date: August 15, 2005 Time: 5:30 PM

(423) 867-7711



**PLANNING NOTICE**

Case No: MR 2025-013 Applicant: Brad Shumpert

Before the Chattanooga-Hamilton County Regional Planning Commission

**FOR: Street Closure/Abandonment**

East Ridge Planning Commission  
City Hall, 1517 Tombras Avenue.

Date: January 15, 2025 Time: 5:30 PM

(423) 867-7711

PLANNING NOTICE: This notice is posted to inform the public of a proposed project and to provide an opportunity for public input. The project is subject to review and approval by the Chattanooga-Hamilton County Regional Planning Commission. The project is subject to the provisions of the Chattanooga-Hamilton County Regional Planning Commission's rules and regulations. The project is subject to the provisions of the Chattanooga-Hamilton County Regional Planning Commission's rules and regulations. The project is subject to the provisions of the Chattanooga-Hamilton County Regional Planning Commission's rules and regulations.



AGENDA MEMORANDUM  
Infield Conditioning/Field Grading for Field 9-12

January 23, 2025

Submitted By:  
***Shawna Skiles***

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Shawna Skiles, Parks and Recreation Director

**Subject:** Approval Request for Infield Conditioning/Field Grading Bid

The Parks and Recreation Department ran an advertisement for 30 days seeking bids for Infield Conditioning/Field Grading for Fields 9-12. On January 15, 2025, we opened the sealed bids and received only one bid from River City Athletic Fields for \$22,800.00.

We are now seeking the Council's approval to award the bid to River City Athletic Fields. This project is a budgeted item.

Please see the attachment.

SS

East Ridge Baseball/Softball Fields 9-12  
Infield Conditioning/Field Grading Bid Specifications

Bid Sheet

Wednesday, January 15, 2025-2:30pm

East Ridge City Hall  
1517 Tombras Avenue  
East Ridge TN 37412

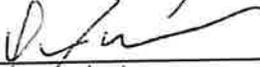
COMPANY: River City Athletic Fields

ADDRESS: PO box 685 Solly Daisy TN 37379

PHONE: 423-580-1431

E-MAIL: Rivercityathleticfields@gmail.com

PRINT NAME: Alex Vogel

SIGNED: 

DATE: 1/12/25

BID AMOUNT FOR THE TOTAL ITEMS DESCRIBED ABOVE: 22,800<sup>00</sup>

Return all bids by specified time either by mail or in person to:

City of East Ridge  
Attn: Janet Middleton  
1517 Tombras Avenue  
East Ridge, TN 37412