

Kenneth McLawhon

From: Andrew Mills
Sent: Thursday, May 2, 2019 3:54 PM
To: kmclawhon@thompsons-station.com
Cc: Kirk Vandivort
Subject: Follow-up - 5/2/2019 Conference Call
Attachments: Statement of Qualifications- Thompson's Station- updated.pdf

Mr. McLawhon,

It was a pleasure speaking with you this afternoon, and I am certainly glad I called to confirm that the meeting tonight has been postponed. Again, congratulations on your new position. I am sure you are already very busy, less than forty-eight hours into the job.

Just to memorialize some of the points we discussed on the phone, our firm is a full service law firm that has extensive experience representing governmental entities (our firm first began representing municipal clients over twenty-four (24) years ago). Currently, the six (6) attorneys in our office work together to represent Dickson County, Fairview, Charlotte, Burns, White Bluff, and Vanleer. We also provide all litigation and transactional needs our clients have, in state and federal courts (when insurance defense is not providing the same). This is something we take pride in: being able to serve all of our client's needs. Thompson's Station is growing very quickly, and it will need experienced help to grow effectively.

I will add that our team approach to representation (I will be the lead attorney, and Mr. Vandivort will be the alternative) means that an attorney will be available assist Thompson's Station seven days a week. All the attorneys are local, born and raised. I currently live in West Nashville, and Mr. Vandivort lives in Burns, neither of which are very far from the Town.

We take the responsibility of representing a municipality very seriously, and we know that a good working relationship with the Board and, more importantly, the Administrator will be a necessary component to that representation.

I have attached our updated Statement of Qualifications for your convenience.

Please contact me should you have any questions. Thank you again for speaking with me, and I look forward to our next conversation.

Sincerely,
Andrew E. Mills

Andrew E. Mills, Member
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REYNOLDS, POTTER, RAGAN & VANDIVORT, PLC

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April 12, 2019

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*RULE 31 LISTED MEDIATOR

OF COUNSEL:
LISA LITTLETON HOLLEY

Thompson's Station, Tennessee
c/o Caryn Miller, Assistant Town Administrator
P.O Box 100
Thompson's Station, TN 37179
Via email only to cmiller@thompsons-station.com

RE: STATEMENT OF QUALIFICATIONS - UPDATED

Dear Ms. Miller:

Please find below the updated Statement of Qualifications for the law firm of Reynolds, Potter, Ragan, & Vandivort, PLC per your email earlier today.

We are excited by the possibility to serve Thompson's Station. We have the experience and expertise requisite to serve as the City Attorney for Thompson's Station. Our firm currently represents six (6) different local governments.

1. Firm name and contact information:

Reynolds, Potter, Ragan, & Vandivort, PLC
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2. Personnel qualifications:

Andrew E. Mills, Esq. (BPR# 031236) will be the primary attorney with Kirk Vandivort (BPR# 018942) serving as the secondary attorney, and they will be assisted from time-to-time as needed by other lawyers in our firm. Our goal is always to provide competent legal advice and services. One of the main reasons for having a full-service firm is to ensure there is always someone available for your representation, for any and all of your legal needs. Simply put, there will be no time when our firm will not be able to assist you with legal services. We will be in attendance at all necessary meetings.

Mr. Mills is a resident of Davidson County, Tennessee, residing specifically in the Hillwood neighborhood. He grew up on West End Avenue, where he attended Montgomery Bell Academy, graduating in 2004. In 2009, he graduated *magna cum laude* from Belmont University with a degree in Business Administration, and, in 2012, he graduated from the University of Memphis School of Law. Mr. Mills has represented the Town of White Bluff for over seven (7) years as the primary city attorney, and he is the assistant city attorney for the City of Fairview, the Town of Burns, and he is one of the attorneys representing Dickson County in our office.

Mr. Mills is a skilled writer and litigator who has practiced in courts all across middle Tennessee, including Federal Court. He has litigated for his government and private clients in nearly all areas of the law, including condemnation, eminent domain, zoning issues, city ordinance enforcement, easement issues, contract disputes, property transactions, boundary line disputes, employment issues, probate issues, criminal issues, personal and property injury issues, and administrative law issues. Additionally, Mr. Mills is one of the closing attorneys at Banker's Title & Escrow, LLC, where he engages regularly with property transactions and zoning issues. Mr. Mills prides himself on engaging issues quickly and using a team approach with the other six (6)

attorneys in the office to find solutions to complex problems. He is but one part of the firm's twenty-four (24) year experience representing governmental clients.

Personally, Mr. Mills has been married to Patricia Mills since 2013. She is an attorney with the Administrative Office of the Courts in Nashville, Tennessee. In addition to his law practice, Mr. Mills enjoys football, cooking, and his family. Mr. Mills and his wife recently celebrated the first birthday of their first child, Audrey.

Mr. Vandivort is a resident of Burns, Tennessee and a veteran of the United States Marine Corps, having served in Operation Desert Storm / Persian Gulf War. He received a bachelor's degree from the University of Tennessee, at Knoxville. He received his law degree from the Nashville School of Law in 1997. Mr. Vandivort has represented the City of Charlotte since 2004, and he serves as one of the attorneys in the office representing Dickson County.

This will be Mr. Vandivort's twenty-first year to practice law. He began his practice at McGee, Lyons, & Ballinger, PLC as well as the Public Defender's Office for the 23rd Judicial District. He is a skilled litigator and has tried numerous cases to jury trial in many different Tennessee counties. He practices in both state and federal court. The firm of Reynolds, Potter, Ragan, & Vandivort, PLC, which Mr. Vandivort helped create, is located in Dickson and has a total of seven lawyers. It is a very well rounded firm and prides itself on being regional in its scope.

Personally, Mr. Vandivort has been married to Roxan Vandivort of Dickson since 1995. Mrs. Vandivort is a sixth grade science teacher in Dickson County. They have three daughters – ages 19, 17, and 15. In addition to his law practice, Mr. Vandivort likes to play golf, watch his children play school sports, and the occasional motorcycle ride. Mr. Vandivort is an active

member of the First Presbyterian Church of Dickson, and he is in his eleventh year of service on the Dickson County School Board, where he is currently the Chairman.

3. & 4. Specialized legal services and competence / Capacity and capability:

Of particular importance to Thompson's Station will be our firm's competence, capacity, and capability to handle municipal and county law and other issues relative to representing a municipal entity. Our firm is very experienced in that area.

Our firm has represented the **Town of Vanleer** in Northwest Dickson County since approximately 1993. The firm has represented the **Town of White Bluff** since 1995. The firm has represented the **City of Charlotte**, which is the county seat of Dickson County, since 2004. The firm has represented the **Town of Burns** in Dickson County since 2007. The firm has represented the **City of Fairview** since 2017. The firm also represents **Dickson County**, Tennessee and has done so since 2006.

Our firm takes a team approach to our representation of governmental entities, and we utilize the experience of all the attorneys at our firm, as this form of representation has been an integral part of our firm for over twenty-four (24) years, and it greatly helps us be as efficient as possible for our clients. We have always, in our twenty-four (24) years of work for governmental entities, been able to respond to our client's needs on short notice and in a timely manner, and, as previously stated, there will always be an experienced municipal attorney available to handle the Town's needs should Mr. Mills and/or Mr. Vandivort be unavailable (which will be exceedingly rare).

Please find the below contact information for references:

- a. Linda Hayes, Mayor of the Town of White Bluff; 615-797-3131.

- b. Scott Collins, City Administrator of the City of Fairview; 615-387-6084.
- c. Bill Davis, Mayor of the City of Charlotte; 615-789-4184.
- d. Landon Mathis, Mayor of the City of Burns; 615-446-2851.
- e. Bob Rial, Mayor of Dickson County; 615-789-7000.

5. Approach to communicating with the Town:

Our firm takes a rapid response approach to communication. Simply, we will be available to respond to any and all issues and questions within hours, if not minutes, seven days a week. In terms of the manner in which we communicate with our client, we develop a strategy based upon the client's needs, wishes, and need for expediency, generally centering around a point person (e.g. Thompson's Station's Town Administration or other designee). Based upon the particular issue or project, we will generally provide status updates and reports on an "as requested basis" and at regular meetings. Thompson's Station is unique and will have unique needs, and the development of a communication plan will be a crucial component to our firm's representation of the Town.

6. Understanding of services to be provided:

Given our twenty-four (24) years' worth of experience in representing municipalities, we are fully aware of a municipality's general needs, however every municipality is different and requires legal assistance in varying areas. Generally, municipalities need legal assistance with: resolution and ordinance legality and drafting; legal consultation, opinions, and assistance regarding property, zoning, subdivision, variance, and zoning appeals issues; licensing, employment, policy, and taxation issues; code enforcement, permit disputes, and annexation/condemnation litigation; historic preservation implementation and enforcement; contract, license, easement, and lease drafting; real and personal property sales and acquisitions;

employment policies and handbook creation; state laws and requirements (e.g. Open Records Act, Sunshine Laws, etc.); title opinions and title research; general civil litigation not covered by the Town's insurance carrier; assistance and support to insurance defense; meeting attendance at all levels and enforcement of Robert's Rule of Order; and state and administration law disputes, negotiations, and litigation.

If our firm is selected to be the City Attorney for Thompson's Station, the legal needs will need to be determined and outlined, but our firm is fully capable of handling any and all issues that will need to be addressed by the Town.

7. Work schedule:

Our work schedule is flexible to meet the Town's needs. An attorney, generally Mr. Mills or Mr. Vandivort, will be present or available to attend all meetings and work sessions. Work projects, when initially requested by the Town, will be completed by a deadline as set by the Town and our firm, working in concert based upon the level of exigency required. Given our firm's experience and ability to accommodate, we will be able to provide the work needed in a timely manner.

8. Conflicts of interest:

Given our firm's location and current set of clients, we do not foresee any conflicts of interest with Thompson's Station. The firm represents individuals in Williamson County, but none of those clients have used our firm for any action against Thompson's Station. If a conflict did arise, we would be charged with finding a suitable attorney to handle that specific issue which gave rise to the conflict.

9. Cost for providing services:

Our firm bills by the hour, and we would agree to charge a reduced rate of \$200.00 per hour for all services provided to the Town. Our firm will conservatively bill for all of its attorney time in increments of tenths of an hour, and we will submit a bill each month to the designated official.

Please let us know if you need any further information. We also certainly welcome the opportunity to meet you and will be available for an interview at your request.

Sincerely,

REYNOLDS, POTTER, RAGAN & VANDIVORT, PLC



ANDREW E. MILLS

BPR #031236



KIRK VANDIVORT

BPR #018942