## KINGSTON SPRINGS CITY COMMISSION SPECIAL CALLED MEETING AGENDA

#### JANUARY 6, 2015 10:00 A.M. BECK MEETING HALL

l.	Call	to Order:
	The r	neeting was called to order by GROSS at 10.00 A.M.
	A.	Commissioners in Attendance:
		Corlew Tony Gross Gordon Lampley
	Glen	n Remick V Bob Stohler A
	В.	In Attendance not Voting:
	Lauri	te Cooper V Larry Craig Debbie Finch V
	Clint	Biggers Eugene Ivey Brandy Miniat
	C.	Declaration of Quorum by Mayor. GRSS
	D.	Approval of Agenda Remick/Corlew
2.	<b>A.</b>	Review of City Manager Applications to Determine Eligibility for Interviews.
3.		ourned:
	The n	neeting was adjourned at 11.34 by 5055

#### KINGSTON SPRINGS CITY COMMISSION CALLED MEETING – JANUARY 6, 2015

#### (1) Call to Order

The meeting was called to order by Tony Gross at 10:00 a.m. at the Beck Meeting Hall.

#### (1A) Commissioners in Attendance

Gary Corlew, Tony Gross, Gordon Lampley and Glenn Remick

#### (1B) Staff in Attendance

Laurie Cooper and Debbie Finch

#### (1C) Declaration of Quorum by Mayor

Tony Gross declared there was a quorum.

#### (1D) Approval of Agenda

Glenn Remick made a motion to approve the agenda. The motion was seconded by Gary Corlew and was approved unanimously.

#### (2A) Review of City Manager Applications to Determine Eligibility for Interviews:

Gary Jaeckel, Municipal Management Consultant presented the board with a breakdown of the candidates into three groups. These groups were (1) most qualified, (2) may be qualified but not as qualified as group one (3) do not appear to have qualifications that fit as well as group one and two.

Mr. Jaeckel also presented the board with interview panel directions.

The board of commissioners looked at and discussed the resumes and applications of the above groups. Gordon Lampley made a motion to interview the following applicants: Austin Edmondson, Charlie Beal, Michael Chesney, Michael McClanahan and John Lawless. The motion was seconded by Glenn Remick and passed unanimously.

The interviews will be take place in a called meeting on January 17, 2015 starting at 9:00 am.

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The meeting was adjourned at 11:34 by Tony Gross.

Tony Gross, Mayor

Debbie K. Finch

Assistant City Manager/ CMFO

## **PUBLIC NOTICE**

The Board of Commissioners of the Town of Kingston Springs, Tennessee will meet on the following dates and times as part of the interview/hiring process for filling the position of City Manager:

Tuesday, January 6<sup>th</sup> at 10:00 a.m. until (approx) 1:00 p.m. Saturday, January 17<sup>th</sup>, 9:00 a.m. until (approx) 5:00 p.m. Thursday, January 22<sup>nd</sup>, 6:00 p.m. until (approx) 9:00 p.m. These meetings will be held at the Town Meeting Hall at 420 North Main St., Kingston Springs, Tennessee. The meetings are open to the public.

Laurie Cooper City Manager

Posted: December 30, 2014 - 3 locations: 396 Spring St., 101 West KS Rd., 134 West KS Rd.

Advertised: The South Cheatham Advocate - 1/10/15 Edition

### THE UNIVERSITY OF TENNESSEE **LT**

#### INSTITUTE for PUBLIC SERVICE

#### MUNICIPAL TECHNICAL ADVISORY SERVICE

January 5, 2015

Town of Kingston Springs P.O. Box 256 Kingston Springs, TN 37082

Dear Commissioners.

Recently you requested some assistance from MTAS in the evaluation of Resumes that the City received for the position of City Manager. The City did receive a total of 12 applications and resumes for the Manager's position. MTAS has taken those applications and resumes and reviewed them, and completed some preliminary background checks on those individuals.

In our review of City Manager applicants, we utilize several benchmarks to determine who would be the best qualified individuals for the community and the Organization. MTAS reviews all resumes and applications against these criteria, assessing each individual's preparation for and progression towards the goal of being the best City Manager for the Town of Kingston Springs. The criteria we use to evaluate those individual's includes the following seven (7) benchmarks:

- Education/Leadership Training;
- Experience in a Supervisory function/position;
- Experience as a City Manager/Assistant City Manager/Chief Administrative Officer;
- Experience in the Southeast;
- Size of the Community/Communities served in;
- Tennessee Experience.
- Finance/Financial Management Experience.

Based on MTAS' review of the resumes and applications, along with our initial background checks, we have broken down the list of candidates into three groups for further consideration by the Town of Kingston Springs. The first set of names, are individuals that appear, by their resumes, to be the most qualified:

Austin Edmondson Charlie Beal Michael Chesney Michael McClanahan

The second set of names, are individuals who may be qualified, but are not as qualified as the first group:

Allen Barker Tom Fox Gerald McGee The third set of names, are individuals that do not appear to have qualifications that fit as well as the first two groups of individuals, and therefore are less qualified to step into the position of City Manager at this time:

Gary Carver
John Lawless
George Hayfield
Joe Denton
Scott Sampson

MTAS will certainly work with you, and the City, to develop appropriate questions to ask candidates that the Town invites to interview for the position. In addition, we offer our assistance and advice on ways to accomplish those interviews and the process moving forward to reach a decision on the selection of the next City Manager.

Sincerely,

Gary W. Jaeekel

Municipal Management Consultant

# City Manager

Structured Interview

## **Interview Panel Directions**

On each page of this document is an area of knowledge, skill or abilities relative to the job of City Manager There are several questions on each page to ask the candidates.

Each question is composed of a Set-up, a Question, and a Follow-up.

In Order to move through each question: you must ask the *Set-up*: The set-up is generally designed to get the candidate to respond either yes or no.

If a candidate responds in the negative to a set-up, then move to the next question and <u>its</u> Set-up; If a candidate responds in the positive to a set-up, then move to the Question.

The *Follow-up* is designed for you to ask follow-up questions to a response given to any question. We have included several follow-up type questions, but if a particular candidate has a response that there is not an appropriate follow-up question contained here, that will be the time that you as an interviewer should ask a specific follow-up question.

Competency: Interpersonal – Q1

Set up: Have you ever worked in community that demanded exceptional customer service.

Question 1: Tell us about the community's expectations and what you did to meet service demands in your capacity.

Follow up: What kind of results did you achieve.

Outstanding	Acceptable	Not Acceptable	
3	2	1	

Competency: Interpersonal- Q2

Set up: Have you ever been involved in a situation with an irate citizen?

Question 2: Tell us about the situation and how you handled it.

Follow up: What was the result or outcome?

Outstanding	Acceptable	Not Acceptable
3	2	1

Competency: Analytical -Q1

Set up: Have you ever had a situation where you have conducted research or used data to address a problem?

Question 3: Tell us about the problem and how you used the research/ data to address the issue.

Follow up: Was your solution implemented? Did your analysis have an impact on the solution? Please explain.

Outstanding	Acceptable	Not Acceptable	
3	2	1	

Competency: Analytical -Q2

Set up: Do you have an approach you use to develop solutions to issues?

Question 4: Give us an example of the methodology you used, and how you put that into practice.

Follow up: Tell us about the results. Do you see that approach as being effective?

Outstanding	Acceptable	Not Acceptable
3	2	1

Competency: Knowledge of Municipal Government -Q1

Set up: Are you familiar with HR related laws affecting municipal employees?

Question 5: Tell us about a few of the most important laws affecting local government employees.

Follow up: How have you stayed abreast of HR laws and regulations.

Outstanding	Acceptable	Not Acceptable	
3	2	1	

Competency: Knowledge of Municipal Government- Q2

Set up: Have you ever been involved in the preparation of an operating or capital improvement budget?

Question 6: Tell us about the process used and your role in it?

Follow up: What parts of this process did not work as you anticipated?

Outstanding	Acceptable	Not Acceptable
3	2	1

Follow up: What res Outstanding	•	Not Acceptable	_
3	2	1	
Competency: Motivati	on- Q2		
Competency: Motivation		or other employees?	
Set up: Are your work	habits an example for	or other employees?  your work habits have positively affected other e	employees.
Set up: Are your work	habits an example for an example of how	your work habits have positively affected other e	employees.
Set up: Are your work	habits an example for an example of how	your work habits have positively affected other e	employees.
Set up: Are your work  Question 8: Give us  Follow up: What bene	habits an example for an example of how fit was derived from	your work habits have positively affected other e	employees.
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Set up: Are your work  Question 8: Give us  Follow up: What bene  Outstanding	habits an example for an example of how fit was derived from the Acceptable	your work habits have positively affected other egyour example?  Not Acceptable	employees.

Competency: Management Skills- Q1

Set up: Do you work collaboratively with advisory boards or other agencies to achieve common goals?

Question 9: Give us an example of a collaboration which you initiated or played a leadership role.

Follow up: What were the results of the collaboration?

Outstanding	Acceptable	Not Acceptable
3	2	1

Competency: Management Skills- Q1

Set up: Have you ever been involved in strategic planning or goal setting process?

Question: Tell us about the process used and your role in it?

Follow up: Tell us about the long term implementation of the plan.

Outstanding		Not Acceptable
3	2	1

Competency: Work Habits

Set up: Have you ever had to work on a number of tasks at the same time?

Question: How did you go about prioritizing those tasks?

Follow up: Did you accomplish all the important tasks, if not, why?

Competency: Work Habits

Set up: Have you ever failed at an important or risky assignment (or been less than successful with such an

assignment)?

Question: How did you deal with this failure?

Follow up: What did you learn from this failure?

Outstanding	Acceptable	Not Acceptable
3	2	1

Competency: Teamwork and Cooperation

Set up: Have you ever put a team together or been part of a team to accomplish a department's/organization's objectives? Tell us about the team.

**Question:** What was your role on the team?

Follow up: How was the teams' effort effective in accomplishing the departmental/organizational goals?

Outstanding	Acceptable	Not Acceptable	
3	2	1	

Competency: Teamwork and Cooperation

Set up: Do you actively work to improve teamwork in your department?

Question: Tell us what you have done to achieve that.

Follow up: What do you tell others about teamwork?

Outstanding	Acceptable	Not Acceptable
3	2	1

December 22, 2014

1422/14

The Honorable Mayor & Board of Commissioners City of Kingston Springs P.O. Box 256 Kingston Springs, TN. 37082-0256

Honorable Mayor and Commissioners:

This letter is to express my interest in the City Manager's position for the City of Kingston Springs. I have lived, worked, and been a leader in a small town my entire life. Using my skills and small town experience in the areas of management, supervision, and leadership, I am confident that I would be a great asset to the Citizens of Kingston Springs.

My résumé highlights the education, knowledge, and experience needed to effectively fill the City Manager's position. While serving as City Manager/Finance Director/Recorder for the City of McKenzie, I have been able to control expenditures, improve team morale, and their performance by being their team leader. My skills in creating annual budgets, preparing financial reports, purchasing items, and managing six departments in McKenzie will prove to be beneficial to Kingston Springs.

I am excited about the City Manager's position and the opportunity to lead the City of Kingston Springs forward. Thank you in advance for your time. Please do not hesitate to contact me if you have any questions.

44. A.E.

Sincerely,

Charles E. Beal

Charles E. Beal

#### Charles E. Beal

219 Diamond Drive McKenzie, TN. 38201 Home (731)352-5817, Work (731)352-2292 Mobile (731)225-1919 charliebeal@charter.net

#### **CAREER OBJECTIVE**

I am a leader and manager with 11 years of experience in city government with an emphasis in managing the city's day to day operations. I also have 24 years of experience in the banking industry with an emphasis in financing, investing, and managing bank portfolios. My management skills and experience includes: profit and loss responsibility, budgeting preparations, purchasing, controlling expenditures, providing leadership skills, improving team moral and performance, insuring compliance with city ordinances, resolutions and policies while interpreting federal and state regulations, developing excellent customer and employee rapport, and resolving difficult problems and/or situations. I am seeking an employment opportunity with an organization where my education, skills, and experience will have a valuable impact to the city and the citizens where I am employed.

#### MANAGEMENT EXPERIENCE

City of McKenzie, McKenzie, TN

2003 - Present

#### City Administrator/Finance Director/Recorder

- Manager/Comptroller for the City, seeing its collections are properly entered, warrants
  issued, signing all warrants for any expense of the municipality and depositing and investing
  all funds with financial institutions, preparing annual budgets and monthly financial
  statements and managing the work activities for six departments. Approving contracts with
  vendors for the City.
- Recorder for the City, for the Board of Mayor and Council, keeping and preserving its records and minutes.
- Tax Collector of the City, issuing tax receipts for taxes collected and entering the payment of taxes on the date in which they were collected.
- Purchasing Agent for the City, approving, managing and controlling expenditures for each department.

12803

• Treasurer for the West Tennessee Mayor's Association

Union Planters Bank, McKenzie, TN

1990 - 2003

#### Regional Vice President/Bank Manager

- Assisted in organizing work flow, distributed staff assignments, and planned work schedules to ensure accurate and timely completion of work.
- Conducted performance appraisals of department personnel.
- Developed and implemented aggressive marketing plans to ensure banking center's daily sales, service, and marketing goals were met.
- Directed branch operations, increased office income, controlled losses and fraud, audited compliance regulations, and organized monthly reporting activity.

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- Directed and coordinated activities to implement institution policies, procedures, and practices concerning granting lines of credit, commercial loans, real estate loans and consumer credit loans.
- Ensured clients were served in a highly professional and courteous manner.
- Ensured compliance with banking regulations.
- Ensured that product knowledge, materials, and sales training were fully utilized by banking center associates.
- Maintained customer relations and cross-sold bank's products.
- Managed all operational and administrative matters, supporting profitable operations and attaining branch goals.
- Planned, supervised directed and controlled branch operations.
- Served as a profit center manager, and attained banking center's goals including expense control, center growth and customer base expansion.
- Supervised all aspects of branch sales, including new business development, human resources and operations.

#### McKenzie Banking Company, McKenzie TN

1979 - 1990

1970 - 1972

#### Vice President/Marketing Director/Loan Officer

- Approved advertising budget for all types of media
- Approved expenditures for donations and business development.
- Attended meetings, seminars and schools pertaining to lending.
- Chaired marketing meetings with committee.
- Designed or modified new products and services to be more profitable.
- Directed and coordinated activities to implement institution polices, procedures and practices concerning granting or extending lines of credit, commercial loans, real estate loans and consumer credit loans.
- Managed, foreclosed and sold collateral on non-performing loans.
- Prepared annual budgets for business development.
- Serviced FDIC, dealer and direct loans.
- Traveled to FDIC offices to review loans for bank purchase.

#### Military

United States Army

•	Chu Lai, Vietnam		1970 – 1971	
•	Tennessee National Guard		1972 - 1973	
Ec	lucation			
•	University of Tennessee, Martin, TN.		1979	
	B.S. Degree in Business Administration with major	in Commercial		
& Financial Management & minor in Business Law				
•	Tennessee School of Banking, Nashville TN.	(2 year school)	1981	
•	Mid-South School of Banking, Memphis, TN.	(3 year school)	1985	
•	Tennessee School of Consumer Credit, Nashville, TN.	(l year school)	1987	

#### Other Education/Training

•	Tennessee Association of Municipal Clerks & Recorders Academy	2004 – 2006
•	Certified Municipal Clerk (CMC)	2007- Present

• Certified Municipal Finance Officer (CMFO)	2013 – Present
Municipal Technical Advisory Service	2003 - Present
• Tennessee Government Finance Officers Association	2007 - Present
Licenses	
• Life Insurance	1996 - Present
Credit Life/Accident & Health Insurance	1996 - Present
Property & Casualty Insurance	1999 - Present

#### **Organizations**

- Carroll County Chamber of Commerce Board
- Carroll County Expo Board
- Carroll County Industrial Board
- McKenzie Lions Club
- McKenzie Kiwanis Club
- Tennessee Association of Municipal Clerks & Recorders
- International Institute of Municipal Clerks
- Tennessee Government Financial Officers Association

#### References

- Mr. Dana Deem MTAS Municipal Management Consultant 605 Airways Blvd. Suite 109 Jackson, TN. 38301 731-425-4783
- Mr. Brad Hurley
   Executive Director
   Carroll County Chamber of Commerce
   20740 Main Street East
   Huntingdon, TN. 38344
   731-986-4664
- Mr. Vance Coleman Mayor
  City of Medina
  112 N. Main
  Medina, TN. 38355-0420
  731-783-3913

Dez d 11/30/14

Gary,

I am writing to you to let you know I am interested in applying to be considered for the position of City Manager for the City of Kingston Springs. I feel my extensive background in corporate telecommunications as well as my recent experience in city management will make me a good candidate to lead Kingston Springs as their City Manager. My back ground in telecommunications management consists of thirty five years working in customer care and service, plant construction and planning, federal and state regulatory guidelines and funding, marketing and public relations, finance and revenue assurance, human resources and business development. This training helped me tremendously as the first successful City Manager for Millington, Tennessee. I was asked by the Mayor to become the interim city manager after the new city manager was let go shortly after being hired. I had just completed running the Millington Telephone operation, and I gladly stepped in to help the city.

My leadership style was to set needed structure and processes into place that allowed department heads to do their jobs freely and effectively. My goal was to encourage, train and inspire them to execute operations on time and within budget, while being hands on, but without micro managing.

I was able to facilitate a customer friendly business environment and an attitude of positive customer care among the employees. I worked closely with the Industrial Development, Chamber Boards and Airport Authority to bring in new business and changed city ordinance to be more business friendly.

I enjoy marketing and business development and also leading a team of city employees to deliver top quality services on time and within budget. I worked to develop "outside the box" thinking to lower costs and do more with less, while creating and fostering better partnerships for services throughout our community. I encouraged and inspired our employees, board members and customers to be part of the process of change. I would like to bring those same business techniques to Kingston Springs.

Millington, is a suburb of Memphis with 11,000 residents. It is a full service private act charter city with 140 full-time and 15 part-time employees and an 11 million dollar budget. The city manager is in charge of all city daily operations and planning, which includes the following: a class four sewer treatment facility, public works and engineering, fire and police departments, parks and recreation, code enforcement, human resources, finance and budgeting, purchasing, customer care, and overseeing and participating with the industrial and economic development and airport authority boards for the city. Reporting to the mayor and aldermen, the city manager is responsible for all communication and planning from the city to the public and participating and leading in monthly board meetings and workshops. The city manager is also responsible to participate and interact with all local, state and federal regulatory agencies as well as municipal and county organizations such as MTAS and the TCMA.

We established a policy whereby the city manager answered to the Mayor and board and together they set the policy making and vision. The city manager and staff executed operations and reported results. I worked extensively with the business and residential customers,

operating with an open door policy of accessibility and held public workshops asking for ideas and input. I made it a point to be part of the community on all levels and to involve myself in activities and presentations when asked. We were able to streamline operations to make departments run more efficiently. I worked with the Mayor and council to reorganize the police department and began the process of hiring a new police chief. I was also involved in helping to set up the new city public school district successfully, and Millington has just started their new first school year as a school system. I enjoy helping to set a vision and executing the plan and watching it grow along with all the associates that make things happen. Cities and towns in our state today face rising costs and in many cases limited organic growth and aging infrastructure. Careful planning needs to be done to make sure we manage the resources wisely and prudently for the next generation.

Kingston Springs is in an area that will attract growth and development. I believe I have the leadership skills needed to work with the Mayor and council as well as the department heads and associates to plan for the growth and challenge our associates to continue to provide great customer service. I envision a great small town that loves and serves its people well. I believe in growing employees and keeping the local touch alive, while at the same time providing the finest in city services and infrastructure that continue to serve and attract new business and residential growth to the area. It will be important for the City Manager to get off on the right foot with everyone to help establish a firm foundation of success that can be carried into the future. I believe that I can help bring that experience and success to Kingston Springs in this special time in the city's history to keep the foundation strong while building the new.

I hope to have the opportunity to talk with you soon and explore opportunities. Thank you for your consideration.

Sincerely,

Mike Chesney

#### References:

Joey Marcello, CEO Millington Telephone Company & Owner of Old Timers Restaurant 901-872-6464

Charles Perkins, Millington City Attorney, 901-522-9898

Ronnie Neill, MTAS-West Tennessee Representative, 901-412-2121

#### Michael K. Chesney

7324 Lawford Rd. Knoxville, TN:37919 Home: 865-249-8943

Cell: 865-805-4784

Email: mchesney1230@aol.com mchesney17,76@comcast.net

**Education** 

University of Chicago School of Business,

Chicago, IL

Master of Business Administration 1992

The University of Tennessee,

Knoxville, TN

Bachelor of Science, Education 1978 Professional teaching license still current

Harrison Chilhowee Baptist Academy,

Seymour, TN

High School diploma 1974

Experience

Professional Millington, Tennessee **Interim City Manager** 

July 2013-March 2014

Key Accomplishments:

- Facilitated reorganization of police, parks and recreation, and other city departments using MTAS consultants in order to streamline operations and leadership more efficiently.
- Facilitated city ordinance changes to promote a more "business friendly" environment to attract new business and promote economic development.
- Successfully reorganized the board/mayor/manager communication and operating structure and defined clear roles each play in daily operations, vision and planning.
- Promoted using internal and external resources to promote partnerships throughout the city. Examples of this would be more effective use of the Shelby County and Millington police departments and the city sports programs, partnering with the local YMCA.
- Established cost saving measures throughout the city departments, encouraging thinking "out of the box" to lower expenses and enhance revenues. Example of this would be working with outside partners to help manage and maintain city real estate.
- Facilitated the sale of city surplus equipment and real estate.
- Established better marketing and public relations techniques to promote our business friendly community.
- Worked closely with our industrial development board and chamber of commerce to attract new business and revenue, making our city and region more competitive.
- Promoted an entrepreneurial mindset and customer care spirit among employees with a focus on customer service.

- Established a positive team building and coaching environment among the employees encouraging all board members, staff and customers to feel part of the process of positive change.
- Led the successful search to recruit a new city manager using MTAS and the TCMA to assist.
- Participated in helping to organize and promote all city-wide community events.
- Established communication and financial policies in creating our new school district and successfully interacted with new school superintendent, board and staff.
- Established strong relationships, networking interaction and regular communications with neighboring city managers, mayors and state and federal agencies and commissions as well as with MTAS and TCMA and other organizations in order to remain current with economic trends and future planning and technologies.

## Millington Telephone Company Millington Cable Television Company

Millington, TN

Interim CEO/General Manager

2010-2013

Millington Telephone Company and Millington Cable Television Company serve approximately 20,000 telephone customers and 6,000 cable customers and 12,000 broadband internet customers in west Tennessee. Duties include strategic planning, team building and coaching, and directing company and subsidiary daily operations to enhance customer care and profitability. Additionally directing all Federal and State legislative and regulatory activities, RUS funding and financing requirements as well as implementing the recently awarded federal stimulus program to serve a major mega-site within the service area. Also responsible for directing the search process for new general management personnel and team restructuring.

#### **Hargray Communications**

Hilton Head, SC

Director Business Development

2008--2010

Responsible for evaluating ongoing acquisitions of rural local exchange companies as well as cable television and clec operations, both inside and outside service areas. Also responsible for evaluating additional growth opportunities for developing Data Publishing, which is Hargray Communications' directory publishing business. Additionally, participating in various state and federal legislative activities on behalf of Hargray.

#### Langley Management, LLC

Knoxville, TN

Business Development and Operations (consultant) 2004--2008

Music Road Hospitality (Music Road Hotel, Inn and Convention Center)
located in Pigeon Forge, Tennessee. Project manager of complete overhaul
and integration of telecommunication and IT systems, both hardware and
software, and lead selection process for new property management system
for entire reservations, sales and catering and maintenance groups.

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Negotiated extensively with all vendors and suppliers to achieve best cost pricing for entire hotel operations. Additionally, worked with the sales and catering management in the convention center to determine best practices for operations. Also, planned and reviewed the complete installation of a fiber optic ring to tie both hotels and convention center together for more efficient operation and lower costs through integration technology and information systems. Reviewed maintenance procedures for the plant department. Involved in the selection process of hiring new employees as well as the selection of the new general manager. Assisted in establishing a new training program for all employees. Successfully facilitated conflict resolution involving employees, departments and customers. Reviewed potential hotel acquisitions within the Sevier County area.

Responsible for business case development for new venture strategic partnerships and investments as well as analysis for ongoing operations for other Langley properties. Planned and executed the divestiture of two business units and supervised project management of existing operations in the Langley portfolio.

Madison River Telecommunications, Inc. Mebane, NC Director of Business Development Consultant 2002--2004

Responsible for developing telephone company directory product lines, including marketing and implementing new on-line features. Worked and negotiated with state legislative, regulatory and industry representatives on telecommunication policy matters. Provided company oversight of Multi-Statewide Fiber Optic Network Alliance in Alabama and North Carolina with multiple partners. Exposure in developing long distance and video system offerings for the Madison River Telephone Companies. Also responsible for developing proposals, negotiating various acquisition opportunities for the company and leading the due diligence and transition teams. Successfully negotiated the acquisition of customer access lines from Bell South-North Carolina.

Telephone and Data Systems, Inc. Chicago, IL

Vice President—Corporate Development, Mergers, Acquisitions and

Divestitures 1985--2002

Reported to the Senior Vice President, President and Chairman.

Researched and developed proposals for negotiation of wireline and wireless company candidates for acquisition/trades with major telephone holding companies and independents by TDS including: inspection of onsite facilities; analyzing data; negotiation with company owners and corporate officials; providing analysis of financial data; coordinating all TDS legal activities in company transition work; and handling all public and news media relations.

Worked closely with TDS personnel, lobbying legislators for telecommunications policy. Worked with Federal and State Public Service

Commission staff members, developing rate making and compliance procedures. Also worked with RUS (Rural Utility Service) field representatives in developing funding and loan assistance for telephone company operations. Additionally, worked with the NTCA (National Telephone Cooperative Association) in lobbying for rural universal service funding and securing appropriate legislation to protect rural telephone interests. Also, attended many NTCA conventions and seminars and developed partnerships with rural telephone cooperatives and their board of directors.

Planned and executed special projects internally and externally from time to time for each of the TDS business units and parent company. Coordinated and negotiated sales of various business units within the TDS system, including TDS Telecom's CATV business unit, external real estate holdings, and TDS Data Com wiring affiliate. Responsible for the land acquisition and property development of the US Cellular Call Center and soccer fields. Worked with the city of Knoxville in management of the soccer fields as well as the construction and naming of Cornerstone Drive and greenway.

#### United States Cellular Corporation of Tennessee

Knoxville, TN (a subsidiary of Telephone and Data Systems, Inc.)

General Manager 1984--1985

Responsible for building, construction supervision and staffing of the Knoxville Cellular Operation, worked at the TDS corporate office located in Chicago, IL; developed FCC cellular filings; and negotiated joint venture partnerships with other companies.

#### Sevierville Cable Television Company

Sevierville, TN

(a subsidiary of Telephone Data Systems, Inc.) Vice President and Director 1982--1984

Halls Telephone Exchange of Tennessee Telephone Company (subsidiary of Telephone and Data Systems, Inc, TDS) Knoxville, TN Customer Service Manager 1980--1984

Managed all day-to-day business office and outside/inside plant operations. Handled public relations and news media correspondence. Aided in directing business systems marketing sales with the District marketing manager, both inside and outside exchange franchised area. Handled rate case public relations with the news media and community, by writing news releases and construction progress articles. Served as service hearing representative and Public Service Commission liaison for customer complaints and field information. Awarded "Best Run Company in the TDS System."

## Allied Telephone Company (Alltel) Shepherdsville, KY Commercial Supervisor 1979--1980

Supervision of all business office activities including: CTI; credits and collections; service order planning; and daily cash allocation. Marketed business systems for existing customers, and new accounts. Conducted workshops for training service representatives to sell extensions, key systems, etc. Met with other management personnel on developing long range planning for business office, phone store, and on developing overall marketing plans for Echo Telephone Company, Shepherdsville, KY (subsidiary of Allied Telephone Company)

#### Allied Telephone Company (Alltel)

Little Rock, AR and

Dixon, MO

1978--79

Management Trainee

Overall training in commercial activities, plant installation, central office design, key system sales, construction maintenance and job closing procedures. Three month training orientation in property, revenue and general accounting, revenue requirements, data processing and personnel, conducted at the Allied Telephone corporate headquarters in Little Rock, Arkansas.

## Memberships First Baptist Church, Knoxville, TN And Boards Harrison Chilhowee Baptist Academy

• Trustee, 1999-2000

Maryville Public Housing Authority Board

- Board Member 1998-2001
- Greater Knoxville Boys & Girls Club
- Board Member 1998-2002

Halls Business and Professional Club

- President 1983
- Vice President 1982

#### Halls Optimist Club

• Charter member, 1982-1984

Pi Kappa Alpha Fraternity, University of Tennessee, Knoxville

Alumni member

Camden Cellular, Inc., St. Mary's, GA

• Chairman, 1992-2000

Camden Telephone Company, St. Mary's, GA

• Board Member, 1992-2000

Concord Telephone Company, Knoxville, TN

Board Member, 1990-1997

Telecom Executive Planning council

Member, 1990-1997

**TDS Synergy Committee** 

Member, 1992-1999

12/24/14

Thomas Fox 4365 Peytonsville-Trinity Rd Franklin, Tennessee 37064 404-569-4564

December 22, 2014

Municipal Technical Advisory Service 226 Capital Blvd, Suite 606 Nashville, Tennessee 37219 Attn: Gary Jaeckel, Municipal Management Consultant

Dear Mr. Jaeckel:

I am applying for the position of City Manager for the City of Kingston Springs. My combined education, experience, and professional interests appear to be an excellent match for the position.

Based on the advertisement, you seem to be looking for a motivated community friendly manager with experience. I have been the city manager and director of police services for the City of Porterdale for 10 years and have over twenty-seven years of public service related experience. I am the former public safety director for the combined police/fire services in the City of Social Circle Georgia. In 2003, I was awarded administrator of the year by the Northeast Georgia Regional Development Center. I have successfully handled many challenges due to growth and made significant contributions to the revitalization and preservation of Porterdale- "Georgia's most intact mill village".

Also, I served on the Rockdale County Water and Sewer Authority after being appointed by the County Board of Commissioners in 2009. I was assigned to the finance committee, which has oversight of a 24 million dollar annual operating budget. The utility has 101 employees and serves over 27,000 customers. Also, I served as the chairman of the watershed committee.

I am confident that I can successfully perform the job to your satisfaction and I am excited about the idea of working with the elected officials and citizens of Kingston Springs.

If you would like to schedule an interview or discuss how I could contribute to the community, please contact me at 404-569-4564.

Thank you for your consideration.

Sincerely,

Thomas Fox

#### Thomas Fox

4365 Peytonsville Trinity Road Franklin, Tennessee 37064 tfox1185@gmail.com 404-569-4564

#### **HIGHLIGHTS**

- Over twenty-seven years of public service related work.
- Proficient at building productive and collaborative relationships.
- · Proven skills in planning, organizing, and leadership.
- Able to perform in complex and difficult political environments.
- Exceptional interpersonal and communication ability.
- Community oriented and people friendly.

#### PROFESSIONAL EXPERIENCE:

#### **MANAGEMENT**

- Achieved increased revenue growth from facilitating a \$26 million mixed-use loft project utilizing a
  public / private partnership.
- Planned and adhered to budgets for general fund, enterprise funds and capital projects.
- Supervised municipal staff, involving human resource functions, workers' compensation, in-service training, conflict resolution, and performance reviews.
- Coordinated and administrated over 1.3 million in grants.
- Negotiated intergovernmental contracts.
- Created and implemented financial control plans.

#### **ACHIEVEMENTS**

- Selected as Local Government Administrator of the Year 2003 Northeast Georgia Regional Center which consists of 56 cities and 12 counties.
- Collaborated and built relationships with officials from the federal, state, county, and surrounding municipalities.
- Implemented new planning, code enforcement, and building inspection departments.
- Created crime prevention outreach program to community.

#### WORK HISTORY

•	2013-Present	Custom Protection Officer		G4S, Nashville, Tennessee
•	2012-2013	Production Technician	and the second	Calsonic Kansei, Smyrna, Tennessee
•	2010-2012	Director of Public Safety		City of Social Circle, Georgia
•	2000-2010	City Manager/Director of Police S	Services	City of Porterdale, Georgia
•	1999-2000	Asst. Chief of Police		City of Porterdale, Georgia
•	1990-1998	Police Sergeant		Emory University, Atlanta
•	1986-1989	Police Officer		City of Calhoun, Georgia

#### **EDUCATION**

- Georgia Highlands College, Rome, Georgia: General Education Requirements
- Regis University School of Professional Studies, Denver, Colorado: Public Administration
- Regional Economic and Leadership Development, Georgia Academy for Economic Development
- · Leadership Newton County
- Emory University Frontline Leadership
- Carl Vinson Institute Leadership Course

#### **CERTIFICATIONS / LICENSE**

- Licensed Armed and Unarmed Security Officer (Tennessee)
- Certified Chief of Police (Georgia)
- Certified Fire Chief (Georgia)

#### FORMER AFFILIATIONS

- American Society of Public Administrators
- Georgia Association of Chiefs of Police
- Georgia Association of Fire Chiefs
- Rockdale County Water and Sewer Authority Board Member, Chairman Watershed Committee
- · Social Circle Lions Club
- Keep Covington Newton Beautiful, Board Member, Storm Water Sub-Committee
- Newton County Leadership Collaborative, Economic Development
- Newton County Chamber of Commerce, Tourism Committee

#### SIMILAR POSITION SALARY HISTORY

2010-2012, Director of Public Safety, City of Social Circle Georgia: Annual salary, start \$65,000, end \$66,950.

2000-2010, City Manager/ Director of Police Services, City of Porterdale Georgia: Annual salary, start \$35,000, end \$65,000.

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#### References

- 1) Honorable Bobby Hamby, Former Mayor of Porterdale, Georgia Phone-770-595-8435
- 2) Honorable Paul Oeland, Former Mayor of Porterdale, Georgia Phone-770-883-8863
- 3) Honorable Robert Foxworth, Former Porterdale, Georgia, City Councilmember Phone 404-375-3001
- 4) Megan Reid, City Clerk, Porterdale, Georgia, 770-786-2217
- 5) Chris McGahee, Economic Director, City of Duluth, Georgia Phone-706-207-6159
- 6) Elaine Nash, Rockdale County, Georgia, Water and Sewer Authority Board Chairperson Phone 770-922-7292
- 7) Oz Nesbitt, Rockdale County, Georgia, Board of Commissioners Phone 770-906-4808

 $\mathcal{A} \in$ 

#### AUSTIN H. EDMONDSON, JR. 311 East Waller Street Morganfield, KY 42437 (901) 299-6967

E-mail: aedmondson4@adelphia.net

December 11, 2014

Gary Jaeckel Municipal Management Consultant Municipal Technical Advisory Service 226 Capitol Blvd., Suite 606 Nashville, TN 37219

Dear Mr. Jaeckel:

Please let this letter and accompanying résumé serve as my application for the Kingston Springs, Tennessee, City Manager position as advertised on various web sites.

A review of my résumé will reveal 16 years of municipal management experience, the majority of which has been in communities of similar size to Kingston Springs. Most recently I was the Interim Town Administrator of Chapel Hill. Prior to my service in Chapel Hill, my last permanent position was City Administrator in Somerville, Tennessee. I have a long-term dedication public service having served in the Air Force as a Nuclear Weapons Plans Logistician. This long-term dedication to public service coupled with my extensive municipal administrative experience, including responsibility for major public works systems, infrastructure planning, and capital project management, provide a solid foundation from which to continue to build and enhance the programs, systems, and projects of interest to Kingston Springs.

I believe strongly in transparency and accountability for local government and will work tirelessly to ensure the integrity of city government to the credit and benefit of the community. I come with a professional orientation and commitment that will quickly develop the confidence and trust of the staff, elected officials, and public in moving the organization toward its stated goals and objectives.

You will find that my experience and work history all indicate a past success in municipal management, capable of providing both effective policy guidance as well as administrative leadership and management to the organization. An investigation into my management style will reveal a manager with the ability to recruit, retain, and motivate exceptional staff members; to build a team and foster an environment where the staff works with a sense of common purpose; to establish management systems, processes, and administrative procedures so that clear understanding of organizational norms and policies are in place; and to provide a work environment that is conducive to the highest levels of achievement and performance.

I look forward to visiting with the City Commissioners to discuss the position and my qualifications in greater detail.

Sincerely,

Austin H. Edmondson, Jr.

#### AUSTIN H. EDMONDSON, JR. 311 East Waller Street Morganfield, KY 42437-1751 (901) 299-6967

E-mail: aedmondson4@adelphia.net

GENERAL SUMMARY

A self-motivated individual capable of integrating multiple programs into a cohesive plan. Twenty-five years of upper level public administration management experience. Sixteen years of direct local government experience.

#### **EXPERIENCE**

Feb. '14 - July '14

Interim Town Administrator, Town of Chapel Hill, Tennessee; Population 1,445 Mayor and six Board members. 13 full-time and 5 part-time employees. 1.2 million dollar budget across all funds. Provided the community management of day to day activities until the selection of a permanent administrator was made.

#### **ACHIEVEMENTS**

- Authored a revised personnel policy.
- Updated travel policy.
- Initiated plans to increase water fund revenue through antenna rental fees.
- Guided the Board of Mayor and Aldermen through the transition to a new administrator and new recorder/treasurer.

Sept '10 - Dec. '13

City Administrator, Town of Somerville, Tennessee; Population 3,094
Full service, ethnically diverse, growing suburb in the Memphis, Tennessee, metropolitan area. Natural gas system with 6,000 customers. Mayor and six Board members with seven standing committees, 10.5 million dollar budget across all funds, 41 full-time and four part-time employees.

#### **ACHIEVEMENTS**

- Obtained \$100,000 Energy Conservation Grant that reduced energy consumption and improved overall facility operation.
- Completed long stalled Transportation Enhancement Project.
- Deployed handheld meter reading equipment and started installation of radio read meter technology.
- Improved fund balances in all major accounts by controlled spending.
- Provided additional payment methods for utility customers.
- Aggressively pushed for removal of dilapidated buildings.
- Maximized available grant funds to ensure no funds were returned.
- Made capital improvements to infrastructure for added capacity and future growth.
- Reduced staffing levels where possible with no reduction in service.
- Combined public works and utility departments to improve efficiency.

July: '07 - Aug. '09

Village Administrator, Village of Forsyth, Illinois; Population 3,284
Upscale, ethnically diverse, high growth suburb with high service demands in the Decatur, Illinois, metropolitan area. Mayor and six Trustees with seven standing committees, ten full-time and nine part-time plus seasonal employees as needed.

#### **ACHIEVEMENTS**

- Spearheaded a special partial census that netted the Village \$800,000 in additional revenue.
- Saved energy by relamping Village Hall and Library to energy saving lamps.
- Deployed new computer technology in Village Hall enhancing customer service.
- Oversaw the construction of a new 1.2 million dollar public works building bringing the project in on time and under budget.
- Revised the Capital Improvement Plan document to provide more background, financial, and programming information.

Jan. '06 - June '07

County Administrator, Bureau County, Illinois; Population 35,500

Bureau County's first administrator. 26 board members with 10 standing committees, 202 employees with three bargaining units. 20 Million dollar budget.

#### **ACHIEVEMENTS**

- Guided the Board through the privatization process of the County owned nursing home, thus eliminating a sizable financial draw on the general fund.
- Identified ways to reduce costs while maintaining the same level of services.
- Oversaw a cost of service study that ultimately generated more income.

#### Manager in Transition

Aug. '02 - Dec. '05

Actively pursued suitable full time employment. Performed substitute teaching work as needed within the Union County Schools. Stayed current on local government issues through networking, reading, and discussion lists.

Feb. '98 - Aug. '02

City Administrator, Morganfield, Kentucky; Population: 3,494.
Full service community with paid police and fire departments, water, sewer and natural gas utilities. 50 Full time employees. 10 million dollar annual budget across all funds. Managed all aspects of daily operations.

#### **ACHIEVEMENTS**

- Upgraded the City's natural gas utility by installing over 3.5 million dollars of transmission and distribution pipe.
- Oversaw the \$800,000.00 development of the City's Industrial Park to meet a new company's requirements that brought 432 jobs to the area.
- Managed the installation of a secondary raw water supply line and retrofit of the Citv's collector wells.
- Located \$50,000.00 in grant funding to improve the City's drainage corridor.
- Refinanced the City's bonded debt, saving over \$100,000.00 and restructured other outstanding debt to save an additional \$58,000.00.
- Secured grant funding for an additional full time police officer.
- Implemented the conversion of the City self-insured health plan to a preferred provider concept saving \$50,000.00 per year.
- Outlined the parameters for accounting system migration from an AS400 platform to a PC based operating environment.

Feb. '94 - Feb. '98

City Administrator, Dakota City, Nebraska; Population: 1,580.

Rapidly growing and ethnically diverse community in the Sioux City, Iowa, metropolitan area. 7 full-time employees, 2 part-time employees. Annual budget \$950,000 across six different funds.

#### **ACHIEVEMENTS**

- Aggressively marketed the community and generated an average 8.75 percent annual growth rate in the tax base.
- Secured a public private partnership to build five affordable housing units in the City adding \$350,000 in new property valuation.
- Organized a cable television rate study that saved rate payers \$105,000 a year.
- Developed a natural gas aggregation agreement that saved area residents 10 to 15 percent on natural gas costs.
- Negotiated storm sewer access fees that generated additional revenue.

June '93 - Mar. '94

Management Intern, Sarpy County, Nebraska
Third largest (population 105,583) and fastest growing county in the state.
Performed an organizational analysis of vehicle fleet management that improved maintenance procedures.

Sept. '92 - May '94

Graduate Student - University of Nebraska at Omaha

Oriented all course work requirements to address those issues confronting local government. Obtained a more active role in the state managers' association for those students interested in making local government management a career.

June '72 - July '92

Nuclear Weapons Logistics Manager, United States Air Force

Promoted ahead of peers. Successfully implemented and directed multiple programs during budget retrenchment. Monitored contracts for compliance and evaluated contractor performance. Prioritized programs consistent with funds

availability.

**EDUCATION** 

Master of Public Administration degree, August, 1994. University of Nebraska at Omaha - Omaha, Nebraska.

Bachelor of General Studies degree in General (Public) Administration, December 1991. University of Nebraska at Omaha - Omaha, Nebraska.

**ORGANIZATIONS** 

International City/County Management Association

Ten year service award - 2006

Tennessee City/County Management Association

#### AUSTIN H. EDMONDSON, JR.

#### **Professional References**

Harold L. "Hap" Gilbert Former Mayor Village of Forsyth, Illinois 240 Magnolia Drive Forsyth, IL 62535 (217) 620-3399

Alton Hethcoat President, Hethcoat & Davis, Inc. Suite 200 278 Franklin Road Brentwood, TN 37027 (615) 577-4300

Keith Flaniken Alderman Town of Somerville, Tennessee 410 Woodbridge Road Somerville, TN 38068 (901) 484-1575

## AUSTIN H. EDMONDSON, JR.

## **Salary History**

Interim Town Administrator Town of Chapel Hill, TN	Ending: \$56,000 Starting: \$56,000
City Administrator Town of Somerville, Tennessee	Ending: \$82,733 + benefits Starting: \$75,000 + benefits
Village Administrator Village of Forsyth, Illinois	Ending: \$78,133 + benefits Starting: \$74,000 + benefits
County Administrator Bureau County, Illinois	Ending: \$66,000 + benefits Starting: \$66,000 + benefits
City Administrator City of Morganfield, Kentucky	Ending: \$59,752 + benefits Starting: \$45,000 + benefits
City Administrator City of Dakota City, Nebraska	Ending: \$35,000 + benefits Starting: \$24,000 + benefits
Management Intern Sarpy County Administrator Sarpy County, Nebraska	Ending: \$6.50 per hour Starting: \$6.50 per hour
Graduate Student University of Nebraska at Omaha Omaha, Nebraska	N/A
Program Manager United States Air Force Offutt AFB, Nebraska	Ending: \$29,275* Starting: \$21,585*
Maintenance Scheduler United States Air Force Whiteman AFB, Missouri	Ending: \$21,585* Starting: \$17,496*

<sup>\*</sup> Figures listed are the base salary from the 1994 pay scale and does not include indirect compensation.

John Lawless 1037 Timber Ridge Court Kingston Springs, TN 37082

Home: 615-952-9726 Cell: 615-830-5582

Email: lawless01@comcast.net

Linkedin: www.linkedin.com/pub/john-lawless/50/b66/948



Please see my attached resume and references for consideration in the open City Manager of Kingston Springs position. I believe you will see the experience I have as a leader and project planner will allow me to excel at a City Manager. I've lived in Kingston Springs for the last 15 years and I love my city. I'm active in the community through support of the schools (I have one child in KSES and one in HMS), parks, soccer and basketball programs and I've been a substitute teacher at KSES and HMS. I would love the opportunity to continue and improve upon the fine work and high example Mrs. Cooper has established in our community.

As you will see from my resume I've managed a large marketing and publishing office for AT&T, leading and budgeting multiple departments and I currently oversee project development in the Education Department of a center at Vanderbilt. I have experience with developing and presenting information to both large and small groups and can communicate with a variety of audiences. Although my experiences were not gained in a local government setting I believe they translate well to the knowledge and specific skills required to be a City Manager.

I'm looking for a position where I can make a difference, a place where my contributions count, and I know Kingston Springs is that place. I'm positive I will be a good fit for the City Manager position; I thank you in advance for your consideration and look forward to hearing from you.

John Lawless 1037 Timber Ridge Court Kingston Springs, TN 37082

Home: 615-952-9726 Cell: 615-830-5582

Email: lawless01@comcast.net

Linkedin: www.linkedin.com/pub/john-lawless/50/b66/948

John Lawless 1037 Timber Ridge Court Kingston Springs, TN 37082

Home: 615-952-9726 Cell: 615-830-5582

Email: lawless01@comcast.net

Linkedin: www.linkedin.com/pub/john-lawless/50/b66/948

## **Summary of Qualifications**

- **People Management:** Leadership of a wide variety of groups including oversight of Department Managers who in turn were responsible for a total of 45 employees.
- **Project Development:** Experience in leading development teams and executing projects through planning, scheduling, budgeting and reporting to final delivery and measurement
- **Highly organized**: Comfortable with coordinating and managing multiple simultaneous projects in a strict time sensitive environment with acute attention to detail. Fast, efficient, resourceful.
- **Technical Experience:** Project Management software, Graphic Arts, Marketing, Video, Creative Production.
- Communication: Ability to communicate with a common language across multiple groups. Very good at visualizing programs and processes and assuring everyone understands their role in the project's success
- Acknowledged Excellence: Leadership, organizational skills, oral and written communication, interpersonal, analytical, and problem resolution skills. I'm easy to work with and work well in both independent and collaborative team environments.
- Easy to Work With: I enjoy what I do. I enjoy a fluid, fast paced work environment and I'm happy to do whatever the team needs done to exceed expectations.

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Work Experience		

Vanderbilt University

Program Coordinator II – Center for Patient and Professional Advocacy (CPPA)

2014 to Present

Salary - \$50,000

As Program Coordinator in the Education Department of the CPPA I oversee and track the project management, program development, logistics and marketing of over 250 client engagements each year. As a Program Coordinator I:

- Work with clients to obtain detailed information on their event requirements from venue and audience needs to event logistics and Speakers agreements.
- Track internal projects and programs from initial scheduling through planning, execution, delivery and measurement of success.
- Establish media needs, program design and logistics as they relate to our educational programs, courses and presentations.
- Develop print media, video and photo opportunities, motion graphics and web work to market the
  center's activities, enhance our course content and help create a positive learning experience for our
  partners.
- Schedule project meetings with key team members to assure everyone is current on project needs.
- Facilitate communication and collaboration between various internal teams to assure all materials needed are available and up to date.

Vanderbilt University

Project Manager – Center for Patient and Professional Advocacy (CPPA)

2012 to Present

As Project Manager I have program oversight and serve as the primary contact for clients that include large scale Medical Centers as well as Academic Institutions. As the lead CPPA Project Manager for these clients I:

- Review, analyze and assess client data to identify trends, then develop and execute content to assist
  with improvement opportunities for the client.
- Coordinate and develop detailed project plans for each client, track the status of each project at the CPPA and client site, and assure the set production schedule for each client is maintained.
- Establish a working relationship and develop a status as the subject matter expert for each project.
- Oversee creation of client packages and presentations. I work with groups both at the CPPA and client site in preparing content for presentations and planning onsite events to assure expectations are being met, issues or requests are explained and potential problems are avoided.
- Travel to client sites on a regular basis for delivery of client data and CPPA training presentations. I
  facilitate all aspects of on-site client visits and events, from initial site logistics and meeting scheduling,
  execution of presentations and training to post event follow up both with the client and internal CPPA
  site visit debriefings.

Hopepark Church Worship Arts Team 2011 to Present

> Serve as part of the production arm of the Hopepark Worship Arts Team, primarily in a production and technical capacity for weekly worship services. I assist in multiple roles including Video Directing, Computer Graphics, Lighting Programming, Design and Production.

# Cheatham County Schools Substitute Teacher – K through 12 Fall of 2012

 Substituted for the Cheatham County Board of Education during the fall semester 2012. Taught kindergarten through fourth grade at Kingston Springs Elementary School and fifth through eighth grade at Harpeth Middle School. Although no longer working as a substitute I remain active as a parent at both schools.

**AT&T Advertising Solutions** 

Manager - Publishing and Design Services

Management: 1991 to 2012 (Division outsourced, department closed)

Salary - \$65,000

Management - People and Processes, Customer Care:

- Oversight of three Unit Managers who in turn were responsible for a total of 45 employees in a creative Publishing Office for AT&T Advertising Solutions. These varied workgroups – including artists, designers and support staff - consistently led the industry in key performance areas, achieving 20% above anticipated goals.
- Establish, develop and implement department design and marketing expectations and standards by both creating and critiquing various print and electronic media. Manage large and small projects from concept through completion.
- Serve as lead manager and designer on the launch of multiple print and online marketing projects,
  establishing procedures, developing training and opening communication with other units involved. I
  facilitate and build teams to set project budget and standards, create schedules and workflows, measure
  and monitor progress and successfully refine planning and staging to deliver best results.
- Work closely with over 200 Managers and Representatives in AT&T Divisions across nine Southeast states to assure their marketing needs as well as the project needs of our customers are being met.
- Experience with purchase and licensing as well as distribution and training involved with proprietary materials (media, presentations, training materials, software). Experience purchasing as well as lease refresh for computers and assorted hardware for a corporate environment.
- Experience in negotiating with third party vendors for purchase and licensing of copyright related digital media. Developed and grew a digital media library for the Publishing Department.
- Work closely with five other Publishing offices in the 22 state AT&T Advertising footprint to champion cooperation and assure standards and practices are unified in all offices.

Training - developing and presenting training/coaching materials:

- Develop and present training for all new AT&T sales associates in the Southeast that deals with all
  aspects of AT&T Publishing products, presenting the training classes in AT&T Corporate Headquarters.
- Develop and present industry update training for Sales Divisions. Conduct on-site training classes with Managers and Representatives across offices in nine Southeastern states to discuss industry trends.
- Facilitate all aspects of training events, from content and design to event development, site prep and event execution.
- Develop and implement training programs geared toward internal improvements within the department. This training includes process initiatives and coordination of activities to improve skills as well as tracking the results of department improvements.
- HR experience including policy development, staffing and oversight of corporate goals.

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- · Proficient with both PC and Mac operating systems and platforms.
- Skilled in Adobe Creative Suite, both video (Premier Pro, After Effects) and graphic design (Illustrator, Photoshop) as well as other video editing and web design software.
- Experience in Video Directing and Editing, Set Lighting and Event Production.
- Served as local IT contact for an office of 50+ workstations, including wiring, installation, software maintenance and troubleshooting I also have networking and some server maintenance experience.
- Skilled in Microsoft Office applications and other project management software.

#### **Achievements:**

- Key Contributor Award winner 2009, 2010 and 2011. Yearly award given to the top 20% of AT&T Advertising Solutions managers.
- Service Excellence Award winner 2009. Award given to the top 5% of AT&T Advertising Solutions managers.

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Bachelor's Degree: Western Kentucky University

**Bachelor of Arts** 

Major: Journalism/Communication Arts

## References - John Lawless - 615-952-9726 - lawless01@comcast.net

## **Justin Baker**

Video Channel Graphics at Dave Ramsey – The Lampo Group 615-604-5678 <u>juddrbaker@gmail.com</u>

## **Karen Hayes**

Communications Director – Hopepark Church 615-662-4488 khayes@hopepark.com

## **Heather Pottkotter**

Senior Program Coordinator - Brookdale 615-936-7366 heather langston@hotmail.com

## **Todd Whitney**

Systems Manager - NovaCopy todd.whitney@novacopy.com

## **Lorraine Threlkeld**

Area Sales Manager - AT&T Advertising Solutions 615-584-3202

## Melanie Wilbourn

Sales Leader - AT&T Advertising Solutions 256-837-3511 mw9035@att.com

## **Bruce Olinger**

Multi Media Specialist - AT&T Advertising Solutions 256-683-7121 bruce.olinger@att.com

## **Allen Carpenter**

Area Sales Manager – Circle of Care - AT&T Advertising Solutions 901-606-2149 admanmem@gmail.com

## L. Allen Barker

864 Leanne Drive Humboldt, TN 38343 731.225.5788 allen.barker68@gmail.com



December 16, 2014

Mr. Gary Jaeckel Municipal Technical Advisory Service 226 Capitol Blvd. Suite 606 Nashville, TN 37219

Dear City Manager Selection Committee,

Please accept my attached resume for the position of City Manager for Kingston Springs, Tennessee. After reviewing the position announcement, I am confident that I have the knowledge, skillset, and experience that you are seeking.

I previously served 4 terms, for a total of 16 years, as Mayor of the City of Humboldt. As a full-time mayor of the City of Humboldt, I managed all aspects of City Government including the Airport, Library, Fire and Police Department, Parks and Recreation, Code Enforcement, Building Inspection, Senior Citizens Center, Street Department, Cemetery, Industrial Park, Waste Collection and Animal Control.

Being from a small city, I appreciate the values of smaller communities and their heritages. I believe in treating community members with dignity and respect, whether I see them at the corner market or in the office.

I come to the table with unprecedented experience and multiple certifications that are vital for successful public administration.

We all know the challenges that face local governments. I am fully prepared to collaborate with Cheatham County and the region in order to move Kingston Springs in a positive direction. I am available immediately and look forward to relocating to your area.

I am excited for the opportunity to meet with your committee and answer any questions that you may have.

Sincerely,
Aleu Backer

Allen Barker

## L. ALLEN BARKER

864 Leanne Drive Humboldt, TN 38343

Phone: 731.225.5788 Email: allen.barker68@gmail.com

# Program & Project Management / Economic Development / Human Resources / Industrial Recruitment / Leadership / Short and Long Term Planning / Budgeting / Problem Solving / Public Relations

Accomplished city government administrator offering over 18 years of successful experience in delivering city services. Broad experience interacting with CEOs and corporate executives at both the social and professional level. Worked extensively with economic development partners from Europe, Canada, Japan, and U.S. site selectors. Recognized by peers as being a results-driven team player who treats others with professionalism, dignity, and respect, regardless of race, color, creed, or socioeconomic status. Skilled in handling sensitive situations with integrity and confidence to create win-win results.

#### Education

Human Resources Professional Certificate, Middle Tennessee State University

Graduate M.T.A.S. Public Administrator Program

Graduate M.T.A.S. Policy Maker Program

Graduate M.T.A.S. Elected Officials Academy

Graduate M.T.A.S. Local Government Leadership Program

Certified TDOT Chapter 8 Construction Procedures for Local Government

## SELECTED ACCOMPLISHMENTS

- Managed City of Humboldt (16 yrs.) from near bankruptcy to financially stable
- Successfully recruited 7 industrial initiatives and 3 expansions of existing industry
- Total building renovation to create a Senior Citizens Center
- Renovation of landmark elementary school to create a higher education center housing 4 institutions
- 13 years clear audits

## PROFESSIONAL EXPERIENCE

#### **CITY OF HUMBOLDT**

Mayor

## January 1998- December 2013

Managed all aspects of City Government including the Airport, Library, Fire and Police Department, Parks and Recreation, Code Enforcement, Building Inspection, Senior Citizens Center, Street Department, Cemetery, Industrial Park, Waste Collection, and Animal Control

- Successfully maintained and improved all city buildings
- Monitored purchase order system
- Recruited industry
- Prepared and oversaw all budgets
- Signed and counter signed all checks
- Met with citizens to resolve issues and concerns
- Oversaw City Board agendas and provided pertinent information to board members
- Promoted the City through positive marketing, public speaking engagements, and media outlets
- Supervised and evaluated all staff members to ensure planning and implementation of City goals
- Networked with City, County, and State Officials
- Received millions of dollars of grant monies for community enhancement

## **OTHER RELEVANT EXPERIENCE**

Small Business Owner- 30+ years Licensed Real Estate Affiliate Broker- 30+ years City of Humboldt Alderman- 2 years Gibson County Commissioner- 4 years Graduate of UTM West Star Leadership Program

## **BOARDS AND COMMITTEES**

Past President of the West Tennessee Mayors Association
Humboldt Board of Public Utilities- 18 years
Gibson County Railroad Authority- 16 years
Tennessee Underground Storage Tank Board Member- 12 years
Chairman of Gibson County Joint Economic Community Development Board- 12 years
M.T.A.S. Advisory Board- 10 years
Tennessee Municipal League Board of Directors (6 yrs.) and President (2013)
Member of Japan/Southeast United States Association- 6 years
TDOT Transportation Improvement Plan Committee Member for West Tennessee- 4 years
Gibson County Budget Committee- 4 years
National League of Cities Small City Representative- 4 years

## **VOLUNTEER AND SERVICE ORGANIZATIONS**

Boys and Girls Club Humboldt Lions Club Lane Chapel Church Enrichment Center Relay for Life Organizations Carl Perkins Center

## REFERENCES

Mr. Kim Hadley Treasurer- City of Humboldt 731.784.2511

Mr. Mike Philpot Executive Director- West TN Industrial Assoc. 731.668.4300

Mr. David Angerer M.T.A.S. Consultant- Jackson 731,425,4783 Ms. Jill Holland Mayor- City of McKenzie 731,352,2292

Mr. Tommy Green Mayor- City of Alamo 731.696.4515

Mr. Gene Langley Owner- Gene Langley Ford 731.784.9311 Michael P. McClanahan 959 Skyline Drive Clifton, Tennessee 38425

Gary Jaeckel Municipal Management Consultant 226 Capitol Boulevard, Suite 606 Nashville, Tennessee 37219 December 4, 2014

12/5/14 12/5/14

Mr. Jaeckel:

I am writing to offer my résumé for the position of CITY MANAGER for the CITY OF KINGSTON SPRINGS, TENNESSEE, as posted online by the Municipal Technical Advisory Service. My professional experience in public administration and local government management reveal my ability to succeed in Kingston Springs, and I offer a brief outline of my qualifications here, as they relate to the job announcement.

Most recently, I served as a City Manager for the City of Clifton, Tennessee. I managed all executive duties for the City, including administration of finances, projects and grants, public information, human resources, supervision of services and programs, and staffing various boards and committees. I also served as the Clifton Airport Manager and the Clifton Area Chamber of Commerce Vice President. During my tenure I became a Tennessee Certified Municipal Finance Officer and began the Tennessee Certified Economic Developer program. I led the public, community stakeholders and the City Commission in an effort to complete and implement both an annual budget document and a five-year strategic plan for Clifton: the first of their kind for the area. The ensuing budget document was recently recognized by the GFOA with a Distinguished Budget Presentation Award.

My time in Clifton was marked by fresh ideas and progressive leadership. As one example, in 2013 I led the City into a partnership with the County government, a local business owner, and a non-profit organization to transform a building, which had been vacant for 20 years, into a downtown library branch and a cinema park. Throughout my tenure, I administered multiple grant projects totaling nearly \$6 million. My family and I are excited about the position because it would allow me to serve as a local manager in a growing community with close proximity to both rural and suburban amenities.

My experience in local government is extensive and diverse. I have interned at the City of Cincinnati, worked for a regional economic development office in Northern Kentucky, collaborated on projects with multiple departments at the City of Fairfax in Virginia and managed a \$68 million portfolio as a Budget and Management Analyst at the City of Alexandria in Virginia. I have hands-on experience with several core areas of local government, including: master, resource, and financial planning; zoning and economic development; management of historical assets; land use and preservation; public works; parks, recreation and tourism; emergency management; budgeting and finance. These experiences have allowed me to work in both large and small jurisdictions; and to serve as a liaison to elected officials, boards, commissions, department heads, other managers, as well as citizens and constituents alike.

I am confident that I would contribute a well-rounded skills set and best management practices to Kingston Springs. My resume and application are enclosed. Should you require additional information or wish to schedule an interview, please contact me via email at <a href="mailto:michael.mcclanahan.l@gmail.com">michael.mcclanahan.l@gmail.com</a> or by phone at (703) 909-8982. Thank you for your consideration.

Sincerely, Mike McClanahan

**Enclosure** 

## ROFILE

Local government manager with Master's degree, collaborative leadership style, and finance/management background. Seeking relocation to progressive and family-friendly community with excellent schools and amenities. Extensive and diverse experiences working in local government.

## **EDUCATION**

Master of Public Administration (MPA) George Mason University, Fairfax, VA May 2011

Concentration: State & Local Gov

Bachelor of Arts, History & Political Science; Double Major Northern Kentucky University, Highland Heights, KY GPA: 3.47

December 2008

Deans & Scholar's List

Certified Municipal Finance Officer: Certificate #372, December 2013
Tennessee Certified Economic Developer: Expected completion in Fall 2015

FEMA Independent Study Certifications: Certified in 11 Independent Study Areas, 2010 - 2011

Member: International City/ County Manager's Association, 2009 - Current

- Edwin O. Stene National Award Recipient, 2010

Member: Tennessee City Management Association, 2012 - Current

Member: Tennessee Municipal League, 2012 - Current

## RECENT EXPERIENCE

City Manager: City of Clifton; Clifton, TN, July 2012 - Nov. 2014

- Facilitated development, creation, & administration of the annual budget, as well as other fiscal aspects for operating & proprietary funds in the City's \$3.4 million annual budget.
- Oversaw 24 full-time equivalent employees and 6 trustee laborers.
- Served as the City's public information officer and human resource director.
- Ombudsman for residents requesting City services, development services, or information.
- Liaison for all City boards, civic groups, Clifton Chamber of Commerce, & Clifton Airport Authority.
- Pioneered the City's first budget document, first Pavement Management Report and first Five-Year Strategic Plan.
- Awarded a total of \$5.955 million in grant funding: TN Downtowns Program (\$15,000), Airport Runway Rehabilitation (\$1.6 million), Airport Terminal Maintenance (\$30,000), TDOT Multi-Modal Grant (\$1 million), CDBG Water Line Extension (\$1 million), CDBG Fire Truck Replacement (\$300,000), TDOT Transportation Enhancement Grant (\$750,000), Recycling Equipment Grant (\$10,000), LPRF Splash Pad Grant (\$250,000), CDBG Disaster Flood Mitigation Project (\$1 million)
- Developed City's first annual budget document and awarded GFOA's Distinguished Budget Presentation Award
- Terminated Nov. 2014 due to change in local political landscape.

## Management & Budget Analyst: City of Alexandria, Office of Management & Budget; Alexandria, VA, 2011 – 2012

- Controlled operating budgets and other fiscal issues for municipal public works department, facilities & fleet department, and inter-local transit subsidies for a \$68 million financial portfolio
- Developed financial plan and forecast for City-wide vehicle replacement program.
- Served as backup analyst for the City's 10 year Capital Improvement Plan

## **Resume Supplement**

Michael P. McClanahan 959 Skyline Drive Clifton, Tennessee 38425 (703) 909-8982 Michael.mcclanahan.1@gmail.com

#### **Professional References**

Jason Rich
Honorable County Executive
County of Wayne, Tennessee
100 Public Square, Suite 300
Post Office Box 848
Waynesboro, Tennessee 38485
(931) 722-3653
Waynecountymayor@netease.net

Tommy Martin
Vice President
Peoples Bank
Post Office Box B
129 Main Street
Clifton, Tennessee 38425
(931) 676-3311
Tmartin@pbbanking.com

## Personal Reference

Kathleen Quinn
Professor
Northern Kentucky University
Landrum Academic Center, Room 434
Highland Heights, Kentucky 41076
(859) 572-5654
Quinnka@nku.edu

Rena Purdy
Director
Wayne County Chamber of Commerce
100 Court Circle, Suite 301
Post Office Box 574
Waynesboro, Tennessee 38485
(931) 722-3575
Chamber@netease.net

Mattie Cushman
Vice President of Marketing
Community Development Partners
8122 Sawyer Brown Road, Suite 201
Nashville, Tennessee 37221
(615) 406-0577
Mcushman@cdpllc.com

## **Resume Supplement**

Michael P. McClanahan 959 Skyline Drive Clifton, Tennessee 38425 (703) 909-8982 Michael.mcclanahan.1@gmail.com

## **Salary History**

## City Manager

City of Clifton, Tennessee Clifton, Tennessee July 2012 – November 2014 Annual Salary: \$45,000 Current Salary: \$47,945

## **Management & Budget Analyst**

City of Alexandria, Virginia Alexandria, Virginia August 2011 – July 2012 Annual Salary: \$49,051 Ending Salary: \$53,956

## Graduate Assistant/Zoning Technician

City of Fairfax, Virginia Fairfax, Virginia September 2009 – August 2011 Starting Salary: \$0 Ending Salary: \$38,500

## Contractor/ Clerk

Campbell County Community Media Highland Heights, Kentucky September 2003 – June 2009 Annual Salary: \$26,000

## KINGSTON SPRINGS CITY COMMISSION – JANUARY 15, 2015

(1) Call to Order
The meeting was called to order by Tony Gross at 7:00 p.m. at the Beck Meeting Hall.
(1B) Commissioners in Attendance
Gary Corlew, Tony Gross, Gordon Lampley, Glenn Remick and Bob Stohler
(1C) Staff in Attendance not Voting:
Laurie Cooper, Debbie Finch and Larry Craig
(1D) Declaration of Quorum:
Tony Gross declared a quorum.
(2) Approval of Minutes:
The December 18, 2014 minutes were circulated. Gordon Lampley made a motion to approve the minutes. The motion was seconded by Gary Corlew and passed with a unanimous vote.
(2A) Confirmation of Agenda
Tony Gross requested that item 8F – Laurie Cooper Reception/Gift be added to the agenda. Bob Stohler made a motion to approve the agenda as amended. The motion was seconded by Glenn Remick and passed with a unanimous vote.
(3)Announcements from Commissioners
Glenn Remick stated that SkyKing was now open for breakfast and coffee.
(4) Community Input
None
(5) Consent Agenda
(Department Reports, City Managers Report, Planning Commission Report, and JECD Report

Gary Corlew made a motion to approve the consent agenda items. The motion was seconded by Bob Stohler and passed unanimously.

## (6) Updates

## (6A) Legal- City Attorney:

- Laurie Cooper and Larry Craig met with EMS along with the chiefs, county attorney and EMS Director, Edwin Hogan in regards to an email received in regards to a fire station/fire engine lease. Mr. Craig stated that we would have to wait and see what happens next.
- Matters that are going to go back to the planning commission when they meet in March to bring back C2 Services and review C3.

## (7) Unfinished Business:

# (7A) Second Reading of Ordinance 14-010 – Deleting Residency Requirement for Liquor Store:

Glenn Remick made a motion to approve Ordinance 14-010 on second and final reading. The motion was seconded by Bob Stohler and passed unanimously.

## (8) New Business

## (8A) Resolution 15-001 – Agreement with EMS for First Responder Services:

Gordon Lampley made a motion to approve Resolution 15-001. The motion was seconded by Bob Stohler and passed unanimously.

## (8B) Resolution 15-002 – Donation to the Ark:

Gary Corlew made a motion to pass Resolution 15-002. The motion was seconded by Glenn Remick and passed unanimously.

## (8C) County Prosperity Summit:

Mrs. Cooper updated the board about the County Prosperity Summit. Bob Stohler made a motion to co-host the event at the Burns Park Activity Center if they were unable to secure the Golf Club of TN for the summit. The motion was seconded by Gordon Lampley and passed unanimously.

## (8D) Community sign Proposal:

This topic was deferred for discussion at the commissioner's retreat in February 2015.

#### (8E) Retreat Plans:

Mrs. Cooper presented the board with an itinerary for the commissioner's retreat which will be held February 20<sup>th</sup> and 21<sup>st</sup> at Montgomery Bell State Park.

## (8F) Laurie Cooper Reception/Gift:

Gordon Lampley made a motion to give Mrs. Cooper a \$500.00 retirement gift and appropriate \$250.00 towards a retirement reception. The motion was seconded by Glenn Remick and passed unanimously.

(9) Monthly Discussions

(9A) Surplus Items: No items to surplus.

(10) Other (For Discussion Only)

None

(11) Adjourned:

The meeting was adjourned at 7:30 pm by Mayor Tony Gross.

Asst. City Manager/Recorder

## **SURPLUS LIST**

DATE	ITEM	REASON	ID NUMBER	INITIALS
9-25-14	Wireless Key Board	Broken		£
	TOWN OF KINGSTON SPRINGS			
	PROPERTY OF			
	1033			
Coch		0 1		A
4.254	Stubby Katchet	Broken	(Parks)	£
4.2544	Stubby Ratchet Netgear Router			
	TOWN BE WINDSTON SECURE	Broken		
10-11-14	TOWN OF KINGSTON SPRINGS PROPERTY OF	bioken		
	1028			
12/30/1	+ Dell Monitor (cm's opia)	broken	no sticur	uc
18/ 20/10	1 PEN I VIEW DY COM - I Play	Dioion	10 77104	0.
		<u> </u>		

## **Town of Kingston Springs**



Incorporated 1965

Building and Codes Department
P.O. Box 256
396 Spring Street
Kingston Springs, TN 37082
Off.615.952.2110 Ext 24
Cell.615.405.5663
parksj@pvvfd.org

## Building and Codes Office Year to Date Report 2014

A total of 40 permits have been issued since January 7<sup>th</sup>, 2014 with the YTD total revenue of \$14,042.95

- January
  - 3 permits issued total of \$257.40 with an additional \$25.00 fine for not having a permit.
- February
  - 6 permits issued total of \$3821.80
- March
  - 1 Permits issued total of \$25.00 with an additional \$25.00 fine for not having permit.
- April
  - 2 permits issued total of \$50.00
- May
  - 5 Permits issued total of \$2310.15 with an additional \$429.00 fine for not having a permit.
- June
  - 4 Permits issued total of \$263.40
- July
  - 3 Permits issued total of \$138.00 with an additional \$50.00 fine for not having a permit.
- August
  - 8 Permits issued total of \$756.20
- September
  - 5 Permits issued total of \$4967.00
- October
  - 1 Permit issued total of \$100.00
- November
  - 1 Permit issued total of \$675.00
- December
  - 1 Permit issued total of \$150.00

## **Ongoing Codes Cases**

115 E. Kingston Springs Rd.

This property has been a source of concern for several years. The lot was cleaned on June 4<sup>th</sup>, 2014 and the remaining trailer will be demolished by the Company that purchased the adjoining lot.

215 Brookside Dr.

This is a trailer that was flooded and has been boarded up and grass cut on a regular basis. The property owner wants to get rid of it, but the bank will not take ownership of bankruptcy.

340 Love St. (Retreat 2015) \*

This property is owned by William Burns but William Nix stores equipment on the property. (Tony Campbell advised that he would handle the situation)

The old school Building (Retreat 2015)\*

This property is owned by Robert Crouch and is boarded up and the grass stays cut.

Kingston Springs Old Hotel Buildings

This property is listed on the National Register of Historic Places (#79002417) added in 1979.

## 2014 Demolished Properties

177 Hillcrest - Demolished

240 Hillcrest - Demolished

128 W. Kingston Springs - Demolished

<sup>\*</sup> for discussion by commission at 2015 Retreat

## BUILDING REPORT FOR DECEMBER 2014

		Square	Construction	Permit	Adeq. Facility	Sewer Tap
PERMIT FOR:	#	Feet	Value	Fee	Tax	Fee
		3.5476				
NEW RESIDENTIAL	0					
(Single Family)	7.00					
CONDO UNITS	0	200 S. C.				
	£3.					
COMMERCIAL	0					
		76.5	S. Carlotte			***
OTHER PERMITS						
(Addit. Garage, Porch, etc.)	1			<b>\$150.00</b>		
PENALTIES	166					
PENALTIES	The state of					
TENT	0					
FIREWORKS	0			Color to Calendar and the State of Calendar and Calendar		
			T. Wester			
DEMOLITION	0					
SIGNS	0					
Oldito						
DRIVEWAYS	0			:		
	1814					
MONTHLY TOTAL	1	0	<b>\$</b> 0	\$150.00	\$0.00	\$0.00

PERMITS ISSUED:	
NEW RESIDENCE	
/COMMERCIAL	0
DEMOLITION	0
PENALTIES	0
CONDO UNITS	0
FIREWORKS	0
TENT	0
SIGNS	0
IN-GROUND POOL	0
DRIVEWAYS	0
ADDITIONS */ ETC.	1
TOTAL	1

## BUILDING REPORT FOR DECEMBER 2013

PERMIT FOR:	#	Square Feet	Construction Value	Permit Fee	Adeq. Facility Tax	Sewer Tap Fee
					Bert -	
NEW RESIDENTIAL	0					
(Single Family)					Also or advantagement and the control of the contro	
CONDOUNTS	_					
CONDO UNITS	0					
COMMERCIAL	0	. CD swy. Virian i taa i	and the state of t			
				1000		
OTHER PERMITS	1			\$216.00		
(Addit. Garage, Porch, etc.)	4230	and the second				
PENALTIES	0					
		Service and the service of the servi				
TENT	0	NACIONAL SAMPLES CONTRACTOR STATES		the Spring that after the second control of		
FIREWORKS	0					
FIREWORKS	U					
DEMOLITION	0					
		1111	e designa			waste May
SIGNS	0			-		
DRIVEWAYS	0					
				1000		
						A
MONTHLY TOTAL	1	0	\$0	\$216.00	\$0.00	\$0.00

PERMITS ISSUED:	
NEW RESIDENCE	0
/COMMERCIAL	U
DEMOLITION	0
PENALTIES	0
CONDO UNITS	0
FIREWORKS	0
TENT	0
SIGNS	0
IN-GROUND POOL	0
DRIVEWAYS	0
ADDITIONS */ ETC.	1
TOTAL	1

## **COURT REPORT - DECEMBER 2014**

Adult Citations Written	71
Juvenile Citations Written	4
Total Citations	75
Total Gross Revenue for the Month	\$5,004.00
Litigation Tax Paid to the State	(-\$569.45)
Drug Fines Collected	\$275.00
Total Net Revenue	\$4,709.55

## **COURT REPORT - DECEMBER 2013**

Adult Citations Written	56
Juvenile Citations Written	1
Total Citations	57
Total Gross Revenue for the Month	\$3,338.00
Litigation Tax Paid to the State	(-\$410.38)
Drug Fines Collected	\$83.50
Total Net Revenue	\$3,011.12

													dia di Control		
POLICE CALLS- ALL UNI	ITS SUN	IMARY	-2014												
Type Of Call	Code	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec. 13	Dec.	YTD Tota
Escort	10-14	2	2	2	4	4	2	2	5	3	1	2	3	2	31
Arrest (Taken to Ashland City o	10-15	2	5	3	6	3	2	6	12	5	3	2	3	2	51
Serve Papers	10-17	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Burglary/Robbery	10-27	2	0	0	1	1	0	2	1	0	2	0	3	0	9
Alarm Call	10-42	7	6	5	6	13	3	8	7	4	5	21	9	11	96
Investigation	10-43	73	59	40	40	44	77	97	56	43	57	29	53	31	646
Motorist Assist	10-43*	9	4	4	4	7	5	8	7	3	8	5	10	6	70
Stolen Vehicle	10-44	0	0	0	0	1	0	2	0	0	0	0	0	0	3
MVA/Property Damage	10-45	6	5	7	11	10	3	4	3	2	1	5	1	4	61
MVA/injuries	10-46	1	1	1	1	2	2	6	3	0	1	0	0	0	18
Prowler (Person on premises)	10-56	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fight	10-59	0	0	0	1	2	1	2	2	0	1	0	1	0	9
School Traffic	10-71	15	27	22	28	11	0	0	20	13	18	22	19	15	192
Fire Call	10-72	14	13	8	14	4	5	8	11	4	3	5	7	5	94
First Responder/EMS	10-72B	7	7	13	12	4	9	16	5	3	5	8	6	9	98
Mutual Aid	10-82	10	18	14	10	10	12	22	15	7	9	11	3	13	151
Domestic	10-86	4	2	1	3	4	1	1	1	0	4	2	0	0	23
Homicide	10-91	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suicide/Attempt	10-94	0	0	0	0	0	0	0	0	0	1	1	0	0	1
Larceny/Theft	10-96	2	1	1	2	1	1	5	1	0	3	1	0	0	18
Total		154	150	121	143	121	123	189	149	87	122	115	118	98	1572
Traffic Citations*	10-81	21	27	30	47	49	39	45	36	36	45	20	9	2	397
Codes Violation Citations	10-143	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misdemeanor Citations	10-15M	1	3	0	2	2	1	3	1	1	0	1	0	0	15
Walk through - H.H.S.	10-10	0	0	1	3	0	0	0	0	0	0	0	0	0	4
Walk through - H.M.S.	10-10	0	0	1	1	0	0	0	0	0	0	0	0	0	2
Walk through - K.E.S.	10-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# **KSFD DEC. 2014 INCIDENTS**

Medical Assist	9
Motor Vehicle Acc./no injuries	5
Building Fire	0
Motor Vehicle Acc./with injuries	1
Passenger Vehicle Fire	1
Brush/Grass Fire	1
Dispatched & Cancelled en route	0
Controlled Burn	0
Severe Weather/Natural Disaster	1
Swift Water Rescue	0
False Alarm/False Call	1
Other	1
Standby	0
Gas Leak	0
Total	20

# **KSFD DEC. 2013 INCIDENTS**

MVA	7						
False Call							
Brush Fire							
Controlled Burn	0						
FR (First Responder)							
Fire Alarm							
Vehicle Fire	1						
Trash/Refuse Fire							
Investigation							
Search							
Rescue							
Structure							
Standby							
Hazardous Conditions							
TOTAL							

WASTEWATER SERVICE FEE

2014	JAN	FEB	MAR.	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
1							1					3
2							1		_	1	1	
3		1									_	
4		1				1						
5			1									1
6		1	1			1						
7				1				1				
8					1			1				
9						1	1		2			
10										1	2	
11	1					1	2				<u> </u>	
12		1	1									
13												
14		1				<u> </u>						
15							1					
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25							1	1				
26		1								<del> </del>		
27	1				1		1	1				
27 28		1	1		1				2	1	*	
29							1					
30				1		2				1		
31	<b>†</b>				1		_			1		
Total	1	7	4	6	5	7	13	6	6	4	3	6
Total \$	50.00	350.00	200.00	300.00	250.00	350.00	650.00	300.00	300.00	200.00	150.00	300.00
Amount												

\_\_\_

#### ORDINANCE NO. 014-010

AN ORDINANCE AMENDING THE KINGSTON SPRINGS MUNICIPAL CODE OF ORDINANCES, TITLE 8, CHAPTER 3, SECTION 8-307. RESIDENCY REQUIREMENT, REPEALING SAID SECTION AS RELATES TO RETAIL PACKAGE ALCOHOLIC BEVERAGES.

WHEREAS, Ordinance No. 06-002 has been duly adopted by the Board of Commissioners of the Town of Kingston Springs, Tennessee; and

WHEREAS, codification thereof is now carried in Chapter 3 of the Kingston Springs Municipal Code; and

WHEREAS, the Attorney General of the State of Tennessee by Opinion No. 14-83, dated September 12, 2014, has rendered an opinion that residency requirements are facially discriminatory against non-residents and the intent expressed in T.C.A. 57-3-204(b)(4) does not establish a local purpose sufficient to justify discriminatory licensing provisions; and

WHEREAS, based upon the OAG analysis, such residency requirement in the local ordinance should be repealed.

NOW, THEREFORE, be it ordained by the Board of Commissioners of the Town of Kingston Springs, Tennessee, that the Kingston Springs Municipal Code, Title 8, Chapter 3, Section 8-307. Residency Requirement, be and the same is hereby expressly repealed.

This ordinance shall take effect upon passage thereof, the public welfare requiring the same.

ORDAINED on this the \_\_\_\_ day of \_\_\_

	MAYOR
ATTEST:	
DEBBIE FINCH, CITY RECORDER	
APPROVED AS TO FORM AND LEGALITY:	
LARRY D. CRAIG, CITY ATTORNEY	
Passed First Reading: Passed Second Reading:	· 

#### RESOLUTION NO. 15-001

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE, AUTHORIZING ITS MAYOR AND CHIEF OF PUBLIC SAFETY TO ENTER INTO AN AGREEMENT FOR EMERGENCY MEDICAL SERVICES BETWEEN CHEATHAM COUNTY EMERGENCY MEDICAL SERVICES AND THE MUNICIPALITY.

WHEREAS, the Town of Kingston Springs has heretofore entered into that certain contract for emergency services dated on or about June 11, 2012; and

WHEREAS, the contract between the Town and Cheatham County that the Town as an emergency medical first responder would agree to enter into an agreement or a memorandum of understanding pursuant to the Tennessee Department of Health, Bureau of Health Licensure and Regulation Division of Emergency Medical Services, as to policies, procedures and protocol whereby the Town's fire department could render emergency medical care and responses as a provider; and

WHEREAS, an agreement the rendition of emergency medical care first responder services within the Kingston Springs rural fire district and within its municipal limits has been presented to the Board of Commissioners and in conformity with prior contractual agreements, the newly drafted mutually agreed upon agreement, appended hereto, should be approved.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Kingston Springs, Tennessee, that the appended agreement for emergency medical services between Cheatham County Emergency Medical Service and the Town of Kingston Springs, Tennessee should be approved and based upon the prior approved contractual agreements between Cheatham County, Tennessee and the Town of Kingston Springs, Tennessee, the Chief of Public Safety and should be and are here and now authorized to execute such agreement.

IT IS FURTHER RESOLVED that by virtue of adoption of this Resolution, Resolution No. 14-101 is hereby rescinded.

RESOLVED this day of	, 2015.
	TONY GROSS, MAYOR
ATTEST:	
DEBBIE FINCH, CITY RECORDER	
,	
APPROVED AS TO FORM AND LEGALITY:	
	•
LARRY D. CRAIG, CITY ATTORNEY	
Linder D. Charley, Ciri III I Charles	•

# AGREEMENT OF COORDINATION FOR EMERGENCY MEDICAL SERVICES BETWEEN CHEATHAM COUNTY EMERGENCY MEDICAL SERVICE AND THE TOWN OF KINGSTON SPRINGS, TENNESSEE

THIS AGREEMENT is a memorandum of understanding by and between Cheatham County Emergency Medical Services Department, a department of the Cheatham County government, hereinafter called "Cheatham EMS", and the Town of Kingston Springs, Tennessee, a municipal corporation and its department of government, the Ashland City Fire Department, hereinafter "Provider", acknowledging, agreeing and stating elements of protocol, policy and procedures for the rendition of emergency medical care first responder services within the Kingston Springs Rural Fire District and within its municipal limits.

Whereas, the Cheatham EMS is the primary provider of medical first response services within Cheatham County, Tennessee; and

Whereas, as the primary provider, Cheatham EMS is required to coordinate first response services among the various providers within its service area; and

Whereas, in order to participate in the community EMS system, providers medical first responder services are required to comply with the Rules of the Tennessee Department of Health and Environment, Bureau of Health Licensure and Regulation, Division of Emergency Medical Services (the "Rules"); and

Whereas, pursuant to the Rules providers of first responder services in Cheatham County are required to develop and maintain a memorandum of understanding or agreement of coordination with Cheatham EMS; and

Whereas, the undersigned provider of medical first responder services, Town of Kingston Springs, Tennessee, a municipal corporation and its department of government, the Kingston Springs Fire Department ("Provider"), provides fire protection and emergency medical first responder services and services within its municipal limits and the Kingston Springs Rural Fire District area, all within the Cheatham EMS's service area:

Whereas, Cheatham EMS and Provider wish to enter into this agreement for the coordination of first responder services in order to allow Provider to provide such services in accordance with the Rules.

NOW THEREFORE, to carry out the foregoing, Cheatham EMS and Provider do hereby agree as follows:

## I. Personnel & Staffing

Provider shall assign qualified first responders in accordance with the Rules and the initial responders so assigned are set forth on <u>Exhibit 1</u> attached hereto. All changes to the roster of responders will be provided to Cheatham EMS in writing in substantially the same form set

forth in <u>Exhibit 1</u>. The Provider and Cheatham EMS acknowledge that Provider relies heavily on volunteers to provide service. Accordingly, no guarantee is made by Provider that its department shall respond to every first responder request due to limited responders or other then existing emergency(ies) and Provider assumes no liability for any such failure to respond.

Provider's first responders shall have and maintain the appropriate certifications and licenses to render aid for an emergency medical response and provide copies of such certifications and licenses to Cheatham EMS.

Before providing first responder services, all new personnel shall be required to report to Cheatham EMS to complete necessary forms and provide copies of all relevant certifications. New personnel shall also be required to attend orientation, attend protocol training and successfully complete State specified skills competency testing applicable to the first responder's level of licensure. New personnel training and testing will be provided upon request by Cheatham EMS at mutually convenient times and locations.

All first responders with required state licensure, will complete annual state minimum inservice training, and shall maintain Basic Life Support for Healthcare Providers certification from the American Heart Association. Required training may be obtained through Cheatham EMS or through other qualified agencies. Training certifications shall be provided to Cheatham EMS as they are received by Provider. Cheatham EMS hereby agrees to provide in-service and other such training at no charge, other than state required fees, to assist the appropriate personnel in maintaining such certifications and licensure. In addition, all first responders of Provider shall attend annual protocol training provided by Cheatham EMS and provide proof of compliance with Tennessee Code Annotated § 55-8-194 (the Vanessa K. Free Emergency Services Training Act of 2005). First responders shall be required to successfully complete periodic State specified skills competency testing applicable to the first responder's level of licensure but not more than once per calendar year unless such testing is related to a change in level of licensure. Unless otherwise mutually agreed between the parties, such training and testing by Cheatham EMS shall be scheduled and notice provided a minimum of four (4) weeks advance in order to allow Provider's volunteers ample time to make arrangements to attend. Cheatham EMS will provide such annual training and testing in at least the following three locations within the County: the Pleasant View area, the Ashland City area and the Kingston Springs/Pegram area.

No responders of Provider will provide first responder services except upon completion and maintenance of all required licenses, certification and training.

## II. Designation of Vehicles

Provider hereby designates the vehicles and locations specified on <u>Exhibit 2</u> as the vehicles to be operated and dispatched as pre-hospital emergency response vehicles. Any changes to the designated vehicles and/or locations will be promptly provided to Cheatham EMS in writing in substantially the form set forth in <u>Exhibit 2</u>.

## III. Nature of Call for Provider Dispatch & Dispatch Procedure

It is acknowledged and agreed that first responder services will be dispatched by the Cheatham County Emergency Communications District ("ECD"), an independent municipal corporation established pursuant to state law to facilitate responses to emergency calls, and that ECD is not a party to this agreement.

Provider will be dispatched and respond in accordance with standard ECD procedures and the Rules to the incidents within its service area or outside of its service area in response to requests for assistance from other agencies.

Provider will be notified of a dispatch by the tone alert paging system and subsequent dispatch communications will be by two-way radio communications with ECD on the appropriate frequency.

Provider's chief officer in charge will use his or her discretion as to reporting personnel or particular vehicle equipment depending upon existing circumstances.

## IV. Radio Communications and Procedure

Two-way radio communication should be maintained between Provider and ECD to facilitate the response and coordinate communications between Cheatham ECD and Provider. Cheatham EMS and Provider should each be responsible for providing appropriate communication equipment to their respective responders.

Provider shall provide timely confirmation of response, arrival on scene and return to service (availability) to ECD. Upon arrival on the scene, Provider shall notify ECD of:

- a. The number of patients in need of emergency medical assistance
- b. The nature and severity of the situation
- c. The need, if any, for rescue or additional assistance
- d. Any on scene hazards.

Provider shall notify ECD if the call appears to be a false call, an accident without personal injuries or other situations in which emergency medical services are not required. Cheatham EMS shall determine whether to terminate the response and Provider shall remain on the scene until arrival of Cheatham EMS or otherwise notified by ECD to terminate the response. If Cheatham EMS is the first to arrive at the scene and determines to terminate the response, ECD shall be notified to cancel the response by Provider.

In the event of fatalities or other circumstances in which emergency medical services cannot be provided, Provider shall notify ECD and await arrival of Cheatham EMS. Provider should assist in securing the scene in accordance with instructions of law enforcement, the medical examiner or coroner.

- (i) Date;
- (ii) Patient's identifying information;
- (iii) Time of arrival;
- (iv) Location;
- (v) Type of incident;
- (vi) All medical treatment provided by Provider;
- (vii) Name of Provider personnel who provided primary patient care.

C. Any additional information obtained by Provider from medication bottles, medical alert tags, witness statements or other similar relevant information shall be shared with Cheatham EMS. Provider will attempt to record the names of all individuals, whether Provider personnel or bystanders, who initiate or perform CPR on the patient.

## IX. Miscellaneous

This Memorandum of Understanding sets forth the procedures to be followed by the parties and the parties will use their best efforts to comply but due to the exigent circumstances inherent in emergency response it is understood and agreed that strict compliance may not always be possible.

This agreement is intended solely to memorialize the parties' emergency medical response procedures and comply with the Rules and nothing herein shall be construed to create a joint venture or agency relationship. This agreement shall replace any prior agreement between the parties for first response services and any such prior agreement shall cease to have any force or effect upon execution of this agreement. Any failure to comply with this agreement shall not give rise to contractual liability under this Agreement provided, however, a material failure to comply with this agreement may be grounds for the suspension or termination of Provider's participation in first response services.

This agreement shall be effective when signed by all parties and shall continue in effect until terminated as provided herein. Either party may terminate this agreement sixty (60) days following written notice to the other party of the intent to terminate. No amendment to this agreement shall be effective unless in writing and signed by both parties.

CHEATHAM COUNTY EMS:	TOWN OF KINGSTON SPRINGS TENNESSEE:
DAN SCHAEFFER, DIRECTOR DATED:	TONY GROSS, MAYOR DATED:
DAVID MCCULLOUGH,	EUGENE IVEY, FIRE CHIEF
COUNTY MAYOR DATED:	DATED:

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# Emergency Response Vehicles

Vehicle	Unit Number	Location					



# Cheatham County First Responder Report

EXHIBIT 3



Date:			Departmen	t:			EIVIS RUN#		
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#### RESOLUTION NO. #15-002

A RESOLUTION PURSUANT TO THE AUTHORITY GRANTED BY SECTION 6-54-111 OF THE TENNESSEE CODE ANNOTATED, AND IN ACCORDANCE WITH THE INTERNAL CONTROL AND COMPLIANCE MANUAL FOR TENNESSEE MUNICIPALITIES AUTHORIZING APPROPRIATIONS FOR FINANCIAL AID TO THE ARK, A NONPROFIT CHARITABLE OR NONPROFIT CIVIC ORGANIZATION WHOSE SERVICES BENEFIT THE GENERAL WELFARE OF THE RESIDENTS OF THIS MUNICIPALITY.

WHEREAS, THE ARK is a nonprofit charitable or nonprofit civic organization whose year-round services benefit the general welfare of the residents of this municipality; and

WHEREAS, Section 6-54-111 of the Tennessee Code Annotated authorizes appropriation of funds for financial aid of such nonprofit charitable or nonprofit civic organizations; and

WHEREAS, the Internal Code and Compliance Manual for Tennessee Municipalities, Title 4, Chapter 3, Section 1, requires that a special resolution be adopted for each such nonprofit charitable or nonprofit civic organization which is to receive such funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Kingston Springs, Tennessee, that:

Section 1. The Board of Commissioners may appropriate funds from time to time, in such amounts as is deemed proper, for the financial aid of THE ARK, a nonprofit charitable or nonprofit civic organization whose year-round services benefit the general welfare of the residents of this municipality.

Section 2. Such funds appropriated by the municipality for use by THE ARK shall be spent for the following purposes:

1. Meals-on-Wheels Program for residents of the Town of Kingston Springs, Tennessee for fiscal year 2010-11.

All such funds shall be used to promote the general welfare of the residents of this municipality.

Section 3. THE ARK shall comply with all requirements of Section 6-54-111 of Tennessee Code Annotated and Title 4, Chapter 3, Section 1 of the Internal Control and Compliance Manual for the Tennessee Municipalities, particularly with regard to submission of an annual report of its business affairs and transactions and the proposed use of the municipal assistance.

Section 4. This resolution shall take effect upon its passage, the public welfare requiring it.

PASSED on January 15, 2015.

	Mayor Tony Gross
ATTEST:	
Debbie K. Finch, City Recorder	
APPROVED AS TO FORM AND LEGALITY:	









### Save the Date

# Cheatham County, Tennessee is hosting a County Prosperity Summit on February 17th

What: On February 17, Cheatham County will host a County Prosperity Summit in conjunction with the National Association of Counties (NACo) and WealthWorks, with support from the Ford Foundation. Cheatham County was selected through a competitive application process to host the summit, which will introduce Cheatham County to the WealthWorks framework, help build strategies to strengthen regional relationships and identify ways to deepen and sustain economic development activities. The full-day event will convene community leaders from Cheatham County, national experts and NACo staff to discuss asset-based economic development and generate creative solutions to strengthen the local economy.

Date: Tuesday, February 17, 2015

Time: 8:30 a.m. - 4:30 p.m. (approximate; exact schedule to be announced)

**Location**: Golf Club of Tennessee, Kingston Springs

**More information**: For more information, please check out the following:

- Contact Daryl Phillips at 615-792-2379 or darylphillips@cheathamconnect.com.
- To learn more about the County Prosperity Summit program, visit www.naco.org/programs/csd/Pages/County-Prosperity-Summit.aspx.
- To learn more about the WealthWorks framework, visit <a href="http://www.wealthworks.org">http://www.wealthworks.org</a>.
- To learn more about the National Association of Counties, visit www.naco.org.

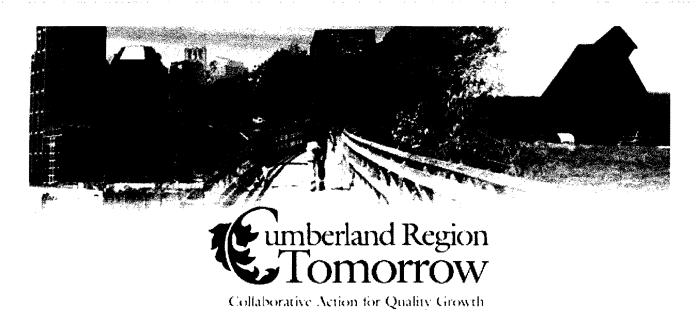
CHEATHAM COUNTY JOINT ECONOMIC & COMMUNITY DEVELOPMENT BOARD 108 N Main Street Ashland City, TN 37015 (615) 792-2379 DARYLPHILLIPS@CHEATHAMCONNECT.COM

From: Cumberland Region Tomorrow <sara@cumberlandregiontomorrow.org>

To: Icooper989 < Icooper989@aol.com>

Subject: Cheatham County selected for NACo County Prosperity Summit

Date: Tue, Jan 13, 2015 9:01 am



# Cheatham County selected for NACo County Prosperity Summit

Cheatham County has been selected as one of five counties across the country to host a 2015 National Association of Counties (NACo) County Prosperity Summit. The summits, made possible through support from the Ford Foundation, introduce counties to the WealthWorks framework (learn more here) in efforts to help develop strategies to strengthen regional relationships and identify ways to grow and sustain economic development activities.

Nationally known experts will work with local leaders to develop new and innovative solutions for building and strengthening local economies. Each summit,



Bluffs along the Cumberland River (Source: Pawpaw Partners)

which will convene between 25-50 participants representing a diverse mixture of elected county officials and staff, other local and regional officials, business owners, members from the nonprofit community and other relevant stakeholders, will be tailored to address local issues affecting each selected county.

The Cheatham County Joint Economic & Community Development Board, the economic development entity of Cheatham County and the towns of Kingston Springs, Pegram, Ashland City and Pleasant View, applied to NACo for the opportunity to host one of their 2015 County Prosperity Summits. CRT was happy to connect Cheatham County and NACo leaders for this prosperity summit opportunity and provided support for the successful application. Selected through a competitive application process, Cheatham County was recognized largely due to prior preparation and active community interest in a regional approach to economic development and improving quality of life in the region, specifically its focus on sustainable tourism.

CRT is proud to be a part of Cheatham County's effort to improve quality of life and commitment to sustainability. Beginning in early 2012, CRT partnered with the Cheatham County Chamber of Commerce to secure a Rural Business Enterprise Grant through the Tennessee Rural Development Program of the U.S. Department of Agriculture. The RBEG grant provided funding to inventory, access, and document all existing and potential tourism and recreation resources in Cheatham County and to develop the Cheatham County Tourism Plan and Targeted Economic Development Strategy.

Through the plan development process, Cheatham County has worked to identify, develop, and market the county's outstanding natural, cultural, and recreational assets. By developing the county's tourism industry and targeting specific new businesses, the community hoped to create local jobs and new business development opportunities. In addition, new tourist spending would boost revenues at local businesses such as restaurants, service stations, shops, and lodging. Increased sales taxes would help schools and public services while reducing the need for property tax increases.

The <u>Cheatham County Sustainable Tourism Plan</u> serves as an example of the county's commitment to economic development and growth in a sustainable manner that highlights and celebrates the region's natural resources and culture.

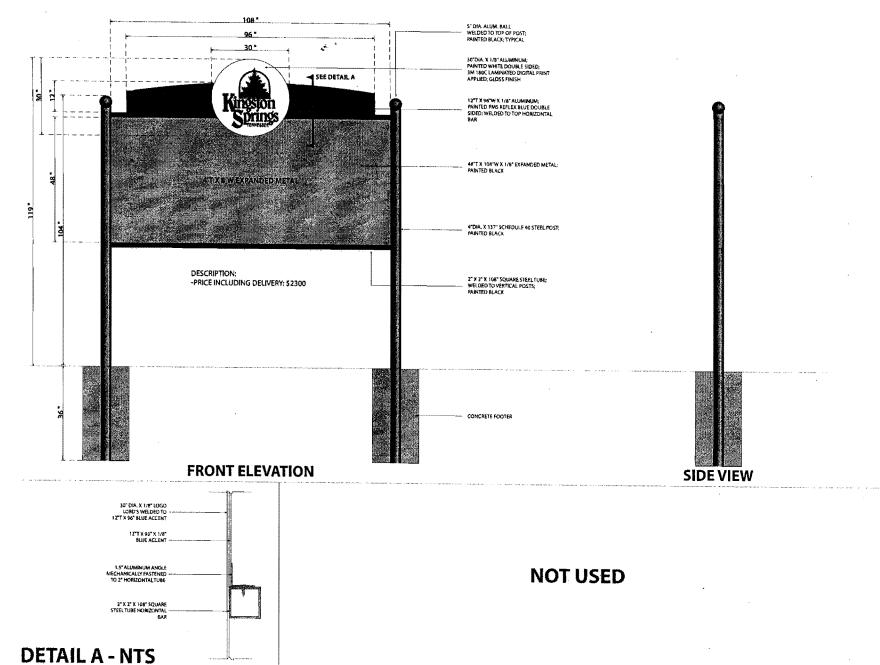
Selected counties for the 2015 NACo County Prosperity Summits include:

- Cape May County, N.J.
- · Cheatham County, Tenn.
- · Scott County, Ky.
- · Shasta County, Calif.
- Titus County, Texas

Click here for more information on NACo and the County Prosperity Summits.

### **CRT Regional Headlines**

CRT's Regional Headlines track the previous week's news stories from our ten-county region related to Quality Growth and our Six Issues of Regional Importance. We hope you find this service helpful as you look to stay in tune with all the regional happenings on the issues you care about most.





113 OLD HICKORY BLVD, E. MADISON, TN 37115 JARVISSIGNS.COM OFFICE 615-865-6062 FAX 615-865-6083

#### **Customer:**

TOWN OF KINGSTON SPRINGS KINGSTON SPRINGS, TN

Date:

7/15/2014

Sign Type EXTERIOR

Revisions:

No. Date

File Location:

K/KINGSTONSPRINGS-COMMUNITYINFO

Drawn By: JONATHAN

Page No.: 1 OF 1

**CLIENT APPROVAL** 

Signature:

Print Name:

Date:

WORK ON THIS PROJECT IS ON HOLD UNTIL CUSTOMER HAS SIGNED THIS PROOF.

This document is the exclusive property of Jarvis Signs Incorporated, Madison, Tennessee, and may not be copied, reproduced, manufactured, marketed or sold, in whole or part without the express written consent of Jarvis Signs Inc.



#### Who has access to the sign:

- Community Events, Schools, Little Leagues, 501C?
- No yard sale, real estate or job advertisements

#### Terms:

- Leave up for two weeks, re-request for any extensions in two week increments.
- We will hang and remove all signs removed signs must be picked up at city hall within one week of removal or they will be thrown away.
- Need tag for sign, "unauthorized posting will be removed immediately, contact city hall for information"
- Must be coroplast and be 18x24 horizontal printing professionally produced. Nothing hand written or drawn.
- No Banners.

#### Location:

• 3 way stop in front of Heritage Bank

### 2015

### **Kingston Springs Board of Commissioners Annual Retreat**

Montgomery Bell State Park
Burns, TN
Friday, February 20<sup>th</sup> and Saturday, February 21<sup>st</sup>

### Itinerary

#### Friday, February 20th

4:00 p.m. Rooms available for check-in
5:00 p.m. Meet for buffet dinner in main restaurant
6:30 p.m. Meet in Meeting Suite for discussions
9:00 p.m. Dismiss for evening

#### Saturday, February 21st

7:00 a.m. Breakfast in the main restaurant 8:00 a.m. Meet in Meeting Suite for discussions 9:30 a.m. Break and room check-out 9:45 a.m. Reconvene in Meeting Suite Lunch in Restaurant 12:30 p.m. 1:30 p.m. Discussions resume 5:00 p.m. Break for dinner or adjourn (If adjourning, total meeting time was 9.25 hours) 6:30 p.m. Reconvene in Meeting Suite Adjourn (If adjourning, total meeting time was 11.25 hours) 8:30 p.m.

Total meeting time: 9.25 (11.25) hours

Dear Commissioner.

Thanks for giving your spare time to the Annual Retreat. This meeting will be publicly advertised and is open to the public as observers only. It is a workshop meeting, so there will be no voting. To avoid Sunshine Law violations, you should not discuss how you will be voting on a topic later in a regular meeting but you can discuss the pros and cons openly. Please do not be shy about asking any questions about anything. Everyone there wants to help get new participants up to speed.

This retreat offers the opportunity for the Commission to legally discuss many different topics that may or will come up over the year. Of course, this is a time to make your opinions known and to listen to the input of others. Please leave all anget at home.

Please submit to me any topics that you would like placed on the agenda no later than February 10<sup>th</sup>.

Again this year we have asked the Department Heads to attend on Saturday morning. This should be a good Q and A opportunity for the commissioners. Please don't be shy. Feel free to ask whatever you need to help understand the purpose and goals of each department.

This is a WORKSHOP format, so it is informal, yet has an agenda. There are several places for OPEN DISCUSSION on the agenda, time permitting. This would be a good place to bring up unscheduled topics. If there is nothing moved to those times, then it truly will be left for open discussion on any topic. There are a couple of "breaks" on the agenda. However, if for any reason you need a break, feel free to take one. The meeting will not stop. (Note: Smoking may only be done outside of the front door of the hotel. There is a \$50 cleanup fee for smoking in the rooms or on the balconies.)

Please spend some time reviewing the material in the notebook when you receive it, which you should bring to Retreat. It should arrive approximately one week prior to Retreat. The notebooks are yours to keep.

There will be a copy of the budget and the Municipal Code at the meeting for referencing if necessary.

Check-in time is 4:00 p.m. on Friday. Dinner is at 5 p.m. in the Restaurant at the Inn at Montgomery Bell. Spouses are welcome to stay with you during the Retreat. There is no extra guest charge. Breakfast on Saturday will be at the Restaurant beginning at 7. If your spouse eats at the Restaurant for any meal, you must pay for their meal separately. This year, Saturday's lunch will be in the restaurant also. There will be soft drinks and bottled water provided throughout the session.

Montgomery Bell has a new alcohol policy which states that all alcohol must be provided by the hotel. An agreement had to be signed with the hotel that we understood this policy and there is a financial penalty for a violation.

See you Friday evening the 20th!

Laurie C

### **SURPLUS LIST**

DATE	ITEM	REASON	ID NUMBER	INITIALS
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## Second South Cheatham Utility District



Total

P.O. Box 309 Kingston Springs, TN 37082 615-952-3094 - Phone / 615-952-2017 - Fax



#### TOWN OF KINGSTON SPRINGS BILLING REGISTER SUMMARY

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Billing Period Ending: 12/31/14							
Nov. 2014 Ending Balance		38,9	77.44				
Add Penalties:		6	05.84				
Credits for Customers:		-8	10.92				
Less Payments:	***************************************	-35,3	10.36				
Balance Forward:	***************************************	3,4	62.00				
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	<u>c</u>	OLLECTIONS STATEME	<u>NT</u>				
Collection Dates:		12/01/14 - 12/31/2014 35,310.36					
Collection Amount:							
Less 6.5%	2,295.17						
Amount Due		33,0	<u>15.19</u>				
	SALES GALLONS	Same Period <u>Last Year</u> 32,279.24 3964.8	Current Period 28,904.95 3396.3	Increase or <u>Decrease</u> -10.5% -14.3%			
ADJUSTMENTS	<b>A</b>						
101-19840-00 Barry Deal 101-20580-00 Kingston Post Office 101-25120-05 Jeff Wilkerson 101-27930-00 James McWilliams 102-00860-01 Brian Chester	Leak Pena Leak Leak Mis-r	alty :	-79.93 -2.76 -68.98 -18.98 -640.36				

USVPAYCL 2015/01/07 SECOND SOUTH CHEATHAM UTILITY FlexGen 4(C) Page: 1

PAYMENT SUMMARY REPORT SERVICE BY CLASS

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02	8	5146.96				
04	11	839.15				
05	5	52.94				
06	6	4741.34				
07	2	28.60				
• •	-	20.00				
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RAND TOTALS: 728 35310.36

SERVICE TOTALS: 728 35310.36

GRAND TOTALS: 728 35310.36

PAYMENTS For Reporting Period: 12/2014 TO 12/2014 CLASS = ALL

\* End of Report: Software Solutions \*

USVRTCLQ 2015/01/07 SECOND SOUTH CHEATHAM UTILITY FlexGen 4(C) Page: 1

BILLING SUMMARY REPORT SERVICE BY RATE BY CLASS

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CLASS	BILLS	CHARGES	USAGE	NAME
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02	9	4473.32	5420	
04	11	570.89	684	
05	5	46.01	23	
06	6	3521.87	4245	
07	1	11.55	9	
TOTALS	732	28858.60	33963	
RATE: XBI K.S.	NO USAGE			
01	2	30.90	0	
07	1	15.45	0	
TOTALS	3	46.35	0	
	*****			
SERVICE TOTALS:	735	28904.95	33963	

GRAÑÓ TOTALS: 735 28904.95

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BILLINGS For Reporting Period: 12/2014 TO 12/2014 CLASS = ALL

\* End of Report: Software Solutions \*

1 - B

# KINGSTON SPRINGS CITY COMMISSION CALLED MEETING – JANUARY 17, 2015

#### (1) Call to Order

The meeting was called to order by Tony Gross at 9:00 a.m. at the Beck Meeting Hall.

#### (1A) Commissioners in Attendance

Gary Corlew, Tony Gross, Gordon Lampley, Glenn Remick and Bob Stohler

#### (1B) Staff in Attendance

Debbie Finch, Eugene Ivey and Brandy Miniat

#### (1C) Declaration of Quorum by Mayor

Tony Gross declared there was a quorum.

### (1D) Approval of Agenda

Glenn Remick made a motion to approve the agenda. The motion was seconded by Bob Stohler and was approved unanimously.

#### (2A) Interview of Candidates for City Manager Position:

The board of commissioners interviewed the following candidates:

Mike McClanahan

Michael Chesney

John Lawless

Charles Beal

Austin Edmondson

At the completion of the interviews Gordon Lampley made a motion to offer the position of city manager to Mike McClanahan. The board agreed to a \$50,000 salary with benefits and \$1,000 maximum for moving expenses. The motion was seconded by Bob Stohler and passed unanimously.

Gordon Lampley made a motion to authorize the City Manager, Laurie Cooper to have a full background check preformed on Mr. McClanahan.

### (2B) Set New Date for "Decision" Meeting. (Cancel January 22, 2015 Meeting):

Bob Stohler requested that the January 22, 2015 Special Called Meeting be canceled and a new Special Called Meeting be set for January 26<sup>th</sup> at 800 a.m. to approve Mike McClanahan as the new city manager provided he accepts the offer. The motion was seconded by Gordon Lampley and passed unanimously.

Bob Stohler commended Gary Jaeckel with MTAS for his assistance in this process.

### (3) Adjourned:

The meeting was adjourned at 2:40 by Tony Gross.

Francis A. Gross III, Mayor

Debbie K. Finch, CMC/CMFO
Assistant City Manager/Recorder

From: Jaeckel, Gary William <gary.jaeckel@tennessee.edu>

To: lcooper989 <lcooper989@aol.com>

Subject: Satruday times for Interviews Date: Wed, Jan 14, 2015 8:23 am

424-9209

Here's what I have lined up for Saturday:

9:00 AM - Mike McClanahan

10:00 AM - Michael Chesney

11:00 AM - John Lawless

12:00 PM - Lunch

12:30 PM - Charles Beal

1:30 PM - Austin Edmondson

2:30 PM - Wrap up

I will have copies of the questions for the Commissioners; one set per commissioner for each candidate.



# <u>KINGSTON SPRINGS CITY COMMISSION</u> <u>CALLED MEETING – JANUARY 22, 2015</u>

#### (1) Call to Order

The meeting was called to order by Tony Gross at 6:00 p.m. at the Beck Meeting Hall.

#### (1A) Commissioners in Attendance

Gary Corlew, Tony Gross, Gordon Lampley, Glenn Remick and Bob Stohler

#### (1B) Staff in Attendance

Laurie Cooper, Debbie Finch, Eugene Ivey and Brandy Miniat

#### (1C) Declaration of Quorum by Mayor

Tony Gross declared there was a quorum.

#### (1D) Approval of Agenda

Glenn Remick made a motion to approve the agenda. The motion was seconded by Gary Corlew and was approved unanimously.

#### (2A) Discussion: Hiring City Manager

Mayor Gross stated that he had received a counter offer from Mr. McClanahan.

Mr. McClanahan agreed with the proposal submitted by the board of commissioners with the following exceptions:

\$60,000 or \$56,000 w/car allowance

\$50 mobile phone allowance monthly

Membership Dues to TCMA and ICMA

Use of a City provided take home vehicle or \$550 monthly allowance

(4) Month continuation of salary and benefits, to be paid in lump sum upon termination.

City Attorney, Larry Craig stated that the continuation of salary and benefits cannot be legally offered according to the town's charter and that the moving expenses would have to be part of the salary package.

After discussion Mayor Gross made a motion to offer Mr. McClanahan \$55,000 in salary plus benefits and be provided with a vehicle for city business. The motion was seconded by Gary Corlew and passed on the following vote: Corlew-yes, Gross-yes, Remick-yes and Lampley-no.

1	(3)	Ad	io	uı	'n	d:

The meeting was adjourned at 6:51 by Tony Gross.

Francis A. Gross III, Mayor

Debbie K. Finch, CMC/CMFO
Assistant City Manager/Recorder

Salary	\$50,000.00
Health Insurance (STATE OF TN)	\$631.55 Cigna - Partnership PPO
Employee Insurance is paid @ 100%	\$656.55 Cigna - Standard PPO
Dental, Vision and Long Term Care	\$611.55 BCBS - Partnership PPO
offered but employee pays 100%	\$636.55 BSBC - Standard PPO
Average	\$634.05
Average Annual	\$7,608.60

RETIREMENT (TCRS - STATE OF TENNESSEE) Towns pays 7.12%	\$3,560.0	TCRS - STATE OF TENNESSEE
Holidays		11 Per Year
Sick Leave Accumulate Unlimited/Applied towards Retirement		8 Hours per Month
Vacation	1 Week 2 Week 3 Week 4 Week	After completion of 1st Year After completion of 2nd Year After completion of 5th Year After completion fs 10th Year

### **City Commission**

### **Special Called Meeting: Discussion of hiring of new City Manager**

January 22, 2015
Points to clarify:
Vote to hire candidate to occur on Monday the 26 <sup>th</sup> of January at advertised called meeting:
Will need resolution to hire new CM VES
Swearing in date
Called meeting needed?
Starting date of employment
Title: Assistant City Manager?
Date of City Manager title
Present benefits package includes:
Individual health insurance
Retirement contributions from Town
Vacation
11 Holidays per year
Sick days (one 8 hr. day per month, unlimited accumulation of days. No cash value.)
Cell phone allowance of \$54 per month (employee owned cell phone)
\$1000 offered by city as moving expense. How to pay this to candidate: NO-COURID WITH
Counter offer requests:
Contract with severance package requested by candidate in counter offer.
Yes or no?
Alternative ways to counter:
Vehicle or cash allowance for personal vehicle usage.
If vehicle is approved, will need policy change on vehicle usage.
What are terms of usage of City owned vehicle?
Payment of membership dues?
Pay annual dues ?: Any limits:
Appropriations for attendance of conferences.
Yes or no? OR
Expenditures determined/approved with annual budget?

OTHER:

# **Kingston Springs City Manager Compensation & Benefits Negotiaion**

20 January 2015

I. Base Salary

City's Offer:

\$50,000

Counter Offer:

\$60,000 or \$56,000 w/ car allowance

**Justification:** 

I cannot afford to relocate for \$50,000, as the area cost of living is nearly double our current expenses. I am not a first time manager, I have an MPA and I met or exceeded all of the qualifications advertised. My counter offer is

the midpoint of the advertised \$50,000 -

\$70,000 salary range. Fairview recently hired a City Manager with a \$75,000 - \$80,000 annual salary.

II. Health Insurance

City's Offer:

Enrollment in the City's Cigna PPO health plan, & BCBS

Vision/Dental Plan

Counter Offer:

Offer accepted

**Iustification:** 

Agreement between both parties

III. Staff Schedules `

City's Offer:

That the Asst. Manager/Recorder & Police Chief

maintain their current 40-hour weekly schedules,

Monday through Thursday

Counter Offer:

Offer accepted

Justification:

Agreement between both parties

<u>Debbie Finch</u>: This needs to be clarified that the Assistant City Manager/CMFO maintains her current 32-hour weekly schedule Monday through Thursday. Chief Ivey has a 40 hour weekly schedule Monday through Thursday.

**IV. Moving Expenses** 

City's Offer:

\$1,000 Counter

Offer:

Offer accepted

Justification:

Agreement between both parties

V. Mobile Phone

City's Offer:

None

Counter Offer:

The employer to provide a work-related mobile phone or

provide a \$50/month allowance for use of a personal

phone for work-related business.

Justification:

Contact with work-related parties outside of the office

and during off-hours is a necessity.

<u>Debbie Finch</u>: The town does offer a cell phone allowance of \$56.00 a month for those employees that are subject to be called back for emergencies. I failed to put that on the list of benefits.

#### VI. Professional Development

City's Offer:

None

Counter Offer:

Employer provide annual dues, convention registration

fees, and travel costs (as per employee handbook) for

participation in the Tennessee City Manager's

Association (TCMA), & International City Manager's

Association (ICMA.)

Justification: Professional development is essential to both the

employer and the employee. I am requesting the employer account for membership dues, and when appropriate, for costs associated with the spring and fall

TCMA conventions, and ICMA annual convention.

<u>Debbie Finch:</u> In the current administrative budget there is a total of \$600 budgeted for memberships. The total budgeted amount is expended annually. This does include the TCMA membership dues and the TN Flood Plain Management Association that Mrs. Cooper is presently a member of.

There is nothing budgeted for the ICMA and the cost of that membership for a year would be \$448 based on a \$56,000.00 salary.

The 2015 ICMA conference is being held in Seattle, Washington and the 2016 ICMA conference is being held in Kansas City, MS. If attended there would be additional cost for airlines, rental cars, lodging, per diem and conference fees.

#### VII. Vehicle (Allowance)

City's Offer: None

Counter Offer: Use of City provided take home vehicle. or \$550

monthly allowance

Justification: My household has 1 car and my previous employer had

provided a City owned take-home vehicle. Daily use of a vehicle is a work necessity. An allowance would provide for the purchase, maintenance, fueling, and mileage vehicle. I have included a note from Paris, TN City Manager Carl Holder. Paris recently hired a new manager (Fall 2014), and had researched what other middle Tennessee cities were offering their managers.

<u>Debbie Finch</u>: The town has \$27,347.02 in a vehicle replacement fund for the Building/Codes Dept. Since the town entered into an agreement with Pleasant View Fire Department for the building/codes inspector they provide the vehicle and fuel. These funds could be used to purchase a vehicle if the board wishes to do so.

#### VIII. Severance Agreement

City's Offer:

None

Counter Offer:

4 months continuation of salary & benefits, to be paid in

lump sum upon termination.

**Justification:** 

With the sometimes volatile nature of elected office and

local government management, a severance is

necessary to provide financial security to the employee. Specific terms of a severance would need to be spelled out in an employment agreement. I am always happy to 'look for something else' if urged by elected officials, as

opposed to an abrupt termination

<u>Debbie Finch</u>: If Mr. McClanahan is hired with a salary of \$56,000 with the town purchasing a vehicle the following amendments would have to be made to the 2014-2015 Budget:

- (1) Purchase Vehicle. (The town as the funds in a vehicle replacement fund). You would have to amend the budget to appropriate the funds into the budget.
- (2) If you agree to the ICMA memberships the budget would have to be amended to cover the cost. You would also have to increase the budget to cover travel expenses for the ICMA and the TCMA.
- (3) There will be an overlap period of (6) weeks that the town will be paying salary, insurance, etc. on Mrs. Cooper and Mr. McClanahan. The individual line items in the budget will have to be adjusted but there will be no increase to the budget.
  - During the budget process I projected a 10% increase in health insurance premiums and there was no increase this year that along with the difference in the current city managers salary and the proposed salary for the new city manager the overlap cost should be covered.
- (4) The moving expenses will be covered under the \$5,000.00 you appropriated to hire a new city manager.
- (5) The severance agreement is an unknown future expense and would not be budgeted at this time.

# THE UNIVERSITY of TENNESSEE

### MUNICIPAL TECHNICAL ADVISORY SERVICE

#### **Municipal Compensation and Benefit Survey**

#### <u>Home</u>

Search Criteria: Survey Year = 2014; Grand Division = Middle; Position = CITY MANAGER; Population Group = 2,000 - 3,999
To sort data, click on the column headings.

<u>Name</u> ▲	<u>Title</u>	# of Employees	Hrs/Wk	Exempt	Minimum Salary	Actual Salary	Maximum Salary
ALGOOD	CITY MANAGER	1	40.0	Yes		\$59,000.00	
BELLE MEADE	CITY MANAGER	1	40.0	Yes		\$96,827.00	over the state of
CLIFTON	CITY MANAGER	1	40.0	No		\$45,945.00	
DECHERD	CITY MANAGER	1	40.0	Yes		\$54,250.00	g en man, semana en el consequención de sed sem mismo del en el como en el como en el como en el como en el co
THOMPSONS STATION	CITY MANAGER	1	40.0	Yes		\$81,778.00	
WAYNESBORO	CITY MANAGER	1	40.0	No	Jan	\$54,475.20	

For technical questions or issues email us or call 865-974-0411.

# KINGSTON SPRINGS CITY COMMISSION CALLED MEETING – JANUARY 26, 2015

#### (1) Call to Order

The meeting was called to order by Tony Gross at 8:00 a.m. at the Beck Meeting Hall.

#### (1A) Commissioners in Attendance

Gary Corlew, Tony Gross, Gordon Lampley, Glenn Remick and Bob Stohler

#### (1B) Staff in Attendance

Laurie Cooper, Debbie Finch and Larry Craig

#### (1C) Declaration of Quorum by Mayor

Tony Gross declared there was a quorum.

#### (1D) Approval of Agenda

Glenn Remick made a motion to approve the agenda. The motion was seconded by Bob Stohler and was approved unanimously.

#### (2A) Resolution 15-003 – Appointment of New Assistant City Manager:

Mayor Gross stated that he had received a letter from Mr. McClanahan accepting the terms of employment.

Gary Corlew made a motion to appoint Mr. McClanahan as the new assistant city manager. The motion was seconded by Glenn Remick and passed unanimously.

#### (2B) Vehicle Acquisition:

Bob Stohler made a motion for city manager, Laurie Cooper to proceed with the vehicle acquisition. Mrs. Cooper will advertise for bids for a compact car up to \$18,000. The motion was seconded by Gordon Lampley and passed on the following vote: Corlew-no, Gross-yes, Lampley-yes, Remick-yes and Stohler-yes.

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The meeting was adjourned at 8:14 by Tony Gross.

Francis A. Gross III, Mayor

Debbie K. Finch, CMC/CMFO
Assistant City Manager/Recorder

Mike McClanahan 959 Skyline Drive Clifton, Tennessee 38425

January 25, 2015

Mayor Tony Gross City of Kingston Springs Post Office Box 256 Kingston Springs, Tennessee 37082

#### **Honorable Mayor Gross:**

I am honored to receive an offer to serve as the next City Manager of the City of Kingston Springs, Tennessee. I have reviewed, and accept, the terms of employment and other conditions as presented in proposed Resolution 015-003. I look forward to the beginning of my tenure next month.

Michael P. McClanahan

#### RESOLUTION NO. 015-003

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE TOWN OF KINGSTON SPRINGS, TENNESSEE, PURSUANT TO ITS CODE OF ORDINANCES AND CHARTER, T.C.A. 6-18-101, ET SEQ, CITY MANAGER-COMMISSION CHARTER, AND PURSUANT TO SECTION 6-21-101 APPOINTMENT OF CITY MANAGER, DOES APPOINT AN ASSISTANT CITY MANAGER AND CITY MANAGER, WITH EFFECTIVE DATES THEREFOR.

WHEREAS, the Town of Kingston Springs, Tennessee is a City Manager-Commission charter municipal corporation as set forth in the Municipal Code of Ordinances pursuant to Tennessee Code Annotated 6-18-101, et seq; and

WHEREAS, the Board of Commissioners has engaged in a detailed process for the selection of a new City Manager to succeed its current City Manager following her retirement; and

WHEREAS, Section 6-21-101 provides for City Manager appointment by the Board of Commissioners and said Board to fix the salary of the City Manager, who shall serve at the will of the Board; and

WHEREAS, the Board of Commissioners does desire by Resolution to make appointment of a new City Manager as hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Town of Kingston Springs does here and now make appointments according to its Code of Ordinances and the City Manager-Commission charter as follows:

- 1. Michael McClanahan, hereinafter "Appointee", is hereby appointed the Assistant City Manager of the Town of Kingston Springs, Tennessee to commence his statutory duties on the 18<sup>th</sup> day of February, 2015. Further, the Board finds the Appointee as Assistant City Manager, following his taking the oath of office, shall continue through March 31, 2015. Then commencing on April 1, 2015, following the taking of an oath of office, the said Michael McClanahan shall be appointed as the City Manager for the Town of Kingston Springs, Tennessee.
- 2. The Board recognizes the aforesaid Appointee as City Manager, commencing on April 1, 2015, may not be removed from office within twelve (12) months from the date on which the City Manager assumes his duties, except for incompetence, malfeasance, misfeasance, or neglect of duty while serving at the will of the Board of Commissioners.
- 3. The Board of Commissioners fixes the salary of the City Manager to be as set forth on the appended exhibit hereto, said salary being on an annual basis, and payment to be made in accordance with the said payroll schedule of all other city employees.
- 4. As additional salary, the Appointee by virtue of this resolution shall be entitled to participate in the Town's employer provided plan of health insurance, TCRS retirement plan, cell phone allowance, paid holidays, sick leave and vacation benefits, as currently in existence or hereafter adopted by the Board of Commissioners for all other employees of the municipality and in accordance with all of the rules and regulations of such benefit plan(s), further set forth on the appended exhibit.
- 5. The municipality agrees to acquire a new vehicle for Appointee's use. Such vehicle will be funded by the Town's vehicle replacement fund and it is anticipated such vehicle can be acquired for use on or about April 15, 2015, depending upon vendor's availability. In the interim period, from the commencement date of appointment, the municipality will make available for the Appointee a city vehicle for city business use. The hereinafter to be acquired vehicle and any interim vehicle for Appointee's use will be in accordance with the Town's policy as further set

forth on Exhibit "B" hereto. The use of city owned vehicles is inclusive of fuel and maintenance thereof. In the event a city owned vehicle for Appointee's use is not available, the Appointee shall be entitled to payment under the Town's Travel and Reimbursement policy for personal vehicles utilized for city business purposes.

- 6. The Appointee as a salaried officer of government in the fulfillment of the statutory powers and duties is expressly an exempt employee under the Fair Labor Standards Act and is not entitled to overtime compensation under state or federal law, for his time expended in fulfillment of the appointed office duties.
- 7. The Appointee shall maintain membership in the TCMA and ICMA professional associations, with the Town to pay for said annual dues for purposes of continuing education and to stay abreast of municipal administrative personnel matters benefitting the municipality.
- 8. The city recorder is hereby directed to implement administratively all of the matters usual and customary and incidental to the appointment and as to all other city employees serving the municipality.
- 9. This Resolution shall take effect on the date of adoption, the public welfare requiring such.

RESOLVED this day of January, 20	15.	3
	TONY GROSS, MAYOR	
ATTEST:		
DEBBIE FINCH, CITY RECORDER		
APPROVED AS TO FORM AND LEGALITY:		
LARRY D. CRAIG, CITY ATTORNEY		

#### **RESOLUTION EXHIBIT "A"**

#### SALARY FIXED BY BOARD OF COMMISSIONERS

Annual Salary \$55,000.00, paid weekly over 52 pay periods, as accrued, via direct deposit.

Additional Salary Compensation Provided by Town of Kingston Springs:

- A. Health Insurance Plan (State of Tennessee), as available to all employees and rights to participate in employee paid plan(s).
- B. Retirement (Tennessee Consolidated Retirement System TCRS State of Tennessee), as available to all employees and Town contribution.
- C. Town cellular phone allowance per Town Policy.
- D. All city adopted policies as to: paid holiday days; sick leave earned; vacation leave earned; approved travel and allowed reimbursements; use of city vehicle, fuel and maintenance thereof; TCMA and ICMA membership dues.

#### **RESOLUTION EXHIBIT "B"**

#### <u>USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT</u> (Section VIIII, Part C – page 37; Town of Kingston Springs Employee Work Policy

All local government vehicles and equipment are for official use only. No other person other than a local government employee may operate a local government vehicle or piece of machinery. Drivers and/or operators must have a valid Tennessee driver's license and be approved by the department head or the City Manager. Non-local government employees may only be a passenger in a city vehicle with permission of the City Manager or as the result of an emergency or police related situation.

Vehicles that are eligible to be driven home daily are:

- Police cars (for officers residing within the 37082 zip code)
- Public Works/Sewer repair truck (director's truck only)
- Parks Director (living within 10 miles of City Hall)
- City Manager (living within 10 miles of City Hall)

These vehicles may only be driven to and from employees' home or for official business for the Town. Personal use of the vehicle during non-working hours is absolutely not allowed.

For the reason of inclement weather or an impending inclement weather emergency status, public works vehicles may be driven home by hourly employees.

All municipal employees operating a municipal vehicle or piece of equipment shall immediately report to the City Manager any vehicle or equipment accidents or damage while operating said vehicle and shall remain at the scene. An accident involving the Kingston Springs Police Department requires an accident report from another law enforcement agency. Failure to properly report an accident or damages to equipment, regardless of fault or severity of damage to the vehicle or piece of equipment, will be subject to disciplinary action.

Operators of Town vehicles shall observe all traffic laws, including the use of seat belts, at all times.