

Law Offices of
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May 10, 2022

Town of Ashland City
Mayor and City Council

Re: Letter of engagement

Dear Mayor and Council,

This letter serves as a letter of engagement for my services. As you know, I have been serving as the city attorney for many years. This letter will set forth my services to be performed and the pay.

I will serve as the city attorney by appointment and at will of the City Council. This agreement may also be terminated by myself upon reasonable notice. As the city attorney, I will attend the regular meetings of the City Council and any other meetings as requested. I will be responsible for managing litigation in which the city is a party as well as prosecuting matters in City Court for violations of the City Code. I will review all contracts, deeds, bonds, ordinances, resolutions, and any other documents to be signed in the name of the Town or made by the Town. I will also be available for any zoning or planning services as requested. I will also make myself available to all members of the Council and department heads as needed. I will upon request render opinions as to legal matters and proceedings that the Town is involved.

My compensation for services will be billed at the hourly rate of Two Hundred Forty Dollars (\$240.00). This increase in the hourly rate shall begin on July 1, 2022. This will be billed on a monthly basis. There will be no monthly retainer required but strictly billed per hour. In addition to the hourly billing, reimbursement would be made for expenses advanced. I will also bill separately for any bond opinion letters based upon the amount and exposure of liability as well as any title opinion letters or real estate closing work which will be billed at my regular rate that I bill other clients. Any travel will be billed at the hourly rate.

I will continue to attend and maintain continuing legal education on a yearly basis. Said continuing legal education shall be paid by the Town or reimbursed. This will include travel expenses if necessary. The cost of continuing legal education and travel expenses shall be capped at \$1,000.00 unless approved by the Council. The Town will also continue to pay the applicable dues to the Tennessee Municipal Attorneys Association for membership.

I appreciate the opportunity to continue to serve as the City Attorney for the Town of Ashland City.

Sincerely,

Jennifer Noe

Approved and accepted: _____
Mayor