Cross Plains City Commission
Regular Meeting Agenda

Thursday, January 9, 2025 at 7:00 P.M.
at Cross Plains City Hall

1. Call to Order.

2. Invocation and Pledge of Allegiance.

3. Minutes of Previous Meetings.
   a. December 5, 2024 Regular Commission Meeting
   b. December 11, 2024 Special Commission Meeting

4. Financial Report – December 2024
   a. General Fund checking: $ 175,697.21
   b. Fire Fund checking: $ 59,251.56
   c. CD's:

Playground	$	13,064.94
General	$	892,856.76
Roads	$	96,102.79

5. Reports
   a. Mayor –
      1. Fire - 94 calls (33 inside city/61 outside city)
         2024 total calls - 1001 (300 inside city/694 outside city/7 out of county)
         Fuel – 134.6 gas/88.0 diesel
      2. Police – 33 calls
         Fuel – 264.7 gallons

6. Public Comments.

7. Mayor's Board Appointments.

8. Ordinances
   a. **Ordinance 25-01**, to amend Ordinance 24-01, the 2024-25 Fiscal Year Budget to reflect the actual revenue and expenses in multiple line items. (First Reading)

9. Old Business
   a. ISO Update – Fire Chief

10. New Business
    a. Interim City Manager pay.
    b. City Manager job description and salary.
    c. Memo of Understanding for ERHS Sign.
    d. Video Services for City Meetings
    e. Agreement to update Zoning Ordinance.

11. City Manager Comments.

12. Commissioner Comments.

13. Adjournment.

Cross Plains City Commission
Special Meeting Minutes

Wednesday, December 11, 2024, at 4:30 P.M.

The Cross Plains City Commission held a special meeting on Wednesday, December 11, 2024 at Cross Plains City Hall. Those present were Mayor Marlene Graves; Vice Mayor Ronald "Dukie" Eden; and Commissioner Jimmie Vaughn. Also present: Interim City Manager/City Recorder Holly Murphy. Absent: Commissioners Barry Faulkner and Sherry Johnson.

1. Call to Order.
   Mayor Graves called the meeting to order at 4:31 p.m.

2. **Resolution 24-01**, authorize the issuance of a capital outlay note for the purchase of a 2025 Freightliner Fire Truck.
   The City Commission voted at the December 5th regular meeting to put a down payment of $220,000 on the new fire truck and finance the balance of $192,368 through US Bank on a ten-year capital outlay note at 4.68% interest. The annual payments will be $24,531.02. The State Comptroller's Office requires a resolution adopted by the governing body be submitted for approval to issue capital outlay notes.
   Vice Mayor Eden made a motion to approve Resolution 24-01, seconded by Commissioner Vaughn. (Vote 3 yea – nay.) Motion passed unanimously.

3. Public Comments
   There were no public comments.

4. Adjournment
   Mayor Graves made the motion to adjourn, seconded by Vice-Mayor Eden. (Vote 3 yea – 0 nay.) Motion passed unanimously.

   The meeting adjourned at 4:40 p.m.

_____
Mayor

_____
City Recorder

DRAFT

City Of Cross Plains
Year to Date Budget
For the Six Months Ending December 31, 2024

	Year to Date Actual	Total Budget	Budget Balance
Revenues			
Intergovernmental Revenues			
Local Opt Sales Tax	322,663.19	550,000.00	227,336.81
State - TVA Allocation	5,433.54	18,000.00	12,566.46
State Sales Tax	110,749.75	200,000.00	89,250.25
State - Sportsbetting	1,602.86	3,500.00	1,897.14
State Income Tax	0.00	150.00	150.00
State Beer Tax	1,080.89	9,000.00	7,919.11
State - Mixed Drink Tax	5,932.00	0.00	(5,932.00)
State City Street & Trans.	1,633.85	8,500.00	6,866.15
State Transp. Modernization	384.80	0.00	(384.80)
State Gas-Motor Fuel Tax	16,671.79	0.00	(16,671.79)
State Gas-1989 Tax	2,628.22	0.00	(2,628.22)
State Gas-Improve Tax	8,392.08	0.00	(8,392.08)
State Gas-3 cent tax	4,852.96	0.00	(4,852.96)
EMS Utility	1,500.00	3,600.00	2,100.00
Total Intergovernmental Revenues	483,525.93	792,750.00	309,224.07
Other Revenues			
Wholesale Beer Tax-7%	35,734.48	73,000.00	37,265.52
Springfield Gas	0.00	4,500.00	4,500.00
Cable TV Franchise Fees	3,251.06	9,500.00	6,248.94
Beer Permits	350.00	1,000.00	650.00
Building Permits	3,381.00	13,500.00	10,119.00
Accident Reports	35.00	100.00	65.00
Ballfield Rental Revenue	90.00	0.00	(90.00)
Fines and Tickets	112,629.81	150,000.00	37,370.19
County Court Fines Allocation	131.10	600.00	468.90
Billboard Sign Revenue	0.00	1,320.00	1,320.00
SBA Telecomm. Tower Inc.	10,494.06	17,000.00	6,505.94
Rent - Wheat commission	5,352.09	15,000.00	9,647.91
Interest Income	18,864.54	100.00	(18,764.54)
Miscellaneous Income	13,295.60	20,000.00	6,704.40
State Supplement	800.00	0.00	(800.00)
Total Other Revenues	204,408.74	305,620.00	101,211.26
Total Revenues	687,934.67	1,098,370.00	410,435.33

City Of Cross Plains
Year to Date Budget
For the Six Months Ending December 31, 2024

	Year to Date Actual	Total Budget	Budget Balance
Expenditures			
General Government			
City Recorder - Salary	31,558.90	55,703.70	24,144.80
Court Clerk - Salary	15,022.28	40,000.00	24,977.72
Mayor Salary	2,400.00	4,800.00	2,400.00
Commissioners Salary	2,952.00	5,904.00	2,952.00
Building Inspector Salary	6,771.00	13,542.02	6,771.02
City Manager - Salary	3,622.50	8,694.00	5,071.50
Maint. Supervisor	1,580.34	3,160.64	1,580.30
Office Help labor	6,081.75	12,000.00	5,918.25
Health Insurance	2,550.91	4,800.00	2,249.09
Christmas Bonus	6,900.00	5,850.00	(1,050.00)
Payroll Taxes	91,707.01	70,000.00	(21,707.01)
Workers Comp. Insurance	0.00	19,000.00	19,000.00
Litigation Tax	13,684.15	12,000.00	(1,684.15)
Election Expense	0.00	200.00	200.00
Printing and Advertising	1,283.35	1,500.00	216.65
Dues and Subscriptions	5,098.00	1,575.00	(3,523.00)
Misc. Fees	12,529.99	41,000.00	28,470.01
Telephone&Internet	3,950.50	10,500.00	6,549.50
Cell Phone	2,114.99	4,200.00	2,085.01
Cell Phone-City Mgr/Maint	120.00	360.00	240.00
Legal & Audit	4,999.80	10,000.00	5,000.20
Mileage	72.05	250.00	177.95
Office Supplies	1,151.63	2,500.00	1,348.37
Postage	443.70	500.00	56.30
Education	786.84	225.00	(561.84)
Insurance (Auto & Liab.)	0.00	35,000.00	35,000.00
Insurance (Property)	0.00	12,000.00	12,000.00
Retirement Funding	1,200.00	2,200.00	1,000.00
Surety Bonds	140.00	200.00	60.00
Bank Charges	0.00	50.00	50.00
Donations	7,500.00	6,000.00	(1,500.00)
Landscaping Expenses	0.00	500.00	500.00
Park Expenses	165,486.29	20,000.00	(145,486.29)
Park Restroom	0.00	1,500.00	1,500.00
JR Pro football park expense	0.00	10,000.00	10,000.00
Park-batting cage	4,000.00	5,000.00	1,000.00
Park-PA system	0.00	4,000.00	4,000.00
Park-soccer expense	0.00	500.00	500.00
Pavilion rent/dep refund	300.00	300.00	0.00
Fireworks	0.00	20,000.00	20,000.00
Park mowing and maintenance	6,385.59	20,420.00	14,034.41
Office Equipment	0.00	1,500.00	1,500.00
Judge salary	4,500.00	9,000.00	4,500.00
Total General Govt. Expenses	406,893.57	476,434.36	69,540.79
Police Department			
Police Chief Salaries	40,500.07	81,000.00	40,499.93
Police Salaries	56,729.75	109,719.97	52,990.22
Police Salaries-Crossing Guard	5,931.48	9,500.00	3,568.52
Police - Health Insurance	6,995.22	23,750.00	16,754.78
Police - Training	2,862.70	3,000.00	137.30
E911 Communicatioin District	15,701.78	28,457.13	12,755.35
Police - Auto Repairs	3,694.57	6,200.00	2,505.43
Police - Station & Bldg	2,705.99	8,500.00	5,794.01
Police - Uniforms	3,396.79	7,000.00	3,603.21
Police - Gas & Grease	8,416.10	25,000.00	16,583.90

City Of Cross Plains
Year to Date Budget
For the Six Months Ending December 31, 2024

	Year to Date Actual	Total Budget	Budget Balance
Police - Misc Expense	4,898.78	2,500.00	(2,398.78)
Police - Equipment	12,480.02	5,000.00	(7,480.02)
Police Vehicle Payments	0.00	55,000.00	55,000.00
Total Police Dept. Expenses	164,313.25	364,627.10	200,313.85
Fire Department			
Fire Chief Salary	26,609.18	53,218.20	26,609.02
Fire - Insurance	9,361.80	20,000.00	10,638.20
Volunteer Firemen	6,780.00	20,000.00	13,220.00
Fire - Equipment	140,000.00	0.00	(140,000.00)
Total Fire Department	182,750.98	93,218.20	(89,532.78)
Highways and Streets			
Public Wks - Soccer lights	890.23	1,400.00	509.77
Village Green road engineer fe	0.00	35,000.00	35,000.00
Public Wks - Street Signs	455.06	2,000.00	1,544.94
Public Wks - Street Maint.	6,808.16	50,000.00	43,191.84
Public Works -Street Lights	18,114.86	46,000.00	27,885.14
Total Highways and Street	26,268.31	134,400.00	108,131.69
Building and Grounds Maintenance			
Electricity (buildings)	2,660.16	5,700.00	3,039.84
Water (bldgs)	1,759.27	4,300.00	2,540.73
Natural Gas (bldgs)	171.85	3,000.00	2,828.15
Maintenance	21,089.67	28,249.81	7,160.14
Janitorial Supply	734.38	1,400.00	665.62
Total Bldg and Grounds Maint.	26,415.33	42,649.81	16,234.48
Total Expenditures	806,641.44	1,111,329.47	304,688.03
Excess Revenues over Expenses	**(118,706.77)**	**(12,959.47)**	**105,747.30**
Transfers			
Total Transfers	0.00	0.00	0.00
Excess Revenues over Expenditures	**$ (118,706.77)**	**$ (12,959.47)**	**105,747.30**

City Of Cross Plains
Year to Date Budget
For the Six Months Ending December 31, 2024

FIRE DEPT SPECIAL REVENUE	Year to Date Actual	Total Budget	Budget Balance
Interest Income - Fire Dept	$ 23.04	$ 0.00	(23.04)
County Fire Revenue	116,657.07	222,000.00	105,342.93
Fire dept donation	180.00	50.00	(130.00)
Robt Co EMS 1/2 Utilities	300.00	0.00	(300.00)
Total Revenues	117,160.11	222,050.00	104,889.89
Fire Dept - Equipment Puchases	6,227.92	8,000.00	1,772.08
Capital Outlay- Fire Truck	80,000.00	30,000.00	(50,000.00)
Fire Dept - Supplies	18.42	1,000.00	981.58
Vehicle Maintenance	4,668.95	12,000.00	7,331.05
Fire Station & Building	2,709.30	12,500.00	9,790.70
Fire Dept - Telephone	0.00	1,000.00	1,000.00
Fire Dept - Uniforms	730.51	2,000.00	1,269.49
Fire Prevention Expenses	0.00	2,100.00	2,100.00
Owens Chapel Fire Hall	330.95	2,250.00	1,919.05
Volunteer Fireman	8,265.73	10,000.00	1,734.27
Fire Station Utilities	927.38	0.00	(927.38)
Fire Dept - Misc Expense	3,521.05	0.00	(3,521.05)
Fire Dept - Training	1,310.58	1,800.00	489.42
Fire Dept - 911 Costs	2,946.40	8,839.24	5,892.84
Paid Fulltime Firemen	63,466.46	135,000.00	71,533.54
Firemen retirement	600.00	0.00	(600.00)
Firemen Insurance cost	151.56	0.00	(151.56)
Total Expenses	175,875.21	226,489.24	50,614.03
Excess Revenues over Expenses	$ (58,715.10)	$ (4,439.24)	54,275.86

CITY OF CROSS PLAINS, TENNESSEE
ORDINANCE 25-01

AN ORDINANCE AMENDING THE BUDGET ORDINANCE FOR FISCAL YEAR 2024-2025, ORDINANCE NO. 24-01.

WHEREAS, the City of Cross Plains adopted the 2024-2025 Fiscal Year Budget by passage of *Ordinance 24-01 on May 2, 2024; and*

WHEREAS, the City Recorder has since identified expenditures that were not included as part of the original budget related to the paving of the Kilgore Park Walking Trail, down payment on the new fire truck; city manager's salary, and police equipment; and

WHEREAS, the City Recorder has identified other revenue and expenditures that also need to be amended as a housekeeping measure to reflect the actual finances of the city; and

WHEREAS, Tennessee Code Annotated Title 6, Chapter 56, Section 208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF CROSS PLAINS, TENNESSEE that Ordinance 24-01, the 2024-2025 Fiscal Year Budget, shall be amended as follows:

SECTION 1. Anticipated revenues for said budget are changed as follows:

	Original	New
General Fund - Revenue		
Local Option Sales Tax	550,000	645,000
State Sales Tax	200,000	221,000
State-City Street & Transportation	8,500	3,200
State-Transportation Modernization	-0-	600
State Gas-Motor Fuel Tax	-0-	33,300
State Gas-1989 Tax	-0-	5,200
State Gas-Improve Tax	-0-	16,700
State Gas-3 cent tax	-0-	9,700
Robt Co – EMS Utilities	3.600	-0-
Grant Proceeds (GHSO)	-0-	10,000
City Court Fines/Fees	150,000	175,000
Interest Income	100	30,000
From Fund Balance (Capital Outlay)	-0-	342,806
Special Fire Fund - Revenue		
County Fire Revenue	222,000	233,314
Robt Co - EMS ½ Utilities	-0-	3.600
From Fund Balance (Capital Outlay)	-0-	50,000
Drug Fund - Revenue		
From Fund Balance	-0-	8,000

SECTION 2. Appropriations for said budget are amended as follows:

	Original	New
General Fund - Expenditures		
General Government		
City Manager Salary	8.694	18,000
Health Insurance	4,800	8,100
Workers Comp Insurance	19,000	20,727
Litigation Tax	12,000	17,000
Misc Fees	41,000	21,000
Education & Training	225	1,200
Auto&Liability Insurance	35,000	39,171
Property Insurance	12,000	14,948
Donations	6,000	7,500
Park Exp-Capital Outlay (walking trail)	-0-	152,806
Police Department		
Health Insurance	23,750	16,000
Equipment (GHSO equip & part body cam)	5,000	25,000
Retirement Funding	-0-	7,200
Fire Department (General Fund)		
Equip/Fire Truck-Capital Outlay (down pmt)	-0-	40,000
Special Fire Fund - Expenditures		
Fire Truck/Capital Outlay	30,000	80,000
Firemen Retirement Funding	-0-	2,400
Drug Fund - Expenditures		
PD Drug Expenditures	-0-	8,000

SECTION 3. Estimated Fund Balances at 6/30/25 are as follows:

	Original	New
General Fund	1,369,250	1,285,568
Fire Dept Special Revenue Fund	126,707	89,221
Drug Fund	9,280	1,280

SECTION 4. A detailed financial plan will be attached to this budget and become part of the budget ordinance.

SECTION 5. This ordinance shall become effective immediately upon passage, the public welfare requiring it.

Passed First Reading: _____
Public Hearing: _____
Passed Second Reading: _____

Board of Commissioners

_____
Marlene Graves, Mayor

Attest:

_____
Holly L. Murphy, City Recorder

Approved as to Form and Legality:

_____
Russell Freeman, City Attorney

City of Cross Plains
Ordinance 25-01
2024 - 2025 Budget Amendment

EXHIBIT A

	Ordinance 24-01 2024-25 Budget	Ordinance 25-01 2024-25 Budget Amendment	Increase/ (Decrease)	
GENERAL FUND				
Fund Balance @ 6/30/24 - $1,382,210				
REVENUES				
Intergovernmental Revenue				
Commercial Property Tax	-			
Commercial Tangible Property Tax	-			
Local Opt Sales Tax	550,000.00	645,000.00	95,000.00	
State - TVA Allocation	18,000.00			
State Sales Tax	200,000.00	221,000.00	21,000.00	
Sports Betting	3,500.00			
State Income Tax	150.00			
State Beer Tax	9,000.00			
State - Mixed Drink Tax	-		-	
State Gas Tax	-		-	
State City Street & Transptation	8,500.00	3,200.00	(5,300.00)	
State Transp. Modernization	-	600.00	600.00	
State Gas-Motor Fuel Tax		33,300.00	33,300.00	
State Gas-1989 Tax		5,200.00	5,200.00	
State Gas-Improve Tax		16,700.00	16,700.00	
State Gas-3 cent tax		9,700.00	9,700.00	
EMS Utility	3,600.00	-	(3,600.00)	(moved to Fire Dept Special Rev Fund)
Grant Proceeds (GHSO)		10,000.00	10,000.00	GHSO Equipment
Total Intergovernmental Revenue	**792,750.00**			
Total Intergovernmental Revenue - AMENDED			**182,600.00**	**975,350.00**
Other Revenue				
7% Wholesale Beer Tax	73,000.00			
Springfield Gas	4,500.00			
Telemedia	9,500.00			
Beer Permits	1,000.00			
Building Permits	13,500.00			
Accident Reports	100.00			
Ballfield Rental Income				
City Court Fines and Fees	150,000.00	175,000.00	25,000.00	
County Court Fines Allocation	600.00			
Billboard sign fee	1,320.00			
SBA Telecom. Tower	17,000.00			
Wheat Commission	15,000.00			
Interest Income	100.00	30,000.00	29,900.00	
Misc. Income	20,000.00			
State Supplement-Police	-			
FROM FUND BALANCE - Capital Outlay	-	**342,806.00**	**342,806.00**	(Walking Trail & Fire Truck)
Total Other Revenue	**305,620.00**			
Total Other Revenue - AMENDED			**397,706.00**	**703,326.00**
TOTAL REVENUE- General Fund	**1,098,370.00**			
TOTAL REVENUE- General Fund AMENDED			**580,306.00**	**1,678,676.00**
EXPENDITURES				
			-	
General Governmental Expenses			-	
Salaries			-	
City Recorder	55,703.70			
Court Clerk Salary	40,000.00			
Mayor Salary	4,800.00			
Commissioners Salary	5,904.00			
Building Inspector Salary	13,542.02			
City Manager Salary	8,694.00	18,000.00	9,306.00	
Maint. Supervisor	3,160.64			
Office Help- Labor	12,000.00			
Health Insurance	4,800.00	8,100.00	3,300.00	
Christmas Bonus	5,850.00			
Payroll Taxes	70,000.00			*contact CPA&Software Co to set up correctly
Worker Comp Insurance	19,000.00	20,727.00	1,727.00	
Litigation Tax	12,000.00	17,000.00	5,000.00	
Election Expense	200.00			
Printing & Advertising	1,500.00			
Dues and Subscriptions	1,575.00			
Misc. Fee's	41,000.00	21,000.00	(20,000.00)	

Telephone	10,500.00			
Cell Phone	4,200.00			
City Manager/Maint Supv Cell Phone	360.00			
Legal and Audit	10,000.00			
Mileage	250.00			
Office Supply	2,500.00			
Postage	500.00			
Education	225.00	1,200.00	975.00	
Insurance (Auto & Liab.)	35,000.00	39,171.00	4,171.00	
Insurance (Property)	12,000.00	14,948.00	2,948.00	
Retirement Funding	2,200.00			
Surety Bonds	200.00			
Bank Charges	50.00			
Donations	6,000.00	7,500.00	1,500.00	
Landscaping Expenses	500.00			
Park Expenses	20,000.00			
Park Capital Outlay - Walking Trail (prep&pave)	-	**152,666.00**	**152,666.00**	
Park Restroom	1,500.00			
Parks- Junior Pro Football One Time	10,000.00			
Parks- Batting Cage	5,000.00			
Parks- PA System	4,000.00			
Park- Soccer League Leader Comp	500.00			
Park Equipment- Mowing and Maintenance	20,420.00			
Kilgore Pavilion Rental Refund	300.00			
Office Equipment	1,500.00			
Fireworks	20,000.00			
Judge Salary	9,000.00			
Total General Govt Expenses	**476,434.36**			
Total General Govt Expenses - AMENDED			**161,733.00**	**638,167.36**
Police Department				
Police Chief Salaries	81,000.00			
Police Salaries	109,719.97			
Police Salaries(crossing guard)	9,500.00			
Police Health Insurance	23,750.00	16,000.00	(7,750.00)	
Police Training	3,000.00			
E911 Communication District	28,457.13			
Police Auto Repairs	6,200.00			
Police Station & Bldg.	8,500.00			
Police Uniforms	7,000.00			
Police Gas & Grease	25,000.00			
Police Miscellaneous Exp	2,500.00			
Police Equipment (inc's GHSO grant equip $10,000)	5,000.00	25,000.00	20,000.00	added body cams ($10,000 GF/$8,000 DF)
Police Retirement Funding	-	7,200.00	7,200.00	
Police Vehicle/Capital Outlay	55,000.00			
Total Police Dept. Expenses	**364,627.10**			
Total Police Dept. Expenses- AMENDED			**$ 19,450.00**	**384,077.10**
Fire Department				
Fire Dept.-Equipment Purchases	-			
Fire Chief Salary	53,218.20			
Fire- Insurance	20,000.00			
Volunteer Firemen	20,000.00			
Fire Equipment/Capital Outlay	-	**140,000.00**	**140,000.00**	**down payment on Fire Truck**
Total Fire Department	**93,218.20**			
Total Fire Department - AMENDED			**140,000.00**	**233,218.20**
Highways and Streets				
Public Wks - Ballfield Lights	1,400.00			
Village Green Road Engineering	35,000.00			
Public Wks - Street Signs	2,000.00			
Public Wks - Street Maint.	50,000.00			
Public Wks - Street Lights	46,000.00			
Total Highways & Streets	**134,400.00**			
Building and Grounds Maintenance				
Electricity (buildings)	5,700.00			
Water (buildings)	4,300.00			
Natural Gas (bldgs)	3,000.00			
Maintenance	28,249.81			
Janitorial Supply	1,400.00			
Total Bldg and Grounds Maint	**42,649.81**			

Total Expenditures- General Fund	**1,111,329.47**			
Total Expenditures- General Fund AMENDED			**321,183.00**	**1,432,512.47**
GenFund - Excess Revenues over Expenses	**(12,959.47)**			
GenFund - Excess Revenues over Expenses AMENDED			**259,123.00**	**246,163.53**
Est Ending Fund Balance - $1,285,568				
FIRE DEPT SPECIAL REVENUE FUND				
Fund Balance @ 6/30/24 - $131,146				
Revenue				
Interest Income - Fire Dept	-			
County Fire Revenue	222,000.00	233,314.00	11,314.00	
Fire Dept Donations	50.00			
Robt Co EMS - 1/2 Utilities	0	3,600.00	3,600.00	
FROM FUND BALANCE - Capital Outlay	-	***50,000.00***	***50,000.00***	
Total Revenues- Fire Fund	**222,050.00**			
Total Revenues- Fire Fund AMENDED			**64,914.00**	**286,964.00**
Expenditures				
Fire Dept - Equipment Purchases	8,000.00			
Fire Truck/Capital Outlay	**30,000.00**	**80,000.00**	**50,000.00**	**down payment on fire truck**
Fire Dept. Supplies	1,000.00			
Vehicle Maintenance	12,000.00			
Fire Station & Building	12,500.00			
Fire Dept. Telephone	1,000.00			
Fire Dept. Uniforms	*2,000.00*			
Fire Prevention Expenses	2,100.00			
Owens Chapel Fire Hall	2,250.00			
Volunteer Firemen	10,000.00			
Paid Fulltime Firemen	135,000.00			
Fire Dept - Misc Expense	-			
Fire Dept - Training	1,800.00			
Fire Dept - 911 Costs	8,839.24			
Firemen Retirement Funding	-	2,400.00	2,400.00	
Firemen Insurance Cost				
Total Expenditures- Fire Fund	**226,489.24**			
Total Expenditures- Fire Fund AMENDED			**52,400.00**	**278,889.24**
FIRE FUND Excess Revenues over Expenses	**(4,439.24)**			
FIRE FUND Excess Revenues over Expenses AMENDED			**12,514.00**	**8,074.76**
Est Ending Fund Balance - $89,220.76				
GRAND TOTAL- General Fund and Fire Fund				
Total Revenue	**1,320,420.00**			
Total Revenue AMENDED			**645,220.00**	**1,965,640.00**
Total Expenses	**1,337,818.71**			
Total Expenses AMENDED			**373,683.00**	**1,711,401.71**
Excess Revenues over Expenses	*(17,398.71)*			
Excess Revenues over Expenses AMENDED			**271,637.00**	**264,238.29**
Total Income over Expenses Including the Money we are Reserving for Fire Apparatus				

Drug Fund				
Fund Balance @ 6/30/24				
Revenue				
Drug Fines	-			
Drug Fund Donations	-		-	
Drug Fund Misc				
FROM FUND BALANCE	0	8,000.00	8,000.00	
Total Revenues- Drug Fund	-			
Total Revenues- Drug Fund AMENDED			**8,000.00**	**8,000.00**
Expenditures				
Police Dept Drug Expenditures	-	8,000.00	8,000.00	
Total Expenditures- Drug Fund	-		-	
Total Expenditures- Drug Fund AMENDED			**8,000.00**	**8,000.00**
Est Ending Fund Balance - $1,280				

City Manager

The City of Cross Plains, TN is seeking a dedicated and experienced municipal government professional to serve as part-time City Manager. Cross Plains is in Robertson County, just north of Nashville, and is located on the west side of Interstate 65. The community has a population of 1,789, a Police Dept, Volunteer Fire Dept, Public Works Dept., and Parks/Recreation Dept.

City Manager

- Recommends programs and services by studying the city's changing needs, identifying and anticipating community service trends, and evaluating and offering options to the Board of Commissioners.
- Provides city services by establishing and improving a functional structure and delegating authority.
- Will maintain city staff by recruiting, selecting, orienting, and training employees.
- Maintains city staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks, and participating in professional associations.
- Achieves financial objectives by developing and recommending an annual budget, scheduling expenditures, analyzing variances, initiating corrective actions, and anticipating long-term issues.
- Enforces Board's decisions by developing, monitoring, and enforcing policies and procedures.
- Insure Compliance with federal, state, and local laws and regulations by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, and advising management on needed actions.
- Promotes city services by coordinating and cooperating with federal, state, and local government units.
- Keeps the Mayor and Commissioners informed by collecting, analyzing, and summarizing information and trends; remains accessible; and answers questions and requests.
- Maintains rapport with the community by meeting with citizens and advisory groups, reaching out to resolve concerns.
- Contributes to team effort by accomplishing related results as needed.

City Manager Qualifications and Skills

- Excellent face-to-face communication and presentation skills
- Exceptional organizational and time management skills
- Effective leadership skills and experience managing large and small teams
- Willingness to learn from mistakes and give feedback on ways of improving
- Collaborative and team-oriented
- Financial management in city government
- Ethics in leadership, making value-based decisions
- Experience with goal setting and program evaluation
- Negotiation experience to resolve complex and sensitive problems

Education & Experience Requirements

- Managing and directing operations of a municipality
- Experience with various types of governmental forms and relationships between professional managers and elected officials
- Delegating authority and responsibilities
- Knowledge of diversity issues in cities
- Understanding of HR management best practices, staff facilitation, and strategic planning

Should hold the values of Cross Plains as a small town, with the desire to maintain the small town feel and preserve the history while managing the future.

Position will consist of 20-30 hours per month, Salary of $18,000 annually.

Resumes should be submitted to Please send cover letter and resume immediately by electronic mail to the University of Tennessee's Municipal Technical Advisory Service, attention Gary Jaeckel, at gary.jaeckel@tennessee.edu. The deadline to submit a Cover Letter and a Resume is (date to be determined), with Initial review of applications to occur shortly afterwards, with interviews to follow. Please direct questions to Gary Jaeckel, MTAS Management Consultant, at the same email address.

MEMORANDUM OF UNDERSTANDING

East Robertson High School and The City of Cross Plains

This agreement, effective this first day of January 2025 by East Robertson High School, and the City of Cross Plains. This agreement will continue for a period of ten years and will be available for renewal on January 1, 2035 if needed.

WITNESSETH:

A. East Robertson High School and the City of Cross Plains desire to provide a means of communicating school and community announcements with a digital sign located on Hwy 25.
B. East Robertson High School and the City of Cross Plains recognize the potential benefits for partnering together and providing a digital sign for the school and community.
C. It is in the best interests of East Robertson High School and the citizens of Cross Plains, TN to establish this understanding. Now, therefore, in consideration of the mutual promises and covenants herein contained, East Robertson High School and the City of Cross Plains hereby agree as follows:

ARTICLE I
Duties and Responsibilities

A. Duties of East Robertson High School

1. A marquee sign will be provided not to exceed a total height of eight foot (8') and a width of ten foot six inches (10'6"). The base of the sign will be constructed of a stone material or material to simulate stone masonry. This will be used to preserve the historic character of the region.
2. The sign will be maintained by East Robertson High School and all repairs and updates will be coordinated through the school administration.
3. Community messaging will be provided to the administration of East Robertson High School through a City of Cross Plains designee. These messages will be displayed on the sign as needed and will be displayed for community information. Messages may not conflict with the missions and vision of the school or school district.
4. The school will coordinate with the City of Cross Plains to regulate the illumination of the sign and an appropriate time to turn the sign off during late night hours.

B. Duties of the City of Cross Plains:

1. A Designee will be appointed to provide community messages to the East Robertson High School administration. These messages should be provided at least two days in advance to provide appropriate time for school administration to include the desired message in the sign rotation.
2. The City of Cross Plains will contribute to the initial cost of sign construction and purchase. Ownership of the sign will remain the property of the Robertson County School District.

ARTICLE II
Termination of Agreement

This agreement may be terminated only by mutual consent and agreement.

ARTICLE III
Good Faith

The City of Cross Plains and East Robertson High School, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the City of Cross Plains, Mayor and Board of Alderman and the administration of East Robertson High School.

ARTICLE IV
Financing

No expenses or fees will be imposed or expected by the City of Cross Plains. All expenses and reoccurring expenses will be the responsibility of East Robertson High School and the Robertson County School District.

IN WITNESS WHEREFORE, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE SIGNED BY THEIR DULY AUTHORIZED OFFICERS.

_____

Director of Robertson County Schools

Date: _____

_____

City of Cross Plains Mayor

Date: _____

DRAFT

INDEPENDENT CONTRACTOR AGREEMENT
Rhinehart Consulting Services and the City of Cross Plains, Tennessee

Article 1: Parties and Term of Contract

This Agreement is entered into by and between City of Cross Plains, Tennessee (the "City"), and Amanda Harrington, (the "Consultant"), to be effective as of the _____day of January 2025 and will continue in effect until terminated as provided herein.

Article 2: Services to be Performed by Consultant

2.01. Consultant agrees to perform the services specified in the "Scope of Work", Section 2.07.

2.02. Consultant will determine the method, details, and means of performing the above-described services.

2.03. Consultant enters into this Agreement and will remain throughout the term of this Agreement as an independent contractor. Consultant agrees that Consultant is not and will not become an employee of the City while this Agreement is in effect. The consultant is not entitled to the rights or benefits afforded to the City's employees, including disability or unemployment insurance, worker's compensation, medical insurance, sick leave, or any other employment benefit.

2.04. Consultant is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by the City to the Consultant for services under this Agreement.

2.05. City shall not control, direct, or supervise Consultant in the performance of the services.

2.06 Consultant will perform the services in compliance with all applicable federal, state and local laws, rules, and regulations, and pursuant to any orders pertaining to the services of which the Consultant is aware.

2.07 Scope of Work: Consultant shall provide the following services to City:

1. Update the City of Cross Plains Zoning Ordinance, incorporating text amendments into the original document.
2. Creating a Word document of the updated Zoning Ordinance.
3. Creating a .PDF document of the updated Zoning Ordinance.

Consultant shall not be required to devote full time, attention, and energy to the performance of Consultant's duties pursuant to this Agreement.

Article 3: Compensation

3.01. As compensation for the services rendered by Consultant under this Agreement, City agrees to pay to Consultant a rate of Fifty dollars ($50.00) per hour (the "Hourly Fee").

3.02. The total amount paid to the Consultant under this Agreement shall not exceed Three Thousand Dollars ($3,000) without prior authorization by the City of Cross Plains.

Article 4: Termination

4.01. Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time by giving sixty (60) days prior written notice to the other party. **Unless otherwise terminated as provided herein, this Agreement shall continue in force until June 30, 2025.** Should the contract be terminated by either party before the end of a month period, the Consultant shall be paid the hourly charges accrued for services rendered at the time of Agreement severance.

4.02. This Agreement shall terminate automatically on the occurrence of (I) bankruptcy or insolvency of either party, (2) death of the Consultant, (3) assignment of this Agreement by Consultant without the express written consent of the City's Mayor, or (4) the commission of a crime by Consultant.

Article 5: General Provisions

5.01. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the hiring of Consultant by City and contains all of the covenants and agreements between the parties with respect to that hiring in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained In this Agreement shall be valid or binding on either party, except that any other written agreement dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

5.02. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

5.03. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

5.04. If any provision in this Agreement is held by a court of competent jurisdiction to be

invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

5.05. All work or services performed by the Consultant under this Agreement shall be done in a professional and workman-like manner to industry standards.

5.06. The construction, validity, and enforcement of this Agreement shall be governed and controlled in all respects by the laws of the State of Tennessee. Any action to enforce this Agreement shall be brought before a court of competent jurisdiction sitting without a jury in Robertson County, Tennessee.

5.07. If any legal action is commenced or necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

5.08. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Consultant without the prior written consent of City which may withheld for any or no reason.

5.09. Consultant shall not misuse, misappropriate, or disclose any information obtained by the Consultant from the City about the City's plans or operations, and shall treat such information as privileged and confidential.

5.10. All representations and warranties of the parties herein, and all covenants and agreements herein not fully performed at or before Consultant's completion of the services described herein, shall survive such date.

5.11. Any notices to be given hereunder by either party to the other may be accomplished either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing below their signatures to this Agreement, but each party may change that address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Article 6: Property Rights of Parties.

All records of the City, of any nature, whether existing at the time of this Agreement, or procured or created during the terms of this Agreement, shall be the exclusive property of the City.

Article 7: Indemnification.

Consultant shall indemnify and hold harmless City from and against any and all claims, demands, losses, damages, judgments, penalties, fines, costs, charges, and other expenses (including without limitation litigation costs, reasonable attorneys' fees, witness fees and expenses incident thereto) (individually a "Loss" and collectively, "Losses"), to the extent arising out of or relating to: (i) the negligence, recklessness, or willful misconduct of Consultant; (ii) any claim by any third party (including without limitation any claim by any

governmental authority) arising out of or relating to the performance by Consultant of the services under the Agreement, unless such claims are finally determined to have resulted solely from the negligence or willful misconduct of City or its employees; and (iii) any misrepresentation or warranty contained in this Agreement by Consultant.

This Agreement is executed to be effective as of the date first above written.

CITY:

CONSULTANT:

Amanda Harrington

Amanda Harrington, Owner
P.O. Box 62
Burns, TN 37029
931-580-3938
EIN: 84-2946318