

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

**AGENDA
February 12, 2026
6:00 pm**

1. Call to Order
2. Invocation
3.
 - A. Roll Call
 - B. Milestone Awards
4. Consent Agenda
 - A. Approval of Minutes January 22, 2026
 - B. Declaration of Surplus Property
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business:
 - A. **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 – Remove from the Table and Schedule Continuation of First Reading of the Ordinance
 - B. **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 (2nd READING)
9. New Business
 - A. **ORDINANCE NO. 1242** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL SETTING THE COMPENSATION OF THE CITY COURT CLERK IN ACCORDANCE WITH TITLE 3, CHAPTER 5, SECTION 3-504 (1st READING)
 - B. **ORDINANCE NO. 1243** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE DESIGNATION OF THE ASSISTANT CITY MANAGER AND AMENDING ORDINANCE 1226 TO FUND THE POSITION FOR ASSISTANT CITY MANAGER (1st READING)
 - C. **RESOLUTION NO. 3782** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A REQUEST TO OPERATE A HOTEL AT THE PROPERTY LOCATED AT 6101 RINGGOLD ROAD, TAX MAP #169L-F-043.01, LOCATED WITHIN THE C-2 GENERAL COMMERCIAL DISTRICT, IN ACCORDANCE WITH CITY CODE, ARTICLE V, SECTION 1203 TITLED USES PERMITTED ON REVIEW

- D. **RESOLUTION NO. 3783** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDER NO. 1 FOR THE JOHN ROSS ROAD RESURFACING PROJECT
- E. **RESOLUTION NO. 3784** - 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
- F. Selection of Dates for Public Interviews of City Manager Candidates
- G. Discussion of Tentative Agenda for **February 26, 2026**, City Council Meeting (Attachment A)

10. Adjournment

ATTACHMENT A
TENTATIVE AGENDA
February 26, 2026

8. Old Business:

- A. **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 (CONTINUATION OF 1st READING)
- B. **ORDINANCE NO. 1242** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL SETTING THE COMPENSATION OF THE CITY COURT CLERK IN ACCORDANCE WITH TITLE 3, CHAPTER 5, SECTION 3-504 (2nd READING)
- C. **ORDINANCE NO. 1243** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE DESIGNATION OF THE ASSISTANT CITY MANAGER AND AMENDING ORDINANCE 1226 TO FUND THE POSITION FOR ASSISTANT CITY MANAGER (2nd READING)
- D. Discussion of proposed Mobile Food Vending Ordinance

9. New Business

- A. **RESOLUTION NO. _____** - Partnership agreement with D-bat Chattanooga
- B. **RESOLUTION NO. _____** - Request to allow East Ridge Needy Child Fund to use Camp Jordan Arena and waive the rental fee
- C. **RESOLUTION NO. _____** - Request to allow East Ridge Middle School to use a soccer and softball field and waive the rental fees
- D. **RESOLUTION NO. _____** - Approval to solicit bids for the replacement of the East Ridge Community Center lower roof
- E. **RESOLUTION NO. _____** - Award of Bid for the 2026 Street Resurfacing Program

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

**January 22, 2026
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on January 22, 2026, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order.

Charles Cochran of the East Ridge Church of Christ 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 38 members of the public were present.

Presentation of East Ridge Fire Department Special Commendation Awards

Fire Chief Williams announced that Tony Malisaka and Joshua Williams have been awarded letters of commendation and that the Red Shift has received a shift citation. These awards were presented for their efforts during a recent house fire in which an individual was trapped inside the structure.

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

Marie Holmes, 3620 Gleason Drive, expressed concern regarding on-street parking and requested No Parking signs. City Manager Miller confirmed that the signage has already been approved and will be installed.

Communication from Councilmembers

Vice Mayor Tyler expressed appreciation for a recent fire safety class.

Councilmember Ezell reminded the public of the upcoming cold temperatures and encouraged residents to watch for icy conditions.

Councilmember Cagle and Councilmember Witt had no comments.

Mayor Williams announced that the grand opening of Venue 1921 has been rescheduled to February 7, 2026, due to inclement weather forecasts. He then invited Parks and Recreation Director Skiles to announce the upcoming Parks and Recreation events. Mayor Williams also reported on the upcoming East Ridge Library events and programs.

Communication from City Manager

City Manager Miller provided a progress update on the Community Center expansion project and noted that the closure date for the Bauchman Tunnel has changed but the new date has not yet been released.

Old Business

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 (2nd READING)

City Attorney Litchford read the ordinance on caption. City Manager Miller stated that the Chattanooga-Hamilton County Air Pollution Control Bureau requested an update to the City's ordinance to increase permit, application, late, license, and emission fees.

Councilmember Ezell moved to approve Ordinance No. 1240. 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.

Discussion and Selection of Top Candidate for City Manager Appointment

Mayor Williams stated that he had met with department heads, citizens, and staff for feedback. He noted that although two candidates possessed strong qualifications, he recommended reopening the recruitment process.

Councilmembers Ezell and Witt agreed, with Councilmember Witt asking whether the same recruitment method would be used. Mayor Williams recommended continuing with the current process.

Vice Mayor Tyler stated he had received mixed feedback from citizens and employees and expressed no objection to reopening the search. Councilmember Cagle requested that Council be provided with a minimum number of resumes for consideration.

Mayor Williams raised the question of whether the salary range should be increased based on a nearby jurisdiction's higher offer. City Manager Miller stated that he had shared his salary and car allowance with candidates; three chose to continue in the process, and one withdrew due to salary.

Vice Mayor Tyler asked about the timing related to the budget process. City Manager Miller explained his role in preparing the budget and noted that Finance Director Qualls completes preliminary budget work.

Councilmember Ezell moved to readvertise for the City Manager position. Vice Mayor Tyler seconded. Mayor Williams confirmed the recruitment process would remain the same. Councilmember Cagle requested at least five resumes be presented for consideration.

There being no further 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. Following the vote, Council briefly discussed salary parameters and agreed to advertise the position with a salary range of \$145,000–\$160,000.

New Business

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 (1st READING)

Finance Director Qualls reviewed the proposed amendments to the Fiscal Year 2026 budget ordinance.

Vice Mayor Tyler moved to approve Ordinance No. 1241. Councilmember Ezell 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.

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

City Attorney Litchford read the resolution on caption. Parks and Recreation Director Skiles stated that the Hamilton County Commission authorized the County Mayor to accept funds from the U.S. Department of Housing and Urban Development, and that of the total funding awarded to the County, \$3,454,000 was designated for the turf improvements at Camp Jordan Park.

Councilmember Witt moved to approve Resolution No. 3780. 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.

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

City Attorney Litchford read the resolution on caption. City Manager Miller stated that the amendment extends his employment agreement to February 27, 2026, and includes a 3% salary increase, consistent with the increase provided to all City staff effective July 1, 2025.

Councilmember Witt moved to approve Resolution No. 3781. 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 February 12, 2026 City Council Meeting (See Attachment A)

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

Old Business

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 (2nd READING)

No discussion.

New Business

RESOLUTION NO. _____ - City Court Clerk Pay Adjustment

Court Clerk Cassidy stated that the Court Clerk position has not received a salary increase in the last eight years.

Mayor Williams asked if there were any additional items to add to the agenda.

City Manager Miller requested that discussion of a false alarm ordinance be added to the agenda. Police Chief Uselton and Fire Chief Williams summarized the operational impact of repeated false fire and burglar alarms. Chief Williams noted the proposed ordinance would not apply to single-family residences. City Attorney Litchford clarified that under the draft ordinance, the property owner and alarm operator would be responsible for any fines.

Councilmember Cagle expressed concern regarding trucks with more than three axles on Spring Creek Road and Sunnyfield Lane. City Manager Miller stated that “No Through Truck Traffic” signage has been authorized for Sunnyfield Lane, and signage could be posted on Spring Creek Road following Council direction. After some discussion, City Manager Miller stated that staff will work on verbiage for signage on Spring Creek Road that would still allow local deliveries to Parkridge Hospital.

Councilmember Cagle also raised concerns about tractor-trailer parking on vacant lots along Ringgold Road. Chief Uselton reported that the property owner has agreed to block the lot. City Manager Miller added that some municipalities had signed agreements with property owners authorizing police to issue citations or tow vehicles where “No Truck Parking” signs were installed. Chief Uselton confirmed that the East Ridge Police Department has similar forms that can be adapted for this purpose.

Mayor Williams announced that the Whataburger drive-thru will open to the public on January 26 and noted that the City will have resources in place to monitor traffic.

Adjournment

There being no further business, the January 22, 2026, Regular Meeting of the City Council of the City of East Ridge was adjourned at 7:14 p.m.

APPROVED:

MAYOR

CITY CLERK

ORDINANCE NO. 1239

AGENDA MEMORANDUM REZONING OF PROPERTY AT 1408 SAN HSI DRIVE

February 12, 2026

Submitted By:


J. Scott Miller, City Manager

SUBJECT:

The East Ridge City Council at their January 8, 2026 regular business meeting considered the rezoning application to rezone the property located at 1408 San His from C-2 General Commercial District to R-2 Residential Duplex District. A public hearing was conducted prior to the consideration of the ordinance on first reading, citizens were heard, and the public hearing was closed. Discussion then ensued among the City Council and eventually the application was tabled until an engineering review and report could be facilitated in reference to the drainage situation in the immediate area of the rezoning. ASA Engineering was commissioned to undertake a drainage study of the area and Jeff Sikes has completed the report. A copy of the report is attached hereto for your information.

The rezoning application for the property at 1408 San His Drive is ready to be brought back before the City Council for consideration for approval on first reading. Said application is scheduled for the upcoming regular business meeting of the City Council on February 12, 2026 for the following actions:

- Remove the rezoning application off the table; and
- Schedule the continuation of the first reading of the ordinance for the February 26, 2026 regular business meeting.

Attachment

JSM/



February 6, 2026

Via Email: jscottmiller@eastridgetn.gov

Scott Miller
City Manager
City of East Ridge
15717 Tombras Avenue
East Ridge, Tennessee 37412

RE: Proposed Development of 1408 San Hsi Drive

Subject: Stormwater Assessment

Dear Mr. Miller,

Per your request, Asa Engineering and Consulting, Inc. performed a stormwater assessment of the proposed development at 1408 San Hsi Drive in the City of East Ridge, Tennessee (attached Exhibit A) to determine if the existing stormwater infrastructure (attached Exhibit B) has the capacity to handle the increase in stormwater runoff volume associated with the development.

Based on our inspection of the existing drainage infrastructure, our understanding of the proposed development, and our research of flooding in the immediate area, we find the increase in stormwater runoff volume to be negligible and the existing stormwater infrastructure sufficient to handle the increase in stormwater volume from the proposed development.

Should you have questions or need additional information, please contact me.

Respectfully
Asa Engineering and Consulting, Inc.

A handwritten signature in blue ink, appearing to read 'J. Sikes', is positioned above the printed name of the sender.

Jeff A. Sikes
Exec. Vice President | Senior Projects Manager

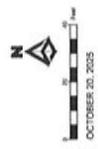


PROPERTY INFORMATION:
 OWNER: F&J COLLECTIVE LLC
 ADDRESS: 1408 HSI SAN DR
 TAX MAP #: 69K J008
 DISTRICT: EAST RIDGE

EXISTING ZONE: C-C
PROPOSED ZONE: R-2
AREA FOR REZONE: 0.18 ACRES

PROPOSED USE: 2 RESIDENTIAL UNITS
PROPOSED DENSITY: 11 UNITS/ACRE
PROPOSED PARKING: 4 SPACES

SURVEY INFORMATION:
 BOUNDARY INFORMATION FROM HAMILTON COUNTY GIS DATA
 PROPERTY IS LOCATED WITHIN THE 100 YEAR FLOOD AREA



STONE CREEK CONSULTING LLC
 ALLIEN DRIVE, SUITE 6, P.O. BOX 2007, LEBANON, TN 37037
 ALLEN@STONECREEKCONSULTING.COM

1408 San Hsi Dr - Rezoning Site Plan

SCALE: 1" = 20'

OCTOBER 20, 2025

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

WHEREAS, Allen Jones with Stone Creek Consulting petitioned the East Ridge Planning Commission to recommend to the Mayor and Councilmembers of the City of East Ridge, Tennessee, the rezoning of property located at 1408 San Hsi Drive, Tax Map #169K-J-009, from C-2 General Commercial District to R-2 Residential Duplex District. The property is more particularly described as follows:

Lot 4, Block 5, Highway Park Subdivision, as shown on plat of record in Plat Book 10, Page 34, in the Register's Office of Hamilton County, Tennessee. Tax Map #169K-J-009

WHEREAS, the East Ridge Planning Commission held a public hearing on this petition on December 1, 2025, where it reviewed the rezoning request and heard and considered all statements concerning the petition; and

WHEREAS, the East Ridge Planning Commission, by motion, recommended approval of the rezoning petition on December 1, 2025; and

WHEREAS, the applicant has properly advertised in a paper of general circulation in the City of East Ridge that they will make application to the City Council of the City of East Ridge to request approval of the rezoning; and

WHEREAS, notices of the public hearing before the City Council of the City of East Ridge have been served upon all property owners in the City within a distance of 300 feet from the affected property; and

WHEREAS, the East Ridge City Council held a public hearing on January 8, 2026, at which time all interested parties were given an opportunity to be heard.

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

Section 1. That the zoning regulations and the zoning map of the City of East Ridge, Tennessee, be and the same hereby are amended to rezone the property located at 1408 San Hsi Drive, Tax Map #169K-J-009, from R C-2 General Commercial District, to R-2 Residential Duplex District, for uses consistent with such zoning.

BE IT FURTHER ORDAINED, that this ordinance shall take 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

Record No: RZON-25-13

Zone Application

Status: Active

Submitted On: 11/4/2025

Primary Location

1408 SAN HSI DR
EASTRIDGE, TN 37412

Owner

No owner information

Applicant

 Allen Jones

 919-793-4077

 allen@stonecreekconsultingllc.c

 PO Box 2067

Dunlap, TN 37327

Applicant Information

Applicant Name*

Allen Jones

Applicant Address*

PO Box 2067, Dunlap, TN 37327

Applicant Phone Number(s)*

919-793-4077

Date of Application*

11/04/2025

Property Information

Property Address*

1408 San Hsi Dr

Tax Parcel Number*

169K J 009

Current Property Zoning

C-2 General Commercial District

Requested Zoning*

R-2 Residential Duplex District

Requested Rezone Purpose*

1408 San Hsi Dr is zoned C-C and the request is to rezone the property to R-2 for the development of a duplex. Although the property is only 50 ft wide, it is a buildable lot for residential use since it is a lot of record dating back to 1926. This area was historically zoned LB (Local Business District) before the City of East Ridge adopted a new zoning district in 1998 establishing the C-2 district. As you can tell from the zoning map, a 600 +/- corridor was zoned commercial following Ringgold Rd. The proposed duplex use is a good transition from commercial activity to the south and the single-family homes to the north. The adjacent residential homes are legal non-conforming since they are located within the C-2 zone.

Additional Information

map showing location of property, all adjacent streets and/or right-of-way, property boundaries, and frontages could be included with this application. Such information is obtainable at <https://gismaps.hamiltontn.gov/>

Proof of ownership of the property must be included with application.

Please use an additional sheet to attach any comments on case background or information that are pertinent to this application, then upload.

Acknowledgement

I hereby certify that the information contained herein is true and accurate to the best of my knowledge.*

Signature*

✓ Allen Jones
Nov 4, 2025

Timeline

Item	Activated	Completed	Assignee	Due Date	Status
Application Fee	11/4/2025, 5:52:50 PM	11/4/2025, 5:53:53 PM	Allen Jones	-	Completed
Intake Review	11/4/2025, 5:53:54 PM	11/5/2025, 8:02:16 AM	Melissa Mahoney	-	Completed
Planning Commission	11/5/2025, 8:02:17 AM	12/3/2025, 10:03:22 AM	Michael Howell	-	Completed
City Council	12/3/2025, 10:03:23 AM	-	Michael Howell	-	Active
Decision Letter	-	-	-	-	Inactive



Planning Commision

Record No.RZON-25-13

Status Completed

Became Active November 5, 2025

Type Approval

Due Date None

Assignee Michael Howell

Record No: RZON-25-13

Rezone Application

Status: Active

Submitted On: 11/4/2025

Primary Location

1408 SAN HSI DR
EASTRIDGE, TN 37412

Owner

No owner information

Applicant

 Allen Jones
 919-793-4077
 allen@stonecreekconsultingllc.com
 PO Box 2067
Dunlap, TN 37327

Messages

Michael Howell

December 2, 2025 at 9:31 am

Allen, If you would like to move forward with the rezoning request for City Council review, please respond to this message accordingly.

Michael Howell  Internal

December 2, 2025 at 9:32 am

Planning Commission approved the request to rezone on 12-1-2025

Allen Jones

December 2, 2025 at 11:17 pm

Yes, I would like to move forward with the rezoning request for City Council Review. Please let me know the dates. Thanks.

Michael Howell

December 3, 2025 at 9:01 am

Allen, Thank you! The first reading, along with the public hearing, will take place during the January 8th, 2026, city council meeting. If the rezone is approved on the first reading, the second and final reading will take place on January 22nd, 2026.

Step Activity

OpenGov system activated this step

11/05/2025 at 8:02 am

OpenGov system assigned this step to Michael Howell

11/05/2025 at 8:02 am

Michael Howell approved this step

12/03/2025 at 10:03 am



CASE NUMBER: 2025-0187		Date Submitted: 10/20/2025					
<i>Sections 1-9 below to be filled out by Applicant- RPA staff will assist if needed</i>							
1 Applicant Request							
Rezoned From: C-2		Rezoned To: R-2	Total acres in request area: 0.18				
2 Applicant Requested Conditions		Yes:	No: <input checked="" type="checkbox"/>				
3 Proposed Conditions – Attach a separate page if conditions won't fit in this box							
None							
4 Property Information							
Property Address: 1408 San Hsi Dr		Property Tax Map Number: 169K-J-009					
5 Proposed Development							
Reason for request/Project description:	Duplex						
6 Site Characteristics							
Current Use:	Vacant						
Adjacent Uses:	Auto Shop, Car Wash, Single Family						
7 Applicant Information							
Name: Stone Creek Consulting LLC (c/o Allen Jones)							
Address (street, city, state, zip): P. O. Box 2067, Dunlap, TN 37327							
Phone: 919-793-4077		Email: allen@stonecreekconsultingllc.com					
Primary Contact (if different than applicant information):							
Address (street, city, state, zip):							
Phone:		Email:					
<input type="checkbox"/> ← If the Applicants Information is the same as the Property Owners, please check the box to the left.							
8 Property Owner Information Only fill out this section if applicant is not the property owner. RPA requires a signed Owner Authorization form from the property owner. Property Owner Authorization Forms are available through the RPA.							
Name: F & J Collective LLC							
Address (street, city, state, zip): [REDACTED]							
Phone: [REDACTED]		Email: [REDACTED]					
9 Applicant Signature and Consent							
By signing below, I verify that am the property owner, or have been authorized to act as an agent on behalf of the applicant or owner. I have read and understand the information provided in the RPA Application Policy, and agree to adhere to the policies of the RPA and responsibilities of the applicant as outlined.							
Signature: <u>See Submitted Application</u>		Date: _____					
Office Use Only:							
Checklist							
<input checked="" type="checkbox"/>	Application	<input checked="" type="checkbox"/>	Site Plan	<input checked="" type="checkbox"/>	Ownership Authorization		
<input checked="" type="checkbox"/>	Property Cards	<input checked="" type="checkbox"/>	Deeds	<input checked="" type="checkbox"/>	Plats		
<input checked="" type="checkbox"/>	Application Fee: \$150	<input type="checkbox"/>	Cash	<input checked="" type="checkbox"/>	Credit	<input type="checkbox"/>	Check
<input checked="" type="checkbox"/>	Notice signs	Number of notice signs: 1					
Municipality: East Ridge		Planning District: 6		Neighborhood: None			
County Commission District: 8			City Council District: 0				
PC meeting date: December 8, 2025			Application processed by: Jennfier Ware				
<u>Staff Recommendation :</u>		<u>PC Action/Date:</u>		<u>Legislative Action/Date/Ordinance:</u>			

October 20, 2025

Re: Zoning Application Narrative
1408 San Hsi Dr

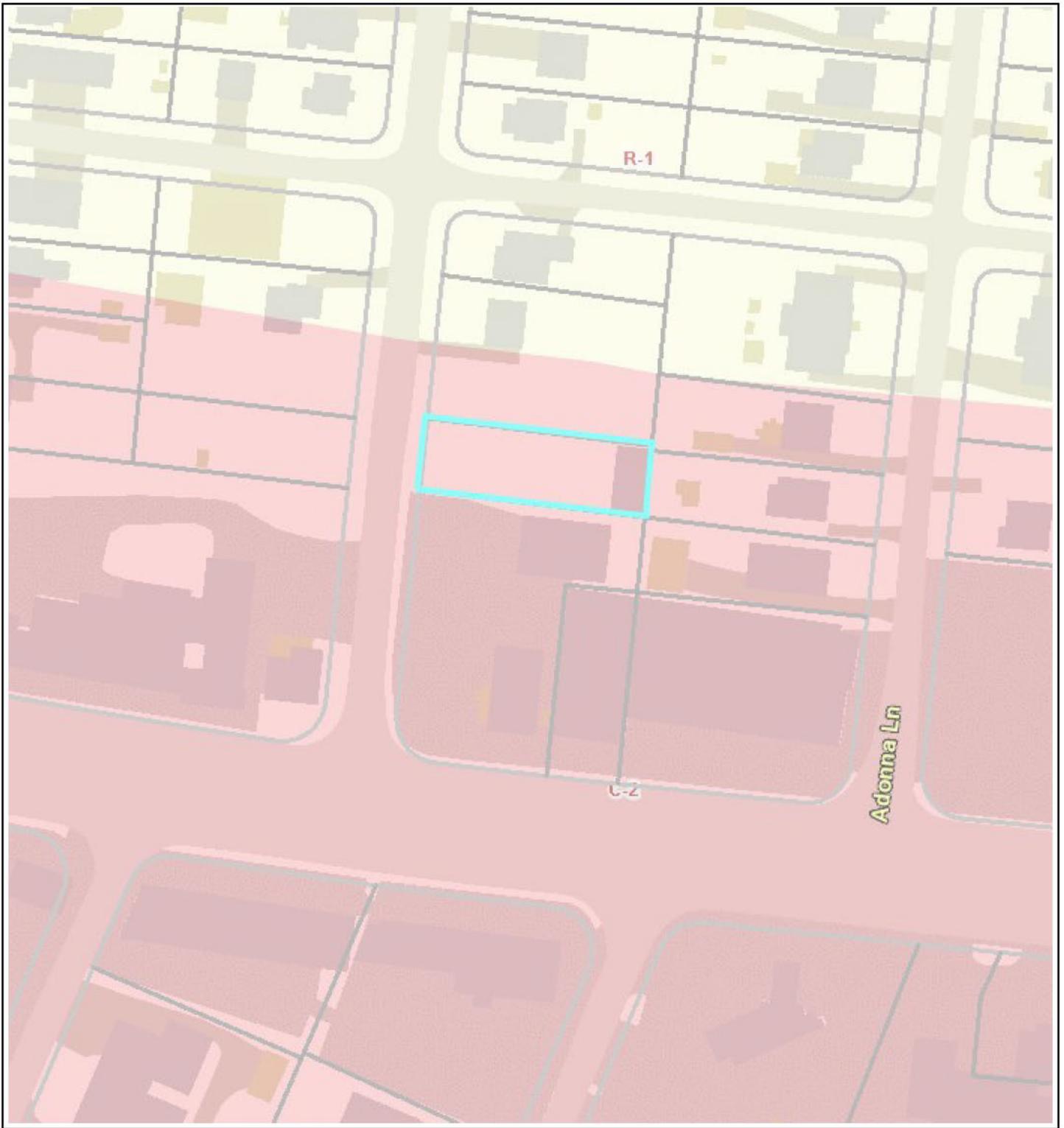
1408 San Hsi Dr is zoned C-C and the request is to rezone the property to R-2 for the development of a duplex. Although the property is only 50 ft wide, it is a buildable lot for residential use since it is a lot of record dating back to 1926. This area was historically zone LB (Local Business District) before the City of East Ridge adopted a new zoning district in 1998 establishing the C-2 district. As you can tell from the zoning map, a 600 +/- corridor was zoned commercial following Ringgold Rd. The proposed duplex use is a good transition from commercial activity to the south and the single-family homes to the north. The adjacent residential home are legal non-conforming since they are located within the C-2 zone. The property is located in the 100-year flood zone, so the structure will need to be elevated 1 foot above the base flood elevation.

Sincerely,



Allen Jones, PLA

2025-0187 Rezoning from C-2 to R-2



2025-0187 Rezoning from C-2 to R-2



Chattanooga-Hamilton County Regional Planning Agency

PLANNING COMMISSION STAFF REPORT

CASE NUMBER: 2025-0187	APPLICANT: Stone Creek Consulting LLC (c/o Allen Jones)	PROPERTY OWNER: F & J Collective LLC
PROPERTY ADDRESS: 1408 San Hsi Dr.	TAX MAP PARCEL ID: 169K-J-009	JURISDICTION: East Ridge
SIZE OF PROPERTY: 0.18 acres	REQUEST: Rezone from C-2 General Commercial District to R-2 Residential Duplex District for a duplex.	

PROPERTY DESCRIPTION

EXISTING LAND USE Vacant	SURROUNDING LAND USES <u>North:</u> Single-Unit Detached Residential <u>East:</u> Single-Unit Detached Residential <u>South:</u> Commercial <u>West:</u> Vacant		ACCESS San Hsi Drive
TRANSPORTATION San Hsi Drive is a local road.	PROPOSED RESIDENTIAL DENSITY 11 du/ac (2 units)	ADJACENT RESIDENTIAL DENSITY ~ 4 du/ac	NATURAL RESOURCES The site is in the 100-year floodplain.

ZONING

ZONING HISTORY	<ul style="list-style-type: none"> • There is no recent zoning history for the site. • Case 2023-0166 located at 1317 San Hsi Drive applied to rezone from R-1 to C-5. The application was denied by the East Ridge City Council. • Case 2017-0188 located at 1403 Sewanee Drive was rezoned from C-2 and R-1 to R-1 (Ordinance #1062).
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ZONE DISTRICT COMPATIBILITY	USE	CURRENT C-2 ZONE	PROPOSED R-2 ZONE
	Single-Unit Detached Residential		<input type="checkbox"/>
Two-Unit Residential		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multi-Unit Residential		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Institutional		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial		<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEVELOPMENT STANDARDS		CURRENT C-2 ZONE	PROPOSED R-2 ZONE
	Lot Size	N/A	10,000 sf
	Lot Frontage	N/A	75'
	Setbacks	Front: 25' Side: 10' Rear: 25' when adjacent to R-1, R-2, R-3, R-5, RZ-1, and RT-1	Front: 25' Side: 10' Rear: 25'
	Building Height	No Building shall exceed in height the shortest distance from Building to nearest boundary of an R-1, R-2, R-3, RZ-1, or RT-1	2.5 stories or 35'

DISCUSSION OF STAFF RECOMMENDATION

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Comments	COMPATIBILITY WITH ADJACENT LAND USES The site is surrounded by commercial and residential land uses. There is a duplex north of the site at 1318 San His Drive. The proposed zone allows for other uses which are compatible with surrounding uses.
---	--

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Comments	COMPATABILITY WITH DEVELOPMENT FORM The request is consistent with the scale and character of the surrounding residential development. The proposed use will result in a lower intensity of development than what is typically permitted in the C-2 zone, ensuring that the overall form and character of the area are maintained.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Comments	CONCERNS REGARDING LOCATION, LIGHTING, OR HEIGHT There are no nuisance concerns. The request is a downzoning of property.



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Department of Building and Codes

DATE: November 21st, 2025
TO: Planning Commission Members
FROM: Building and Codes Department
SUBJECT: Rezone

Applicant: Stone Creek Consulting LLC (c/o Allen Jones)

Location: 1408 San Hsi Drive
Tax Map Number: 169K J 009

Consider the request of Alen Jones to have the property located at 1408 San His Drive rezoned from C-2 Commercial District to R-2 Residential Duplex District to construct a duplex.

No compatibility challenges identified.

1. The proposed duplex use aligns with the predominant residential character of San Hsi Drive. Adjacent residential and mixed-use areas suggest that introducing another duplex will blend with existing development rather than disrupt it.
2. The request to rezone represents a reduction in land-use intensity, decreasing potential noise, lighting, and traffic impacts compared to permitted C-2 commercial uses. The request is a downzoning of the property. Note: STVRs would be allowed in an R-2 district if approved.
3. There are several existing duplexes in the area that are legal nonconforming, being zoned R-1, constructed before ordinance 481 went into effect, indicating a historical mix of residential types.
4. Setback and height standards of the R-2 district will ensure compatibility with adjacent single-family homes. Although the parcel does not meet the current size and frontage requirements, the parcel is a lot of record and is a buildable lot. The duplex form and scale align with existing residential structures along San Hsi Drive
5. The rezoning request supports the ongoing residential stability of San Hsi Drive by allowing a modest duplex development consistent with the surrounding area's form and character. The downzoning from C-2 to R-2 represents a balanced planning approach, encouraging appropriate residential infill while reducing potential commercial encroachment into established neighborhoods, creating a transitional zoning from commercial to high-density residential.

The proposed rezone aligns with the guidelines of Resolution 3517, which aims to protect single-family residential neighborhoods.

Brian Williams
Mayor

David Tyler
Vice-Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

J. Scott Miller
City Manager

ORDINANCE NO. 1241

AGENDA MEMORANDUM

02/12/2026

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:

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

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

Capital Improvement Fund	Budget	Amendment	Final
Revenue			
Use of Fund Balance	7,639,979	454,576	8,094,555
Total Budget (Amended)	12,233,215	454,576	12,687,791
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
Total Budget (Amended)	12,233,215	454,576	12,687,791

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

ORDINANCE NO. 1242

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

ORDINANCE NO. 1242

AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL SETTING THE COMPENSATION OF THE CITY COURT CLERK IN ACCORDANCE WITH TITLE 3, CHAPTER 5, SECTION 3-504

WHEREAS, the East Ridge Municipal Code Title 3, Section 3-504 requires the City Council to set compensation of the City Court Clerk by ordinance prior to an election; and

WHEREAS, the compensation of the City Court Clerk shall not be increased or decreased during a single term of office; and

WHEREAS, the current elected Court Clerk, Patricia Cassidy, has requested that the position's salary be adjusted.

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

SECTION 1. The annual salary for the Elected Court Clerk is hereby set at \$ _____, effective on the first pay period following the election of the City Court Clerk on November 3, 2026.

SECTION 2. The Finance Department is authorized and directed to make all necessary adjustments to implement this salary change.

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

Passed on First Reading _____, 2026

Passed on Second Reading _____, 2026

Brian W. Williams, Mayor

Attest:

J. Scott Miller, City Manager

Approved as to form:

Mark W. Litchford, City Attorney

City of East Ridge, Tennessee

Office of the Elected Court Clerk

Salary Adjustment Request – Elected Court Clerk

Position Overview

The Elected Court Clerk serves as the chief administrative officer of the Municipal Court and supports General Sessions matters. The position oversees court operations, statutory compliance, financial reporting, audits, records management, and staff coordination, functioning as a full-time department head with significant legal and operational responsibility.

Experience & Tenure

The undersigned has served as the Elected Court Clerk for the City of East Ridge for twelve (12) years, providing continuity, institutional knowledge, and consistent compliance with statutory and audit requirements.

Workload & History

Court operations and compliance requirements have expanded over time, including increased caseloads and reporting obligations. The Elected Court Clerk has not received a salary increase in eight (8) years.

Salary Context

Tennessee County Court Clerks serving jurisdictions with populations comparable to East Ridge are mandated by the state to earn no less than \$96,690 annually. While the City Court Clerk position is not subject to this mandate, it performs similar administrative and statutory functions. Comparable city-level responsibility aligns closer to \$72,500 annually.

Requested Adjustment

Current Salary: \$57,740

Requested Salary: \$72,500

Organizational Benefit

Approving this adjustment supports retention, continuity, and operational stability, while reinforcing the City's commitment to fair and equitable compensation.

Elected Court Clerk – Compensation Context

Category	Amount / Detail
Current Salary	\$57,740
Requested Salary	\$72,500
Difference	\$14,760
Years Without Increase	8 years
Years of Service	12 years
State-Mandated County Clerk Minimum (Comparable Population)	\$96,690
Request Compared to Mandate	\$24,190 below

Key Framing Point:

This request does **not** seek parity with county mandates. It seeks reasonable alignment with responsibility, experience, and city-level comparables.

City of East Ridge, Tennessee

City Court Clerk – Compensation Request Summary (One Page)

Overview

The City Court Clerk is an elected official responsible for administration of the Municipal Court, including supervision of staff, financial accountability, official court records, and compliance with Tennessee law and municipal code. The Clerk supervises a two-person department and serves as the primary point of contact for the public, law enforcement, attorneys, and the judiciary.

Service History

- Twelve (12) years of service as City Court Clerk
- Supervises one Deputy Clerk and one Administrative Assistant
- Eight (8) years with no salary increase

Salary Comparison

Position / Scenario	Annual Salary
Current City Court Clerk Salary	\$57,740.00
COLA-Adjusted (City Employee Equivalent)	\$72,000.00
Requested Salary (Next Term)	\$72,500.00
State-Mandated County Clerk Minimum	\$92,690.00

Key Considerations

- The requested salary of \$72,500.00 is only \$760 above the COLA-adjusted equivalent.
- The request remains more than \$20,000 below the State of Tennessee's mandated minimum for a comparable County Clerk.
- Compensation must be established by ordinance prior to the next term of office.
- The request is conservative, legally compliant, and fiscally responsible.



County Technical Assistance Service
INSTITUTE for PUBLIC SERVICE

FY 2027 Minimum Salaries

2.63% increase certified on 7/28/2025

Effective July 1, 2026 through June 30, 2027

Population Class	Mayors/ Executives	Highway	Sheriffs	Fee Officials	Assessors	Administrators of Elections
920,000+	211,706	201,625	201,625	183,295	183,295	164,966
500,000 - 919,999	201,339	191,751	191,751	174,319	174,319	156,887
400,000 - 499,999	193,038	183,846	183,846	167,133	167,133	150,420
275,000 - 399,999	187,857	178,911	178,911	162,646	162,646	146,381
250,000 - 274,999	176,447	168,045	168,045	152,768	152,768	137,491
225,000 - 249,999	170,224	162,118	162,118	147,380	147,380	132,642
200,000 - 224,999	164,002	156,192	156,192	141,993	141,993	127,794
175,000 - 199,999	157,780	150,267	150,267	136,606	136,606	122,945
150,000 - 174,999	151,559	144,342	144,342	131,220	131,220	118,098
125,000 - 149,999	145,334	138,413	138,413	125,830	125,830	113,247
100,000 - 124,999	139,110	132,486	132,486	120,442	120,442	108,398
65,000 - 99,999	136,000	129,524	129,524	117,749	117,749	105,974
50,000 - 64,999	130,815	124,586	124,586	113,260	113,260	101,934
35,000 - 49,999	120,443	114,708	114,708	104,280	104,280	93,852
23,000 - 34,999	116,296	110,758	110,758	100,689	100,689	90,620
12,000 - 22,999	111,677	106,359	106,359	96,690	96,690	87,021
0 - 11,999	105,324	100,309	100,309	91,190	91,190	82,071

*Highlight top
new employees
Bambrick*

Name	JobTitle	BaseSalary	HourlyRate	AnnualSalary
Ackermann, Alex	Police Officer	2220.12	26.43	57723.12
Adams, Brandon	Arena Maint. Worker	1687.20	21.09	43867.20
Adderholt, Kee D	Laborer	1617.60	20.22	42057.60
Ailey, Timothy L	Groundskeeper	1688.80	21.11	43908.80
Albright, Clayton	Volunteer Fire	0.00	0.00	0.00
Albright, Jaxon	Firefighter	1998.10	19.42	53509.12
Albright, Randy L	Deputy Chief	3270.46	39.69	85031.86
Alexander, Charles	Laborer	1400.00	18.03	37492.00
Alexander, Micah C	Police Officer	2346.12	27.93	60999.12
Alexander, Michael	Firefighter	1797.76	16.96	46741.76
Allen, Christopher	Police Officer	2265.48	26.97	58902.48
Ausdal, Jennie Van	Animal Control Supervisor	2421.60	30.27	62961.60
Avans, Eric	Firefighter	1727.80	16.79	46270.48
Avans, Eric Sr.	Police Reserve	0.00	0.00	0.00
Ayers, Chadwick H	Park & Rec Director	2508.80	31.36	65228.80
Backer, Jacob	Firefighter	1977.96	19.22	52969.77
Bailey, Daniel	Police Officer	2177.28	26.70	59695.83
Bailey, Michael	Police Reserve	580.00	7.47	15532.40
Ballard, Andre L Sr	Sanitation Collector	1452.80	18.70	38905.98
Bambrick, Samuel	Police Reserve	0.00	0.00	0.00
Basham, Tyler	IT Technician	2250.40	28.97	60265.71
Beck, Gregory T	Police Lt	3067.75	37.23	79761.55
Bernard, Daniel F.	Firefighter	1775.50	19.22	52970.60
Blackburn, Matthew	Police Officer	2177.28	26.70	59695.83
Blevins, James D	Arena Maint. Worker	1581.60	19.77	41121.60
Bonanno, Phillip	Police Officer	2220.12	26.43	57723.12
Boss, Johnny	Park Attendant	1040.00	13.00	27040.00
Bowen, Eric T	Shift Commander	2626.68	25.52	70342.49
Bowen, Eric W Jr	Firefighter	1727.80	16.79	46270.48
Bowers, Amanda C.W.	Community Involvement Coordinator	1706.40	21.97	45697.39
Brackett, Ashley	Police Reserve	0.00	0.00	0.00
Branham, Delia	School Patrol	1200.00	15.00	31200.00
Briselden, Kaleigh	Police Officer	2265.48	26.97	58902.48
Brown, Candace R	Records Clerk	1724.80	21.56	44844.80
Burgess, Devin	Police Officer	2177.28	26.70	59695.83
Burkhardt, James E	Fire Captain	2732.68	25.78	71049.68
Butterfield, Karina	Recreation Assistant	1576.00	20.29	42205.28
Cagle, Jacky L	Councilmember	600.00	0.00	7200.00
Carlton, Wesley	Sanitation Collector	1467.20	18.89	39291.62
Carter, Jennifer M.	Librarian Asst	1688.80	21.11	43908.80
Carter, Tyler		1040.00	13.39	27851.20

Cassidy, Patricia E
 Cato, Kristi
 Chadwick, Eric L
 Chavez, Anthony
 Clark, Brandon C
 Cope, Christopher T
 Cope, Roy
 Cornelius, Makayla
 Cox, Caleb
 Cox, Jared
 Cox, Tracy
 Crawford, Ronnie D.
 Creel, Joshua E
 Cross, E Sue
 Crowe, Jeffrey E
 Custer, Kory
 Darwin, Scott A
 Daugherty, Allen
 Daverson, Jason L
 Davis, James T
 Dean, Steven B
 Deitrick, Jennifer
 Dempsey, James
 Dove, Brandy
 Duncan, Jeff D
 Dycus, Brandon
 Estermyer, Ryan
 Evans, Jacob
 Everett, E Kay
 Ezell, Jeff
 Ezell, Travis W
 Ezell, Tyler K
 Finch, Thomas R
 Fletcher, Melissa
 Fraire, Abril
 Gilbert, Christopher G.
 Gilbert, Robert S
 Gilliam, Benjamin
 Gmuer, Raymond J
 Goddard, Jonah
 Goss, Perry D
 Haddock, Michelle

Elected Court Clerk Official
 Office Clerical
 Police Officer/SRO
 Police Officer/SRO
 Firefighter
 Firefighter
 Firefighter
 Police Officer
 Police Officer
 Firefighter
 City Judge
 Volunteer Fire
 Assistant Police Chief
 Administrative Assistant
 Traffic Control Supervisor
 Fire Lt
 Police Officer
 Sanitation Driver
 Detective
 Detective
 Firefighter
 City Recorder
 Streets
 Property & Evidence
 Shift Commander
 Firefighter
 Police Officer
 Groundskeeper
 Aerobic Instructor
 Councilmember
 Volunteer Fire
 Fire Lt
 Firefighter
 Records Clerk
 Receptionist
 Building Maint. Supervisor
 Recreation Maint. Worker
 Park Attendant
 Maintenance
 CSU
 Truck Driver
 Librarian Asst

2220.78
 1400.00
 2489.76
 2369.64
 1920.72
 2077.60
 1779.74
 2241.96
 2241.96
 1677.98
 3000.00
 1775.50
 3760.00
 2229.60
 2317.60
 1967.23
 2335.20
 1947.20
 2224.00
 2686.40
 2213.60
 2456.16
 1579.20
 1681.60
 2626.68
 1998.10
 2241.96
 1440.00
 0.00
 600.00
 0.00
 2045.80
 2463.44
 1680.00
 1400.00
 2173.60
 1454.40
 1040.00
 1772.00
 2254.56
 1947.20
 1151.20

0.00
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 19.22
 20.19
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 26.69
 26.69
 16.79
 1500.00
 18.12
 47.00
 27.87
 28.97
 21.30
 28.63
 25.07
 28.63
 33.58
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 29.81
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 21.02
 25.52
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 23.24
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 17.50
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57740.28
 36400.00
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 61610.64
 52979.97
 55638.13
 46273.24
 58290.96
 58290.96
 46284.26
 36000.00
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 97760.00
 57969.60
 60257.60
 58690.95
 64025.62
 52146.02
 59558.72
 69846.40
 59280.21
 63860.12
 41059.20
 43721.60
 70342.49
 53509.12
 58290.96
 37440.00
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 58687.37
 64049.44
 43680.00
 36400.00
 56513.60
 37814.40
 28686.74
 46072.00
 61814.67
 52146.02
 30829.14

Hagood, Paul	Bldg Maintenance	1591.20	20.49	42612.34
Hanks, David	Volunteer Fire	0.00	0.00	0.00
Hannigan, Drew	Firefighter	2057.46	19.41	53493.96
Harris, Carson	Athletics Coordinator	1500.00	19.31	40170.00
Harvey, Steve	Park Attendant	0.00	14.32	29788.30
Hawks, Joseph G	Detective	2686.40	33.58	69846.40
Henson, Kent	Volunteer Fire	2126.23	22.35	61586.95
Hewitt, Ashley T	Police Lt	3098.40	38.73	80558.40
Hightower, Rance	Police Officer/SRO	2346.96	28.78	64348.06
Hinsch, Cory A	Police Sergeant	2711.52	33.25	74343.42
Holder, Victoria L	Codes Enforcement Officer	2251.20	28.14	58531.20
Howell, Michael W	Chief Building Official	2984.80	37.31	77604.80
Hullender, Jamey C	Sanitation Collector	1452.80	18.70	38905.98
Huskins, Joshua	Police Officer	2177.28	26.70	59695.83
Ingle, Clinton P	Sanitation Driver	2072.80	26.69	55509.58
Jacks, Andrew W	Groundskeeper	1820.00	23.43	48739.60
Jarvis, Helen	Librarian Asst	1040.00	13.00	27040.00
Johnson, Dakota	Police	2265.48	26.97	58902.48
Johnson, William E	Detective	2582.40	33.25	69156.67
Jones, John	Police Officer	2220.12	26.43	57723.12
Kainer, Corey	Animal Control Officer	1460.00	18.80	39098.80
Kimsey, Kristopher R	Fugitive Sergeant	2582.40	33.25	69156.67
Kirby, Toni	Police Officer	2177.28	26.70	59695.83
Kitchens, Ronald L.	Recreation Maint. Worker	1616.80	20.82	43297.90
Landrum, Robert D	CSU	2474.64	29.46	64340.64
Lapish, Noah	Park Attendant	1040.00	13.39	27851.20
Lawrence, Bobby	Codes Enforcement Officer	1760.00	22.00	45760.00
Lee, Bobby O	Sanitation Driver	2025.60	25.32	52665.60
Leidholdt, Terrie A	Deputy Court Ck	2060.80	25.76	53580.80
LeJeune, Jesse	Accounts Pay	2210.40	28.46	59194.51
Lewis, Joshua	Laborer	1400.00	18.03	37492.00
Lively, Stacy T.	Police Sergeant	2711.52	33.25	74343.42
Lonas, Rachel	Librarian Asst	1069.60	14.18	29503.14
Lowrance, Clayton	Police Officer	2220.12	26.43	57723.12
Magana, Eduardo	Police Officer	2265.48	26.97	58902.48
Mahaffey, Lacey	Police Officer	2265.48	26.97	58902.48
Mahoney, Melissa A	Administrative Assistant	2132.00	26.65	55432.00
Massengale, Eric L	Police Officer	2572.92	30.63	66895.92
Massengale, Johnny L	Training Sergeant	2582.40	33.25	69156.67
Mattos, Robin	Purchasing/Inventory Clerk	2080.00	26.00	54080.00
Maynor, Tanner	Park Attendant	1040.00	13.00	27040.00
McAllister, Cameron A.	Community Involvement Coordinator	2428.00	30.35	63128.00

McCain, Grady	Recreation Assistant	1071.20	13.79	28686.74
McCloud, Dylan	Police	2265.48	26.97	58902.48
McCrary, Cayden	Park Attendant	1040.00	13.00	27040.00
McKeel, William Edward Jr	Equipment Operator	1849.60	23.12	48089.60
McKibben, Darien L.	Sanitation Collector	1511.20	18.89	39291.20
Melasecca, Angelo	Firefighter	1727.80	16.79	46270.48
Melasecca, Anthony	Firefighter	2057.46	19.41	53493.96
Miller, John S	City Manager	5283.19	66.04	137362.94
Miller, William	Police Officer	2265.48	26.97	58902.48
Miracle, Myra L	Records Clerk	1662.40	21.40	44519.07
Mueller, Jonathan	Firefighter	1727.80	16.79	46270.48
Nave-Tucker, Catherine Kelly	Librarian Asst	1172.00	15.54	32327.78
Neighbors, Zach	Police Officer	2155.44	26.43	59097.03
Newberry, Mason	Firefighter	1727.80	16.79	46270.48
Oxford, Jeremy	Police Officer	2220.12	26.43	57723.12
Parker, Robert L	Sanitation Supervisor	2350.05	29.38	61101.30
Parks, Daniel	Sanitation Driver	2045.60	25.57	53185.60
Parr, Andrew	School Patrol	1200.00	15.00	31200.00
Partin, Dakota	Police Officer	2241.96	26.69	58290.96
Pate, Clarence F	Volunteer Fire	0.00	0.00	0.00
Pauley, Cory	Firefighter	2078.66	19.61	54045.16
Payne, Susan N	Animal Control Officer	1614.40	20.79	43233.63
Peters, Chris S	Fire Lt	2487.82	23.47	64683.32
PettyJohn, Michael	Codes Enforcement Officer	1782.40	22.95	47732.67
Qualls, Dorothy Diane	Finance Director	4186.74	50.81	108855.34
Resendiz, Alan	Police	2265.48	26.97	58902.48
Rhudy, Stephen M. Jr	Police Officer	2711.52	33.25	74343.42
Rice, Logun	Groundskeeper	1440.00	18.00	37440.00
Rice, Luketa R.	Custodian	1404.00	17.55	36504.00
Roberts, Douglas	Police Reserve	0.00	0.00	0.00
Rogers, Paul D	Sanitation Driver	1947.20	25.07	52146.02
Rogers, Steaven D	Police Lt	3067.75	37.23	79761.55
Romans, Dustin	Police Officer	2241.96	26.69	58290.96
Saffles, Tommy E	Traffic Control Technician	1900.00	23.75	49400.00
Saintaude, Matrika M.	Administrative Assistant	2100.00	26.25	54600.00
Seward, Jacob N	Sanitation Driver	2025.60	25.32	52665.60
Sheriff, David	Firefighter	1727.80	16.79	46270.48
Sherrill, Jonathan	Arena Maint. Worker	1440.00	18.00	37440.00
Sinigaglio, Michelle	Human Resources Manager	3395.70	41.21	88288.30
Skiles, Shawwna M	Community Center Mgr/Athletic Supervisor	3196.30	38.79	83103.70
Sloan, Jess E	Fire Captain	2463.44	23.24	64049.44
Smith, Clayton G.	Police Sergeant	2820.72	33.58	73338.72

Spear, Hannah	Community Center Mgr/Athletic Supervisor	1847.20	23.09	48027.20
Spires, Timothy	Volunteer Fire	2368.80	30.79	2368.80
Stojnic, Sinisa	Detective	2582.40	33.25	69156.67
Swope, Logan	Firefighter	2057.46	19.41	53493.96
Szydowski, Mark V	Police	2220.12	26.43	57723.12
Taggart, Priscilla	School Patrol	1452.80	18.70	38905.98
Tate, Kyle Lebron	Recreation Maint. Worker	1661.60	21.39	44497.65
Tucker, Alex F	Librarian Asst	1108.00	15.28	31784.90
Tyler, David	Councilmember	600.00	300.00	7200.00
Uselton, Clinton W	Police Chief	4312.82	52.34	112133.22
Valderaz, Manuel	Police Officer	2177.28	26.70	59695.83
Vaughn, Ashleigh	Animal Control Officer	1519.20	18.99	39499.20
Vaughn, Thomas C	Asst. Street Supervisor	2425.03	29.43	63050.83
Viland, Tara	Venue Manager	2500.00	31.25	65000.00
Wade, Robert O	Detective	2686.40	33.58	69846.40
Weaver, Marcus	Sanitation Driver	1928.00	24.82	51631.84
Weaver, Patricia J	Head Librarian	2376.80	29.71	61796.80
Whitmire, Gregory	Park Attendant	1318.40	16.48	34278.40
Williams, Brian	Mayor	1000.00	0.00	12000.00
Williams, Joshua L	Firefighter	2213.28	21.51	59271.64
Williams, Michael L	Fire Chief	4087.20	51.09	106267.20
Wilson, David A	Police Officer	2241.96	26.69	58290.96
Wilson, Megan E	Station Officer	2231.20	28.73	59751.54
Witt, Andrea M.	Councilmember	600.00	0.00	7200.00
Yarbrough, Matthew	Athletics Coordinator	1500.00	19.31	40170.00

Patricia Cassidy

From: Alicia Donahue <adonahue@redbanktn.gov>
Sent: Friday, January 23, 2026 10:53 AM
To: Patricia Cassidy; Rachel Shuttles; Alexis Wright
Subject: Re: Salaries

CAUTION: This email originated from outside the organization and may contain unverified links. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

I was going to say the same thing Rachel did about it being public record. Mine has not been updated on that website. Mine is \$58,962.00.

[REDACTED]



Alicia Donahue

Court Clerk
Red Bank Municipal Court
3117 Dayton Boulevard
Red Bank, TN 37415
Ph: 423-874-0055
Fax: 423-875-8767

www.redbanktn.gov

www.facebook.com/redbanktn

www.instagram.com/cityofredbank

From: Patricia Cassidy <pcassidy@eastridgetn.gov>
Sent: Friday, January 23, 2026 10:10 AM
To: Rachel Shuttles <rshuttles@collegedaletn.gov>; Alicia Donahue <adonahue@redbanktn.gov>; Alexis Wright <alexis.wright@soddy-daisy.org>
Subject: RE: Salaries

Oh wow, I had no idea, but thank YOU!!!

Respectfully,
Patricia Cassidy
East Ridge Court Clerk
423/867-2701

Patricia Cassidy

From: Rachel Shuttles <rshuttles@collegedaletn.gov>
Sent: Friday, January 23, 2026 10:09 AM
To: Patricia Cassidy; Alicia Donahue (adonahue@redbanktn.gov); Alexis Wright
Subject: Re: Salaries

CAUTION: This email originated from outside the organization and may contain unverified links. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Patricia, just an fyi, all of our salaries are public. You can go to govsalaries.com/state/tn and look them up. I don't care to share mine because it is public information. Mine is \$61,401

Rachel Shuttles Municipal Court Clerk

City Of Collegedale
P.O. Box 1880
Collegedale, TN 37315-1880
Office 423.468.1891

Visit our website . . . [https://url43.mailanyone.net/scanner?m=1vjImc-000000004iw-2CPm&d=4%7Cmail%2F90%2F1769180400%2F1vjImc-000000004iw-2CPm%7Cin43i%7C57e1b682%7C27922772%7C13209692%7C69738F16EAECO02A49085ECAB8596E3&o=l.wwwolewc.l.edotngaev&s=tGdS20XRQohNdM720KgK-XtbNvU] **https://url43.mailanyone.net/scanner?m=1vjImc-000000004iw-2CPm&d=4%7Cmail%2F90%2F1769180400%2F1vjImc-000000004iw-2CPm%7Cin43i%7C57e1b682%7C27922772%7C13209692%7C69738F16EAECO02A49085ECAB8596E3&o=l.wwwolewc.l.edotngaev&s=tGdS20XRQohNdM720KgK-XtbNvU**

The City of Collegedale intends that the information contained in this e-mail message is intended only for the use of the addressee. If you are not the intended recipient, please be aware that any dissemination, distribution or copy of this e-mail is prohibited. If you have received this e-mail in error, please immediately notify us by reply e-mail and delete this message and any attachments. Thank you.

From: Patricia Cassidy <pcassidy@eastridgetn.gov>
Sent: Friday, January 23, 2026 10:03 AM
To: Alicia Donahue (adonahue@redbanktn.gov) <adonahue@redbanktn.gov>; Rachel Shuttles <rshuttles@collegedaletn.gov>; Alexis Wright <alexis.wright@soddy-daisy.org>
Subject: Salaries

Good morning, Ladies – As you know, I'm an "elected" clerk. I have to go before council and put in for a salary increase.....so, if you don't mind, could y'all let me know what your salaries are please. I'm not trying to be nosey, but I haven't had a raise in salary for 8 years, been here for 12 and I'm trying to put something together to present to them. Thank you in advance!!

[REDACTED]

Lena Curtis L

City of Soddy-Daisy

[Judicial](#)

[View Lena Curtis L Background Search](#) →

Sponsored

Lena Curtis L Overview

Lena Curtis L in 2024 was employed at City of Soddy-Daisy and had an annual salary of \$70,634, according to public records. This salary was 52 percent higher than the average and 27 percent higher than the median salary in City of Soddy-Daisy.

City of Soddy-Daisy records show Lena Curtis L held two jobs from 2020 to 2024. From 2023 to 2024 Lena Curtis L held job of Judicial.

According to the public records employee's salary increased by \$8,073 from 2023 to 2024, which is a 12.9 percent rise. Since 2020, the salary has increased by \$27,992, a total rise of 65.6 percent.

Advertisement



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Key Data

Year	2024
Full Name	Lena Curtis L
Job Title	Judicial

[Get Judicial Salary Statistics](#) >

State	Tennessee
Employer	City of Soddy-Daisy
Annual Wage	\$70,634
Pay Plan	

*Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Advertisement



Rachel Leeseberg E

City of Collegedale

[View Rachel Leeseberg E Background Search](#) →

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Rachel Leeseberg E Overview

Rachel Leeseberg E in 2024 was employed at City of Collegedale and had an annual salary of \$60,302, according to public records. This salary was 27 percent higher than the average and 28 percent higher than the median salary in City of Collegedale.

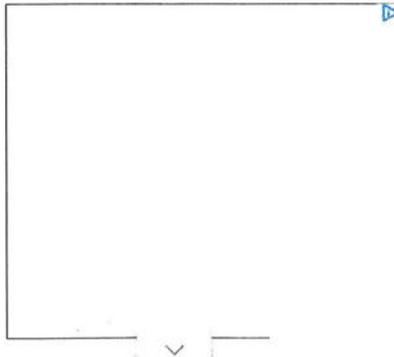
Advertisement

Key Data

Year	2024
Full Name	Rachel Leeseberg E
Job Title	N/A
State	Tennessee
Employer	City of Collegedale
Annual Wage	\$60,302
Pay Plan	

*Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Advertisement



Anthony Byrd

City of Chattanooga

[City Court Clerk](#)

[View Anthony Byrd Background Search](#) →

Sponsored

Anthony Byrd Overview

Anthony Byrd in 2024 was employed at City of Chattanooga and had an annual salary of \$90,641, according to public records. This salary was 62 percent higher than the average and 72 percent higher than the median salary in City of Chattanooga.

City of Chattanooga records show Anthony Byrd held three jobs from 2020 to 2024. From 2022 to 2024 Anthony Byrd held job of City Court Clerk.

According to the public records employee's salary increased by \$2,489 from 2023 to 2024, which is a 2.8 percent rise. Since 2020, the salary has increased by \$64,757, a total rise of 250.2 percent.

Advertisement

Key Data

Year	2024
Full Name	Anthony Byrd
Job Title	City Court Clerk

[Get City Court Clerk Salary Statistics](#) →

State	Tennessee
Employer	City of Chattanooga
Annual Wage	\$90,641
Pay Plan	

*Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Advertisement

Christy Brandon

City of Cleveland

[Asst City Clerk](#)

[View Christy Brandon Background Search](#) →

Sponsored

Christy Brandon Overview

Christy Brandon in 2024 was employed at City of Cleveland and had an annual salary of \$72,390, according to public records. This salary was 646 percent higher than the average and 314,640 percent higher than the median salary in City of Cleveland.

City of Cleveland records show Christy Brandon held job of Assistant City Clerk from 2022 to 2024.

In year 2024 Christy Brandon's salary was 36 percent higher than average Asst City Clerk salary in the state of Tennessee.

According to the public records employee's salary increased by \$8,015 from 2022 to 2023, which is a 12.5 percent rise.

Advertisement



Key Data

Year	2024
Full Name	Christy Brandon
Job Title	Asst City Clerk

[Get Asst City Clerk Salary Statistics](#) →

State	Tennessee
Employer	City of Cleveland
Annual Wage	\$72,390
Pay Plan	

*Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Advertisement

Are AI challenges slowing you down?

ORDINANCE NO. 1243

AGENDA MEMORANDUM INTERIM CITY MANAGER

February 12, 2026

Submitted By:


J. Scott Miller, City Manager

SUBJECT:

With my retirement date set for February 27, 2026, there needs to be an Interim City Manager appointed to take over the duties and responsibilities of the City Manager position in the overall running of city operations until such time as a new City Manager is appointed by the Mayor and City Council. I am following the same process that the governing body utilized back in November 2018 when I retired from the City Manager position. Specifically, an Assistant City Manager was designated by the City Manager pursuant to Section 5-H of the City Charter and said individual became Interim City Manager when the City Manager position became vacant.

I intend to appoint Fire Chief Mike Williams as Assistant City Manager of the City of East Ridge to be effective as of February 12, 2026. He will continue to hold the position of Fire Chief and carry out the administration and operation of the Fire Department. Upon my vacation of the position of City Manager following February 27th, Chief Williams will immediately become Interim City Manager, along with serving as Fire Chief, and he will serve in this position until a new City Manager is appointed by the City Council or until the City Council determines he is unable to perform the duties of the position. Thereafter, Chief Williams will return to his position of full-time Fire Chief.

At the February 26, 2026, regular business meeting the City Council needs to set the appropriate pay for Chief Williams while he is serving in the capacity of Interim City Manager for the City of East Ridge. This will also require an amendment to Ordinance 1226 which is the budget ordinance that the Council approved on June 26, 2025. At that time, I had included in the organizational structure of the City the position of Assistant City Manager; however, that position was not filled at that time and the City did not approve any appropriation of funds for the salary of the Assistant City Manager position. In connection with approving the appropriate pay for the Assistant City Manager position, the City will need to amend Ordinance 1226 to approve the appropriation of funds for this position.

JSM/

ORDINANCE NO. 1243

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE DESIGNATION OF THE ASSISTANT CITY MANAGER AND AMENDING ORDINANCE 1226 TO FUND THE POSITION FOR ASSISTANT CITY MANAGER

WHEREAS, current City Manager Scott Miller has announced his intention to retire effective close of business on February 27, 2026; and

WHEREAS, under Section 5-I of the City Charter, the City Manager is the Chief Administrative Officer of the City of East Ridge, Tennessee (“City”) and is responsible to the Council for the administration of all City affairs placed in his charge by or under the City Charter; and

WHEREAS, the City Council for the City of East Ridge, Tennessee, on second and final reading on June 26, 2025, approved Ordinance 1226, which set forth the organizational structure of the City’s administration, including the position of Assistant City Manager; and

WHEREAS, however, at the time the City Council approved Ordinance 1226, the position of Assistant City Manager had not been filled, and the City did not approve the appropriation of funds for the salary of the Assistant City Manager position; and

WHEREAS, in light of City Manager Miller’s retirement, he intends to designate or has designated Fire Chief Mike Williams as the Assistant City Manager pursuant to Section 5-H of the City Charter; and

WHEREAS, the City Council deems it in the best interest of the City to approve this designation so that the administration of the City’s affairs can continue during the pendency of the City’s search for a permanent City Manager; and

WHEREAS, the Assistant City Manager shall assume the position of interim City Manager until such time as the City Council appoints a new City Manager or until such time that, per the determination of the City Council, he is unable to perform the duties of the position; and

WHEREAS, the Assistant City Manager shall receive a salary in the amount set forth by the City Council; and

WHEREAS, the City Council approves the appropriation of funds to pay the Assistant City Manager.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of East Ridge, Tennessee, as follows:

SECTION 1

The City Council approves the designation of Fire Chief Mike Williams as the Assistant City Manager who shall assume the duties of the City Manager until such time as a new City Manager is appointed or until such time that, per the determination of the City Council, he is unable to perform the duties of the position.

SECTION 2

Ordinance 1226 is hereby amended so as to appropriate funds for the salary of the Assistant City Manager who, upon the vacancy of the City Manager, shall assume all of the duties of the City Manager position and shall be paid a salary of \$_____ per month during said vacancy calculated on a pro rata basis for any partial calendar month.

BE IT FURTHER ORDAINED that this Ordinance take effect from and immediately after its passage, the public welfare requiring it.

Passed first reading _____, 2026.

Passed second reading _____, 2026.

Brian Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

RESOLUTION NO. 3782

AGENDA MEMORANDUM

USE ON REVIEW

(Hotel)

Date: February 12th, 2026

Submitted by:


Michael Howell, Chief Building Official

SUBJECT:

Eric & Christy Champman are seeking City Council approval to operate a four-unit hotel in the existing two-story building located at 6101 Ringgold Road, zoned C-2 General Commercial District.

The C-2 General Commercial District permits a wide range of commercial uses intended to serve the general public. While many uses are permitted by right, the zoning ordinance identifies approximately eight uses that require specific approval by the City Council due to their potential operational or community impacts. Hotels and motels are included among these uses.

The applicant's request is being presented to the City Council for consideration in accordance with the East Ridge Municipal Zoning Ordinance 481, Article V, Section 1200 C-2 General Commercial District, Section 1203, Uses permitted on review.

RESOLUTION NO. 3782

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
APPROVING A REQUEST TO OPERATE A HOTEL AT
THE PROPERTY LOCATED AT 6101 RINGGOLD ROAD,
TAX MAP #169L-F-043.01, LOCATED WITHIN THE C-2
GENERAL COMMERCIAL DISTRICT IN ACCORDANCE
WITH CITY CODE, ARTICLE V, SECTION 1203 TITLED
USES PERMITTED ON REVIEW**

WHEREAS, Eric and Christy Chapman have petitioned the City Council pursuant to and in conformity with the Zoning Ordinance and Regulations of the City of East Ridge, operate a four-unit hotel within the existing two-story building located at 6101 Ringgold Road, Tax Map # 169L-F-043.01; and

WHEREAS, the subject property is currently zoned C-2 General Commercial District; and

WHEREAS, the C-2 General Commercial District permits a range of commercial uses, including specific uses that require City Council approval as a Use on Review, pursuant to East Ridge Municipal Zoning Ordinance No. 481, Article V, Section 1200, and Section 1203 (“Uses Permitted on Review”); and

WHEREAS, the City Council has determined that such use is appropriate and desirable pursuant to and in conformity with the Zoning Ordinance and Regulations of the City of East Ridge and that the use, as presented, will not adversely affect the public health, safety, or welfare.

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

Section 1. The City Council finds that the proposed use of the tract of land as a hotel at 6101 Ringgold Road is consistent with the plans and policies of the City. The proposed use is also in harmony with the general purpose and intent of the City’s Zoning Ordinance and Regulations. The proposed use is compatible with the character of the area and will not significantly injure the value of adjacent property by noise, lights, fumes, odors, vibrations, traffic congestion or other impacts. The proposed use will not detract from the immediate environment and poses no potential hazard for further uses in the immediate vicinity.

Section 2. This passage of this Resolution is subject to the following conditions:

- (a) Eric and Christy Chapman shall comply with all applicable provisions of the City’s Zoning Ordinance and Regulations, including any local, state, and federal requirements.

Section 3. The proposed use as a hotel is hereby approved.

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



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Department of Building and Codes

Date: February 9, 2026

Use on Review

Request Overview

The applicant is seeking approval to utilize the existing two-story building located at 6101 Ringgold Road as a 4-unit hotel. No significant expansion of the building footprint is proposed as part of this request. The proposed use requires City Council approval.

Planning & Zoning Assessment

The subject property is located along Spring Creek Rd and Ringgold Road within an area characterized by a mix of Commercial (C-2), low-density residential (R-1), and Light Industrial District (M-2) zoning districts. The parcel contains an existing two-story building, with a business located within the single-story structure, with direct frontage on Ringgold Road.

Ringgold Road functions as a primary commercial corridor with established infrastructure, utilities, and transit access. The proposed hotel use is consistent with the Ringgold Road commercial and mixed-use corridor. Hotels are commonly located along arterial roadways and are intended to serve visitors, contractors, and regional travelers while supporting nearby commercial activity.

The residential parcel adjacent to the proposed Hotel is currently being used for TPC employee parking. This situation will necessitate the addition of a landscape buffer. Three residential homes to the west of the proposed hotel could be affected by increased transient activity.

The current C-2 zoning regulations under Article 5, Section 1200, Section Q, would allow for mixed-use development by right, which allows for a business to operate out of the existing structure, but would limit the number of residential units to three.

Staff recognize potential concerns related to noise, lighting, parking, and general operational impacts due to proximity to residential properties. These concerns can be addressed through site plan review and adherence to development standards. If these criteria are met, the request represents a reasonable adaptive reuse while maintaining the overall character of the area.

The request is comparable to the Holiday Inn located at 1441 North Smith.

Brian Williams
Mayor

David Tyler
Vice-Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

J. Scott Miller
City Manager

Article V, Section 1200 C-2 General Commercial District

- O. Plumbing and electrical shops, radio and T.V. shops, appliance repair shops, and similar workshop type uses provided that not more than five (5) repair persons are employed therein.
- P. In general, all stores or shops for the conduct of a retail business unless otherwise controlled or provided by law.
- Q. Dwellings, excluding Manufactured Homes, when these Units are located within the same Building as the principle permitted uses.

Michael Howell
Building Official



**Record No: USE-
25-3**

Use On Review

Status: Active

Submitted On: 12/29/2025

Primary Location

6101 RINGGOLD RD
East Ridge, TN 37412

Owner

CHAPMAN ERIC &
CHRISTY
P O BOX 9867
CHATTANOOGA, TN 37412

Applicant

 Christy chapman

 [Redacted]

 [Redacted]

 P.O. Box 9867
eastridge, TN 37412

Applicant Information

Applicant Name*

Christy chapman

Applicant Address*

PO Box 9867, East Ridge Tennessee
37412

Applicant Phone Number*

[Redacted]

Email*

[Redacted]

Property Information

Property Address*

6101 Ringo Rd. East Ridge, Tennessee,
37412

Tax Parcel Number*

LT 1 T C FAIRES SUB PB35 PG391

Requested Use on Review Brief description*

Hotel

Use on Review Requested*

Zoning District Use

Property Zoning*

C2

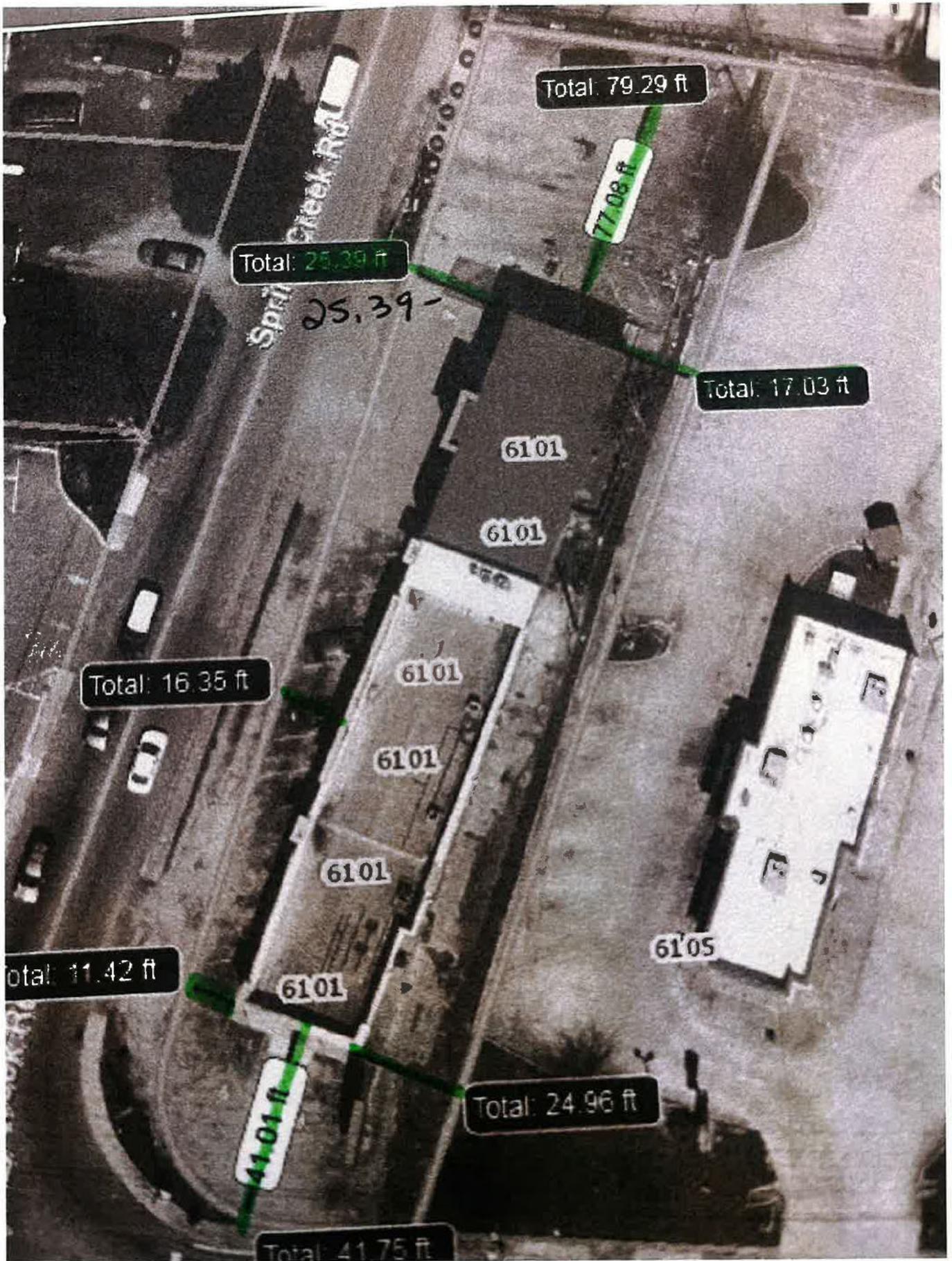
A map showing location of property, all adjacent streets and/or rights-of-way, property boundaries, and frontages should be included with this application. Such information is obtainable at <http://gis.hamiltontn.gov/mapmaker/home.asp>

Proof of Ownership of the property must be included with application.

Use additional sheet to attach any comments on case background or information that are pertinent to this application.

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Intake Review	12/29/2025, 12:46:55 PM	12/29/2025, 2:26:10 PM	Melissa Mahoney	-	Completed
 Application Fee	12/29/2025, 2:26:10 PM	12/29/2025, 2:51:35 PM	Christy chapman	-	Completed
 Council Decision	12/29/2025, 2:51:35 PM	-	Michael Howell	-	Active
 Decision Letter	-	-	-	-	Inactive



Total: 79.29 ft

77.08 ft

Total: 25.39 ft

25.39 -

Total: 17.03 ft

6101

6101

6101

6101

6101

6101

6105

Total: 16.35 ft

Total: 11.42 ft

41.01 ft

Total: 24.96 ft

Total: 41.75 ft



Hamilton County Trustee Property Tax Inquiry

Bill Hullander - Hamilton County Trustee
 210 Courthouse @ 625 Georgia Ave.
 Chattanooga, TN 37402
 Phone: (423) 209-7273 Fax: (423) 209-7271
 Office Hours: Mon - Fri 8:00am-4:00pm except these holidays

Hamilton County Tennessee
a great place to work and live.

- [Trustee Home](#)
- [Satellite Location Directions](#)
- [General Property Tax FAQs](#)
- [Current Property Tax Rates](#)
 Email the Trustee
- [Tax Roll File](#)
- [Delinquent File Download](#)

Other Links

County Officials & Departments
 Hamilton County Assessor
 Hamilton County Register Of Deeds

Trustee - Tax Bill

Return to Property Details

State Grid	169L F 043.01	Flags	Delinquent Tax Due
District	East Ridge (2E)		
Property Address	6101 RINGGOLD RD		

Bill Type	Real Property	Bill Year	2025
Status	Active	Bill #	153484
Mailing Address	CHAPMAN ERIC & CHRISTY P O BOX 9867 CHATTANOOGA TN, 37412	Assessment	\$366,440.00
Legal Desc	1. LT 1 T C FAIRES SUB PB35 PG391 2. 3. 4.		

GIS Printing Tips

Billing Information

Date	Transaction Type	Fee Type	Amount
9/20/2025	Tax Billing	County Tax	\$5,554.13
9/20/2025	Tax Billing	Municipal Tax	\$2,928.95
9/20/2025	Tax Billing	Municipal Stw Amt	\$48.00
9/20/2025	Tax Billing	Sanitation Fee	\$264.00

Payment Information

Date Paid	Transaction Type	Payment ID	Amount
12/15/2025	Payment	4858328	(\$709.64)

Total Due \$8,085.44

IF PAID BY 2/28/2026 U S POSTMARK ACCEPTED

[Draft] Fw: 6101 Ringgold Rd

From

Draft saved Thu 2/5/2026 12:04 PM

From: Mike Howell <mhowell@eastridgetn.gov>
Sent: Thursday, February 5, 2026 11:40 AM
To: Jennifer Deitrick <jdeitrick@eastridgetn.gov>
Cc: Melissa Mahoney <mmahoney@eastridgetn.gov>
Subject: Fw: 6101 Ringgold Rd

Jenn,

Please include this email with the Use on Review scheduled for next Thursday's city council meeting on 2-12-2026.



Michael Howell
City of East Ridge
Chief Building Official

Main 423-867-7711 **Email** mhowell@eastridgetn.gov
Desk 423-805-3189 **Website** www.eastridgetn.gov

Address 1517 Tombras Avenue, East Ridge, TN 37412

From: Christy Chapman <cdg.emg@gmail.com>
Sent: Thursday, February 5, 2026 11:24 AM
To: Melissa Mahoney <mmahoney@eastridgetn.gov>
Subject: 6101 Ringgold Rd

CAUTION: This email originated from outside the organization and may contain unverified links. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Just wanted to touch base on our project before we go before city council.

Our goal is to turn the whole building into the most adorable up scale boutique hotel. Each room being themed around things familiar to our local area. Like a Chattanooga ChooChoo room, The incline, A Dolly room maybe, we've got several fun and unique ideas.

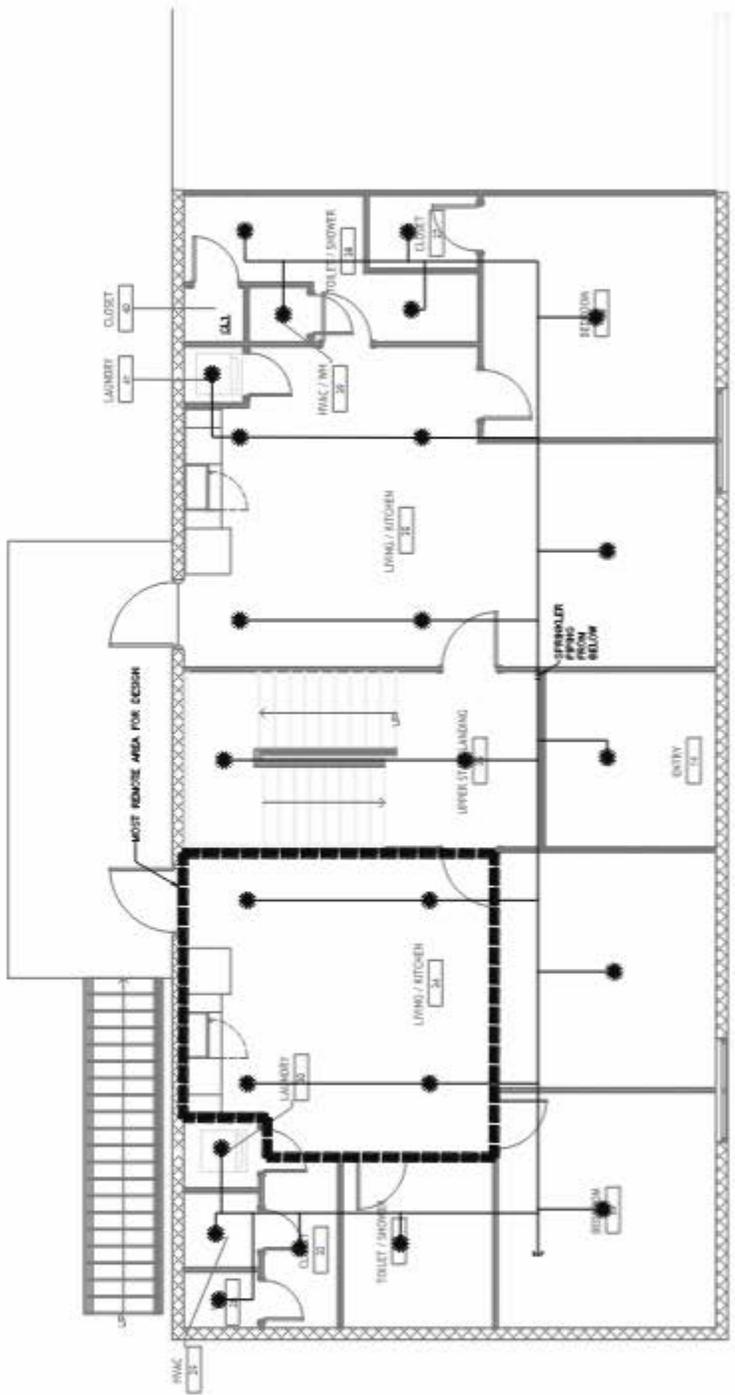
First phase will be to complete the 4 units we have there now.

Possibly adding a couple more.

Then when Check into cash's lease is up we would raise and remodel the rest of building. Having a total of 10-12 rooms. The max we can get approved for with our parking.

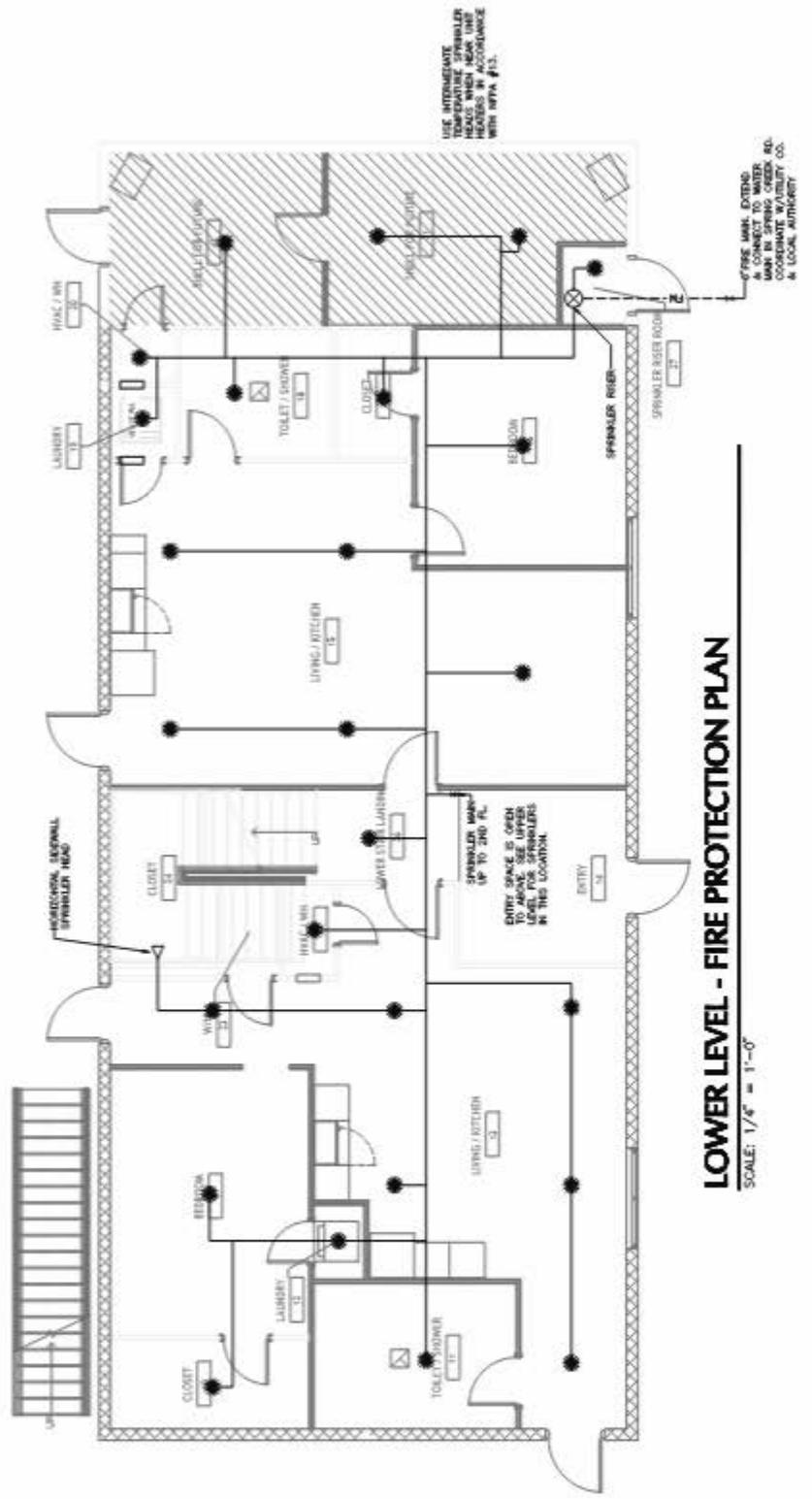
It will be something unique and something East Ridge can be proud of. Thanks for your time.

Christy Chapman



UPPER LEVEL - FIRE PROTECTION PLAN

SCALE: 1/4" = 1'-0"



LOWER LEVEL - FIRE PROTECTION PLAN

SCALE: 1/4" = 1'-0"

RESOLUTION NO. 3783

AGENDA MEMORANDUM

JOHN ROSS ROAD RESURFACING - CHANGE ORDER NO. 1

FEBRUARY 12, 2026

Submitted by:



Administrator of Economic & Community Development

SUBJECT: Change Order No. 1 – Resurfacing of John Ross Road (PIN 131488.00 / State Project No. 33LPLM-F3-282)

BACKGROUND:

The City of East Ridge entered into a contract for the resurfacing of John Ross Road in 2025. During construction, several field conditions were encountered that required work beyond the original plan. As detailed in Volkert’s memorandum (dated February 5, 2026), the overruns were primarily due to:

- Significant scabbing and deterioration of the existing roadway surface, necessitating deeper milling and additional tonnage removal.
- Areas of roadway that were wider than initially specified, resulting in increased milling and resurfacing needs.
- The need for profile milling to meet ADA-compliant transitions at curb ramps.

These conditions resulted in an increase in quantities for several pay items, creating a total contract overrun of \$19,308.67. No additional contract time is requested.

FISCAL IMPACT:

Volkert has advised that the additional costs, while paid upfront by the City, will be eligible for reimbursement through TDOT. Their memo includes correspondence from TDOT indicating additional federal funding is expected to be made available to support this change order.

STAFF RECOMMENDATION:

Staff has reviewed the change order and finds the additional work to be necessary and in the best interest of the City. The adjustments enhance the long-term condition and performance of the roadway, address ADA compliance, and prevent premature pavement failure, thereby protecting the City’s investment.

Given that the cost increase is justified, documented, and reimbursable, **staff recommend that the City Council approve Change Order No. 1 in the amount of \$19,308.67.**

RESOLUTION NO. 3783

**A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO APPROVE
CHANGE ORDER NO. 1 FOR THE JOHN ROSS ROAD
RESURFACING PROJECT**

WHEREAS, on June 26, 2025, the East Ridge City Council awarded the bid for the resurfacing of John Ross Road to APAC-Atlantic, Inc. d/b/a Talley Construction; and

WHEREAS, during construction, additional field conditions were encountered, including increased milling depths, wider pavement sections, and required ADA-related profile milling, which resulted in quantity overruns beyond the original contract; and

WHEREAS, the Change Order Request reflects a net contract increase of Nineteen Thousand Three Hundred Eight Dollars and Sixty-Seven Cents (\$19,308.67) with no change to contract time; and

WHEREAS, the additional costs are eligible for reimbursement through TDOT, and supporting documentation has been provided; and

WHEREAS, City staff reviewed the change order and recommends approval, finding the additional work necessary, justified, and in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the City Council hereby authorizes the City Manager to approve Change Order No. 1 for the resurfacing of John Ross Road resulting in an increase of Nineteen Thousand Three Hundred Eight Dollars and Sixty-Seven Cents (\$19,308.67) to the contract amount.

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

Volkert, Inc.
1428 Chestnut Steet
Suite 118
Chattanooga, TN 37402
(423) 842-3335
www.volkert.com



MEMORANDUM

TO: City of East Ridge Commissioners

FROM: Volkert

DATE: February 5, 2026

Subject: PIN 131488.00 – Resurfacing John Ross Road, East Ridge, Hamilton Co. – Change Order 1

The purpose of this memorandum is to establish an understanding of the benefits of this change order.

The overrun on this project was due to multiple factors such as the following:

- The roadway had a significant amount of scabbing that needed remediation before new material was placed on top (milling depths were increased).
- In some areas, the roadway width has sections wider than what was on the current plan spec., creating additional areas that were required to be milled per plan. This resulted in an increase in the total tonnage of material that had to be removed and replaced.
- Profile milling was preformed to meet The Americans with Disabilities Act (ADA) requirements, creating a safe transition from the roadway to the ADA ramps.

This change order is warranted and creates multiple benefits to the City of East Ridge. The longevity of the road will be improved with increased milling depth. The contractor removed voids that were potentially capable of holding water and undesirable materials that could otherwise create unraveling and potholes in the roadway surface, which would have resulted in reduced pavement life cycle. The small, added cost to the City of East Ridge will, overall, create a safer and more pleasant environment for pedestrians and motorists in the long term. The additional cost, although it will be initially paid out by the City of East Ridge, will have a reimbursement factor from TDOT.

We have attached a copy of the letter from TDOT regarding the funding they are looking to add to help cover the cost of the project.

Chris Robbins

From: Hayden Rogers <Hayden.Rogers@tn.gov>
Sent: Thursday, December 18, 2025 10:19 AM
To: Cameron McAllister; Chris Robbins
Cc: Jason McCoy; Michael Gilbert; Michael Cloud; Katie Brown; TDOT.R2.LPCIDCoordinator; TDOT HQ.LPCIDCoordinator
Subject: PIN 131488.00 - Hamilton, East Ridge - Construction Overages

Follow Up Flag: Follow up
Flag Status: Flagged

External Email

Chris & Cameron,

Good morning, I am following up from our conversations. Upon review of the contract, an amendment had not been completed from the Bid Award back in June. Under the TIP, the city is paying \$187,772 with a 100% local line, this increase is due to the split of federal and local funds on the TIP. However, with the draft 2026 TIP, there is \$237,431 total STBG-M funds (80/20 split) slatted for this project. This would completely cover the local line as it stands will the all-participating items and take care of the ~\$20,000 overage discussed – although a change Order would be needed to increase the amount on the contract.

TIP ID	PIN #	Length in Miles	Lead Agency
CHC JOHNROSS3R	131488.00	1.33	East Ridge
State	County		
TN	Hamilton		
State Route	Total Project Cost		
	\$700,000		
Project Name			
John Ross Road Resurfacing			
Termini			
from Ringgold Rd to Sunrise Terrace			
Project Description			
Resurface John Ross Road			
Long Range Plan #		Conformity Status	
Appendix D: Set-asides		Not Applicable	

FY	Phase	Funding	Programmed Funds	Fed Funds	State Fund	Local Funds
2023	PE/ROW/CONST	HIP	\$685,032	\$548,026	\$0	\$137,006
Total			\$685,032	\$548,026	\$0	\$137,006

CURRENT - 2023 TIP

Hamilton

Route

Total Project Cost

\$700,000.00

Project Name:

John Ross Rd Resurfacing

Termini

John Ross Rd. from Ringgold Rd to Sunrise Terrace

Project Description

Resurface John Ross Road

Long Range Plan #

Appendix D: Set-asides

Conformity Status

Not Applicable

FY	Phase	Fund Code	Total Funds	Federal Funds	State Funds	Local Funds
2026	PE/ROW/CONST	STBG-M	\$237,431	\$189,945	\$0	\$47,486
Total			\$237,431	\$189,945	\$0	\$47,486

out to Betsy to increase the Total Project Cost)

DRAFT – 2026 TIP (reached

That being said, I have submitted the obligation request to reflect the Bid Award – pending TDOT finance and FHWA obligation.

When the 2026 TIP is approved, we will shift the funds off the local line to a Construction line for STBG-M funds. A contract amendment will be issued at that point to update the Exhibit A at that point to reflect this as well as update the Federal Project Number to show STBG funding. This should also allow for the ~\$20,000 paving overage to be covered (after a CO is also submitted and approved) and move that amount from local to STBG.

Please let me know if you have any questions.

Thank you!



Hayden Rogers, E.I., RSP1 | Consultant – LPCID Region 2
Local Programs and Community Investments Division
William R. Snodgrass Tennessee Tower, 12th Floor
312 Rosa L. Parks Avenue, Nashville, TN 37243
p: 615.253.1036 | Hayden.Rogers@tn.gov

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, PACIFIC INDEMNITY COMPANY, a Delaware corporation, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint

Olga Iglesias

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on this 19th day of July, 2024.

[Handwritten signature of Rupert HD Swindells]

Rupert HD Swindells, Assistant Secretary

[Handwritten signature of Warren Eichhorn]

Warren Eichhorn, Vice President



STATE OF NEW JERSEY
County of Hunterdon SS.

On this 19th day of July, 2024 before me, a Notary Public of New Jersey, personally came Rupert HD Swindells and Warren Eichhorn, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Rupert HD Swindells and Warren Eichhorn, being by me duly sworn, severally and each for himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



Albert Contursi
NOTARY PUBLIC OF NEW JERSEY
No 50202369
Commission Expires August 22, 2027

[Handwritten signature of Albert Contursi]
Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

*RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Rupert HD Swindells, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this January 23, 2026



[Handwritten signature of Rupert HD Swindells]

Rupert HD Swindells, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903- 3493 Fax (908) 903- 3656 e-mail: surety@chubb.com



Item No.	Unit Price	Units	Original Estimate		Adjusted Estimate		Placed		Over/Under		
			Qty	Amt	Qty	Amt	Qty	Amt	Qty	Amt	
BITUMINOUS MATERIAL FOR TACK COAT (TC)											
403-01	\$887.66	TON	8.300	\$7,367.58	8.300	\$7,367.58	7.290	\$6,471.04	0.88%	-1.010	-\$896.54
ACS MIX(PG64-22) GRADING D											
411-01.10	\$205.37	TON	1270.000	\$260,819.90	1270.000	\$260,819.90	1514.020	\$310,934.29	1.19%	244.020	\$50,114.39
COLD PLANING BITUMINOUS PAVEMENT											
415-01.01	\$47.87	TON	1260.000	\$60,316.20	1260.000	\$60,316.20	1365.560	\$65,369.36	1.08%	105.560	\$5,053.16
CONCRETE SIDEWALK (4")											
701-01.01	\$81.25	S.F.	90.000	\$7,312.50	90.000	\$7,312.50	70.000	\$5,687.50	0.78%	-20.000	-\$1,625.00
CONCRETE CURB RAMP (RETROFIT)											
701-02.01	\$77.50	S.F.	706.000	\$54,715.00	706.000	\$54,715.00	797.500	\$61,806.25	1.13%	91.500	\$7,091.25
CONCRETE CURB											
702-01	\$3,937.50	C.Y.	5.500	\$21,656.25	5.500	\$21,656.25	4.580	\$18,033.75	0.83%	-0.920	-\$3,622.50
TRAFFIC CONTROL											
712-01	\$63,000.00	LS	1.000	\$63,000.00	1.000	\$63,000.00	1.000	\$63,000.00	1.00%	0.000	\$0.00
FLEXIBLE DRUMS (CHANNELIZING)											
712-04.01	\$37.50	EACH	24.000	\$900.00	24.000	\$900.00	24.000	\$900.00	1.00%	0.000	\$0.00
SIGNS (CONSTRUCTION)											
712-06	\$9.70	S.F.	363.000	\$3,521.10	363.000	\$3,521.10	318.000	\$3,084.60	0.88%	-45.000	-\$436.50
PERFORATED/KNOCKOUT SQUARE TUBE POST											

713-11.02	\$7.70	LB.	63.000	\$485.10	63.000	\$485.10	56.000	\$431.20	0.89%	-7.000	-\$53.90
FLAT SHEET ALUMINUM SIGNS (0.100" THICK)											
713-13.03	\$24.00	S.F.	41.500	\$996.00	41.500	\$996.00	41.500	\$996.00	1.00%	0.000	\$0.00
REMOVAL OF SIGNS, POSTS AND FOOTINGS											
713-15	\$312.50	LS	1.000	\$312.50	1.000	\$312.50	1.000	\$312.50	1.00%	0.000	\$0.00
PLASTIC PAVEMENT MARKING (STOP LINE)											
716-02.05	\$18.75	L.F.	120.000	\$2,250.00	120.000	\$2,250.00	100.000	\$1,875.00	0.83%	-20.000	-\$375.00
PLASTIC PAVEMENT MARKING (TURN LANE ARROW)											
716-02.06	\$250.00	EACH	4.000	\$1,000.00	4.000	\$1,000.00	4.000	\$1,000.00	1.00%	0.000	\$0.00
PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)											
716-02.09	\$37.50	L.F.	230.000	\$8,625.00	230.000	\$8,625.00	224.000	\$8,400.00	0.97%	-6.000	-\$225.00
PLASTIC PAVEMENT MARKING (SIN LINE)											
716-02.12	\$18,750.00	L.M.	0.020	\$375.00	0.020	\$375.00	0	\$0.00	0.00%	-0.020	-\$375.00
PLASTIC PAVEMENT MARKING (YEILD LINE)											
716-04.12	\$37.50	S.F.	24.000	\$900.00	24.000	\$900.00	18.000	\$675.00	0.75%	-6.000	-\$225.00
PAINTED PAVEMENT MARKING (4IN LINE)											
716-05.01	\$1,875.00	L.M.	4.700	\$8,812.50	4.700	\$8,812.50	2.299	\$4,310.63	0.49%	-2.401	-\$4,501.88
PAINTED PAVEMENT MARKING (STOP LINE)											
716-05.05	\$6.25	L.F.	120.000	\$750.00	120.000	\$750.00	0	\$0.00	0.00%	-120.000	-\$750.00
PAINTED PAVEMENT MARKING (TURN LANE ARROW)											
716-05.06	\$125.00	EACH	4.000	\$500.00	4.000	\$500.00	0	\$0.00	0.00%	-4.000	-\$500.00
PAINTED PAVEMENT MARKING (4" DOTTED LINE)											
716-05.21	\$0.38	L.F.	450.000	\$171.00	450.000	\$171.00	0	\$0.00	0.00%	-450.000	-\$171.00
ENHANCED FLATLINE THERMO PVMT MRKNG (4IN LINE)											
716-12.01	\$8,125.00	L.M.	4.700	\$38,187.50	4.700	\$38,187.50	4.674	\$37,976.25	0.99%	-0.026	-\$211.25
ENHANCED FLATLINE THERMO PVMT MRKNG (4INDOTTED LINE)											
716-12.04	\$2.19	L.F.	450.000	\$985.50	450.000	\$985.50	0	\$0.00	0.00%	-450.000	-\$985.50

RESOLUTION NO. 3784

AGENDA MEMORANDUM

ADOPTION OF REVISED PUBLIC RECORDS POLICY

FEBRUARY 12, 2026

Submitted by:



Jennifer Deitrick, City Clerk

The City's Public Records Policy has been revised to include two additional methods for submitting public records requests, as required by Tennessee state law. The revision also establishes a dedicated email address for open records requests to help streamline and more efficiently manage submissions received via email.

A redlined version of the policy showing these changes is attached for Council's review.

RESOLUTION NO. 3784

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

WHEREAS, the Tennessee Public Records Act (TPRA), Tenn. Code Ann. § 10-7-501 et seq., requires every governmental entity to adopt a public records policy by July 1, 2017, and to designate a Public Records Request Coordinator, establish procedures for written and oral requests, fees, redactions, and appeals; and

WHEREAS, the City of East Ridge adopted its initial Public Records Policy by Resolution No. 2634 on March 9, 2017; and

WHEREAS, city staff and the City Attorney have reviewed the policy and recommend revisions for clarity, consistency with state law, and improved public access.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that Resolution No. 2634 adopting the City of East Ridge Public Records Policy is hereby amended to replace the policy and related forms with the revised Public Records Policy attached hereto as Exhibit A.

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

**PUBLIC RECORDS POLICY
FOR
THE CITY OF EAST RIDGE**

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of East Ridge is hereby adopted by the East Ridge City Council to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of East Ridge are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of East Ridge shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of East Ridge, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator (“PRRC”) for the City of East Ridge or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the office of the City Clerk. This Policy is also posted online at www.eastridgetn.org. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of East Ridge except the following offices, departments, or divisions of the City of East Ridge, which have separate public records policies:

- a. N/A
- b. _____
- c. _____

I. Definitions:

- A. Labor: The time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting, and reproducing the records.
- B. Labor threshold: The labor of the employee(s) reasonably necessary to produce requested material for the first hour incurred by the Records Custodian in producing the material.
- C. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The Records Custodian is not necessarily the original preparer or receiver of the record.

- D. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).
- E. Public Records Request Coordinator (PRRC): The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate Records Custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The PRRC may also be a Records Custodian.
- F. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.
- G. Public Records Request Center: The City's open records web portal designed for accepting and responding to Public Record requests.
- H. Personally Identifying Information (PII): Personally identifying information in Tennessee includes any data that can identify a person, directly or indirectly. This includes basic identifiers, such as Social Security numbers and phone numbers, as well as more complex data like IP addresses and geolocation data.

Examples of PII include but are not limited to:

- Social Security numbers;
- Driver's License numbers;
- Bank account numbers;
- Credit card numbers;
- Passport numbers;
- Biometric data, such as fingerprints;
- Email addresses;
- IP addresses;
- Precise geolocation data; and
- Street addresses and zip codes;
- Telephone numbers; and
- Insurance information contained in a motor vehicle accident report

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing, or email address, from the requestor for providing any written communication required under the TPRA.

- C. Requests for **inspection** may be made in person or by telephone, fax, mail, email, or using the Public Records Request Center online portal which can be accessed through the City's website at https://www.eastridgetn.gov/city_clerk.html.
- D. Requests for **copies**, or requests for inspection and copies, shall be made in writing ~~using the Public Records Request Center online portal which can be accessed through the City's website at https://www.eastridgetn.gov/city_clerk.html and may be submitted in any of the following methods:~~
- a. in person or by mail;
 - b. email to openrecords@eastridgetn.gov; or
 - c. the Public Records Request Center online portal which can be accessed through the City's website at https://www.eastridgetn.gov/city_clerk.html.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of governmental issued identification) is required of Requesters as a condition to inspect or receive copies of public records. Public notices, meeting documents, and frequently requested records may be readily available at www.eastridgetn.org.
- F. The City will make records available to Requesters online through the Public Records Request Center online portal, or in person at the Office of the City Clerk, 1517 Tombras Avenue, East Ridge, Tennessee; Monday through Friday, 8:30 a.m. – 4:00 p.m. (excluding holidays). If charges are assessed, payment is required prior to release of records to the Requester.
- G. In order for a party's out-of-state attorney/agent/legal representative to obtain copies of public records, a release/authorization must be provided authorizing the release of records to the party's out-of-state attorney/agent/legal representative, as an authorized exception for individuals who represent parties who were involved in incidents in the City of East Ridge.
- H. Public Record requests from out-of-state governmental agencies requesting law enforcement records and background checks will be accepted and fulfilled, as an authorized exception, unless prohibited by an expressed legal exception under the TRPA.
- I. Under certain circumstances, public records may be provided to out-of-state Requesters who are not Tennessee citizens, as an authorized exception approved by the City Attorney.
- J. A Requester is not entitled to special or more expeditious access to records due to the Requester's occupation or association with a specific profession. See Tenn. Code Ann. § 10-7-503(a)(7)(A).
- K. Except as provided in Tenn. Code Ann. § 10-7-504(g), all law enforcement personnel records shall be open for inspection, except as deemed confidential under state law. When the personnel records of a law enforcement officer are inspected or produced in response to a record request, the PRRC shall make a record of such inspection and provide notice, within three (3) days from the date of the inspection and production, to the officer whose personnel records have been inspected or produced:
- 1. That such inspection or production has taken place;

2. The name, address and telephone number of the person making such inspection or who obtained copies of the personnel file;
3. For whom the inspection or production was made; and
4. The date of such inspection or production.

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the City is the custodian of the records.
2. Within seven (7) business days of receipt of the request, the PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground which may include the following which is not an exhaustive list:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity.
 - iii. An exemption makes the record not subject to disclosure under the TPRA.
 - iv. The City is not the custodian of the requested records.
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate Records Custodian in the City of East Ridge.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.

3. The designated PRRC(s) is(are):
 - a. Name or title: Jennifer Deitrick, City Clerk
 - b. Contact information: 423-867-7711, fax: 423-867-7340, or jdeitrick@eastridgetn.gov or openrecords@eastridgetn.gov.
4. The PRRC(s) shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian.

1. Within seven (7) business days of receipt of a request for records, the Records Custodian shall undertake any of the following actions:
 - a. The Records Custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the Records Custodian is uncertain that an applicable exemption applies, the Records Custodian may consult with the PRRC, counsel, or the OORC.
 - b. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then the Records Custodian shall notify the Requester in writing of the time reasonably necessary to produce the records.
 - i. If the Records Custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the Records Custodian shall notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the Records Custodian should contact the requestor to see if the request can be narrowed. Additionally, the Records Custodian shall provide an estimation of duplication costs.
 - c. If appropriate, the Records Custodian shall deny the request in writing as provided in Section III.A.2.b. of this Policy.
2. The Records Custodian shall provide the Requester with an estimate of reasonable costs to produce physical and/or electronic copies of the requested records.
3. If a Records Custodian discovers records responsive to a records request were omitted, the Records Custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.
4. The City is not required to sort through files to compile information into a new record or to create a record that does not exist. See Tenn. Code Ann. § 10-7-503(a)(4).

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the Records Custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the Records Custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The Records Custodian and the PRRC may also consult with the OORC or with the Office of Attorney General and Reporter.
2. Whenever a redacted record is provided, a Records Custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.
3. **Effective until June 30, 2026**, Personally Identifying Information (PII), defined in Section I.H. above, of any person named in any motor vehicle accident report is confidential and not open for public inspection (see, Tenn. Code Ann. § 10-7-504(a)(31)), except as provided as follows:
 - a. Upon written request, any person named in any motor vehicle accident report, or such person's agent, legal representative, or attorney, certifying that the person has permission from the person, persons, or entities authorized to obtain motor vehicle records information pursuant to Tenn. Code Ann. § 55-25-107(b)(1), (6), or (9), is authorized to receive an accident report containing PII of persons involved in the accident.
 - b. Any federal, state, or local governmental agency, or any private person or entity acting on behalf of a federal, state, or local governmental agency, may use PII in carrying out the agency's functions.
4. The following information of any current City employee, or former employee, shall be treated as confidential and will be redacted from any records requested by a member of the public (see, Tenn. Code Ann. 10-7-504(f)):
 - a. Home and personal cell phone numbers;
 - b. Personal, nongovernmental, email addresses;
 - c. Bank account and individual savings account, retirement account, and pension account information;
 - d. Social Security number;
 - e. Residential street address;
 - f. Driver's license information, except where driving or operating a vehicle is part of the employee's job description or job duties, or incidental to the performance of the employee's job;
 - g. The information listed in subsections (i) through (v) of immediate family members, whether or not the immediate family member resides with the employee, or household members; and
 - h. Emergency contact information, except for that information open to public inspection in accordance with the TRPA.

D. Withdrawal and Closure of Inactive Requests

1. If a requester fails to respond within ten (10) calendar days to communications necessary for processing a public records request, the request will be considered withdrawn by the requester and will be closed. Examples include, but are not limited to:
 - a. Requester does not respond by accepting or declining an estimate of charges for producing records.
 - b. Requester does not submit payment after accepting the estimate of charges for producing records.
 - c. Requester does not respond to the City's request for clarification related to the records request.
 - d. Requester does not respond to the City's request for proof of Tennessee citizenship or other required documentation to fulfill the records request.
2. If a requester wishes to proceed with their records request once the request has been withdrawn and closed due to inactivity, the requester may submit a new public records request through the Public Records Request Center online portal.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records unless the charge is otherwise required by law. However, if the Requester seeks electronic or physical copies of records after inspection, the Requester may be charged for copying and labor costs associated with providing those particular records.
- B. The location for inspection of records within the offices of the City of East Ridge should be determined by either the PRRC or the Records Custodian.
- C. If determined by the PRRC or a Records Custodian, the PRRC or a Records Custodian may require an appointment for inspection at the Office of the City Clerk or may require inspection of records at an alternate location. Appointments may be made between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.
- D. All inspections of records must be performed under the supervision of the PRRC, the Records Custodian, or his/her designee in order to protect the integrity and organization of the public records. Under no circumstances should a requesting citizen be left unattended while inspecting records.
- E. No photography devices may be used in connection with the inspection and all copying of public records must be performed by employees of the City, or, in the event that city personnel are unable to copy the records, by an entity or person designated by the Records Custodian. When circumstances prevent the use of municipal copying equipment, commercial copying services may be used. In this situation, the Records Custodian should receive a quote from the commercial copy service to be used. The quote should then be forwarded to the Requester along with an explanation of the need to use the commercial service and a time frame for completion. Finally, the Requester should be given an opportunity to proceed with the commercial service or to withdraw the request.

V. Copies of Records

- A. A Records Custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the Records Custodian or his/her designee.
- C. Upon prepayment for postage, copies will be delivered to the requestor's home address by the United States Postal Service. Additional permitted means of delivery are by Fedex delivery, if the requestor pays in advance. It is within the discretion of the Records Custodian to deliver copies of records through other means, including electronically, and to assess the costs related to such delivery.
- D. A requestor will not be allowed to make copies of records with personal equipment, such as personal storage devices.

VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records.
- B. Records Custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require prepayment of such charges before producing requested records.
- C. When fees for copies and labor do not exceed \$1.00, the fees may be waived.
- D. The schedule of reasonable fees and charges for copies are as follows
 - 1. \$0.15 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) black and white copy, plus applicable labor charges.
 - 2. \$0.50 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) color copy, plus applicable labor charges.
 - 3. Accident reports - \$0.15 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) black and white copy produced, plus applicable labor charges.
 - 4. The actual cost of any other medium upon which a record is being produced.
 - 5. Maps, plats, electronic data, audio discs, video discs, and all other materials shall be duplicated at actual costs to the city.
- E. Requests requiring less than **one (1) hour** of municipal employee labor for research, retrieval, redaction and duplication will not result in an assessment of labor charges to the Requester. Employee labor **in excess of one (1) hour** may be charged to the requestor, in addition to the cost per copy and/or materials cost as provided in this section.
- F. For a request requiring more than one employee to complete, labor charges will be assessed based on the following formula: In calculating the charge for labor, a department head shall determine the number of hours each employee spent producing a request. The department head shall then subtract the one (1) hour threshold from the number of hours the highest paid employee(s) spent producing the request. The department head will then multiply total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the department head will add

together the totals for all the employees involved in the request and that will be the total amount of labor that can be charged.

- G. If the city is assessed a charge to retrieve the requested records from archives or any other entity or outside vendor having possession of requested records, the Records Custodian may assess the requestor the cost assessed to the city.
- H. If a Records Custodian utilizes an outside vendor to produce copies of requested records because the Records Custodian is legitimately unable to produce the copies in his/her office, the cost assessed by the vendor to the City may be recovered from the requestor.
- I. If the public records requested are frail due to age or other conditions, and copying of the records will cause damage to the original records, the requesting party may be required to make an appointment for inspection.
- J. Payment is to be made by cash, credit card, or personal check made payable to the City of East Ridge.
- K. Payment in advance is required once the Requester has accepted the provided estimate of reasonable costs.

VII. Aggregation of Frequent and Multiple Requests

- A. The City of East Ridge will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
- B. The level at which records requests will be aggregated is more than four (4) requests (*whether by agency, entity, department, office or otherwise*).
- C. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the Records Custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
- D. Routinely released and readily accessible records excluded from aggregation include, but are not limited to:
 - 1. Minutes of meetings
 - 2. Ordinances
 - 3. Resolutions

AGENDA MEMORANDUM
INTERVIEW DATE(S)/TIME(S) – CITY MANAGER CANDIDATES

February 12, 2026

Submitted By:


J. Scott Miller, City Manager

SUBJECT:

Application/Resumes for the City Manager position for the City of East Ridge are due at the end of the business day on Friday, February 20, 2026. A proposed schedule has been developed and it is as follows:

- Submittals to be reviewed by the City Manager Review Committee (Michelle Sinigaglio, HR Director, Honna Rogers, MTAS, and me) over the February 20th weekend.
- The Committee will confer on Monday, February 23rd to come up with 5-7 candidates for interview.
- Zoom interviews will be scheduled for Wednesday and Thursday, February 25th and 26th, with the top candidates.
- A briefing will be presented to the City Council at their February 26, 2026 regular business meeting by me.
- **Dates and times for the Mayor and City Council to engage in one-by-ones and to interview the top 5 candidates in a public meeting need to be scheduled.**

Your direction please.

JSM/

DISCUSSION ITEM

AGENDA PENDING

Discussion of Revised Food Truck Ordinance

Date: February 26, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

During the special-called meeting, the City Council, along with Planning Commission members, discussed proposed ordinance language and identified areas that required clarification, refinement, and consistency.

In response to that discussion, City Attorney Mark Litchford has prepared revised ordinance language aimed at addressing those concerns.

Scott J. Miller

From: Mark Litchford <mark@CPLRLAW.com>
Sent: Tuesday, February 3, 2026 5:40 PM
To: Scott J. Miller; Brian Williams; Mike Howell
Subject: 2026-02-03 Ordinance (Food Vendor Trucks)(Clean)
Attachments: 2026-02-03 Ordinance (Food Vendor Trucks)(Clean).docx

CAUTION: This email originated from outside the organization and may contain unverified links. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

All,

See attached my most recent version of the food vendor ordinance. Please review and let me know if you have any questions.

Mark W. Litchford



423-529-5290 (Office)
423-280-6295 (Direct)
800-874-0680 (Facsimile)
mark@lpafirm.com
www.lpafirm.com

MAILING ADDRESS

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Chattanooga, Tennessee 37414

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ORDINANCE NO. _____

AN ORDINANCE TO CREATE A NEW CHAPTER 11 UNDER TITLE 9 OF THE EAST RIDGE MUNICIPAL CODE ESTABLISHING REGULATIONS FOR OPERATING A MOBILE FOOD VENDING BUSINESS WITHIN THE CITY OF EAST RIDGE, TENNESSEE

WHEREAS, the number of mobile food vendors in the area has grown significantly, presenting both opportunities and challenges for local government; and

WHEREAS, the East Ridge Municipal Code doesn't currently address mobile food vending; and

WHEREAS, it is necessary and desirable to establish reasonable regulations to govern mobile food vending in the City of East Ridge, in an effort to provide reasonable opportunities for mobile food vendors to operate within the City; and

WHEREAS, the City further finds that such regulations are needed in order to protect the public health, safety, and welfare of the community.

NOW, THEREFORE,

SECTION 1: BE IT ORDAINED by the City Council for the City of East Ridge, Tennessee, that Title 9 of the East Ridge City Code is hereby amended by adding a new chapter, to be designated as Chapter 11 and to read as follows:

**CHAPTER 11
MOBILE FOOD VENDORS AND FOOD TRUCKS**

SECTION

- 9-1101. Purpose
- 9-1102 Definitions
- 9-1103 Mobile food vending—Compliance
- 9-1104 Requirements for a Mobile Food Vendor
- 9-1105 Operational Requirements of Mobile Food Vehicles Within the City
- 9-1106 Operation of Mobile Food Vehicle at Special Events
- 9-1107 Operation of Mobile Food Vehicle upon City Owned Property
- 9-1108 General Operating Requirements
- 9-1109 Compliance with Fire, Public Safety and Health Regulations
- 9-1110 Insurance
- 9-1111 Enforcement; Mechanisms for Complaints; Suspension or Revocation
- 9-1112 Appeals

9-1101. Purpose. The city finds that allowing new and existing mobile food vendors to operate, subject to practical regulations and limitations, is beneficial to individuals living and working within the city. This chapter recognizes the unique physical and operational characteristics of mobile food vending, establishes standards for mobile food vending operations and promotes practices that serve the health, safety and welfare of the public. It is further the intent of these regulations to establish reasonable guidelines and restrictions for mobile food vendors, including vehicles, in relationship to established restaurant businesses and encourage the safe and convenient use of the city's public right-of-way.

9-1102. Definitions. (a) For the purpose of this chapter, unless specifically defined below, words or phrases shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most effective application. Words in the singular shall include the plural, and words in the plural shall include the singular. Words used in the present tense shall include the future tense. The word "shall" connotes mandatory and not discretionary; the word "may" be permissive. The following definitions shall apply in the interpretation of this chapter, whether capitalized or not, and in any regulations promulgated hereunder, unless specifically stated otherwise.

(1) "City" means the municipal corporation organized and existing under the laws of the State of Tennessee, together with its departments, boards, commissions, officers, agents, and employees acting within the scope of their official authority.

(2) "City Council" means the duly elected governing body of the city, acting collectively in its legislative capacity, and includes any successor body authorized by law to exercise the powers of the city council.

(3) "Canteen Truck" means any vehicle or trailer that operates to provide food service to workers at locations where food is otherwise unavailable, from which vendors sell food that requires no on-site preparation or assembly, other than the heating of pre-cooked foods.

(4) "Trailer" means a detached trailer that is used in connection with any canteen truck or mobile food vehicle or is a detached trailer equipped with facilities for preparation, cooking and selling various types of food and/or drink products.

(5) "Mobile Food Vehicle Owner" or "Vendor" means any person or entity selling food or drinks from a mobile food vehicle, including, but not limited to, an enclosed unit, truck, or trailer.

(6) "Mobile Food Vehicle" means an enclosed unit, truck, or trailer that is roadworthy, has – if applicable – a valid motor vehicle title and registration, and has a mobile food vendor permit issued by the city that is properly displayed, and from which

food or a consumable product is prepared, cooked, assembled, or stored with the intent of selling such food or consumable product to the public. This definition does not include vehicles operating under a concession agreement with the city.

(7) “Mobile Food Vendor Permit” means a permit granted by the city to the owner or operator of a mobile food vehicle in accordance with this chapter.

(8) “Operator” means any person holding a mobile food vendor permit or any person who is engaged in the selling or offering for sale, of food, beverages, fruit or like consumable products from a mobile food vehicle.

(9) “Food vendor overlay district” or “overlay district” means the additional layer of standards applied to all areas within a defined overlay boundary for the operation of mobile food vehicles, regardless of the underlying base zoning district, as approved by the city council.

(10) “Permit administrator” means the person designated by the city to enforce the provisions of this chapter, including the code enforcement department through its chief building official.

(11) “Private property” means real property owned by an individual or individuals having exclusive rights to it and which is not owned by a public entity.

(12) “Public property” means real property owned by the city or Hamilton County, including public and private right-of-way/streets designed for motor vehicles.

(13) “Right-of-way” means an area owned or maintained by the city, county, the State of Tennessee, federal government, a public utility, a railroad, or a private concern for the placement of such utilities and/or facilities for the passage of vehicles or pedestrians, including roads, streets, pedestrian walkways, utilities, or railroads.

(14) “Special event” means any public gathering such as a block party, local special event, grand opening, parade, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on public or private property within the city.

(15) “Special event permit” means a permit that is approved and issued by the city in connection with a special event which authorizes the operation of a mobile food vehicle by a vendor.

9-1103. Mobile food vending—Compliance. It shall be a violation to engage in mobile food vending in the city of East Ridge, whether on public or private property, unless authorized and operated in accordance with this chapter.

9-1104. Requirements for a Mobile Food Vendor.

(a) Permit Title. The title of the permit required under this section shall be the “Mobile Food Vendor Permit.”

(b) Mobile Food Vendor Permit. No person shall sell, or offer to sale, any food, beverage, fruit or other consumable product from a mobile food vehicle unless:

(1) Prior to operating a mobile food vehicle as defined in this chapter, such person obtains approval for and the issuance of a mobile food vendor permit as set forth herein from the city permit administrator;

(2) Such sales are made from a mobile food vehicle under the control of a mobile food vehicle operator; and

(3) The mobile food vehicle has obtained written permission from the owner or lessee of the property within an overlay district or has obtained written permission from the organizer of a special event for the operation of a mobile food vehicle.

(c) Mobile Food Vendor Permit Application Contents. Applicants for a mobile food vendor permit under this chapter must file with the permit administrator a sworn written application containing the following:

(1) Name of applicant/vendor and contact telephone number.

(2) A valid government issued identification card for the owner and operator of the mobile food vehicle.

(3) Complete permanent home address and business address of the applicant, and email address.

(4) A brief description of the nature of the food or consumable products to be prepared, served, and sold from a mobile food vehicle .

(5) The vehicle registration number, make, model and description for any vehicle to be used including dimensions and color photographs (front, both sides, rear) of the mobile food unit or vehicle.

(6) Proof of insurance as required in this chapter for the mobile food vendor vehicle. Failure to maintain the required insurance will result in immediate revocation of the mobile food vendor permit.

(7) A copy of the business license, proof of State of Tennessee sales tax registration, and any health department license or certification required by Hamilton County Health Department or the State of Tennessee.

(8) Other cities or towns, if any, where within the past 12 months the applicant conducted business immediately preceding the date of application.

(9) Submittal of all applicable fees set forth in this chapter or by the building official.

(10) Such other relevant information as may be reasonably requested by the city after review of submission of the application in order to assure full review of the information needed to assess the impact of the proposed operation on the health, safety, and welfare of the public.

(c) Obligation to Update. Each mobile food vendor permit holder shall have an ongoing duty to provide the city with notice of any change to any of the information submitted with its permit application, including current photographs of the mobile food vehicle in the event of any change in the appearance of or signage on the vehicle.

(d) Misleading Information. Submission of false or misleading information will result in denial of the permit application or, upon subsequent discovery, revocation of the permit and a ban on receiving future permits.

(e) Non-Transferable. Mobile food vendor permits are non-transferable and non-assignable.

(f) Permit Expiration and Duty to Reapply or Renew.

(1) A mobile food vendor permit issued under this section shall expire December 31 of each year and shall be subject to annual renewal on or by January 1 of each year upon proper application and payment of the renewal permit fee. Applications for a mobile food vendor permit filed between January 1 and June 30 shall pay the full mobile food vendor permit fee as established by the city. Applications filed between July 1 through December 31 shall pay a prorated permit fee of one-half of the full permit fee as established by the city.

(2) A mobile food vendor permit shall be valid for only one mobile food vendor vehicle. Each operator and/or applicant shall file an additional application and pay an additional permit fee for each additional mobile food vendor vehicle. No refunds will be issued for renewed permits and no renewed permits for partial years will be issued.

(g) Revocation. The city may revoke a mobile food vendor permit upon a finding of noncompliance with this Code.

9-1105. Operational Requirements of Mobile Food Vehicles Within the City.

(a) Authorized Locations. Mobile food vehicles are prohibited from operating in the city except in the following circumstances:

(1) Within an approved food vendor overlay district as set forth in this section;

- 9-1106; or
- (2) Upon a property approved for a special event as set forth in section 1107.
 - (3) Upon public property owned by the city as set forth in section 9-1107.

(b) Establishment of a food vendor overlay district. A food vendor overlay district may be established only upon approval by the city council following submission of a complete application in accordance with this section.

(1) Eligible Applicant. An application to establish a food vendor overlay district may be submitted by a property owner, a group of property owners, or an authorized agent acting on behalf of one or more property owners within the proposed overlay area.

(2) Application Contents. The sworn application shall be filed with the permit administrator, together with any applicable fees, and shall include, at a minimum:

- i. A written request describing the proposed food vendor overlay district and its purpose;
- ii. A map or survey clearly identifying the boundaries of the proposed overlay district;
- iii. A list of parcels included within the proposed overlay district, including parcel numbers and current zoning classifications;
- iv. Written consent from the owner(s) of each parcel proposed to be included in the overlay district;
- v. A narrative explaining how the proposed overlay district is consistent with the city's comprehensive plan and applicable zoning objectives;
- vi. A depiction identifying the number of and location for each mobile food vehicle and disclosure as to whether such vehicle or vehicles will be permanently staged or temporarily staged within the proposed overlay district; and
- vii. Any additional information reasonably required by the permit administrator to evaluate the application.

(3) Review Procedure. Upon determination that the application is complete, the application shall be referred to the city council for review and public hearing. The city council may approve, approve with conditions, or deny the application by resolution. Conditions may include, but are not limited to the following:

- i. Vehicle staging and overnight storage;
- ii. Seating and table arrangements;
- iii. Restrictions on connection to utilities;
- iv. Signage;
- v. Limit on number of vehicles; and
- vi. Sale, serving and consumption of alcohol and beer;

(4) Effect of Approval. Approval of a mobile food vendor overlay district authorizes mobile food vendor uses within the overlay area only in accordance with the standards, regulations, and permitting requirements set forth elsewhere in this chapter and does not exempt vendors or property owners from compliance with any other applicable local, state, or federal regulations. The city may revoke authorization for any mobile food vehicle operating within a mobile food vendor overlay district upon a finding of noncompliance with this chapter or the conditions of the mobile food vendor overlay district.

(5) Expiration and Duty to Renew. A mobile food vendor overlay district approved under this section shall expire December 31 of each year and shall be subject to annual approval on or by January 1 of each year upon proper application and payment of the applicable renewal fee. Applications filed between January 1 and June 30 shall pay the full mobile food vendor overlay district application fee as established by the city. Applications filed between July 1 through December 31 shall pay a prorated permit fee of one-half of the full application fee as established by the city. All application fees are nonrefundable.

(6) Operation of Mobile Food Vehicles within Overlay District. Upon approval for the establishment of a mobile food vendor overlay district, a mobile food vendor is permitted to operate within the boundaries of the overlay district provided written permission from the property owner upon which the vehicle operates is obtained and the operator remains in compliance with all other applicable requirements of this chapter.

9-1106. Operation of Mobile Food Vehicle at Special Events.

(a) Authorization. Mobile Food Vehicles may operate on property approved by the city for a special event only during the dates and hours authorized for the special event and only in conjunction with such event.

(b) Special Event Permit Required.

(a) No mobile food vending may occur at a special event without an approved special event permit issued by the city to the property owner or event organizer.

(b) The property owner or event organizer must submit an application for a special event permit to the permit administrator at least thirty (30) days prior to the proposed event date or as otherwise specified by the city.

(c) Special Event Permit Application Contents. Applications for a special event permit shall include, at a minimum:

- (a) Name and contact information of the event organizer;
- (b) Location, dates, and hours of the proposed event;
- (c) Written consent of the property owner(s);
- (d) Description of anticipated attendance and public safety measures;
- (e) Any other information reasonably required by the city to evaluate the application.

(d) Review and Approval. The city manager, in consultation with the permit administrator, shall review the application for completeness and may require additional information prior to approval. The city manager has discretion to approve, approve with conditions, or deny a special event permit based on public safety, traffic, health, sanitation, and compliance with applicable laws and regulations. Approval of a special event permit authorizes operation of mobile food vehicles only as specified in the permit.

(e) Compliance with Laws. All mobile food vehicles operating at a special event shall comply with applicable local, state, and federal laws and regulations, including but not limited to health department requirements, fire safety standards, and traffic and parking regulations.

(f) Site Limitations. Mobile food vehicles shall be located only in areas designated by the event organizer or approved by the city manager and shall not obstruct fire lanes, pedestrian access, emergency access, or public rights-of-way unless expressly authorized.

(g) Duration of Operation. The presence and operation of mobile food vehicles shall be limited to the duration of the approved special event, including reasonable setup and breakdown periods as authorized by the city manager.

(h) Revocation. The city may revoke authorization for any mobile food vehicle operating under this section upon a finding of noncompliance with this chapter or the conditions of the special event permit.

9-1107. Operation of Mobile Food Vehicle upon City Owned Property. No mobile food vehicle shall operate upon property owned or controlled by the city unless expressly approved in advance by the city manager. Approval to operate on city-owned property is a privilege and not a right and may be granted, denied, limited, or conditioned in the sole discretion of the city manager based upon considerations including, but not limited to, public safety, traffic, sanitation, compatibility with surrounding uses, and the intended use of the property. The city manager is authorized to establish, enforce, and

amend reasonable rules, regulations, and conditions governing the operation of mobile food vehicles on city-owned property, including limitations on location, duration, hours of operation, number of vehicles, insurance requirements, and operational standards.

9-1108. General Operating Requirements. The following operational requirements shall apply to all permit holders issued under this chapter:

(a) Mobile food vehicles may operate only on properties within a mobile food vehicle overlay district or pursuant to a special permit.

(b) All vendors must have written permission from the property owner or lessee to operate a mobile food vehicle.

(c) Trash receptacle(s) and private waste disposal services shall be provided. No mobile food vehicle shall operate in a location or manner that impedes access to or from another business, or otherwise may interfere with access to emergency areas, paths, or facilities.

(d) Permanent connections to water, sanitary sewer, gas, or electrical service are prohibited.

(e) Mobile food vehicles shall not reduce the pedestrian clear path of travel on public or private sidewalks or multi-use paths to less than six feet (6'). Mobile food vehicles shall provide no less than six feet, eight inches (6'8") of clearance under awnings and canopies.

(f) A single property not located within an overlay district is limited to two (2) special event permits within a twelve (12) month consecutive period.

(g) There shall be a clearance of no less than twenty (20) feet between any portion of a mobile food vehicle and any structure.

(h) All mobile food vehicles shall be placed behind the front building line unless site constraints warrant modifications as determined solely by the East Ridge fire marshal's discretion.

(i) Mobile food vendors shall provide access to flushable restroom facilities for employees when the mobile food vehicle is open for business for three hours or greater in duration. Such flushable restroom facilities shall be within four hundred fifty (450) feet of the mobile food vehicle.

(j) All exterior bodywork and mechanical equipment of a mobile food vendor vehicle shall be maintained in good condition, free of excessive wear, tear or damage. All exterior paintwork shall be maintained in good condition, free of substantial scratches, chips, rust, dents and abrasions. All windshield and window glass of mobile food vendor

vehicles shall be maintained free of cracks, scratches, pitting, abrasions and other conditions that may cause a hazard or reduce clarity of vision.

(k) All permits issued under this chapter shall be displayed inside the mobile food unit at all times during the operation of the mobile food vehicle. The permit shall be displayed in such a manner that it can be viewed from the outside.

(l) Mobile food vehicles shall not be parked within ten feet of a public right-of-way.

(m) Mobile food vehicles must be moved offsite when not open for business unless the vehicle is staged pursuant to a multi-day special events permit. Mobile food vehicles shall be "in operation" as defined meaning a mobile food vehicle that when arriving at an approved property or site is either preparing to open for business, open for business, or in the process of preparing to leave a site.

(n) Operators of canteen trucks must obtain a mobile food vendor permit as set forth in section 9-1104.

9-1109. Compliance with Fire, Public Safety and Health Regulations.

(a) Any mobile food vendor operating a mobile food vehicle in the city shall comply with requirements of the International Fire Code as adopted by the city, any other regulatory fire code as adopted by the city, and any additional rules and regulations adopted by the city fire department for the operation of mobile food vehicles. Prior to the issuance of a mobile food vendor permit and at all times while operating, mobile food vehicles shall be subject to inspection by the city fire marshal.

(b) Valid health inspection certifications acquired in accordance with the State of Tennessee shall serve as certification of inspection for operation in the city.

(c) All holders of a mobile food vendor permit are subject to the city's right to require the movement of any mobile food vehicle and any other associated structures or furnishings should the city determine that such presence is a threat to public safety.

9-1110. Insurance.

(a) Operators of mobile food vehicles shall provide with their application and annual renewal application proof of an insurance policy, issued by an insurance company licensed to do business in the state, with the city as a named insured, protecting the operator and the city from all claims or suits for damages to property or bodily injury, including death, which may arise from operations under or in connection with the permit.

(b) Minimum liability limits for such insurance policy shall be not less than the minimum limits specified by Tennessee Code Annotated Section 29-20-403.

(c) Such insurance shall show paid-up premiums for a minimum of one (1) year and shall provide that the policy will not terminate or be canceled prior to the expiration date without thirty (30) days' advance written notice to the mayor or his designee.

(d) Operators on public property must provide proof of insurance listing the city as a named insured. Coverage must meet Tennessee Code Annotated §29-20-403, with premiums paid for a minimum of one (1) year, and provide fifteen (15) days' advance notice to the city manager or designee before cancellation.

(e) The owner and operator of any mobile food vehicle operating on any city property or in a city park shall defend, indemnify and hold harmless the city and all its departments and employees from and against any and all claims, liabilities, loss, damages, costs and expenses, including reasonable attorneys' fees, court costs and other expenses of litigation or administrative proceedings, for personal injury, damage to real or tangible property arising out of the operator's use of the city's property for operation of a mobile food vehicle.

9-1111. Enforcement; Mechanisms for Complaints; Suspension or Revocation.

(a) Should the city observe a mobile food vendor in violation of this chapter, the city may seek resolution through the issuance of a citation and notice of violation to parties involved in the operation of the mobile food vehicle, including, but not limited to the operator or owner of the mobile food vehicle, as well as the property owner where the violation occurred.

(b) Citation. Each of the following circumstances constitute a violation of this chapter, for which a citation may be issued by a code enforcement officer, building official or police officer of the city.

(1) Operation of a mobile food vehicle without a current, valid permit, provided further that each day and each separate location at which a mobile food service vehicle is operated without a current, valid permit shall be considered a separate violation.

(2) Failure to comply with any other provision of this chapter.

(c) Responsibility for violations. The city codes enforcement officers, building official, and police officers may, at their discretion in consideration of the situation, cite any of the individuals or entities listed below for any violation of the provisions of this chapter:

(1) The operator of a mobile food vehicle.

(2) An employee working in or out of a mobile food vehicle.

(3) The owner of the property on which a mobile food vehicle is operated.

(d) Suspension of permit. A mobile food vendor permit shall be suspended by the permit administrator if:

(1) The applicant for the permit knowingly provided false information on the application.

(2) Two violations of this chapter have occurred within a six (6) month period in conjunction with the mobile food vehicle for which the permit has been issued.

(3) The operator of a mobile food vehicle fails to maintain a current, valid vehicle registration, health department permit, business license or proof of required motor vehicle insurance coverage.

(e) Revocation of permit. A mobile food vendor permit shall be revoked by the permit administrator if:

(1) Three (3) Violations of this chapter have occurred within a twelve (12) month period.

(2) A mobile food vehicle is operated in an unlawful manner so as to constitute a breach of the peace or otherwise threaten the health, safety or general welfare of the public.

(f) Reinstatement.

(1) An operator may reinstate a suspended mobile food vendor permit by taking such actions as may be necessary to correct a mobile food vehicle's noncompliance and paying a reinstatement fee as set forth in this chapter to offset the city's cost of enforcement measures, inspections and compliance.

(2) An operator whose mobile food vendor permit has been revoked may apply for permit after twelve (12) months from the date of revocation, provided the operator has taken such actions as may be necessary to correct a mobile food vehicle's noncompliance. The operator shall pay a permit reinstatement fee as set forth in this chapter to offset the city's cost of enforcement measures, inspections and compliance

(3) No permit will be issued to any person who intends to operate the same mobile food vehicle for which the operator's permit is currently suspended or has been revoked within the preceding twelve (12) months.

(g) Notice. Notice of the suspension or revocation of a mobile food vendor permit shall be issued to the operator in writing by the permit administrator.

(h) Administrative Hearing Officer. Notwithstanding anything to the contrary herein, any violation of this chapter may, in addition to other ramifications permitted in this chapter, be cited and referred to the city's administrative hearing officer for

adjudication of penalties and fines as set forth in T.C.A. § 6-54-1001 *et seq.* who shall have authority to levy penalties and fines in accordance with T.C.A. § 6-54 1009, as amended.

9-1112. Appeals.

(a) Filing. The denial, suspension or revocation of a mobile food vendor permit by the permit administrator may be appealed by filing a written notice of appeal, establishing the grounds for the appeal, with the mayor for ty review. The notice of appeal shall be filed no later than ten (10) business days following receipt of the notice of denial, suspension or revocation.

(b) City Council review. When an appeal is filed with the mayor for ty review as set forth herein, the city council may request such additional information from the operator and the permit administrator as may be deemed necessary. At the city council’s discretion, the appeal may be decided based on the written information and documentation submitted, or a hearing may be scheduled with the operator and the permit administrator. The appeal shall be placed on the agenda of the next regularly scheduled Council meeting. The city council’s decision on the appeal shall be issued in writing, based on a written summation of the pertinent facts, and shall be final. The city council may reverse the denial, suspension or revocation of a permit, or may reduce the waiting period required for reinstatement of a revoked permit if it is determined that the operator has taken reasonable steps to mitigate the violations leading to the revocation and to prevent future violations.

(c) Refunds. There shall be no refund of an application fee for a mobile food vendor permit that has been denied. There shall be no refund of a reinstatement fee for a suspended or revoked permit unless the city council determines on appeal that the permit administrator acted in error in suspending or revoking the permit.

9-1113. Schedule of Fees and Penalties. (a) Any operator of a mobile food vehicle or owner of property seeking to stage a mobile food vehicle upon private property shall be subject to the following fee schedule which may be reviewed and amended by the city council from time to time:

- | | |
|---|---|
| (1) Temporary Mobile Food Vehicle Permit Application Fee: | \$50/day, per vehicle or \$200 for up to 5 consecutive days, per vehicle. |
| (2) Annual Mobile Food Vehicle Application Fee: | \$200/property, per year |
| (3) Fire Marshal Inspection Fee: | \$50.00 per inspection, per vehicle |
| (4) Two or Three-Day Special Event Permit: | \$50.00 for two (2) days and \$25.00/additional day |
| (5) Permit Reinstatement Fee: | \$200 |
| (6) Civil Penalties: | Up to \$500/offense, per day. |

SECTION 2: BE IT FURTHER ORDAINED by the City Council for the City of East Ridge, Tennessee, that every section, sentence, clause, and phrase of this Ordinance is separate and severable. Should any section, sentence, clause, or phrase be declared unconstitutional or invalid by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect or impair any other section, sentence, clause, or phrase.

SECTION 3: BE IT FURTHER ORDAINED by the City Council for the City of East Ridge, Tennessee, that this ordinance shall take effect from and after its passage and any person or entity currently engaged in mobile food vending in the City of East Ridge may continue to operate provided the permit(s) as required by this ordinance are obtained on or before _____, the health, safety and welfare of the citizens of East Ridge requiring it.

Passed on First Reading _____, 202__

Passed on Second Reading _____, 202__

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

RESOLUTION NO. _____

AGENDA MEMORANDUM
D-BAT AGREEMENT

FEBRUARY 26TH, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

SUBJECT: Approval for Agreement with D-BAT Chattanooga

The Parks and Recreation department is seeking approval for the following agreement with D-BAT Chattanooga. Below is an outline of the 2026 Partnership between D-BAT Chattanooga and East Ridge Parks and Rec for the Spring, Summer, and Fall Seasons.

Agreement Summary/Details:

Spring Season – March 5th – May 22nd

Summer Season – May 25th – July 20th

Fall Season – September 8th – November 1st

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

- Provide a Free Swing Card with 10 credits for use of machine cages on Friday, Saturday and/or Sunday to current registered players – 1 card issued per day per player. Only registered players with East Ridge can use credits. The Swing Card is turned back the same day to the front desk.
- Sponsor East Ridge Parks and Rec Day at D-BAT with Free skills clinic for East Ridge softball and baseball players Saturday, March 21st - 9:00AM – 10:30AM
- D-BAT representative will attend Coaches meeting at Camp Jordan or host at D-BAT Q & A Coaches Clinic
 - Softball – March 3rd
 - Baseball – March 4th
- 5% Discount on Pro Shop Merchandise at D-BAT Chattanooga during dates listed for each season for current players on roster provided.

East Ridge Parks and Rec will:

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

Attachment

SS



CHATTANOOGA

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

The following is an outline of 2026 Partnership between D-BAT Chattanooga and East Ridge Parks and Rec for Spring, Summer and Fall Seasons:

Agreement Summary/Details:

Terms of Agreement:

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- Promote partnership and other opportunities to registered players and coaches
- Notify D-BAT Chattanooga management of any players who quit during season or become suspended or are terminated from East Ridge Parks and Rec Program as those players will no longer be eligible to benefit from partnership with D-BAT.

D-BAT Chattanooga Representative

Signature: *Marc Anthony Osso*

Printed Name: Marc A. Osso

Date: 2/7/2026

East Ridge Representative

Signature: _____

Printed Name: _____

Date: _____

RESOLUTION NO. _____

AGENDA MEMORANDUM
EAST RIDGE NEEDY CHILD FUND TOY/CAR SHOW

February 26th, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

SUBJECT: Request to Waive Rental Fees for Corvettes for Kids.

The East Ridge Needy Child Fund, a 501(c)(3) non-profit organization, has requested use of the Camp Jordan Arena on August 8, 2025, from 7:00 AM to 8:00 PM to host a new event, *Corvettes for Kids*. Gail Phillips, representing the organization, is requesting that the City waive the \$1,300.00 facility rental fee, as well as any additional charges that may be incurred for the event.

In previous years, the organization has raised varying amounts per event, with proceeds benefiting the East Ridge Needy Child Fund. For this year's event, proceeds will be shared between the East Ridge Needy Child Fund and the East Ridge Optimist Club, both of which support children and families in need within the City of East Ridge. The organization has met all requirements of the Facility Waiver Policy adopted in 2024, and all necessary documentation is on file with the City Recorder.

City staff recommends approval of the request to waive all facility fees in support of this event.

SS

CORVETTES FOR KIDS SHOW

TENTATIVE OUTLINE

- 1) Minutes from the Meeting
- 2) Name of this event – “Corvettes For Kids”
- 3) First Annual Corvette Show in the South east area
- 4) Saturday, August 8, 2026 – Time – Early till 5:00 p.m.
- 5) Co-sponsored by East Ridge Needy Child Fund and ER Optimist Club
- 6) Committee consist of: Gail Phillips, Sheila Thacker, Gary Martin, Debbie Colburn, Hannah Spear, James Meyers, Jim Howard, Brian Williams, Kimberly Meyers, Ken Davis, Jamie Moline
- 7) Sponsorships levels
- 8) Friday Night –VIPs- Pre-Show at Top Golf (??)
- 9) Include Hotels for VIs coming on Friday’s
- 10) Saturday – event – Camp Jordan – trying to see how many corvettes and spaces
- 11) Saturday event – Twin Peaks Restaurant
- 12) Trophies – from Brainerd Trophy Shop

EROC + NCF Car Show Committees Meeting Minutes

Date: November 25, 2025

Committee: Car Show Committee

Time/Location: 6:30pm at Action Church

In attendance: Gail Phillips, Gary Martin, Sheila Thacker, James Meyers, Brian Williams, Jim Howard

Debbie Colburn

1. Venue & Event Date

- The Camp Jordan Arena is reserved by NCF for the **2026 EROC Car Show** on **August 8, 2026.**

2. Event Theme & Participation

- The event will become an **All-Corvette Show.**
- Last year's show featured **12 Corvettes**; committee anticipates increased participation.

3. Judging Classes & Awards

Corvette Classes

- **8 classes (C1–C8)**
- **1st, 2nd, and 3rd place** awarded in each class
- **Total class awards: 24 trophies**

Specialty Awards

- Best in Show
- People's Choice
- Best Custom Paint
- Best Custom Interior

Placement Plaques

- **25 placement plaques** will be needed.

4. Cash Prizes

- **\$500** – Best in Show
- **\$175 per category**
- **Total cash awards: \$1,900**

5. Pre-Show Considerations

- Discussion of hosting a **Pre-Show Event** (details TBD).
- Committee to determine whether **additional insurance** will be required.

6. Advertising & Promotion Opportunities

Upcoming events where the Car Show can be promoted:

- **March 19–21:** Pigeon Forge LeConte Show
- **Frawley Baptist Church** event on December 6 9:00 a.m.–2:00 p.m.

7. Next Meeting

- **December 30 at 6:30 p.m.**
-

Car Show Committee Meeting Minutes
East Ridge Optimist Club & East Ridge Needy Child Fund

Meeting Date: December 30, 2025

Time: 6:30 PM

Location: Action Church

Call to Order

The meeting was called to order at 6:34 PM by James Meyers.

Attendance

Present:

- Gail Phillips, Sheila Thacker, Gary Martin, Debbie Colburn
- James Meyers, Jim Howard, Jamie Moline

Absent:

- Hannah Spear
- Brian Williams, Ken Davis, Kimberly Meyers

Approval of Previous Minutes

The minutes from the previous meeting were presented and approved unanimously.

New Business

Fundraising Event Name

The committee discussed options for the name of the event. "**Corvettes for Kids**" was presented and approved unanimously by the committee.

Logo Design Timeline

The committee discussed the need for a logo design early in the planning process. It was agreed that Gail Phillips would work with Hannah Spear to present some logo options to the committee by the second week of February.

Trophies

Jim and Gary will identify trophy options and obtain pricing.

Sponsorship Levels (Updated)

The following sponsorship structure was discussed and approved:

- **Title Sponsor – \$5,000**
 - Limited to one sponsor
 - Industry exclusive

James Meyers offered to present a new fundraising menu to the committee at its next meeting for further discussion.

Committee Member Assignments

- **Jamie** will obtain pricing quotes for event shirts.
- **James & Kimberly** will obtain quotes for hotel rooms and event space.
- **Gail & Sheila** will contact Topgolf regarding potential involvement or sponsorship.
- **Debbie & Gary** will contact Coker Tire regarding potential involvement or sponsorship.

Adjournment

The meeting was adjourned at 8:04 PM.

Next Meeting

Date: January 20, 2026

Time: 6:00 PM

Location: Action Church

Minutes submitted by: James Meyers

Title: EROC VP of Finance

How to Sponsor

To reserve a sponsorship: Email sponsorships@eastridgecarshow.org or call (###) ###-####.

Deadline for logo and ad materials: 4 weeks before event.

Payment options: Check, credit card, or invoice. Receipts and tax letters provided.

Deliverables tracking: Sponsors receive a fulfillment summary after the event with photos and metrics.

Short Sponsor Agreement

Agreement Parties

This agreement is between **East Ridge Optimist Club** (Organizer) and **[Sponsor Name]** (Sponsor).

Sponsorship Level

Sponsor agrees to provide **[\$[amount]]** for the **[Tier name]** benefits listed in the Sponsor Packet.

Payment Terms

Payment due within 30 days of agreement or by the date specified on invoice. Accepted methods: check, credit card, or electronic transfer.

Deliverables

Organizer will provide the benefits listed for the selected tier. Sponsor will supply high-resolution logo and ad copy by the deadline.

Cancellation and Refunds

If Sponsor cancels more than 30 days before the event, Organizer will refund 50% or offer credit toward next year. Cancellations within 30 days are non-refundable but benefits will be provided as feasible.

Liability and Insurance

Sponsor is responsible for its own property and personnel. Organizer is not liable for loss or damage to Sponsor property. Sponsor may be required to provide proof of insurance for certain on-site activations.

Use of Logos and Name

Organizer may use Sponsor's name and logo for event promotion as specified in the benefits. Sponsor grants non-exclusive, limited permission for promotional use.

Fulfillment Report

Organizer will provide a post-event fulfillment report within 30 days, including photos and a summary of sponsor recognition delivered.

Acceptance

By signing below, Sponsor agrees to the terms and confirms payment method.

Sponsor Signature _____ **Date** _____

Organizer Signature _____ **Date** _____

Hello James,

We are excited to offer additional accommodations for Optimist Club on August 7-9, 2026, at Home2 East Ridge.

Below are the proposed accommodations and meeting details:

Guest Room Details

- **Hotel:** Home 2 Suites East Ridge
- **Arrival:** August 7, 2026
- **Departure:** August 9, 2026
- **Nights:** 2
- **Rooms:** based on availability
- **Rate:** A percentage off our best available rate

The nightly rate includes a complimentary hot breakfast buffet, complimentary parking and Wi-Fi, and access to the pool and fitness center. Guest rooms accommodate up to 6 guests and feature a full size refrigerator, microwave, coffee maker, Digital-Key, LCD TV, and ironing amenities.

Payment & Reservations Options

- Room and tax charged to individual credit card
- Guests provide individual cards at check-in for incidentals
- Reservations may be made via booking link
- **Cancellation:** 48 hours prior to arrival

Please feel free to reach out with any questions. This proposal will remain valid through **Friday, January 23, 2026**.

- **Time:** 8:00 a.m. – 11:00 p.m.
- **Attendees:** varies (room will be used for group registration and storage)
- **Room:** Pioneer Room
- **Room Rental:** \$250 daily, plus 22% service fee and 9.25% sales tax
- No food and beverage minimum required
- Outside catering permitted
- Complimentary water station
- Coffee station available at \$35 per gallon

Please feel free to reach out with any questions. *You will receive a separate proposal for Home2 Suites East Ridge.* This proposal will remain valid through **Friday, January 23, 2026.**

NBP2553013F

Renewal of Number

Mount Vernon Fire Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

Customer Copy
Direct Bill Policy

POLICY DECLARATIONS

No. NBP2553013G

NAMED INSURED AND ADDRESS:

EAST RIDGE NEEDY CHILD FUND
3712 RINGGOLD ROAD
103
EAST RIDGE, TN 37412

POLICY PERIOD: (MO. DAY YR.) From: 10/04/2025 To: 10/04/2026

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$345.00
Businessowners Property Coverage Part	\$1,176.00
Management Liability Coverage Part	\$698.00
TOTAL:	\$2,219.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: R-T SPECIALTY, LLC (RICHMOND) (1019)
9020 Stony Point Parkway, Suite 450
Richmond, VA 23235

Issued: 10/14/2025 11:46 AM

Broker: Patriot Insurance Solutions Inc

By: _____


Authorized Representative

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NBP2553013G

Effective Date: 10/04/2025

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to multiple coverage parts

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
BP-104	12/20	Exclusion of Certified Acts of Terrorism
BP-107	04/08	Actual Cash Value Definition
BP-11	05/04	Exclusion - Fiduciary Liability And Financial Services
BP-115	07/08	Protective Devices Or Services Provisions
BP-145 NPP	06/10	Blanket Additional Insured Endorsement
BP-15	07/04	Business Income And Extra Expense Limit
BP-152	01/13	Separation of Insureds Clarification Endorsement
BP-165	05/18	Exclusion - Specific Activities, Events or Conditions or Over 2,500 People
BP-168	11/11	Exclusion - Injury To Performers Or Entertainers
BP-179 NBP	12/17	Amendment of Liquor Liability Exclusion
BP-193	08/14	Limits Of Insurance Under Multiple Coverage Parts
BP-40	03/11	Molestation Or Abuse Exclusion
BP-48	05/16	Exclusion Asbestos, Lead Contamination, Absolute Pollution, Mold, Fungus, Bacteria, Virus And Organic Pathogen
BP-49	01/13	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead
BP-58	05/07	Animal Exclusion
BP-59	02/13	Exclusion - Athletic Activity Or Sport Participants
BP-60	05/07	Exclusion For Bleacher Collapse
BP-65	05/07	Exclusion For Mechanical Rides
BP-88	04/06	Expanded Definition Of Bodily Injury
BP-90	11/10	Amended Definition
BP-95	05/07	Exclusion For Climbing, Rebounding And Interactive Games And Devices
BP-96	05/07	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
BP-97	05/07	Exclusion For Event Vendor/Exhibitor & Contractor
BP0003	01/10	Businessowners Coverage Form
BP0202	07/02	Tennessee Changes
BP0417	01/10	Employment-Related Practices Exclusion
BP1505	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data -Related Liability - Limited Bodily Injury Exception Not Included
BP1560	02/21	Cyber Incident Exclusion
BP1591	12/23	Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
DO TN	06/17	Tennessee State Amendatory Endorsement
DO-100	05/17	Directors and Officers Coverage Part
DO-224A	05/17	Sexual Abuse Exclusion
DO-283	05/17	Data and Security Plus Endorsement
DO-314	03/21	Biometric Information Exclusion

EXTENSION OF DECLARATIONS

Policy No. NBP2553013G

Effective Date: **10/04/2025**

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

DO-GTC	05/17	General Terms and Conditions
Jacket	07/19	Policy Jacket
Notice- CyberIncidentExcl- BP	01/21	Cyber Incident Exclusion Endorsement - Advisory Notice to Policyholder
NTE	12/20	Notice of Terrorism Exclusion
PL 1 PFAS	03/23	Exclusion - Perfluoroalkyl And Polyfluoroalkyl Substances (Pfas)

BUSINESSOWNERS PROPERTY COVERAGE PART DECLARATIONS

Policy No. NBP2553013G

Effective Date: 10/04/2025
12:01 STANDARD TIME

DESCRIPTION OF PREMISES

<i>Prem</i>	<i>Bldg</i>	<i>Location, Construction, Occupancy and Other Information</i>	<i>Territory</i>	<i>Fire Code</i>
1	1	1312 Spring Creek Rd, East Ridge, TN 37412	003	0702
		Description: Non-Profit Management Liability		
		Covered Causes of Loss: Special	Protection Class	3
		Construction: Non Combustible	Square Footage:	500
		Special Deductible: None	Special Deductible Type:	

COVERAGES PROVIDED - INSURANCE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGES FOR WHICH A LIMIT OF INSURANCE IS SHOWN

<i>Prem</i>	<i>Bldg</i>	<i>Coverage</i>	<i>Limits of Insurance</i>	<i>Deductible</i>	<i>Coinsurance % or Monthly Indemnity</i>	<i>+ Valuation</i>	<i>Premium</i>
1	1	Building	\$125,000	\$1,000		RC	\$831
1	1	Business Income and Extra Expense	\$50,000	\$0			Included
1	1	Business Personal Property	\$50,000	\$1,000		RC	\$345
MINIMUM PREMIUM FOR PROPERTY COVERAGE PART:							\$50
TOTAL PREMIUM FOR PROPERTY COVERAGE PART:							\$1,176
MP - minimum premium							
+ Valuation: ACV - Actual Cash Value; RC - Replacement Cost; RC/ACV - Replacement Cost/ACV Roof FBV - Functional Building Value; AA - Agreed Amount; ALS - Actual Loss Sustained							

LOSS PAYABLE(S): NONE

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP2553013G

Effective Date: 10/04/2025
12:01 STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE **\$0**

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	1312 Spring Creek Rd, East Ridge, TN 37412	003

PREMIUM COMPUTATION

<i>Loc</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Pr/Co</i>	<i>Rate</i>		<i>Advance Premium</i>	
					<i>All Other</i>	<i>Pr/Co</i>	<i>All Other</i>	<i>All Other</i>
1	Membership Organization (Charity) - Not-for-Profit only	41668	500 Per 1,000 Total Area	0.000	168.128	\$0		\$84
1	Blanket Additional Insured - Non-Profit Package	49950	1 Flat	0.000	100.000	\$0		\$100
MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART:								\$345
TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART:								\$345 MP
(This Premium may be subject to adjustment.) MP - minimum premium								

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

NON PROFIT MANAGEMENT LIABILITY COVERAGE PART DECLARATIONS

PLEASE READ YOUR POLICY CAREFULLY.

THIS IS A CLAIMS MADE POLICY COVERAGE FORM AND UNLESS OTHERWISE PROVIDED HEREIN, THE COVERAGE OF THIS FORM IS LIMITED TO LIABILITY FOR CLAIMS FIRST MADE DURING THE POLICY PERIOD, OR THE EXTENSION PERIOD, IF APPLICABLE. DEFENSE COSTS SHALL BE APPLIED AGAINST THE RETENTION.

No. NBP2553013G

Effective Date: **10/04/2025**

12:01 AM STANDARD TIME

ITEM I. PARENT ORGANIZATION AND PRINCIPAL ADDRESS

**EAST RIDGE NEEDY CHILD FUND
3712 RINGGOLD ROAD
103
EAST RIDGE, TN 37412**

ITEM II. POLICY PERIOD: (MM/DD/YYYY) From: 10/04/2025 To: 10/04/2026

Non Profit Directors and Officers Liability Coverage Part

ITEM III. LIMITS OF LIABILITY

a. Non Profit Directors & Officers	\$1,000,000	EACH CLAIM
b. Non Profit Directors & Officers	\$1,000,000	IN THE AGGREGATE

ITEM IV. RETENTION: \$0 EACH CLAIM

ITEM V. PREMIUM: \$698

RETROACTIVE DATE: Full Prior Acts

PRIOR OR PENDING LITIGATION 10/04/2018

Employment Practices Liability Coverage Part

ITEM III. LIMITS OF LIABILITY

a. Employment Practices	NOT COVERED
b. Employment Practices	

ITEM IV. RETENTION: NOT COVERED

ITEM V. PREMIUM: NOT COVERED

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

NON PROFIT MANAGEMENT LIABILITY COVERAGE PART DECLARATIONS

PLEASE READ YOUR POLICY CAREFULLY.

THIS IS A CLAIMS MADE POLICY COVERAGE FORM AND UNLESS OTHERWISE PROVIDED HEREIN, THE COVERAGE OF THIS FORM IS LIMITED TO LIABILITY FOR CLAIMS FIRST MADE DURING THE POLICY PERIOD, OR THE EXTENSION PERIOD, IF APPLICABLE. DEFENSE COSTS SHALL BE APPLIED AGAINST THE RETENTION.

No. NBP2553013G

Effective Date: **10/04/2025**

12:01 AM STANDARD TIME

Fiduciary Liability Coverage Part

ITEM III. LIMITS OF LIABILITY

a. Fiduciary Liability NOT COVERED

ITEM IV. RETENTION: NOT COVERED

ITEM V. PREMIUM: NOT COVERED

ITEM VI. Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: EAST RIDGE Needy CHILD FUND

Contact Name: Email: GAIL Phillips - gaphillips1@comcast.net or erncf2020@gmail.com

Address: 1312 SPRING CREEK ROAD, ER, TN 37412

of Type of Organization: 501(c)(3) 501(c)(4), Governmental Agency, Other

If "Other" Please Specify: _____

Date(s) of event: Facility(s) requested: AUGUST 7 - (SET-UP) - AUGUST 8, 2026 (EVENT)

Name and Purpose of Event: "CORVETTES FOR KIDS" - ALL CORVETTES CAR SHOW

THIS IS AN OPPORTUNITY TO PROVIDE A FUNDRAISER FOR BOTH NON-PROFIT ORGANIZATIONS THAT HAVE THE SHARED MISSION.

THE CORVETTE CAR SHOW WILL HELP PROVIDE RESOURCES AND OPPORTUNITIES FOR OUR CHILDREN IN THE EAST RIDGE.

Describe Frequency of Event:

FIRST CORVETTE SHOW IN EAST RIDGE AND WE HOPE THIS WILL BE AN ANNUAL EVENT.

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criteria identified in the Facility Fee Waiver Policy.

If approved this waiver will be valid unless there is a break in services greater than three consecutive years.

Signature: Gail Phillips

Date: 1/26/26

Printed Name: GAIL Phillips

Title: PRESIDENT



EAST RIDGE NEEDY CHILD FUND

January 26, 2026

Shawna Skiles
Chad Ayers
East Ridge Park and Recreation
323 Camp Jordan Pkwy.
East Ridge, TN 37412

Dear Shawna & Chad,

The East Ridge Needy Child Fund is requesting a waiver for the Camp Jordan arena on Saturday, August 8 2026. This event will be all corvettes show to be held at Camp Jordan and will be called "Corvettes for Kids." The East Ridge Optimist Club and ER Needy Child will be co-sponsored this event. Times: like to set up during working hours on Friday, August 7th and Saturday event 7:00 am – 5:00 p.m.

This is the only corvette show to be held in this southeast area and hope to encourage many corvette enthusiasts to the East Ridge area.

Gail Phillips, President
East Ridge Needy Child Fund Board
Email: ERNCF2020@gmail.com

The East Ridge Needy Child Fund is a 501(c)(3) organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation.

East Ridge Needy Child Fund
1312 Spring Creek Rd. Suite 104
East Ridge, TN 37412

Check us out on Facebook at East Ridge Needy Child Fund



EAST RIDGE NEEDY CHILD FUND

January 26, 2026

Shawna Skiles
Chad Ayers
East Ridge Park and Recreation
323 Camp Jordan Pkwy.
East Ridge, TN 37412

Dear Shawna & Chad,

Our Mission Statement is:

"Networking with community partners to provide resources for the neediest of our youngest citizens and their families".

Vision statement is:

ENSURING EVERY CHILD IN EAST RIDGE IS NOT FORGOTTEN.

Gail Phillips, President
East Ridge Needy Child Fund Board
Email: ERNCF2020@gmail.com

The East Ridge Needy Child Fund is a 501(c)(3) organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation.

East Ridge Needy Child Fund
1312 Spring Creek Rd. Suite 104
East Ridge, TN 37412
Check us out on Facebook at East Ridge Needy Child Fund



**STATE OF TENNESSEE
DEPARTMENT OF REVENUE**

EIN: 82-1893459

EAST RIDGE NEEDY CHILD FUND
1517 TOMBRAS AVE
EAST RIDGE TN 37412-2767

Effective Date: July 1, 2023
Expiration Date: June 30, 2027
Account No: 1000455629-SLC
Exemption No: 1687351552
Facility Address:
EAST RIDGE NEEDY CHILD FUND
1501 TOMBRAS AVE
EAST RIDGE TN 37412-2719

**Exempt Organizations or Institutions
Sales and Use Tax Certificate of Exemption**

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Ensure this lower portion is properly completed and signed before presenting to a vendor.

Seller's Name

Seller's Address (City & State)

I, _____ as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Authorized Representative

Signature of Authorized Representative

Date

The supplier must maintain a copy of this document as evidence of the sales tax exemption.

Income

Sales	163,935.21
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Profit and Loss 129,238.54**Expenses**

Advertising	4,642.08
Bank Fees	0.00
Credit Card Fees	0.00
Commissions and Fees	0.00
Contract Labor	80.00
Insurance	-250.00
Interest	498.77
Legal and Professional Services	0.00
Office Expenses	1,129.69
Rent or Lease	12,974.48
Repairs and Maintenance	210.17
Supplies	8,776.60
Taxes and Licenses	20.46
Travel	0.00
Meals	0.00
Utilities	907.25
Other Expenses	5,707.17

Total Expense	34,696.67
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RESOLUTION NO. _____

AGENDA MEMORANDUM
East Ridge Middle School
February 26, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

SUBJECT:

East Ridge Middle School has requested the use of a soccer and a softball field at Camp Jordan for the Spring and Fall seasons of 2026. They are asking the city to waive the associated rental fees.

Historically, the city has permitted them to use the fields at no cost. Staff recommends approving the usage of the fields by East Ridge Middle School, contingent on field availability at Camp Jordan.

Please see the attached required forms.

SS

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: East Ridge Middle School Boys Soccer

Contact Name: Email: Hernández - C @ hede.org

Address: 4400 Bennett Rd. Chattanooga, TN 37412

of Type of Organization: 501(c) 3, 501(c) 4, Governmental Agency, Other ;

please specify: _____

Date(s) of event: Facility(s) requested: 2026: 3-4-26 5:00, 3-9-26 4:30, 3-25-26 5:00, 4-1 5:00, 4-22 5:00

Name and Purpose of Event: ERMS Boys Soccer Home Games.

We don't have the option of playing on our campus, as we share the campus with East Ridge High School. These games will be recognized by TMSAA (Tennessee Middle School Athletic Association). If there are questions or concerns, please contact our District Athletic Director, Tim James at James - Tim @ hede.org.

Describe Frequency of Event: The months of March and April, Mondays or Wednesdays, 2026.

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criteria identified in the Facility Fee Waiver Policy.

If approved this waiver will be valid unless there is a break in services greater than three consecutive years.

Signature: Claudia Hernández Date: 2-6-26

Printed Name: Claudia Hernández Title: ER.M.S. BOYS Head Soccer Coach

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: East Ridge Middle School Softball

Contact Name: Email: Stinson_L@hccde.org

Address: 4400 Bennett Rd. Chattanooga, TN 37412

of Type of Organization: 501(c)(3) 501(c)(4), Governmental Agency, Other

If "Other" Please Specify: _____

Date(s) of event: Facility(s) requested: 2026; Mar. 24 (4:30), Mar. 26 (4:30), Mar. 27 (5:30)
Apr. 1 (5:00), Apr. 2 (4:30), Apr. 8 (5:30), Apr. 14 (4:30)

Name and Purpose of Event: _____

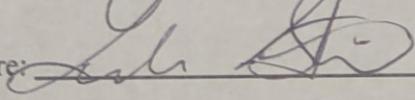
East Ridge Middle School Softball home games. We don't have the option to play on our campus as we share facilities with East Ridge High school. These games will be recognized by TMSAA. If there are questions or concerns, please contact our district Athletic Director, Tim James at James_Tim@hccde.org.

Describe Frequency of Event: _____

From early March to Mid April of 2026

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the understanding and belief that my organization qualifies based on criteria identified in the Facility Fee Waiver Policy.

If approved this waiver will be valid unless there is a break in services greater than three consecutive years.

Signature: 

Date: 2/6/26

Printed Name: Lebron Stinson

Title: Athletic Director

RESOLUTION NO. _____

AGENDA MEMORANDUM
COMMUNITY CENTER LOWER ROOF REPAIR

February 26th, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

SUBJECT: Community Center Low Roof

During a recent walkthrough of the East Ridge Community Center as part of the Fire Suppression System project, City staff identified **multiple holes throughout the lower portion of the roof**. These conditions raised immediate concerns regarding water intrusion, structural deterioration, and the overall integrity of the facility. In response, staff requested several roofing contractors to inspect the building and provide preliminary evaluations.

Based on these assessments, the city received verbal estimates ranging from **\$60,000 to \$70,000** to install a new roof over the existing R-Panel system. Contractors confirmed that the current roof is significantly aged and that the observed holes and underlying deficiencies require **timely corrective action**.

To properly address these issues, the Parks and Recreation Department recommends initiating a **formal sealed bid process** for the installation of a new **50-mil PVC Duro-Last roofing system** at the Community Center located at 1515 Tombras Avenue

Warranty Requirement

The selected contractor must provide a **20-year manufacturer's warranty** covering both labor and materials against leaks, in accordance with Duro-Last specifications.

Recommendation

Following receipt and evaluation of sealed bids—reviewed for responsibility, responsiveness, compliance with specifications, and warranty qualifications—staff will recommend awarding the project to the **lowest responsible bidder**.

Funding may be drawn from the **Capital Projects Fund (Upgrades to Buildings – Various Sites)**, which supports major facility repairs and emergency infrastructure needs. Given the observed roof damage, structural concerns, and professional estimates, staff consider this project **urgent and necessary to move forward**.

SS

RESOLUTION NO. _____

AGENDA MEMORANDUM
2026 STREET RESURFACING PROGRAM

February 26, 2026

Submitted By:


J. Scott Miller, City Manager

SUBJECT:

Funds for the 2026 street resurfacing program total approximately \$1.5 million and said funds are appropriated in the FY 2025-2026 State Street Aid Fund, the 2025-2026 Capital Improvement Fund, and the 2025 Street Resurfacing Fund Balance (\$200,000 not utilized by Caldwell Paving in 2025).

The advertisement for bids was noticed and advertised in the Sunday, January 18, 2026 edition of the Times Free Press. The opening of the bids is scheduled for Tuesday, February 17, 2026 at 2:00 pm at City Hall. ASA Engineering has called several paving contractors including Talley Construction, Wright Brothers Construction, and Faultless Construction to alert them of the call for bids for the City's 2026 street resurfacing program.

Bids received for the street resurfacing program on February 17th will be reviewed by ASA Engineering and a recommendation will be made to the City for consideration for award at the February 26, 2026 regular business meeting. I would anticipate resurfacing activity to start around April 1st.

JSM/