THE CITY COMMISSION
CITY OF PARIS, TENNESSEE
APRIL 4, 2013
REGULAR MEETING

The Board of Commissioners of the City of Paris, Tennessee met in regular session Thursday, April 4, 2013 at 6:00 p.m. in the City Hall Courtroom of the City of Paris, Tennessee for the purpose of conducting the following and any other business:

OLD BUSINESS:

1. FY 2013 Budget Amendment Number 1 (Second Reading)

NEW BUSINESS:

1. Financial Update
2. Appointments to Boards
3. Resolution Establishing the Policy of the City of Paris Regarding Charges for Cost of Compliance with the Open Records Statue
4. Resolution to Establish a Policy Regarding Electronic Meetings
5. Approval of Temporary Landfill Superintendent Trainee Position
6. 457K Plan Change
7. Rezoning Request for Property Located at 812 East Wood Street (First Reading)
8. Amendment to the Personnel Rules and Regulations Appendix B Regarding the Position of Landfill Superintendent
9. Rezoning Request for Property Located on Mineral Wells Avenue (First Reading)

STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES

1. Project Update Sheet

Present: Mayor Sam Tharpe
Vice Mayor Gayle Griffith
Commissioner Terry Fuller
Commissioner Pete Lackey
Commissioner Carlton Gerrell

Also Present: Fred McLean, City Attorney
Kim Foster, Finance Director
Willette Ray, Administrative Assistant to the City Manager
Jennifer Morris, Community Development Director
Lana White, Account Clerk
Johnny Berry, Landfill Superintendent
John Etheridge, Board of Public Utilities

Media: Bill McCutcheon, The Paris Post-Intelligencer
Tim Alsobrooks, WMUF

Mayor Tharpe called the meeting to order. The Pledge of Allegiance and a Moment of Silence were observed.

APPROVAL OF MINUTES

The minutes of the previous meeting held Thursday, April 4, 2013 were approved as presented following a motion by Vice Mayor Griffith and seconded by Commissioner Fuller. The motion carried unanimously.

COMMENTS FROM CITIZENS

Ms. Cathy Herrera, 327 Walnut Street, the Regional Director of the Henry County Carl Perkins Center for Prevention of Child Abuse, thanked the Commission and the City of Paris for the support that they had showed the organization. She presented a plaque to the Commission.

COMMENTS FROM COMMISSION

Vice Mayor Griffith asked that we pray for good weather during Fish Fry week. Mayor Tharpe wanted the City to encourage people to come to Paris and spend money here.

OLD BUSINESS

FY 2013 BUDGET AMENDMENT NUMBER 1 (SECOND READING)

The FY 2013 Budget Amendment Number 1 was presented at last month's meeting by Finance Director Kim Foster. After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Gerrell to approve the budget amendment on First Reading. The motion carried unanimously.

A Public Hearing was conducted prior to this meeting, and this is presented for Second Reading.

After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Lackey to approve the Budget Amendment as presented. The motion carried unanimously.

ORDINANCE NO. 1152

AN ORDINANCE TO AMEND THE CITY OF PARIS FISCAL YEAR 2012– 2013 BUDGET

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality amend the annual budget ordinance to insure compliance with the relating lawful expenditures,

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

Section 1. The FY 2012 – 2013 Budget Ordinance, Section 2 shall be amended by deleting Section 2 in its entirety:

	General			Solid Waste		
Fund	**FY 2011 Audited**	**FY 2012 Budget**	**FY 2013 Proposed**	**FY 2011 Audited**	**FY 2012 Budget**	**FY 2013 Proposed**
Revenues						
Local Taxes	$5,697,504	$5,803,600	$6,601,000			
State of TN	1,391,997	1,595,200	1,756,500			
Federal Government	554,132	792,000	178,000			
Other Sources	2,970,278	9,848,101	7,341,490	1,558,270	1,566,500	1,593,375
Total Revenues	***$10,613,911***	***$18,038,901***	***$15,876,990***	***$1,558,270***	***$1,566,500***	***$1,593,375***
Expenditures						
Salaries	$4,116,523	$4,027,686	$4,223,041	$351,399	$331,587	$364,462
Other	6,211,895	13,884,510	11,725,136	748,406	1,144,813	1,015,058
Total Expenditures	***$10,328,418***	***$17,912,196***	***$15,948,177***	***$1,099,805***	***$1,476,400***	***$1,379,520***
Beginning Fund Balance	$1,719,240	$2,004,733	$2,131,438	$1,368,699	$1,827,164	$1,917,264
Ending Fund Balance	2,004,733	2,131,438	2,060,251	1,827,164	1,917,264	2,131,119
No. of FTE Employees	107	107	108	11	11	11

Section 2. The City of Paris City Commission does hereby amend the following estimate of revenues, estimated unencumbered fund balances, and expenditures as follows:

General Fund Intergovernmental Revenues shall be amended as follows:
State Income Tax shall increase by $10,000
TVA Lighting Rebate shall increase by $9,300

General Fund Other Revenues shall all be amended as follows:
E911 Office Rental shall increase by $5,000
Verizon Building Rental shall decrease by $9,600
HC Share-Addition to THP Station increase to $25,000
P-HC Industrial Committee Reimbursement to increase to $30,000

General Fund Expenditures are amended as follows:
General Administration Liability Insurance will increase by $4,000
Economic Development Salaries will increase to $30,000
General Elections Per Diem will increase by $605
City Hall Liability Insurance will increase by $5,500
Police Department Vehicle Insurance will increase by $3,500
Fire Department Vehicle Insurance will increase by $3,600

City Garage Building Insurance will increase by $2,500
Parks & Recreation Liability Insurance will increase by $7,000
In the area of Community Development, the following amendments will be made:
City Hall Energy Efficient Lighting will increase to $27,500
Addition to THP Station will increase to $50,000
Ag Svc / THP Station Miscellaneous will increase to $5,000
Bethel / HCMC Project will decrease by $1,100,000
Bethel / HCMC Building –RDA Portion will increase by $1,100,000
Debt Service Interest on Bonded Debt will decrease by $200,000
Debt Service Principal on Bond Debt-Fire Truck / Annex will increase by $67,000

Solid Waste Fund Expenses are amended as follows:
Refuse Workers Compensation will increase by $5,600
Refuse Interest on Capital Leases will increase by $5,000
Landfill General Purpose Equipment will decrease by $12,000

So that Section 2 shall read as follows:

	General			Solid Waste		
Fund	**FY 2010 Audited**	**FY 2011 Estimated**	**FY 2012 Proposed**	**FY 2010 Audited**	**FY 2011 Estimated**	**FY 2012 Proposed**
Revenues						
Local Taxes	$5,697,504	$5,803,600	$6,601,000			
State of TN	1,391,997	1,595,200	1,766,500			
Federal Government	554,132	792,000	187,300			
Other Sources	2,970,278	9,848,101	7,391,890	1,558,270	1,566,500	1,593,375
Total Revenues	***$10,613,911***	***$18,038,901***	***$15,946,690***	***$1,558,270***	***$1,566,500***	***$1,593,375***
Expenditures						
Salaries	$4,116,523	$4,027,686	$4,253,041	$351,399	$331,587	$364,462
Other	6,211,895	13,884,510	11,648,369	748,406	1,144,813	1,013,658
Total Expenditures	***$10,328,418***	***$17,912,196***	***$15,901,410***	***$1,099,805***	***$1,476,400***	***$1,378,120***
Beginning Fund Balance	$1,719,240	$2,004,733	$2,131,438	$1,368,699	$1,827,164	$1,917,264
Ending Fund Balance	2,004,733	2,131,438	2,176,718	1,827,164	1,917,264	2,132,519
No. of FTE Employees	107	107	108	11	11	11

	Drug			Cemetery		
Fund	**FY 2011 Audited**	**FY 2012 Budget**	**FY 2013 Proposed**	**FY 2011 Audited**	**FY 2012 Budget**	**FY 2013 Proposed**
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	$60,981	$60,000	$52,075	$1,069	$2,000	$600
Total Revenues	**$60,981**	**$60,000**	**$52,075**	**$1,069**	**$2,000**	**$600**
Expenditures						
Salaries						
Other	$58,582	$83,500	$89,250	$0	$0	$0
Total Expenditures	**$58,582**	**$83,500**	**$89,250**	**$0**	**$0**	**$0**
Beginning Fund Balance	$149,254	$151,653	$128,153	$179,841	$180,910	$182,910
Ending Fund Balance	$151,653	$128,153	$90,978	$180,910	$182,910	$183,510
No. of FTE Employees	0	0	0	0	0	0

Section 3. The current Section 3 shall be deleted in its entirety:

General Fund	$ 18,008,428
Solid Waste Fund	3,510,639
Drug Fund	180,228

Cemetery Fund	183,510
Total All Funds	$ 21,882,805

Section 3 is amended as follows:

General Fund	$ 18,078,128
Solid Waste Fund	3,510,639
Drug Fund	180,228
Cemetery Fund	183,510
Total All Funds	$ 21,952,505

SECTION 4. All encumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 5. This ordinance shall take effect April 4, 2013 the public welfare requiring it.

Passed and adopted March 7, 2013.

Passed and adopted April 4, 2013.

/s/ Samuel Tharpe
Mayor

/s/ Kim Foster
Finance Director

FINANCIAL UPDATE

The Financial Update was presented by Finance Director Kim Foster. She stated that Revenues were slightly less than 60 percent of budget for February with Expenditures just more than 64 percent. Foster pointed out that several significant amounts of revenue were still pending such as the 218 Bypass Project, the Joy Street Intersection, and the bond issue for the annexation. Retail sales in January were 5.52 percent less than January 2012.

APPOINTMENTS TO BOARDS

After a brief discussion, Commissioner Lackey made a motion which was seconded by Vice Mayor Griffith to appoint Ms. Sabra Fuller to replace Ms. Dorothy Clark on the County Board of Equalization Committee. This is a two year term with City Commission appointment. The motion carried unanimously.

APPOINTMENT OF DELINQUENT TAX ATTORNEY

A letter was submitted from Ms. Beth Farmer Belew that she was appointed as the delinquent tax attorney for Henry County. She asked to be appointed this position for the City.

After a brief discussion, Commissioner Fuller made a motion which was seconded by Vice Mayor Griffith to appoint Ms. Beth Belew as the Delinquent Tax Attorney for the City of Paris. The motion carried unanimously.

RESOLUTION ESTABLISHING THE POLICY OF THE CITY OF PARIS REGARDING CHARGES FOR COST OF COMPLIANCE WITH THE OPEN RECORDS STATUE

State statute requires that in order to charge for copies of documents produced to meet the open records aspect of the Sunshine Law, a municipality must have a written policy. The primary aspect addressed by statute is the charge per page. Our policy would adopt the State's published rate, but allow for now charge for incidental or minimal requests.

After a lengthy discussion, this Resolution was deferred until next month's meeting on Thursday, May 2, 2013. The Commission wanted to review the State statue charges for copies.

RESOLUTION NO. 1516

RESOLUTION ESTABLISHING THE POLICY OF THE CITY OF PARIS REGARDING CHARGES FOR COST OF COMPLIANCE WITH THE OPEN RECORDS STATUES

WHEREAS, it is the desire of the City of Paris City Commission to fully comply with the Open Records Statue of the State of Tennessee; and

WHEREAS, the Tennessee Public Records Act (Tennessee Code Annotated Section 10-7-50 et. seq.) requires that the Office of Open Records Counsel as established by Tennessee Code Annotated Section 8-4-601 et. seq., promulgate guidelines for compliance with said statues; and

NOW THEREFORE, be it ordered by the City of Paris City Commission that the City of Paris adopts these Guidelines to assure compliance, provided however that the Guidelines shall not be construed so as to prohibit limited courtesy copies to individuals or non-profit organizations or other governmental organizations, etc. Such exceptions or minimal practices however, shall be fair and consistent.

This Resolution shall become part of and be spread upon the minutes of this meeting of the City Commission.

Unanimously adopted, this the 4th day of April 2013.

_____ _____

Mayor Finance Director

RESOLUTION TO ESTABLISH A POLICY REGARDING ELECTRONIC MEETINGS

The meeting portion of the Sunshine Laws allows for electronic meetings if held in accord with the statute. However, one requirement is that you have a written policy.

After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Lackey to approve the resolution to establish a policy regarding electronic meetings. The motion carried unanimously.

RESOLUTION NO. 1517

RESOLUTION TO ESTABLISH A POLICY REGARDING ELECTRONIC MEETINGS

WHEREAS, the Tennessee Code annotated 8-44-108 allows for the utilization of electronic meetings under such terms and conditions as are set forth in said statue; and

WHEREAS, in order to conduct electronic meetings, the City of Paris is required to adopt a policy regarding the use of electronic meetings, and

WHEREAS, the City of Paris wishes to adopt and appropriate policy meeting the requirements of the Statue; and

NOW THEREFORE, be it ordained that the City of Paris does adopt the provisions of the Statue as policy and instructs the City Manager to develop a set of guidelines for implementation to be approved by Counsel. Said guidelines shall be widely distributed to all Departments and Boards of the City and it shall be the responsibility of the Office of the City Manager to insure compliance.

Unanimously adopted, this the 4th day of April 2013.

/s/Samuel Tharpe /s/Kim Foster

Mayor Finance Director

APPROVAL OF TEMPORARY LANDFILL SUPERINTENDENT TRAINEE POSITION

City Manager Holder had sent out an email seeking Commission approval to establish a Landfill Superintendent Trainee position die to its unique nature. This will allow an individual to receive the necessary training over an extended period of time. Holder recommended not making the position a part of our Personnel Rules and Regulations since it is anticipated as temporary and the individual will be covered by our Rules under the current position.

After a lengthy discussion, Commissioner Fuller made a motion which was seconded by Commissioner Gerrell to approve the temporary Landfill Superintendent Trainee position. The motion carried unanimously.

LANDFILL SUPERINTENDENT TRAINEE

Due to the nature of this position, it is necessary to begin the process of training a replacement for the current Landfill Superintendent well in advance of his retirement date. This position is established with the understanding that the individual selected will continue to hold their regular position, but will work with the current Superintendent at such times as he indicates it is a training opportunity.

Such times shall include but are not limited to:

1. Meetings with State Officials;
2. Meetings with the City's design engineers or survey crews;
3. Attending training sponsored by the State or MTAS;

4. Critical junctions of the new plan development; and
5. Any other duties the Superintendent or City Manager believes will help prepare the individual to assume the position

The person selected will be compensated from the Solid Waste Fund for time spent on the Landfill at a rate set by the City Manager. The individual's performance will be reviewed every six (6) months to determine progress.

The individual shall meet all the current criteria for the position, or demonstrate an aptitude for the development of those skills, except for that knowledge or ability they are expected to acquire in the process.

This position shall initially be posted to City of Paris and Henry County employees only.

Nature of Work

This is responsible work concerning the operation of refuse disposal activities.

Work includes assignment, training, and scheduling of the refuse disposal crews to insure prompt and efficient service.

Duties entail filling in for Equipment Operator II or Equipment Operator I when necessary. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the City Manager, and is reviewed through inspection, and by evaluating reactions and comments of the public.

Illustrative Examples of Work

Organizes, trains, schedules, assigns, and reviews the work of a group or crew of workers engaged in refuse disposal activities.

Responsible for the gate at the landfill and the personnel attending the gate.

Receives, investigates, and disposes of complaints.

Assists in scheduling of trucks, equipment, supervising the landfill and the gate.

Operates equipment at his/her own discretion.

Desirable Knowledges, Abilities and Skills

Ability to fill the qualifications of Equipment Operator I and Equipment Operator II.

Considerable knowledge of modern methods and techniques of refuse disposal.

Ability to establish and maintain effective working relationships with subordinates, other departments, and the public.

Ability to plan, lay out, coordinate, schedule, and effectively supervise the work of a number of workers engaged in refuse disposal. Ability to conduct effective public relations, ability to work close with the Public Works Director.

Considerable knowledge of the operating characteristics and servicing of equipment used in the landfill operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with equipment and operations.

Considerable knowledge of all landfill regulations.

Desirable Training and Experience

Education sufficient to develop basic reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Driver's License and cell or landline telephone are required.

Considerable experience in operating landfill equipment, with experience in municipal refuse disposal.

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made.
(Res. # 1495, 12/01/11)

457K PLAN CHANGE

Years ago the City Commission approved a 457K Plan for employees, which is optional. The City's only role is to deduct the selected amount and forward to the Plan administrator.

The US Conference of Mayors is the sponsoring agency. Recently they became dissatisfied with the provider, Nationwide, and issued an RFP for a provider. Great-West Financial was selected as the new provider. However, each city (or group) has the options of staying with Nationwide or transferring to the new provider.

While the City of Paris has the actual fiduciary responsibility for the decision, I believe it was appropriate to solicit the opinions of our current enrollees and have met with them in small groups to discuss the options. They were unanimously in favor of inviting the new US Conference of Mayors endorsed provider to make a presentation to the group. If an overwhelming majority prefers to switch, we will bring you the appropriate resolution for your consideration.

This was presented for informational purposes only.

REZONING REQUEST FOR PROPERTY LOCATED AT 812 EAST WOOD STREET (FIRST READING)

At March's Commission meeting, Ms. Debra Lemonds had requested a rezoning of property located at 812 East Wood Street. She has an option to purchase this property. Currently the zoning is B-1 Highway Commercial. Following discussion with City Staff, Ms. Lemonds has requested the City to consider the T.R.B. (Transitional Residential Business) Zone.

The City Commission referred this to the Planning Commission for a recommendation.

At the Planning Commission Meeting held Thursday, March 14th, Terry Wimberley made a motion which was seconded Gayle Griffith to rezone the three (3) properties from B-1 to TRB. The motion carried unanimously.

After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Fuller to approve the rezoning request on First Reading. The motion carried unanimously.

This rezoning request will be presented at the May 2, 2013 City Commission meeting for a Public Hearing and Second Reading.

AMENDMENT TO THE PERSONNEL RULES AND REGULATIONS APPENDIX B REGARDING THE POSITION OF LANDFILL SUPERINTENDENT

When preparing the job description for the Temporary Landfill Superintendent, Holder recognized that the current job depiction did not reflect the current position accurately. The job description was amended to reflect the current duties.

After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Fuller to approve the Resolution. The motion carried unanimously.

RESOLUTION NO.1518

WHEREAS, the City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the City Commission by Resolution before they shall have force and effect; and

WHEREAS, it is desirable to delete the position of Landfill Superintendent in its entirety; and

WHEREAS, it is desirable to replace the deleted Landfill Superintendent description with the following job Landfill Superintendent job description in Appendix B.

Landfill Superintendent

Nature of Work

This is responsible work concerning refuse disposal activities.

Work includes scheduling of the refuse disposal to insure prompt and efficient service.

Duties entail filling in for Equipment Operator II or Equipment Operator I when necessary. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the City Manager, is reviewed through inspection, and by evaluating reactions and comments of the public.

Works extensively with State EPA officials, design engineers and survey crews to insure proper development and maintenance of the Landfill.

Illustrative Examples of Work

Organizes, schedules, assigns, and reviews the work of the Landfill Clerk or others engaged in refuse disposal activities.

Responsible for the gate at the landfill and the personnel attending the gate.

Receives, investigates, and disposes of complaints.

Assists in scheduling of trucks, equipment, supervising the landfill and the gate.

Operates equipment at his/her own discretion.

Desirable Knowledges, Abilities and Skills

Ability to fill the qualifications of Equipment Operator I and Equipment Operator II.

Considerable knowledge of modern methods and techniques of refuse disposal.

Ability to establish and maintain effective working relationships with subordinates, other departments, and the public.

Ability to plan, lay out, coordinate, schedule, and effectively supervise the work of a number of workers engaged in refuse disposal. Ability to conduct effective public relations, ability to work close with the Public Works Director.

Considerable knowledge of the operating characteristics and servicing of equipment used in the landfill operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with equipment and operations.

Considerable knowledge of all landfill regulations.

Desirable Training and Experience

Education sufficient to develop basic reading, writing, and mathematical skills. Ability to obtain a valid Tennessee Driver's License and home telephone are required.

Considerable experience in operating landfill equipment, with experience in municipal refuse disposal.

A Commercial Driver's License (CDL) is required for this position. Upon employment with the City, the probationer must obtain a CDL. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

Unanimously adopted, this the 4th day of April 2013.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

REZONING REQUEST FOR PROPERTY LOCATED ON MINERAL WELLS AVENUE

Staff requested that the Board of Commissioners consider rezoning property located on Mineral Wells Avenue, more specifically Map No. 106J, Group B, Parcel 10.01. This parcel fronts on Mineral Wells Avenue and is adjacent to a parcel owned by the same person.

On the map the front portion of the property is zoned B-1 General Business. The property widens approximately 300 ft. into the parcel. The back portion of the same property is zoned M-2 (Heavy Industrial). Also, the rear portion of the property is not desirable for development due to the topography.

Mineral Wells is the City's highest traffic count and the most desirable area of the City for retail development. By having an industrial zoning designation on a portion of this property it will make it difficult for any retailer to develop this property. Staff recognizes this basically as a "housekeeping" measure to eliminate any barriers for developing this property.

After a brief discussion, Commissioner Gerrell made a motion which was seconded by Vice Mayor Griffith to approve the rezoning request on First Reading and refer this agenda item to the Planning Commission. The motion carried unanimously.

STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES

ONGOING PROJECTS (as of 04-01-13)

	Item	Primary Staff	Target Completion Date(s)	Notes
1	Bethel / HCMC	Holder		Bethel considering three options for resolving financial issues. Bethel has issues with Venture Construction which they will share with us on 03-27-13.
2	Joy Street	Holder / Morris	07-31-13	April 15th start.
3	New Finance, Codes, & Public Works Software	Foster / Pillow / Holder / Jessie / Brown	04-30-13	Bulk of work completed; Individual training next stage.
4	Collinwood Drainage	Public Works	Weather dependent	Phase I will be work on row and easements; J. Morris is in process of obtaining easements.
5	Hazelwood	Holder	Announcement hopefully by the end of April	Proposal submitted; awaiting short list notice; have prepared presentation in anticipation.
6	Annexation	Holder / Morris	06-30-13	Successful bidder was Marbury of Denmark, TN;

	Projects			under contract; Within budget; BPU to inspect.
7	Employee Handbook	Holder / Foster / Ray	Indefinite	Reflect personnel rules; No progress.
8	SRO	Holder/Elizondo	07-01-13	Resolved
9	MTAS Benchmarking	Holder		Approved in January; Will begin process in August.
10	Consideration of Insurance Coverages	Holder / Foster	Undetermined	SRM to undertake under contract.
11	218 Bypass	Morris / Holder / Greer	Undetermined	James Chatham of McKenzie will do first appraisal; Flowers review appraisal; October 1st deadline for purchases.
12	Valleywood Drainage Project	Holder / Jessie	Undetermined	Engage Neel-Schaffer to conduct an engineering study of drainage stream and make recommendations

There being no further business the meeting was duly adjourned at 6:45 p.m.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director