

**CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS
September 5, 2013
6:00 P.M.**

PUBLIC HEARING

1. Proposed Sign Ordinance to Amend the SC-1 (Shopping Center) Regulations of the Zoning Ordinance (Second Reading)

REGULAR HEARING

- I. Call to Order
- II. Roll Call – Finance Director
- III. Pledge of Allegiance and Moment of Silence
- IV. Approval of the Minutes of Previous Meetings – July 2, 2013
- V. The Board Will Hear Comments from the Citizens
 1. Petition Regarding Proposed Group Housing on Aden Street
- VI. The Board Will Hear Comments from the Commission
- VII. OLD BUSINESS
 1. Proposed Sign Ordinance to Amend the SC-1 (Shopping Center) Regulations of the Zoning Ordinance (Second Reading)

VIII. NEW BUSINESS

1. Financial Update
2. Appointments to Boards
3. Ordinance to Amend Employee Safety Plan (First Reading)
4. Presentation of Report on Debt Obligation on the BPU Bond Issue of \$8,010,000
5. MS 4 Permit and Proposed Stormwater Ordinance
6. Motion to Authorize Mayor to Sign Proposed Drainage Easement
7. Resolution Authorizing the Mayor to Document Items Related to Gift of Property, Subdivision of Same, and Purchase of Adjacent Property
8. Resolution Authorizing the City of Paris to Participate in the TML Risk Management Pool “Safety Partners” Loss Control Matching Grant Program
9. Multi-Year Projects / Impact on Year-End Financials
10. ISO Rating
11. Parking Agreement

IX. Status of Various Projects and Departmental Summaries

1. Project Update Sheet

X. Adjournment



THE CITY COMMISSION
CITY OF PARIS, TENNESSEE
AUGUST 1, 2013
REGULAR MEETING

The Board of Commissioners of the City of Paris, Tennessee met in regular session Thursday, August 1, 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. Possible Ordinance Banning Pseudoephedrine-Based Medicines

NEW BUSINESS

1. Financial Update
2. Appointments to Boards
3. Proposed Sign Ordinance to Amend the SC-1 (Shopping Center) Regulations of the Zoning Ordinance (First Reading)
4. Grant of Partial Release of Lien
5. FY Audit Summary
6. Presentation of FY 13 Unaudited Close Out
7. Presentation of Budget Revision – Purchase
8. Motion to Ratify the Mayor’s Execution of a Deed to Bethel

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: Carl Holder, City Manager
Fred McLean, City Attorney
Kim Foster, Finance Director
Willette Ray, Administrative Assistant to the City Manager
Jennifer Morris, Community Development Director
Charles Elizondo, Police Chief
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 meetings held August 1, 2013 were approved as presented following a motion by Vice Mayor Griffith and seconded by Commissioner Gerrell. The motion carried unanimously.

COMMENTS FROM CITIZENS

Mr. Phillip Swartz, of 2160 Highway 641 North, is the owner of the former Coffee Cup Café. He was denied a beer permit and stated that his time limitations had ran out. He said it was due to being tied up in litigation with the prior lessee.

The Commission agreed to have Attorney McLean review the details of a letter that was submitted by Mr. Swartz, and to provide legal interpretation on this matter. The Commission stated that they would agree with McLean's findings and that this matter would not have to be presented again.

COMMENTS FROM COMMISSION

No comments.

OLD BUSINESS

POSSIBLE ORDINANCE BANNING PSEUDOEPHEDRINE-BASED MEDICINES

The Board received a packet of information from City Attorney McLean which the Board reviewed before addressing the subject.

There are some cities that are looking at an ordinance to help fight the meth problem in their areas. City Manager Holder explained to the Commission that the DEA suggest small operations of meth labs contribute very little to the overall problem as around 80% of the active ingredients come to the U.S. from Mexico.

According to Holder the downsides to passing such an ordinance would include the extra burden it puts on pharmacies and the public.

Chief Elizondo told commissioners he had done some research and of four pharmacies in Paris they only average selling one box of medicine containing pseudoephedrine per day with the most of three boxes sold. He also said our pharmacies do not sell the drug to out-of-town persons. The Chief also said a new drug, Nexafed, is available and contains pseudoephedrine, which gives relief to symptoms of colds and sinus but cannot be cooked down into methamphetamine.

After a lengthy discussion, the Commission decided not to consider such as ordinance.

NEW BUSINESS

FINANCIAL UPDATE

Finance Director Kim Foster stated that retail sales are bouncing back. Foster stated they are still below last year's.

APPOINTMENTS TO BOARDS

Mayor Tharpe appointed Commissioner Fuller to the Housing Authority Board for a five-year term. His term will expire July 7, 2018.

After a brief discussion, Vice Mayor Griffith made a motion which was seconded by Commissioner Lackey to appoint Norma Gerrell to the Regional Library Board for a three-year term. Her term will expire on July 1, 2016. The motion carried unanimously.

Vice Mayor Griffith made a motion which was seconded by Commissioner Fuller to reappoint Dan Veazey and Randy Scholes to the Planning Commission for another three-year term. Their terms will expire on August 8, 2016. The motion carried unanimously.

Vice Mayor Griffith was reappointed to the Planning Commission by acclamation upon a motion by Commissioner Fuller.

PROPOSED SIGN ORDINANCE TO AMEND THE SC-1 (SHOPPING CENTER) REGULATIONS OF THE ZONING ORDINANCE (FIRST READING)

At the May 9th Regular Meeting of the Planning Commission, a request was considered at the request of Mr. Jeff Foster of Eats and Treats located on Mineral Wells Avenue in the parking lot of the Kroger Shopping Center. Foster requested consideration for a separate stand-alone sign for his business located in this development as an “outparcel” even though the building is owned by the current owner.

After a brief discussion, Ms. Terrell made a motion which was seconded by Mr. Scholes to refer this Ordinance to the City Commission as written. The motion carried unanimously.

After a brief discussion, Commissioner Fuller made a motion which was seconded by Commissioner Lackey to approve the proposed sign ordinance on First Reading. The motion carried unanimously.

A Public Hearing and a Second Reading will be held at the next scheduled City Commission meeting Thursday, September 5, 2013.

GRANT OF PARTIAL RELEASE OF LIEN

The City of Paris holds a Deed of Trust from the Paris Industrial Development Board (IDB) on the property occupied by ICI under a 2006 PILOT agreement. The City is requested to grant a partial release of lien based on the proposed property purchase by TDOT for the 641 North improvements. The purchase is for less than 400 square feet.

The Commission will need to authorize the Mayor to grant the release so the IDB can convey the property to the State of Tennessee.

After a brief discussion, Commissioner Fuller made a motion which was seconded by Commissioner Lackey to authorize the Mayor to sign the necessary documents to release the lien on the abovementioned property. The motion carried unanimously.

FY 12 AUDIT SUMMARY

In FY 2012 the **General Fund** shows a deficit of \$762,000. However, there were \$776,000 of reimbursable expenses on Joy Street and the HCMC / Bethel Project not included in FY 12 Revenues.

In FY 2012 **Solid Waste Fund** operated at a net increase in assets of \$715,000. However, only \$490,000 of this amount is available in cash for operations. The balance was non-cash items.

The FY 2012 **Drug Fund** ran a deficit of \$10,000 of an anticipated \$30,000 deficit. However, the Fund has a fund balance of \$100,000.

THDA operated at a surplus of \$83,000 as a result of a house sale in the Neighborhood Preservation Grant.

PRESENTATION OF FY 13 UNAUDITED CLOSE OUT

General Fund Revenues - \$180,000 under budget as shortfalls occurred in Local Option Sales Tax and Liquor related taxes.

There are also shortfalls in the Joy Street Grant, Bethel / HCMC Project, the Bethel Lease, and County By-Pass Revenues which were collected in July or reimbursed in FY 2014. If this approximate \$800,000 in revenues is added to the June 30th revenues, total Revenues are \$14.733 million, against expenses of \$14,654 million or an unaudited surplus of about \$80,000. The initial spending plan called for a deficit of - \$30,000.

Solid Waste Fund operated at a surplus of \$213,000 subject to adjustments.

Drug Fund operated at a \$10,000 deficit.

PRESENTATION OF BUDGET REVISION - PURCHASE

Over the years we have often had to rent a trackhoe. In discussing our past needs for such a machine, against our future use relating to a probable five to seven years drainage improvements project by force account labor, the possible use for demolition of dilapidated structures, and landfill needs, we have concluded that the purchase of a trackhoe would be a good long term investment.

Staff believes we can forego the purchase of a used packer, eliminate expenditures on structural demolitions, and machine rentals to cover the purchase of a \$111,000 to \$130,000 good used machine.

Since this is a significant modification to the budget plan, hence Commission approval is desirable.

The Commission granted City Manager the authority to purchase a trackhoe. Proposal will be requested for a machine.

MOTION TO RATIFY THE MAYOR'S EXECUTION OF A DEED TO BETHEL

The City of Paris and Bethel University have a fifteen (15) year rental agreement for the Bethel facility. Bethel has requested to exercise their option under the Agreement to purchase the structure. As required by the Lease, we have issued a Deed to the property. However, Staff believes we need to have a record of the transaction. Therefore, we requested that a motion be made to ratify the Mayor's execution of a Deed to Bethel.

After a brief discussion, Vice Mayor Griffith made a motion to ratify the Mayor to sign the appropriate deed to the property previously leased to Bethel University, as prepared by Counsel, and also authorize the Mayor to execute any and all documents as may be necessary to pay off and terminate the 2011 Bond issued through the Tennessee Municipal League Bond Pool. The motion was seconded by Commissioner Gerrell and carried unanimously.

The payoff from Bethel is \$6,515,000. Our payoff to the Pool will be approximately \$6,185,000. The variance should accrue as FY 13 Revenues.

PROJECT UPDATE SHEET

The Ongoing Project Update Sheet, as of July 22, 2013, was presented for review.

	<u>Item</u>	<u>Primary Staff</u>	<u>Target Completion Date(s)</u>	<u>Notes</u>
1	Bethel / HCMC	Holder		Finalized settlement between partners; Awaiting final billing for payment and reimbursement.
2	Joy Street	Holder / Morris	7-31-13	Progressing, held up on paving.
3	Collinwood Drainage	Public Works	Weather dependent	Complete
4	Hazelwood	Holder	???	Selection committee meets in early August.
5	Annexation Projects	Holder / Morris	08-30-13	Near completion.
6	Employee Handbook	Holder / Foster / Ray	indefinite	Reflect personnel rules; No progress
7	641 North	Holder / Morris	Oct	Negotiating w/ TDOT on City owned property on 641 and coordinating negotiations with ICI on property in name

				of PIDB.
8	MTAS Benchmarking	Holder		Met w/ DH's in July to explain program.
9	218 Bypass	Morris / Holder / Greer	Undetermined	Chatham of McKenzie will do first appraisal; Flowers will review appraisal; October 1st deadline for purchases.
10	Valleywood Drainage Project	Holder / Jessie	Undetermined	Neel- Schaffer study of drainage complete; ARAP permit applied for on July 22 nd .

There being no further business the meeting was duly adjourned at 6:50 p.m.

/s/Samuel Tharpe
Mayor

/s/Kim Foster
Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

CITIZENS COMMENTS
Petition Regarding Proposed Group Housing on Aden Street

Staff requests approval of a motion to accept and file petition as submitted regarding group housing on Aden Street.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

OLD BUSINESS

Agenda Item No. 1

Proposed Sign Ordinance to Amend the SC-1 (Shopping Center) Regulations of the Zoning Ordinance (Second Reading)

At the May 9th Regular Meeting of the Planning Commission, a request was considered at the for Mr. Jeff Foster of Eats and Treats located on Mineral Wells Avenue in the parking lot of the Kroger Shopping Center. Foster requested consideration for a separate stand-alone sign for his business located in this development as an “outparcel” even though the building is owned by the current owner.

After a brief discussion, Ms. Terrell made a motion which was seconded by Mr. Scholes to refer this Ordinance to the City Commission as written. The motion carried unanimously.

At last month’s City Commission meeting after a brief discussion, Commissioner Fuller made a motion which was seconded by Commissioner Lackey to approve the proposed sign ordinance on First Reading. The motion carried unanimously.

A Public Hearing and a Second Reading will be held at the City Commission meeting on this agenda item.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

NEW BUSINESS
Agenda Item No. 1
Financial Update

The Finance Director will provide a financial update.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

NEW BUSINESS
Agenda Item No. 2
Appointments to Boards

The following appointments are to be considered this month:

- Historic Zoning Board – Mayor Appointment with Commission Approval – 5 Year Term
 - Norma Steele – Term Expired September 3, 2013

- Housing Board of Adjustments and Appeals – City Commission Appointment – 3 Year Term
 - Mickey Mooney – Term Expired September 4, 2013

- Americans with Disabilities Advisory Board – Mayoral Appointment with Commission Approval – Meets as Needed – Finance Director Acts as Chairman – 3 Year Term
 - George Todd – Term Expired September 2, 2013
 - Ed Martin – Term Expired September 2, 2013
 - Norma Steele – Term Expired September 2, 2013
 - Jack Spencer – Term Expired September 2, 2013

- Housing Authority – Mayor Appointment – Meets First Tuesday - 5 Year Term
 - Ed Brazelton – Term Expired July 7, 2013

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 3
Ordinance to Amend Employee Safety Plan (First Reading)**

Federal law requires that we amend by Ordinance our Occupational Safety and Health Plan Program for employees every five (5) years.

Our Ordinance establishing the Plan fully conforms to all legal requirements however the Plan needs updating for signatures, employee numbers, and one reference to pertinent CFRs.

It is based on the 2013 MTAS Model Plan.

Staff requests you approve this Ordinance and authorize the Mayor to sign the amended Plan document.

ORDINANCE NO. _____

An Ordinance to Amend
the Occupational Safety and Health Plan for City Employees

Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 1-901.et.seq., of the Paris Municipal Code, as adopted July 3, 2003 be amended to reflect minor changes in program requirements as follows:

Section 1. That the revised Plan of Operation for the Occupational, Safety and Health Program Plan for Employees of the City of Paris as presented on September 5, 2013 is hereby adopted.

Section 2. All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 3. This Ordinance shall take effect on and after final passage and adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 4**

Presentation of Report on Debt Obligation on the BPU Bond Issue of \$8,010,000

We are required to formally acknowledge the attached Report of Debt Obligation and record it in the minutes.

Staff requests a motion as follows, “I move we accept the following Report on Debt Obligation, Electric System Revenue Improvement Bonds, Series 2013 and to spread upon the minutes as required by TCA 9-21-151.”

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 5
MS-4 Permit and Proposed Stormwater Ordinance**

We have received official notification that we must obtain a MS-4 Permit, relating to stormwater system identification and monitoring. The first step is to complete an 18-page Notice of Intent (NOI) to apply for the permit.

Staff, working with MTAS personnel, has determined that we can complete the first step without hiring an engineering firm. The deadline is December 29, 2013.

Staff has emailed you a copy of a proposed stormwater ordinance which we will be required to adopt as a part of the permitting process. It is the most recent revision of the MTAS Model Ordinance.

Staff will not request adoption until later in the year.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 6**

Motion to Authorize Mayor to Sign Proposed Drainage Easement

The City owns a small piece of property fee simple on Avalon Drive. For consistencies sake we need to obtain a Construction and Permanent Drainage Easement on each property on the Valleywood Project.

Staff requests you authorize the Mayor to sign the easement by motion.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 7**

**Resolution Authorizing the Mayor to Document Items Related to Gift of Property, Subdivision
of Same, and Purchase of Adjacent Property**

We recently discovered that a portion of the City Cemetery is shown as being located on Map 95P Group E Parcel 13 owned by the County. We requested and they agreed to donate the property to the City. We need to subdivide the portion of the property which is cemetery off the main tract and attach it to the cemetery tract.

There is an aging derelict structure on the adjacent parcel. It can be purchased for \$3,000, the structure removed and the enlarged area used for material storage for Public Works.

Staff recommends we purchase the property, clean up both parcels, fence the area with an opaque fence and maintain it in a reasonable condition.

The Mayor will need to be authorized to sign all documents related to this transaction.

RESOLUTION NO. 1525

BE IT KNOWN THAT, the County of Henry has formally offered to deed a tract of land identified on the Henry County Assessment Roll as Map 95P Group E Parcel 13 to the City of Paris with the understanding the City will pay the cost of transfer; and

WHEREAS, a portion of the City Cemetery is located on the tract; and

WHEREAS, the owner of the adjacent tract identified as Map 95P Group E Parcel 13.01 desires to sell that tract to the City of Paris.

NOW THEREFORE BE IT RESOLVED that the Mayor is hereby authorized to execute any and all documents necessary to: (1) accept the gift of the tract of property identified as Map 95P Group E Parcel 13 from Henry County, (2) subdivide the portion of that tract, currently used as a portion of the Cemetery, and combine it with the larger Cemetery tract, and (3) purchase the tract identified as Map 95B Group E Parcel 13.01 and combine it with the balance of Tract No. 13.

This Resolution shall become part of and be spread upon the minutes of this meeting of the City Commission and shall be forwarded to the County of Henry and unanimously adopted this 5th day September, 2013.

Mayor

Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 8**

Resolution Authorizing the City to Participate in the TML Risk Management Pool “Safety Partners” Loss Control Matching Grant Program

Each year the City applies for the Loss Control Matching Grant. Either, the Police Department or Fire Department identifies eligible items which the Department is in real of, and we attempt to obtain 50% funding.

The limit is \$2,000. Staff requests you authorize the Mayor or City Manager to sign the application.

RESOLUTION NO. 1526

A RESOLUTION AUTHORIZING THE CITY OF PARIS,
TENNESSEE TO PARTICIPATE IN THE TML
RISK MANAGEMENT POOL "SAFETY PARTNERS"
LOSS CONTROL MATCHING GRANT PROGRAM

WHEREAS, the safety and well-being of the employees of the City of Paris is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Paris employees; and

WHEREAS, the TML Risk Management Pool seeks to encourage the establishment of a safe workplace by offering a "Safety Partners" Loss Control Matching Grant Program; and

WHEREAS, the City of Paris now seeks to participate in this important program.

NOW, THEREFORE, BE IS RESOLVED by the Board of Commissioners of the City of Paris, Tennessee the following:

SECTION 1. That the City of Paris is hereby authorized to submit application for a "Safety Partners" Loss Control Matching Grant through the TML Risk Management Pool.

SECTION 2. That the City of Paris is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this 5th day of September in the year of 2013.

Mayor

Finance Director

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 9
Multi-Year Projects / Impact on Year-End Financials**

See attached memo.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**NEW BUSINESS
Agenda Item No. 10
ISO Rating**

We have been notified by the Insurance Service Organization that we will be under review in the foreseeable future. However, we need to be aware that the ISO rating is not nearly as significant as it has been in the past due to changes in the insurance companies use to establish their premium bases.

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

NEW BUSINESS
Agenda Item No. 11
Parking Agreement
(Front of City Hall)

For a number of years the former owner of Take Me Back Café was unhappy about the use of the parking lot directly in front of City Hall, which he owned. He fenced off the north end and asked us to stop the use of the lot by persons conducting business at City Hall.

The new owner does not share the same sentiment and is willing to enter into an agreement whereby he has a dedicated number of spaces and the balance can be used for City Hall business or meeting parking.

We would agree to maintain the lot, mow the grass, pick up the limbs, and patch any potholes in exchange for designating for City Hall Business use.

Staff requests that we be allowed to negotiate an agreement along these lines to be placed in final form by the City Attorney and signed by the Mayor.

An Agreement between the City of Paris and Mr. Steven D. Scott,
as Owner of The Take Me Back Café

WHEREAS, Steven Scott purchased the property, Take Me Back identified as Map 106A Group A Parcel 5.00, and such parcel contains a paved parking area directly across from the front of the Paris City Hall; and

WHEREAS, the City desires to lease the parking area of Take Me Back Café for City Hall business use; and

NOW, THEREFORE BE it agreed between the parties that the City agrees to maintain the lot by keeping it free of debris, mowing the grass, patching or paving such areas to maintain functionality as a parking lot, stripe off parking spaces, including handicapped and designated stalls for Take Me Back Café and Steven D. Scott, as owner, agrees to allow vehicles on City Business full and free access to the parking lot, except as otherwise designated.

This agreement will be from year to year with an anniversary date of September 1. The compensation rate is \$1 per year, payable to Mr. Steven D. Scott as owner.

Mr. Steven D. Scott
Owner
Take Me Back Café

Samuel D. Tharpe
Mayor
City of Paris

**Honorable Mayor and Board of Commissioners
City of Paris, Tennessee
Regular Meeting
September 5, 2013**

**STATUS OF VARIOUS PROJECTS AND DEPARTMENTAL SUMMARIES
Project Update Sheet**

The Ongoing Project Update Sheet, as of August 26, 2013, is presented for your review.

ONGOING PROJECTS (as of 08-26-13)

	Item	Primary Staff	Target Completion Date(s)	Notes
1	Bethel / HCMC	Holder		Bethel now owner; All accounts settled.
2	Joy Street	Holder / Morris	7-31-13	Paving finished August 24 th ; Almost complete.
3	Collinwood Drainage	Public Works	Weather dependent	Completed Phase I; Starting Phase II.
4	Hazelwood	Holder		Holder and Greer to meet with decision makers on August 28 th .
5	Annexation Projects	Holder / Morris	08-30-13	Near completion; Clean up.
6	Employee Handbook	Holder / Foster / Ray	Indefinite	Reflect personnel rules; No progress.
7	641 North	Holder / Morris	Oct	Negotiating w/ TDOT on City owned property on 641 and coordinating negotiations with ICI on property in name of PIDB.
8	MTAS Benchmarking	Holder		New standards to Department Heads.
9	218 Bypass	Morris / Holder / Greer	October 1st	October 1st deadline for purchases; Jennifer Morris actively working.
10	Valleywood Drainage Project	Holder / Jessie / Brown	Undetermined	ARAP permit applied for on July 22 nd ; Brown / Jessie obtaining easements.
11	MS-4 Permit	Holder / Morris / Jessie	Deadline for Notice of Intent (NOI) application – December 31, 2013	Currently working on NOI.