CARLTON GERRELL, MAYOR
KIM FOSTER, CITY MANAGER
FRED MCLEAN, ATTORNEY

JACKIE JONES, VICE MAYOR
GAYLE GRIFFITH, COMMISSIONER
SAM THARPE, COMMISSIONER
JOHN ETHERIDGE, COMMISSIONER

BOARD OF COMMISSIONERS MEETING MINUTES
CITY OF PARIS, TENNESSEE
May 6, 2021
5:00 P.M.

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5:00 p.m. on Thursday, May 6, 2021 in the Paris City Hall Courtroom.

The Meeting was called to order by Mayor Carlton Gerrell with the following roll call:

Present: Mayor Carlton Gerrell
Vice Mayor Jackie Jones
Commissioner Gayle Griffith
Commissioner Sam Tharpe
Commissioner John Etheridge

Also Present: City Attorney Fred McLean
City Manager Kim Foster
Finance Director Traci Shannon
Administrative Assistant Jessica Bannister
Building Inspector Lowell Schrader

Absent: Community Development Director Jennifer Morris

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

Commissioner John Etheridge led the meeting with the Pledge of Allegiance followed by a prayer led by Mayor Carlton Gerrell.

APPROVAL OF MINUTES: April 1, 2021 Regular Meeting Minutes

DISCUSSION: None

ACTION: Vice Mayor Jackie Jones made a motion, seconded by Commissioner Gayle Griffith to approve the minutes as presented.

VOTE: Unanimous

COMMENTS FROM CITIZENS: None

COMMENTS FROM THE COMMISSION: Vice Mayor Jackie Jones complimented City Workers on their hard work regarding storm clean up.

SERVICE RESOLUTIONS AND PROCLAMATIONS: None

SPECIAL RECOGNITION: Fire Chief Michael Williams recognized Viviana Rodriguez and Devin Veazey to the Fire Department after their completion from the Fire Academy that consisted of 10 weeks and 400 hours. Devin graduated in the top 5 of the class and Viviana is the first female firefighter at the City of Paris Fire Department. New Fire Department uniforms were presented to the Commissioners with a new patch representing the Eiffel Tower.

OLD BUSINESS:

OLD BUSINESS
AGENDA ITEM NO. 1
Ordinance to Amend 1-907 Regarding the Administration of the City's OSHA Plan (Second Reading)

DISCUSSION: None

ACTION: Motion made by Commissioner Sam Tharpe seconded by Commissioner John Etheridge to amend ordinance 1-907 regarding the Administration of the City's OSHA Plan.

VOTE: Unanimous

Ordinance No. 1267

AN ORDINANCE
to Amend 1-907 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that the first sentence of 1-907 of the Paris Municipal Code be amended by deleting the phrase "Carl Holder, City Manager" and substituting therefore the phrase "the City Manager or the City Manager's designee" (Ord. # 1267 , 05 / 06 / 2021.)

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 April 1, 2021.

Passed and adopted May 6, 2021.

/s Carlton Gerrell
Mayor

/s Traci Shannon
Finance Director

NEW BUSINESS:

NEW BUSINESS
AGENDA ITEM NO.1
Financial Update

Narrative to March 2021 Operating Statement

Traci Shannon, Finance Director, reported on the City of Paris financial status. Our retail sales tax revenue dipped down one percent in the month of February compared to last February. This is the first decrease after ten months of positive growth. We are still ahead fiscal year-to-date by 10.6%.

General Fund revenues were above expenditures for the month of March and also for fiscal year-to-date. There were only a few "out of ordinary" larger expenses which included repair of a sanitation truck, material for street repairs, and a new 60" mower for Parks.

Expenses will catch up in May when the principal payments are due on our debt.

Other Business:

New Employees: None

Resignations: None

We issued eleven business licenses in March:

New Business (8): G1 Shed Haulers, Pioneer Metal Structures, Pioneer Management Co., Basic Transportation Inc, LM Tasties LLC, Theos Ministry DBA Enchanted Ceremony, Mid South AG Source LLC, Hutson's Firearms

Add'l Location (2): Smith Welding & Steel Erectors LLC, Fisher Construction Co Inc

Booth Rental (1): La Tour Salon of Paris (Jayden Green)

CITY OF PARIS, TENNESSEE RETAIL SALES TAX REVENUE						
	FY2017	FY2018	FY2019	FY2020	FY2021	% Incr(Decr)
JULY	$748,999	$791,918	$787,901	$802,267	$898,979	12.05%
AUGUST	$738,171	$775,581	$790,533	$799,378	$843,541	5.52%
SEPTEMBER	$791,866	$812,873	$774,425	$797,992	$888,921	11.39%
OCTOBER	$732,345	$777,777	$761,812	$761,453	$873,733	14.75%
NOVEMBER	$770,351	$821,637	$809,116	$807,105	$874,641	8.37%
DECEMBER	$999,663	$927,868	$960,027	$957,286	$1,097,412	14.64%
JANUARY	$674,764	$689,391	$665,013	$713,906	$844,826	18.34%
FEBRUARY	$684,426	$697,202	$704,313	$727,380	$719,938	-1.02%
MARCH	$840,859	$840,412	$877,659	$840,175		
APRIL	$792,642	$774,320	$849,875	$865,360		
MAY	$796,500	$840,600	$863,697	$949,140		
JUNE	$871,656	$849,365	$873,145	$966,861		
TOTAL	$9,442,243	$9,598,946	$9,717,515	$9,988,303	$7,041,991	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	10.61%	
	$9,442,243	$9,598,946	$9,717,515	$6,366,766		

MONTHLY OPERATING STATEMENT
March 2021

REVENUES		Annual Budget	Current Month	Yr to Date	Percent Realized
Property Taxes		1,469,000	124,866	1,475,715	100.46%
Local Option Sales Tax		4,550,000	413,484	4,031,962	88.61%
Wholesale Liquor / Beer		790,000	64,953	690,994	87.47%
Business Tax		360,000	34,584	162,695	45.19%
Fees & Licenses		162,500	2,829	129,595	79.75%
In Lieu Payments		876,250	60,795	570,661	65.13%
Grants		1,779,475	-14,797	662,768	37.25%
State Shared taxes		1,366,000	195,121	1,250,932	91.58%
All Other		4,898,664	147,271	1,288,667	26.31%
Total General Fund Revenue		**16,251,889**	**1,029,107**	**10,263,990**	**63.16%**
Solid Waste Collection - BPU		1,225,000	104,953	938,482	76.61%
Solid Waste Disposal - Transfer		350,000	44,064	297,527	85.01%
Other Revenue		400	0	400	100.04%
Total Sanitation		**1,575,400**	**149,017**	**1,236,409**	**78.48%**
Gate Receipts - Brush & Debris		120,000	7,505	106,875	89.06%
County Share Operating Exp		35,000	0	6,198	17.71%
Gate Receipts - Tires		12,000	917	3,344	27.86%
Other Revenue		30,450	177	31,236	102.58%
Total Landfill		**197,450**	**8,599**	**147,653**	**74.78%**
Total Drug Fund		**68,050**	**2,087**	**33,041**	**48.55%**
TOTAL REVENUES		**18,092,789**	**1,188,809**	**11,681,093**	**64.56%**

REVENUES OVER / (UNDER) EXPENDITURES	Current Month	Yr to Date
General Fund	269,106	1,126,806
Sanitation	24,535	182,713
Landfill	(5,027)	31,133
Drug Fund	866	8,176

EXPENDITURES		Annual Budget	Current Month	Yr to Date	Percent Realized
Grants & Donations		273,990	27,892	212,618	77.60%
General Administration		371,814	30,701	267,295	71.89%
Economic Development		124,264	10,661	92,068	74.09%
Elections		4,500	0	0	0.00%
Financial Administration		301,825	17,337	227,590	75.40%
City Hall Building		94,689	6,810	66,237	69.95%
Police Department		2,331,078	163,928	1,674,726	71.84%
Emergency Communications		709,474	53,180	486,821	68.62%
Fire Department		1,671,837	164,763	1,573,472	94.12%
Building Inspection		91,502	4,344	62,421	68.22%
Street Maintenance		1,598,399	96,337	1,002,618	62.73%
State Street Aid		500,000	3,758	483,182	96.64%
Storm Water Management		71,587	2,726	41,779	58.36%
Street Lighting		102,000	5,612	73,783	72.34%
City Garage		278,963	22,131	207,927	74.54%
Cemetery Maintenance		61,124	548	36,706	60.05%
Health & Animal Control		165,976	11,242	120,091	72.35%
Civic Center		544,297	44,327	340,292	62.52%
Parks & Recreation		997,395	81,592	658,960	66.07%
Library		166,487	27,748	138,739	83.33%
Community Development		5,385,400	-28,789	1,134,072	21.06%
Debt Service		823,546	13,154	235,788	28.63%
General Fund Expenditures		**16,670,147**	**760,000**	**9,137,184**	**54.81%**
Sanitation Collection		873,671	66,382	601,315	68.83%
Contractual Services		630,000	58,099	452,381	71.81%
Total Sanitation		**1,503,671**	**124,482**	**1,053,696**	**70.07%**
Total Landfill		**175,284**	**13,626**	**116,519**	**66.47%**
Total Drug Fund		**100,900**	**1,221**	**24,865**	**24.64%**
TOTAL EXPENDITURES		**18,450,002**	**899,330**	**10,332,264**	**56.00%**

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

DISCUSSION: None

ACTION: Motion made by Commissioner Gayle Griffith, seconded by Vice Mayor Jackie Jones to approve proposed member to appointment of boards.

VOTE: Unanimous

BOARD	CURRENT MEMBER	PROPOSED MEMBER	TERM EXPIRATION	NEW EXPIRATION
Alcoholic Beverage Control Board 3 Year Term (Mayor w/ Commission Approval)	James Smith	James Smith	June 4, 2021	June 4, 2024

NEW BUSINESS
AGENDA ITEM NO. 3
Request to Acquire Undeveloped Alley

DISCUSSION: The City of Paris has received a request from Ed and Vickey Roberts to acquire a portion of a 10 ft. undeveloped alley adjacent to their property facing Chickasaw Road. This undeveloped alley is adjacent to properties that front Powell Street, Curtis Street and Chickasaw Road.

ACTION: Motion made by Commissioner Sam Tharpe, seconded by Commissioner Gayle Griffith to refer the Request to Acquire Undeveloped Alley to the Planning Commission for further recommendation.

VOTE: Unanimous

Request to Acquire Undeveloped Alley

The following request was received from Vickey Roberts concerning their property located at 1006 Chickasaw Road. They are interested in acquiring the undeveloped alley behind their property on Chickasaw.

Reply Reply All Forward
Thu 3/18/2021 12:57 PM
Vickey Roberts <VICKEYROBERTS@msn.com>
Alley behind our house on Chickasaw
To Jennifer Morris

Jennifer,

This is to let you know that we would be interested in purchasing the alley behind that property. If allowed, we would like to also purchase the property headed toward Powell St so our tenant has access to exit the property during winter storms.

Thanks,

Vickey

NEW BUSINESS
AGENDA ITEM NO. 4
Purchase of Property at 504 W. Wood Street

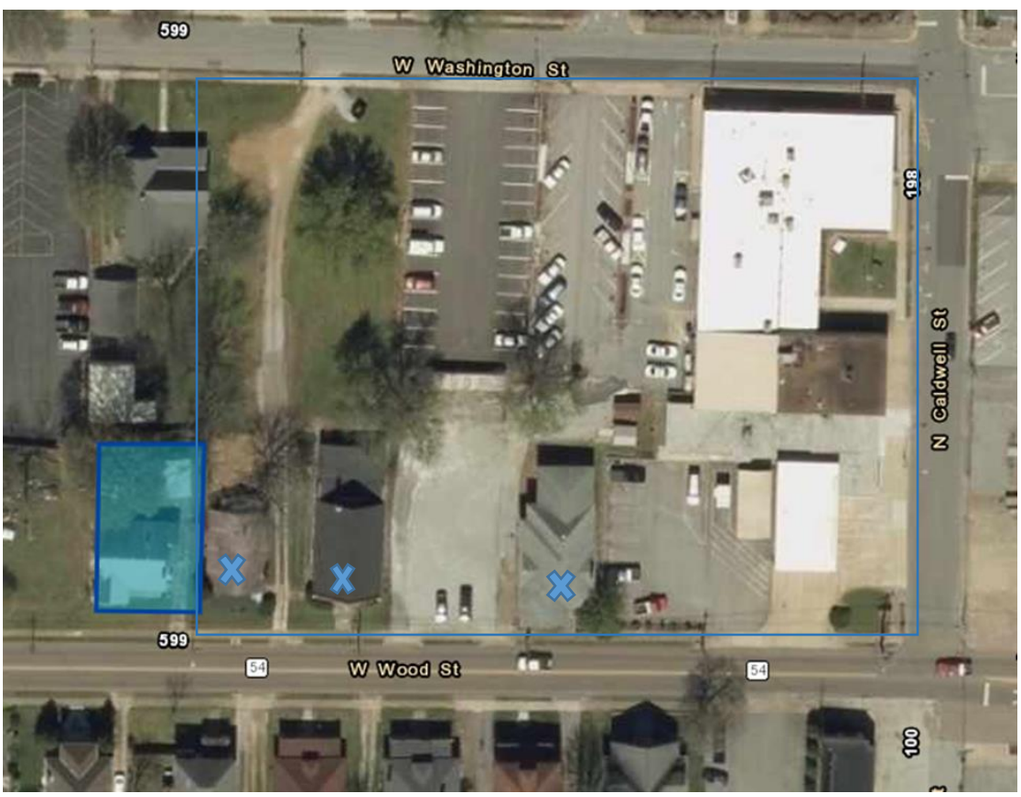
DISCUSSION: The City has been approached regarding the property at 504 W. Wood Street to see if we are interested in purchasing it. The piece of property will give the opportunity for future growth. In the immediate future, should the purchase be approved, the house will need tearing down as it has been vacant for many years and is in bad shape. The owner was asking $7,500.00 with a negotiated price down to $6,000.00. Staff feels this is an acceptable price and requests your approval to give the City Manager the authority to sign all necessary documents to complete the purchase.

Vice Mayor Jackie Jones questioned if City Staff would perform the take down of the vacant house. City Manager, Kim Foster states that City Staff would perform the removal of the structure.

Commissioner John Etheridge questioned the foreseeable use for this land. City Manager, Kim Foster stated that it could be utilized as additional parking or outbuildings. Ms. Foster also stated loosely in the future regarding a freestanding fire department or police department.

ACTION: Motion made by Commissioner Sam Tharpe, seconded by Commissioner Gayle Griffith for the City of Paris to purchase the property at 504 W. Wood Street for $6,000.00.

VOTE: Unanimous



NEW BUSINESS
AGENDA ITEM NO. 5
Ordinance to Amend the Fiscal Year 2021 Budget (First Reading)

DISCUSSION: In keeping with the wishes of the Office of State and Local Finance, proposed adjustments to the FY 2021 budget are contained in the following ordinance. As in years past several adjustments relate to the timing of grant related projects. Different this year are adjustments related to the effects of COVID, which also greatly affected the timing of grant projects even more so than usual. Our original budget reflected expenditures exceeding revenues by $418,259. After this adjustment our budgeted revenues will exceed expenditures by $50,742, removing the need to take any money from our fund balance.

City Manager, Kim Foster begins discussion by stating that BPU water and wastewater USDA bonds lingered with City of Paris after separating and becoming Public Utility Authority. John Etheridge questioned regarding the timeline for the books to be cleared. City Manager, Kim Foster stated that they were hoping to have all bonds pulled down by the end of the fiscal year. Ms. Foster anticipates that it all be pulled down in the next fiscal year.

City Manager, Kim Foster states that before second reading, the budget will need to be revised. The Landfill budget is in need of adjustments due to a piece of equipment needing $40,000 worth of repairs that is not already accounted for in the budget.

Commissioner Sam Tharpe questioned the total amount of revenues that City of Paris has exceeded. City Manager, Kim Foster reports budgeting over $400,000.00 from the fund balance. Ms. Foster also states the absorbed cost of purchasing a fire truck and additional paving. The budget was at $12,940,589.00 and the expenses at $12,889,847.00. That is left with approximately $50,000.00 to the good.

ACTION: Motion made by Commissioner John Etheridge, seconded by Vice Mayor Jackie Jones to approve an ordinance to Amend the Fiscal Year 2021 Budget (First Reading). This will require a Public Hearing at next City Commission Meeting.

VOTE: Unanimous

Ordinance No. 1268

AN ORDINANCE TO AMEND THE CITY OF PARIS FISCAL YEAR
2020– 2021 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 2020 – 2021 Budget Ordinance, Section 2 shall be amended by deleting Section 2 in its entirety:

	General			**Sanitation**		
Fund	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**
Revenues						
Local Taxes	$8,168,589	$8,317,750	$8,054,250			
State of TN	1,629,328	1,955,000	1,460,000			
Federal Government	680,875	656,500	323,500			
Other Sources	1,769,352	2,826,793	6,414,139	1,530,896	1,510,400	1,575,400
Total Revenues	***$12,248,145***	***$13,756,043***	***$16,251,889***	***$1,530,896***	***$1,510,400***	***$1,575,400***
Expenditures						
Salaries	$4,986,341	$5,178,638	$5,281,564	$398,650	$440,131	$445,161
Other	6,778,555	8,570,518	11,388,583	908,010	1,102,260	1,058,510
Total Expenditures	***$11,764,897***	***$13,749,157***	***$16,670,147***	***$1,306,660***	***$1,542,391***	***$1,503,671***
Beginning Fund Balance	$3,258,155	$3,741,403	$3,748,289	$2,982,870	$3,207,107	$3,175,115
Ending Fund Balance	$3,741,403	$3,748,289	$3,330,031	$3,207,107	$3,175,115	$3,246,845
No. of FTE Employees	108	109	109	8	9	10

	Landfill		
Fund	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	223,375	226,950	197,450
Total Revenues	***$223,375***	***$226,950***	***$197,450***
Expenditures			
Salaries	$45,323	$45,649	$46,496
Other	157,706	172,230	128,787
Total Expenditures	***$203,029***	***$217,879***	***$175,283***
Beginning Fund Balance	$677,098	$697,444	$706,515
Ending Fund Balance	$697,444	$706,515	$728,682
No. of FTE Employees	2	1	1

Fund	Drug			Cemetery		
	FY 2019 Audited	**FY 2020 Budget**	**FY 2021 Proposed**	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	$83,574	$63,075	$68,050	$935	$700	$1,000
Total Revenues	**$83,574**	**$63,075**	**$68,050**	**$935**	**$700**	**$1,000**
Expenditures						
Salaries						
Other	$81,460	$94,600	$100,900	$6,241	$17,000	$17,000
Total Expenditures	**$81,460**	**$94,600**	**$100,900**	**$6,241**	**$17,000**	**$17,000**
Beginning Fund Balance	$159,364	$161,478	$129,953	$357,231	$351,925	$335,625
Ending Fund Balance	$161,478	$129,953	$97,103	$351,925	$335,625	$319,625
No. of FTE Employees	0	0	0	0	0	0

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 Revenues shall be amended as follows:

Local Option Sales Tax shall increase by $825,000
2020 Multimodal Access Grant shall decrease by $40,000
2018 LPRF Grant - Splashpad shall increase by $100,000
2018 TA Grant - Sidewalks shall decrease by $197,500
2018 STBG – Signal Replacement shall decrease by $52,000
BRZ – Rison St. Bridge shall decrease by $1,030,800
Governor's Local Support Grant shall increase by $150,000
State Sales Tax shall increase by $150,000
BPU Wastewater – USDA Bond shall decrease by $2,216,000
BPU Water – USDA Bond shall decrease by $1,000,000

General Fund Expenditures are amended as follows:

Fire Department:
General Purpose Equipment will increase by $302,000
State Street Aid:
Asphalt & Asphalt Filler will increase by $100,000
In the area of Community Development, the following amendments will be made:
2020 Multimodal Access Grant will increase by $33,000
TDTD Tourism Enhancement Grant will decrease by $17,000
2018 LPRF Grant - Splashpad will increase by $600,000
2018 STBG – Signal Replacement will decrease by $53,000
BRZ – Rison St. Bridge will decrease by $1,291,000
2018 TA Grant – Sidewalks shall decrease by $210,000
County-Wide Radio Project will increase by $71,700
BPU Wastewater – USDA Bond shall decrease by $2,216,000
BPU Water – USDA Bond shall decrease by $1,000,000
Governor's Local Support Grant shall decrease by $100,000

So that Section 2 shall read as follows:

Fund	General			Sanitation		
	FY 2019 Audited	**FY 2020 Budget**	**FY 2021 Proposed**	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**
Revenues						
Local Taxes	$8,168,589	$8,317,750	$8,879,250			
State of TN	1,629,328	1,955,000	1,820,000			
Federal Government	680,875	656,500	74,000			
Other Sources	1,769,352	2,826,793	2,167,339	1,530,896	1,510,400	1,575,400
Total Revenues	***$12,248,145***	***$13,756,043***	***$12,940,589***	***$1,530,896***	***$1,510,400***	***$1,575,400***
Expenditures						
Salaries	$4,986,341	$5,178,638	$5,281,564	$398,650	$440,131	$445,161

Other	6,778,555	8,570,518	7,608,283	908,010	1,102,260	1,058,510
Total Expenditures	***$11,764,897***	***$13,749,157***	***$12,889,847***	***$1,306,660***	***$1,542,391***	***$1,503,671***
Beginning Fund Balance	$3,258,155	$3,741,403	$3,748,289	$2,982,870	$3,207,107	$3,175,115
Ending Fund Balance	$3,741,403	$3,748,289	$3,799,031	$3,207,107	$3,175,115	$3,246,845
No. of FTE Employees	108	109	109	8	9	10

	Landfill		
Fund	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**
Revenues			
Local Taxes			
State of TN			
Federal Government			
Other Sources	223,375	226,950	197,450
Total Revenues	***$223,375***	***$226,950***	***$197,450***
Expenditures			
Salaries	$45,323	$45,649	$46,496
Other	157,706	172,230	128,787
Total Expenditures	***$203,029***	***$217,879***	***$175,283***
Beginning Fund Balance	$677,098	$697,444	$706,515
Ending Fund Balance	$697,444	$706,515	$728,682
No. of FTE Employees	2	1	1

	Drug			**Cemetery**		
Fund	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**	**FY 2019 Audited**	**FY 2020 Budget**	**FY 2021 Proposed**
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	$83,574	$63,075	$68,050	$935	$700	$1,000
Total Revenues	**$83,574**	**$63,075**	**$68,050**	**$935**	**$700**	**$1,000**
Expenditures						
Salaries						
Other	$81,460	$94,600	$100,900	$6,241	$17,000	$17,000
Total Expenditures	**$81,460**	**$94,600**	**$100,900**	**$6,241**	**$17,000**	**$17,000**
Beginning Fund Balance	$159,364	$161,478	$129,953	$357,231	$351,925	$335,625
Ending Fund Balance	$161,478	$129,953	$97,103	$351,925	$335,625	$319,625
No. of FTE Employees	0	0	0	0	0	0

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

General Fund	$20,000,178
Sanitation	4,750,515
Landfill	903,965
Drug Fund	192,030
Cemetery Fund	336,625
Total All Funds	***$26,183,313***

Section 3 is amended as follows:

General Fund	$16,688,878
Sanitation	4,750,515
Landfill	903,965
Drug Fund	192,030
Cemetery Fund	336,625
Total All Funds	***$22,872,013***

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 _____ the public welfare requiring it.

Passed and adopted May 6, 2021.

Passed and adopted _____.

_____ _____

Mayor Finance Director

NEW BUSINESS
AGENDA ITEM NO. 6
Request to Amend Zoning Ordinance for Carwash Use, Carwash at Walmart Rendering

DISCUSSION: There is currently a contract to purchase property owned by Appalachian Land and Leasing to build the Car Wash in the out parcel in front of the Walmart Building. Currently our ordinance only allows Carwashes to be built in industrial zones. The carwashes that are located in the City of Paris are not properly zoned as of today's date. That poses the question of amending an ordinances for existing car washes in the City of Paris. City Manager, Kim Foster states that all appropriate zoning will be addressed when referred to the Planning Commission.

City Attorney, Fred McLean states that the ordinance for zoning of carwashes will be addressed once referred to the Planning Commission.

Vice Mayor, Jackie Jones questioned regarding the entrance to the carwash being in Walmart parking lot, off of Mineral Wells, or both. City Manager, Kim Foster states that the entire site plan has not been submitted however TDOT would make the call on the entrance to the carwash off of Mineral Wells.

ACTION: Motion made by Commissioner Sam Tharpe, seconded by Vice Mayor Jackie Jones to refer the request to Amend Zoning Ordinance for Carwash Use, Carwash at Walmart Rendering to the Planning Commission for further recommendation.

VOTE: Unanimous

DocuSign Envelope ID: B0FAA513-1FC7-49B3-9F7D-6E8B8779FAB4

City of Paris

100 N Caldwell St
P.O. Box 970
Paris, TN 38242
http://paristn.gov/

For Internal Use Only

Received By: _____ Date: _____

APPLICATION FOR AMENDMENT TO ZONING ORDINANCE

APPLICANT'S INFORMATION

Name of Individual: John Lapointe Phone: 813-874-1700- ext. 243

Address: 1210 Mineral Wells Ave. City/State: Paris, TN

Email Address: jlapointe@brightworkre.com

Applicant's Interest in Property: ☐ Owner ☑ Agent ☐ Lessee ☐ Option to Purchase

PROPERTY INFORMATION: Map: 116B Group: B Parcel: 016.01

Property Address: 1210 Mineral Wells Ave.

REQUEST TO REZONE PROPERTY

Current Zoning Classification: SC-1 Requested Zoning Classification: SC-1

Reason for Request/Remarks: Requesting carwash to be allowed in the SC-1 district. Please see attached letter.

Site Plan Required: **Yes** **No** Map Required: **Yes** **No** Site Plan Required: **Yes** **No**

REQUEST TO AMEND TEXT OF THE MUNICIPAL ZONING ORDINANCE

Chapter: _____ Section: _____ Requested Amendments/Remarks: _____

I hereby certify that the statements made by me herein and the maps and other accompanying data submitted herewith are true and correct.

Applicant Signature: DocuSigned by: John Lapointe C406FC69BD7744F... Date: 04/29/2021

City Commission Meeting: ___/___/___ Planning Commission Meeting: ___/___/___

Planning Commission Recommendation: _____ Date of Action: ___/___/___

Action by Board of Commissioners: _____ Date of Action: ___/___/___

PEA GROUP

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April 29, 2021

Jennifer Morris
Community Development Director
City of Paris
100 N. Caldwell St.
P.O. Box 970
Paris, TN 38242

RE: Carwash in SC-1 District
Tidal Wave Auto Spa
1210 Mineral Wells Avenue
Paris, TN 38242

Dear Jennifer:

We are looking to develop a Tidal Wave Auto Spa on the 1.2 acres located at 1210 Mineral Wells Avenue. The site is an existing undeveloped outparcel to the Walmart shopping center and is currently zoned SC-1. Please use this letter as our request to allow a carwash in the SC-1 Shopping Center District.

We believe the existing Walmart shopping center (SC-1) and a car wash use to be complementary and compatible to each other and will enhance the overall shopping experience at this location. We have attached a draft site plan and elevations for your use.

Thanks for all your help and consideration. If you have any questions or need additional information, please do not hesitate to contact us via phone or email.

Regards,

Jacques Gilbert, PE
Project Manager

TROY, MI • BRIGHTON, MI • WASHINGTON, MI • DETROIT, MI • HOUSTON, TX

NEW BUSINESS
AGENDA ITEM NO. 7
Resolution to Add a Job Description to our Personnel Rules and Regulations

DISCUSSION: When preparing to hire a new Civic Center Supervisor for Nights and Weekends we realized, even though we established this position years ago, we did not have a job description for it. This is a part-time position to assist with supervision of operations at the Civic Center. This resolution is simply a housekeeping issue to correct an oversight.

Scott Bond who was the Civic Center Supervisor for Nights and Weekends, is now the full time maintenance person at Paris City Hall. Tommy Cox retired on April 30, 2021.

ACTION: Motion made by Commissioner Sam Tharpe, seconded by Commissioner Gayle Griffith to approve the Resolution to Add a Job Description to The City of Paris Personnel Rules and Regulations for Civic Center Night and Weekend Supervisor position.

VOTE: Unanimous

RESOLUTION NO. 1651

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 Board of Commissioners of the City of Paris, Tennessee by Resolution before they shall have force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the Board of Commissioners of the City of Paris, Tennessee that said Personnel Rules and Regulations be amended by enacting the following job description for the position of Civic Center/Night & Weekend Supervisor in Appendix B.:

CIVIC CENTER/ NIGHT & WEEKEND SUPERVISOR

Nature of Work

Supervision of Paris Civic Center patrons and staff. Help with facilitation of rentals, set up and strike of meeting room activities. Enforce and answer questions regarding Civic Center rules and regulations. Opening and closing facility. Reporting to the Civic Center Director with any problems or concerns.

Illustrative Examples of Work

- Supervision of Paris Civic Center when full time staff is not present, specifically night and weekend shifts. Dropping of moneybag at City Hall nightly. Checking building areas on a schedule provided by manager.
- Interacts with the public in an informative and helpful way, always with a professional demeanor.
- Fosters a great work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.
- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Maintains a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Performs all duties as assigned by management in a professional and efficient manner.

Desirable Knowledge, Abilities and Skills

- Ability to work with the public tactfully and with a firm authoritative presence.

Essential Job Requirements:

1. General Physical Requirements:
    - Ability to walk through building to supervise all areas.
    - Ability to set up / strike meeting rooms as needed.
    - Ability to communicate with the public effectively and professionally.
    - Must be able to work nights and weekends.
    - Flexible work schedule.
    - Must be able to sit, stand, lift, walk, kneel, crouch, crawl, reach, grasp, feel, talk, hear and complete repetitive motions.
    - Required to have visual and hearing acuity to determine the neatness and to make general observations of facilities and structures for safety of others.
    - Inside working conditions, working with users of all ages.

Desirable Training and Experience

High School Diploma, Experience working with the public, and Knowledge of our rules and regulations.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendments to the Personnel Rules and Regulations by enacting the following job description for the position of Civic Center/Night & Weekend Supervisor in Appendix B.:

CIVIC CENTER/ NIGHT & WEEKEND SUPERVISOR

Nature of Work

Supervision of Paris Civic Center patrons and staff. Help with facilitation of rentals, set up and strike of meeting room activities. Enforce and answer questions regarding Civic Center rules and regulations. Opening and closing facility. Reporting to the Civic Center Director with any problems or concerns.

Illustrative Examples of Work

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- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Maintains a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Performs all duties as assigned by management in a professional and efficient manner.

Desirable Knowledge, Abilities and Skills

- Ability to work with the public tactfully and with a firm authoritative presence.

Essential Job Requirements:

2. General Physical Requirements:
    - Ability to walk through building to supervise all areas.
    - Ability to set up / strike meeting rooms as needed.
    - Ability to communicate with the public effectively and professionally.
    - Must be able to work nights and weekends.
    - Flexible work schedule.
    - Must be able to sit, stand, lift, walk, kneel, crouch, crawl, reach, grasp, feel, talk, hear and complete repetitive motions.
    - Required to have visual and hearing acuity to determine the neatness and to make general observations of facilities and structures for safety of others.
    - Inside working conditions, working with users of all ages.

Desirable Training and Experience

High School Diploma, Experience working with the public, and Knowledge of our rules and regulations.

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 6th day of May, 2021.

/s Carlton Gerrell_____
Mayor

/s Traci Shannon_____
City Recorder

ATTESTED:

/s Jessica Bannister_____

STATUS OF VARIOUS PROJECTS
May 2021

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2022	We held an informational meeting in April and had so many in attendance that we had to break into 2 groups. Applicants have until 5/17/21 to submit an application. So far we have received 6 completed applications.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2021	Dan Knowles is now working on the full size mural to be placed on the back wall of Commercial Bank. The goal is for it to be complete by June.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	Construction Plans have been revised and resubmitted to TDOT. We are still working to acquire all needed easements. It has been determined that there is the possibility of wetlands present on the HCHS campus so we are working our way through the process of getting the appropriate permits.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Spring 2022	We are still waiting to receive final approval for the edited NEPA document resubmitted on 4/1/21. TLM continues to work on preliminary layout and are still coordinating with TDOT on Wood Street intersections that will be reworked by TDOT as part of a TDOT paving project.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	A2H is in the process of hiring a consultant to complete the Wetlands/Ecology Study now required by TDOT. Once it has been completed it will be submitted to TDOT for their approval. Once it is approved it will be added to the NEPA document and resubmitted to TDOT. This requirement will add at least another 3 months to a process that has already taken over a year.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Spring 2022	TDOT is still considering an abbreviated NEPA document instead of a full review. As of 3/29 TDOT was still working on this. NOTE: The request for this was presented to TDOT in AUGUST. Preliminary design continues on layout and grading. Preliminary signal design to begin in May.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021	Construction is almost complete. The only thing left is for the rubber play surface to be installed. The installer is on another project so it could be another month before that is complete.
2020 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2023 (if awarded)	Grant application was submitted, award announcements will probably not come until summer of 2021.
Drainage Improvements	Foster/Morris/ Schrader	Ongoing	Public Works has done some ditch and culvert work in the Brooks St. & Atkins St. area which is helping with drainage. We are still working on a plan to present to Wal-Mart.

Status of Various Projects

Ms. Foster discussed the following updates regarding Status of Various Projects:

The first item of discussion was in regards to HOME Grant. The application deadline for the HOME Grant is May 17, 2021.

The second item of discussion was in regards to BCBS Healthy Place Grant. They are waiting on small features, parts, and pieces. If all goes as planned and weather permitting, the BCBS Healthy Place Grant should be finished by the Memorial Day celebration.

Updates from the City Manager

Ms. Foster discussed the following updates with the board:

The first item of discussion was in regards to the American Rescue Plan. The City of Paris has not yet received any money and continues to wait on Federal guidance.

The second item of discussion was in regards to the Local Government Grant. The State House and Senate presented amendments to the Governor's budget last week to amend the amount allocated for local grants from the Governor's proposed $200 million to $100 million. Although the amount for grants was cut in half the amendment also included removing the requirement that the money be spent on specific uses in specific categories. Now the only basic requirement is that it be spent on non-recurring expenses. We should receive around $125,000 after the first of July.

The third item of discussion was in regards to Splash Pad Activities. The weather never allowed enough rain-free time to get the epoxy on the wet decks so it was decided to wait until the end of the season to try again to apply the epoxy paint. The following events are scheduled at the Splash Pad; May 27th – The Employee event for families at 6:00 pm, May 29th – Summer Season Kick-Off beginning at 10:00 am, June 1 – Local Leadership meet & greet at 6:00 pm with the first summer concert at 7:00 pm.

The fourth item of discussion was in regards to the Budget Review Meeting. The meeting will be held on Monday, 5/10/2021 at 8:00 am in the City Hall Meeting Room.

Motion to Adjourn: Commissioner Sam Tharpe made a motion, seconded by Gayle Griffith to adjourn at 5:28 p.m.

_____ _____

Mayor Finance Director