

KATHY RAY, MAYOR
KIM FOSTER, CITY MANAGER
JAMES SMITH, CITY ATTORNEY



VICKEY ROBERTS, VICE MAYOR
JACKIE JONES, COMMISSIONER
SAM THARPE, COMMISSIONER
JOHN ETHERIDGE, COMMISSIONER

BOARD OF COMMISSIONERS MEETING MINUTES
CITY OF PARIS, TENNESSEE
November 7, 2024
5:00 P.M.

The Board of Commissioners of the City of Paris, Tennessee held a Public Hearing at 5:00 p.m. on Thursday, November 7, 2024, in the Paris City Hall Courtroom. Mayor Kathy Ray opened the Public Hearing for comments from Citizens.

Public Hearing

1. Rezoning Request for Vacant Property on South Lake Street behind 901 E Wood Street (Second Reading)

Discussion: No comments from citizens. The Public Hearing was duly closed.

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5:05 p.m. on Thursday, November 7, 2024, in the Paris City Hall Courtroom.

The meeting was called to order by Mayor Kathy Ray with the following roll call:

- Present:

Mayor Kathy Ray
Vice Mayor Vickey Roberts
Commissioner John Etheridge
Commissioner Jackie Jones
Commissioner Sam Tharpe
- Also Present:

City Manager Kim Foster
City Attorney James Smith
Finance Director Tammie Hopper
Community Development Director, Jennifer Morris
Administrative Assistant to City Manager Jessica Crouch
Community Engagement Coordinator, Abby Pierce
- Absent:

None
- Media:

Ken Walker, Paris Post Intelligencer
Shannon McFarlin, WENK/WTPR

Commissioner Jackie Jones led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Sam Tharpe.

APPROVAL OF MINUTES: Regular Meeting – October 3, 2024
Special Called Meeting – October 21, 2024

DISCUSSION: None

ACTION: The minutes stand approved as read.

VOTE: None

COMMENTS FROM CITIZENS: None

COMMENTS FROM THE COMMISSION: Mayor Ray Congratulated Commissioner Jackie Jones and Commissioner John Etheridge on the election and Commissioner Tharpe congratulated them on behalf of the commission.

SERVICE RESOLUTIONS AND PROCLAMATIONS: **City Manager, Kim Foster** Introduced the newly appointed Public Works Director currently in transition and in training, Chris Mosely and gave him the opportunity to introduce himself.

Chris began by stating that he has been employed with the City of Paris for the past 34 years since 1990. He started with the sanitation department, transferred to the street department and became the landfill superintendent before moving to the public works department as a foreman. Mayor Ray and the commission congratulated him on his new position and he thanked them for the opportunity. Ms. Foster informed the commission that current Director Phillip Jessie will be retiring in January and will be working directly with Mr. Mosely during the transition.

Police Chief Ricky Watson introduced five new patrol officers; Craig Barrow, Lynsey Wimberly, Juan Rios, Justin Rice and Hunter Lee. City Manager Foster asked which officers are certified and Commissioner Etheridge asked if the department is fully staffed with the addition of these new officers. Chief Watson responded that they still have two openings currently and that he is very pleased with the new officers they have hired.

OLD BUSINESS
AGENDA ITEM #1
Rezoning Request for Vacant Property on South Lake Street behind 901 E Wood Street
(Second Reading)

Janet Garvey of 306 Oakwood Lane submitted a rezoning request for the vacant property she owns on South Lake Street behind 901 E Wood Street. Currently the property is zoned B-1 (Highway Commercial). Ms. Garvey requested the property be rezoned to R-2M (Residential) to allow residential development at this location.

This request was passed by caption on first reading at the October City Commission meeting and referred to the October Planning Commission meeting for recommendation. The Planning Commission returned the rezoning request back to the City Commission with the recommendation to approve the rezoning request of the property from B-1 to R-2M.

DISCUSSION: None

ACTION: Commissioner Etheridge made a motion, seconded by Commissioner Roberts to adopt the Rezoning Request, on second reading, for the vacant property located on South Lake Street behind 901 E Wood Street.

VOTE: Unanimous



NEW BUSINESS
AGENDA ITEM #1
Financial Update

Narrative to September 2024 Operating Statement

Finance Director Tammie Hopper summarized the following report;

We had an 8.25% increase in sales tax revenue as compared to the same period last year due to a substantial increase with a few major retailers. The increase may have been due to tourism, the end of the summer season and back-to-school sales and will more than likely level off over the next few months.

The new hydraulic door was installed at the city garage as well as Clear Lane rock salt purchases made to prepare for the winter months ahead. Paving and maintenance expenditures included sealing the KPAC and Civic Center parking lots.

The City issued 3 (three) new minimal (under \$100K) business licenses to: Treasure Finding (Vendors Mall), Walden Audio Visual LLC and Tennessee Home & Farm Real Estate.

The Civic Center filled two part-time KPAC Assistant positions, the Animal Shelter filled a part-time attendant position in addition to the replacement for Animal Control Officer 2, General Administration hired a new Community Engagement Coordinator, and the Sanitation Department filled the Landfill Clerk position.

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
			FY2021	FY2022	FY2023	FY2024	FY2025
							% Incr(Decr)
JULY			\$898,979	\$951,793	\$1,046,570	\$1,054,946	\$1,094,220
AUGUST			\$843,541	\$895,516	\$931,433	\$943,347	\$1,021,159
SEPTEMBER			\$888,921	\$965,256	\$1,067,740	\$947,948	
OCTOBER			\$873,733	\$974,047	\$1,036,880	\$1,049,601	
NOVEMBER			\$874,641	\$988,199	\$1,059,818	\$1,088,505	
DECEMBER			\$1,097,412	\$1,210,615	\$1,218,473	\$1,554,254	
JANUARY			\$844,826	\$839,389	\$915,685	\$984,017	
FEBRUARY			\$719,938	\$859,647	\$936,706	\$980,140	
MARCH			\$1,101,592	\$1,102,651	\$1,106,574	\$1,270,965	
APRIL			\$1,040,359	\$1,060,677	\$1,069,082	\$1,061,509	
MAY			\$1,005,346	\$1,105,515	\$1,122,824	\$1,133,990	
JUNE			\$1,013,926	\$1,125,455	\$1,177,018	\$1,130,424	
TOTAL			\$11,203,215	\$12,078,759	\$12,688,803	\$13,199,647	\$2,115,379
Previous YTD %							
Increase/Decrease			12.16%	7.82%	5.05%	4.03%	5.86%

Monthly Operating Statement
September 2024

REVENUES		<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes		1,907,000	9,199	16,209	0.85%
Local Option Sales Tax		6,712,000	536,546	1,655,129	24.66%
Wholesale Liquor / Beer		950,000	76,802	242,543	25.53%
Business Tax		500,000	7,478	15,594	3.12%
Fees & Licenses		333,750	18,894	88,029	26.38%
In Lieu Payments		847,700	57,940	241,880	28.53%
Grants		3,117,910	225,000	291,729	9.36%
State Shared taxes		1,947,500	129,956	436,400	22.41%
All Other		2,002,287	298,383	647,490	32.34%
ARPA/TDEC-WII		1,350,000	12,981	12,981	0.96%
Total General Fund Revenue		19,668,147	1,373,178	3,647,985	18.55%
Solid Waste Collection - BPU		1,260,000	104,901	423,840	33.64%
Solid Waste Disposal - Transfer		525,000	40,614	147,058	28.01%
Other Revenue		30,300	310	682	2.25%
Total Sanitation		1,815,300	145,825	571,581	31.49%
Gate Receipts - Brush & Debris		180,000	21,583	48,076	26.71%
County Share Operating Exp		35,000	0	0	0.00%
Gate Receipts - Tires		8,000	588	1,281	16.01%
Other Revenue		41,550	183	1,686	4.06%
Total Landfill		264,550	22,355	51,042	19.29%
Total Drug Fund		58,050	4,517	16,505	28.43%
TOTAL REVENUES		21,806,047	1,545,874	4,287,112	19.66%

EXPENDITURES		<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations		189,000	0	77,400	40.95%
General Administration		603,008	47,414	148,646	24.65%
Economic Development		194,980	15,007	45,520	23.35%
Financial Administration		345,400	21,518	93,783	27.15%
City Hall Building		115,529	14,635	34,163	29.57%
Police Department		2,864,733	199,153	698,900	24.40%
Emergency Communications		739,201	64,565	198,964	26.92%
Fire Department		2,140,696	160,470	560,470	26.18%
Building Inspection		308,585	16,937	108,963	35.31%
Street Maintenance		1,979,901	140,888	549,586	27.76%
State Street Aid		1,851,000	36,543	1,219,951	65.91%
Storm Water Management		121,577	6,948	24,774	20.38%
Street Lighting		128,180	13,101	30,492	23.79%
City Garage		315,648	36,639	115,810	36.69%
Cemetery Maintenance		79,152	5,448	25,944	32.78%
Health & Animal Control		220,866	15,766	63,887	28.93%
Civic Center		787,085	34,658	176,318	22.40%
Parks & Recreation		1,352,224	119,095	417,502	30.88%
Library		207,862	34,644	69,287	33.33%
Community Development		5,427,210	68,808	586,925	10.81%
ARPA-SLFRF		0	0	0	#DIV/0!
ARPA/TDEC-WII		0	0	0	#DIV/0!
Debt Service		290,000	0	105,557	36.40%
General Fund Expenditures		20,261,837	1,052,236	5,352,841	26.42%
Sanitation Collection		1,219,977	66,627	332,511	27.26%
Contractual Services		830,000	126,524	202,318	24.38%
Total Sanitation		2,049,977	193,151	534,829	26.09%
Total Landfill		240,953	17,507	70,346	29.19%
Total Drug Fund		82,000	138	517	0.63%
TOTAL EXPENDITURES		22,634,767	1,263,033	5,958,532	26.32%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	320,941	(1,704,856)
Sanitation	(47,327)	36,752
Landfill	4,848	(19,303)
Drug Fund	4,379	15,987

NEW BUSINESS
AGENDA ITEM #2
Appointments to Boards

The Downtown Parking Committee had three appointments to boards for the month of November. The Downtown Parking Committee consists of the following:

- One Appointment by Chamber of Commerce (1 year term)
- Two Appointments by Downtown Business Association (2-year term)
- Two Appointments by City Manager, Consumer and At-Large (3-year term)
- Finance Director serves as Chairman

Downtown Parking Committee				
<u>Appointment And Term</u>	<u>Current Member</u>	<u>Proposed Member</u>	<u>Term Expiration</u>	<u>New Expiration</u>
Chamber of Commerce Appointment	Rachel Steedly	Leslie Henegar	Nov 7, 2024	Nov 7, 2025
DPA Association	Vickey Roberts	Vickey Roberts	Nov 7, 2024	Nov 7, 2026
DPA Association	Eliza Stoots	Eliza Stoots	Nov 7, 2024	Nov 7, 2026
City of Paris Finance Dir	Tammie Hopper	Tammie Hopper	N/A	N/A

DICUSSION: None

ACTION: Motion made by Commissioner Jones, seconded by Commissioner Roberts to approve the Downtown Parking Committee appointments to boards.

VOTE: Unanimous

NEW BUSINESS
AGENDA ITEM #3
Resolution No. 1707 to Authorize the Execution of the Paris Police Department and Henry County Sheriff Department Mutual Aid Interlocal Agreement

The Interlocal Agreement is a document intended to designate which agency is responsible for what areas in times of emergency, in which one of the agencies requests assistance from the other. This agreement addresses matters such as which agency maintains control of the personnel and equipment, who is responsible for loss of property or injury to personnel, and authorization of jurisdiction for supporting agencies. These issues are addressed in a perpetual agreement to not become a point of contention in times of crisis.

RESOLUTION NO. 1708
INTERLOCAL COOPERATION AGREEMENT BETWEEN
CITY OF PARIS POLICE DEPARTMENT
AND HENRY COUNTY, TENNESSEE, SHERIFF’S DEPARTMENT

THIS AGREEMENT is entered into this the 7th day of November, 2024, by and among the **City of Paris, Tennessee Police Department, (“Police Department”)** and **Henry County Sheriff’s Department, Tennessee (“Sheriff’s Department”)** hereinafter collectively referred to as “the parties.”

WHEREAS, the Interlocal Cooperation Act (Tennessee Code Annotated, §12-9-101, *et seq.*), authorizes local governmental units to cooperate with other local governmental units for their mutual advantage in the provision of services and facilities; and

WHEREAS, the Police Department and Sheriff’s Department desire to engage in a mutual aid agreement to be used in unique situations within the County, both inside and outside the jurisdiction of the City of Paris, that demand a higher level of response than either the Police Department or the Sheriff’s Department can provide alone; and

WHEREAS, the local governments which are parties to this Agreement wish to avail themselves of all authority conferred by the above statutes and any other provisions of law to have an interlocal mutual aid agreement which will aid the citizens of both Henry County and the City of Paris; and

WHEREAS, it is deemed to be in the public interest by the parties hereto that this interlocal mutual aid agreement be entered into by the parties;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **PURPOSE.** The purpose of this interlocal mutual aid agreement is to allow assistance in times of need for the law enforcement officers from the Police Department and Sheriff’s Department in situations such as dealing with barricaded or armed suspects, high risk warrant service, traffic stops, stakeouts, negotiations, officer backup, school incidents, etc. This Agreement does not

in any way prohibit or otherwise limit the duties of any law enforcement officer to perform active duties in his or her respective jurisdiction. The cooperation between the Paris Police Department and Henry County Sheriffs Office from the date of this Agreement will be handled by each entity and its respective officers. In each situation to which this interlocal mutual aid agreement may be applied, the department of original jurisdiction shall remain acting authority and the department responding by request will be an assisting agency.

2. DEPARTMENTS AND RANKING OFFICER.

City of Paris, Tennessee, Police Department - Chief Ricky Watson
Henry County, Tennessee, Sheriff's Department – Sheriff Josh Frey

3. DUTIES.

Overall guidance, operation, investigative priorities and general operational procedure, is vested in each Department. Each Department retains responsibility for its finances and must comply with the procedures required by the State Comptroller, federal grants and any internal financial policies established by the governing authority of each Department.

4. EX OFFICIO MEMBER.

The District Attorney General for the Twenty-Fourth Judicial District is an *ex officio* participant of this agreement.

5. PROPERTY OF EACH AGENCY.

Personal Property and Equipment. Personal property and/or equipment provided for use by a Department participating in this Agreement will be owned by and used under the operational control of the Department providing the personal property and/or equipment. All personal property and/or equipment supplied by a Department participating in this Agreement will remain the property of the Department supplying the personal property and/or equipment.

Real Property. No Department has authority to purchase real property or hold real property pursuant to this Agreement.

5. PERSONNEL MATTERS.

Officers. Must be full time law enforcement officers employed by the law enforcement agency of a participating governmental entity. Such officers must be qualified law enforcement officers as required by the Tennessee Peace Officer Standards and Training Commission and T.C.A. § 38-8-101 *et. seq.*

Employee Status and Benefits. Any officer assisting another Department or working in conjunction with another Department remains an employee of the law enforcement agency for the participating Department for which the officer was employed prior to assignment. For purposes of compensation and benefits, salaries and any overtime will be paid by the respective Department which employs the officer. Each officer will retain all rights, privileges and benefits of employment with his or her respective Department, including but not limited to, insurance, retirement, seniority, promotional consideration and workers' compensation.

6. POLICIES.

Law enforcement officers responding to and assisting another Department will remain obligated to follow the rules and policies of the law enforcement Department employing them.

7. STATUS OF ASSISTING OFFICERS.

Each local government entity entering into this Agreement agrees that all officers will be entitled to all rights, duties, powers, privileges, exemptions and immunities in every jurisdiction covered by this Agreement as if such duty or activity was performed within the jurisdiction of the local government by which the officer is employed.

8. JURISDICTION.

Each local government entering into this Agreement agrees that each and every law enforcement officer may enter into its jurisdiction at any time of need and that such officer will have the same rights, powers, duties, privileges and immunities in its jurisdiction as one of its own law enforcement officers.

9. LIABILITIES.

Officers shall Remain Employees of His or Her Hiring Agency. Each law enforcement officer will remain an employee of the local government by which the officer was employed prior to the assignment. The conduct and actions of such officer will remain the responsibility of the local government employing the officer. Any civil liability arising from the actions and/or activities of a law enforcement officer will be assumed by the employing local government in the same manner and to the same extent as if the actions were committed within the jurisdiction of the employing local government during the normal course of the officer's employment.

Officers will be considered employees of the city or county hiring them, within the meaning of the Tennessee Governmental Tort Liability Act. At no time will such officers be considered the employee of any other city or county.

Waiver of Claims. Each participating local government agrees that it will make no claim for compensation for any damages or loss to its equipment, or for personal injury, including death, to its employees, against another participating local government occurring as a consequence of the cooperation between involved parties pursuant to this Agreement. All claims against any other participating local government arising out of this Agreement are expressly waived.

10. DURATION AND TERMINATION OF AGREEMENT.

The duration of this Agreement is perpetual, however a participating local government may withdraw at any time by giving written notice of its intent to withdraw from this Agreement at least thirty (30) days in advance of its withdrawal. The Agreement will completely terminate when there is only one local government which has not withdrawn.

11. ADDITION OF PARTIES.

Other local governmental entities within Henry County may be added as parties to this Agreement upon request if approved of the Chief of Police of the Paris Police Department and the Henry County Sheriff. Upon such approval, joining entity shall sign a joinder agreement whereupon this Agreement is deemed modified to include such entity as an additional party hereto. Addition of other governmental entities as parties to this Agreement pursuant to this provision shall not require approval of the governing bodies of existing parties to this Agreement.

12. EFFECTIVE DATE.
This Agreement will take effect after its terms are approved by the governing bodies of the local governments which are parties hereto.

CITY OF PARIS, TENNESSEE

/s Kathy Ray
Mayor

/s Ricky Watson
Police Chief

PROPERLY PASSED AND APPROVED AS TO FORM:

/s James Smith
City Attorney

Entered into this 7th day of November, 2024.

COUNTY

/s Randy Geiger
Mayor

/s Josh Frey
Sheriff

PROPERLY PASSED AND APPROVED AS TO FORM:

/s Rob Whitfield
County Attorney

DISCUSSION: Commissioner Etheridge asked City Manager Foster if this is something the City has had to do in the past. She told the commission that it is and some of it is liability driven for insurance purposes and asked Chief Watson if he cared to elaborate on the item. Chief Watson formally thanked City Attorney James Smith and Administrative Assistant Jessica Crouch for the hard work they put into preparing the resolution.

ACTION: Commissioner Tharpe made a motion, seconded by Commissioner Etheridge to approve Resolution No. 1708 to authorize the execution of the Paris Police Department and Henry County Sheriff Department Mutual Aid Interlocal Agreement.

VOTE: Unanimous

NEW BUSINESS
AGENDA ITEM #4

Resolution No. 1709 Authorizing the Acceptance of a Firearm Donation to the City of Paris, Tennessee Police Department

A resident of Paris, who wishes to remain anonymous, recently contacted the Police Department desiring to donate her late husband's firearms to the department. To make sure this is all done properly, City Attorney Smith prepared the following resolution for approval.

RESOLUTION NO. 1709

A Resolution Authorizing the Acceptance of a Firearm Donation to the City of Paris, Tennessee Police Department

WHEREAS, the City of Paris, Tennessee Police Department is committed to maintaining public safety and enhancing its operational capabilities; and

WHEREAS, as a resident of Paris, Tennessee, has generously offered to donate firearms to the City of Paris, Tennessee Police Department to support their efforts; and

WHEREAS, the City of Paris, Tennessee Police Department has determined that the donated firearms will be beneficial for law enforcement purposes;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Paris, as follows:

1. **Acceptance of Donation:** The City of Paris, Tennessee hereby accepts the donation of the following firearms from resident of Paris, Tennessee:
 - 1 Ingram M10 9mm submachinegun serial #KX4L with 5 magazines
 - 1 Colt AR-15 .223 caliber rifle serial #SP77465
 - 1 Derringer .38 caliber pistol serial #L45726
 - 12 50 round boxes of 9mm ammunition
 - 1 50 round box of .38 caliber ammunition
2. **Acknowledgment of Generosity:** The City of Paris, Tennessee expresses its sincere gratitude to the resident of Paris, Tennessee for this generous donation.
3. **Transfer of Ownership:** The ownership of the aforementioned firearms shall be transferred to the City of Paris, Tennessee Police Department upon the execution of this resolution and the completion of all necessary legal and regulatory requirements.
4. **Compliance with Laws:** The acceptance and transfer of firearms shall be conducted in full compliance with all applicable federal, state, and local laws and regulations.
5. **Effective Date:** This resolution shall take effect immediately upon its adoption.

This Resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Unanimously adopted this the 7th day of November, 2024.

/s Kathy Ray
Mayor

/s Tammie Hopper
Finance Director

ATTESTED:

/s Jessica Crouch

DISCUSSION: Ms. Foster informed the commission that as far as she knew, this was the first time a donation of this kind had been made to the Police Department and they had to do some research on how to handle the situation. Chief Ricky Watson stated the need to formally authorize the department by resolution to accept the firearms donation from a resident who wished to remain anonymous. The firearms belonged to her late husband. He also stated that in the 28 years he has worked for the department, this was the first time he has known of a donation like this. He stated that a few of the guns were valuable and they were going through the proper procedure to make sure the donation was handled legally. Chief Watson publicly thanked the anonymous doner for this generous donation. City Attorney James Smith informed the Commission that the process to make this happen was lengthy and that the first step is for the city to accept the donation and then a petition would have to be filed with the courts for the Police Department to dispose of the weapons, sell or to use them within the department, or to destroy them if that was deemed necessary. He said this is the first step in the lengthy process. Commissioner Tharpe asked Chief Watson what the plan is for the weapons. He stated that they could possibly be sold or traded for weapons the department was able to use but that is all yet to be determined after the inspection has been completed. Commissioner Etheridge asked Chief Watson to convey the appreciation of the Commission to the doner for their generous donation.

ACTION: Commissioner Tharpe made the motion, seconded by Commissioner Jones to adopt Resolution #1709 authorizing the acceptance of a firearm Donation to the City of Paris, Tennessee Police Department.

VOTE: Unanimous

NEW BUSINESS
AGENDA ITEM #4
Revision of Master Service Agreement with DPC

Due to cyber-attacks and ransoms of computer systems on the rise, State and Federal governmental agencies are putting more and more emphasis on local agencies to review their current practices as relates to internet use, identify deficiencies, and plan for improvement in practices and security measures. during the same time the National Cyber Security Review (NCRS) was contacting cities and encouraging them to go through their security survey, Philip Davidson, Dir. of IT & Cyber Risk Management with DPC, raised concerns about the lack of proper measures to safeguard the City of Paris against cyber-attack.

After participating in the NCRS survey and receiving our results it was evident that Mr. Davidson was right on point and an increase in services is necessary. The good news is that there are tools and services available to protect us to the greatest extent possible. The bad news is that these services come at a considerable additional cost. This was an unknown at budget time so we are not properly budgeted for this cost this year but, due to the considerable risk we are taking each day we are without these services, staff would like to go ahead and execute an updated contract for services with DPC immediately. The additional cost this fiscal year will be approximately \$50,000. Since this is a significant unbudgeted expenditure staff request Commission approval of this course of action. If approved, this will be reflected in the budget amendment ordinance typically presented in May.

Discussion: City Manager Kim Foster shared with the commission the need to increase cyber security protection nationwide over the past year. Cyber Attacks and Ransoms are now a common thing and she turned the floor over to Phillip Davidson, Director of IT & Cyber Risk Management with DPC to present the results from his formal review and recommendations for the City of Paris Cyber Security protection.

Mr. Davidson stated that a thorough review was made over the entire city and determined a potential risk near 7 million dollars on the city's network if a cyber-attack occurred. He stated that there is no way to guarantee it would not happen but that their goal was to make the city more resilient if and when a cyber-attack occurred. He gave examples of attacks on cities and the cost involved and damage done. Commissioner Etheridge asked if they would do some type of periodic testing with the network. Mr. Davidson said that the plan was to perform quarterly testing and supply all users with training against such an attack including weekly emails with tips providing security and awareness. He also stated the importance of having policies and procedures in place for insurance purposes. Ms. Foster stated that the current carrier, PEP Partners, carries Cyber Security insurance but that you have to meet a lot of thresholds to qualify for that protection and this agreement would be a step towards that qualification. Commissioner Tharpe voiced his concern of the training process for employees so that they are aware of the risks involved and asked if employees would be tested on a regular basis. Mr. Davidson assured the commission that employees would be well trained and well aware of how to protect the city's network. Ms. Foster stated that the new Risk and Compliance Coordinator, Bailey Thompson, will be involved in the entire process and this was one of reasons and need for that position. She stated that Ms. Thompson is currently at a conference receiving training for her new position. She will be designated as the city's main trainer for Risk and Compliance issues including Cyber Security. Ms. Foster asked the commission for their approval to move forward now and not wait until the new budget year and leave the city exposed that much longer. She stated this would be a budgetary impact and would require an amendment at the end of the year in the amount of \$50,000. She added this would be a substantial increase from approximately \$3,000 - \$3,500 a month to approximately \$10,000 a month but would include everything and give the city the coverage needed now and moving forward. Commissioner Ethridge asked if this would put the city in compliance with the PEP policy so that we are able to access insurance if needed and also asked Mr. Davidson if his company has liability insurance. Mr. Davidson stated that they have regular E&O liability and Cyber liability coverage as well which would provide the protection needed on their behalf and the city's behalf as well. Administrative Assistant, Jessica Crouch informed the commission that this contract would enable the city to apply for a cyber security grant in the amount of \$2,000 to help toward the increase in coverage. Commissioner Jones asked how much the insurance premium would be for the Cyber policy and Ms. Crouch stated that it will fluctuate based on the percentage of the general liability. Ms. Foster also informed the commission that although there would be an increase in the insurance premium it would be much smaller than what is needed for protection with DPC. She also informed the commission of a state grant available for the city to apply for to help with the increased cost for planning, training and equipment. She stated that it may take about a month to have plans in place and moving forward. Commissioner Ethridge stated that he has had discussions like this in the past and it seems like a lot of money in one way but

then again when we look at the cost and the damage and not just financial but damage to individuals' information, it's not that much and he is a strong supporter in putting this in place at the new level. Ms. Foster conveyed her concern once again to the commission about the increase in cyber-attacks nationwide and that she feels not being covered and prepared is not an option in this day and time. Commissioner Tharpe agreed that there is so much that can happen with identity and the training process will be a value for the city's employees. Ms. Foster also expressed public appreciation for DPC and especially to Phillip for raising these red flags at the same time she was receiving notifications that the federal government was pushing added protection and he was already ahead of the ballgame.

ACTION: Commissioner Tharpe made the motion to accept the revision of the Master Service Agreement with DPC to include the additional \$50,000 increase for the current budget year and to move forward, seconded by Commissioner Roberts.

VOTE: Unanimous

STATUS OF VARIOUS PROJECTS
November 2024

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	Winter 2024	The final house was finished in October and the grant has been closed out.
Back Alley Paris	Foster/Morris/Ray	June 2025	We have paid Dan Knowles 40% for work done to date on the sculpture he is creating.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris/Crouch	Summer 2025	Specifications and bid advertisement under review at TDOT. Construction estimates and DBE goal submitted to TDOT for review and approval.
Rison St Bridge Replacement	Foster/Morris/Crouch	Winter 2024	City is working with individuals with the HC Highway Dept to coordinate work that will allow us to temporarily reopen this bridge.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris/Crouch	Summer 2025	Construction plans, specifications, and construction estimates under review at TDOT.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris/Crouch	Fall 2025	Received NTP to right-of-way from TDOT. Final utility coordination in progress. Plans sent to utility companies with facilities in the project area. Working on getting letters from each company. TLM received preliminary plats and descriptions for easements from the surveyor.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2026	SDC form 90% complete. Continued work on preliminary grading along Royal Oak and connection to fairgrounds. Continued work on final section of preliminary layout from Wilson to Fairgrounds.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Obtaining Lidar data to look at detention possibilities. Finalizing Brooks Street preliminary construction plans for meeting with city and utilities. Submitted preliminary engineering report to funding agency. Received approval of preliminary engineering report.
Downtown Improvement Grant	Morris/Crouch/Foster	Summer 2024	We have one additional project to be completed. Estimated completion date November 11, 2024. This project is 90% complete.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Summer 2026	Meeting with team to review design documents on November 7, 2024.
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Winter 2027	Design documents are due November 20, 2024.

Notes from the City Manager:

Animal Shelter grant from Best Friends: The P-HC Animal Shelter has been awarded a 100% grant from Best Friends in the amount of \$63,000. This grant will help pay for upgrades to our shelter and vet services which are designed to ultimately improve our “save” rate. Below are the goals as outlined in the grant contract:

By December 1, 2024

- Start using shelter software for intakes and outcomes, as well as linking to PetFinder
- Restart TNVR efforts

By January 1, 2025

- Adoptable and stray animals posted to FB page
- Medical protocols reviewed by Dr. Neal
- Plan options for quarantine space

By February 1, 2025

- Microchip every adopted animal
- Acquire quarantine space
- Begin official volunteer program

City Manager Foster gave an update on the STBG portion of the signalization project stating that the city received confirmation from TDOT that the construction plans were approved and the need to get through the right of way process. She reminded the commission that the seven signalized intersections are broken into two grants. She also reported that the city finally received the approval from the post office and that was the last piece for the right of way which brings construction closer.

Concerning the Rison Street Bridge, Ms. Foster said with the grant funding pushed down the road for another year, the decision was made to see what could be done to temporarily open it back up to the public. She stated that repair is scheduled to begin next week to open the bridge temporarily until it is closed again to do the work to replace it and TDOT will have to come back to approve the temporary repairs and that could take at least 4-6 weeks. Ms. Foster stated that it is important for the public to understand that this is temporary and the bridge will have to be closed once again to replace the bridge. Commissioner Etheridge voiced his appreciation for her work and reflected on the fact that when the project first began and the bridge was closed it was understood that it would only take a few months to begin construction. Ms. Foster explained the many unforeseen roadblocks that prevented the project from moving forward that were no fault of the city. Commissioner Tharpe thanked Ms. Foster for the work that she completed on the project and expressed concern for the public to get the bridge opened temporarily as soon as possible.

Ms. Foster informed the commission that the application for the Community Development Block Grant for the Boardwalk at Eiffel Tower Park was approved and shared the plans to complete the project. She stated that this new addition will not only improve the quality of life for residents who live nearby but that the park is always full of people fishing in the pond. She stated that currently it is in no way ADA compliant and is excited that this grant will change that and make it accessible for many more citizens to enjoy. She stated that the pond is re-stocked twice a year and that this approval is a big win for the city and residents. The city will only need to come up with a 20% match, which will be \$187,400 for an almost million-dollar improvement.

She stated that the Animal Shelter grant is a 100% grant and that Zack Braham, the new Animal Control Officer, has just jumped in with both feet. One of the big pieces we will be able to add with this grant is an area to quarantine animals to make sure they are disease free before they are placed in with the rest of the population. She then added that this will be a fantastic addition to the Animal Shelter complex. She also shared that a new volunteer program is underway with the right things in place to protect the volunteers and the city and to be in compliance with the liability insurance carrier.

Ms. Foster announced that the Christmas parade will be held on December 9th, which will be on a Monday this year. She then asked if the board would like to have an entry in the parade and they decided to enter a float.

She stated that Risk Management and Compliance Coordinator, Bailey Thompson, as well as Community Engagement Coordinator, Abby Pierce, have already made fantastic new additions to the general staff at City Hall. She thanked the commission for allowing these much-needed positions which will allow time to be spent more effectively on the numerous upcoming projects in the community.

Commissioner Etheridge thanked Kathy Collins for the library update quarterly and for keeping them in touch with what's going on.

Meeting Adjourned at 5:46 p.m.

Mayor

Finance Director