

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

**AGENDA  
January 22, 2026  
6:00 pm**

1. Call to Order
2. Invocation
3. A. Roll Call  
B. Presentation of East Ridge Fire Department Special Commendation Awards
4. Consent Agenda
  - A. Approval of Minutes – Regular Meeting of the East Ridge City Council January 8, 2026
  - B. Approval of Minutes – Called Meeting of the East Ridge City Council January 12, 2026
  - C. Approval of Minutes – Workshop of the East Ridge City Council and East Ridge Planning Commission January 15, 2026
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business:
  - A. **ORDINANCE NO. 1240** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS “THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE,” BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES (2<sup>nd</sup> READING)
  - B. Discussion and Selection of Top Candidate for City Manager Appointment
9. New Business
  - A. **ORDINANCE NO. 1241** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS (1<sup>st</sup> READING)
  - B. **RESOLUTION NO. 3780** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL ACCEPTING THREE MILLION FOUR HUNDRED FIFTY-FOUR THOUSAND DOLLARS (\$3,454,000.00) FROM HAMILTON COUNTY GOVERNMENT FOR THE CONVERSION OF ATHLETIC FIELDS TO SYNTHETIC TURF AT CAMP JORDAN PARK
  - C. **RESOLUTION NO. 3781** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT AND AUTHORIZING ITS EXECUTION
  - D. Discussion of Tentative Agenda for **February 12, 2026**, City Council Meeting (Attachment A)
10. Adjournment

**ATTACHMENT A**  
**TENTATIVE AGENDA**  
**February 12, 2026**

**8. Old Business:**

- A. **ORDINANCE NO. 1242** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS (2<sup>nd</sup> READING)

**9. New Business**

- A. **RESOLUTION NO. \_\_\_\_** - City Court Clerk Pay Adjustment

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

**January 8, 2026  
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on January 8, 2026, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order.

City Attorney Mark Litchford gave the invocation. All present joined in for the Pledge of Allegiance.

**Present:** Mayor Brian Williams, Vice Mayor David Tyler, Councilmember Jacky Cagle, Councilmember Jeff Ezell, Councilmember Andrea Witt, City Manager Scott Miller, City Attorney Mark Litchford, Finance Director Diane Qualls, City Clerk Jennifer Deitrick

**Attendance:** Approximately 20 members of the public were present.

**Milestone Awards**

Mayor Williams recognized Amanda Bowers for 20 years of service and Cory Hinsch for 10 years of service.

**Approval of Consent Agenda**

Councilmember Witt moved to approve the Consent Agenda. Vice Mayor Tyler seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**Communication from Citizens**

Sabrina Daniel, 4410 Maryland Drive, thanked the Council for denying a recent rezoning request, expressed support for growth and development, and announced her candidacy for the District 8 School Board seat.

**Communication from Councilmembers**

Vice Mayor Tyler and Councilmember Witt had no comments.

Councilmember Cagle inquired about the status of lighting on the City’s welcome signs. City Manager Miller reported that one sign is lit and the City is working on the electrical easement for the other.

Councilmember Ezell wished everyone a happy new year.

Mayor Williams announced that the open house for Venue 1921 will be held on January 24, 2026. He invited Parks and Recreation Director Skiles to share the upcoming Parks and Recreation events and programs. Mayor Williams then announced the upcoming East Ridge Library events and programs.

**Communication from City Manager**

City Manager Miller stated that at the Hamilton County Commission will receive recreation improvement funds from the US Department of Housing and Urban Development, with \$3,000,000 allocated to the City of East Ridge for turfing the athletic fields at Camp Jordan Park. He noted that Venue 1921 and the North Mack Smith Road widening project have been completed and provided updates on the Community Center Expansion. He announced that interviews of City Manager candidates will be held on January 12, 2026 and that the City Council will hold a workshop with the Planning Commission on January 15, 2026 to discuss a proposed mobile food vending ordinance. He then invited Chief Building Official Howell to review recent updates to the FEMA maps.

**Old Business**

NONE

**New Business**

**PUBLIC HEARING FOR ORDINANCE NO. 1239 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF**

**EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT**

City Attorney Litchford read the ordinance on caption. Mayor Williams opened the public hearing.

Chief Building Official Howell stated that the Planning Commission recommended approval, noting that this request is a downzoning and aligns with City Council Resolution No. 3517.

Applicant Alan Jones of Stone Creek Consulting stated that the foundation will be raised to comply with flood standards rather than filling the site.

Ruth Davis, 1403 San Hsi Drive, expressed opposition to the rezoning, citing concerns about traffic congestion and drainage. She stated that the City has not maintained the catch basins installed at her property. City Manager Miller responded that the City would need to review the plat to determine responsibility for maintaining the catch basin.

Chief Building Official Howell stated that this rezoning would help create a better transition from commercial to residential and confirmed that the current zoning permits a higher density than the requested rezoning.

Mark Sean Moore, 1402 San Hsi Drive, expressed opposition to the rezoning, citing concerns about water retention and the number of rental properties. In response to a question from Mr. Moore, Chief Building Official Howell confirmed that Mr. Moore's property would remain a split zone of C-2 and R-1.

Chief Building Official Howell noted two options for building in a floodplain and confirmed with the applicant that the intent is to use a CMU block raised foundation. He also stated that no retention is required for this parcel.

Following additional discussion, Mayor Williams closed the public hearing.

**ORDINANCE NO. 1239 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT (1<sup>ST</sup> READING)**

City Attorney Litchford read the ordinance on caption.

Councilmember Ezell moved to deny Ordinance No. 1239. Vice Mayor Tyler seconded.

Councilmember Cagle requested that the property owner conduct soil testing to ensure the soil has not been contaminated by the neighboring auto shop.

Councilmember Ezell stated that drainage issues should be addressed before allowing construction on the property.

In response to a question from Mayor Williams, City Attorney Litchford explained that if a rezoning request of greater intensity is denied, the applicant could not reapply for a rezoning within one year of the date of denial. Since this request is a downzoning to lower intensity, he will review whether the waiting period applies.

Councilmember Witt moved to table Ordinance No. 1239. Vice Mayor Tyler seconded. Following brief discussion, Mayor Williams asked for a roll call vote on the motion to table. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**ORDINANCE NO. 1240 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS "THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE," BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES (1<sup>ST</sup> READING)**

City Attorney Litchford read the ordinance on caption. City Manager Miller explained that the Chattanooga-Hamilton County Air Pollution Control Bureau requested this update to increase permit, application, late, license, and emission fees, noting that these fees have not been raised since 2017.

Councilmember Witt moved to approve Ordinance No. 1240. Vice Mayor Tyler seconded. Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3778 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING THE STREET RESURFACING PROGRAM FOR FISCAL YEAR 2025-2026**

City Attorney Litchford read the resolution on caption. City Manager Miller reported that the Fiscal Year 2025–2026 Street Resurfacing Program budget totals \$1,300,000. He noted that the proposed program includes portions of residential streets that serve as through or connecting streets. The estimated cost to resurface the proposed list of streets is \$1,000,000, leaving \$300,000 for additional work. Miller stated that Caldwell Paving has not completed the resurfacing work for Fiscal Year 2024–2025 and recommended that the City pay Caldwell Paving for the work completed and add the uncompleted streets to the Fiscal Year 2025–2026 program, along with the remaining appropriated funds.

Vice Mayor Tyler moved to approve Resolution No. 3778. Councilmember Ezell seconded.

In response to a question from Councilmember Ezell, City Manager Miller stated that the bid advertisement is ready to be published.

Councilmember Cagle asked whether the remaining funds from streets not completed by Caldwell Paving would be sufficient to cover resurfacing costs when reallocated. City Manager Miller stated that he anticipates asphalt prices in Fiscal Year 2025-2026 will be equal to or less than prices in Fiscal Year 2024-2025.

In response to a question from Councilmember Ezell, City Manager Miller stated that if allocated funds are insufficient to complete the proposed list of streets, he will either return to Council to amend the resurfacing program or carry over uncompleted streets to the next fiscal year.

Following additional discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3779 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AMENDING RESOLUTION NO. 2634 ADOPTING A REVISED PUBLIC RECORDS POLICY FOR THE CITY OF EAST RIDGE, TENNESSEE**

City Attorney Litchford read the resolution on caption and explained that the updates simplify procedures for submitting, processing, and responding to public records requests.

Councilmember Witt moved to approve Resolution No. 3779. Vice Mayor Tyler seconded. Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**Discussion of Tentative Agenda for the January 22, 2026 City Council Meeting (See Attachment A)**

**ATTACHMENT A  
TENTATIVE AGENDA  
January 22, 2026**

**Presentation of East Ridge Fire Department Special Commendation Awards**

Chief Williams stated that two firefighters will receive letters of commendation and the shift will receive a unit citation for their efforts during a recent house fire.

**Old Business**

**ORDINANCE NO. 1239 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009,**

**FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT (2<sup>nd</sup> READING)**

This item was tabled and will not be included on the agenda.

**ORDINANCE NO. 1240 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS “THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE,” BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES (2<sup>nd</sup> READING)**

No discussion.

**New Business**

**RESOLUTION NO. \_\_\_\_\_ - Acceptance of \$3,000,000 from Hamilton County Government for the County’s match of City funds for the conversion of athletic fields to turf**

Parks and Recreation Director Skiles stated that formal approval is needed to accept funds approved by the Hamilton County Commission to match City funds for turfing the athletic fields at Camp Jordan.

**RESOLUTION NO. \_\_\_\_\_ - Contract for Services for an employment agreement for the City Manager position**

City Manager Miller stated that the Council will interview two candidates for the City Manager position on January 12, 2026. If the Council does not agree on a candidate after the interviews, this item will not be included on the January 22, 2026, agenda.

Councilmember Witt thanked Mr. Miller and staff for vetting and screening the applicants.

Councilmember Ezell stated he would like at least five candidates for interviews.

City Manager Miller reported that 29 applications were received; eight had city management experience. Three were removed after initial vetting. Zoom interviews were conducted with five candidates, and one was eliminated. Of the remaining four, one withdrew due to salary and another declined due to a scheduling conflict.

In response to a question from Councilmember Ezell, City Manager Miller confirmed that the City will pay travel expenses for the candidates.

Councilmember Ezell suggested canceling the January 12 meeting until more candidates are available. Vice Mayor Tyler stated he prefers to proceed with interviewing the two candidates and continue the search if necessary. Councilmember Witt and Mayor Williams agreed. Councilmember Cagle expressed concern about having only two candidates but acknowledged that Council is not obligated to select either. Mayor Williams confirmed the consensus is to proceed with the two interviews.

**RESOLUTION NO. \_\_\_\_\_ - Contract for Services for a month-to-month employment agreement with J. Scott Miller**

City Manager Miller stated that his contract expires on January 23, 2026, and he would consider continuing month-to-month to assist with the transition to a new City Manager.

Mayor Williams asked if there were any additional items to add to the agenda. No other items were presented.

**Adjournment**

There being no further business, the January 8, 2026, Regular Meeting of the City Council of the City of East Ridge was adjourned at 7:39 p.m.

APPROVED:

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MAYOR

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CITY CLERK

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

**January 12, 2026  
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on January 12, 2026, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order.

Danny Lance of True Life Church delivered the invocation. All present joined in for the Pledge of Allegiance.

**Present:** Mayor Brian Williams, Vice Mayor David Tyler, Councilmember Jacky Cagle, Councilmember Jeff Ezell, Councilmember Andrea Witt, City Manager Scott Miller, City Attorney Mark Litchford, City Clerk Jennifer Deitrick

**Attendance:** Approximately 38 members of the public were present.

**Interview of City Manager Candidates**

Mayor Williams explained that each candidate would be brought into the Council Chambers to introduce themselves. Following introductions, Councilmembers would take turns asking questions, cycling through five rounds of questions from each Councilmember. He noted that each candidate would be asked the same questions.

In response to a question from Councilmember Ezell, Mayor Williams confirmed that Councilmembers are not required to ask a specific number of questions.

The Council proceeded with interviews, beginning with Kevin Owens. After a brief recess, the Council interviewed Michael Powers. Following both interviews, the Council took another brief recess.

**Discussion and Selection of Top Candidate for City Manager Appointment**

Councilmember Cagle stated that both candidates are well qualified but expressed concern about Mr. Powers' response regarding previous employment. He noted that relocation expenses for Mr. Powers from California would be significantly higher than for Mr. Owens from Fayetteville, TN. Councilmember Cagle also highlighted Mr. Owens' familiarity with the Tennessee Municipal League, Municipal Technical Advisory Service, Tennessee Department of Transportation, and Tennessee state laws.

Mayor Williams stated that an offer could be made with or without a set limit for travel expenses.

Vice Mayor Tyler noted that relocation costs are a concern. He noted Mr. Owens' relationships with state legislators, while acknowledging Mr. Powers' strong understanding of upcoming challenges, particularly the Border Region Act. Vice Mayor Tyler Tyler stated that both candidates are highly qualified

Councilmember Witt commented that leaving a job or being discharged can occur without misconduct.

Councilmember Ezell stated that he was unsure about selecting either candidate and requested postponing the decision until the January 22, 2026, regular meeting.

Mayor Williams stated that Council could ask Mr. Powers follow-up questions regarding his previous employment if he is willing to provide clarification and supported waiting until January 22 to make a decision

Vice Mayor Tyler encouraged public and city staff input.

The Council agreed to wait until the January 22, 2026 regular Council meeting to make a decision.

**Communication from Citizens**

Melissa Quintrell, 1036 Hurst Street stated that she liked both candidates, was in favor of the City paying relocation expenses, and expressed concern regarding one of Mr. Powers’ responses.

Tyler Kapherr, 6814 Martha Avenue, expressed concern regarding one of Mr. Powers’ answers and stated that he was not in favor of the City paying relocation expenses. In response to questions from Mr. Kapherr, City Manager Miller stated that only two applicants were from Tennessee and explained the selection process that resulted in the two candidates being selected for an interview.

Sabrina Daniel, 4410 Maryland Drive expressed that Mr. Owens demonstrated stronger interpersonal skills and noted his experience in Tennessee as a positive factor. She stated that Mr. Powers may face a learning curve and interpersonal challenges. Ms. Daniel expressed that she was not in favor of the City paying relocation expenses

City Manager Miller invited employees to stop by his office to provide their opinions.

Marty Von Schaaf, 6821 Village Lake Circle, expressed support for waiting to make a decision and suggested offering higher compensation to attract more qualified candidates. He emphasized the need for a candidate with qualities similar to City Manager Miller.

In response to a question from Councilmember Witt, City Manager Miller stated that the City of Collegedale started their City Manager at \$150,000, reviewed his compensation, and suggested that a starting salary of \$150,000 would be reasonable, noting that the City of East Ridge is a larger community than the City of Collegedale.

Mayor Williams stated that if Council has follow-up questions to let Mr. Miller know.

Councilmember Cagle asked about charter provisions related to appointing a City Manager close to an election. City Manager Miller stated most City Managers have a severance clause, typically six months. City Attorney Litchford noted the charter includes a provision preventing termination within one year of appointment. Councilmember Cagle clarified that this effectively provides a one-year guarantee rather than six months.

**Adjournment**

There being no further business, the January 12, 2026, Called Meeting of the City Council of the City of East Ridge was adjourned at 8:54 p.m.

APPROVED:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**WORKSHOP OF THE  
EAST RIDGE CITY COUNCIL AND  
EAST RIDGE PLANNING COMMISSION**

**January 15, 2026  
6:00 p.m.**

The East Ridge City Council and East Ridge Planning Commission held a workshop pursuant to public notice on January 15, 2026, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order. A quorum of both bodies was present.

City Attorney Mark Litchford gave the invocation. All present joined in for the Pledge of Allegiance.

**City Council Members Present at Roll Call:** Mayor Brian Williams, Vice Mayor David Tyler, Councilmember Jacky Cagle, Councilmember Jeff Ezell, Councilmember Andrea Witt

Note: Mayor Williams and Councilmember Witt also serve on the Planning Commission and are also listed under that body in that capacity.

**Planning Commission Members Present at Roll Call:** Chairperson Casey Tuggle, Vice Chairperson Dana Howe, Commission Member Brian Williams, Commission Member Andrea Witt

Note: Commission Member Scott Cornelius was absent at roll call, but entered the meeting at 6:17 p.m.

**Staff Present:** City Manager Scott Miller, City Attorney Mark Litchford, Chief Building Official Michael Howell, City Clerk Jennifer Deitrick

**Public Attendance:** Two members of the public were present.

**Discussion of Proposed Mobile Food Vending Ordinance**

City Manager Miller presented items requiring direction from the Council and Planning Commission before staff proceeds with revisions to the draft ordinance.

City Manager Miller asked whether the City wished to allow mobile food vendors to be staged on privately owned property with the property owner's permission, only within designated overlay districts, or a combination of the two. He also discussed the process for establishing an overlay district through a rezoning request. Council and Planning Commission members expressed that overlay districts provide clearer regulation. Concerns were expressed regarding the potential proliferation of mobile food vending along Ringgold Road if staging on private property were broadly permitted.

Consensus: Mobile food vendors should be allowed only within designated overlay districts. Property owners may apply to establish an overlay district through the existing rezoning process.

The Council and Planning Commission expressed opposition to mobile food vendors being able to permanently stage outside of an overlay district.

Commission Member Cornelius entered the meeting at 6:17 p.m.

The Council and Planning Commission discussed special events involving mobile food vending outside overlay districts. Consensus: Allow two (2) special events per parcel per year, with each event lasting up to three (3) consecutive days. The special event permit, issued through the City Manager's office, must be visibly posted. Enforcement would include shutting down unpermitted operations.

The Council and Planning Commission discussed the permitted number of mobile food vendors. Consensus: Regulate the number of vendors within each overlay district, with the number determined during the district's approval process.

Site-specific examples of businesses currently hosting permanent mobile food vendors were discussed. Consensus: The ordinance should not designate specific overlay districts; instead, property owners must apply for an overlay district for their parcel. Regarding the Red Wolves Stadium, the consensus was not to exempt the property.

Councilmember Cagle raised concerns regarding the impact of mobile vendors on Border Region revenues. City Attorney Litchford stated he would research how revenues are reported for mobile vendors at the Red Wolves Stadium.

Councilmember Cagle also raised concerns about fire and emergency access when mobile food trucks are staged on a property and the number of parking spaces required for businesses. Chairperson Tuggle noted ordinance provisions addressing emergency access and Chief Building Official Howell noted that parking-space availability is not currently incorporated in the draft and may require additional review.

The rezoning and application process for overlay districts was discussed. Consensus: Establish overlay district standards applicable citywide, with the ability to impose conditions on a case-by-case basis for each application.

The Council and Planning Commission discussed schools, churches, neighborhood special events, and fee exemptions for non-profits. City Attorney Litchford noted he would research whether a city ordinance may regulate activity on county school property. Consensus: Exempt schools from overlay-district requirements; require neighborhood events to obtain Special Event Permits; prohibit mobile vending within public rights-of-way; and consider waiving the special event permit fee for non-profits.

City Attorney Litchford asked about the renewal date for the annual mobile food vending permit. Consensus: Annual permits will renew on the calendar year with a simplified proration schedule for mid-year applications.

Councilmember Ezell inquired about canteen trucks. The bodies directed staff that canteen trucks must obtain an annual permit to operate within the City.

Following a question from Councilmember Cagle, Chief Building Official Howell confirmed that mobile food vending operations should not occur within a public right-of-way and stated that correction will be included in the draft ordinance.

Mayor Williams asked whether an additional joint workshop would be needed after staff completes the next draft. City Manager Miller stated that the revised ordinance would be provided to both bodies for review, and a determination will then be made on whether another workshop is necessary before the ordinance proceeds for formal consideration.

In response to a question from Councilmember Cagle, City Manager Miller confirmed that proof of restroom access should be submitted with the application.

### **Public Comments**

Mayor Williams opened the floor for public comments. No public comments were made.

### **Adjournment**

There being no further business, the January 15, 2026, Workshop of the East Ridge City Council and East Ridge Planning Commission was adjourned at 7:48 p.m.

APPROVED:

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MAYOR

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PLANNING COMMISSION CHAIRPERSON

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CITY CLERK

**ORDINANCE NO. 1240**

AGENDA MEMORANDUM  
AIR POLLUTION CONTROL ORDINANCE

January 22, 2026

Submitted By:

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

SUBJECT:

The Chattanooga-Hamilton County Air Pollution Control Bureau (Ron Drumeller, Executive Director) has requested that the City of East Ridge revise our air pollution control ordinance (Title 20, Chapter 2) for the purpose of increasing the permit fees, late fees, application fees, license fees, and emission fees. The fees have not been raised since 2017. All of the Cities in Hamilton County are being asked by the Bureau to update their respective ordinances to provide the increase in various fees. A listing on the summary of revisions to the fee schedules is attached hereto for your information.

For your information, the Chattanooga-Hamilton County Air Pollution Control Bureau is a stand along quasi-governmental agency made up of 10 individuals; three (3) appointed by the Mayor of the City of Chattanooga, three (3) appointed by the Mayor of Hamilton County, three (3) jointly appointed by both the City Mayor and County Mayor, and one (1) being from the Health Department. The Bureau was established in 1969.

The Ordinance before you for your consideration for adoption on second reading revises the fee structures in the City's air pollution control ordinance (Title 20, Chapter 2).

Attachments

JSM/

## CHATTANOOGA-HAMILTON COUNTY AIR POLLUTION CONTROL BUREAU

Summary of Revisions to  
*The East Ridge Air Pollution Control Ordinance*  
(East Ridge Municipal Code, Title 20, Chapter 2)  
September 2025

Sections 1, 5, and 13: Institution of a late fee of 5.0 percent, compounded monthly, with a thirty-day grace period

Sections 2, 3, and 6: Increase in fees for installation permits, certificates of operation, and demolition and renovation (asbestos) permits by approximately 25 percent (rounded down to the nearest \$5 increment) with a provision for possible future fee increases based on the Consumer Price Index, if necessary as determined by the Board

Section 4: Increase in fees for duplicate permits by 25 percent

Section 7: Increase in the application fee for an open burning permit from \$60.00 to \$75.00

Section 8: Increase in the application fee for a controlled burning permit from \$500.00 to \$625.00

Section 9: Increase in the one-time license fee for an incinerator (including cremation system) operator from \$20.00 to \$100.00

Section 10: Institution of a fee of \$200.00 for a renovation (asbestos) courtesy notification

Section 11: Increase in the minimum annual fee charged to a Part 70 (major) source from \$4,000.00 to \$8,000.00

Section 12: Institution of the "Part 70 presumptive minimum fee rate" for Part 70 (major) sources, which is calculated annually by the U.S. Environmental Protection Agency in accordance with the Consumer Price Index

**ORDINANCE NO. 1240**

**AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS “THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE,” BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES.**

**WHEREAS**, it is the declared public policy of this city to achieve and maintain such levels of air quality as will protect human health and safety, and to the greatest degree practicable, prevent injury to plant and animal life and property, and to foster the comfort and convenience of the people; and

**WHEREAS**, local regulation of air quality is the most efficient means toward that end; and

**WHEREAS**, in order to maintain the Certificate of Exemption granted by the Tennessee Air Pollution Control Board for operating a local air pollution control program, it is necessary to adopt regulations no less stringent than state standards; and

**WHEREAS**, the adoption of these amendments is required for the protection of the health, safety, and welfare of the citizens of East Ridge and to insure maintaining the local Certificate of Exemption.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE**, that Chapter 2 of Title 20 of the East Ridge Municipal Code be amended as is hereafter set forth:

SECTION 1. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-204, is hereby amended so as to add the following Section 20-204(k):

- (k) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any fine, civil penalty, damages amount, or enforcement cost that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 2. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(a)(14) in its entirety and substitute in lieu thereof the following:

- (14) The following fee schedules shall apply to the issuance of all installation permits. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of

Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. A source shall be required to pay the required fee prior to issuance of an installation permit to that source. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

**INSTALLATION PERMITS**

**SCHEDULE 20-208-A-I. FUEL-BURNING EQUIPMENT**

Fees shall be assessed based upon the design fuel burning rate per unit as expressed in millions of British thermal units (Btu) per hour, using gross heating values of the fuel.

<b>Fuel Burning Rate (Million Btu per Hour)</b>	<b>Fee</b>
0.5 to 9.99	\$660.00
10 to 39.99	\$780.00
40 to 99.99	\$900.00
100 or greater	\$1,200.00

**SCHEDULE 20-208-A-II. INCINERATORS**

Fees shall be assessed based upon the design input incineration rate as expressed in pounds per hour.

<b>Incineration Rate (Pounds per Hour)</b>	<b>Fee</b>
Up to 200	\$125.00
200 to 599	\$250.00
600 to 999	\$365.00
1,000 to 1,999	\$480.00
2,000 to 4,999	\$600.00
5,000 to 9,999	\$660.00
10,000 or greater	\$720.00

### SCHEDULE 20-208-A-III. PROCESS EQUIPMENT

Fees shall be assessed based upon the design input process weight per hour as expressed in pounds per hour.

Process Weight (Pounds per Hour)	Fee
Up to 999	\$250.00
1,000 to 9,999	\$425.00
10,000 to 49,999	\$600.00
50,000 to 149,999	\$780.00
150,000 to 499,999	\$960.00
500,000 to 999,999	\$1,140.00
1,000,000 or greater	\$1,200.00

(NOTE: Examples of this type of equipment include but are not limited to: chemical processing equipment; crushing, grinding or milling equipment; and metal forming equipment.)

### SCHEDULE 20-208-A-IV. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of four hundred eighty dollars (\$480.00).

(NOTE: Examples of this type of equipment include but are not limited to: tar and asphalt kettles, varnish and paint heating kettles, and rendering kettles.)

### SCHEDULE 20-208-A-V. MISCELLANEOUS

Any article, machine, equipment or other contrivance that is not included in the preceding schedules shall be assessed a fee of four hundred eighty dollars (\$480.00) per unit.

SECTION 3. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(c)(12) in its entirety and substitute in lieu thereof the following:

(12) *Fees for Certificate(s) of Operation.*

- a. *Fees.* A source shall be required to pay the required fee prior to issuance of any certificate of operation to that source and to maintain the certificate of operation, once issued.
- b. *Initial Certificate of Operation Fees.* The following fee schedules shall apply to the initial issuance of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the

Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board, who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

**INITIAL CERTIFICATES OF OPERATION**

**SCHEDULE 20-208-C-I. FUEL-BURNING EQUIPMENT**

<b>Fuel Burning Rate (Million Btu per Hour)</b>	<b>Fee</b>
0.5 to 9.99	\$900.00
10 to 39.99	\$1,020.00
40 to 99.99	\$1,200.00
100 or greater	\$1,380.00

**SCHEDULE 20-208-C-II. INCINERATORS**

<b>Incineration Rate (Pounds per Hour)</b>	<b>Fee</b>
Up to 200	\$420.00
200 to 599	\$480.00
600 to 999	\$540.00
1,000 to 1,999	\$600.00
2,000 to 4,999	\$660.00
5,000 to 9,999	\$720.00
10,000 or greater	\$780.00

**SCHEDULE 20-208-C-III. PROCESS EQUIPMENT**

<b>Process Weight (Pounds per Hour)</b>	<b>Fee</b>
Up to 999	\$540.00
1,000 to 9,999	\$720.00
10,000 to 49,999	\$900.00
50,000 to 149,999	\$1,080.00
150,000 or greater	\$1,200.00

**SCHEDULE 20-208-C-IV. ODOR PRODUCING EQUIPMENT**

Each unit shall be assessed a fee of four hundred eighty dollars (\$480.00).

**SCHEDULE 20-208-C-V. MISCELLANEOUS**

Each unit shall be assessed a fee of four hundred eighty dollars (\$480.00).

- c. *Renewal Certificate of Operation Annual Fees.* A source that has applied for renewal of one or more certificates of operation shall pay the required annual fee prior to issuance of any renewal certificate(s) of operation to it. Subsequent to issuance of any renewal certificate(s) of operation to a source, the source shall pay the required annual fee throughout the term of the permit, not later than the anniversary of issuance of any renewal certificate(s) of operation. The following annual fee schedules shall apply to the renewal of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board, who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

**RENEWAL CERTIFICATES OF OPERATION**

**SCHEDULE 20-208-C-VI. FUEL-BURNING EQUIPMENT**

<b>Fuel Burning Rate (Million Btu per Hour)</b>	<b>Fee</b>
0.5 to 9.99	\$420.00
10 to 39.99	\$480.00
40 to 99.99	\$540.00
100 or greater	\$620.00

**SCHEDULE 20-208-C-VII. INCINERATORS**

<b>Incineration Rate (Pounds per Hour)</b>	<b>Fee</b>
Up to 200	\$300.00
200 to 599	\$320.00
600 to 999	\$365.00
1,000 to 1,999	\$435.00
2,000 to 4,999	\$480.00
5,000 to 9,999	\$530.00
10,000 or greater	\$575.00

**SCHEDULE 20-208-C-VIII. PROCESS EQUIPMENT**

<b>Process Weight (Pounds per Hour)</b>	<b>Fee</b>
Up to 999	\$300.00
1,000 to 9,999	\$420.00
10,000 to 49,999	\$540.00
50,000 to 149,999	\$660.00
150,000 to 499,999	\$780.00

500,000 to 999,999	\$900.00
1,000,000 or greater	\$1,020.00

**SCHEDULE 20-208-C-IX. ODOR PRODUCING EQUIPMENT**

Each unit shall be assessed a fee of three hundred dollars (\$300.00).

**SCHEDULE 20-208-C-X. MISCELLANEOUS**

Each unit shall be assessed a fee of three hundred dollars (\$300.00).

SECTION 4. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Duplicate Permits.* Duplicate permits or certificates of operation may be issued by the Director if requested by the owner or operator. A fee of seventy-five dollars (\$75.00) shall be charged for issuing a duplicate installation permit or certificate of operation. A fee of three hundred dollars (\$300.00) shall be charged for issuing a duplicate Part 70 operating permit. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

SECTION 5. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(6) in its entirety and substitute in lieu thereof the following:

- (6) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any certificate of operation fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

SECTION 6. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(f)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Fees.* The following fee schedules shall apply to the issuance of permits for all demolitions or for those renovations involving friable asbestos-containing materials (ACM) subject to Rule 17.5, except in paragraphs (f)(5) and (f)(6) below. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All

Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. If work begins on any regulated renovation or demolition without having obtained the required permit, or if work is performed other than in accordance with the plans and specifications filed with and approved by the Director to obtain the permit, the Director may grant such permit; provided, however, that the permit fee is doubled in all such cases. Fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities. Only one initial fee shall be assessed for any renovation or demolition project occurring at an installation on one contiguous site owned by the same owner within six months after receipt of the initial application where the ACM is calculated (as set forth in Section 20-241, Rule 17.5 of this chapter) in both linear feet and in square feet. When ACM is to be removed and involves calculating in both linear and square feet, the ACM footage will be summed to determine the appropriate fee from Schedule 20-208-F-II or Schedule 20-208-F-III:

**SCHEDULE 20-208-F-I. DEMOLITIONS WHERE NO ASBESTOS IS PRESENT**

<b>Fee</b>	<b>\$250.00 per structure</b>
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**SCHEDULE 20-208-F-II.**

**DEMOLITIONS WHERE REGULATED ASBESTOS IS PRESENT**

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

<b>Linear/Square Feet of ACM</b>	<b>Fee</b>
160 – 299 (square feet)	\$390.00 plus \$250.00 per structure
260 – 299 (linear feet)	\$390.00 plus \$250.00 per structure
300 – 499	\$625.00 plus \$250.00 per structure
500 – 999	\$855.00 plus \$250.00 per structure

1,000 – 1,499	\$1,015.00 plus \$250.00 per structure
1,500 – 4,999	\$1,250.00 plus \$250.00 per structure
5,000 and up	\$1,560.00 plus \$250.00 per structure

**SCHEDULE 20-208-F-III.**

**RENOVATIONS WHERE REGULATED ASBESTOS IS PRESENT**

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

<b>Linear/Square Feet of ACM</b>	<b>Fee</b>
160 – 299 (square feet)	\$390.00
260 – 299 (linear feet)	\$390.00
300 – 499	\$625.00
500 – 999	\$855.00
1,000 – 1,499	\$1,015.00
1,500 – 4,999	\$1,250.00
5,000 and up	\$1,560.00

SECTION 7. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.3(2) in its entirety and substitute in lieu thereof the following:

- (2) A non-refundable application fee of seventy-five dollars (\$75.00) shall be included with the application, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board;

SECTION 8. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.6(3) in its entirety and substitute in lieu thereof the following:

- (3) A non-refundable application fee of six hundred twenty-five dollars (\$625.00)

shall be included with the application, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 9. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 7.5 in its entirety and substitute in lieu thereof the following:

*Rule 7.5.* On and after March 1, 1973, the person in responsible charge of the operation of an incinerator (including a cremation system) must be licensed by the Bureau. Such license shall be issued only after a passing score is received on a standardized test to be devised and administered by the bureau. The bureau shall test persons on their knowledge of the principles of incineration, including but not necessarily limited to the subjects of preignition, firing and cleaning. The Bureau shall have the power to collect a one (1) time fee of one hundred dollars (\$100.00) pursuant to the issuance of such license. Such fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board. The Director shall have the authority to suspend or revoke such license if the person holding such license willfully or by reason of incompetence violates any provision of this chapter. No license issued in accordance with the provisions of this rule shall be assignable or transferable. The failure to issue a license, or suspension or revocation of such license, shall be an order or determination of the Director within the meaning of Section 20-218(e) of this chapter.

SECTION 10. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 17.5(1)(e) in its entirety and substitute in lieu thereof the following:

- (e) Courtesy notification. The owner or operator of a renovation activity at any facility being renovated that is not described in paragraph (1)d. of Rule 17.5 shall provide the Director with a written courtesy notification on a form specified by the Director and available from the Bureau before any renovation activity begins. None of the requirements of paragraphs (2) and (3) of Rule 17.5 are applicable to such renovations. A fee of two hundred dollars (\$200.00) shall be included with the notification, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 11. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(1) in its entirety and substitute in lieu thereof the following:

- (1) The owner or operator or the “responsible official” of a Part 70 source shall pay an annual emission fee to the Bureau based on “regulated pollutant (for presumptive fee calculation)” as those terms are defined in Section 20-253 of this chapter. The minimum annual emission fee charged to a Part 70 source will be eight thousand dollars (\$8,000.00).

SECTION 12. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(6) in its entirety and substitute in lieu thereof the following:

- (6) The rate at which annual emission fees are assessed shall be the “Part 70 presumptive minimum fee rate” of sixty-five dollars and thirty-eight cents (\$65.38) per ton as adjusted for each annual accounting period by the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed twelve (12)-calendar month period of September through August exceeds the CPI-U for the twelve-(12) calendar month period of September 2024 through August 2025. This adjusted Part 70 presumptive minimum fee rate is calculated annually by the U.S. Environmental Protection Agency using the preceding criteria. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor.

SECTION 13. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to add the following Section 20-260(e)(11):

- (11) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any Part 70 permit fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

**BE IT FURTHER ORDAINED**, that East Ridge Municipal Code, Title 20, Chapter 2, codifying ordinances as previously adopted be construed to be cumulative in effect, and it is here declared to be the legislative intent that compliance with any one or more provisions of that chapter shall not be construed as defense for non-compliance with any other applicable provisions of the Code or the Ordinance or rules or regulations thereof nor with any applicable provisions of that chapter.

**BE IT FURTHER ORDAINED**, that if any section, part of a section, sentence, clause or phrase of this Ordinance is for any reason declared unconstitutional or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance, and only such invalid portion shall be elided from this Ordinance.

**BE IT FURTHER AND FINALLY ORDAINED**, that this Ordinance shall become effective within two (2) weeks from and after its passage.

Approved on first reading \_\_\_\_\_, 2026

Approved on second reading \_\_\_\_\_, 2026

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

ATTEST:

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

APPROVED AS TO FORM:

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

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS "THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE," BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES.

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WHEREAS it is the declared public policy of this city to achieve and maintain such levels of air quality as will protect human health and safety, and to the greatest degree practicable, prevent injury to plant and animal life and property, and to foster the comfort and convenience of the people; and

WHEREAS local regulation of air quality is the most efficient means toward that end; and

WHEREAS, in order to maintain the Certificate of Exemption granted by the Tennessee Air Pollution Control Board for operating a local air pollution control program, it is necessary to adopt regulations no less stringent than state standards; and

WHEREAS the adoption of these amendments is required for the protection of the health, safety, and welfare of the citizens of East Ridge and to insure maintaining the local Certificate of Exemption;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that Chapter 2 of Title 20 of the East Ridge Bank Municipal Code be amended as is hereafter set forth:

SECTION 1. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-204, is hereby amended so as to add the following Section 20-204(k):

- (k) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any fine, civil penalty, damages amount, or enforcement cost that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 2. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(a)(14) in its entirety and substitute in lieu thereof the following:

- (14) The following fee schedules shall apply to the issuance of all installation permits. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. A source shall be required to pay the required fee prior to issuance of an installation permit to that source. Said fees shall be collected by the ~~director~~ Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the ~~b~~Board who shall accumulate such fees in an account dedicated to the ~~b~~Board for air pollution control activities.

**INSTALLATION PERMITS**

**SCHEDULE 20-208-A-I. FUEL-BURNING EQUIPMENT**

Fees shall be assessed based upon the design fuel burning rate per unit as expressed in millions of British thermal units (Btu) per hour, using gross heating values of the fuel.

<b>Fuel Burning Rate (Million Btu per Hour)</b>	<b>Fee</b>
0.5 to <del>4.99</del> <u>9.99</u>	<del>\$530.00</del> <u>660.00</u>
<del>5</del> <u>10</u> to <del>14.99</del> <u>39.99</u>	<del>\$625.00</del> <u>780.00</u>
<del>15</del> <u>40</u> to 99.99	<del>\$720.00</del> <u>900.00</u>
100 or greater	<del>\$960.00</del> <u>1,200.00</u>

(NOTE: One boiler horsepower is equivalent to approximately 33,472 Btu per hour)

**SCHEDULE 20-208-A-II. INCINERATORS**

Fees shall be assessed based upon the design input incineration rate as expressed in pounds per hour.

<b>Incineration Rate (Pounds per Hour)</b>	<b>Fee</b>
Up to 200	\$ <del>100.00</del> <u>125.00</u>
200 to 599	\$ <del>200.00</del> <u>250.00</u>
600 to 999	\$ <del>295.00</del> <u>365.00</u>
1,000 to 1,999	\$ <del>385.00</del> <u>480.00</u>
2,000 to 4,999	\$ <del>480.00</del> <u>600.00</u>
5,000 to 9,999	\$ <del>580.00</del> <u>660.00</u>
10,000 or greater	\$ <del>680.00</del> <u>720.00</u>
<del>+\$90.00 for each additional 100 lbs/hr over 10,000 lbs/hour</del>	

**SCHEDULE 20-208-A-III. PROCESS EQUIPMENT**

Fees shall be assessed based upon the design input process weight per hour as expressed in pounds per hour.

<b>Process Weight (Pounds per Hour)</b>	<b>Fee</b>
Up to 999	\$ <del>200.00</del> <u>250.00</u>
1,000 to 9,999	\$ <del>340.00</del> <u>425.00</u>
10,000 to 49,999	\$ <del>480.00</del> <u>600.00</u>
50,000 to 149,999	\$ <del>625.00</del> <u>780.00</u>
150,000 to 499,999	\$ <del>780.00</del> <u>960.00</u>
500,000 to 999,999	\$ <del>910.00</del> <u>1,140.00</u>
1,000,000 or greater	\$ <del>960.00</del> <u>1,200.00</u>

(NOTE: Examples of this type of equipment include but are not limited to: chemical processing equipment; crushing, grinding or milling equipment; and metal forming equipment.)

#### SCHEDULE 20-208-A-IV. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (~~\$385.00~~480.00).

(NOTE: Examples of this type of equipment include but are not limited to: tar and asphalt kettles, varnish and paint heating kettles, and rendering kettles.)

#### SCHEDULE 20-208-A-V. MISCELLANEOUS

Any article, machine, equipment or other contrivance ~~which that~~ is not included in the preceding schedules shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (~~\$385.00~~480.00) per unit.

SECTION 3. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(c)(12) in its entirety and substitute in lieu thereof the following:

(12) *Fees for Certificate(s) of Operation.*

- a. *Fees.* A source shall be required to pay the required fee prior to issuance of any certificate of operation to that source and to maintain the certificate of operation, once issued.
- b. *Initial Certificate of Operation Fees.* The following fee schedules shall apply to the initial issuance of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the ~~director~~ Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the ~~b~~BBoard, who shall accumulate such fees in an account dedicated to the ~~b~~BBoard for air pollution control activities.

**INITIAL CERTIFICATES OF OPERATION**  
**SCHEDULE 20-208-C-I. FUEL-BURNING EQUIPMENT**

<b>Fuel Burning Rate (Million Btu per Hour)</b>	<b>Fee</b>
0.5 to <del>4.99</del> <b>9.99</b>	<del>\$720.00</del> <b><u>900.00</u></b>
<del>5</del> <b>10</b> to <del>14.99</del> <b>39.99</b>	<del>\$820.00</del> <b><u>1,020.00</u></b>
<del>15</del> <b>40</b> to 99.99	<del>\$960.00</del> <b><u>1,200.00</u></b>
100 or greater	<del>\$1,105.00</del> <b><u>1,380.00</u></b>

**SCHEDULE 20-208-C-II. INCINERATORS**

<b>Incineration Rate (Pounds per Hour)</b>	<b>Fee</b>
Up to 200	<del>\$340.00</del> <b><u>420.00</u></b>
200 to 599	<del>\$385.00</del> <b><u>480.00</u></b>
600 to 999	<del>\$440.00</del> <b><u>540.00</u></b>
1,000 to 1,999	<del>\$480.00</del> <b><u>600.00</u></b>
2,000 to 4,999	<del>\$530.00</del> <b><u>660.00</u></b>
5,000 to 9,999	<del>\$580.00</del> <b><u>720.00</u></b>
10,000 or greater	<del>\$625.00</del> <b><u>780.00</u></b>
<del>+\$45.00 for each additional 100 lbs/hr over 10,000 lbs/hour</del>	

**SCHEDULE 20-208-C-III. PROCESS EQUIPMENT**

<b>Process Weight (Pounds per Hour)</b>	<b>Fee</b>
Up to 999	\$ <del>440.00</del> <u>540.00</u>
1,000 to 9,999	\$ <del>580.00</del> <u>720.00</u>
10,000 to 49,999	\$ <del>720.00</del> <u>900.00</u>
50,000 to 149,999	\$ <del>865.00</del> <u>1,080.00</u>
150,000 <del>and or</del> greater	\$ <del>960.00</del> <u>1,200.00</u>

**SCHEDULE 20-208-C-IV. ODOR PRODUCING EQUIPMENT**

Each unit shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (\$~~385.00~~480.00).

**SCHEDULE 20-208-C-V. MISCELLANEOUS**

Each unit shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (\$~~385.00~~480.00).

- c. *Renewal Certificate of Operation Annual Fees.* A source that has applied for renewal of one or more certificates of operation shall pay the required annual fee prior to issuance of any renewal certificate(s) of operation to it. Subsequent to issuance of any renewal certificate(s) of operation to a source, the source shall pay the required annual fee throughout the term of the permit, not later than the anniversary of issuance of any renewal certificate(s) of operation. The following annual fee schedules shall apply to the renewal of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the ~~b~~Bureau ~~director~~ and remitted to the ~~finance officer~~ of the City of Chattanooga finance officer as ~~the~~ fiscal agent ~~of for~~ the ~~b~~Board, who shall accumulate such fees in an account dedicated to the ~~b~~Board for air pollution control activities.

**RENEWAL CERTIFICATES OF OPERATION**  
**SCHEDULE 20-208-C-VI. FUEL-BURNING EQUIPMENT**

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to <del>4.99</del> <u>9.99</u>	\$ <del>340.00</del> <u>420.00</u>
<del>5</del> <u>10</u> to <del>14.99</del> <u>39.99</u>	\$ <del>385.00</del> <u>480.00</u>
<del>15</del> <u>40</u> to 99.99	\$ <del>440.00</del> <u>540.00</u>
100 or greater	\$ <del>500.00</del> <u>620.00</u>

**SCHEDULE 20-208-C-VII. INCINERATORS**

<del>Process Weight (Pounds per Hour)</del> Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$ <del>240.00</del> <u>300.00</u>
200 to 599	\$ <del>260.00</del> <u>320.00</u>
600 to 999	\$ <del>295.00</del> <u>365.00</u>
1,000 to 1,999	\$ <del>350.00</del> <u>435.00</u>
2,000 to 4,999	\$ <del>385.00</del> <u>480.00</u>
5,000 to 9,999	\$ <del>425.00</del> <u>530.00</u>
10,000 or greater	\$ <del>460.00</del> <u>575.00</u>

**SCHEDULE 20-208-C-VIII. PROCESS EQUIPMENT**

<b>Process Weight (Pounds per Hour)</b>	<b>Fee</b>
Up to 999 <del>\$240.00</del> <b>1,000 to 9,999</b>	<del>\$340.00</del> <b><u>\$300.00</u></b>
<b><u>1,000 to 9,999</u></b>	<b><u>\$420.00</u></b>
10,000 to 49,999	<del>\$440.00</del> <b><u>\$540.00</u></b>
50,000 to 149,999	<del>\$530.00</del> <b><u>\$660.00</u></b>
150,000 to 499,999	<del>\$625.00</del> <b><u>\$780.00</u></b>
500,000 to 999,999	<del>\$720.00</del> <b><u>\$900.00</u></b>
1,000,000 or greater	<del>\$820.00</del> <b><u>\$1,020.00</u></b>

**SCHEDULE 20-208-C-IX. ODOR PRODUCING EQUIPMENT**

Each unit shall be assessed a fee of ~~\$240.00~~ **three hundred dollars (\$300.00)**.

**SCHEDULE 20-208-C-X. MISCELLANEOUS**

Each unit shall be assessed a fee of ~~\$240.00~~ **three hundred dollars (\$300.00)**.

SECTION 4. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Duplicate Permits.* Duplicate permits or certificates of operation may be issued by the ~~d~~**D**irector if requested by the owner or operator. A fee of ~~sixty-seventy-five~~ **sixty-seventy-five** dollars (~~\$60.00~~**\$75.00**) shall be charged for issuing a duplicate installation permit or certificate of operation. A fee of ~~two hundred forty-three hundred~~ **three hundred** dollars (~~\$240.00~~**\$300.00**) shall be charged for issuing a duplicate Part 70 operating permit. **Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.**

SECTION 5. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(6) in its entirety and substitute in lieu thereof the following:

- (6) Reserved.—An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any certificate of operation fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

SECTION 6. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(f)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Fees.* The following fee schedules shall apply to the issuance of permits for all demolitions or for those renovations involving friable asbestos-containing materials (ACM) subject to Rule 17.5, except in paragraphs (f)(5) and (f)(6) below. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. If work begins on any regulated renovation or demolition without having obtained the required permit, or if work is performed other than in accordance with the plans and specifications filed with and approved by the ~~d~~Director to obtain the permit, the ~~d~~Director may grant such permit; provided, however, that the permit fee is doubled in all such cases. Fees shall be collected by the ~~b~~Bureau and remitted to the ~~e~~City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the ~~b~~Board for air pollution control activities. Only one initial fee shall be assessed for any renovation or demolition project occurring at an installation on one contiguous site owned by the same owner within six months after receipt of the initial application where the ACM is calculated (as set forth in Section 20-241, Rule 17.5 of this chapter) in both linear feet and in square feet. When ACM is to be removed and involves calculating in both linear and square feet, the ACM footage will be summed to determine the appropriate fee from Schedule 20-208-F-~~2II~~ or Schedule 20-208-F-~~3III~~:

**SCHEDULE 20-208-F-I.**  
**DEMOLITIONS WHERE NO ASBESTOS IS PRESENT**

<b>Fee</b>	<del>\$200.00</del> <u><b>250.00</b></u> per structure
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**SCHEDULE 20-208-F-II.**  
**DEMOLITIONS WHERE REGULATED ASBESTOS IS PRESENT**

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

Linear/Square Feet of ACM	Fee
160 – 299 (square feet)	<del>\$325.00</del> <u><b>390.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure
260 – 299 (linear feet)	<del>\$325.00</del> <u><b>390.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure
300 – 499	<del>\$500.00</del> <u><b>625.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure
500 – 999	<del>\$700.00</del> <u><b>855.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure
1,000 – 1,499	<del>\$825.00</del> <u><b>1,015.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure
1,500 – 4,999	<del>\$1,000.00</del> <u><b>1,250.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure
5,000 and up	<del>\$1,250.00</del> <u><b>1,560.00</b></u> plus <del>\$200.00</del> <u><b>250.00</b></u> per structure

**SCHEDULE 20-208-F-III.**

**RENOVATIONS WHERE REGULATED ASBESTOS IS PRESENT**

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

<b>Linear/Square Feet of ACM</b>	<b>Fee</b>
160 – 299 (square feet)	<del>\$325.00</del> <u><b>390.00</b></u>
260 – 299 (linear feet)	<del>\$325.00</del> <u><b>390.00</b></u>
300 – 499	<del>\$500.00</del> <u><b>625.00</b></u>
500 – 999	<del>\$700.00</del> <u><b>855.00</b></u>
1,000 – 1,499	<del>\$825.00</del> <u><b>1,015.00</b></u>
1,500 – 4,999	<del>\$1,000.00</del> <u><b>1,250.00</b></u>
5,000 and up	<del>\$1,250.00</del> <u><b>1,560.00</b></u>

SECTION 7. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.3(2) in its entirety and substitute in lieu thereof the following:

- (2) A non-refundable application fee of ~~sixty-seventy-five~~ **sixty-seventy-five** dollars (~~\$60.00~~**75.00**) shall be included with the application, which fee shall be collected by the ~~b~~**B**ureau and remitted to the **City of Chattanooga finance officer as** fiscal agent ~~of for~~ the ~~b~~**B**oard;

SECTION 8. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.6(3) in its entirety and substitute in lieu thereof the following:

- (3) A non-refundable application fee of ~~five hundred-six hundred twenty-five~~ **six hundred twenty-five** dollars (~~\$500.00~~**625.00**) shall be included with the application, which fee shall be collected by the ~~b~~**B**ureau and remitted to the **City of Chattanooga finance officer as** fiscal agent ~~of for~~ the ~~b~~**B**oard;

SECTION 9. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 7.5 in its entirety and substitute in lieu thereof the following:

*Rule 7.5.* On and after March 1, 1973, the person in responsible charge of the operation of an incinerator **(including a cremation system)** must be licensed by the **b**Bureau. Such license shall be issued only after a passing score is received on a standardized test to be devised and administered by the bureau. The bureau shall test persons on their knowledge of the principles of incineration, including but not necessarily limited to the subjects of preignition, firing and cleaning. The **b**Bureau shall have the power to collect a one (1) time fee of **twenty-one hundred dollars (\$20.00100.00)** pursuant to the issuance of such license. Such fee shall be **remitted to the city treasurer collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.** The **d**Director shall have the authority to suspend or revoke such license if the person holding such license willfully or by reason of incompetence violates any provision of this chapter. No license issued in accordance with the provisions of this rule shall be assignable or transferable. The failure to issue a license, or suspension or revocation of such license, shall be an order or determination of the **d**Director within the meaning of **sSection 20-218(e)** of this chapter.

SECTION 10. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 17.5(1)(e) in its entirety and substitute in lieu thereof the following:

- (e) Courtesy notification. The owner or operator of a renovation activity at any facility being renovated that is not described in paragraph (1)d. of Rule 17.5 shall provide the Director with a written courtesy notification on a form specified by the Director and available from the Bureau before any renovation activity begins. None of the requirements of paragraphs (2) and (3) of Rule 17.5 are applicable to such renovations. **A fee of two hundred dollars (\$200.00) shall be included with the notification, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.**

SECTION 11. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(1) in its entirety and substitute in lieu thereof the following:

- (1) The owner or operator or the “responsible official” of a Part 70 source shall pay an annual emission fee to the **b**Bureau based on “regulated pollutant (for presumptive fee calculation)” as those terms are defined in **sSection 20-253** of this chapter. The

minimum annual emission fee charged to a Part 70 source will be ~~four eight~~ thousand dollars (~~\$4,000.00~~**\$8,000.00**).

SECTION 12. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(6) in its entirety and substitute in lieu thereof the following:

- (6) The rate at which annual emission fees are assessed shall be **the “Part 70 presumptive minimum fee rate” of fifty dollars (\$50.00) sixty-five dollars and thirty-eight cents (\$65.38) per ton as adjusted for each annual accounting period by the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed twelve (12)-calendar month period of September through August exceeds the CPI-U for the twelve-(12) calendar month period of September 2024 through August 2025. This adjusted Part 70 presumptive minimum fee rate is calculated annually by the U.S. Environmental Protection Agency using the preceding criteria. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor.**

SECTION 13. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to add the following Section 20-260(e)(11):

- (11) **An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any Part 70 permit fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.**

SECTION 14. BE IT FURTHER ORDAINED that East Ridge Municipal Code, Title 20, Chapter 2, codifying ordinances as previously adopted be construed to be cumulative in effect, and it is here declared to be the legislative intent that compliance with any one or more provisions of that chapter shall not be construed as defense for non-compliance with any other applicable

provisions of the Code or the Ordinance or rules or regulations thereof nor with any applicable provisions of that chapter.

SECTION 15. BE IT FURTHER ORDAINED that if any section, part of a section, sentence, clause or phrase of this Ordinance is for any reason declared unconstitutional or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance, and only such invalid portion shall be elided from this Ordinance.

SECTION 16. BE IT FURTHER ORDAINED that this Ordinance shall become effective within two (2) weeks from and after its passage.

PASSED on second and final reading: xxxx xx, 2025

S/ \_\_\_\_\_  
CHAIRPERSON

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_, 2025

S/ \_\_\_\_\_  
MAYOR

**DISCUSSION ITEM**

AGENDA MEMORANDUM  
EMPLOYMENT AGREEMENT WITH NEW CITY MANAGER

January 22, 2026

Submitted By:

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

SUBJECT:

Interviews, both one-on-ones and via public meeting, were held on Monday, January 12, 2026 with a couple of candidates for the position of City Manager for the City of East Ridge. At that time the Mayor and City Council deferred any action in order to give them time to reflect on the interviews and hear input from the citizens.

A decision needs to be made by the Mayor and City Council in reference to my replacement as City Manager. The choices are as follows:

- Select Michael Powers as City Manager
- Select Kevin Owens as City Manager
- Select neither one and instruct Staff to open the selection process and readvertise for the position.

Your direction please.

JSM/

**ORDINANCE NO. 1241**

**AGENDA MEMORANDUM**

01/22/2026

Submitted by:

*Diane Qualls*

Diane Qualls, Finance Director

Per T.C.A. 6-56-208 the budget must be amended per ordinance as additional revenues or expenditures occur. This amendment will do the following:

- Show use of the General Fund Balance as approved by Council in previous meetings this Fiscal Year and last Fiscal Year. Three million was set aside in the last budget year to pay for turf at Camp Jordan. Council approved an agreement with ASA Engineering for a Stormwater Asset Management Plan.
- Due to issues with the contractor, the FY 2025 Resurfacing program was completed in FY 2026 thus having to combine the 2 years into one budget year.
- Changes to the Capital Project Fund funds were moved from Building and Grounds Department to General Government per Council approval to purchase new servers for the City. Final work is being done on Phase II at Camp Jordan Arena, the remaining loan balance is being used. Resurfacing has been amended to reflect having to combine two years together.

**ORDINANCE NO. 1241**

**AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS**

**WHEREAS**, Ordinance No. 1226 provided for the revenue for the City of East Ridge, Tennessee, for the fiscal year July 1, 2025, to June 30, 2026, and appropriated such revenue for the payment of expenses of the municipal government, and made certain other provisions with respect to the financial operation of the City of East Ridge; and

**WHEREAS** it is necessary and appropriate that said Ordinance No. 1226 be amended by changing the revenues and expenditures of various funds; and

**WHEREAS** T.C.A. §6-56-208 allows the governing body of a municipality to amend the annual budget ordinance in the same manner as any other ordinance may be amended; and

**WHEREAS** the Council finds that the proposed budget amendment is for legitimate municipal purposes and consistent with applicable law; and

**WHEREAS**, the Council has general authority to adopt an ordinance relative to the management and control of the finances of the municipality that is for the good of the government, protection of its citizens, and necessary and proper for carrying out the power granted to the Council pursuant to applicable law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE** that pursuant to the Municipal Budget Law of 1982, as amended and codified at Tennessee Code Annotated §6-56-201 *et seq.*, Ordinance No. 1226 is and the same hereby shall be amended as follows:

<b>General Fund</b>	<b>Budget</b>	<b>Amendment</b>	<b>Final</b>
Revenue			
Use of Fund Balance	432,965	3,201,600	3,634,565
<b>Total Budget (Amended)</b>	<b>28,274,009</b>	<b>3,201,600</b>	<b>31,475,609</b>
Expenditures			
Street Department	735,223	201,600	936,823
Parks & Recreation	1,221,869	3,000,000	4,221,869
<b>Total Budget (Amended)</b>	<b>28,263,330</b>	<b>3,201,600</b>	<b>31,464,930</b>

<b>State Street Aid</b>	<b>Budget</b>	<b>Amendment</b>	<b>Final</b>
Revenue			
Use of Fund Balance	391,716	301,575	693,291
<b>Total Budget (Amended)</b>	<b>1,406,238</b>	<b>301,575</b>	<b>1,707,813</b>
Expenditures			
Road Paving & Maint.	600,000	301,575	901,575
<b>Total Budget (Amended )</b>	<b>1,406,238</b>	<b>301,575</b>	<b>1,707,813</b>

<b>Capital Improvement Fund</b>	<b>Budget</b>	<b>Amendment</b>	<b>Final</b>
Revenue			
Use of Fund Balance	7,639,979	454,576	8,094,555
<b>Total Budget (Amended)</b>	<b>12,233,215</b>	<b>454,576</b>	<b>12,687,791</b>
Expenditures			
General Government	0	55,688	55,688
Bldg & Grounds	300,000	-55,688	244,312
Parks & Recreation	0	164,000	164,000
Resurfacing Program	700,000	290,576	990,576
<b>Total Budget (Amended )</b>	<b>12,233,215</b>	<b>454,576</b>	<b>12,687,791</b>

**BE IT FURTHER ORDAINED**, that to the extent required, a true and correct copy of this ordinance showing the approved budget amendments shall be filed with the applicable agency or entity as required by law.

**BE IT FURTHER ORDAINED**, that if any section, clause, provision, or portion of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, such holdings shall not affect any other section, clause, provision, or portion of this Ordinance.

**BE IT FURTHER AND FINALLY ORDAINED**, that this Ordinance takes effect immediately after its passage, the public welfare of the City requiring it.

Approved on First Reading \_\_\_\_\_, 2026.

Approved on Second Reading \_\_\_\_\_, 2026.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**RESOLUTION NO. 3780**

AGENDA MEMORANDUM  
ACCEPTANCE OF FUNDS  
JANUARY 22, 2026

Submitted By:

*Shawwna Skiles*

Shawwna Skiles, Parks and Recreation Director

**Subject:** Acceptance of Funding from Hamilton County Camp Jordan Park Improvements

The Hamilton County Commission has approved Resolution No. 126-12, authorizing funding for the County Mayor to accept a TNECD grant. These funds come from the U.S. Department of Housing and Urban Development as part of disaster relief efforts related to the 2020 Easter tornadoes and will be administered by the Southeast Tennessee Development District.

From the total funding awarded to the County, **\$3,454,000 has been designated for turf improvements at Camp Jordan Park.**

**Next Steps:**

With the County Commission's approval now in place, the **City Council will need to formally accept the funds** in order for the project to move forward.

This funding presents an exciting opportunity to continue enhancing our recreational facilities and advancing improvements at Camp Jordan Park for the benefit of our community. Please let me know if you have any questions or need additional information in preparation for the upcoming Council meeting.

SS

**RESOLUTION NO. 3780**

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL  
ACCEPTING THREE MILLION FOUR HUNDRED  
FIFTY-FOUR THOUSAND DOLLARS (\$3,454,000.00)  
FROM HAMILTON COUNTY GOVERNMENT FOR THE  
CONVERSION OF ATHLETIC FIELDS TO SYNTHETIC  
TURF AT CAMP JORDAN PARK**

**WHEREAS**, Victus Advisors completed a sports facility feasibility study mid-year 2024 for Camp Jordan Park to explore the financial feasibility of enhancing, improving, and optimizing outdoor and indoor sports facilities; and

**WHEREAS**, one of the findings of the study, based on input from the City and interviews with event users, confirmed that converting several existing soccer and ball fields to synthetic turf would improve playability, increase scheduling flexibility, and allow the City to host additional events, including during inclement weather; and

**WHEREAS**, by Resolution No. 3628, adopted on November 11, 2024, the City Council authorized the Mayor to enter into a Joint Project Agreement (“JPA”) with Hamilton County, whereby the City would appropriate Three Million Dollars (\$3,000,000.00) for the turf project at Camp Jordan Park and Hamilton County would match the amount of Three Million Dollars (\$3,000,000.00); and

**WHEREAS**, by Resolution No. 3711, the City Council approved the installation of synthetic turf on Fields 5 through 8 and the Soccer Stadium at Camp Jordan Park; and

**WHEREAS**, Hamilton County Government has designated Three Million Four Hundred Fifty-Four Thousand Dollars (\$3,454,000.00) to the City of East Ridge as the County’s contribution toward the Camp Jordan Park turf project, which meets and exceeds the match amount under the JPA.

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

SECTION 1. The City Council hereby accepts Three Million Four Hundred Fifty-Four Thousand Dollars (\$3,454,000.00) from Hamilton County Government as the County’s contribution toward the conversion of athletic fields to synthetic turf at Camp Jordan Park.

SECTION 2. The City Manager, or his designee, is hereby authorized and directed to execute any and all documents necessary to receive and administer the funds, and to take such further actions as may be necessary to carry out the intent of this Resolution

**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 \_\_\_\_\_, 2026.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**RESOLUTION NO. 3781**

AGENDA MEMORANDUM  
CITY MANAGER CONTRACT

January 22, 2026

Submitted By:

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

SUBJECT:

Pursuant to the terms of my Employment Agreement, Section 6, approved by the Mayor and City Council on January 23, 2025, the term of said agreement shall begin on January 23, 2025 and shall run for one (1) year thereafter and may be renewed and negotiated by and between the City and Miller.

My proposal to the Mayor and City Council is to continue serving as City Manager for a period of one (1) month, or until February 27, 2026, to assist the governing body in the hiring of my replacement and continue to manage the affairs of the city. Further, I am requesting a 3% increase in salary effective immediately (the same increase the employees received for FY 2024-2025).

Attached hereto please find an addendum to my employment agreement, extending my employment as City Manager until February 27, 2026 with a 3% increase in salary, for consideration for approval by the Mayor and City Council.

Attachments

JSM/

**RESOLUTION NO. 3734**

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A FIRST AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT AND AUTHORIZING ITS EXECUTION**

**WHEREAS**, the City of East Ridge, Tennessee (the “City”), is a Tennessee municipal corporation operating under its Charter and the laws of the State of Tennessee; and

**WHEREAS**, the City entered into a City Manager Employment Agreement with Scott Miller (the “City Manager”) dated January 26, 2023 (the “Employment Agreement”); and

**WHEREAS**, Paragraph 6 of the Employment Agreement establishes the term of the City Manager’s employment; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to extend the term of the Employment Agreement for a limited period; and

**WHEREAS**, the City Council further desires to approve a limited adjustment to the City Manager’s compensation applicable only during the extension period, as set forth in a First Amendment to the Employment Agreement; and

**WHEREAS**, the First Amendment extends the term of the Employment Agreement from January 23, 2026, through February 27, 2026, and provides for compensation during such extension period in the amount of \$11,790.32, reflecting a three percent (3%) increase over the current annual base salary, prorated over twelve (12) months, and expressly subject to a sunset provision; and

**WHEREAS**, the City Council has reviewed the First Amendment and finds its terms to be fair, reasonable, and in the best interest of the City;

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

Section 1. Approval of First Amendment

The City Council hereby approves the First Amendment to the City Manager Employment Agreement, substantially in the form presented to the City Council, extending the term of the Agreement and providing for limited compensation during the extension period.

Section 2. Authorization to Execute

The Mayor, City Manager, and/or City Recorder, as appropriate, are hereby authorized and directed to execute the First Amendment on behalf of the City and to take any and all actions reasonably necessary to carry out the intent of this Resolution.

Section 3. No Precedent

The approval of the First Amendment is intended to be limited to the specific circumstances addressed therein and shall not be construed as establishing precedent with respect to future employment agreements, extensions, or compensation adjustments.

**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 \_\_\_\_\_ 2026.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## **FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT**

This First Amendment to the City Manager Employment Agreement (“First Amendment”) is entered into this 22nd day of January 2026, by and between the City of East Ridge, Tennessee (“City”) and J. Scott Miller (“Miller”).

### **WITNESSETH:**

**WHEREAS**, the City and Miller entered into a City Manager Employment Agreement dated and effective January 23, 2025 (“Agreement”); and

**WHEREAS**, Paragraph 6 of the Agreement sets forth the term of employment which is scheduled to expire on January 23, 2026; and

**WHEREAS**, the City Council for the City of East Ridge desires to extend the term of the Agreement up through and including February 27, 2026; and

**WHEREAS**, the Miller agrees to such extension on the terms set forth herein;

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

1. Amendment to Paragraph 6 (Term of Agreement): Paragraph 6 of the Agreement is hereby amended to provide that the term of Miller’s employment shall be extended, such that the expiration date of the Agreement is changed from January 23, 2026, to February 27, 2026, unless sooner terminated in accordance with the terms of the Agreement.

2. Amendment to Paragraph 7 (Compensation): Paragraph 7 of the Agreement is hereby amended to provide that effective January 24, 2026, and continuing through February 27, 2026, Miller shall be paid a base salary in the amount

of Eleven Thousand Seven Hundred Ninety Dollars and Thirty-Two Cents (\$11,790.32). This amount represents a three percent (3%) increase over Miller's current annual base salary of \$137,363.00, calculated on an annualized basis and prorated over twelve (12) months for payment during the extension period. Except as expressly provided in this Section, all other compensation, benefits, and allowances provided under the Agreement shall remain unchanged and in full force and effect during the extension period.

3. Ratification of Agreement. Except as expressly amended by this First Amendment, all other terms and conditions of the Agreement shall remain unchanged and in full force and effect, and the same are hereby ratified and affirmed by the parties.

4. Governing Law. This First Amendment shall be governed by and construed in accordance with the laws of the State of Tennessee.

5. Authority. The undersigned represent and warrant that they are duly authorized to execute this First Amendment on behalf of their respective parties.

6. Counterparts. This First Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

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

City of East Ridge, Tennessee

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

Attest: \_\_\_\_\_  
Jennifer Deitrick, City Recorder

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J. Scott Miller

Approved as to Form:

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Mark W. Litchford, City Attorney

**RESOLUTION NO. \_\_\_\_\_**

**Patricia Cassidy**  
COURT CLERK

**Terrie Leidholt**  
DEPUTY CLERK



**Tracy Cox**  
JUDGE

**Kristi Cato**  
CLERK

**Municipal Court**  
**City of East Ridge**

*1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423) 867-2701  
(423) 867-2712 FAX*

January 12, 2026

TO: Mayor & Members of the City of East Ridge Council

FROM: Patricia Cassidy, East Ridge Court Clerk

RE: Request for Agenda Placement – Salary Increase for the Elected Court Clerk

I respectfully request that consideration of a salary adjustment for the Elected Court Clerk position be placed on the agenda for the next City Council meeting. Tennessee County Court Clerks serving jurisdictions with populations comparable to the City of East Ridge are state mandated to earn no less than \$96,690.00 annually; however, I am requesting consideration of a significantly lower salary adjustment to approximately \$72,500.00, which reflects the compensation this position would receive if classified as a city employee rather than an elected office. Additionally, this position has not received a salary increase in the past eight years, despite increased responsibilities, workload, and cost-of-living impacts. I respectfully ask the Council to allow discussion and consideration of this matter at the upcoming meeting.

Respectfully submitted,  
*Patricia Cassidy, Court Clerk*  
City of East Ridge, Tennessee