

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

**AGENDA
March 27, 2025
6:00 pm**

1. Call to Order
2. Invocation
3. Roll Call
4. Consent Agenda:
 - A. Approval of Minutes March 13, 2025 Council Meeting
 - B. Declaration of Surplus Property – Police Department, Sanitation
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business:
 - A. **RESOLUTION NO. 3657** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A NOMINATION BY COUNCILMEMBER ANDREA WITT TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE HOUSING COMMISSION
 - B. **RESOLUTION NO. 3658** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO APPROVING A NOMINATION BY CITY COUNCIL TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE INDUSTRIAL DEVELOPMENT BOARD
9. New Business:
 - A. **RESOLUTION NO. 3668** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AMENDING RESOLUTION NO. 3241, WHICH APPROVED THE HUMAN RESOURCES MANUAL
 - B. **RESOLUTION NO. 3669** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING THE FIRST AMENDMENT TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH VOLKERT, INC. RELATING TO THE JOHN ROSS ROAD RESURFACING PROJECT
 - C. **RESOLUTION NO. 3670** – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR THE EAST RIDGE COMMUNITY CENTER EXPANSION PROJECT

D. Discussion of Tentative Agenda Items for the **April 10, 2025** City Council Meeting
(see Attachment A)

10. Adjourn

ATTACHMENT A
TENTATIVE AGENDA
April 10, 2025

8. Old Business:

- A. Discussion of City Charter Review Commission

9. New Business:

- A. Appointment to the Zoning Appeals Board Councilmember Cagle
- B. Appointment to the Zoning Appeals Board Slot Vice Mayor Tyler

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

**March 13, 2025
6:00 pm**

The East Ridge City Council met pursuant to the meeting notice on March 13, 2025, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Williams called the meeting to order.

Robert Jones gave the invocation. All joined in for the Pledge of Allegiance.

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

Attendance: thirty-four

Consent Agenda:

- A. Approval of Minutes from February 27, 2025, Council Meeting
- B. Approval of January 2025 Financial Report

Councilmember Ezell made the motion to approve the consent agenda, second Vice Mayor Tyler. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous, motion approve.

Communication from Citizens:

Lisa Thomspson, 620 South Sanctuary Road - opposed to moving the dog park.

Jane Stevens, 728 Frawley Road, 512 - opposed to moving the dog park.

Holly Page, 3700 Connelly Lane – opposed to moving the dog park.

Nicholas Deslattes, 3507 Crabtree – likes where the dog park is but is excited about a new dog park.

Allie Broersma, 4307 Dupont Street - opposed to moving the dog park.

Greg Fisher, 4603 Maryland Drive – opposed to moving the dog park.

Sandy Kirk, 353 Sunrise Terrace - opposed to moving the dog park.

Jacqueline Lewis, 4113 East Ridge Drive- opposed to moving the dog park.

Communication from Councilmembers:

Councilmember Cagle- ask if anyone had called about a water leak between the church and Food City on Ringgold Road. Also, a question regarding citizens leaving their garbage cans out after pickup has been done for the day. What can we do to resolve this? Staff are working on where to tag the cans so citizens will know that they need to remove their cans from the street.

Vice Mayor Tyler - nothing currently.

Councilmember Witt – nothing currently.

Councilmember Ezell – Spoke to some of the neighbors on Springvale and they do not want a park there due to dog parking.

Mayor Williams

The City Library has the following events coming up.

- Diamond art painting – March 20th
- Drawing with Mr. Alec – March 22nd
- Bedtime Stories the 3rd Monday of the month from 7 – 7:30 pm.
- STEM – the 2nd Monday of the month.
- Home School Book Club – 2nd and 4th Wednesday of the month
- Novel Idea Book – 2nd Saturday of the month
- Patrons can “check out” TN Aquarium passes.

Communication from City Manager:

- North Mack Smith – Starting March 17th.
- Multi-Purpose Building (Pavillion) – slabs have been done and now laying vertical walls.
- Bids were open this past Tuesday on the expansion of the Construction. The bid is under review right now and will be presented at the next meeting.

Old Business:

ORDINANCE NO. 1216 – AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND ORDINANCE 1093 IN ORDER TO COMPLY WITH CERTAIN MANDATORY BUILDING CODE(S) AND RULES PROMULGATED BY THE SECRETARY OF THE DEPARTMENT OF COMMERCE AND INSURANCE FOR THE STATE OF TENNESSEE (second reading) City Attorney Litchford read on caption. Chief Building Official Howell stated that the City adopted the 2018 International Energy Conservation Code on February 28, 2019. The state’s adoption of the 2018 IECC incorporates insulation, fenestration, testing options from the 2009 IECC, so it is necessary to update the East Ridge Ordinance 1093 energy code to ensure alignment with the state of Tennessee energy code amendments.

Councilmember Witt made the motion to approve Ordinance 1216, second Vice Mayor Tyler. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

9) New Business:

Mayor Williams moved Resolution No. 3664 from J to A under New Business

RESOLUTION NO. 3664 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, NAMING A NEW LOCATION OF THE EAST RIDGE DOG PARK – City Attorney Litchford read on caption. City Manager Miller explained that with the completion of the multi-purpose facility and the uses that both the City and citizens hope to use the event center the noise with it being located within proximity to an active dog park would keep some from using it and the City should look at a new location. There are two options: either Springvale Park or Camp Jordan. Pursuant to the Parks and Recreation Master Plan Update one of the recommendations for Springvale Park was the addition of a dog park. Councilmember Witt made the motion to approve Resolution 3664 with the location being Springvale Park, second Vice Mayor Tyler. After discussion Councilmember Cagle made the motion to table this resolution, second Councilmember Ezell. The being no further discussion Mayor Williams asked for roll call. The vote was as follows: Vice Mayor Tyler – Yes, Councilmember Cagle – Yes, Councilmember Ezell – Yes, Councilmember Witt – No, Mayor Williams – Yes. Motion approved.

RESOLUTION NO. 3655 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO OPEN A MONEY MARKET ACCOUNT AT FIRSTBANK - City Attorney Litchford read on caption. Finance Director Qualls explained that staff wanted to move funds from the General Fund Operating Account to a Money Market Account which would earn more interest and staff would still have access to the funds if needed. Vice Mayor Tyler made the motion to approve Resolution 3655, second Councilmember Witt. After discussion, Mayor Williams asks for roll call. The vote was unanimous. Motion approved.

RESOLUTION NO. 2545 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR A SOUND ATTENUATION SYSTEM AT THE EAST RIDGE ANIMAL SHELTER – City Attorney Litchford read on caption. City Manager Miller explained that City staff met with the Input Group on February 25th to negotiate a comprehensive sound attenuation system that would be within the City’s budget not to exceed \$200,000. The revised proposal was received and reviewed by staff on Monday, March 10 and the numbers submitted are as follows:

○ Inside wall and ceiling acoustic tiles	\$62,068.57
○ Sound system integration	\$9,760.00
○ Outside sound barrier wall (atop of concrete wall)	<u>\$120,941.75</u>
Total	\$192,770.32

Councilmember Witt made the motion to approve Resolution 2545, second Vice Mayor Tyler. After some discussion, Mayor Williams asks for a roll call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3657 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A NOMINATION BY COUNCILMEMBER ANDREA WITT TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE HOUSING COMMISSION – City Attorney Litchford read on caption. Mayor Williams stated that there had been some email issues for members of the Council and that staff would move Resolutions 3657 and 3658 to the March 27th meeting. Mayor Williams made the motion to table these resolutions until the March 27th meeting, second Councilmember Ezell. Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3658 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO APPROVING A NOMINATION BY CITY COUNCIL TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE INDUSTRIAL DEVELOPMENT BOARD – City Attorney Litchford read on caption. Passed to March 27th meeting.

RESOLUTION NO. 3659 – A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A NOMINATION BY MAYOR BRIAN WILLIAMS TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE LIBRARY BOARD – City Attorney Litchford read on caption. Mayor Williams stated that he had interviewed all those that had applied for the library board appointment and that his selection is Lori Commons appointment is Lori Commons in the form of a motion, second Vice Mayor. Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3660 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO PURCHASE THREE (3) PORTABLE RADIOS FOR THE EAST RIDGE POLICE DEPARTMENT THROUGH THE TENNESSEE DEPARTMENT OF GENERAL SERVICES STATE-WIDE CONTRACT #424, PURSUANT TO TENNESSEE CODE ANNOTATED 12-3-1201(b) – City Attorney Litchford read on caption. Chief Uselton explained that the police department would like to purchase three portable radios from Motorola Solutions on sate bid. The price includes the accessories needed. The purchase of the radios was included in the budget. Total purchase price is \$16,842.24. Vice Mayor Tyler made the motion to approve Resolution 3660, second Councilmember Ezell. The being no discussion, Mayor Williams asks for a roll call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3661 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO PURCHASE FIVE (5) BODY-WORN CAMERAS FOR THE POLICE DEPARTMENT – City Attorney Litchford read on caption. Chief Uselton explained that the Police Department would like to purchase five body cameras from Motorola Solutions to complete the outfitting of all front-line officers. The purchase price is \$23,090.00. The purchase of the cameras was included in the budget. The purchase will be

under Sourcewell contract 042021-MOT. Councilmember Witt made the motion to approve Resolution 3662, second Vice Mayor Tyler. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3662 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO PURCHASE FIVE (5) MOBILE RADIOS FOR THE POLICE DEPARTMENT – City Attorney Litchford read on caption. Chief Uselton explained that the Police Department would like to purchase five mobile radios from Motorola Solutions on State bid (SWC #424). This will allow the Police Department to outfit all needed vehicles with a mobile radio. The total cost is \$25,028.80. The purchase of the radios was included in the budget. Vice Mayor Tyler made the motion to approve Resolution 3662, second Councilmember Witt. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3663 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, NAMING THE NEW MULTI-PURPOSE FACILITY – City Attorney Litchford read on caption. City Manager Miller explained that the multi-purpose facility needs to have a name so that the sign design can be fabricated. City staff narrowed the list down to five names. Mayor Williams stated that he liked Venue 1921, the majority of the council agreed. Councilmember Witt made the motion to approve Resolution 3663 with the name being the Venue 1921 at East Ridge. Second Vice Mayor Tyler. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3665 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ACCEPT THE HAMILTON COUNTY 2024 HOMELAND SECURITY GRANT FOR THE EAST RIDGE POLICE DEPARTMENT- City Attorney Litchford read on caption. Chief Uselton explained that the Hamilton County District 3 Homeland Security Council had selected the Police Department to receive \$15,107.02 of grant funding. The department will purchase AVO- N Protective Mask Kits to be utilized by the ERPD SWAT Team with these funds. Vice Mayor Tyler made the motion to approve Resolution 3665, second Councilmember Witt. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3666 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AWARING A BID FOR THE 2025 STREET IMPROVEMENT/ROAD RESURFACING PROGRAM – City Attorney Litchford read on caption. City Manager Miller explained that bids for the street resurfacing program were opened on March 4 and the City received two bids, Talley Construction and Caldwell Paving and Grading. Caldwell Paving and Grading was the low bidders in the amount of \$1,501,825 (adjusted due to math errors) Mr. Miller would like for Council to add to the motion to award “not to exceed \$1,437 976”. Councilmember Witt made the motion to approve Resolution 3666, second Vice Mayor Tyler. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

RESOLUTION NO. 3667 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING A CHANGE ORDER FOR THE NORTH MACK SMITH ROAD WIDENING AND IMPROVEMENTS PROJECT TO ADAMS CONTRACTING, LLC – City Attorney Litchford read on caption. City Manager Miller explained that Adams Contracting LLC was awarded the North Mack Smith Road Widening Project in the amount of \$2,335,643. Due to utility conflicts, Adams Contracting was unable to start the project, and the project was suspended on April 23, 2024. All the utility work has finally been completed, and Adams Contracting will be starting on March 17th with completion in 270 days. They are now requesting a change order in the amount of \$28,845.36 to resume work. The change order comprises material escalators, additional demobilization and mobilization, additional surveying, and additional scheduling. Councilmember Ezell made the motion to approve Resolution 3667, second Councilmember Witt. There being no further discussion, Mayor Williams asks for a call. The vote was unanimous. Motion approved.

Discussion of Tentative Agenda Items for the **March 27, 2025**, City Council Meeting (see Attachment A)

8) Old Business:

None

9) New Business:

- A) **RESOLUTION NO. ____** Amendments to the HR Rules & Regulations – Human Resources Director Sinigaglio explained that the changes were being done in an effort to update our handbook to reflect policies that the City did not have in a written policy but as a verbal policy.

- B) **RESOLUTION NO. _____** Amendments of Consultant Contract with Volkert, Inc. for John Ross Road Resurfacing Project PIN#131488. The change of order is due to having to redo the bid.

- C) **RESOLUTION NO. ____** Accept Bid Award for the East Ridge Community Center Expansion Project LPRF Grant. Bids were open on Tuesday and Staff is meeting to review on Friday.

- D) **Discussion of City Charter Review Committee** – City Attorney Litchford will review the files from City Attorney Anderson and City Attorney North and report back to the council.

There being no further business, the meeting was adjourned.

SURPLUS ITEMS

DEPARTMENT: POLICE

DATE: March 17, 2025

QTY	DESCRIPTION (Make, Model, Year if vehicle)	SERIAL#/ OR VIN#	CITY INV #	REASON FOR SURPLUS
1	2014 Dodge Charger - #5	2C3CDXAT0EH349198		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.
1	2018 Dodge Charger - #7	2C3CDXAT5JH193427		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.
1	2014 Dodge Charger - #20	2C3CDXAG1EH194633		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.
1	2016 Dodge Charger - #21	2C3CDXAT9GH347470		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.
1	2014 Dodge Charger - #23	2C3CDXAGXE1H194632		This vehicle is no longer operational and cannot be repaired
1	2014 Dodge Charger - #26	2C3CDXAT7EH349196		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.
1	2014 Dodge Charger - #32	2C3CDXATXE1H349189		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.
1	2018 Ford Explorer - #50	1FM5K8D80JGA91712		The overall age and condition of the vehicle is poor. The vehicle no longer meets the requirements for its intended purpose. The cost associated with repair and continued maintenance cost is not justified.

Items valued at \$500 or less when purchased do not need to be declared surplus.

SURPLUS ITEMS

DEPARTMENT: SANITATION

DATE: March 27, 2025

QTY	DESCRIPTION (Make, Model, Year if vehicle)	SERIAL#/ OR VIN#	CITY INV #	REASON FOR SURPLUS
1	2006 International 7300/1HT Rear Loader	1HTZZAAR36J214597		wore out – mileage 148,706
1	2011 Leaf Vac Pull Behind (red)	6600J0T-TM17		wiring issue / wore out

Items valued at \$500 or less when purchased do not need to be declared surplus

RESOLUTION 3657

AGENDA MEMORANDUM

**NOMINATION FOR HOUSING COMMISSION APPOINTMENT
COUNCILMEMBER WITT**

March 13, 2025

Submitted by:

A handwritten signature in blue ink that reads "Janet Middleton". The signature is written in a cursive style and is positioned above a horizontal line.

Janet Middleton, City Recorder

The term for Councilmember Jeff Ezell is scheduled to expire on August 24, 2026; however, Mr. Ezell will be resigning from the Housing Commission. This is Councilmember Witt's nomination for appointment.

The new term will be from the date of appointment through August 24, 2026.

RESOLUTION NO. 3657

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A NOMINATION BY COUNCILMEMBER ANDREA WITT TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE HOUSING COMMISSION

WHEREAS, the City of East Ridge has established the East Ridge Housing Commission, pursuant to City Code Section 13-303; and

WHEREAS, the East Ridge Housing Commission fulfills an important statutory role with regard to the adjudication of various housing issues arising in the City; and

WHEREAS, the term for Councilmember Jeff Ezell is scheduled to expire on August 24, 2026; however, Councilmember Ezell has resigned from the Housing Commission due to being elected to the East Ridge City Council; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Ridge hereby approves the nomination of _____ by Councilmember Witt to fill the unexpired term of Councilmember Ezell, ending August 24, 2026.

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

RESOLUTION 3658

AGENDA MEMORANDUM
NOMINATION FOR
INDUSTRIAL DEVELOPMENT BOARD APPOINTMENT
COUNCIL APPOINTMENT

March 13, 2025

Submitted by:



Janet Middleton, City Recorder

The term for Casey Tuggle is scheduled to expire on June 11, 2026; however, Mr. Tuggle will be resigning from the Industrial Development Board. This is a Council appointment.

The new term will be from the date of appointment through June 11, 2026.

RESOLUTION NO. 3658

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO APPROVING A NOMINATION BY CITY COUNCIL TO FILL AN UNEXPIRED TERM ON THE EAST RIDGE INDUSTRIAL DEVELOPMENT BOARD

WHEREAS, the City of East Ridge, Tennessee established the East Ridge Industrial Development Board (“IDB”) in accordance with T.C.A. § 6-2808 *et seq.* (now codified at T.C.A. § 7-53-101 *et seq.*) pursuant to a resolution duly adopted by the then Mayor and City Commission for the City of East Ridge on November 8, 1979; and

WHEREAS, the East Ridge Industrial Development Board fulfills an important role with regard to new development in the City; and

WHEREAS, the City Council elects certain of the citizens of the City of East Ridge in accordance with T.C.A. § 7-53-301 to be directors of the IDB.

WHEREAS, the term for current IDB director Casey Tuggle is set to expire on June 11, 2026 and pursuant to T.C.A. §7-53-301, the City Council shall elect citizens of the City of East Ridge for a term of six (6) years to fill the vacant director positions.

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of East Ridge hereby approves the nomination of _____ to be a director on the Industrial Development Board for a six (6) year term from June 12, 2024 – June 11, 2030.

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:

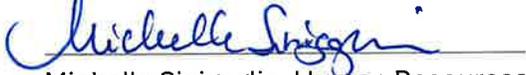
Mark W. Litchford, City Attorney

RESOLUTION 3668

AGENDA MEMORANDUM
AMENDMENTS TO THE HR RULES AND REGULATIONS

March 27, 2025

Submitted By:



Michelle Sinigaglio, Human Resources Director

SUBJECT:

The City of East Ridge Human Resources Rules and Regulations must be updated from time to time as the needs of the City change. There are 5 amendments I would like to put through at this time.

- Section III, letter K – update and amend the City Travel policy
- Section VII, letter M – establish a policy specifying the rules of gift giving using City funds.
- Section VII, letter N – establish a policy outlining occasions when it is permissible to purchase food using City funds.
- Section XII, letter V – establish a policy defining the procedure for adding/maintaining a subscription or membership
- Section XII, letter W – establish a policy defining appropriate use of City Credit Cards

RESOLUTION NO. 3668

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AMENDING RESOLUTION NO. 3241, WHICH APPROVED THE HUMAN RESOURCES MANUAL

WHEREAS, Resolution No. 3241, approving the City of East Ridge Human Resources Manual, was adopted on February 24, 2022; and

WHEREAS, it is necessary to amend the Human Resources Manual from time to time in order to keep the Manual up to date.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE that Resolution No. 3241 is hereby amended to reflect the following revisions to the Human Resources Manual in the words and phrases as follows:

SECTION III – COMPENSATION

Old:

K. TRAVEL REIMBURSEMENT

Employees of the City may at times be asked to, or authorized to, travel on City Business. It is the intent of the City to provide a reasonable and systematic means by which the cost of travel may be estimated for budget preparation and controlled for purpose of economy. For any travel expenses to receive reimbursement the appropriate request forms must be completed in advance of travel and must be pre-authorized by the City Manager. Often a travel advance may be given before the travel takes place in lieu of reimbursement after the fact. All approved travel per diem will be reimbursed in accordance with the Federal Travel Regulations Guide. For specific details see the Finance Director and/or the Travel Reimbursement policy of the City Finance Department.

New:

K. TRAVEL

The City of East Ridge wishes to encourage the continual learning, training, and intellectual growth of its staff. To do so requires some overnight stays in conjunction with certain educational opportunities. This policy establishes guidelines for when employee overnight travel is required and/or necessary based on distances and other relevant factors and further ensures that travel-related expenses are reasonable and align with City objectives.

An overnight stay will be considered necessary for business travel if the following conditions are met:

- a) Distance – if the travel destination is located more than 50 miles from City Hall.
- b) Exceptions may be granted by the City Manager due to extenuating circumstances, travel time, and meeting duration.

Employees must seek prior approval for overnight stays from their department head before booking accommodations. The approval should specify the distance, travel time, mode of travel, meeting duration, and meals provided to justify the need for the expenditure. Meals will be reimbursed in accordance with the current Meals and Incidental (M&I) rates published in the Federal Travel Regulations Guide. On arrival and departure dates, meals will be reimbursed at $\frac{3}{4}$ of the published rate. When meals are provided by the conference organizers the per diem amount for that day will be reduced. To qualify for M & I per diem, the traveler must remain in an official travel status for four hours or more. These amounts include tip and applicable taxes. This is a per diem allowance and does not need to be supported by receipts, provided the Travel Advance form is properly completed. Final approval is made by the City Manager.

The City will provide reasonable and cost-effective accommodation for employees who are required to stay overnight for business purposes. It is recognized that expenditures will vary by geographic location; the City shall pay the prevailing single room rate per traveler at the place of lodging. Hotel accommodations [room, taxes, fees, and parking] will be made and charged to the City Credit Card.

Any personal expenses (such as entertainment or unauthorized purchases) incurred during an overnight stay are the sole responsibility of the employee. Additional costs incurred due to the traveler being accompanied by a spouse or other individuals not involved in City business are not reimbursable expenses. Such non-reimbursable expenses would include the additional expense of a double room, extra meal costs, etc.

This policy applies equally to elected officials and City Manager as well as employees.

ADDITIONS

SECTION VII – EMPLOYEE BENEFITS

E. GIVING OF GIFTS

This policy defines the parameters for employee gifts purchased with City funds in order to ensure transparency, fairness, and compliance with applicable laws. The City of East Ridge values the relationships we have with our employees, clients, and vendors. While we encourage goodwill and appreciation through thoughtful gestures, we want to ensure that all gift-giving practices are conducted in a professional and ethical manner.

Under no circumstances are City funds to be used to purchase or give gifts to employees, clients, and/or vendors. Only on rare occasions are gifts to be given to employees using City funds. Such occasions include:

Milestone awards – in accordance with Section VII, letter L Service Awards both money and pins are awarded to employees who have reached certain milestones in their tenure with the City.

Flowers – upon the death of an immediate family member, the City will send flowers to the employee’s home or to the memorial service for the lost family member if those details are given to the City. Immediate family members are as defined in the City’s bereavement leave policy Section V, letter O.

Coins & Pins – The Mayor, City Manager, Chief of Police and Fire, and other leadership personnel may give small tokens (pins, coins, and the like) to individual employees in acknowledgement of a superior job effort or when they are being recognized for going above and beyond the call of duty.

Retirement Appropriation – In honor of the years of service an individual has given to the City, a small gathering may be held in honor of their retirement. Such an event will have certain costs for food, décor and a gift of remembrance for that individual’s time with the City. The amount which is to be allowed is pre-determined by the City Manager and part of the operating budget of that department.

All other requests are exceptions only to be made at the discretion of the City Manager.

N. PURCHASE OF FOOD

This policy establishes guidelines for the appropriate and responsible use of City funds to purchase food for staff, ensuring that such expenses are in alignment with the City’s budgetary constraints and business objectives. City funds may be used to purchase food for staff, volunteers, and vendors under the follow circumstances:

Business Meetings or Events: Food purchases related to internal business meetings, team-building events, client presentations, or other City-related activities that require staff participation outside normal working hours or in special circumstances authorized by the City Manager.

Employee Appreciation: Occasional meals or snacks to recognize and appreciate employees, such as celebratory lunches, milestone events, or holiday gatherings upon approval of the City Manager.

Travel and Offsite Work: Food purchases for employees when traveling for business purposes, or for events held offsite that require food to be provided for the team.

Snacks within the departments: The City will purchase water, coffee (creamer, sweetener, etc.) and sports drinks (during hot summer months) for staff to consume.

All food-related expenditures must be pre-approved by the department head in conjunction with the City Manager. A clear budget should be established prior to any food purchase. Any purchases exceeding the pre-approved budget must be justified and require further approval from the City Manager.

Food purchases should be reasonable, appropriate, and reflective of the nature of the event or business purpose. Excessive or lavish spending is prohibited. The City encourages the use of local, affordable options whenever possible.

Receipts related to food purchases must be submitted to the finance department. The receipt should include details of each and every expenditure. The purchase of alcoholic beverages using City funds is prohibited.

SECTION XII – MISCELLANEOUS POLICIES

V. SUBSCRIPTIONS AND MEMBERSHIPS

The City maintains subscriptions and memberships necessary to conducting city business. These subscriptions and memberships are essential for the organization's operations, access to industry resources, and support for professional development. This policy ensures that all subscriptions and memberships are properly tracked, managed, and reviewed to ensure cost efficiency, compliance, and relevance to the organization's goals. This policy applies to all departments and teams within the City that maintain or subscribe to services, software, publications, professional associations, or membership that require ongoing financial commitment or provide significant operational value.

The City finance department will maintain a centralized, up-to-date list of all active subscriptions and membership. This list must include, but is not limited to, the following information:

- Name of the subscription or membership
- Purpose or service provided
- Date of initiation
- Renewal or expiration date
- Cost and payment frequency
- Contact information for the service provider or association
- Account number or reference code

Department heads are responsible to update the finance department anytime there is a change or amendment to the subscription and membership list. The list of subscriptions and membership will be reviewed at least annually by the finance department during the annual budgetary process. Each subscription or membership must be evaluated based on its necessity, usage, alignment with organizational goals, and potential alternatives. The subscriptions and memberships are required to be strictly relevant to the employee's job description. All new subscriptions and membership must receive approval from the City Manager

All subscriptions and memberships must be included in the organization's annual budget and their costs must be tracked regularly to ensure adherence to the budget. The City's IT department will implement appropriate security protocols to safeguard access to subscription accounts.

W. USE OF CITY CREDIT CARDS

This policy provides guidelines for the appropriate use of the City credit cards by all employees during business related travel. The goal is to ensure that all expenses incurred while traveling on behalf of the City are legitimate, reasonable, and in compliance with the standards and objectives of the City.

City credit cards may be used for the following expenses during pre-approved business travel:

- a. Transportation – including airfare, rental car, or ride sharing services.
- b. Accommodations – hotel or lodging expenses for business-related stays including associated fees.
- c. Meals and Incidentals – Meals during travel that includes an overnight stay are included in pre-issued per-diem. For travel that does not include overnight stay only reasonable amounts, tips for service staff and meals are to be charged to city credit cards.
- d. Business-related supplies – any necessary supplies or materials required for conducting business presentations, or other similar purposes.
- e. Parking and toll fees – charges related to parking and tolls while traveling for business purposes.

Prohibited uses include:

Personal expenses such as movies, personal shopping, and social dining. Alcoholic beverages, expenses of family members or friends, personal phone calls or parking for non-business-related locations.

All travel arrangements should be pre-approved by the employees' department head, and the City Manager. Employees are required to adhere to the department's travel budget which includes limits on accommodation, transportation, and other expenses.

All receipts and documentation for City credit card charges must be submitted within 3 days of completing the trip. If no receipt is submitted justifying the expense the employee will be required to make full payment. City credit cards are in limited supply and therefore must be returned the day after completion of the travel. Employees are personally responsible for ensuring that charges made to the City credit card are in line with the City's policy. Any unauthorized charges will require reimbursement by the employee, and failure to comply with this policy could result in disciplinary action, including the revocation of City credit card privileges. The finance department reviews all credit card transactions to ensure compliance with this policy. Employees must cooperate with any audits or reviews conducted as part of this process.

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 to Form:

Mark W. Litchford, City Attorney

RESOLUTION 3669

AGENDA MEMORANDUM

**Volkert, Inc.
Consultant Contract Amendment**

**PIN 131488.00
John Ross Road Resurfacing Project
Ringgold Road to Sunrise Terrace**

March 13, 2025

Submitted by:

Cameron McAllister

Administrator of Economic & Community Development

SUBJECT: Approval of Consultant Contract Amendment for Volkert, Inc. on John Ross Road Resurfacing from Ringgold Road to Sunrise Terrace

City Administration requests approval from the Mayor and Council for a contract amendment with Volkert, Inc. related to the John Ross Road Resurfacing project (PIN 131488.00).

Volkert assisted the City of East Ridge in securing concurrence from TDOT to reject and rebid the project. The City received a single bid on January 30, 2025, which was deemed unbalanced and unresponsive due to mathematical errors in the bid items and total cost. Additionally, the bid failed to meet the project's six percent (6%) Disadvantaged Business Enterprise (DBE) goal, as no DBE information was submitted.

Following the bid opening and review process, the funds allocated for bidding assistance under Volkert's existing contract were exhausted. Volkert is requesting an additional \$5,000 to extend their contract for continued bidding assistance. This funding will support further bidding efforts, plan review, award notification, and pre-construction meetings.

The terms of the existing contract will remain unchanged. The original bidding assistance fee was \$5,575, and with the proposed supplement, the total bidding assistance fee will be \$10,575.

Once Volkert, Inc. receives concurrence from TDOT Local Programs, the City's Administration team will work alongside Volkert to create a schedule for the second round of bidding on this project. City Administration recommends approval of this contract amendment.

RESOLUTION NO. 3669

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING THE FIRST AMENDMENT TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH VOLKERT, INC. RELATING TO THE JOHN ROSS ROAD RESURFACING PROJECT

WHEREAS, the City of East Ridge is responsible for providing safe, effective, and efficient access for motorists and vehicular traffic; and

WHEREAS, on May 25, 2022, the City of East Ridge advertised a Request for Qualifications for professional engineering services for the John Ross Road Resurfacing Project, financed through the State's Highway Improvement Program grant funding; and

WHEREAS, the City has determined that Volkert, Inc. was the most appropriate entity to provide engineering services for the roadway resurfacing improvements project; and

WHEREAS, Volkert, Inc. conducted a bid for the John Ross Road Resurfacing Project on (DATE); and

WHEREAS, after only receiving one bid for the Resurfacing Project, Volkert, Inc. decided to conduct an additional bid for the Resurfacing Project; and

WHEREAS, after having no additional funding to conduct a second bid for the Road Resurfacing Project, Volkert, Inc. is requesting additional funding of \$5,000 to provide for the additional services involved with further bidding efforts, plan review, award notification and pre-construction meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE that the contract agreement with Volkert, Inc. be amended to include the above mentioned work relating to the John Ross Road Resurfacing Project in the amount of \$5,000.

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

Volkert, Inc.
1428 Chestnut St, Suite 118
Chattanooga, TN 37402
(423) 648-7129
www.volkert.com



March 3, 2025

Cameron McAllister
Administrator of Economic & Community Development
City of East Ridge
1517 Tombras Avenue
East Ridge, TN 37412

Re: Consultant Contract Amendment
Resurfacing John Ross Road from Ringgold Road to Sunrise Terrace
TDOT PIN #131488.00; State Project #33LPLM-F3-282; Fed Project #HIP-M-3576(10)
Hamilton County, TN

Dear Mr. McAllister:

After completion of the Bid Opening and Bid Review services provided by Volkert for the above referenced project, we have exhausted the funds available for the Bidding Assistance phase.

We received one bid for this project. After reviewing the bid and much discussion with the City of East Ridge and TDOT, the City decided to reject the bid. It was ultimately determined that the decision to reject and rebid was in the best interest of the City.

Volkert advised the City of East Ridge and assisted in the process of obtaining concurrence from TDOT on the decision to reject and rebid. When the original consultant contract was negotiated, it was anticipated the Bidding Assistance phase would involve one bid opening and review process in order to award the contract. Multiple bid openings with additional bid reviews was unforeseen.

The language of the contract will not change. We are requesting additional funds to the Bidding Assistance phase in the amount of **\$5,000.00** to provide for the additional effort involved with rebidding the project, reviewing the bids, awarding the contract, and pre-construction activities.

Original Bidding Assistance Fee = \$5,575.00
Additional Supplement = \$5,000.00
Total Bidding Assistance Fee with Supplement = **\$10,575.00**

A Century of Integrity in Infrastructure

We ask that Mayor Brian Williams please review the contract amendment request and sign this letter below on behalf of the City of East Ridge for acceptance of this contract amendment.

Sincerely,

Volkert, Inc.



Kenneth S. Holloway, PE
Senior Engineer

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

OWNER: City of East Ridge

BY: _____

PRINT NAME: _____

TITLE: _____

DATE SIGNED: _____

CONSULTANT: Volkert, Inc.

BY:  _____

PRINT NAME: Gregory Cook, PE

TITLE: Vice President

DATE SIGNED: 3/4/2025

RESOLUTION 3670

**AGENDA MEMORANDUM
COMMUNITY CENTER EXPANSION PROJECT**

March 27, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

The City of East Ridge received a 50-50 grant under the State LPRF (Local Park and Recreation Fund) program in 2023 for the expansion and improvement of the City’s Community Center; specifically, the expansion of the gymnasium and the renovation and improvement of the senior meeting room, bathrooms, and kitchen. The grant from the State amounted to \$600,000 and with the City’s share of \$600,000, the amount of the project totaled \$1.2 million. The City contracted the services of Kimley Horn to provide design services and grant administration for this project in the amount of \$160,000; thus, the amount for the building project totaled \$1,040,000.

Bids to be received by the City were advertised on February 2, 2025 in the Times Free Press and scheduled for opening and reading aloud on March 11, 2025. The City received three (3) bid proposals (base bid + alternates 1, 2, and 3) as follows:

<u>Bidder/Contractor</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Alternate3</u>
Integrated Builds	\$1,643,000	\$46,600	\$40,645	\$700
Pillar Construction	\$1,590,000	\$59,000	\$69,000	\$8,500
Skilled Services	\$1,887,000	\$30,000	\$78,900	\$4,000

Alternate 1 included remodeling the multi-purpose restrooms off the senior room.
Alternate 2 included the ceiling demolition and replacement outside the project scope.
Alternate 3 included the cleaning, priming, and painting exterior doors.

One can see that the appropriation for the building project (\$1,040,000) is not adequate to cover the cost of construction of the base bid (\$1,590,000). In discussions with Michael Prater, H&K Architects, there is little that can be cut out or reduced in the base bid to make up the difference of \$550,000. I should note that the significant increase in the base bid was due primarily to the requirement to install a sprinkler system in the entire building. On top of that there are two alternates that should be considered for addition to the base bid; being alternate 1 and 2 (noted above). We have the opportunity to have this work done now instead of later when costs will surely be higher. Lastly, there is no allocation for a contingency account (estimated at \$200,000) and kitchen equipment (estimated at \$40,000); therefore, these added costs should be included in the building project.

Should the City Council agree to award the base bid to the lowest, responsible bidder, being Pillar Construction (\$1,590,000), and adding alternates 1 and 2 (\$128,000), a contingency (\$200,000), and an allocation for kitchen equipment (\$40,000) the grand total cost of this project would come to \$2,118,000. Taking the total project cost (\$2,118,000) and subtracting it from the full project grant (\$1,200,000) the difference would equate to a negative number (-\$918,000).

The City initiated an \$8 million dollar bond issue in 2024 for the construction of a 12,000 square foot multi-purpose facility (Venue 21 at East Ridge) and improvements to Camp Jordan Park. As of this date there is a fund balance in this account of \$648,164; however, there are several expenditures that have been subtracted from this amount. Therefore, the fund balance actually totals \$381,566.

Looking at a negative number on the Community Center Project (-\$918,000) and applying the actual fund balance from the Bond Issue to the project (+\$381,566), one comes up with a short-fall of -\$536,434. Please see the attachment which details the cost analysis as presented in the last three (3) paragraphs. In conclusion the deficit could be funded by an allocation from the City's Capital Improvement Fund Balance.

The question comes down to whether the City should award the bid to Pillar Construction at the base bid including alternates 1 and 2 and allocate needed funds to cover the short-fall from both the fund balance of the 2024 Bond Issue and from the City's Capital Improvement Fund Balance to expand and improve the Community Center. In essence, expand and enhance the building now instead of later. Be advised that City Staff have had conversations with TDEC in reference to appropriating additional grant funds (50-50 basis) for this project and they are amenable to accepting an application for added funding.

Attachment

JSM/

COMMUNITY CENTER EXPANSION

<u>Revenue</u>	<u>Description</u>	<u>Amount</u>
Grant	LPRF 50-50 Basis	\$ 1,200,000.00

<u>Expenditures</u>		
Consultants	Kimley Horn and H&K Architects	\$ 160,000.00
Contractor	Contractor's Base Bid	\$ 1,590,000.00
	Alternate 1 - Multi-Purpose Restrooms	\$ 59,000.00
	Alternate 2 - Ceiling Demo & Replacement	\$ 69,000.00
	Contingency - 10%	\$ 200,000.00
	Kitchen Equipment	\$ 40,000.00
	Total	\$ 2,118,000.00

Difference \$ (918,000.00)

<u>Fund Balance</u>	Fund Balance on \$8 Million Bond Issue - 2024	\$ 648,164.00
	LESS - Roadway Realignment & Sewer Relocation	\$ 186,690.00
	Chattanooga Gas Connection	\$ 32,581.00
	Tennessee American Water Connection	\$ 47,327.00
	Total	\$ 381,566.00

Grand Total - Difference in Project Less Fund Balance Total \$ (536,434.00)

NOTE: The Grand Total deficit would need to be funded through the General Fund's Fund Balance.

3/20/2025

RESOLUTION NO. 3670

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR THE EAST RIDGE COMMUNITY CENTER EXPANSION PROJECT

WHEREAS, the City of East Ridge received the Tennessee Local Parks and Recreation Fund (LPRF) in 2023 in total amount of \$1.2 million for the expansion and improvement of the East Ridge Community Center; and

WHEREAS, the City’s responsibility for the total grant fund being 50% (\$600,000), and the State contributing the remaining 50% (\$600,000),

WHEREAS, the City advertised request for bid proposals regarding contractor services for the project on February 2, 2025 and having the opening and public reading of submitted bids on March 11, 2025; and

WHEREAS, the City required the following items for the bids:

- Base Bid
- Alternate 1 – Multi-Purpose Restrooms
- Alternate 2 – Ceiling Demo & Replacement
- Alternate 3 – Cleaning, Priming and Painting Exterior Doors; and

WHEREAS, the City received three (3) bid proposals from the following:

<u>Bidder/Contractor</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Alternate 3</u>
Integrated Builds	\$1,643,000	\$46,600	\$40,645	\$700
Pillar Construction	\$1,590,000	\$59,000	\$69,000	\$8,500
Skilled Services	\$1,887,000	\$30,000	\$78,900	\$4,000

WHEREAS, after reviewing the submitted bids, City staff recommend awarding the bid to Pillar Construction as the lowest responsive base bid; plus, Alternatives numbers one (1) and two (2) and a contingency of \$200,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE that the Contractor bid be awarded to Pillar Construction with a cost not to exceed \$1,718,000, which includes the base bid, Alternate 1 and Alternate 2.

BE IT FURTHER AND FINALLY 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

AGENDA MEMORANDUM
TENTATIVE
Charter Review Commission

April 10, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

At the last regular business meeting of the East Ridge City Council on February 27, 2025 the Council briefly discussed the establishment of a Charter Review Commission. The mechanics of the Charter Review Commission was not specifically talked about and resolved; ie. number of persons to serve on the Committee, the appointment of the persons to the Committee, and the primary purpose of the Commission.

Attached hereto for your review and information please find a copy of the most recent Charter for the City of East Ridge, Tennessee; per referendum of November 2020. The compilation includes the charter changes adopted through Ordinance Number 1133 of August 2020.

There was a referendum held in August 2022 that included two (2) proposed amendments to the City Charter, being (1) the residency of the Municipal Judge being changed from a resident of the City of East Ridge to a resident of Hamilton County (Passed); and (2) the election of the Municipal Court Clerk being changed to an appointed position (Failed).

Attachment

JSM/

CHARTER FOR THE CITY OF EAST RIDGE, TENNESSEE¹

CHAPTER NO. 569

(Private Acts of 1921)

(By Hamilton Delegation)

AN ACT to establish the City of East Ridge, in the County of Hamilton, and to incorporate the inhabitants thereof, and provide for a city government therein.

SECTION	PAGE
1. Charter, Body Politic, Name and Boundaries	C-3
2. Corporate Powers	C-4
3. Right to Vote	C-7
4. Bonds, Power to issue and Limitations	C-7
5. City Council	C-8

¹The Town of East Ridge, Tennessee, was incorporated under Priv. Acts 1921, ch. 569. On January 12, 1954, pursuant to Ord. #28, Nov. 1953, the voters of the city voted to become a home rule municipality. On November 3, 1970, pursuant to Ord. #129, Aug. 1970, voters elected to change the name of the municipality from Town of East Ridge to City of East Ridge.

Private acts and home rule amendments comprising the city charter have been set out herein and arranged into unofficial sections. Sections of the charter which have been amended contain at the end of those sections the citation to the official private act or ordinance constituting the amendment.

All private acts and home rule ordinances comprising the charter of the City of East Ridge are listed at the end of this unofficial compilation for reference purposes.

This charter was initially compiled in 1990 by William M. Foster, city attorney, who added amendments through 1992. A compilation of amendments was prepared in April 2002. On November 4, 2008, November 4, 2014, and November 3, 2020, a referendum was held on several charter changes. This compilation includes the charter changes adopted through Ordinance Number 1133, August 2020. Only this footnote and the citation form of amending acts and ordinances appearing at the end of sections within the charter differ from the original compilation.

SECTION	PAGE
5-A. Qualifications and Compensation of Legislative Body	C-9
5-B. Power and Duties of the Mayor; Vice-Mayor	C-9
5-C. Vacancies and Filling Vacancies	C-10
5-D. Meetings and Quorum	C-10
5-E. Style and Passage of Ordinances	C-11
5-F. City Manager Appointment, Salary, Removal	C-11
5-G. Residence	C-12
5-H. Absence of the City Manager	C-12
5-I. Powers and Duties of the City Manager	C-12
5-J. Board-Administrative Relations	C-13
5-K. Removal of City Manager	C-13
5-L. City Attorney	C-13
5-M. Departments, Offices and Agencies Generally	C-14
5-N. Direction and Supervision of Departments, Offices or Agencies	C-14
6. City Court	C-14
6-A. Powers under General Statute	C-14
6-B(1). City Judge, Clerk and Employees of City Court	C-15
6-B(2). City Court Clerk	C-15
6-C. City Court Administration	C-16
6-D. Removal of City Judge and City Court Clerk	C-17
6-E. Appeals	C-18
6-F. Annexation	C-18
7. Control Roads, Streets and Highways	C-19
8. Form and Duration of Bonds	C-19

SECTION	PAGE
9. Oath of Office, Performance Bonds and Finances	C-20
10. Eastern Boundary of Missionary Ridge Taxing District in Accordance With Act	C-20
11. Establishment of a Special School District	C-20

CHARTER, BODY POLITIC. NAME AND BOUNDARIES

SECTION 1. Be it enacted by the General Assembly of the State of Tennessee, That the inhabitants of the Section hereinafter described, are hereby constituted a body politic, and corporate, by the name and style of the City of East Ridge, and, by that name, shall have perpetual succession, shall sue, and be sued, in all Courts of law and equity in all matters relative to its corporate action, may purchase, receive and hold real estate, personal and mixed property in said City, sell, lease, or dispose of the same, for the benefit of the City, and may purchase, receive and hold real, personal and mixed property beyond the limits of the City to be used for any corporate purpose. The corporate limits of said City shall embrace the territory within the following boundaries, to-wit: Beginning at a point on the Georgia State Line, where the southeast corner of the G. P. Class thirty-one (31) acre tract intersects said Georgia State Line; thence, northwardly, along the east line of said Clase tract, seventy-five (75) poles to the northeast corner of said tract; thence, with the north line of said tract, sixty-five (65) poles, more or less, to the east line of the Mission Mills Road; thence northeastwardly, along the Mission Mills Road to the southeast corner of the ten (10) acre tract of J. N. Brothbeck; thence, westwardly, along the south line of said Brothbeck tract, seven hundred four (704) feet more or less, to the east line of G. B. Clase seventeen (17) acre tract; thence northwardly along the east line of said seventeen (17) acre tract. One Hundred Seventy (170) feet, more or less to the intersection of J. A. Wordlaw's eighteen (18) acre tract; thence westwardly along the south line of the J. A. Wordlaw eighteen (18) acre tract and the north line of said G. P. Clase seventeen (17) acre tract, fourteen hundred fifty (1450) feet, more or less, to a point five hundred (500) feet east of the Government Crest Road; thence, northwardly, on a paralleled line with, and five hundred (500) feet east, of said Government Crest Road, to the intersection of the Dutch town Road; thence, eastwardly, along the Dutchtown Road to the center of the Germantown Road; thence, southwardly, along the center line of the Germantown Road to the center of the Anderson Road; thence, eastwardly along said Anderson Road and continuing in a straight line to a point where the Anderson Road extended, would intersect with the Spring Creek Road, thence southwardly, along the Spring Creek Road to a point where the Spring Creek Road intersects the Spring Creek; thence, along Spring Creek, to the point

where it intersects South Chickamauga Creek; thence, southwardly along the west bank of Chickamauga Creek to a point where said South Chickamauga Creek crosses the Georgia State line; thence westwardly, along the Georgia State line to the point of beginning.¹ [Priv. Acts 1921, ch. 569, § 1]

CORPORATE POWERS

SECTION 2.

(1) Assess, levy, and collect taxes for all general and special purposes on all subjects or objects of taxation, and privileges taxable by law for state, county or municipal purposes;

(2) Adopt classifications of the subjects and objects of taxation that are not contrary to law;

(3) Make special assessments for local improvements;

(4) Contract and be contracted with;

(5) Incur debts by borrowing money or otherwise, and give any appropriate evidence thereof, in the manner hereinafter provided;

(6) Issue and give, sell, pledge or in any manner dispose of, negotiable or nonnegotiable interest-bearing or noninterest-bearing bonds, warrants, promissory notes or orders of the municipality, upon the credit of the municipality or solely upon the credit of specific property owned by the municipality or solely upon the credit of income derived from any property used in connection with any public utility owned or operated by the municipality, or solely upon the credit of the proceeds of special assessments for local improvements, or upon any two (2) or more such credits;

(7) Expend the money of the municipality for all lawful purposes;

(8) Acquire or receive and hold, maintain, improve, sell, lease, mortgage, pledge or otherwise dispose of property, real or personal, and any estate or interest therein, within or without the municipality or state;

(9) Condemn property, real or personal, or any easement, interest, or estate or use therein, either within or without the municipality, for present or

¹The corporate limits of the City of East Ridge have been extended by the following annexation ordinances of record in the city clerk's office:

<u>Ordinance Number</u>	<u>Date Adopted</u>
31	June 9, 1955
44	December 6, 1956
101	February 8, 1968
114	September 5, 1969
133	September 10, 1970

future public use; the condemnation shall be effected in accordance with the terms and provisions of title 29, chapter 16, or in any other manner provided by law;

(10) Take and hold property within or without the municipality or state upon trust; and administer trusts for the public benefit;

(11) Acquire, construct, own, operate, and maintain, or sell, lease, mortgage, pledge or otherwise dispose of public utilities or any estate or interest therein, or any other utility of service to the municipality, its inhabitants, or any part thereof, and, further, may issue debt for these purposes under the Local Government Public Obligations Act, title 9, chapter 21;

(12) Grant to any person, firm, association or corporation (including the municipality) franchises for public utilities and public services to be furnished the municipality and those therein. The power to grant franchises embraces the power to grant exclusive franchises. Whenever an exclusive franchise is granted, it shall be exclusive not only as against any other person, firm, association, or corporation, but also against the municipality itself. Franchises may be granted for a period of twenty-five (25) years or less, but not longer. The Council may prescribe in each grant of a franchise, the rate, fares, charges and regulations that may be made by the grantee of the franchise in accordance with state and federal law. Franchises may by their terms apply to the territory within the corporate limits of the municipality at the date of the franchises, and as the corporate limits may be enlarged, and to the existing streets, alleys and thoroughfares that thereafter may be opened;

(13) Make contracts with any person, firm, association or corporation for public utilities, public services to be furnished the City, and those therein. The power to make contracts embraces the power to make exclusive contracts. When an exclusive contract is entered into, it shall be exclusive against any other person, firm, association or corporation. These contracts may be entered into for a period of twenty-five (25) years or less, but not longer. The board may prescribe in each such contract entered into, the rates, fares, charges, and regulations that may be made by the person, firm, association or corporation with whom the contract is made. Such contracts may by their terms apply to the territory within the corporate limits of the City at the date of the contract, and as the corporate limits may be enlarged, and to the then existing streets, alleys and thoroughfares and to any other streets, alleys and other thoroughfares that thereafter may be opened;

(14) Prescribe reasonable regulations regarding the construction, maintenance, equipment, operation and service of public utilities, compel reasonable extensions of facilities for these services, and assess fees for the use of or impact upon these services. Nothing herein shall be construed to permit the alteration or impairment of any of the terms or provisions of any exclusive franchise granted or of any exclusive contract entered into under subdivisions (12) and (13);

(15) Establish, open, relocate, vacate, alter, widen, extend, grade, improve, repair, construct, reconstruct, maintain, light, sprinkle and clean such real property, and appurtenances thereto, dedicated to, or otherwise owned by, the City or other governmental entity, including public highways, public streets, public boulevards, public parkways, public sidewalks, public alleys, public parks, public grounds, public facilities, public libraries, public squares, public wharves, public bridges, public viaducts, public subways, public tunnels, public sewers and public drains within or without the corporate limits, regulate their use within the corporate limits, assess fees for the use of, or impact upon, such property and facilities, and take and appropriate property therefor under the provisions of Tennessee Code Annotated §§ 7-31-107--7-31-111 and 29-16-114, or any other manner provided by general laws;

(16) Construct, improve, reconstruct and reimprove by opening, extending, widening, grading, curbing, guttering, paving, graveling, macadamizing, draining or otherwise improving any streets, highways, avenues, alleys or other public places within the corporate limits, and assess a portion of the cost of these improvements on the property abutting on or adjacent to these streets, highways or alleys under, and as provided by, title 7, chapters 32 and 33;

(17) Assess against abutting property within the corporate limits the cost of planting shade trees, removing from sidewalks all accumulations of snow, ice, and earth, cutting and removing obnoxious weeds and rubbish, street lighting, street sweeping, street sprinkling, street flushing, and street oiling, the cleaning and rendering sanitary or removal, abolishing, and prohibiting of closets and privies, in such manner as may be provided by general law or by ordinance of the board;

(18) Acquire, purchase, provide for, construct, regulate, maintain and do all things relating to such real property, and appurtenances thereto, dedicated to, or otherwise owned by, the City, or other governmental entity, including all marketplaces, public buildings, public bridges, public sewers and other structures, public works and public improvements;

(19) Collect and dispose of drainage, sewage, ashes, garbage, refuse or other waste, or license and regulate their collection and disposal, and the cost of collection, regulation, or disposal may be funded by taxation, special assessment to the property owner, user fees or other charges;

(20) License and regulate all persons, firms, corporations, companies and associations engaged in any business, occupation, calling, profession or trade not prohibited by law;

(21) Impose a license tax upon any animal, tiling, business, vocation, pursuit, privilege or calling not prohibited by law;

(22) Define, prohibit, abate, suppress, prevent and regulate all acts, practices, conduct, business, occupations, callings, trades, use of property and all other things whatsoever detrimental, or liable to be detrimental, to the

health, morals, comfort, safety, convenience or welfare of the inhabitants of the municipality, and exercise general police powers;

(23) Prescribe limits within which business occupations and practices liable to be nuisances or detrimental to the health, morals, security or general welfare of the people may lawfully be established, conducted or maintained;

(24) Inspect, test, measure and weigh any article for consumption or use within the municipality, and charge reasonable fees therefor, and provide standards of weights, tests and measures;

(25) Regulate the location, bulk, occupancy, area, lot, location, height, construction and materials of all buildings and structures, and inspect all buildings, lands and places as to their condition for health, cleanliness and safety, and when necessary, prevent their use and require any alteration or changes necessary to make them healthful, clean or safe;

(26) Provide and maintain charitable, educational, recreative, curative, corrective, detentive, or penal institutions, departments, functions, facilities, instrumentalities, conveniences and services;

(27) To prevent and/or abate public or private nuisances.

(28) Have and exercise all powers that now or hereafter it would be competent for the Charter specifically to enumerate, as fully and completely as though these powers were specifically enumerated. [Priv. Acts 1921, ch. 569, § 2; as amended by Priv. Acts 1933, ch. 189, § 1; and Ord. #67, Nov. 1962; Ord. #849, Nov. 2008, and Ord. #974, July 2014]

RIGHT TO VOTE

SECTION 3. All qualified voters residing within the limits of the City, and all qualified voters who own real estate in their individual name(s) within the limits of the City, are entitled to vote at any municipal election held under the authority of this Act; all officials shall be qualified voters and residents of the City. [Priv. Acts 1921, ch. 569, § 3; as replace by Ord. #974, July 2014]

BONDS. POWER TO ISSUE AND LIMITATIONS.

SECTION 4. The City is hereby authorized to contract indebtedness, by borrowing money, for the purposes delineated, and the procedures set out, under Title 9 of the Tennessee Code Annotated. [Priv. Acts 1921, ch. 569, § 4; as replaced by Ord. #974, July 2014]

CITY COUNCIL

SECTION 5. After having run for office pursuant to, and in conformity with, Section 5 of this Charter, as it existed prior to the charter referendum of August 6, 1992, (primary and general election, if necessary), the Mayor and four Commissioners who take office on December 21, 1992, shall be officially known and designated as the City Council of the City of East Ridge, Tennessee, and shall hold office until their successors are elected and qualified. The Council shall be composed of a Mayor and four (4) Councilmembers, who shall be elected by the voters of the City at large.

Commencing with the general City election held on the first Tuesday following the first Monday in November 1994, the Mayoral candidate and the two (2) candidates for Councilmember receiving the highest number of votes shall hold office for a term of four (4) years; the two (2) candidates for Councilmember receiving the third (3rd) and fourth (4th) highest number of votes, shall hold office for two (2) years. From and after the election of 1994, the candidates receiving the highest number of votes for the number of Councilmember positions subject to election shall be elected to those positions. However, at each and every City election thereafter, which shall always be held on the first Tuesday following the first Monday in November of each even-numbered year, the successors to the office of Mayor and Councilmember shall be elected for terms of four (4) years. The Mayor and Councilmembers shall be eligible for re-election, but following, and including, the general city election in 1994 no member of the Council shall serve more than a total of twelve (12) consecutive years as Mayor and/or Councilmember. Nothing in this Charter shall be construed as having the effect of removing an incumbent from office or abridging the term of any official prior to the end of the term for which the official was elected. The Mayor and the other four (4) Councilmembers shall be subject to removal from office for the same cause and in the same manner as provided for the ouster of public officers by Section 8-47-101 through 8-47-126 of the Tennessee Code Annotated (providing for ouster in cases of misconduct in office as set out therein), and for recall of elected officials, as provided for under Titles 2 and 6 of the Tennessee Code Annotated.

The Mayor elected in the general City election in 2010, and every general City election thereafter, shall be the candidate for Mayor receiving the highest number of votes.

The Mayor and Councilmembers elected in the general city election in 2010, and the candidates elected in every general city election thereafter, shall commence their terms on the second Monday of the month following the date of the City election, which terms shall end four (4) years thereafter, or when their successors are elected and qualified. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and amended by Ord. #849, Nov. 2008; and Ord. #974, July 2014]

QUALIFICATIONS AND COMPENSATION OF LEGISLATIVE BODY

SECTION 5-A. Only citizens of the United States and of the State of Tennessee, who are bona fide residents and registered voters of the City for a least one year before their election, and who are twenty-one (21) years of age and have never suffered a conviction of any crime involving moral turpitude, shall be eligible for the office of Mayor or Councilmember. No person who has a direct personal interest in any contract with the City or any department or institution thereof, shall be qualified to be elected to the office of Mayor or Councilmember.

The Mayor and the other four (4) Councilmembers are to be compensated as follows: Effective on the 1st day of July, 2009, the Mayor shall receive a salary of Twelve Thousand Dollars per year and each of the other four (4) Councilmembers shall receive a salary of Seventy-two Hundred Dollars per year, said salaries to be paid in equal monthly installments. Following such effective date, the salary and/or all other benefits to be provided to the Mayor, and the salaries and/or all other benefits to be provided to the Councilmembers as a body, may be adjusted only by referendum. Compensation of the Mayor and Councilmembers shall not be adjusted during their current term of office. The Mayor and Councilmembers shall otherwise be entitled to their actual and necessary expenses incurred in the performance of their duties of office. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and amended by Ord. #849, Nov. 2008, and Ord. #974, July 2014]

POWERS AND DUTIES OF THE MAYOR: VICE-MAYOR

SECTION 5-B. The Mayor shall preside at all meetings of the Council, and shall be recognized as the head of the city government for all ceremonial purposes, but shall have no administrative duties. The Mayor shall have no veto power and may vote on all questions. In case of a tie, the question shall go over as unfinished business until the next meeting.

The Vice-mayor, whom the Council shall elect from its membership at the first meeting next following each general city election, shall act as mayor during the absence or disability of the Mayor. The Vice-mayor shall serve as Mayor for the unexpired term, should there be a vacancy in the office of Mayor. The Council shall then proceed to fill the vacancy on the Council thus created. When the vacancy has been filled, a new Vice-mayor shall be elected by the Council as provided in this section. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; and replaced by Ord. #522, May 1992]

VACANCIES AND FILLING VACANCIES

SECTION 5-C. The office of Mayor and Councilmember shall become vacant upon the officeholder's death, removal from residency in the city, resignation, or removal from office in any manner authorized by law.

The Council shall fill the vacancy in the office of Councilmember within ninety (90) days from date of vacancy with a person who meets the qualifications of this charter for Councilmember, such person to serve until the next regular municipal election, at which time the voters shall elect someone to serve out the expired term. If the Council fails to do so within ninety (90) days following the occurrence of the vacancy, the Mayor shall fill the vacancy within an additional sixty (60) days. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and as amended by Ord. #849, Nov. 2008]

MEETINGS AND QUORUM

SECTION 5-D. The Council shall hold a regular meeting at least once each month, with the time and place to be fixed by ordinance.

All citizens shall be entitled to address the Council, not to exceed five (5) minutes, at all regular and special meetings, other than those of closed or executive session, at the designated time, unless determined otherwise by majority vote of the Council.

Special meetings of the Council may be called and convened upon alternative provisions and procedures as follows:

(1) In cases of urgency or emergency, the Mayor, or the Vice-mayor when acting as Mayor, may call and convene a special meeting of the Council upon oral notice to each Councilmember available for such notice. In the event of the call of a special meeting hereunder, the minutes shall state the reasons of the urgency or emergency and shall show to which Councilmembers notice of the call had been given, and if notice was not given to all Councilmembers, the reason for the failure to give same shall be specifically stated in the minutes.

(2) The Mayor, or in his/her absence or inability or unwillingness to act, the Vice-Mayor or any two Councilmembers shall have the authority to call for a special or called meeting of the Council. Such call shall specify the time, place, and the general nature of the business to be considered. A call for a special or called meeting may be either oral or written, but shall be given at least twenty-four hours before the convening of such meeting.

Only matters specified in the notice of call of a special meeting may be considered and acted upon at such special meeting.

Three members of the Council, including the Mayor, shall constitute a quorum for the transaction of business at a regular meeting or called meeting, but a smaller number may adjourn from time to time, and may compel the attendance of absent members in such manner and under such penalties as each Council may prescribe.

Minutes of the proceedings of the Council shall be kept by the City Manager or his/her designee, upon which shall be entered each vote taken by the Council by yeas and nays, and no action of the Council, except to adjourn, shall have any force or validity, unless a majority of the members present shall have voted in favor thereof. [Priv. Acts 1921, ch. 569; as amended by Ord.#498, Sept. 1990; and replaced by Ord. #522, May 1992; and Ord. #974, July 2014]

STYLE AND PASSAGE OF ORDINANCES

SECTION 5-E. The style of all City ordinances shall be: "Be it ordained by the City Council of the City of East Ridge." Each ordinance shall be passed at two (2) separate meetings on two (2) separate days before the same is operative. However, at least thirteen (13) days shall have lapsed between the first and final passage of any ordinance. A reasonable number of written copies of ordinances shall be available to the public at the meetings and at City Hall before the second and final passage by the Council.

A Committee to review the City's Charter may be established at any time by majority vote of the Council. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and amended by Ord. #849, Nov. 2008; and Ord. #974, July 2014]

CITY MANAGER APPOINTMENT, SALARY, REMOVAL

SECTION 5-F. The Council shall appoint and fix the salary of the City Manager, who shall serve at the will of the Council. The City Manager shall be appointed by virtue of the City Manager's qualifications for this position, which shall be as follows: the minimum of a Bachelor's Degree, at least three (3) years of direct supervisory experience in government, and such other qualifications as the Council may require. No member of the Council shall be eligible for appointment as City Manager until two years have elapsed after such member shall have ceased to be a member of the Council.

The Council shall appoint and fix the salary of the City Manager, who shall serve at the will of the Council; provided, however, that the City Manager may not be removed within twelve (12) months from the date on which the City Manager assumed his/her duties, except for incompetence, malfeasance, misfeasance, or neglect of duty. In case of the removal of the City Manager within that period, the City Manager may demand written charges and a public hearing thereon before the Council prior to the date on which final removal shall take effect; but the decision and action of the Council on such hearing shall be final, and, pending such hearing, the Council may suspend the City Manager from duty. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and amended by Ord. #851, Nov. 2008; and Ord. #974, July 2014]

RESIDENCE

SECTION 5-G. If the City Manager, at the time of appointment, is a resident of Hamilton County, the City Manager shall not be required to move into the City during his/her employment. However, if the City Manager resides outside of Hamilton County at the time of his/her appointment, the City Manager must become a resident of the City within ninety (90) days of his/her acceptance of employment. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; and replaced by Ord. #522, May 1992; and Ord. #974, July 2014]

ABSENCE OF THE CITY MANAGER

SECTION 5-H. In the temporary absence or disability of the City Manager, the assistant City Manager, if such position be established, or other officer designated by the City Manager and approved by the Council, shall serve in this capacity. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; and replaced by Ord. #522, May 1992]

POWERS AND DUTIES OF THE CITY MANAGER

SECTION 5-I. The City Manager shall be the chief administrative officer of the City, and shall be responsible to the Council for the administration of all City affairs placed in his/her charge by or under this Charter. The City Manager shall have the following powers and duties:

(1) to appoint, and, when deemed necessary for the good of the City, suspend or remove all City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter, and authorize any administrative officer who is subject to the direction and supervision of the City Manager to exercise these powers with respect to subordinates in that officer's department, office or agency.

(2) to direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law.

(3) to attend all Council meetings, with the right to take part in discussion, but not to vote.

(4) to ensure that all laws, provisions of this Charter and acts of the Council, subject to enforcement by the City Manager or by officers subject to his/her direction and supervision, are faithfully executed.

(5) to prepare and submit the annual budget and capital program to the Council within sixty (60) days prior to the end of each fiscal year.

(6) to prepare and submit to the Council, with copies available to the public, a complete report on the finances and administrative activities of the City.

(7) to prepare such other reports as the Council may require concerning the operations of City departments, offices and agencies subject to the direction and supervision of the City Manager.

(8) to inform the Council on a monthly basis as to the financial condition and future needs of the City, and to make recommendations to the Council concerning the affairs of the City.

(9) to function as purchasing agent for the City.

(10) to perform such other duties as are specified in this Charter or which may be required by the Council. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992, and Ord. #974, July 2014]

BOARD-ADMINISTRATIVE RELATIONS

SECTION 5-J. The Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purposes of inquiry, and neither the Council nor any member thereof shall give orders or instructions to any subordinates of the City Manager. The City Manager shall take his/her orders and instructions from the Council only when sitting in a duly convened meeting of the Council and no individual member shall give any orders or instructions to the City Manager. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; and replaced by Ord. #522, May 1992]

REMOVAL OF CITY MANAGER

SECTION 5-K. The City Manager shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days next succeeding any general municipal election held in the City at which election a new member of the Council is elected, or when a new member is appointed. The purpose of this provision is to allow any newly elected or appointed member of the Council to observe the actions and ability of the City Manager in the performance of the powers and duties of his/her office. After the expiration of the ninety (90) day period, the City Manager may be removed only by a supermajority vote of the Council as then constituted. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and amended by Ord. #974, July 2014]

CITY ATTORNEY

SECTION 5-L. The City Attorney shall be an attorney at law entitled to practice in the courts of the State of Tennessee. The City Attorney shall be appointed by the Council, and shall directly manage all litigation in which the City is a party or interested, or in which any of its officers are officially

interested; attend meetings of the Council as requested, and advise the Council and committees and members thereof, the City Manager and heads of all departments and divisions as to all legal questions affecting the City's interests; and shall approve as to form, all documents, deeds, bonds, ordinances, resolutions, and other documents to be signed in the name of, or made by, or with, the City. Compensation for the City Attorney shall be fixed by the Council. The City Attorney may be removed from his/her position only with the supermajority vote of the Council. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; replaced by Ord. #522, May 1992; and amended by Ord. #974, July 2014]

DEPARTMENTS, OFFICES AND AGENCIES GENERALLY

SECTION 5-M. The Council may establish City departments, offices or agencies in addition to those created by this charter, and may prescribe the functions of all departments, offices and agencies not inconsistent with this charter.

Departments, offices, and agencies created by the Council may by it be abolished or combined. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; and replaced by Ord. #522, May 1992]

DIRECTION AND SUPERVISION OF DEPARTMENTS, OFFICES OR AGENCIES

SECTION 5-N. All departments, offices and agencies under the direction and supervision of the City Manager shall be administered by an officer appointed by and subject to the direction and supervision of the City Manager. The City Manager may serve as the head of one or more such departments, offices or agencies or may appoint one person as the head of two or more of them. [Priv. Acts 1921, ch. 569; as amended by Ord. #498, Sept. 1990; and replaced by Ord. #522, May 1992]

CITY COURT

POWERS UNDER GENERAL STATUTE

SECTION 6-A. The City Court of the City of East Ridge shall have all powers and authority enumerated in Section 40-1-109(a)¹ in the Tennessee Code Annotated, which is incorporated in this Charter by reference. Said City Court shall also be vested with concurrent jurisdiction with justice of the peace and the

¹This citation (T.C.A. § 40-1-109(a)) reflects the current numbering system of the Code.

court of General Sessions of Hamilton County, Tennessee, relating to matters arising within the corporate limits of said City exclusive of civil jurisdiction.

Amendment of the aforesaid Section of the Code shall in no way change such powers as applied to the City Court of East Ridge, but such powers shall be increased, decreased, or changed only by amendment of this Home Rule Charter in the manner provided in Article XI, Sec. 9 of the Constitution.

CITY JUDGE, CLERK AND EMPLOYEES OF CITY COURT

SECTION 6-B(1). The City Judge shall be at least thirty (30) years of age and a person licensed to practice law in the State of Tennessee, and shall, before his/her election, have been a resident of the State of Tennessee for five (5) years and a resident of Hamilton County, Tennessee for at least one (1) year prior to his/her qualification for office. He/She shall not have been convicted of a crime involving moral turpitude, shall hold no other elected office, either Federal, State, County or Municipal, shall be elected by majority popular vote in the same manner as Councilmembers of the City, and shall remain a resident of the City as long as he/she shall serve. He/She shall be elected in the same month and year as provided for election of the Hamilton County, Tennessee General Sessions Court Judges, and in the same manner as provided for the election of a Councilmember, and shall be elected for a term of eight (8) years.

After his/her election, he/she shall assume the duties of his/her office at the time that the Judges of the Hamilton County General Sessions Court assume their duties, and shall be certified by the Hamilton County Election Commission and, after taking the following oath:

I do hereby solemnly swear or affirm that I will defend and support the Constitutions of the United States and of Tennessee, and will without partiality or favoritism well and truly enforce and administer the laws of the State of Tennessee and ordinances of East Ridge to the best of my ability, so help me God.

The Council shall by ordinance provide for the compensation of the City Judge and other employees of the Court, except said compensation of the City Judge shall not be less than \$1500.00 per month nor increased or decreased during a single term of office.

The City Judge to issue all warrants and other legal process from City Court, and may also designate the Clerk and Deputy Clerk to issue all such legal process at his/her direction. [As amended by Ord. #458, Nov. 1988 and as amended by Ord. #849, Nov. 2008; Ord. #974, July 2014, and Ord. #1133, Aug. 2020]

CITY COURT CLERK

SECTION 6-B(2). The City Court Clerk must be a citizen of the United States and of the State of Tennessee, who is a bona fide resident and registered

voter of the City, for at least one year before his/her election, is at least 21 years of age, and has never suffered a conviction for any crime involving moral turpitude.

Following the initial election of the Clerk, in August 2014, subsequent elections for the position of Clerk shall be held every four years, in November of the year of each such election.

The City Court Clerk shall comply with all existing policies and procedures of the City concerning the hiring, firing and oversight of personnel employed in the City Court Clerk's office.

After his/her election, he/she shall assume the duties of Court Clerk, after being duly certified by the Hamilton County Election Commission, and after taking the following oath:

I do solemnly swear to support the Constitutions of Tennessee and the United States. I do solemnly swear that I will execute the duties of the office of Clerk of the Municipal Court of East Ridge, Tennessee, without prejudice, partiality, or favor, to the best of my skill and ability; that I have neither given nor will give any person any gratuity, gift, fee or reward in consideration of support for this office and I have neither sold nor offered to sell, nor will sell, my interest in this office. (Tennessee Code Annotated § 18-1-103).

The City Court Clerk shall carry out such duties and responsibilities as are designated under Title 18 of the Tennessee Code Annotated, which include, but are not limited to, the following:

1. Attending each court session with all documents necessary with regard to cases on the docket;
2. Administering oaths to parties and witnesses who testify;
3. Maintaining minutes of the Court in a well-bound book or electronic format, so long as certain rules relating to the safekeeping of Court records are followed;
4. Maintaining the rule docket and an execution docket, in which all Court judgments or decrees are entered in order of rendition, and all receipts and disbursements in each case are entered; and
5. Maintaining indexes for all books and dockets maintained by the office, and investing such funds as may be necessary, pursuant to Tennessee Code Annotated § 18-5-105. [As added by Ord. #974, July 2014]

CITY COURT ADMINISTRATION

SECTION 6-C. The City shall hold at least one regular court session during each calendar week to be designated by the Judge of said court and such other sessions as the workload of said court requires. The Judge of said court shall have exclusive jurisdiction in and over all cases arising under the laws of the State of Tennessee, and shall have exclusive jurisdiction in and over all

cases for the violation of City Ordinances, except for those cases over which the Administrative Hearing Officer (AHO) has jurisdiction, pursuant to Section 20, Chapter 5 of the East Ridge Municipal Code, and the Judge of the City Court shall have the power to levy fines in terms of imprisonment as prescribed by said laws or ordinances; however, in no event shall any fine in any single case involving a City Ordinance exceed Fifty (\$50.00) Dollars.

In all such cases, the City Judge is authorized to tax a bill of costs in the same amounts and for the same items allowed in courts of General Sessions of Hamilton County, Tennessee, for similar work in State cases provided the Council may provide for smaller costs. The City Judge shall be vested with concurrent jurisdiction with justices of peace and Court of General Sessions of Hamilton County, Tennessee, in all cases of violation of the criminal laws of the State within the limits of the City. Warrants, subpoenas, orders, and other processes of the Court shall be executed by the police officers for the City who, for such purposes, shall have the same powers and authorities of a sheriff in the execution of process of a Circuit Court. The Council may authorize any officer or employee of the Court to accept pleas of guilty and accept fines in cases of minor traffic violations. The Court Clerk, Deputy Clerk, or ranking Police Officer on duty shall have the power to set and accept bail bonds or bail, provided, however, that the City Judge shall have the supervisory power in this matter and further shall have the power to exclude any professional bondsman from writing bonds in cases where it has been made to appear that said bondsman is guilty of unprofessional conduct or has violated any law in connection with their regulation.

All fines, penalties, forfeitures, and monies collected by the Court by officers and employees thereof shall be promptly turned over to the City Treasury, after which such funds shall be distributed and utilized in accordance with state law. The Council shall require an audit of the accounts of the court at least annually.

The Court shall have the power to preserve order therein and to accomplish this end, the said City Court shall be vested with the same power of a court of record to punish for contempt. [As replaced by Ord. #974, July 2014]

REMOVAL OF CITY JUDGE AND CITY COURT CLERK

SECTION 6-D(1). The City Judge shall be subject to removal from his office for the same cause and in the same manner as provided for the removal of public officers by Sections 8-47-101 to 8-47-127 of the Tennessee Code Annotated (providing for ouster in case of misconduct in office, as set out therein).

In case of resignation, ouster or death of the elected Judge, the Council shall appoint a successor to serve until the next regular City election, and he/she shall meet the qualifications set out in Section 6-B(1), and shall receive the same compensation.

SECTION 6-D(2). The City Court Clerk shall be subject to removal from office for the same cause and in the same manner as provided for removal of public officers under Tennessee Code Annotated §§ 8-47-101 to 8-47-126 (providing for ouster in case of misconduct in office, as set out therein). In the case of an extended absence or an inability of the City Court Clerk to serve, including resignation, ouster or death, the Deputy Clerk shall perform the duties of the City Court Clerk until the next regularly-scheduled City election. [As replaced by Ord. #974, July 2014]

APPEALS

SECTION 6-E. Any judgment of the City Court is subject to appeal to the Hamilton County Criminal Court, provided that said appeal is taken within ten days following said judgment, and provided further that an appropriate appeal bond is posted, as provided by the general law, and, in the case of a City ordinance, the said appeal bond shall be in the sum of Two Hundred Fifty (\$250.00) Dollars. [As added by Resolution 253, Nov. 1968; and replaced by Ord. #974, July 2014]

ANNEXATION

SECTION 6-F. The Charter of the City of East Ridge, Tennessee, is hereby amended to delete therefrom the Private Acts of 1929 of the Legislature of Tennessee (Chapter 651, Section IV which provides for annexation of the City of East Ridge, to the City of Chattanooga by joint resolution of their respective governing bodies) and hereafter requiring a majority vote of the people of the City of East Ridge before annexation to the City of Chattanooga can take place, as such procedure is set out at Tennessee Code Annotated § 6-41-109. [As added by Ord. #974, July 2014]

CONTROL ROADS, STREETS AND HIGHWAYS

SECTION 7.¹ That the control and management of the public roads, streets and highways, within the City herein incorporated, is hereby vested in the City with full authority to appropriate funds and to enter into all necessary contracts and commitments for such purposes as may be deemed necessary by the Council, provided, that the sewers may be laid in the public roads and highways by the appropriate authorities, and in such event, the appropriate authorities shall be responsible for replacing such roads and highways in as good condition as before such work was done. [Priv. Acts 1921, ch. 569, § 6; as amended by Ord. #28-A, § 2, Nov. 1954; and as amended by Ord. #849, Nov. 2008]

FORM AND DURATION OF BONDS

SECTION 8. When any bond issue is authorized under the provisions of this Charter, the Councilmembers shall have authority to adopt the form of bonds and coupons, and to fix the time of the maturity of said bonds at not less than five years, nor longer than thirty years, and to provide for the levy of a tax each year, for the purpose of paying the interest on said bonds, and providing a sinking fund sufficient to retire said bonds within the period of their maturity.

¹Ord. #522, § 4, May 1992, renumbered §§ 6, 7, 8, and 9 of this charter §§ 7, 8, 9, and 10 respectively.

Amendment to section 6 of the basic charter was made by sections 1 and 2, ordinance 28-A approved by referendum November 2, 1954. Section 2 of ordinance 28-A does not change the contents of section 6 but adds additional power to it; therefore section 2 of ordinance 28-A is added at the end of section 6 of this charter.

Section 1 of ordinance 28-A does not specifically amend section 6 of the charter but withdraws certain powers by use of general terms; therefore, in order not to paraphrase section 6 by integration, the essence of section 1 of ordinance 28-A is set out in this footnote as follows:

"Strike from section 6 of said Act (basic charter) all the provisions giving the control and management of the public roads and streets within the City to Hamilton County. That this section be further amended so as to provide that the control, management, construction and maintenance of the roads and streets within the City be vested in the City with full authority to appropriate funds and to enter into all necessary contracts and commitments for such purposes as may be deemed necessary by the City Council."

The specific purpose of any bond issue, shall be stated in the resolution authorizing such issue, and the money derived therefrom shall be used only for such purpose. [Priv. Acts 1921, ch. 569, § 7]¹

OATH OF OFFICE, PERFORMANCE BONDS AND FINANCES

SECTION 9. All officials of said City shall, before assuming the performance of any official duty, take an oath, before some authorized authority, that they will perform the duties imposed upon them honestly, fearlessly, and to the best of their ability. Every official of said City, who at any time shall be designated as the custodian of any public funds, shall before taking over any such funds, execute a bond with proper security to be approved by the Mayor and Councilmembers, with the amount of such bonds to be fixed by the Councilmembers when authorizing the handling of such funds, until such time as the Councilmembers shall, by ordinance, otherwise direct. All taxes levied for said City shall be collected by the Trustee of Hamilton County, may be kept by said Trustee, and paid out on warrants signed by the Mayor and Clerk of the City. All monies realized from the sale of bonds shall be likewise paid to the Trustee of Hamilton County, and held and paid out by him in the same manner. The said Trustee shall be entitled to receive the same commission as now provided by law for the collection of taxes, but shall receive no commission on any money handled from bonds issued. [Priv. Acts 1921, ch. 569, § 8]

EASTERN BOUNDARY OF MISSIONARY RIDGE TAXING DISTRICT IN ACCORDANCE WITH ACT

SECTION 10. Be it further enacted, that Chapter 107, of the Private Acts of 1909, being Senate Bill No. 117, and entitled "An Act to incorporate the Mission Ridge taxing districts in Hamilton County, Tennessee," be, and the same is hereby amended, as to the corporate limits of said taxing district, so as to make the eastern boundary of said "Mission Ridge taxing district" in accordance with the provisions of this Act. [Priv. Acts 1921, ch. 569, § 9]

ESTABLISHMENT OF A SPECIAL SCHOOL DISTRICT

SECTION 11. The City shall be authorized to establish and maintain a special school district or system within the geographical limits of the City, as provided for under the provisions of applicable Tennessee law. [As added by Ord. #974, July 2014]

¹This provision has been modified by general state law. See footnote 1 to Section 4 of this charter.

SECTION 12. Be it further enacted, that this Act, take effect from and after its passage, the public welfare requiring it.

Passed March 30, 1921.

Andrew L. Todd,
Speaker of the House of Representatives.

W. W. Bond
Speaker of the Senate.

Approved April 4, 1921.

A. A. Taylor,
Governor.

PRIVATE ACTS COMPRISING THE CHARTER OF
EAST RIDGE, TENNESSEE

Chapter	Year	Subject
569	1921	Basic Charter Act.
168	1949	Powers by ordinance, etc. (Voters of East Ridge rejected Chapter 168 by referendum)
189	1933	Tax levy.
651	1929	Annexation to Chattanooga.

AMENDMENTS UNDER HOME RULE CHARTER

Ordinance No.	Adopted	Subject
28	11/24/53	Home Rule Amendment
28-A	11/2/54	Schools and Roads.
67	8/4/62	Provide for penalties, police, etc.
108	8/29/68	Repeal annexation to Chattanooga.
129	8/31/70	Town changed to City.
458	8/2/88	Removal of Commissioners, majority election, Judge's qualifications, expense reimbursement.
498	9/4/90	Amends section 5, to eliminate reading in full the minutes of the City commission meetings; to change employment status and method of appointment for the city court clerk and deputy clerk in section C; and to provide of four year term for commissioners.
522	5/28/92	Replaced section 5 in its entirety; providing for a city council and a city manager; duties and responsibilities and operation of the mayor, the council, the city manager; and the passage of ordinances on two readings; and renumber sections 6, 7, 8, and 9
849	8/28/2008	Revised and/or replaced various sections.
974	7/10/2014	Revised and/or replaced various sections.

AGENDA MEMORANDUM
TENTATIVE AGENDA

April 10, 2025

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

There are two (2) members currently serving on the Board of Zoning Appeals whose terms expire on April 8, 2025, as follows:

- Mac Pendley April 8, 2025 Councilman Jacky Cagle's Appointment
- Eric Zitzow April 8, 2025 Councilman David Tyler's Appointment

As of the writing of this agenda memo, the City Clerk's office has not received applications to serve on the Board of Zoning Appeals from Mr. Pendley or Mr. Zitzow.

JSM/