



## **Agenda for Eagleville City Council Meeting**

**108 South Main Street  
December 14, 2017**

**Eagleville City Hall  
7:00 p.m.**

- 1) **MAYOR'S WELCOME and CALL TO ORDER** – Mayor Travis Brown
- 2) **INVOCATION and PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL** - Phillip Dye, City Recorder
- 4) **ADOPTION OF THE AGENDA** – Mayor Travis Brown
- 5) **CITIZENS' INPUT** - *Any Citizen shall be given up to three minutes to address the Mayor and City Council on any issue. When the Mayor asks, please raise your hand if you wish to speak.*
- 6) **CONSENT AGENDA**
  - a) Approval of Minutes
    - i) November 16, 2017 Public Hearing
    - ii) November 16, 2017 City Council Meeting
  - b) Acknowledge Financial Report
    - i) November 2017
- 7) **Special Business**
  - a) Naming of Eagleville City Park
  - b) Naming of Road leading into Eagleville City Park
  - c) Naming of Eagleville's First Citizen of the Year and creating an Annual Citizen of the Year Award to be recognized each November
- 8) **DEPARTMENT REPORTS**
- 9) **CITY MANAGER REPORT**
- 10) **OLD BUSINESS**
  - a) Discussion of Employee Retirement Options
  - b) Site Location for David W. Rigsby Public Safety Center
  - c) Size and Content of David W. Rigsby Public Safety Center
- 11) **NEW BUSINESS**
  - i) An Ordinance to amend Ordinance No. 2014-07 An Ordinance to Adopt Wastewater Regulations, Section 1-6 Sewer System Extension, Private Cost. (1<sup>st</sup> Reading)
  - ii) Elect Vice-Mayor of City Council

- iii) Fill Vacancy for Planning Commission (must be filled by a member of City Council)
- iv) Appointment of Park Board Members whose names have been submitted
- v) Discussion and action relative to hiring an intern through Rutherford County Chamber of Commerce.
- vi) Discussion relative to Cheatham Springs Paving Project.

**12) MAYOR'S CLOSING REMARKS**

**13) ADJOURNMENT**

**Minutes of the  
Public Hearing by Eagleville City Council  
Eagleville City Hall, Eagleville, TN  
Thursday, November 16, 2017 – 7:00 PM**

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**COUNCIL MEMBERS**

Mayor Travis Brown	P	Councilman Chris Hendrix	P
Vice-Mayor Ronnie Hill	P	Councilman Bill Tollett	P
Councilman Alan Ball	P	Councilman John Marshall	P
Councilwoman Rachel Vongphakdy	P		

**STAFF**

Hellyn Riggins, City Manager	P	David Breniser, Police Chief	P
City Recorder, Phillip Dye	P	Quentin Snook, Officer	A
City Clerk, Mechelle Jones	A		
Kevin Bragg, City Attorney	P	Rick Parks, Fire Chief	P
Griggs & Maloney	A	Jonathan Armstrong, Fireman	A
Jesse Napier, P&R/PW	A		

**GUESTS**

James Kennon            Craig Sewell            Brandon Emamalie            Salem Emamalie

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Mayor Travis Brown.

**ROLL CALL**

Roll was called by Phillip Dye, City Recorder, with a quorum present.

**MAYORS WELCOME**

Mayor Brown welcomed everyone in attendance to the meeting.

**OPEN PUBLIC HEARING**

- i) an Ordinance to amend the Fiscal Year 2018 Budget (1st Amendment).
  
- ii) an Ordinance to amend the Eagleville Zoning Ordinance and Official Zoning Map of the Town of Eagleville, Tennessee, by amending Parcel Number 06003 of Tax Map 144, from low density residential (R-1), to general commercial (C-2) (Case PC-2017-021).

**CITIZENS INPUT**

**ADJOURNMENT**

Motion to adjourn: Mayor Travis Brown  
Motion passed by a unanimous “aye”.  
The meeting ended at 7:01 pm.

Approval by:

\_\_\_\_\_  
Mayor Travis Brown

\_\_\_\_\_  
Phillip Dye, City Recorder

Date minutes were approved: \_\_\_\_\_

**Minutes of the  
Regular City Council Meeting  
Eagleville City Hall, Eagleville, TN  
Thursday, November 16, 2017 – 7:00 PM**

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**COUNCIL MEMBERS**

Mayor Travis Brown	P	Councilman Chris Hendrix	P
Vice-Mayor Ronnie Hill	P	Councilman Alan Ball	P
Councilman Bill Tollett	P	Councilman John Marshall	P
Councilwoman Rachel Vongphakdy	P		

**STAFF**

Hellyn Riggins, City Manager	P	David Breniser, Police Chief	P
Phillip Dye, City Recorder	P	Quentin Snook, Officer	A
Mechelle Jones, City Clerk	A		
Kevin Bragg, City Attorney	P	Rick Parks, Fire Chief	P
Griggs & Maloney	A	Jonathan Armstrong, Fireman	A
Jesse Napier, P&R/PW	A	Jacob Diebert, Fireman	A

**GUESTS**

Donna Jordan	James Kennon	Craig Sewell
Salem Emamalie	Brandon Emamalie	

**MAYORS WELCOME & CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by Mayor Travis Brown.

**INVOCATION**

Invocation was offered by Vice-Mayor Ronnie Hill.

**PLEDGE OF ALLIGIANCE**

The Pledge of Allegiance was led by Councilman John Marshall.

**ROLL CALL**

Roll was called by City Recorder Phillip Dye with a quorum present.

## **ADOPTION OF THE AGENDA**

Motion for approval: Councilman John Marshall  
Seconded by: Councilwoman Rachel Vongphakdy  
Motion Passed: 7-0

## **CITIZENS INPUT**

## **CONSENT AGENDA**

### **Approval of Minutes**

**a) October 26, 2017 City Council Meeting**

**b) Acknowledge Financial Reports for October 2017**

Motion for approval: Councilman Alan Ball  
Seconded by: Councilman Chris Hendrix  
Motion Passed: 7-0

## **DEPARTMENT REPORTS**

### **LIBRARY**

CIRCULATION: 1883  
READS REPORT: 104  
PROGRAM ATTENDANCE: 35  
REGISTERED BORROWERS: 693  
REFERENCE QUESTIONS: 255  
LIBRARY VISITORS: 542  
COMPUTER USE: 1280

The Friends of Eagleville Library are planning an annual meeting for Saturday, November 18th, at the Eagleville Community Center. The Library Board retreat too place on November 13<sup>th</sup> at Smyrna Public Library. City Manager hellyn Riggins was in attendance.

### **POLICE**

Chief David Breniser reported that the interlocal agreement has been put on hold for a short period of time. Chief Breniser will be at in service on 11/29 and in Chiefs of Police Conference on Dec 6-8. Cpl Snook will be training on Nov. 27, 28, and 30. A candidate has been selected to from applicants and is awaiting approval. EPD has started a patrol on Sunday mornings to show presence with the church community.

**FIRE**

Chief Rick Parks reported that there were a total of 10 calls in October, including 1 brush fire, 5 motor vehicle accidents, 2 structure fires, and 2 alarms. An investigation was done at the park concession stand and specific recommendations were given to the city to rectify the fire hazard problem which currently exists. CUD is going to build a tower on the hill just west of the Hwy 99/Hwy 41A intersection. The plan is for a communications tower to be constructed there as well. This should greatly improve communications in the area.

**PARKS & REC/PUB. WORKS**

No Report

**PLANNING/CODES**

The Planning Commission will begin to hold meetings to start the process of creating a land use map.

**CITY MANAGER REPORT**

City Manager Hellyn Riggins reported that she would like Department Heads need to take a larger role in the budget process, and all department expenses need to be approved. Ransomware was the main topic at the City Mangers meeting, along with how to deal with protests. The Christmas parade will be on December 9 at 11:00 a.m.

**OLD BUSINESS**

**Approve or deny an Ordinance to amend the Fiscal Year 2018 Budget. (1<sup>st</sup> Ammendment)**  
**[2<sup>nd</sup> Reading]**

Motion to Approve: Vice-Mayor Ronnie Hill  
Seconded by: Councilman Bill Tollett  
Motion Passed: 7-0

**Approve or Deny an Ordinance to amend the Eagleville Zoning Ordinance and Official Zoning Map of the Town of Eagleville, Tennessee, by amending Parcel Number 06003 of Tax Map 144, from low density residential (R-1), to general commercial (C-2) (Case PC2017-021). Planning Commission recommended to approve on 10/9/2017. [2nd Reading]**

Motion to Approve: Councilman Bill Tollett  
Seconded by: Vice-Mayor Ronnie Hill  
Motion Passed: 6-1 (Councilman John Marshall voting No)

**NEW BUSINESS**

**Approve or Deny the creation of a City Park Advisory Board as set forth in documentation by the City Attorney. Board will have 5 members serving staggered terms.**

Motion to Approve: Councilman John Marshall  
Seconded by: Vice-Mayor Ronnie Hill  
Motion Passed: 7-0

**Approve or Deny the redesigning of the David W. Rigsby Public Safety Facility. (Equipment Bay will remain as-is, and side structure to have straight walls with L-shape on front of building. Exterior to be metal with a brick façade.) ( \$2.0 million bid target, \$2.25 million contingency, with \$2.5 million total cost)**

Motion to Approve: Vice-Mayor Ronnie Hill  
Seconded by: Councilman Bill Tollett  
Motion Passed: 7-0

**MAYOR’S CLOSING REMARKS**

Thanks to everyone on City Council and Staff for all their time and effort.

**ADJOURNMENT**

Motion to adjourn: Mayor Travis Brown  
Motion passed by a unanimous “aye”.  
The meeting ended at 8:55 p.m.

Approval by:

\_\_\_\_\_  
Mayor Travis Brown

\_\_\_\_\_  
Phillip Dye, City Recorder

Date minutes were approved: \_\_\_\_\_



**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
<b>Income</b>					
<b>Local Taxes</b>					
401 - Property Tax	4,783.00	6,000.00	18,616.00	18,000.00	120,000.00
402 - Property Taxes-Pr. Years	0.00	2,000.00	634.00	5,800.00	12,500.00
404 - Tax Penalty & Interest	0.00	200.00	95.00	600.00	1,250.00
406 - Liquor by Drink Tax	176.00	250.00	653.68	1,250.00	3,000.00
412 - Business Taxes	22.91	500.00	2,440.16	6,500.00	30,000.00
413 - Local Beer Tax	663.70	600.00	3,353.08	3,750.00	8,500.00
414 - Rutherford Co Sales Tax	58,155.07	49,000.00	311,179.07	264,000.00	569,000.00
<b>Total Local Taxes</b>	<b>63,800.68</b>	<b>58,550.00</b>	<b>336,970.99</b>	<b>299,900.00</b>	<b>744,250.00</b>
<b>Intergovernmental Revenue</b>					
416 - TVA n Lieu Tx Pymnts 960	1,712.26	1,706.25	1,712.26	1,706.25	6,825.00
420 - State of TN-Sales Tax 970	4,280.77	4,150.00	20,890.28	20,000.00	48,600.00
421 - State of TN-Beer Tax	0.00	0.00	152.49	150.00	300.00
422 - St. of TN-Income Tax 930	0.00	0.00	8,049.28	13,300.00	13,300.00
424 - St of TN-Cty St/Trans 880	101.39	103.00	507.49	513.00	1,230.00
425 - State of TN-Telecomm. STG	0.00	4.00	-134.96	23.00	57.00
458 - Police Salary Supplement	0.00	0.00	600.00	0.00	1,200.00
467 - GHSSO Grant	0.00	0.00	5,000.00	0.00	5,000.00
470 - Ruth. Co Fire Dept Grant	0.00	0.00	22,500.00	22,500.00	45,000.00
473 - State of TN Fire Dept Grant	0.00	0.00	0.00	0.00	3,000.00
476 - FEMA Grant	0.00	0.00	0.00	0.00	0.00
<b>Total Intergovernmental Revenue</b>	<b>6,094.42</b>	<b>5,963.25</b>	<b>59,276.84</b>	<b>58,192.25</b>	<b>124,512.00</b>
<b>License &amp; Permits</b>					
405 - Business License	0.00	15.00	45.00	75.00	180.00
410 - Building Permits	465.00	1,500.00	7,878.00	10,500.00	20,000.00
417 - Beer Permits	0.00	0.00	0.00	0.00	300.00
430 - Liquor by Drink Permit	0.00	0.00	0.00	0.00	0.00
License & Permits - Other	0.00	0.00	0.00	0.00	0.00
<b>Total License &amp; Permits</b>	<b>465.00</b>	<b>1,515.00</b>	<b>7,923.00</b>	<b>10,575.00</b>	<b>20,480.00</b>
<b>Fines &amp; Fees</b>					
411 - Police Fines	5,979.12	7,916.00	34,414.19	39,583.00	95,000.00
418 - Planning Dept. Fees	0.00	0.00	1,267.00	1,200.00	3,500.00
419 - Credit Card Processing Fees	94.36	67.00	601.69	334.00	800.00
481 - Drug Fees	317.30	0.00	388.56	0.00	500.00
Fines & Fees - Other	0.00	0.00	0.00	0.00	0.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
<b>Total Fines &amp; Fees</b>	6,390.78	7,983.00	36,671.44	41,117.00	99,800.00
<b>Parks &amp; Recreation Revenue</b>					
454 - Ballpark Fence Banners	0.00	0.00	0.00	0.00	3,400.00
460 - Conc. Stand Income	38.00	0.00	1,278.65	2,000.00	24,000.00
461 - Ball Sign-up Fees	0.00	0.00	400.00	300.00	2,800.00
462 - Pavilion & Field Rent	0.00	0.00	450.00	300.00	600.00
463 - Festival Income	0.00	0.00	2,500.00	4,000.00	4,000.00
466 - Event Sponsorships	0.00	0.00	3,950.00	8,500.00	8,500.00
Parks & Recreation Revenue - Other	0.00		0.00		0.00
<b>Total Parks &amp; Recreation Revenue</b>	38.00	0.00	8,578.65	15,100.00	43,300.00
<b>Fire Dept. Income</b>					
472 - Fire Dept Donations	0.00	167.00	0.00	834.00	2,000.00
474 - Fire Dept. Fund Raiser	0.00	0.00	878.00	2,000.00	2,000.00
475 - FD Donations (Discretionary)	0.00	0.00	0.00	0.00	0.00
<b>Total Fire Dept. Income</b>	0.00	167.00	878.00	2,834.00	4,000.00
<b>Misc. Revenues</b>					
465 - Misc. Income	-348.83	300.00	19,575.78	6,900.00	9,000.00
468 - Interfund Loan Repayment	4,646.01	4,646.00	26,964.93	26,965.00	26,965.00
484 - Capital Outlay Proceed Police	0.00	0.00	0.00	0.00	0.00
485 - Bond Issue Proceeds	0.00	332,125.00	0.00	332,125.00	2,500,000.00
486 - Capital Lease Proceeds	0.00	0.00	0.00	0.00	0.00
487 - Chamber of Commerce Rent	500.00	500.00	2,500.00	2,500.00	6,000.00
488 - Rental Income	0.00		950.00		
493 - Sales of Assets	0.00	0.00	0.00	500.00	1,500.00
<b>Total Misc. Revenues</b>	4,797.18	337,571.00	49,990.71	368,990.00	2,543,465.00
<b>Interest Income</b>	189.39	190.00	955.56	980.00	2,340.00
<b>Donations</b>					
499 - Police Dept. Donations	0.00	0.00	0.00	0.00	0.00
<b>Total Donations</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	81,775.45	411,939.25	501,245.19	797,688.25	3,582,147.00
<b>Gross Profit</b>	81,775.45	411,939.25	501,245.19	797,688.25	3,582,147.00
<b>Expense</b>					
<b>General Gov.</b>					
510 - City Recorder					
510a - City Recorder Wages - Hourly	3,622.74	3,077.00	18,161.25	16,923.00	40,000.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
510 - City Recorder - Other	0.00	0.00	0.00	0.00	0.00
<b>Total 510 - City Recorder</b>	<b>3,622.74</b>	<b>3,077.00</b>	<b>18,161.25</b>	<b>16,923.00</b>	<b>40,000.00</b>
511 - City Manager	4,421.23	4,725.00	34,198.45	25,987.00	61,425.00
515 - Salaries - Office & Park	4,167.74	2,997.00	21,745.48	18,890.00	48,590.00
520 - Payroll Taxes	872.45	826.00	5,529.29	4,727.00	11,476.00
521 - Employee Benefits	1,200.00	1,200.00	7,205.73	6,000.00	14,400.00
523 - Unemployment Benefits Pd.	0.00	0.00	0.00	0.00	0.00
524 - Workman's Comp	0.00	0.00	1,614.82	1,700.00	1,700.00
<b>525 - Utilities</b>					
525a - Telephone & Internet	440.83	300.00	1,746.10	1,500.00	3,600.00
525b - Natural Gas	12.50	30.00	62.50	86.00	850.00
525c - Electricity	269.64	240.00	1,406.53	1,700.00	3,400.00
525d - Water	101.36	80.00	261.18	400.00	960.00
525e - Trash pickup	24.83	14.00	65.36	69.00	165.00
525f - Sewer	276.38	120.00	997.44	600.00	1,500.00
<b>Total 525 - Utilities</b>	<b>1,125.54</b>	<b>784.00</b>	<b>4,539.11</b>	<b>4,355.00</b>	<b>10,475.00</b>
527 - Insurance/ Bonds	0.00	0.00	6,619.20	7,350.00	7,350.00
528 - Legal Notices / Ads	94.20	180.00	1,365.79	900.00	2,500.00
529 - Dues	0.00	0.00	605.00	1,300.00	1,900.00
530 - Postage	4.59	40.00	218.56	620.00	1,000.00
531 - Copier Lease / New Equip.	189.27	192.00	870.13	893.00	2,100.00
532 - Office Supplies	452.16	233.00	968.12	1,166.00	2,800.00
<b>533 - Bank Fees</b>					
533a - Credit Card Fee	110.51	50.00	474.05	250.00	600.00
533b - Bank Fees - Other	276.68	217.00	1,274.91	1,084.00	2,600.00
<b>Total 533 - Bank Fees</b>	<b>387.19</b>	<b>267.00</b>	<b>1,748.96</b>	<b>1,334.00</b>	<b>3,200.00</b>
<b>534 - Repairs &amp; Maintenance</b>					
534a - Cleaning/Janitorial	200.00	200.00	1,250.00	1,100.00	3,000.00
534b - Facility & Grounds	112.50	100.00	1,092.10	550.00	1,500.00
534c - Parts/Supplies	55.43	58.00	130.38	291.00	700.00
534g - Repairs and Maint - Other	32.00		32.00		
534 - Repairs & Maintenance - Other	0.00		0.00		
<b>Total 534 - Repairs &amp; Maintenance</b>	<b>399.93</b>	<b>358.00</b>	<b>2,504.48</b>	<b>1,941.00</b>	<b>5,200.00</b>
535 - Ecoc. Plng (City Planner)	1,315.50	5,750.00	6,169.10	8,750.00	29,000.00
536 - Building Inspections	325.00	1,000.00	1,525.00	2,250.00	7,500.00
537 - Economic Development	0.00	0.00	7,350.00	9,100.00	9,100.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
538 - Library Grant	0.00	0.00	16,151.00	16,151.00	32,302.00
539 - Pers. Prop. Audit Costs	0.00	100.00	0.00	100.00	100.00
540 - Schools - Liquor Tax Pass Thru	88.00	250.00	565.68	1,250.00	3,000.00
541 - City Share 4-Year Re-appraisal	0.00	0.00	0.00	0.00	0.00
545 - City Judge Fee	75.00	150.00	300.00	750.00	1,800.00
<b>546 - Meetings &amp; Conferences</b>					
546a - Staff	0.00	100.00	430.00	1,600.00	3,500.00
546b - City Council	0.00	0.00	159.80	250.00	500.00
546c - PC & BZA	0.00	0.00	0.00	150.00	200.00
<b>Total 546 - Meetings &amp; Conferences</b>	0.00	100.00	589.80	2,000.00	4,200.00
547 - Miscellaneous	70.00	200.00	1,149.68	1,000.00	2,500.00
548 - Mayor's Discretionary Acc	0.00	100.00	175.65	400.00	1,000.00
<b>549 - Travel</b>					
549a - Staff - day trips	0.00	83.00	0.00	416.00	1,000.00
549b - Staff - overnight	0.00	0.00	109.42	500.00	1,200.00
549c - City Council	0.00	250.00	0.00	250.00	1,000.00
549d - PC & BZA	0.00	50.00	0.00	150.00	450.00
549 - Travel - Other	0.00		745.36		
<b>Total 549 - Travel</b>	0.00	383.00	854.78	1,316.00	3,650.00
550 - Accounting Fees	0.00	500.00	8,746.00	8,000.00	8,000.00
551 - Professional Services	0.00	0.00	1,090.00	500.00	1,500.00
552 - Audit Fees	21.00	0.00	21.00	0.00	3,600.00
553 - Eaglecrest 1&2 lawsuit fees	0.00	250.00	0.00	500.00	1,000.00
554 - Attorney Fees	1,420.00	600.00	3,580.00	3,200.00	8,000.00
555 - Data Proc. Sprt Charge	488.80	0.00	13,434.05	12,935.00	14,035.00
557 - Penalty/Finance Chrg	263.34	0.00	263.34	0.00	0.00
558 - Sewer Start-up Costs	0.00	0.00	0.00	0.00	0.00
560 - Planning / Codes Expenses	0.00	125.00	169.00	625.00	1,500.00
<b>562 - Technology</b>					
562a - Repair & Maint	0.00	0.00	92.00	50.00	200.00
562b - Parts & Supplies	0.00	0.00	0.00	50.00	200.00
<b>Total 562 - Technology</b>	0.00	0.00	92.00	100.00	400.00
<b>563 - Vehicle</b>					
563a - Fuel	60.32	100.00	268.75	500.00	1,200.00
563b - Repair & Maint	0.00	100.00	0.00	400.00	1,000.00
563c - Parts & Supplies	0.00	50.00	0.00	200.00	500.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
<b>Total 563 - Vehicle</b>	60.32	250.00	268.75	1,100.00	2,700.00
<b>565 - Beautification</b>	0.00	200.00	0.00	500.00	1,000.00
<b>592 - Interest Expense</b>	0.00	0.00	3,543.71	3,544.00	7,088.00
<b>595 - Capital Outlay Note</b>	0.00	0.00	0.00	0.00	29,167.00
<b>596 - General Gov - Other</b>	3,522.39	577.00	3,522.39	3,173.00	7,500.00
<b>910 - Capital Expenditures</b>	0.00	76,000.00	0.00	76,000.00	76,000.00
<b>Total General Gov.</b>	24,586.39	101,414.00	177,455.30	247,330.00	469,758.00
<b>Parks &amp; Recreation</b>					
<b>570 - Park Director Salary</b>	0.00	0.00	0.00	0.00	0.00
<b>571 - Concession Stand Salaries</b>	0.00	200.00	1,287.58	1,995.00	7,245.00
<b>572 - Ballpark Fence Banners</b>	0.00	0.00	0.00	0.00	800.00
<b>573 - Concession Stand</b>	0.00	0.00	2,511.00	1,000.00	13,500.00
<b>574 - Utilities</b>					
<b>574a - Phone &amp; Internet</b>	0.00	0.00	0.00	0.00	0.00
<b>574b - Natural Gas</b>	0.00	0.00	0.00	0.00	0.00
<b>574c - Electricity</b>	256.62	400.00	1,184.11	1,825.00	4,300.00
<b>574d - Water</b>	22.06	40.00	155.46	220.00	500.00
<b>574e - Trash pickup</b>	0.00	60.00	163.41	370.00	1,000.00
<b>Total 574 - Utilities</b>	278.68	500.00	1,502.98	2,415.00	5,800.00
<b>575 - Insurance</b>	0.00	0.00	1,892.15	1,900.00	1,900.00
<b>577 - Maintenance</b>	45.98	0.00	1,658.24	1,500.00	3,000.00
<b>578 - Mowing</b>	40.01	50.00	269.31	450.00	950.00
<b>579 - Misc.</b>	0.00	40.00	89.58	150.00	500.00
<b>580 - Supplies</b>	0.00	50.00	0.00	350.00	1,250.00
<b>581 - Concesession Equip.</b>	0.00	0.00	0.00	0.00	0.00
<b>582 - Payroll Taxes</b>	0.00	15.00	98.49	154.00	554.00
<b>583 - Recreation Advisory Committee</b>					
<b>583a - Fall Festival</b>	0.00	0.00	10,233.05	12,250.00	12,250.00
<b>583b - Christmas Parade</b>	395.00	1,000.00	395.00	1,000.00	1,000.00
<b>Total 583 - Recreation Advisory Committee</b>	395.00	1,000.00	10,628.05	13,250.00	13,250.00
<b>585 - Workman's Comp</b>	0.00	0.00	346.53	380.00	380.00
<b>973- Park Capital Outlay</b>	0.00	5,000.00	4,614.99	5,000.00	10,000.00
<b>Total Parks &amp; Recreation</b>	759.67	6,855.00	24,898.90	28,544.00	59,129.00
<b>Fire Dept.</b>					
<b>610 - Salaries - Fire Chief</b>	1,384.62	1,269.00	7,269.27	6,981.00	16,500.00
<b>612 - Salaries - Fire Hourly</b>	5,435.20	5,437.00	28,472.56	29,903.00	70,680.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
613 - Payroll Taxes	517.87	513.00	2,696.50	2,822.00	6,669.00
614 - Employee Benefits	28.23	600.00	1,228.23	3,000.00	7,200.00
615 - Fire Calls	0.00	50.00	176.45	250.00	600.00
616 - Firefighter Uniform/Clothing	0.00	0.00	403.00	700.00	1,850.00
617 - Workman's Comp	0.00	0.00	6,673.29	6,590.00	6,590.00
618 - New Hire Cost	0.00	100.00	1,175.50	300.00	2,950.00
619 - Technology	0.00	0.00	0.00	860.00	1,440.00
620 - Fire Dept. Fuel	685.98	375.00	2,002.82	1,875.00	4,500.00
621 - Truck & Equip Testing	0.00	0.00	0.00	1,500.00	9,400.00
622 - Physicals & Testing	0.00	350.00	0.00	700.00	3,400.00
623 - Cleaning - Equip/TO	0.00	0.00	0.00	650.00	1,300.00
625 - Fire Truck Expense					
625a - On Truck Equip	95.00	400.00	280.16	2,000.00	4,000.00
625b - R & M - Veh & Equip	0.00	1,000.00	885.57	5,000.00	12,000.00
625c - Parts & Supplies	10.78	83.00	52.11	417.00	1,000.00
625 - Fire Truck Expense - Other	0.00	0.00	0.00	0.00	0.00
<b>Total 625 - Fire Truck Expense</b>	<b>105.78</b>	<b>1,483.00</b>	<b>1,217.84</b>	<b>7,417.00</b>	<b>17,000.00</b>
626 - Training	549.65	2,800.00	4,236.48	5,100.00	6,200.00
627 - Incentive Program	0.00	417.00	40.00	2,083.00	5,000.00
628 - Travel	0.00	0.00	0.00	750.00	3,000.00
629 - Turnout/ER Response Clothing	0.00	8,000.00	0.00	20,000.00	32,000.00
630 - Fire Dept Supplies/ Misc.	256.40	292.00	2,815.19	1,458.00	3,500.00
632 - Utilities					
632a - Phone & Internet	0.00	0.00	0.00	0.00	0.00
632b - Natural Gas	33.21	55.00	194.31	275.00	1,750.00
632c - Electricity	124.82	140.00	762.15	860.00	1,950.00
632d - Water	10.27	17.00	58.25	84.00	200.00
632e - Trash pickup	0.00	11.00	40.50	58.00	141.00
632f - Telecom	24.51	22.00	122.55	111.00	265.00
632g - Sewer	24.90	27.00	133.53	136.00	325.00
<b>Total 632 - Utilities</b>	<b>217.71</b>	<b>272.00</b>	<b>1,311.29</b>	<b>1,524.00</b>	<b>4,631.00</b>
633 - Insurance	0.00	0.00	13,717.50	13,600.00	13,600.00
634 - Dues	0.00	100.00	219.00	200.00	500.00
635 - Advertising / Promotion	0.00	0.00	0.00	1,100.00	1,100.00
636 - Ruth. Co. Emerg. Coord.	0.00	0.00	0.00	0.00	540.00
637 - Discretionary (Use of Donation)	0.00	83.00	0.00	1,216.00	1,800.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
640 - State FireDept Grant Exp.	0.00	6,000.00	0.00	6,000.00	6,000.00
642 - FEMA Grant	0.00	0.00	0.00	0.00	0.00
643 - Lease Purchase Principle	0.00	0.00	0.00	0.00	0.00
644 - lease Purchase Interest	0.00	0.00	0.00	0.00	0.00
645 - Facility R & M	18.00	300.00	656.04	1,000.00	2,000.00
646 - Fire Dept - Other	0.00	215.00	0.00	1,180.00	2,790.00
911 - Fire Capital Outlay	0.00	5,500.00	0.00	5,500.00	10,500.00
<b>Total Fire Dept.</b>	<b>9,199.44</b>	<b>34,156.00</b>	<b>74,310.96</b>	<b>124,259.00</b>	<b>243,240.00</b>
<b>Police Dept.</b>					
705 - Salaries - Police Chief	3,461.54	3,116.00	17,480.75	17,135.00	40,500.00
706 - PD Hourly Pay	2,842.56	5,338.00	29,512.83	29,362.00	69,400.00
715 - Payroll Taxes	381.25	647.00	3,119.23	3,557.00	8,407.00
716 - Employee Benefits	998.84	1,200.00	5,798.84	6,000.00	14,400.00
717 - Workman's Comp	0.00	0.00	7,887.36	8,080.00	8,080.00
718 - New Hire Cost	0.00	0.00	27.50	800.00	1,100.00
720 - Police Vehicle Fuel	614.27	1,000.00	3,579.03	5,000.00	12,000.00
725 - Police Vehicle Expense	36.45	400.00	1,973.45	2,360.00	3,500.00
730 - Police Supplies	146.57	542.00	731.03	2,708.00	6,500.00
731 - Cell phones & Air Cards	200.30	217.00	675.15	1,084.00	2,600.00
732 - Dues	0.00	0.00	0.00	765.00	1,200.00
733 - Miscellaneous	0.00	167.00	473.81	833.00	2,000.00
<b>735 - Utilities</b>					
735b - Natural Gas	6.91	15.00	34.43	75.00	420.00
735c - Electricity	41.61	40.00	254.07	315.00	600.00
735d - Water	3.43	5.00	19.42	26.00	62.00
735e - Trash Pickup	0.00	12.00	40.50	59.00	141.00
735f - Telecom	24.51	22.00	122.55	111.00	265.00
735g - Sewer	8.30	9.00	44.51	44.00	105.00
<b>Total 735 - Utilities</b>	<b>84.76</b>	<b>103.00</b>	<b>515.48</b>	<b>630.00</b>	<b>1,593.00</b>
740 - Police Training	0.00	0.00	785.00	0.00	600.00
741 - Travel	0.00	0.00	847.15	1,200.00	1,700.00
745 - Police Clothing	0.00	500.00	415.00	1,250.00	3,000.00
750 - Insurance	0.00	0.00	10,341.50	10,800.00	10,800.00
765 - GHSO Grant Expenditures	0.00	0.00	0.00	0.00	5,000.00
770 - Police Equipment	0.00	0.00	1,032.00	1,000.00	2,150.00
780 - State Salary Supplement	0.00	0.00	600.00	0.00	1,200.00

**City of Eagleville**  
**Profit & Loss Budget Performance**  
 November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
781 · Drug Fund Expenses	0.00	0.00	0.00	0.00	500.00
785-Police Capital Outlay-Prin.	0.00	0.00	4,300.00	8,800.00	9,300.00
786-Police Capital Outlay-Int.	0.00	0.00	361.75	710.00	710.00
787 · Facility Repair & Maintenance	6.00	100.00	33.99	350.00	750.00
788 · Police Dept - Other	0.00	323.00	0.00	323.00	2,745.00
912 - Police Capital Outlay	0.00	0.00	39,982.75	41,000.00	41,000.00
913 · Capital Equipment	0.00	0.00	300.00	0.00	2,500.00
<b>Total Police Dept.</b>	<b>8,772.54</b>	<b>13,653.00</b>	<b>130,773.60</b>	<b>143,747.00</b>	<b>253,235.00</b>
<b>Capital Project</b>					
914 · Utilities	0.00	0.00	0.00	0.00	5,000.00
915 · Insurance	0.00	0.00	0.00	0.00	0.00
916 · Architectural/Engineering	9,000.00	11,250.00	17,210.00	56,250.00	135,000.00
917 · LegalFees/TransfCosts/Financing	0.00	0.00	0.00	0.00	8,000.00
918 · Supplies	0.00	500.00	0.00	1,000.00	3,000.00
919 · Miscellaneous	0.00	250.00	0.00	1,250.00	3,000.00
920 · Interest Expense	0.00	0.00	0.00	0.00	32,000.00
921 · Construction - Civil & Building	0.00	273,625.00	0.00	273,625.00	2,189,000.00
922 · Equipping/Furnishing	0.00	0.00	0.00	0.00	125,000.00
<b>Total Capital Project</b>	<b>9,000.00</b>	<b>285,625.00</b>	<b>17,210.00</b>	<b>332,125.00</b>	<b>2,500,000.00</b>
<b>Other Financing Use</b>					
800 · Transfer to Street Aid	0.00	0.00	0.00	0.00	20,000.00
<b>Total Other Financing Use</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<b>Total Expense</b>	<b>52,318.04</b>	<b>441,703.00</b>	<b>424,648.76</b>	<b>876,005.00</b>	<b>3,545,362.00</b>
<b>Net Income</b>	<b>29,457.41</b>	<b>-29,763.75</b>	<b>76,596.43</b>	<b>-78,316.75</b>	<b>36,785.00</b>



**City of Eagleville-State Street Aid**  
**Profit & Loss Budget Performance**  
 November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
<b>Income</b>					
405 - State of Tenn Gas Tax	1,814.25	1,671.00	8,303.38	8,354.00	20,050.00
490 - Interest Income	6.24	7.00	32.61	33.00	80.00
<b>Other Financing Source / Uses</b>					
485 - Transfer frm Gen. Fund	0.00	0.00	0.00	0.00	20,000.00
<b>Total Other Financing Source / Uses</b>	0.00	0.00	0.00	0.00	20,000.00
<b>Total Income</b>	1,820.49	1,678.00	8,335.99	8,387.00	40,130.00
<b>Expense</b>					
761 - Contract Labor	0.00	0.00	0.00	400.00	1,200.00
762 - Street & Traffic Lights	1,096.37	1,175.00	5,463.77	5,875.00	14,100.00
763 - Repairs & Maintenance	1,219.00	0.00	2,024.02	1,000.00	2,000.00
764 - Bank Charges	0.00	0.00	0.00	0.00	0.00
765 - Hwy & Street Permit Bond	0.00	0.00	0.00	0.00	100.00
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
755 - Signs	0.00	200.00	0.00	200.00	400.00
766 - Insurance	0.00	0.00	1,768.66	2,100.00	2,100.00
775 - Capitlal Outlay	0.00	65,000.00	5,398.60	120,000.00	120,000.00
<b>Total Expense</b>	2,315.37	66,375.00	14,655.05	129,575.00	139,900.00
<b>Net Income</b>	<b>-494.88</b>	<b>-64,697.00</b>	<b>-6,319.06</b>	<b>-121,188.00</b>	<b>-99,770.00</b>

**City of Eagleville Sewer Fund  
Profit & Loss Budget Performance**

November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>1000 - Income from Operation</b>					
<b>1000a - Utility Income</b>	11,211.16	11,142.00	56,289.72	55,709.00	133,700.00
<b>1000b - Non-connected Income</b>	175.15	917.00	3,936.15	4,584.00	11,000.00
<b>1000c - Late Payment Penalty</b>	952.00	133.00	1,672.67	666.00	1,600.00
<b>1000d - Collection Agency Income</b>	0.00	0.00	150.66	87.00	350.00
<b>1000e - Processing/Conv. Fee</b>	0.00	20.00	20.00	100.00	240.00
<b>Total 1000 - Income from Operation</b>	12,338.31	12,212.00	62,069.20	61,146.00	146,890.00
<b>1001 - Capacity Fee</b>	0.00	0.00	7,000.00	43,750.00	43,750.00
<b>1002 - App/Connection/Plan Review Fee</b>	0.00	250.00	3,633.04	4,900.00	6,250.00
<b>1003 - Private Capital Investment</b>	0.00	0.00	0.00	0.00	0.00
<b>1004 - Capital Contribution</b>	0.00	0.00	0.00	0.00	0.00
<b>1005 - Interest Income</b>	18.64	4.00	46.28	20.00	50.00
<b>1006 - Misc Income</b>	0.00	0.00	0.00	0.00	0.00
<b>1020 - Capital Outlay Proceeds (loans)</b>	0.00	0.00	0.00	0.00	0.00
<b>1021 - Grant</b>	0.00	0.00	0.00	0.00	0.00
<b>1022 - Internal Transfer - Temp Lend</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	12,356.95	12,466.00	72,748.52	109,816.00	196,940.00
<b>Expense</b>					
<b>1100 - Utilities</b>					
<b>1100a - Electrical</b>	487.83	292.00	1,854.21	1,459.00	3,500.00
<b>Total 1100 - Utilities</b>	487.83	292.00	1,854.21	1,459.00	3,500.00
<b>1101 - Permit Fees</b>	0.00	0.00	1,365.25	0.00	350.00
<b>1102 - Operation &amp; Maintenance Charges</b>	2,570.84	2,512.00	12,721.39	12,562.00	30,150.00
<b>1103 - Grounds Maintenance</b>	0.00	0.00	0.00	100.00	500.00
<b>1104 - Misc</b>	0.00	167.00	0.00	834.00	2,000.00
<b>1105 - Collection Cost of Delinquents</b>	0.00	0.00	0.00	87.00	350.00
<b>1106 - Insurance</b>	0.00	0.00	5,155.99	5,100.00	5,100.00
<b>1107 - Training/Travel</b>	0.00	0.00	0.00	75.00	150.00
<b>1110 - Bond Principal</b>	2,238.21	2,337.00	11,381.44	11,641.00	28,128.00
<b>1111 - Bond Interest</b>	3,697.79	3,598.00	18,298.56	18,034.00	43,092.00
<b>1112 - Interfund Loan Repayment</b>	4,646.01	4,646.00	26,964.93	26,965.00	26,965.00
<b>1121 - Engineering Services</b>	0.00	900.00	0.00	1,800.00	3,125.00
<b>1131 - Public Capital Improvement</b>	0.00	0.00	0.00	0.00	43,750.00
<b>501 - Bank Service Charges</b>	0.00	0.00	0.00	0.00	0.00
<b>530 - Interest Expense</b>	0.00	0.00	0.00	0.00	0.00
<b>555 - Legal Fees</b>	0.00	0.00	0.00	0.00	0.00

**City of Eagleville Sewer Fund  
 Profit & Loss Budget Performance**

November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
580 - Depreciation Expense	0.00	0.00	0.00	0.00	0.00
900 - Capital Projects	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>13,640.68</b>	<b>14,452.00</b>	<b>77,741.77</b>	<b>78,657.00</b>	<b>187,160.00</b>
<b>Net Ordinary Income</b>	<b>-1,283.73</b>	<b>-1,986.00</b>	<b>-4,993.25</b>	<b>31,159.00</b>	<b>9,780.00</b>
<b>Net Income</b>	<b>-1,283.73</b>	<b>-1,986.00</b>	<b>-4,993.25</b>	<b>31,159.00</b>	<b>9,780.00</b>

## Checking/Savings Balances as of October 31, 2017

	10/31/17	NET CHANGE	11/30/17
Petty Cash	368.91	-4.59	364.32
General Fund-Checking	259,607.75	17,396.12	277,003.87
Drug Fund	0.00	317.30	317.30
Total General Fund-Checking	259,607.75	17,396.12	277,003.87
Savings - General Fund	165,028.54	0.00	165,028.54
		<i>(received quarterly)</i>	
US Bank Checking	19,595.81	1,391.85	20,987.66
Franklin Synergy Bank CD			
6 Month CD at 1.05% - Matures 12/10/17	100,000.00		100,000.00
12 Month CD at 1.13% - Matures 12/10/17	100,000.00		100,000.00
<b>Total GF Checking/Savings</b>	<b>644,601.01</b>	<b>18,783.38</b>	<b>663,384.39</b>
<b>Street Aid Savings</b>	<b>152,958.75</b>	<b>-2,051.98</b>	<b>150,906.77</b>
Sewer Checking	51,543.46	-20,738.54	30,804.92
Capacity Fees	31,500.00	0.00	31,500.00
Total Sewer Checking	83,043.46		62,304.92
<b>GRAND TOTAL</b>	<b>\$880,603.22</b>	<b>-4,007.14</b>	<b>\$876,596.08</b>

**Ordinance 2017-???**  
**Amending Ordinance No. 2014-07**  
**An Ordinance To Adopt Wastewater Regulations**

BE IT ORDAINED by the city council of the City of Eagleville, as follows:

Section 1-6. Sewer system extension, private cost.

Delete Section 1.6 (b) in its entirety and replace with: No sewer connections shall be allowed on private roads. Developments created on private property, with roads not proposed to be accepted by the city, may be allowed to tie into the city's sewer system once the sewer line has reached city right of way, if it is deemed in the city's best interest and in accordance with Section 1-2 of the wastewater regulations for the city. Private developments shall tie in at areas deemed appropriate by the manager and connections may be limited to one (1) tie in at the discretion of the manager. Such tie-in(s) shall only be permitted if the developer's engineer provides detailed evidence that the city has capacity to take on additional buildings and/or dwellings and such evidence is deemed acceptable by the city and in accordance with Section 1-2 of the wastewater regulations for the city. All lines on non-city right of way, in private developments, shall be maintained and repaired at the cost of the owner to which such line serves, unless the city finds that there is a public good served by such line. All sewer lines shall be placed in an easement dedicated to the city, should the city assume responsibility of maintenance.

Add Section 1.6 (c): Nothing herein shall be construed to require the city of approve the extension of the public sanitary sewer system to a location not currently served.

This Ordinance shall become effective fifteen (15) days from and after its final passage, the welfare of the city requiring it.

WHEREUPON, Mayor Brown declared the Ordinance adopted, affixed his signature and the date thereto, and directed that the same be recorded.

Approved:

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Travis Brown, Mayor

ATTEST:

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City Recorder, Phillip Dye

Passed First Reading:

Passed Second Reading:

APPROVED AS TO FORM:

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City Attorney, Kevin Bragg

## **Names Submitted for Park Advisory Board**

Aaron Forst 1 year

Keith Fann

Lauren Wiggins

Gregg Fox

Rachel Vongphakdy (Councilwoman)

Bill Tollett (Former Park Board  
member) (Councilman) Liaison



# Summer 2018 Paid High School Internship Program

## Employer Agreement

### Introduction

The Employer Agreement has been prepared specifically for employers who are committed to enhancing a student's education by utilizing their skills in a professional work setting.

### Purpose

The Rutherford Works High School Internship Program partners with employers who offer students productive and meaningful work assignments with a learning component ideally related to their area of interest. The Internship Program will provide students who reside in Rutherford County with the opportunity to gain paid work experience with a Rutherford County employer. Students will gain exposure to a career field in which they are interested and/or have experience. They will learn about and begin to develop 21<sup>st</sup> Century skills and competencies needed for success in the workplace. This internship will last a total of 4 weeks (64 work hours). In addition to gaining work experience, students will also receive 4 hours of pre-employment training and 16 hours of work based learning.

### Benefits to the employer:

- Grow brand awareness with students and their parents.
- Increase awareness of industry-specific career opportunities.
- Identify and cultivate future talent.
- Training and development opportunity for managers and mentors.

### Benefits to students who participate in this program include:

- Gain experience applying and interviewing for a job
- Build their resume and establish a professional network
- Explore career fields and career options
- Develop and demonstrate the foundation skills and competencies essential for success in the workplace such: sense of responsibility • written and verbal communication skills • Ability to work well with others/team work • Critical thinking • Leadership



## **Employer Agreement**

Please tell us the program area that your opportunity most accurately relates to:

- Agriculture, Food, & Natural Resources
- Architecture & Construction
- Arts, Audio/Visual Technology, & Communications
- Business Management & Administration
- Finance
- Human Services
- Marketing
- Health Science
- Hospitality & Tourism
- Information Technology
- Law, Public Safety, Corrections, & Security
- Transportation, Distribution, & Logistics
- Manufacturing
- STEM

### ***The Employer agrees to:***

1. Provide a job description and preferred skills to the Rutherford County Chamber of Commerce by December 1, 2018
2. Designate an individual (mentor) to supervise the intern and serve as employer point of contact for the Rutherford County Chamber of Commerce and Youth CAN
3. Provide a fee of \$1,000 for 68 hours of work and 24 hours of pre-employment and work-based learning payable to the Rutherford County Chamber of Commerce. The Chamber will compensate YouthCAN to administer all payroll services and provide works comp and liability insurance for the student. This fee is a 2/3 match with the Rutherford County Chamber of Commerce. The Chamber will invoice employers for 2/3 portion at the program's completion
4. Provide a safe work environment and related training if needed
5. Review applications and interview students for available position(s)
6. Review company policies and procedures with student
7. Evaluate the intern's performance and provide feedback to Internship Coordinator with the Rutherford County Chamber of Commerce

Employers who are participating in the program for the first time in 2018 are required to attend a **New Partnership Mentor Luncheon** to review program details and learn best practices for managing an intern on May 15, 2018.

**All employers** are required to participate in pre-employment training hosted at the Rutherford County Chamber of Commerce on May 31, 2018. The employer is also invited to attend a celebration of completion on June 29, 2018 at the Chamber of Commerce.

We agree to comply with the terms and conditions of the Agreement.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Company \_\_\_\_\_ Employer's Name \_\_\_\_\_ Employer's Title \_\_\_\_\_

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Employer's Email \_\_\_\_\_ Employer's Phone Number \_\_\_\_\_

Please provide mentor contact information if different from the person listed above:

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Mentor Name \_\_\_\_\_ Mentor Title \_\_\_\_\_

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Mentor Email \_\_\_\_\_ Mentor Phone Number \_\_\_\_\_

**Please return this form to Trisha Murphy, Education & Workforce Development Coordinator, at [tmurphy@rutherfordchamber.org](mailto:tmurphy@rutherfordchamber.org).**

# NOW ACCEPTING 2018 Rutherford Works High School Internship Program Placements



The Rutherford Works High School Internship Program partners with employers who offer students productive and meaningful work assignments with a learning component ideally related to their area of interest.

## Students that intern with your company will:

- Apply and interview
- Complete 8 hours of pre-employment training
- Work 16 hours per week during the month of June
- Participate in a 4 hour work-based learning workshop each week
- Participate in team presentations at end of program
- Earn \$10/hour



*"Thank you so much for creating a program that would allow me to experience a profession I want to go into at such a young age. I appreciate everything you've done for me and I can't thank everyone involved enough for this experience."*

– 2017 Rutherford Works High School Intern

## Previous Placements Included



Advanced  
Manufacturing/  
Logistics



Health Care



Business/  
Human  
Resources



Agriculture/  
Veterinary  
Medicine



Information  
Technology



Engineering/  
Chemistry/  
STEM



*"Our interns were able to complete a project we probably would not have been able to complete this year. They saved us approximately 40 hours of work towards their assigned project."*

– 2017 Rutherford Works High School Internship Mentor

## Employers that host an intern would:

- Host students from May 31 through June 30, 2018.
- Host the students 16 hours per week Monday through Thursday (schedule to be decided by student and employer)
- Designate an individual (mentor) to supervise the intern and serve as employer point of contact
- Provide a safe work environment and related training if needed
- Evaluate the intern's performance and provide feedback to Internship Coordinator

Apply by December 1st to host a 2018 High School Summer Intern  
Contact Trisha Murphy: 615-278-2325 or [TMurphy@rutherfordchamber.org](mailto:TMurphy@rutherfordchamber.org)