

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

**AGENDA
May 14, 2026
6:00 pm**

1. Call to Order
2. Invocation
3.
 - A. Roll Call
 - B. Milestone Awards
4. Approval of Consent Agenda
 - A. Approval of Minutes April 23, 2026
 - B. Declaration of Surplus Property
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from Interim City Manager
8. Old Business

NONE
9. New Business
 - A. **PUBLIC HEARING FOR ORDINANCE NO. 1244** - 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 1502 SWOPE DRIVE, TAX MAP #169K-B-003, FROM R-2 RESIDENTIAL DUPLEX DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT
 - B. **ORDINANCE NO. 1244** - 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 1502 SWOPE DRIVE, TAX MAP #169K-B-003, FROM R-2 RESIDENTIAL DUPLEX DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT (1ST READING)
 - C. **PUBLIC HEARING FOR ORDINANCE NO. 1245** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL 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
 - D. **ORDINANCE NO. 1245** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL 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 (1ST READING)

- E. **RESOLUTION NO. 3814** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO AUTHORIZE AND APPROPRIATE FUNDS FOR AN ACTUARIAL STUDY TO DETERMINE THE COST(S) ASSOCIATED WITH ESTABLISHING THE SUPPLEMENTAL BRIDGE BENEFIT UNDER TENNESSEE CODE ANNOTATED, TITLE 8, CHAPTER 34, SECTION 211 FOR CERTAIN MEMBERS OF THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
- F. **RESOLUTION NO. 3815** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL ALLOWING THE CRESTWOOD GARDEN CLUB TO USE THE EAST RIDGE COMMUNITY CENTER AND WAIVING THE FEES FOR SUCH USAGE
- G. **RESOLUTION NO. 3816** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL ALLOWING THE CHATTANOOGA PORCELAIN ARTISTS GUILD TO USE THE EAST RIDGE COMMUNITY CENTER AND WAIVING THE FEES FOR SUCH USAGE
- H. **RESOLUTION NO. 3817** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO DECLARE CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO THE CITY'S NEEDS AND DIRECTING DISPOSAL OF SAME
- I. Discussion of Tentative Agenda for **May 28, 2026** City Council Meeting (Attachment A)

10. Adjournment

ATTACHMENT A
TENTATIVE AGENDA
May 28, 2026

8. Old Business

- A. **ORDINANCE NO. 1244** - 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 1502 SWOPE DRIVE, TAX MAP #169K-B-003, FROM R-2 RESIDENTIAL DUPLEX DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT (2nd READING)
- B. **ORDINANCE NO. 1245** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL 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 (2nd READING)

9. New Business

- A. **PUBLIC HEARING FOR ORDINANCE NO. _____** - Rezone 403 Donaldson Road, Tax Map # 156E L 007.01, from R-1 Single Family Residential District to R-2 Residential Duplex District
- B. **ORDINANCE NO. _____** - Rezone 403 Donaldson Road, Tax Map # 156E L 007.01, from R-1 Single Family Residential District to R-2 Residential Duplex District (1st Reading)
- C. **PUBLIC HEARING FOR ORDINANCE NO. _____** - Amend Ordinance 941 relative to Title 10, Chapter 2 Entitled Dogs and Cats relative to the registration of dogs and cats
- D. **ORDINANCE NO. _____** - Amend Ordinance 941 relative to Title 10, Chapter 2 Entitled Dogs and Cats relative to the registration of dogs and cats (1st Reading)
- E. **PUBLIC HEARING FOR ORDINANCE NO. _____** - An ordinance to submit in referendum the question of amending the charter of the City of East Ridge, Tennessee by amending Section 5-A of the Charter
- F. **ORDINANCE NO. _____** - An ordinance to submit in referendum the question of amending the charter of the City of East Ridge, Tennessee by amending Section 5-A of the Charter (1st Reading)
- G. **RESOLUTION NO. _____** - Approval of bid for the demolition and replacement of cabinets and countertops at the East Ridge Community Center
- H. **RESOLUTION NO. _____** - Approval of a contract with AMS Collection Services for the collection of delinquent court fines
- I. Presentation of the Fiscal Year 2026-2027 Budget

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

**April 23, 2026
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on April 23, 2026, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order.

Terry Arnold 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, Interim City Manager Mike Williams, Acting City Attorney Jacob Ritchie, Finance Director Diane Qualls, City Clerk Jennifer Deitrick

Attendance: Approximately 16 members of the public were present.

Approval of Consent Agenda

Vice Mayor Tyler moved to approve the Consent Agenda. Councilmember Witt seconded. There being no discussion, Mayor Williams called 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

Mayor Williams opened the floor for public comments. No citizens came forward to address the Council.

Communication from Councilmembers

Vice Mayor Tyler and Councilmembers Ezell and Witt reported no comments.

Councilmember Cagle asked that the family of Gerald White be kept in thoughts and prayers and shared information regarding funeral arrangements.

Mayor Williams highlighted recent Parks and Recreation facility upgrades and announced the Spring into Safety event that will be held May 23, 2026. He also announced the installation of a litter boom in Spring Creek and shared information on upcoming programs at the East Ridge Library. Mayor Williams noted that the City is celebrating its 105th anniversary this month and that the Library is sharing historical information on social media. Additionally, he reported that the Animal Shelter is currently housing 41 dogs and 35 cats. He encouraged public involvement through adoption and volunteering and highlighted two animals currently available for adoption.

Communication from Interim City Manager

Interim City Manager Williams provided updates on the resurfacing project, information related to visibility on Belvoir Ave and announced that TDOT will close the Belvoir Bridge on April 25, 2026 for a ceremony to open the interstate.

Old Business

None.

New Business

**RESOLUTION NO. 3811 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
ESTABLISHING THE RULES AND REGULATIONS FOR A TENT LOTTERY RELATIVE TO THE
2026 PRIMARY ELECTION TO BE HELD ON MAY 5, 2026**

Acting City Attorney Ritchie read the resolution on caption. Mayor Williams explained that the tent lottery rules were updated to reflect Venue 1921 as the polling location for the May 5, 2026 Primary Election due to renovations at the Community Center.

Councilmember Cagle suggested making the entrance near the playground one-way. Councilmember Ezell inquired about allowing candidates to have representatives at both entrances. Mayor Williams noted that current rules limit candidates to one tent site and would require amendment to allow more. Police Chief Uselton advised that enforcing a one-way entrance would require an officer to be stationed there.

Councilmember Witt moved to approve Resolution No. 3811. Councilmember Ezell seconded. Mayor Williams called 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. 3812 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE INTERIM CITY MANAGER TO ADVERTISE FOR BIDS FOR THE REPLACEMENT OF THE EAST RIDGE COMMUNITY CENTER CONCESSION CABINETS AND COUNTERTOPS

Acting City Attorney Ritchie read the resolution on caption. Parks and Recreation Director Skiles requested authorization to advertise for bids for the replacement of the concession casework cabinets and countertops at the East Ridge Community Center.

Vice Mayor Tyler moved to approve Resolution No. 3812. Councilmember Witt seconded. Following brief discussion, Mayor Williams called 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. 3813 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A SERVICE AGREEMENT WITH MCS FACILITY SERVICES FOR JANITORIAL AND FACILITY SERVICES AT VENUE 1921 AT EAST RIDGE

Acting City Attorney Ritchie read the resolution on caption. Venue Manager Viland reviewed the key terms of the agreement.

Vice Mayor Tyler moved to approve Resolution No. 3813. Councilmember Witt seconded. Following discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – no; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried.

Discussion of Safe Streets and Roads for All Federal Grant Program

Development Administrator McAllister explained that the SS4A grant program focuses on reducing roadway fatalities and does not fund routine resurfacing or roadway maintenance projects. He reviewed the two funding tracks available under the program and noted that it is a complex federal program requiring crash data, ongoing reporting, long-term grant management, and a 20 percent local match. He stated that the application deadline of May 26, 2026 allows a limited preparation window and that additional staffing or consultant support would likely be required.

Mr. McAllister also reviewed material from the Transportation Plan identifying City of East Ridge projects. In response to a question from Councilmember Cagle, he confirmed that raising low spots on Scruggs Road was included in the identified project. Councilmember Ezell asked about potential consulting assistance; Mr. McAllister stated that Southeast Tennessee Development District could be contacted but noted potential funding and timing challenges for the current cycle.

Councilmembers Ezell and Tyler expressed concern about meeting the timeline for an accurate and competitive application during the current funding cycle. By consensus, Council agreed to wait until the next funding cycle to pursue the grant.

Discussion of Tentative Agenda for the May 14, 2026 City Council Meeting (See Attachment A)

**ATTACHMENT A
TENTATIVE AGENDA
May 14, 2026**

Old Business

None.

New Business

PUBLIC HEARING FOR ORDINANCE NO. __ - Rezoning of 1502 Swope Drive from R-2 Residential District to C-2 General Commercial District

Chief Building Official Howell stated that the Planning Commission reviewed the rezoning request on April 6, 2026. The request involves an expansion of EA Powersports, and the Planning Commission recommended approval of the rezoning subject to conditions, which he summarized.

Councilmember Ezell asked about the zoning and tax classification of neighboring properties. Chief Building Official Howell confirmed the properties are zoned commercial but taxed as residential. Councilmember Cagle stated he was previously informed by the Property Assessor's Office that properties are taxed based on their use.

ORDINANCE NO. _____ - Rezoning of 1502 Swope Drive from R-2 Residential District to C-2 General Commercial District (1st Reading)

No discussion.

PUBLIC HEARING FOR ORDINANCE NO. ____ - Mobile Food Vending Ordinance

Chief Building Official Howell stated that the Planning Commission reviewed the proposed Mobile Food Vending Ordinance on April 6, 2026, and recommended approval.

ORDINANCE NO. ____ - Mobile Food Vending Ordinance (1st Reading)

No discussion.

Councilmember Cagle asked Parks and Recreation Director Skiles if the Soccer Stadium was complete and ready for use. Director Skiles responded that the facility has been in use since the second week of February. Councilmember Cagle asked whether the stadium is rented differently than other fields, and Director Skiles confirmed that it is and reviewed the rental rates.

Adjournment

There being no further business, the April 23, 2026, Regular Meeting of the City Council of the City of East Ridge was adjourned at 7:01 p.m.

APPROVED:

MAYOR

CITY CLERK

SURPLUS ITEMS

DEPARTMENT: Sanitation

DATE: 05/01/2026

QTY	DESCRIPTION (Make, Model, Year if vehicle)	SERIAL#/ OR VIN#	CITY INV #	REASON FOR SURPLUS
1	2006 International / 7300 / 1HT	1HTZZAAR36J214597	16	Holes in bed, uses oil, wiring bad
1	2011 Leaf Vac	66JDT-TM17		Arm does not work, wiring bad

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

ORDINANCE NO. 1244

AGENDA MEMORANDUM

Rezone

Date: May 14th, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

On April 6th, 2026, Bill Chandler submitted a petition to the East Ridge Planning Commission to rezone the parcel located at 1502 Swope Drive (Tax Map 169K-B-003) from R-2 Residential Duplex District to C-2 General Commercial District.

The East Ridge Planning Commission recommended the approval of the rezoning with conditions.

1. 6 ft privacy fence installed on the southern property line.
2. Limit building height, currently the C-2 district allows a maximum height of 72 feet with a 4-foot parapet. The max height in the R-1 district is 35 feet.
3. Exterior lighting to control light spill over into residential subdivisions.
4. Use conditions: such as automobile service stations, car washes, and repair garages; ambulance service; miniature golf courses, drive-in theaters, and similar outdoor amusements; and recreational vehicle camps and other camping facilities to limit potential nuisances to adjacent residential properties.

ORDINANCE NO. 1244

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 1502 SWOPE DRIVE, TAX MAP #169K-B-003, FROM R-2 RESIDENTIAL DUPLEX DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT

WHEREAS, Bill Chandler 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 1502 Swope Drive, Tax Map #169K-B-003, from R-2 Residential Duplex District to C-2 General Commercial District. The property is more particularly described as follows:

Lot 17, Amended Plat of Subdivision Lot 20, Fruitland Farms Addition, as shown by plat recorded in Plat Book 15, Page 93, in the Register's Office of Hamilton County, Tennessee. Tax Map #169K-B-003

WHEREAS, the East Ridge Planning Commission held a public hearing on this petition on April 6, 2026, 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 with conditions on April 6, 2026; 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 May 14, 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 1502 Swope Drive, Tax Map #169K-B-003, from R-2 Residential Duplex District to C-2 General Commercial District, for such 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:

Mike Williams, Interim City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

Rezone Application

Applicant

Primary Location

RZON-26-1

 Ben Chandler

1502 SWOPE DR
East Ridge, TN 37412

Submitted On: Feb 25, 2026

@ ben@eapowersports.com

Applicant Information

Applicant Name

Easy Auto Powersports, Inc

Applicant Address

1800 Mount Vernon Drive Cleveland, TN 37311

Applicant Phone Number(s)

8653101866

Date of Application

02/25/2026

Property Information

Property Address

1502 Swope Drive

Tax Parcel Number

169K B 003

Current Property Zoning

R-2 Residential Duplex District

Requested Zoning

C-2 General Commercial District

Requested Rezone Purpose

The property was previously C-2, as is all the neighboring property. Reversing requested for spot zone commercial retail use in BRDA region. It's currently a small duplex and will become a small commercial building after rezoning.

Additional Information

A map showing location of property, all adjacent streets and/or right-of-way, property boundaries, and frontages should 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.

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

true

true



Zoning Change Application Form

CASE NUMBER: 2026-0076		Date Submitted: 3/16/2026	
<i>Sections 1-9 below to be filled out by Applicant- RPA staff will assist if needed</i>			
1 Applicant Request			
Rezoned From: R-2		Rezoned To: C-2	
		Total acres in request area: 0.22	
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: 1502 Swope Dr		Property Tax Map Number: 169K-B-003	
5 Proposed Development			
Reason for request/Project description:		Small Commercial Building	
6 Site Characteristics			
Current Use:		Converted Duplex	
Adjacent Uses:		Residential and Commercial	
7 Applicant Information			
Name: Ben Chandler Easy Auto Powersports, Inc			
Address (street, city, state, zip): 1800 Mt Vernon Dr NW , Cleveland, TN 37311			
Phone: [REDACTED]		Email: ben@eapowersports.com	
Primary Contact (if different than applicant information):			
Address (street, city, state, zip):			
Phone:		Email:	
<input checked="" type="checkbox"/> ← If the Applicants Information is the same as the Property Owners, please check the box to the left.			
8 Property Owner Information <i>Only fill out this section if applicant is <u>not</u> the property owner. RPA requires a signed Owner Authorization form from the property owner. Property Owner Authorization Forms are available through the RPA.</i>			
Name:			
Address (street, city, state, zip):			
Phone:		Email:	
9 Applicant Signature and Consent			
<p>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.</p>			
Signature: <u>See Submitted Application</u>		Date: _____	
Checklist			
<input checked="" type="checkbox"/>	Application	<input checked="" type="checkbox"/>	Site Plan
<input checked="" type="checkbox"/>	Property Cards	<input checked="" type="checkbox"/>	Deeds
<input checked="" type="checkbox"/>	Application Fee: \$635	<input type="checkbox"/>	Cash
<input checked="" type="checkbox"/>	Notice signs	<input checked="" type="checkbox"/>	Credit
		Check	
		Number of notice signs: 1	
Municipality: East Ridge		Planning District: 6	
		Neighborhood: None	
County Commission District: 8		City Council District: 0	
PC meeting date: East Ridge		Application processed by: Jennifer ware	
<u>Staff Recommendation :</u>		<u>PC Action/Date:</u>	
		<u>Legislative Action/Date/Ordinance:</u>	

Explanation of the Purpose of Rezoning

The purpose of this application is to restore the previous C-2 zoning designation of this parcel, tax map ID 169K B 003. The property is surrounded on all sides by C-2-zoned parcels. A prior owner rezoned it to R-2 to allow operation of a residential duplex rental.

We at Easy Auto Powersports, Inc. have since purchased the property and plan to construct a commercial building that complements our recently completed (2025) EA Powersports facility on the adjacent lot. The new structure will be designed by the same architect and built by the same contractor as last year's project and is intended to mirror the style and act as a non-adjoining addition to our current operation. This expansion is needed to accommodate increased inventory storage due to the growing popularity of side-by-side UTVs, as well as to provide space for detailing and accessory storage.

We do not plan to conduct direct retail operations in the new building. Instead, it will support our current showroom by relocating back-of-house activities such as product preparation and storage. This will allow the existing building to be dedicated more fully to retail display and customer service. Ideally, the new building will be situated as close as possible to the lot line of 5594 Ringgold Road (the adjoining EA Powersports parcel), and we are exploring the possibility of removing the lot line entirely to allow construction closer to the existing curb and parking area.

Parking needs for this facility will be minimal. We plan to include four to five exterior spaces in the area currently used as the residential driveway. The building will not be open to the general public, and most parking will be housed inside the facility itself.



March 26

9:07 AM



LIVE



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

CASE NUMBER: 2026-0076 **APPLICANT:** Ben Chandler, Easy Auto Powersports Inc **PROPERTY OWNER:** Ben Chandler, Easy Auto Powersports Inc
PROPERTY ADDRESS: 1502 Swope Drive **TAX MAP PARCEL ID:** 169K-B-003 **JURISDICTION:** East Ridge
SIZE OF PROPERTY: 0.22 acres **REQUEST:** Rezone from R-2 Residential Duplex District to C-2 General Commercial District for a commercial building.

PROPERTY DESCRIPTION

EXISTING LAND USE Single-Unit Detached Residential	SURROUNDING LAND USES <u>North:</u> Commercial <u>East:</u> Single-Unit Detached Residential <u>South:</u> Single-Unit Detached Residential <u>West:</u> Commercial	ACCESS Swope Drive
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ZONING

- ZONING HISTORY**
- Case 2003-0206 rezoned the site from R-1 to R-2 (Ordinance #766). The application narrative notes the property was previously zoned C-2 prior to the R-2 zoning. This is incorrect. The property was zoned R-1 previously as noted in the ordinance.
 - Case 1995-0101 rezoned 1504 Swope Drive (south of the site) from R-1 to C-2 (Ordinance #592).
 - Case 2003-0042 rezoned 1509 Maxwell Road (west of site) from R-1 to O-1 with a condition of a 6’ tall privacy fence to be installed along the southern lot line adjacent to the R-1 property and across the rear lot line. (Ordinance #745).
 - Case 2014-0053 rezoned 1511 Maxwell Road (west of site) from R-1 to O-1 (Ordinance #977).

DISCUSSION OF STAFF RECOMMENDATION

Yes No See Comments

COMPATIBILITY WITH ADJACENT LAND USES

The site is surrounded by a mix of uses including residential, commercial, and office. The property to the south is zoned C-2; however, the Tax Assessor’s Office lists the use as residential.

Staff recommends use conditions prohibiting automobile service stations, car washes, and repair garages; ambulance service; miniature golf courses, drive-in theaters, and similar outdoor amusements; and recreational vehicle camps and other camping facilities to limit potential nuisances to adjacent residential properties.

Yes No See Comments

COMPATABILITY WITH DEVELOPMENT FORM

The site is located along an edge between an R-1 single-family area to the south and east and a commercial area fronting Ringgold Road to the north and west.

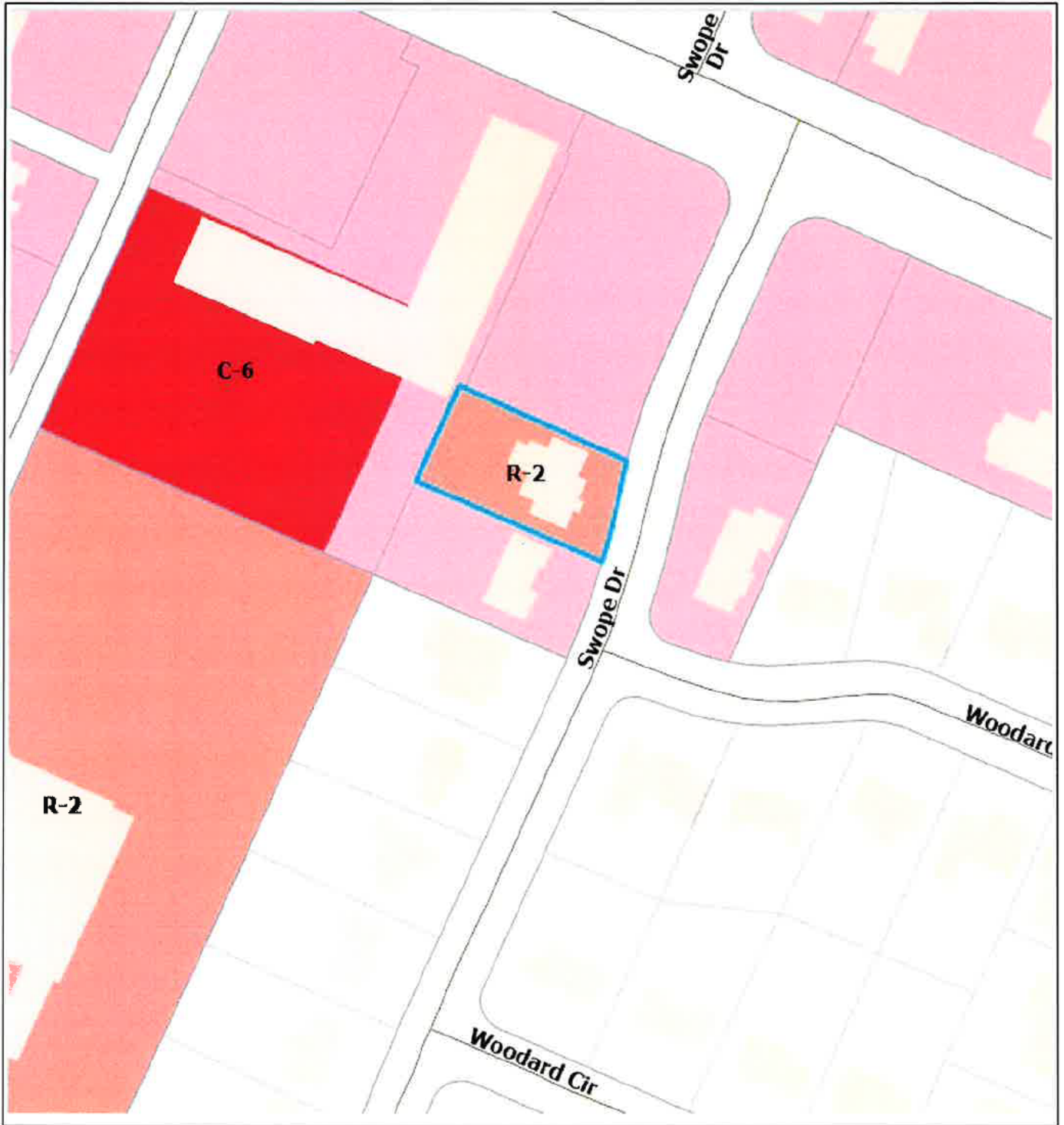
Staff recommends a condition requiring a 6’ tall privacy fence to be installed along the southern property line to buffer the commercial building from the adjacent residential dwellings. This is consistent with the condition listed in Ordinance #745 listed above.

Yes No See Comments

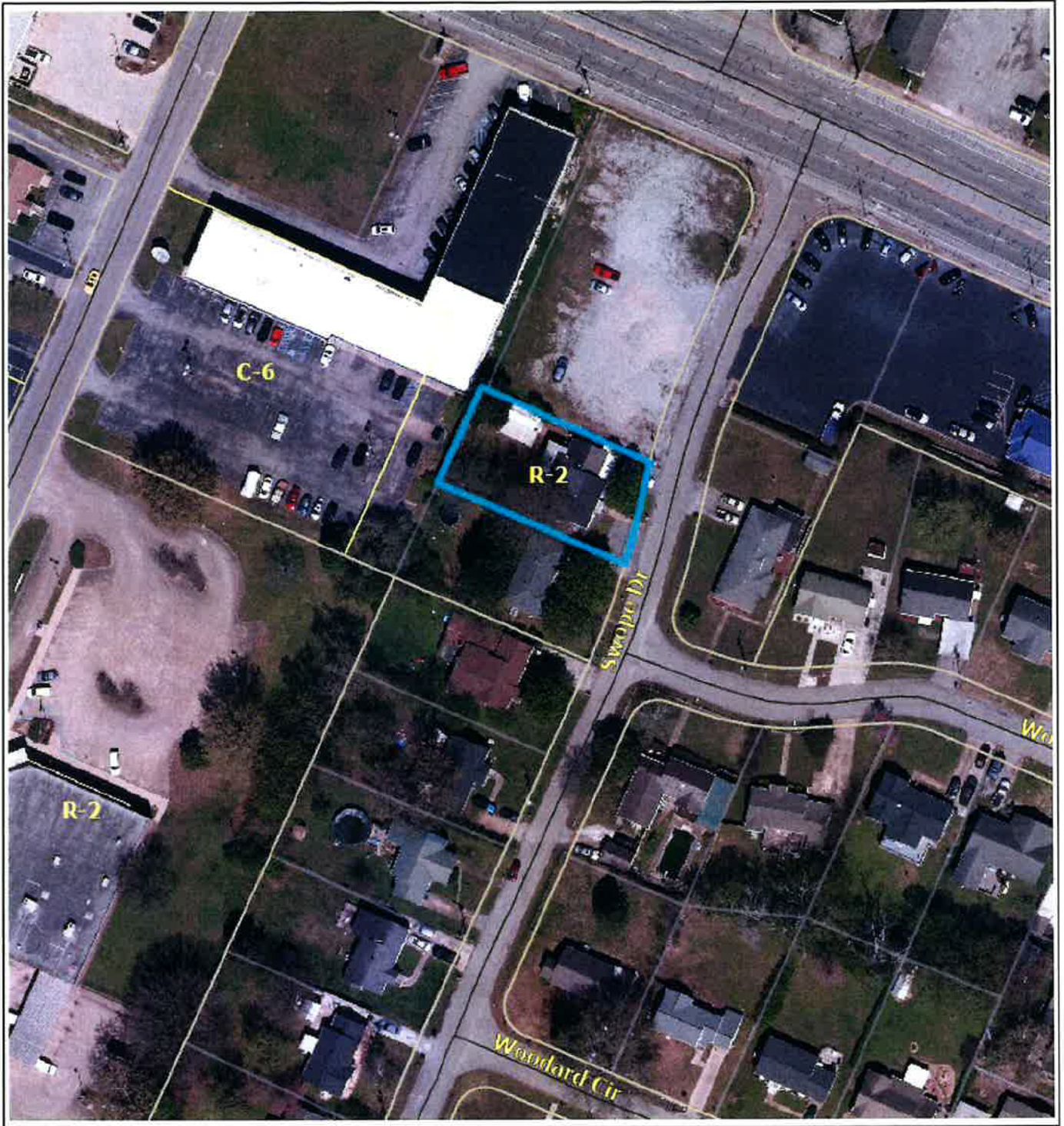
CONCERNS REGARDING LOCATION, LIGHTING, OR HEIGHT

Staff recommends a building height condition to ensure compatibility with the adjacent residential dwellings.

2026-0076 Rezoning from R-2 to C-2



2026-0076 Rezoning from R-2 to C-2



EASY AUTO POWERSPORTS II

2 of 2

EASY AUTO POWERSPORTS INC

Tax Map Number:

169K B 003

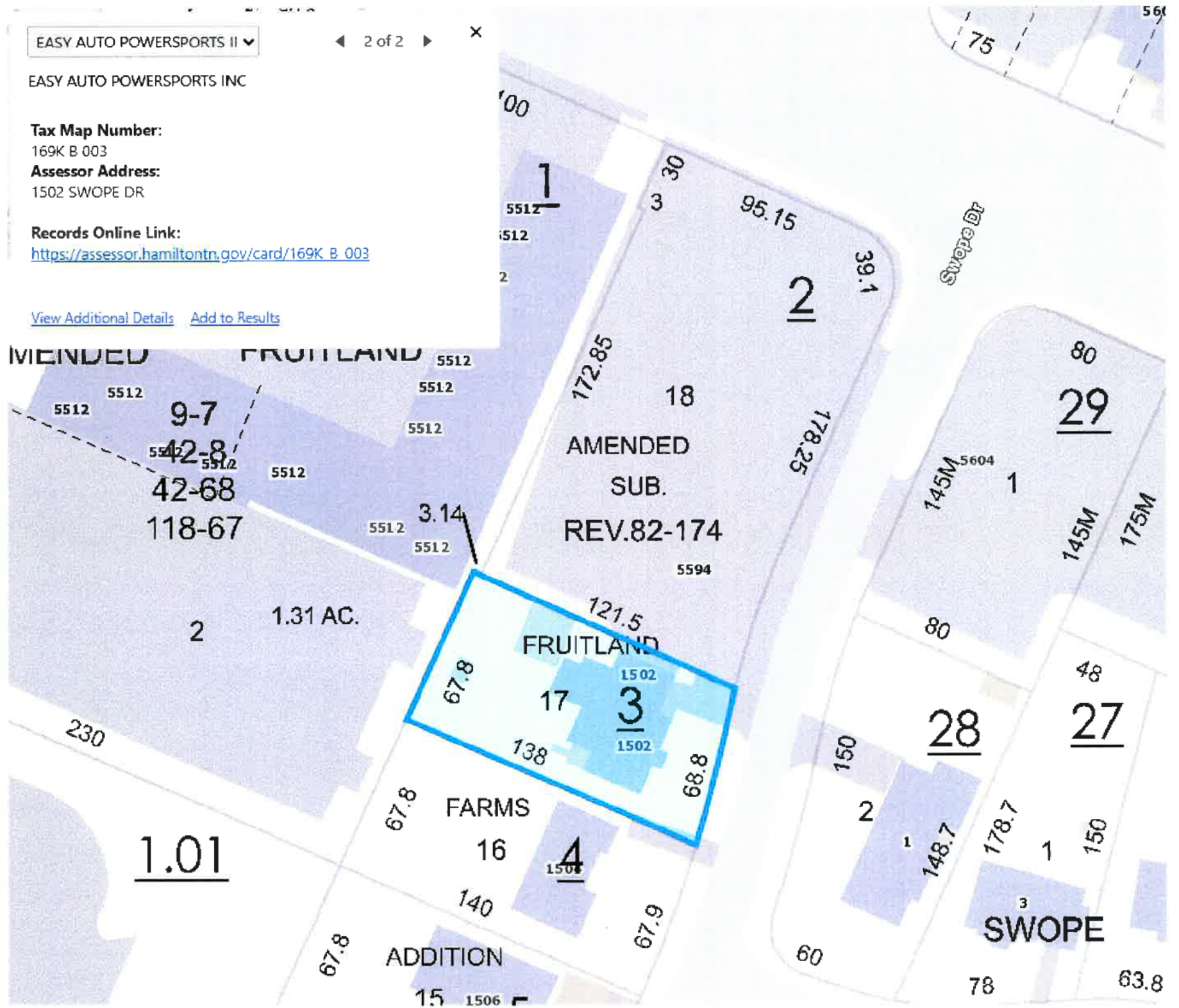
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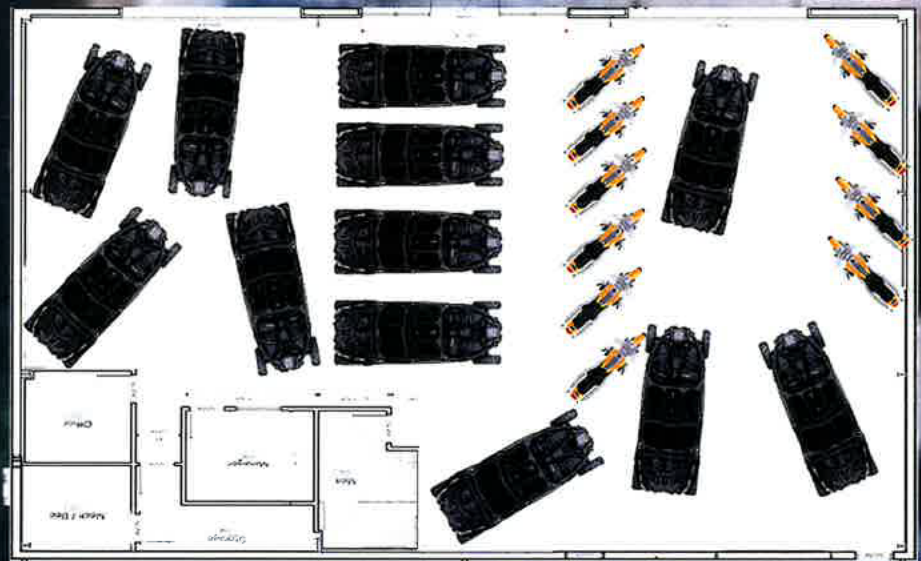
1502 SWOPE DR

Records Online Link:

https://assessor.hamiltontn.gov/card/169K_B_003

[View Additional Details](#) [Add to Results](#)



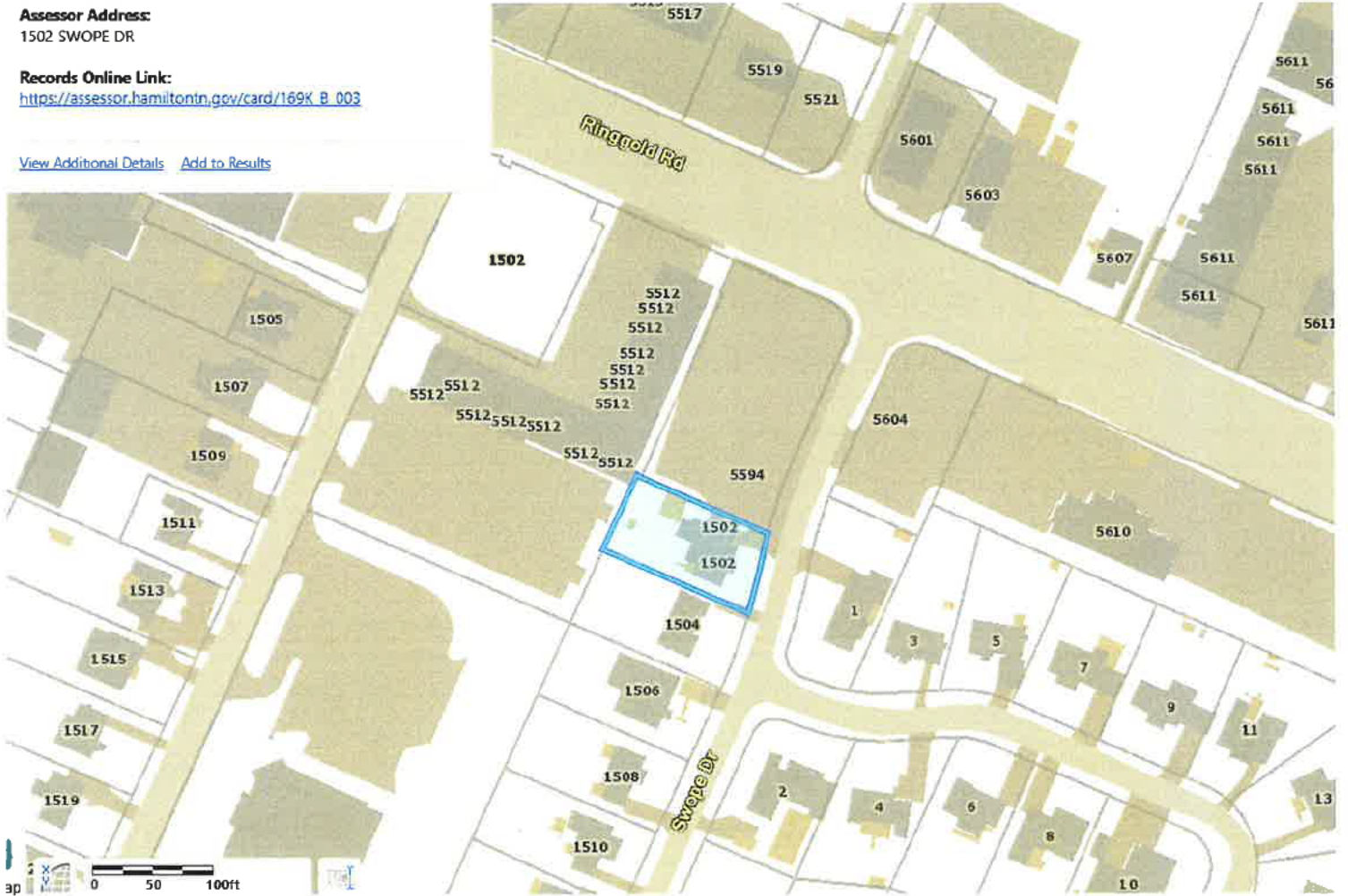


45x74
3330 Sq Ft

Assessor Address:
1502 SWOPE DR

Records Online Link:
https://assessor.hamiltonn.gov/card/169K_B_003

[View Additional Details](#) [Add to Results](#)



EA Powersports 1503 Swope Drive

From Ben Chandler <ben@easyautoonline.com>

Date Tue 4/7/2026 7:15 PM

To Michael Howell <mhowell@eastridgetn.gov>

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.

Michael,

With the Planning commission having recommended the rezoning change, we would like to proceed with having the City Council review the request.

Let me know if there's anything else we need to do to get this on their agenda.

Sincerely,

Ben Chandler
EA Powersports

Sent from my iPhone

Secured by Paubox - HITRUST certified

<https://www.paubox.com>



City of East Ridge

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

Department of Building and Codes

April 1, 2026

TO: Planning Commission Members

FROM: Building and Codes Department

SUBJECT: Rezone from R-2 to C-2

Applicant: William B Chandler c/o Easy Auto Powersport, Inc

Location: 1502 Swope Drive

Tax Map Number: 169K B 003

Consider the request of William B Chandler to have the property located at 1502 Swope Drive rezoned from R-2 Residential Duplex District to C-2 General Commercial District to expand EA Powersports.

Compatibility challenges are as follows:

1. The property is bordered by commercial uses, including a single-family dwelling to the south located at 1504 Swope Drive, which is currently zoned C-2 General Commercial District and is legally non-conforming to its district. This property was rezoned from R-1 to C-2 per Ordinance 592 with no conditions in place.
2. To the East, there is a commercial business and single-family structures. The single-family dwelling located at 1 Woodward Circle is zoned C-2 and is legally non-conforming.
3. To the North, is a commercial business zoned C-2 General Commercial District, in which the current business is seeking the rezoning of the 1502 Swope Drive parcel to expand their footprint.
4. To the West, there are mixed zones consisting of C-2 General District, C-6 Low Traffic Commercial District, R-2 Residential District (post office), and O-1 office district. The property at 1509 Maxwell Road was rezoned from R-1 to O-1, with the condition that a 6-foot privacy fence be installed on the southern lot line adjacent to the R-1 property and across the rear lot line, per Ordinance 745. The parcel located at 1511 Maxwell was rezoned from R-1 to O-1 per Ordinance 977 with no conditions, and 1513 Maxwell Road was rezoned from R-1 to O-1 with no conditions per Ordinance 810.
5. Rezoning the 1502 Swope Drive parcel to C-2 will remove the existing R-2 transitional zoning layer next to the single-family dwelling at 1504 Swope Drive, which is currently a legal non-conforming property as previously stated. It is important to note that 1504 Swope Drive was not blanket-rezoned; the rezoning occurred as a result of an application submitted by the property owner and approved.

Brian Williams
Mayor

David Tyler
Vice-Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

Mike Williams
Intern City Manager

6. Although buffer requirements between C-2 parcels are not mandatory, staff strongly recommend implementing buffer regulations along the southern boundary of the 1502 Swope Drive to protect the legal non-conforming single-family home at 1504 Swope Drive. It is suggested that a 6-foot-tall privacy fence be installed along the southern property line to create a buffer between the commercial building and the adjacent residential homes.
7. A building height condition should be in place; currently, the C-2 district allows for a structure to be 72 feet in height with a parapet not exceeding 48 inches above the roof deck.
8. Conditions for exterior light controls to avoid light spilling over in residential subdivisions.
9. Use conditions are highly recommended that would prohibit the following: automobile service stations, car washes, and repair garages; ambulance service; miniature golf courses, drive-in theaters, and similar outdoor amusements; and recreational vehicle camps and other camping facilities to limit potential nuisances to adjacent residential properties.

Hamilton County, Tennessee

Unofficial Property Card

Location 1502 SWOPE DR	Property Account Number 115079	Parcel ID 169K B 003
Property Type 32	Land Use 112	District EAST RIDGE

Current Property Mailing Address

Owner **EASY AUTO POWERSPORTS INC**

City **CLEVELAND**

State **TN**

Address **1800 MT VERON DR NW**

Zip **37311**

Current Property Sales Information

Sale Date **2/12/2026**

Legal Reference **14197 0137**

Sale Price **\$300,000**

Grantor(Seller) **NORWOOD ROBERT & DIANE**

Current Property Assessment

Building Value **\$218,800**
Xtra Features Value **\$0**
Land Value **\$50,000**
Total Value **\$268,800**
Assessed Value **\$107,520**

Narrative Description

This property is classified as MULTI-FAMILY with a(n) Converted Residence style structure on this card, built about 1950 with 0 square feet.

Land Description

The total land area of this property is (1 LOT lots)

Legal Description

LT 17 BLK 20 AMENDED SUB OF LT 20 OF FRUITLAND FARMS ADDN PB 15 PG 93

Property Images



Zoning Vs Classification

From Dubose, Chris <ChrisD@HamiltonTN.gov>
Date Tue 4/28/2026 11:00 AM
To Michael Howell <mhowell@eastridgetn.gov>
Cc Haynes, Marty <MartyH@HamiltonTN.gov>

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,

I wanted to provide a brief clarification on a topic that often creates confusion—**the difference between zoning and property tax classification.**

Zoning is established by the City under Tennessee law (Title 13) and determines what a property *can* be used for (residential, commercial, industrial, etc.). It is a planning tool used to guide development and land use.

Property tax classification, on the other hand, is governed by state law (T.C.A. § 67-5-801) and determines how a property is *taxed*. This is based on the property's **actual use**, not its zoning designation.

The key takeaway is this:

Zoning does not determine how a property is taxed.

For example:

- A property zoned commercial but used as a home is taxed as **residential**
- A property zoned residential but used for business purposes is taxed as **commercial**

This approach ensures fairness and consistency by taxing properties based on how they are actually being used.

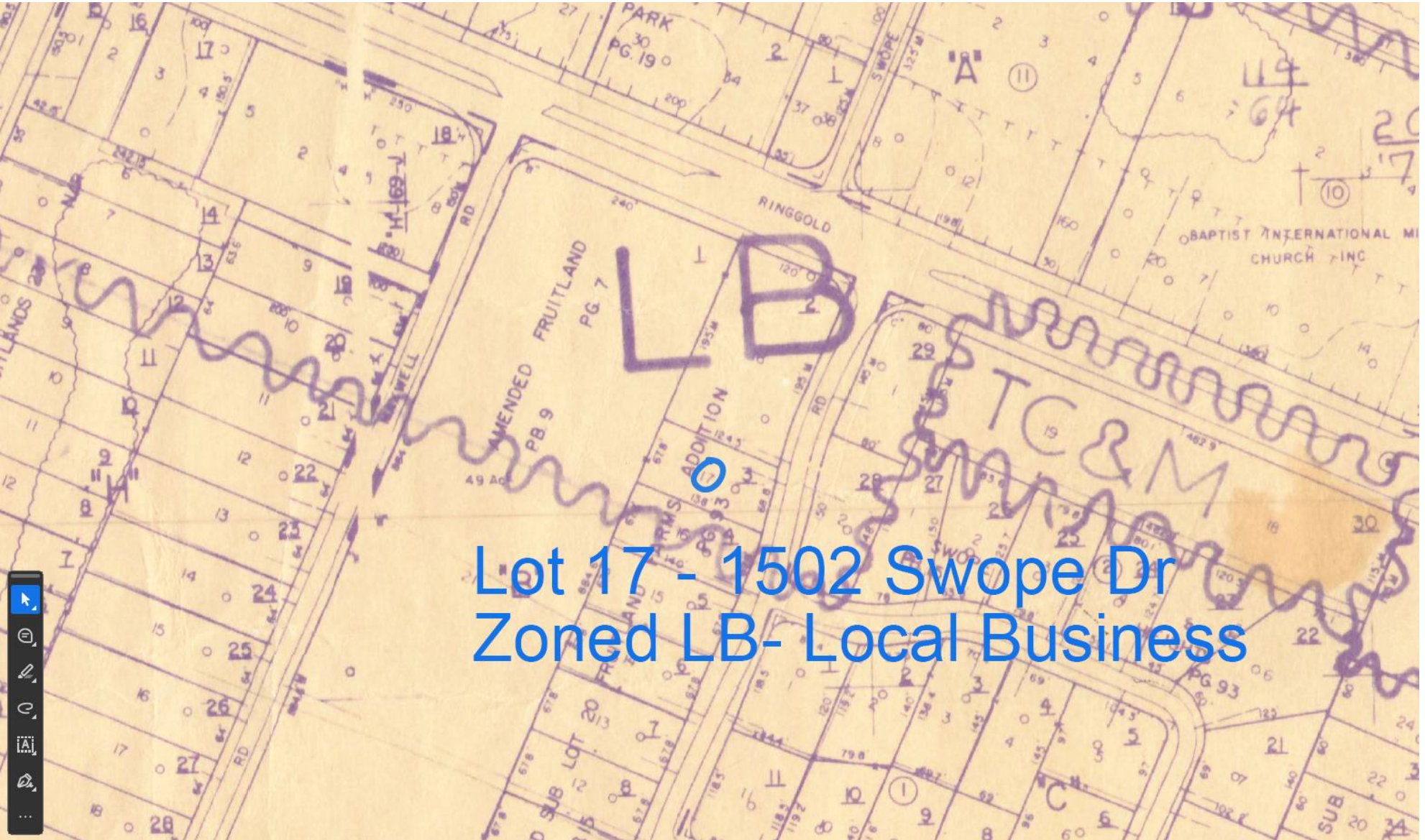
If there are any questions or if you would like to discuss further, I'm happy to walk through this in more detail.

Parcel# **169K B 003** - This property is Residential but a Duplex and is assessed at 40% (has two separate living units) if the owner was living in one side and renting the other it would be assessed at 25%.

Respectfully,
Director of Real Property
Hamilton County Assessor of Property

Chris DuBose, AAS, TMA
Director of Real Property
Hamilton County Assessor's Office
6135 Heritage Park Dr
Chattanooga, TN 37416
phone# 423-209-7355
ChrisD@hamiltontn.gov





Lot 17 - 1502 Swope Dr
Zoned LB- Local Business

ORDINANCE NO. 1245

AGENDA MEMORANDUM

Food Truck Ordinance

Date: May 14th, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

On April 6th, 2026, the East Ridge Planning Commission reviewed the proposed Mobile Food Ordinance and recommended approval.

The ordinance establishes the regulatory framework for mobile food vendors operating within the city, balancing economic opportunity with public safety, neighborhood compatibility, and the use of public and private spaces.

ORDINANCE NO. 1245

AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL 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:

section;
9-1106; or
1107.

- (1) Within an approved food vendor overlay district as set forth in this
- (2) Upon a property approved for a special event as set forth in section
- (3) Upon public property owned by the city as set forth in section 9-

(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. Overlay districts are defined as the Commercial districts: C-1, C-2, C-4, C-5 & C-6.

(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 by the permit holder. 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. Ten (10) feet separation between mobile food vehicles.

(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.

(o) Hours of Operation

- a. 8:00 a.m.–10:00 p.m. Sunday–Thursday
- b. 8:00 a.m.–11:00 p.m. Friday & Saturday

(p) No amplified music or public address system.

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. The permit holder shall receive written notice and opportunity to cure unless the violation poses an immediate threat to public safety.

(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/inspection, per vehicle
- (4) Two-Day Special Event Permit \$50 for two (2) days or \$25/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:

Mike Williams, Interim City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

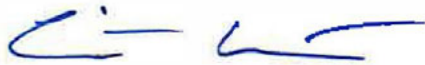
RESOLUTION NO. 3814

AGENDA MEMORANDUM

TCRS 7-year Bridge Cost Analysis

Date: 05/14/2026

Submitted by:



Clint Uselton, Chief of Police

Tennessee Consolidated Retirement System now offers a modified bridge retirement program for first responders. Unlike the existing 55/25 bridge, which ends at age 62, the 7 Year Bridge provides a fixed seven year supplement period regardless of the employee's age at retirement (the exception being the 7 year bridge never extends past the age of 67).

We respectfully request that the city council approve a resolution authorizing an actuarial study to determine the cost of the 7 Year Bridge program for the City of East Ridge, allowing the City to make an informed decision regarding the program's financial viability.

The cost of the actuarial study was estimated to cost approximately four hundred dollars (\$400.00).

RESOLUTION NO. 3814

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AUTHORIZE AND APPROPRIATE FUNDS FOR AN ACTUARIAL STUDY TO DETERMINE THE COST(S) ASSOCIATED WITH ESTABLISHING THE SUPPLEMENTAL BRIDGE BENEFIT UNDER TENNESSEE CODE ANNOTATED, TITLE 8, CHAPTER 34, SECITON 211 FOR CERTAIN MEMBERS OF THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM (“TCRS”)

WHEREAS, Tennessee Code Annotated, Section 8-36-205 provides that any political subdivision participating in the TCRS may establish a mandatory retirement age requirement for all its firefighters, police officers, and correctional officers, as well as for all its employees who have been transferred from such a position to a supervisory or administrative position within their respective agency, subject to the requirements and conditions provided in Tennessee Code Annotated, Section 8-36-205; and

WHEREAS, Tennessee Code Annotated, Section 8-36-211 provides that certain members who retire on a service retirement allowance covered by the mandatory retirement provisions of Tennessee Code Annotated, Section 8-36-205 may receive a supplemental bridge benefit if authorized by the political subdivision participating in TCRS through a resolution passed by the chief governing body; and

WHEREAS, prior to establishing the supplemental bridge benefit as provided in Tennessee Code Annotated, Section 8-36-211(i), the political subdivision may authorize an actuarial study to determine the estimated increased pension liability created by providing such benefit; however, if such actuarial study is authorized, it shall be conducted at the expense of the political subdivision; and

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL (the “Governing Body”) OF THE CITY OF EAST RIDGE, TENNESSEE (the “Political Subdivision”) hereby authorizes and agrees to pay for an actuarial study to determine the estimated increased pension liability created by establishing the supplemental bridge benefit provided in T.C.A. § 8-36-211(i).

BE IT FURTHER RESOLVED that there is hereby appropriated from the general funds of the Political Subdivision such amount as is required to pay for the cost of the actuarial study. Upon receipt of the actuarial study results, the Political Subdivision shall pay the cost for the study from the funds herein above appropriated to TCRS, or as otherwise directed by TCRS.

Adopted this _____ day of _____, 2026

Brian W. Williams, Mayor

Attest:

Mike Williams, Interim City Manager

Approved as to Form:

Mark W. Litchford, City Attorney

STATE OF TENNESSEE

COUNTY OF HAMILTON

I, Jennifer Deitrick, clerk of the Governing Body of the Political Subdivision do hereby certify that this is a true and exact copy of the foregoing resolution that was approved and adopted in accordance with applicable law at a meeting held on the _____ day of _____, 2026, the original of which is on file in this office.

IN WITNESS WHEREOF, I have hereunto set my hand, and the seal of the Political Subdivision.

As Clerk of the Board, as aforesaid

SEAL

RESOLUTION NO. 3815

**AGENDA MEMORANDUM
FEE WAIVER FOR CRESTWOOD GARDEN CLUB**

MAY 14, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

SUBJECT: Fee Waiver for Crestwood Garden Club

The Crestwood Garden Club is requesting approval of a facility rental fee waiver to continue using the East Ridge Community Center for its monthly meetings. The club meets on the second Wednesday of the month from February through June and September through December.

Crestwood Garden Club is a long-standing, nonprofit organization affiliated with the National Garden Clubs, Inc., the Deep South Garden Clubs, Inc., and the Tennessee Federation of Garden Clubs, which operates under a 501(c)(3) designation. The club has been meeting at the Community Center since 2003 and uses a meeting room with tables and chairs for approximately two to three hours per meeting.

The organization provides educational programming related to horticulture, conservation, and environmental stewardship and contributes directly to the city through community beautification projects. Current projects include planting seasonal flowers at the East Ridge Police and Fire Station and maintaining the Community Center Entry Garden.

Approval of this waiver would allow the Crestwood Garden Club to continue its community-focused work without placing financial strain on its limited operating budget. Staff recommends approval of the request to waive the monthly facility rental fee for Crestwood Garden Club meetings at the Community Center.

Staff recommend approval of the fee waiver based on the organization meeting the qualifications outlined in the City's Fee Waiver Policy.

All required paperwork for this event is attached.

SS

RESOLUTION NO. 3815

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ALLOWING THE CRESTWOOD GARDEN CLUB TO USE THE EAST RIDGE COMMUNITY CENTER AND WAIVING THE FEES FOR SUCH USAGE

WHEREAS, the Crestwood Garden Club is a long-standing nonprofit organization operating under a 501(c)(3) designation and is affiliated with the National Garden Clubs, Inc., the Deep South Garden Clubs, Inc., and the Tennessee Federation of Garden Clubs; and

WHEREAS, the Crestwood Garden Club has requested approval of a waiver of facility rental fees to continue using the East Ridge Community Center for its monthly meetings, which are held on the second Wednesday of the month from February through June and September through December; and

WHEREAS, the Crestwood Garden Club has been meeting at the East Ridge Community Center since 2003 and uses a meeting room with tables and chairs for approximately two to three hours per meeting; and

WHEREAS, City staff has reviewed the request and determined that the Crestwood Garden Club meets the qualifications set forth in the City's Fee Waiver Policy and recommends approval of the request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the City Council hereby approves the request of the Crestwood Garden Club for a waiver of the facility rental fees for use of the East Ridge Community Center for its monthly meetings as described herein.

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:

Mike Williams, Interim City Manager

Approved as to Form:

Mark W. Litchford, City Attorney

Crestwood Garden Club

Organized in 1942 and Federated in 1943

Shawwna Skiles
Parks & Recreation Director
City of East Ridge
1515 Tombras Av
East Ridge TN 37412

March 27, 2026

Subject: Facility Fee Waiver

Dear Shawwna:

The Crestwood Garden Club members are requesting a Facility Fee Waiver for our meetings held the second Wednesday of February through June and September through December annually for nine months. Currently, we have nine members and are growing in membership.

Crestwood is a member of the National Garden Clubs, Inc.(NGC), St Louis MO, Deep South Garden Clubs, Inc. (DSR) and the Tennessee Federation of Garden Clubs, Inc.(TFGC), Knoxville TN all of which are non-profit organizations. TFGC holds a 501(c)(3) document for the organization and its many clubs across the state of TN. We do not hold a certificate of insurance for the clubs as our meetings are held in member homes and public buildings.

The club has been a part of the Community Center since the Fall of 2003. Meetings are held in a meeting room with tables and chairs for two to three hours. Speakers present programs of interest to the club or we work on projects for the East Ridge area. Access to a kitchen area would be helpful for our speakers and projects.

The imposition of a fee would affect our budget to work on community projects. Our membership dues support memberships with the NGC and TFGC organizations, our projects, donations to the East Ridge Community Center and state organization subjects of interest.

Currently, we plant seasonal flowers in the containers at the East Ridge Police & Fire Station and maintain the East Ridge Community Center Entry Garden. We are always open to suggested projects to beautify the East Ridge Community.

Crestwood Garden Club Mission Statement

To promote interest in gardens, to cooperate in the protection of wildflowers, native plants and trees, to encourage civic improvement and to enhance the natural beauty of one's community.

Mammal Spec

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: CRESTWOOD GARDEN CLUB

Contact Name: Email: MAGG BURNS, [REDACTED]

Address: [REDACTED]

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

If "Other" Please Specify: -

Date(s) of event: Facility(s) requested: SECOND WEDNESDAY OF THE MONTH,*

Name and Purpose of Event: CRESTWOOD GARDEN CLUB monthly meetings. Members gather to meet for a business meeting. Speakers present programs on various garden, horticulture, wildlife and environmental subjects.

*Describe Frequency of Event:

CRESTWOOD GARDEN CLUB meets the second Wednesday of February through June and September through December of each year.

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: Margaret O. Burns

Date: 4/2/26

Printed Name: MARGARET O. BURNS

Title: President



"IRS Determination
Letter"

Internal Revenue Service
Washington, DC 20224

Date: MAR - 5 1970

In reply refer to
T:MS:EO:R:1-SHF

> Tennessee Federation of Garden Clubs,
c/o Mrs. James B. Carey, President
3900 Garden Drive
Knoxville, Tennessee 37918

Gentlemen:

We have considered your application for exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Our records show that you were granted exemption from Federal income tax under section 501(c)(4) of the Code in a determination letter of July 25, 1967.

The information furnished shows that your activities consist of presenting educational courses, materials, and programs on conservation, horticulture, agriculture, landscape design, and other similar subjects, flower shows, of working with the youth and handicapped in the community, and of organizing community beautification projects. You have agreed to amend your charter and bylaws to clarify them so that they will provide that you are organized and operated exclusively for charitable and educational purposes. Based on this information we rule that you are exempt from Federal income tax under section 501(c)(3) of the Code. The determination letter of July 25, 1967 holding you exempt under section 501(c)(4) of the Code is modified to the extent it is inconsistent herewith.

This ruling is based on the understanding that you will amend your charter and bylaws as stated in your letter of December 15, 1969. Duplicate conformed copies of the amendments should be forwarded to your District Director as soon as possible. The copies of the amendment to your charter should bear evidence of its having been filed with and approved by the proper authorities of your State.

In this letter we are not determining whether you are a private foundation as defined in new section 509(a) of the Code. Your attention is invited to new section 508(b) of the Code which sets forth requirements for establishing that an organization exempt under section 501(c)(3) is not a private foundation. When procedures are developed to implement these new requirements, we will advise you how to proceed to notify the Internal Revenue Service if you do not believe yourself to be a private foundation.

Tennessee Federation of Garden Clubs

For years beginning prior to January 1, 1970, you are required to file the annual information return, Form 990-A. For each subsequent year, please refer to the instructions accompanying the Form 990-A for that particular year to determine whether you are required to file. If filing is required, you must file the Form 990-A by the 15th day of the fifth month after the end of your annual accounting period which ends March 31.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities is unrelated trade or business as defined in section 513 of the Code.

You are not liable for Federal unemployment taxes. You are liable for social security taxes only if you have filed waiver of exemption certificates as provided in the Federal Insurance Contributions Act. (Your District Director, Nashville, Tennessee, will be glad to tell you more about the latter point.)

Donors may deduct contributions to you, as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

If you change your purposes, character, or method of operation, please let your District Director know, so that he may consider the effect on your exempt status. Also, please keep him informed of any changes in your name or address.

You need an employer identification number, even if you don't have any employees. This number is to be used on all your tax returns and in your correspondence with the Internal Revenue Service. If you don't have such a number, please file Form SS-4, Application for Employer Identification Number, with your District Director.

We are informing your District Director of this ruling.

Thank you for your cooperation.

Sincerely yours,

John R. Baker

Chief, Rulings Section
Exempt Organizations Branch

[Redacted signature]

2065-862

STAPLES

CRESTWOOD GARDEN CLUB
~~2024~~ BANKING ACTIVITY
 2025 " " "

Prepared By	Initials	Date
Approved By		

2024
LAST TRSA REPORT

		DEPOSITS	CHECKS	BALANCE
2024				
1	21	BALANCE FORWARD FROM 12/21/23		2622.48
2	25	DM DUES	35-	2657.48
3	219	Joed Check - 1041		
4	219	Check 1042 Membership ^{TFGL} YEARLY	63-	2594.48
5	313	LORENA CATANAUGH - DUES	35-	2629.48
6	409	FRIENDS OF EAST RIDGE LIBRARY AND FRANK GOODIN 1043	30.00	2599.48
7	516	Revenue FROM FINECRAFT Show	91-	2690.48
8	508	Program "MY WATER WAYS" CK 1044	50-	2640.48
9	520	DIANNA MANSFIELD For Flowers 121045 CONTAINERS	186.48	2454.08
10	64	FOR HERB PROGRAM 3 mem RETURN	15.00	2469.08
11	109	PLANT DONATIONS	20.00	2489.08
12	1118	HOLIDAY DESIGN PROGRAM 3 mem RETURN	15.00	2504.08
13	1111	MEMBER DUES PAID FOR 2025	210.00	2714.08
14	1210	EROTY CONTAINER FOR PLANTS	186.40	2527.68
15	1215	DEPOSIT MARRANEL	35.00	2562.68
16	1211	TFGL FALL DONATIONS #1046	85-	2850.48
17	2025			
18	212	MEM DUES ALGOOD 4 WEEKS	40.00	2920.48
19	219	TFGL 25 CONVERSATION ADD - #1047	100.00	2820.48
20	403	CK-1042 5 DUES 81.00	81-	2739.48
21	411	DEPOSIT MISC SALES	5.00	2744.48
22	611	#2049 MALLI BURNS - FLOWERS FOR BIL	124.81	2619.61
23	611	ANGELA DRAKE FLOWERS FOR FIRE STATION CK 1050	96.55	2523.06
24	910	ANGELA DRAKE ROSE FOR FIRE STATION CK 1051	29.98	2493.08
25	910	DEPOSIT MISC	12.00	2505.08
26	915	TFGL Wagon News Field 810 CK 1052	20.00	2425.08
27	915	TFGL Donations ^{Don't pay 20 school} LAND TRUST TO 80 1053	80.00	2345.08
28	1114	DEPOSIT - MARTIN DUNN	146-	2491.08
29	1211	Bethy Ann - Containers CK	87.36	2403.72
30	1112	Bethy Ann - Containers PROGRAM DONATION CK 1054	25.00	2378.72
31	1212	MEMBERSHIP DUES - AUSTIN & LAURANA	70.00	2448.72
32				
33				
34				
35				
36				
37				
38				
39				
40				

RESOLUTION NO. 3816

**AGENDA MEMORANDUM
FEE WAIVER FOR CHATTANOOGA PORCELAIN ARTISTS GUILD**

MAY 14, 2026

Submitted By:

Shawwna Skiles

Shawwna Skiles, Parks and Recreation Director

SUBJECT: Facility Rental Fee Waiver – Chattanooga Porcelain Artists’ Guild

The Chattanooga Porcelain Artists’ Guild (CPAG) is requesting approval of a facility rental fee waiver to use a meeting room at the East Ridge Community Center for its monthly meetings. The group meets on the second Monday of the month from February through June and August through November, for a total of nine meetings per year. Meetings are held from 9:00 a.m. to 2:00 p.m.

CPAG is a small arts-focused organization consisting of approximately 15 or fewer members with a shared interest in preserving and promoting the fine art of porcelain painting. The group provides educational opportunities for both East Ridge residents and the greater Chattanooga community and does not sell items or charge admission for its activities.

The organization collects limited annual dues, generally totaling less than \$300 per year, and has indicated that paying a facility rental fee would create a financial hardship. The Guild has agreed to hold harmless and indemnify the City of East Ridge for use of the facility.

Approval of this fee waiver would support arts education and community enrichment while allowing the Chattanooga Porcelain Artists’ Guild to continue meeting at the Community Center. Staff recommend approval of the request to waive the monthly facility rental fee for CPAG.

All required paperwork for this waiver is attached.

SS

RESOLUTION NO. 3816

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ALLOWING THE CHATTANOOGA PORCELAIN ARTISTS' GUILD TO USE THE EAST RIDGE COMMUNITY CENTER AND WAIVING THE FEES FOR SUCH USAGE

WHEREAS, the Chattanooga Porcelain Artists' Guild (CPAG) is a small, arts-focused organization dedicated to preserving and promoting the fine art of porcelain painting and provides educational opportunities for residents of East Ridge and the greater Chattanooga community; and

WHEREAS, CPAG has requested approval of a waiver of facility rental fees to use a meeting room at the East Ridge Community Center for its monthly meetings, which are held on the second Monday of the month from February through June and August through November, from 9:00 a.m. to 2:00 p.m.; and

WHEREAS, CPAG consists of approximately 15 or fewer members, does not sell items or charge admission for its activities, and operates on limited annual dues totaling less than \$300 per year; and

WHEREAS, City staff has reviewed the request and determined that the Chattanooga Porcelain Artists' Guild meets the qualifications set forth in the City's Fee Waiver Policy and recommends approval of the requested fee waiver.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the City Council hereby approves the request of the Chattanooga Porcelain Artists' Guild for a waiver of the facility rental fees for use of the East Ridge Community Center for its monthly meetings as described herein.

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:

Mike Williams, Interim City Manager

Approved as to Form:

Mark W. Litchford, City Attorney

FROM: Chattanooga Porcelain Artists' Guild

TO: Parks & Recreation Director, City of East Ridge

DATE: April 20, 2026

RE: Facility Fee Waiver Request

The Chattanooga Porcelain Artists' Guild (CPAG) requests a fee waiver for the use of a room in the Community Center the second Monday of the month nine times per year (February, March, April, May, June, August, September, October, and November); at each of these meetings we use the room from 9:00 a.m. to 2:00 p.m.

Our group provides opportunities for the development of the arts for members of East Ridge community as well as the larger Chattanooga community.

Mission: To provide educational opportunities in order to preserve, create and promote interest and appreciation for the fine art of painting on porcelain, also known as china painting.

Tax Structure: CPAG has no official business or tax structure.

Insurance Policy: CPAG carries no insurance and agrees to hold harmless, defend and indemnify the City of East Ridge and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expenses, costs, (including without limitation costs and fees of litigation) or every nature arising out of or in connection with contractor's or event sponsor's performance or work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which has caused by the sole negligence or willful misconduct by the City. the City of East Ridge for any personal harm, damage, or loss.

Financials: CPAG collects annual dues of \$20 from its members which is generally less than \$300 annually and it would create a financial hardship for CPAG if we were required to pay the rental fee to the City of East Ridge. We hold no programs or events where items or tickets are sold.

Thank you for the consideration of our request.

Sincerely,



Frances Rogers
President

Verlyne Starr
President Elect, Chattanooga Porcelain Artists' Guild

FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: Chattanooga Porcelain Artists Guild (CPAG)

Contact Name: Email: Verlyne Starr [REDACTED]

Address: [REDACTED]

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

If "Other" Please Specify: Small group of 15 or fewer with a shared interest in the arts.

Date(s) of event: Facility(s) requested: One room, 2nd Monday of the month

Name and Purpose of Event: Monthly meetings provide opportunities for members and occasional guest to develop the art of porcelain painting.

Describe Frequency of Event:

February, March, April, May, June, August, September, October, November; on the 2nd Monday of the month from 9:00 AM to 2:00 PM

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: Verlyne Starr

Date: April 20, 2026

Printed Name: Verlyne Starr

Title: President elect



Regions Bank
 East Brainerd
 7851 East Brainerd RD.
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

	053
Cycle	25
Enclosures	0
Page	1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING

November 1, 2025 through November 28, 2025

SUMMARY

Beginning Balance	\$978.83	Minimum Daily Balance	\$978
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$978
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$978.83		

PRICING FOR CERTAIN TREASURY MANAGEMENT SERVICES AND ANALYZED DEPOSITORY PRODUCTS IS CHANGING EFFECTIVE 1-1-26. CHANGES WILL BE REFLECTED BEGINNING WITH THE JANUARY ANALYSIS STATEMENT YOU WILL RECEIVE IN FEBRUARY. TO SEE ALL CHANGES, VISIT REGIONS.COM/SPECIALMESSAGE. PLEASE CONTACT YOUR TREASURY MANAGEMENT RELATIONSHIP MANAGER WITH QUESTIONS SPECIFIC TO YOUR ACCOUNT.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

053
 Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING
 October 1, 2025 through October 31, 2025

SUMMARY

Beginning Balance	\$859.83	Minimum Daily Balance	\$959
Deposits & Credits	\$19.00 +	Average Monthly Statement Balance	\$961
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$978.83		

DEPOSITS & CREDITS

10/30	Deposit - Thank You	19.00
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DAILY BALANCE SUMMARY

Date	Balance
10/30	978.83

PRICING FOR CERTAIN TREASURY MANAGEMENT SERVICES AND ANALYZED DEPOSITORY PRODUCTS IS CHANGING EFFECTIVE 1-1-26. CHANGES WILL BE REFLECTED BEGINNING WITH THE JANUARY ANALYSIS STATEMENT YOU WILL RECEIVE IN FEBRUARY. TO SEE ALL CHANGES, VISIT REGIONS.COM/SPECIALMESSAGE. PLEASE CONTACT YOUR TREASURY MANAGEMENT RELATIONSHIP MANAGER WITH QUESTIONS SPECIFIC TO YOUR ACCOUNT.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT #

Cycle 053
 Enclosures 25
 Page 1
 1 of 3

LIFEGREEN NOT FOR PROFIT CHECKING

August 30, 2025 through September 30, 2025

SUMMARY

Beginning Balance	\$1,209.83	Minimum Daily Balance	\$959
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$991
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$250.00 -		
Ending Balance	\$959.83		

CHECKS

Date	Check No	Amount
09/03	1388	250.00

DAILY BALANCE SUMMARY

Date	Balance
09/03	959.83

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-781-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!
 2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING
 August 1, 2025 through August 29, 2025

SUMMARY

Beginning Balance	\$1,209.83	Minimum Daily Balance	\$1,209
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$1,209
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$1,209.83		

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2025 Regions Bank Member FDIC. All loans subject to credit approval



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT :

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING

July 1, 2025 through July 31, 2025

SUMMARY

Beginning Balance	\$1,109.83	Minimum Daily Balance	\$1,109
Deposits & Credits	\$100.00 +	Average Monthly Statement Balance	\$1,161
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$1,209.83		

DEPOSITS & CREDITS

07/16 Deposit - Thank You 100.00

DAILY BALANCE SUMMARY

Date Balance
 07/16 1,209.83

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

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 2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT :

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING

July 1, 2025 through July 31, 2025

SUMMARY

Beginning Balance	\$1,109.83	Minimum Daily Balance	\$1.109
Deposits & Credits	\$100.00 +	Average Monthly Statement Balance	\$1.161
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$1,209.83		

DEPOSITS & CREDITS

07/18 Deposit - Thank You 100.00

DAILY BALANCE SUMMARY

Date Balance
 07/18 1,209.83

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

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Thank You For Banking With Regions!
 2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT #

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING
 May 31, 2025 through June 30, 2025

SUMMARY :

Beginning Balance	\$1,109.83	Minimum Daily Balance	\$1,109
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$1,109
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$1,109.83		

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD.
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT :

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING

July 1, 2025 through July 31, 2025

SUMMARY

Beginning Balance	\$1,109.83	Minimum Daily Balance	\$1,109
Deposits & Credits	\$100.00 +	Average Monthly Statement Balance	\$1,161
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$1,209.83		

DEPOSITS & CREDITS

07/16 Deposit - Thank You 100.00

DAILY BALANCE SUMMARY

Date	Balance
07/16	1,209.83

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!
 2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

	053
Cycle	25
Enclosures	1
Page	1 of 3

LIFEGREEN NOT FOR PROFIT CHECKING

April 1, 2025 through May 30, 2025

SUMMARY

Beginning Balance	\$987.67	Minimum Daily Balance	\$987
Deposits & Credits	\$160.00 +	Average Monthly Statement Balance	\$1,074
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$37.84 -		
Ending Balance	\$1,109.83		

DEPOSITS & CREDITS

05/14	Deposit - Thank You	160.00
-------	---------------------	--------

CHECKS

Date	Check No	Amount
05/28	1387	37.84

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance
05/14	1,147.67	05/28	1,109.83

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2025 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING
 January 1, 2025 through March 31, 2025

SUMMARY

Beginning Balance	\$987.67	Minimum Daily Balance	\$987
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$987
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$987.67		

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)

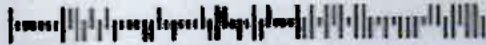


Thank You For Banking With Regions!

2025 Regions Bank Member FDIC. All loans subject to credit approval.



East Brainerd
7951 East Brainerd RD
Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOU

	053
Cycle	25
Enclosures	1
Page	1 of 3

LIFEGREEN NOT FOR PROFIT CHECKING

February 28, 2026 through March 31, 2026

SUMMARY

Beginning Balance	\$853.83	Minimum Daily Balance	\$813
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$837
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$40.00 -		
Ending Balance	\$813.83		

CHECKS

Date	Check No.	Amount
03/19	1391	40.00

DAILY BALANCE SUMMARY

Date	Balance
03/19	813.83

PLEASE BE AWARE THAT REGIONS
HAS PERMANENTLY DISCONTINUED
THE MINI-STATEMENT OPTION AT
ITS ATMS. OTHER STATEMENT
OPTIONS REMAIN AVAILABLE.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265
or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2026 Regions Bank Member FDIC. All loans subject to credit approval



Regions Bank
 East Brainerd
 7951 East Brainerd RD.
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

Cycle 25
 Enclosures 1
 Page 1 of 3

LIFEGREEN NOT FOR PROFIT CHECKING

January 31, 2026 through February 27, 2026

SUMMARY

Beginning Balance	\$978.83	Minimum Daily Balance	\$853
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$898
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$125.00 -		
Ending Balance	\$853.83		

CHECKS

Date	Check No.	Amount
02/10	1389	125.00

DAILY BALANCE SUMMARY

Date	Balance
02/10	853.83

**PLEASE BE AWARE THAT REGIONS
 HAS PERMANENTLY DISCONTINUED
 THE MINI-STATEMENT OPTION AT
 ITS ATMS. OTHER STATEMENT
 OPTIONS REMAIN AVAILABLE.**

For all your banking needs, please call Regions Preferred Banking Center at 1-800-781-2265
 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

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Regions Bank
 East Brainerd
 7061 East Brainerd RD.
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING
 January 1, 2026 through January 30, 2026

SUMMARY

Beginning Balance	\$978.63	Minimum Daily Balance	\$978
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$978
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$978.63		

PLEASE BE AWARE THAT REGIONS HAS PERMANENTLY DISCONTINUED THE MINI-STATEMENT OPTION AT ITS ATMS. OTHER STATEMENT OPTIONS REMAIN AVAILABLE.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-761-2265 or visit us on the Internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!
 2026 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank
 East Brainerd
 7951 East Brainerd RD.
 Chattanooga, TN 37421



CHATTANOOGA PORCELAIN ARTIST

REGIONS PREFERRED BANKING

ACCOUNT

Cycle 25
 Enclosures 0
 Page 1 of 2

LIFEGREEN NOT FOR PROFIT CHECKING

November 29, 2025 through December 31, 2025

SUMMARY

Beginning Balance	\$978.83	Minimum Daily Balance	\$978
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$978
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$978.83		

EFFECTIVE 2-2-26, OUTGOING STANDARD AND REPETITIVE DOMESTIC WIRE FEES FOR YOUR ACCOUNT WILL BE \$30, AND OUTGOING INTERNATIONAL WIRE FEES WILL BE \$50.

ALSO, PRICING FOR CERTAIN TREASURY MANAGEMENT SVCS/ANALYZED DEPOSITORY PRODUCTS IS CHANGING 1-1-26. SEE ALL CHANGES AT REGIONS.COM/SPECIALMESSAGE.

For all your banking needs, please call Regions Preferred Banking Center at 1-800-781-2285 or visit us on the internet at www.regions.com. (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!

2026 Regions Bank Member FDIC. All loans subject to credit approval.

RESOLUTION NO. 3817

AGENDA MEMORANDUM

SURPLUS PROPERTY – PARKS & RECREATION MOWER

May 14, 2026

Submitted by: Mark Litchford, City Attorney

Consideration of a Resolution Declaring Certain City Property Surplus and Authorizing the Sale of a Mower to Boyd Buchanan School

The Parks and Recreation Department has identified a 2007 Toro Reelmaster 5500 D Fairway Mower as no longer needed for municipal purposes due to age, condition, and operational considerations. The mower is currently out of service for use at Camp Jordan Park.

The estimated value of the mower is between \$800.00 and \$1,000.00. Boyd Buchanan School has expressed interest in acquiring the mower and has offered to purchase it for \$1,000.00, “as-is,” pursuant to a bill of sale.

Declaring the mower as surplus and authorizing its sale allows the City to responsibly dispose of unused equipment while supporting a local educational institution. The proposed conveyance is consistent with applicable law and City policy regarding surplus property.

RESOLUTION NO. 3817

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF EAST RIDGE, TENNESSEE, TO
DECLARE CERTAIN PROPERTY OWNED BY
THE CITY TO BE SURPLUS TO THE CITY'S
NEEDS AND DIRECTING DISPOSAL OF SAME**

WHEREAS, the City of East Ridge, Tennessee (the "City"), owns certain equipment utilized by its Parks and Recreation Department; and

WHEREAS, the Parks and Recreation Department has identified one (1) mower (the "Mower") as no longer needed for municipal purposes due to age, condition, replacement, or operational considerations; and

WHEREAS, the City desires to declare the Mower as surplus property in accordance with applicable law; and

WHEREAS, the City has been approached by a Tennessee non-profit educational organization, Boyd Buchanan School ("Organization"), which has expressed an interest in acquiring the Mower; and

WHEREAS, the mower is out of service for use at the City's Camp Jordan Park and the estimated value is \$800.00 - \$1,000.00; and

WHEREAS, Boyd Buchanan School has offered to purchase the lawn mower for \$1,000.00 "as-is" pursuant to the attached bill of sale; and

WHEREAS, the City finds that conveying the Mower to the Organization for such purposes serves a public interest by supporting education, workforce development, and community benefit;

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

SECTION 1. BE IT RESOLVED that the following described property is hereby declared to be of low value and surplus to the needs of the City.

Item	Description	Serial Number/VIN
Toro Reelmaster 5500 D Fairway Mower	2 Wheel Traction Unit Drive 7 Blade Reels 2007 Model Year	260000278

SECTION 2. BE IT FURTHER RESOLVED The City Manager or Mayor is hereby authorized to sell and convey the Mower to Boyd Buchanan School, a Tennessee non-profit educational organization, for the sum of \$1,000.00, which the City Council deems to be fair and

reasonable consideration under the circumstances, or for nominal consideration in furtherance of a public purpose, as permitted by law.

SECTION 3. BE IT FURTHER RESOLVED that the Mower shall be sold “AS IS, WHERE IS,” with no warranties of any kind, express or implied, and the City shall have no further obligation for maintenance, repair, or liability upon transfer.

SECTION 4. BE IT FURTHER RESOLVED that the City Manager or Mayor is authorized to execute any and all documents necessary to effectuate the transfer of the Mower consistent with this Resolution, including without limitation the attached Bill of Sale.

SECTION 5. 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:

Mike Williams, Interim City Manager

Approved as to Form:

Mark W. Litchford, City Attorney

BILL OF SALE

MAKE: Toro Reelmaster 5500 D Fairway Mower	MODEL: 2 Wheel Traction Unit Drive 7 Blade Reels
YEAR: 2007	MODEL NO. GROUP: 03550
VIN#: 260000278	

TRANSFEROR INFORMATION: CITY OF EAST RIDGE
1517 TOMBRAS AVENUE
EAST RIDGE, TENNESSEE 37412

TRANSFeree INFORMATION: BOYD BUCHANAN SCHOOL
4650 BUCCANEER TR
CHATTANOOGA, TENNESSEE 37111

SALE PRICE: **\$1,000.00**

KNOW ALL MEN BY THESE PRESENTS: FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT, ADEQUACY, AND LEGAL SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE TRANSFEROR HEREBY GIFTS, TRANSFERS, DELIVERS AND OTHERWISE ASSIGNS ANY AND ALL TITLE IN AND TO THE ABOVE REFERENCE LAWN MOWER (“MOWER”) UNTO THE NAMED TRANSFeree TO HAVE AND TO HOLD SAID MOWER FOREVER AND SAID TRANSFEROR HEREBY WARRANTS THAT SAID MOWER IS FREE FROM ALL LIENS AND ENCUMBRANCES. TRANSFOROR DECLARES UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE HEREIN CONTAINED ARE TRUE AND CORRECT TO THE BEST OF TRANSFEROR’S KNOWLEDGE, INFORMATION AND BELIEF.

TRANSFEROR EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. TRANSFeree ACKNOWLEDGES INSPECTING THE MOWER AND THAT TRANSFeree IS PURCHASING THE MOWER WITH ALL FAULTS AND BLEMISHES, “AS IS, WHERE IS”.

DATED THIS ____ **DAY OF** _____, 2026.

CITY OF EAST RIDGE, TENNESSEE

BOYD BUCHANAN SCHOOL

Title: Interim City Manager

Title: _____

ORDINANCE NO. _____

AGENDA MEMORANDUM

Rezone

Date: May 28th, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

On May 4th, 2026, Thomas Barnes submitted a petition to the East Ridge Planning Commission to rezone the parcel located at 403 Donaldson Rd, tax map # 156E L 007.01, from R-1 Single Family Residential District to R-2 Residential Duplex District.

The request to rezone is to bring an existing legal non-conforming duplex into compliance with its zoning district. The East Ridge Planning Commission reviewed the request and recommended approval.

Prior to the adoption of East Ridge Municipal Zoning Ordinance 481, the Urban Residential district was designated to allow a variety of uses, including single-family homes, two-family homes, and apartments. However, after the adoption of Ordinance 481, it established separate districts for each of these uses. As a result, many existing structures were classified as legal non-conforming.



Record No:
RZON-26-2

Rezone Application

Status: Active

Submitted On:
3/25/2026

Primary Location


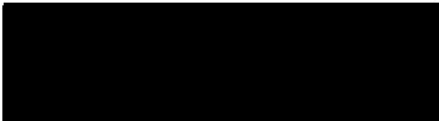
403 DONALDSON RD
East Ridge, TN 37412

Owner

BARNES JASMINE D &
THOMAS A
Donaldson Rd. 403
DONALDSON RD
CHATTANOOGA, TN 37411

Applicant

 Thomas Barnes




Applicant Information

Applicant Name*

Thomas Barnes

Applicant Address*



Applicant Phone Number(s)*



Date of Application*

03/25/2026

Property Information

Property Address*

403 Donaldson Rd.

Tax Parcel Number*

156E L 007.01

Current Property Zoning

R-1 Residential District

Requested Zoning*

R-2 Residential Duplex District

Requested Rezone Purpose*

The reason for requesting a zoning change is to facilitate refinancing of the property. The current zoning designation for 403 Donaldson Rd. does not meet underwriting requirements because, if the property were damaged to the extent that reconstruction became necessary, a duplex would not be permitted to be rebuilt under the existing zoning classification.

Additional Information

A map showing location of property, all adjacent streets and/or right-of-way, property boundaries , and frontages should 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.


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*

 Thomas Barnes
Mar 25, 2026

Internal

Date* 

Planning Commision Rezone from to District* 

—

Planning Commission Decision*

—

Planning Commission Date*

—

City Council Decision*

—

City Council Date*

—

Ordinance Number

Approved Zoning District

—

Any Conditions to Follow Rezone?

Attachments



Map

Map.docx

Uploaded by Thomas Barnes on Mar 25, 2026 at 12:14 AM

REQUIRED



Ownership

Proof of Ownership.docx

Uploaded by Thomas Barnes on Mar 25, 2026 at 12:14 AM

REQUIRED



403 Donaldson Rd Rezone Letter to move forward to City Council

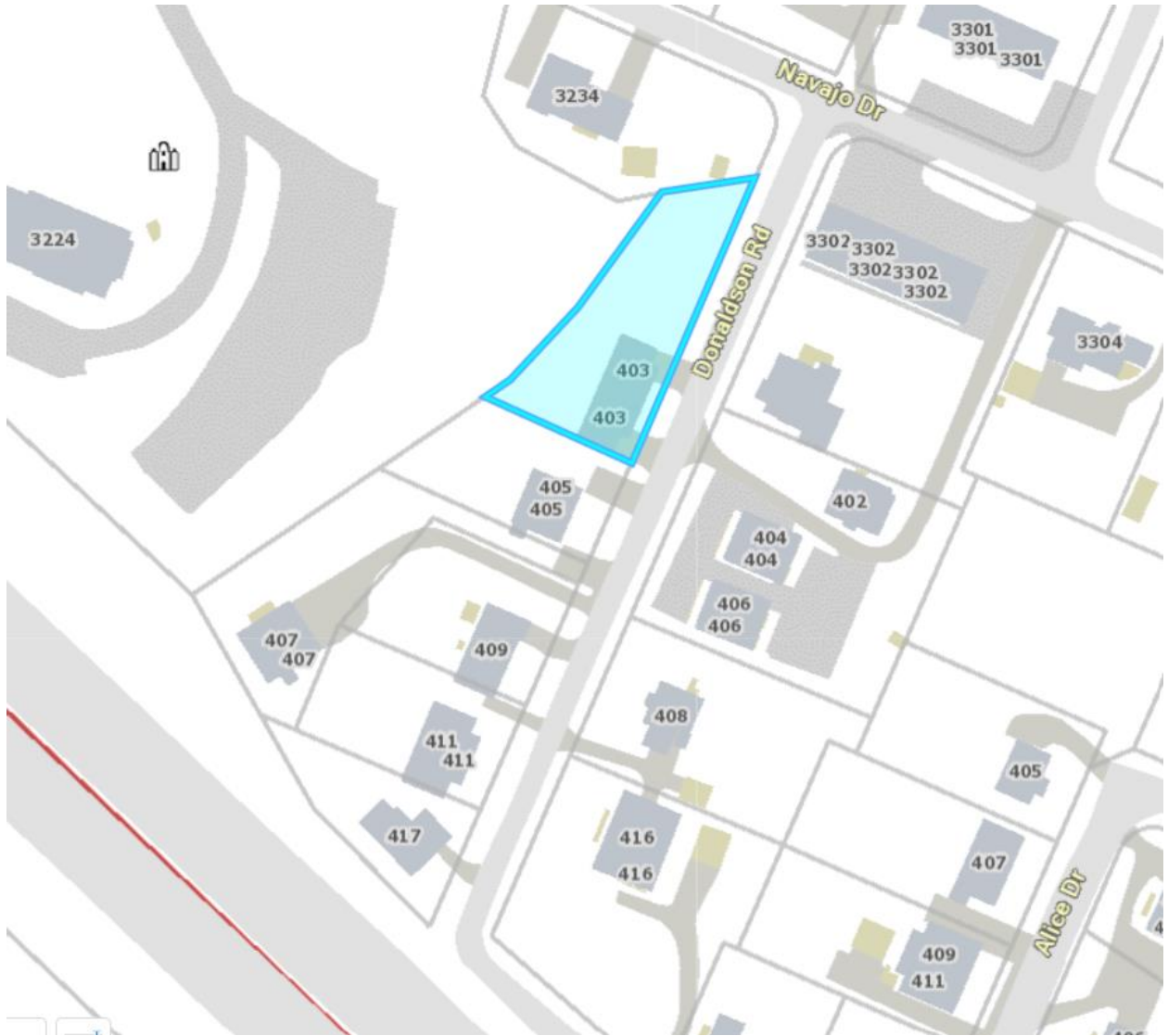
403 Donaldson Rd Rezone Letter to move forward to City Council.pdf

Uploaded by Michael Howell on May 5, 2026 at 8:33 AM

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
Local Advertisement	3/25/2026, 12:19:13 AM	3/25/2026, 12:23:54 AM	Thomas Barnes	-	Completed

Label	Activated	Completed	Assignee	Due Date	Status
✔ Intake Review	3/25/2026, 12:23:54 AM	3/25/2026, 12:11:38 PM	Melissa Mahoney	-	Completed
✔ Local Advertisement	3/25/2026, 12:11:39 PM	-	Melissa Mahoney	-	Active
✔ Planning Commision	5/4/2026, 4:33:55 PM	5/5/2026, 11:13:58 AM	Michael Howell	-	Completed
✔ City Council	5/5/2026, 11:14:00 AM	-	Michael Howell	-	Active
📄 Decision Letter	-	-	-	-	Inactive





April 16

2:55 PM



LIVE ▾



Book/Page: **GI 10940 / 319**

Instrument: 2016122800349

3 Page WARRANTY DEED Value of \$114000.00
Recorded by KDS on 12/28/2016 at 1:03 PM

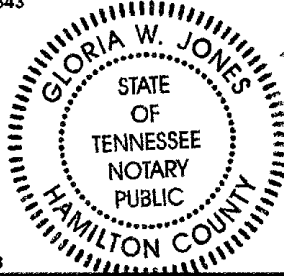
Conveyance Tax	\$421.80
Deed Recording Fee	\$15.00
Data Processing Fee	\$2.00
Probate Fee	\$1.00
eFile Fee	\$2.00
TOTAL FEES	\$441.80

State of Tennessee Hamilton County
Register of Deeds
Electronically Recorded by Simplifile

PAM HURST

Prepared by:
Realty Title & Escrow Services, Inc.
5870 Highway 153, Suite 102
Hixson, TN 37343

**STATE OF TENNESSEE
COUNTY OF HAMILTON**
The actual consideration or value, whichever
is greater, for this transfer is **\$114,000.00.**



Mona A. Barnes
Affiant

Subscribed and sworn to before me,
this 17 day of December, 2016.

Gloria W. Jones
Notary Public
My commission expires: 04/20/19

12-1611-123313

Address of New Owner:	Send Tax Bills to:	Tax Information:
Jasmine D. Barnes 403 Donaldson Road Chattanooga, TN 37411	Farmington Mortgage, a division of CapStar Bank 2002 Richard Jones Rd., #300A Nashville, TN 37215	156E-L-007.01

WARRANTY DEED

For and in consideration of the sum of ten dollars & no/100 (\$10.00), cash in hand paid by the hereinafter named Grantees, and other good and valuable consideration, the receipt of which is hereby acknowledged, **Johnny L. Woodruff, Successor Trustee of the Nathan L. Woodruff and Jewell T. Woodruff Revocable Trust, dated March 5, 2002, as Amended and Restated on February 23, 2004**, hereinafter referred to as Grantor, with full power and authority to sell and convey, has bargained and sold, and does hereby transfer and convey to **Jasmine D. Barnes and husband, Thomas A. Barnes**, hereinafter called the Grantees, their successors and assigns, a certain tract or parcel of land in Hamilton County, State of Tennessee, described as follows: to-wit:

Land in the Second Civil District of Hamilton County, Tennessee, being Lot No. Five (5), Ruff Wood Subdivision, as shown by plat of record in Plat Book 39, Page 290, in the Register's Office of Hamilton County, Tennessee, to which plan reference is hereby made for a more complete description.

Being part of the property conveyed to Nathan Woodruff and Jewell Woodruff, Trustees under the Nathan Woodruff and Jewell Woodruff Revocable Trust, dated March 5, 2002 from Nathan L. Woodruff and wife, Jewell K. Woodruff, by deed dated July 12, 2002 and recorded July 12, 2002 in Book 6301, Page 266, Register's Office for Hamilton County, Tennessee. Jewell Woodruff having since died on January 7, 2006 and Nathan Woodruff subsequently died on May 1, 2015. Pursuant to the Nathan L. Woodruff and Jewell T. Woodruff Revocable Trust, dated March 5, 2002, as Amended an Restated on February 23, 2004, Johnny L. Woodruff is the Successor Trustee. Nathan Woodruff being one and the same person as Nathan L. Woodruff. Jewell Woodruff being one and the same person as Jewell T. Woodruff.

This conveyance is subject to all easements, restrictive covenants and conditions, and other matters of record, including all items set out on any applicable plat of record.

This property is improved property known as 403 Donaldson Road, Chattanooga, TN 37411.

To have and to hold the said tract or parcel of land, with the appurtenances, estate, title and interest thereto belonging to the said Grantees, their heirs, successors and assigns, forever. Grantors covenant with Grantees that Grantors are lawfully seised and possessed of said land in fee simple, have a good right to convey it, and the same is unencumbered, unless otherwise herein set out. Grantors do further covenant and bind ourselves, our heirs, successors, assigns and representatives, to warrant and forever

defend the title to said land to said Grantees, their heirs and assigns, against the lawful claims of all persons whomsoever.

Wherever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

WITNESS my hand this 27th day of December, 2016.

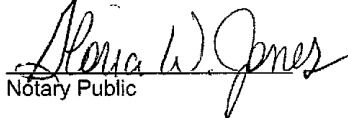


**Johnny L. Woodruff, Successor Trustee
of the Nathan L. Woodruff and Jewell T.
Woodruff Revocable Trust, dated March
5, 2002, as Amended and Restated on
February 23, 2004**

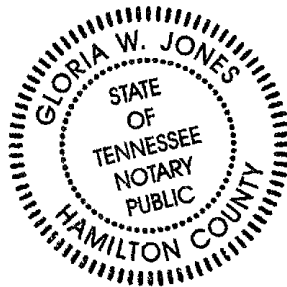
STATE OF TENNESSEE
COUNTY OF HAMILTON

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, **Johnny L. Woodruff, Successor Trustee of the Nathan L. Woodruff and Jewell T. Woodruff Revocable Trust, dated March 5, 2002, as Amended and Restated on February 23, 2004**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged he executed the within instrument for the purposes therein contained.

Witness my hand in Chattanooga, TN, this 27 day of December, 2016.


Notary Public

My Commission expires: 04/20/19



True Copy Certification

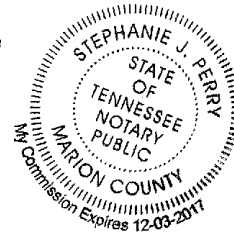
I, Gloria W. Jones, do hereby make oath that I am a licensed attorney and/or the custodian of the electronic version of the attached document tendered for registration herewith and that this is a true and correct copy of the original document executed and authenticated according to law.

Gloria W. Jones
Signature

State of Tennessee
County of Hamilton

Personally appeared before me, Stephanie J. Perry, a notary public for this county and state, Gloria W. Jones, who acknowledges that this certification of an electronic document is true and correct and whose signature I have witnessed.

Stephanie J. Perry
Stephanie J. Perry



My Commission Expires: 12/3/17

{Notary' Seal}



Location 403 DONALDSON RD	Property Account Number 91490	Parcel ID 156E L 007.01
Property Type 22	Land Use 114	District EAST RIDGE
Current Property Mailing Address		
Owner BARNES JASMINE D & THOMAS A	City CHATTANOOGA	State TN
Address 403 DONALDSON RD	Zip 37411	
Current Property Sales Information		
Sale Date 12/27/2016	Legal Reference 10940-0319	
Sale Price \$114,000	Grantor(Seller) WOODRUFF NATHAN & JEWELL TRS	
Current Property Assessment		

Re: 403 Donaldson rd.

From Michael Howell <mhowell@eastridgetn.gov>
Date Tue 5/5/2026 8:27 AM
To Thomas Barnes [REDACTED]
Cc Melissa Mahoney <mmahoney@eastridgetn.gov>

Thomas,

Thank you for the confirmation email. The request to rezone will be forwarded to the city council for review. Melissa Mahoney will contact you to verify the exact dates of the City Council meetings.

Melissa - Please advertise the rezoning.



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: Thomas Barnes [REDACTED]
Sent: Tuesday, May 5, 2026 6:42 AM
To: Michael Howell <mhowell@eastridgetn.gov>
Subject: 403 Donaldson 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 Mr. Howell,

Thank you again for speaking on behalf of my property yesterday evening at the Planning Commission meeting. I am following up with this email to make sure we get this on the agenda for the City Council meeting. Please let me know if you need any other information from me and I look forward to hearing from you soon.

Thank you,

Thomas Barnes

ORDINANCE NO. _____

AGENDA MEMORANDUM

**ORDINANCE AMENDING ORDINANCE 941
RELATIVE TO THE REIGSTRATION OF DOGS AND CATS**

MAY 14, 2026

The current code, as established by Ordinance 941, includes requirements for annual registration of dogs and cats and related provisions governing animal control. The proposed ordinance updates these requirements.

SUMMARY OF KEY CHANGES

- Eliminates the requirement for universal annual registration of dogs and cats within the City
- Establishes registration requirements in specific circumstances, such as when animals are impounded and redeemed
- Maintains and reinforces requirements for rabies vaccinations in accordance with state law
- Updates provisions related to identification tags, impoundment, redemption, and disposition of animals
- Adds new requirements governing the use of City-owned dog parks, including registration and vaccination compliance

ORDINANCE NO. _____

AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND ORDINANCE 941 RELATIVE TO TITLE 10, CHAPTER 2 ENTITLED DOGS AND CATS RELATIVE TO THE REGISTRATION OF DOGS AND CATS

WHEREAS, the East Ridge City Council adopted Ordinance 941 on second and final reading on May 23, 2013, relative to, among other things, Title 10, Chapter 9 of the East Ridge City Code; and

WHEREAS, pursuant to the adoption of Ordinance 941, residents owning, keeping, or harboring any dog or cat over six (6) months of age were required to obtain a yearly registration certificate from the East Ridge Animal Services Division, together with payment of an annual registration fee depending on whether the dog or cat was spayed or neutered; and

WHEREAS, the City Council desires to amend the registration requirements for residents owning, keeping, or harboring any dog or cat within the City to implement alternative regulations and protections for the community relative to the owning, keeping, or harboring any dog or cat.

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

SECTION 1:

That Title 10, Chapter 2, Section 10-201 of the East Ridge Municipal Code is hereby deleted in its entirety and replaced with the following:

10-201. Registration of animals.

(1) The City of East Ridge shall not require the annual registration of dogs or cats kept within the city limits, except as otherwise provided in this title.

(2) The East Ridge Animal Services Division is authorized to require the registration of any dog or cat that has been seized, impounded, or otherwise taken into custody pursuant to the provisions of this title as a condition of redemption or release to the owner.

(3) Prior to the release of any seized or impounded dog or cat, the owner shall provide proof of current rabies vaccination in accordance with state law and this title. The owner shall also provide sufficient identifying information for the animal, including the owner's name, address, telephone number, or a description of the animal.

(4) Upon completion of the registration process required by subsection (2), and payment of all applicable impoundment, boarding, vaccination, registration, or other

authorized fees, the East Ridge Animal Services Division may issue a registration certificate and identification tag for the animal. The registration certificate shall contain the owner's name, date issued, amount paid, description, name, age and sex of the dog or cat, the registration tag number issued, and the date the dog or cat was vaccinated.

(5) The City Council by resolution shall establish applicable impoundment, boarding, vaccination, registration, or other authorized fees which fees shall be updated from time to time at the determination of the City Council.

(6) Any registration certificate or identification tag issued pursuant to this section shall serve primarily for identification and recordkeeping purposes and shall not create a continuing annual registration obligation unless otherwise expressly required by this title.

(7) It shall be unlawful for any person to knowingly provide false information to the East Ridge Animal Services Division in connection with the registration or redemption of an animal under this section.”

SECTION 2:

That Title 10, Chapter 2, Section 10-203 of the East Ridge Municipal Code is hereby deleted in its entirety and replaced with the following:

10-203. Registration tag. The animal services division may issue an identification or registration tag for any dog or cat registered pursuant to § 10-201. Any such tag may be attached to the animal’s collar or harness for identification purposes. It shall be unlawful for any person to knowingly place upon an animal a registration tag that was not issued for that animal.

SECTION 3:

That Title 10, Chapter 2, Section 10-204 of the East Ridge Municipal Code is hereby amended by deleting the last sentence and replacing with the following sentence:

Any dog found running at large in violation of this section, whether or not in violation of this section, is declared to be a nuisance and liable to seizure and further action as provided in this chapter.

SECTION 4:

That Title 10, Chapter 2, Section 10-207 of the East Ridge Municipal Code is hereby deleted in its entirety and replaced with the following:

10-207. Prerequisite to registration. No registration certificate or identification tag authorized by this chapter shall be issued for any dog or cat unless the owner furnishes proof that such dog or cat has been inoculated or immunized against rabies in accordance with state law and this title.”

SECTION 5:

That Title 10, Chapter 2, Section 10-209 of the East Ridge Municipal Code is hereby deleted in its entirety and replaced with the following:

10-209. Rabies vaccination tags required. It shall be unlawful for any person to own, keep, or harbor any dog required by state law to wear a rabies vaccination tag that does not display a current rabies vaccination tag or other proof of current rabies vaccination as required by state law and this title. Nothing in this section shall be construed to require universal annual registration of dogs or cats by the city.”

SECTION 6:

That Title 10, Chapter 2, Section 10-215 of the East Ridge Municipal Code is hereby deleted in its entirety and replaced with the following:

10-215. Redemption of impounded dogs and cats by owner. In no event shall a dog or cat be released from impoundment unless the animal has been vaccinated against rabies in accordance with state law and this title. The East Ridge Animal Services Division may require registration of the animal pursuant to § 10-201 prior to release. The owner of a dog or cat may claim and redeem the animal upon payment of all applicable impoundment fees, boarding fees, veterinary expenses, vaccination costs, registration fees, and any other lawful charges established by the city council. Under certain circumstances, including but not limited to persons unlawfully relinquishing animals at the animal shelter, the animal services supervisor is authorized to waive fees.

SECTION 7:

That Title 10, Chapter 2, Section 10-234(5) of the East Ridge Municipal Code is hereby amended by deleting the phrase “other license or registration requirements established in this chapter” and substituting instead the following language “other applicable provisions of this chapter” so that subsection (5) shall read as follows:

(5) The provisions set forth in this section do not eliminate or replace any other applicable provisions of this chapter; however, upon approval of a multiple pet license or breeder permit, the recipient of such license or permit shall be required to pay a flat fee of one hundred fifty dollars (\$150.00) for a multiple pet license or two hundred fifty dollars (\$250.00) for a breeder permit and shall not be required to pay additional fees for each individual animal in his/her possession respectively. Individual animal records for animals maintained by a multiple pet license holder or breeder permit holder may be maintained by the animal services division for identification and proof of rabies vaccination purposes.”

SECTION 8:

That Title 10, Chapter 2 of the East Ridge Municipal Code is hereby amended by adding the following new section numbered 10-237:

10-237. Requirements for use of city-owned dog parks.

(1) No person shall bring or permit any dog to enter or remain within any city-owned dog park unless such dog is currently registered with the East Ridge Animal Services Division in accordance with this chapter.

(2) Prior to entering any city-owned dog park, the owner or custodian of the dog shall maintain proof that the dog has current rabies vaccinations and any other vaccinations required by state law or policies adopted by the East Ridge Animal Services Division.

(3) The owner or custodian of the dog shall, upon request of any animal services officer, police officer, or authorized city employee, provide proof of current registration and vaccination compliance.

(4) Any person violating this section may be prohibited from using any city-owned dog park and shall be subject to any penalties otherwise authorized by this title.

(5) The East Ridge Animal Services Division is authorized to adopt reasonable administrative rules governing the use of city-owned dog parks, including rules concerning registration verification, vaccination documentation, hours of operation, and animal safety requirements.

SECTION 9: BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 10: BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately after its passage, the public welfare of the City requiring it.

Passed first reading _____, 2026.

Passed second reading _____, 2026.

Brian W. Williams, Mayor

ATTEST:

Brian Koral, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

BRIAN WILLIAMS
Mayor

JACKY CAGLE
Councilmember

ANDREA WITT
Councilmember



MIKE CHAUNCEY
Vice Mayor

ESTHER HELTON
Councilmember

City of East Ridge

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

Memorandum

To: City Council

RE: Charter Amendment

On Thursday February 26, 2026, the City Council directed the City Attorney to prepare a Charter amendment to remove benefits as part of the available compensation to Councilmembers and the Mayor and instead require that all costs related to such City benefits be the responsibility of the respective Councilmember or Mayor and at no cost to the City.

To correct this, the second paragraph of Section 5-A of the Charter needs to be amended. If approved, Section 5-A would read as follows:

The Mayor and the other four (4) Councilmembers are to be compensated as follows: Effective on the 1st day of July, 2009, the Mayor shall receive a salary of Twelve Thousand Dollars per year and each of the other four (4) Councilmembers shall receive a salary of Seventy-two Hundred Dollars per year, said salaries to be paid in equal monthly installments. Following such effective date, the salary ~~and/or all other benefits~~ to be provided to the Mayor, and the salaries ~~and/or all other benefits~~ to be provided to the Councilmembers as a body, may be adjusted only by referendum. Compensation of the Mayor and Councilmembers shall not be adjusted during their current term of office. Councilmembers and the Mayor, including their dependents, may elect to participate in the City's benefit programs but all costs related to such benefits shall be the sole responsibility of the respective Councilmember or Mayor, and at no cost to the City. The Mayor and Councilmembers shall otherwise be entitled to their actual and necessary expenses incurred in the performance of

The next state general election that this amendment can be made is November 3, 2026.

ORDINANCE NO. _____

AN ORDINANCE TO SUBMIT IN REFERENDUM TO THE PEOPLE OF EAST RIDGE, TENNESSEE THE QUESTION OF AMENDING THE CHARTER OF THE CITY OF EAST RIDGE, TENNESSEE, BY AMENDING SECTION 5-A OF THE CHARTER.

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

SECTION 1:

That at the general state election to be held on November 3, 2026 (the “Election”), there shall be submitted in referendum to the people of East Ridge, Tennessee, the question of amending Section 5-A of the East Ridge City Charter as follows:

(i) Modifying the second paragraph of Section 5-A to clarify that if Councilmembers, including the Mayor, and their dependents desire to participate in the City’s benefits programs such as group life, hospitalization, disability, and/or medical insurance coverage, then the Councilmembers, including the Mayor, are responsible for all costs related to such benefits and the City shall not be responsible for any amounts.

SECTION 2:

That to accomplish said referendum, the Election Commission of Hamilton County, Tennessee, is hereby directed to place upon the ballots to be used within the precincts of the City of East Ridge, Tennessee, during said Election the following words and figures:

PROPOSAL: In Section 5-A, to state that the Mayor and Councilmembers’ salary may be adjusted only by referendum and not during their current term of office, and that any costs related to benefits other City benefits shall be the sole responsibility of the Mayor and Councilmembers, such that the second paragraph of 5-A would state as follows:

The Mayor and the other four (4) Councilmembers are to be compensated as follows: Effective on the 1st day of July, 2009, the Mayor shall receive a salary of Twelve Thousand Dollars per year and each of the other four (4) Councilmembers shall receive a salary of Seventy-two Hundred Dollars per year, said salaries to be paid in equal monthly installments. Following such effective date, the salary ~~and/or all other benefits~~ to be provided to the Mayor, and the salaries ~~and/or all other benefits~~ to be provided to the

*Councilmembers as a body, may be adjusted only by referendum. Compensation of the Mayor and Councilmembers shall not be adjusted during their current term of office. **Councilmembers and the Mayor, including their dependents, may elect to participate in the City's benefit programs but all costs related to such benefits shall be the sole responsibility of the respective Councilmember or Mayor, and at no cost to the City.** The Mayor and Councilmembers shall otherwise be entitled to their actual and necessary expenses incurred in the performance of their duties of office.*

Shall the second paragraph of 5-A be amended by removing benefits as part of the available compensation to Councilmembers and the Mayor and instead require that all costs related to such City benefits be the responsibility of the respective Councilmember or Mayor and at no cost to the City, the full text of which appears in the PROPOSAL above.

FOR THE AMENDMENT []
AGAINST THE AMENDMENT []

SECTION 3.

BE IT FURTHER ORDAINED, that, with the exception provided in Sections 1 and 2 above, all laws constituting the present Charter of the City of East Ridge, Tennessee, not in conflict with this amendatory home rule ordinance, be and the same are continued in full force and effect, and all laws or parts of laws in conflict therewith are hereby repealed.

SECTION 4.

BE IT FURTHER ORDAINED, that if any clause, sentence, paragraph, section, or part of this ordinance shall be held to be unconstitutional or void, it shall not affect the remaining parts of this Ordinance, it being hereby declared to be the legislative intent to have passed the remainder of this Ordinance notwithstanding such part, if any, as may be held to be invalid.

SECTION 5.

BE IT FURTHER ORDAINED, that this Ordinance shall be published in full by the Clerk of the City Council in the daily newspaper of general circulation in the City of East Ridge, Tennessee, after the passage thereof on second and final reading.

SECTION 6.

BE IT FURTHER ORDAINED, that the Clerk of the City Council shall certify the passage of this Ordinance to the Hamilton County Election Commission and request that the proposed amendment to the City Charter of the City of East Ridge,

Tennessee, be placed on the ballot to be used in the general state election to be held on or about November 3, 2026.

SECTION 7.

BE IT FURTHER ORDAINED, that the cost of the referendum election shall be paid from the general funds of the City of East Ridge, Tennessee.

SECTION 8.

BE IT FURTHER ORDAINED, that a copy of this ordinance be furnished by the Finance Director to the Election Commission of Hamilton County as its authority to hold such referendum and to make such provision for the advertising and implementation of such referendum as is necessary.

SECTION 9.

BE IT FURTHER ORDAINED, that the Hamilton County Election Commission shall certify to the Clerk of the City Council of the City of East Ridge, Tennessee, the result of said election, and the said Clerk shall cause said certification to be made a part of the minutes of the City Council.

SECTION 10.

BE IT FURTHER ORDAINED, that a copy of this ordinance be published by the City in accordance with law.

SECTION 11.

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

Passed first reading _____, 2026.

Passed second reading _____, 2026.

Brian W. Williams, Mayor

Attest:

_____, City Manager

Approved to form:

Mark W. Litchford, City Attorney

**CITY OF EAST RIDGE
CHARTER AMENDMENT 1**

Shall the second paragraph of Section 5-A of the East Ridge City Charter be amended by removing benefits as part of the available compensation to Councilmembers and the Mayor and instead require that all costs related to such City benefits be the responsibility of the respective Councilmember or Mayor and at no cost to the City, such that, if approved, the second paragraph of Section 5-A would read as follows:

The Mayor and the other four (4) Councilmembers are to be compensated as follows: Effective on the 1st day of July, 2009, the Mayor shall receive a salary of Twelve Thousand Dollars per year and each of the other four (4) Councilmembers shall receive a salary of Seventy-two Hundred Dollars per year, said salaries to be paid in equal monthly installments. Following such effective date, the salary to be provided to the Mayor, and the salaries to be provided to the Councilmembers as a body, may be adjusted only by referendum. Compensation of the Mayor and Councilmembers shall not be adjusted during their current term of office. Councilmembers and the Mayor, including their dependents, may elect to participate in the City's benefit programs but all costs related to such benefits shall be the sole responsibility of the respective Councilmember or Mayor, and at no cost to the City. The Mayor and Councilmembers shall otherwise be entitled to their actual and necessary expenses incurred in the performance of their duties of office.

Certification of the Chief Financial Officer

The proposed charter amendment will have no fiscal impact upon the city.

*Diane Qualls,
City Finance Director*

**CITY OF EAST RIDGE, TENNESSEE DIRECTOR OF
FINANCE CERTIFICATION OF FISCAL IMPACT ON
REFERENDUM TO AMEND CITY CHARTER SECTION 5-A.**

The undersigned Director of Finance for the City of East Ridge, Tennessee, certifies that the proposed amendment to Section 5-A of the East Ridge City Charter to clarify that if Councilmembers, including the Mayor, and their dependents desire to participate in the City's benefits programs such as group life, hospitalization, disability, and/or medical insurance coverage, then the Councilmembers, including the Mayor, are responsible for all costs related to such benefits and the City shall not be responsible for any amounts, will not have a negative fiscal impact upon the City.

CERTIFIED THIS ___ DAY OF _____ 2026.

CITY OF EAST RIDGE, TENNESSEE

By: _____

Title: Financial Director

RESOLUTION NO. _____

AGENDA MEMORANDUM
COMMUNITY CENTER CONCESSION
CASEWORK PROJECT
MAY 28, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

Subject: East Ridge Community Center Concession Casework Project – Bid Update

I would like to inform the City Council that bids for the East Ridge Community Center concession casework (cabinets) and countertops project will be opened on May 20, 2026. Staff will present all bids received at the May 28, 2026 Council meeting, along with a recommendation for award.

SS

RESOLUTION NO. _____

Patricia Cassidy
COURT CLERK



Kristi Cato
CLERK

Terrie Leidholt
DEPUTY CLERK

Tracy Cox
JUDGE

Municipal Court
City of East Ridge

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

MEMORANDUM

To: Mayor and City Council, City of East Ridge
From: Patricia Cassidy, Court Clerk
Date: May 11, 2026

Subject: Request for Authorization to Utilize Collection Agency for Delinquent Court Fines

The Municipal Court respectfully requests authorization to utilize a professional collection agency for the recovery of long-outstanding delinquent court fines, fees, and court costs owed to the city. A substantial amount of unpaid balances remains uncollected despite existing collection efforts, resulting in lost revenue to the city and continued administrative burden on court staff. Contracting with a collection agency would provide an additional enforcement and recovery mechanism for aged accounts that are no longer responsive to standard notices and payment attempts. The proposed service would allow the Court to improve collection rates, enhance accountability for unpaid obligations, and increase operational efficiency while allowing court personnel to focus on daily court operations and statutory responsibilities. The Cities of Red Bank, Collegedale, and Chattanooga currently utilize the same collection company, AMS Collection Services, for delinquent court accounts. The proposed arrangement would be at no cost to the City, as collection fees would be paid through the collection process in accordance with applicable law and contractual terms. Any agreement presented would comply with applicable Tennessee laws and City purchasing policies and would be brought before Council for approval prior to implementation.



COLLECTION SERVICES AGREEMENT (Court)

This Collection Services Agreement (this "**Agreement**") is entered into by and between **American Municipal Services Corporation ("AMS")** and the **City of East Ridge, TN ("Client")** as of _____ (the "**Effective Date**"). AMS and Client may be referred to individually as a "**Party**" and collectively as the "**Parties.**"

Article 1. Purpose and Scope of Services.

AMS shall provide account resolution and collection services for delinquent court fines and fees and other such delinquent receivables as Client may from time to time refer to AMS (collectively, "**Delinquent Balances**"). Such services include using commercially reasonable efforts to locate current or most recent available contact information, send notices, follow up on payment commitments, and otherwise communicate as necessary to resolve such balances, in each case in accordance with Client guidelines and applicable law.

Article 2. Relationship and Authority.

Client authorizes AMS, as its authorized agent during the term of this Agreement, to collect Delinquent Balances referred to AMS. Nothing herein shall be deemed to transfer ownership of any Delinquent Balance, which shall at all times remain the property of Client.

Article 3. Referral and Withdrawal.

Client shall refer Delinquent Balances to AMS electronically in a mutually agreed format and frequency to promote accuracy and compliance. Upon referral, AMS shall act as Client's primary third-party collection provider for Delinquent Balances of the types serviced under this Agreement, and Client shall not concurrently engage another third-party collection agency for such Delinquent Balances during the term of this Agreement. All Delinquent Balances shall remain the property of Client and may be withdrawn by Client at any time. Client shall provide accurate and complete information reasonably necessary to support collection activity. AMS may decline or discontinue collection of any Delinquent Balance it reasonably determines to be uncollectible or time-barred, with no further obligation with respect to such balance.

Article 4. Payments.

AMS may accept payments on referred Delinquent Balances and shall process such payments through a client trust account administered by AMS. AMS may accept payments by credit card, debit card, bank draft, check, money order, or other electronic means. Client shall not be responsible for any payment processing or transaction fees. Payments received directly by Client on referred Delinquent Balances shall remain subject to the collection fee set forth herein.

Article 5. Reporting.

AMS shall provide Client with daily payment reports and a monthly summary report included with the monthly invoice. Upon Client's request, AMS may also provide real-time payment notifications for individual transactions. Customized or specialized reports may be provided upon request. Client shall have access to real-time reporting and account information through the AMS client portal.

Parties. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of such provision or of any other provision.

9.4 Notices. All notices shall be in writing delivered by personal delivery, certified or registered mail, overnight courier, or email with confirmation of receipt, to the addresses set forth on the signature page or as otherwise designated by written notice.

9.5 Severability. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement through their duly authorized representatives, effective as of the Effective Date.

**AMERICAN MUNICIPAL SERVICES
CORPORATION**

CITY OF EAST RIDGE, TN

By:

By:

Name: Joy Veghelyi

Name:

Title: Controller

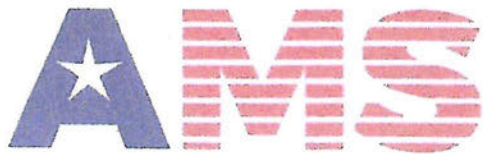
Title:

Date:

Date:

Address: PO Box 118312, Carrollton, TX 75011

Address:



Maximize Revenue. Reduce Workload.

Trusted by 800+ Local Governments Nationwide

At AMS, we help cities, counties, and states recover delinquent fines and fees, so communities can thrive. Since 1994, we've specialized in municipal collections, giving us a unique understanding of local government needs. Our proven, reliable service is tailored to each client, delivering results with integrity. Partner with AMS and gain a team dedicated to your success.



Court Fines & Fees



Property Taxes



Utilities



Emergency Medical Services

Why Choose AMS?

- ✓ **Faster Recovery:** Our clients experience quicker results and better support from day one.
- ✓ **No Cost to Your City:** Our service is free. We only succeed when you do.
- ✓ **Real Support:** Every client gets a dedicated client success team.
Quality Assurance: All calls, emails, & communications are recorded.
- ✓ **Reach the Right People:** Advanced skip tracing helps us locate & contact the right individuals.
- ✓ **Customer Satisfaction:** We're committed to providing exceptional service to your team and residents.

Testimonials

"Our revenue has tripled over the last year thanks to your efforts. Those numbers are reinforcement that we made the right decision to go with AMS."

– City Manager, TN

"So easy to work with, very friendly, and have collected on many cases that I never thought we would see a dime on."

– Court Clerk, TN

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(888) 290-5660
sales@amshelpcenter.com
www.amshelpcenter.com





Frequently Asked Questions

What is the process for removing an individual from collections?

You retain full authority to remove anyone from collections at any time. There is no charge for non-cash adjustments such as dismissals, time served, nolle prosequi, and similar actions.

Does this program support driver license suspensions or holds?

Yes. Cases or citations already submitted for license suspension or holds can be placed with AMS for collection. Many of our clients use this process to increase recovery rates. We notify the defendant of the suspension or hold and explain the steps for reinstatement.

How are balances submitted to AMS for collection?

AMS supports most court software. Typically, balances are submitted via the system's collection module through email or SFTP. If software is not available, we provide an Excel template or work with you to establish the most efficient process.

How and when does our office receive payment from AMS?

AMS issues monthly payments, either by check or ACH deposit, for all collections made in the prior billing month. In addition, we provide real-time or daily payment reports, so you always have up-to-date information.

Can we cancel our agreement with AMS at any time?

Yes. AMS operates under an evergreen agreement, which means there are no long-term commitments. Clients may cancel at any time without penalty.

Will submitting balances to collections impact the defendant's credit report?

No. Court fines are not consumer debt and are not reported to credit bureaus.

What happens if a defendant wishes to appear in court?

If a defendant disputes a balance with our office, AMS documents the account and forwards all information to you. We pause collection efforts until your office provides an update. If cleared, we close the file; if active, we resume collections.

Do AMS collection fees ever change or increase?

No. Our fee is a flat percentage set in accordance with state law and is based on the amount submitted for each case/citation. If your office reduces the balance, AMS automatically reduces its fee proportionally.



How do defendants resolve balances that now include collection fees?

Independent studies show that adding a collection fee improves recovery rates. For example, research from the National Center for State Courts and state auditor reports in Texas, Florida, and Oklahoma found that jurisdictions using authorized collection fees consistently recover a higher percentage of outstanding fines than those without such programs. These fees shift the cost of collection from your organization to the defendant, improving compliance while ensuring municipalities recover more of what is owed.

In addition, AMS provides flexible payment options and equitable recovery practices. We offer payment plans, reminders, and recovery strategies tailored to each client's guidelines ensuring compliance while maintaining fairness for defendants.

What collection recovery rate can we expect with AMS?

Over a 12-year period, clients who follow AMS best practices (including timely placements and complete data) typically achieve 50–70% recovery.

What happens if a case or citation is paid without the collection fee?

To ensure the program works as intended, payments should always include the authorized collection fee. If a payment is made without the fee, AMS is unable to recover its portion, which reduces the effectiveness of the program.

While many court systems can add the collection fee, for those that cannot, courts often direct defendants to AMS at the time of payment—either by sharing our contact information or providing a payment card. This ensures the fee is applied correctly and reduces administrative work for your team. We will mail payment cards and a window sign after the kick-off meeting to make this process simple to implement.