

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



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

**CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

**CITY HALL COURTROOM
September 9, 2021
5:00 P.M.**

PUBLIC HEARING

1.) Ordinance to Enact 8-803 E (4) Regarding Grass Clippings

Call to Order: Carlton Gerrell, City Mayor

Roll Call: Traci Shannon, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: Regular Meeting – August 12, 2021

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

- 1.) Ordinance to Enact 8-803 E (4) Regarding Grass Clippings (Second Reading):** Kim Foster, City Manager

NEW BUSINESS

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) Request from Carl Perkins Center for Additional Contribution:** Kim Foster, City Manager
- 4.) Purchase of Land Adjacent to the P-HC Landfill:** Kim Foster, City Manager
- 5.) Request to Rezone Property at 1008 E. Wood Street:** Jennifer Morris, Community Development Director
- 6.) Resolution in Support of Multimodal Access Grant:** Kim Foster, City Manager

Status of Various Projects

Adjournment

OLD BUSINESS
AGENDA ITEM NO. 1
Ordinance to Enact 8-803 E (4) Regarding Grass Clippings (Second Reading)

In the past, as sort of a public service announcement, the City has requested on our social media that residents not blow grass onto the city streets. It is unsightly but more important it is extremely dangerous for motorcycles if they encounter this situation. Putting this out into the public has caused quite a stir and there has been a lot of conversation about the topic. It has also become one of those things about which the public is vocal and questions why the City doesn't do anything to keep it from happening.

The City does vaguely cover this scenario in Title 12, Chapter 2 "Miscellaneous Street and Sidewalk Provisions", but staff thought it appropriate to include something more specific in the location where nuisances are addressed. The City Attorney has prepared an ordinance for your review that would add language in Title 8, Chapter 8, "Junk, Weeds, Misc. Nuisances", of the Municipal Code. The ordinance would prohibit the discharge of any soil, sand, mud, gravel, dirt, grass clippings, weeds, leaves, limbs, or any other such mineral or vegetation waste. In addition to specifically addressing grass clippings, this expanded language could be of assistance in other scenarios as well. The following ordinance is presented for your consideration.

Ordinance No. 1276

AN ORDINANCE
to Enact 8-803 E (4) of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 8-803 of the Paris Municipal Code be amended by enacting the following as 8-803 E (4):

8-803 E (4): No owner, tenant, or occupier of any real property located within the corporate limits of the City of Paris nor any agent, servant, or employee of such owner, tenant, or occupier shall place, throw, deposit, or discharge any soil, sand, mud, gravel, dirt, grass clippings, weeds, leaves, limbs, or any other such mineral or vegetation waste from said real property onto any of the streets, gutters, or storm drains within the corporate limits of the City of Paris. (Ord. # 1276, 09 / 09 / 21).

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 August 12, 2021.

Passed and adopted September 9, 2021.

Mayor

Finance Director

**NEW BUSINESS
AGENDA ITEM NO.1
Financial Update**

Our retail sales tax revenue continues to be strong. It was up 4.87% when compared to June of 2020 and 12.16% when compared to June of 2019.

We typically start our fiscal year off with revenues behind expenditures, but this was not the case this year. We typically pay all our insurance lines with PEP in July, but so far, we have only paid the Workers Comp. insurance which was \$211,683. Just like everything else, everyone is behind, and PEP has been delayed in getting their invoices to us. Also, with the start of the new fiscal year we have ordered some big pieces of equipment, but we have no idea when we will receive them. As a result, our General Fund revenues exceeded our expenditures for July by \$66,531.00.

Traci has been out of the office now for three weeks, so no progress has been made on getting the ESN122 Fire Fee notices sent. She wants very much to get back in the office but has yet to get completely past running a fever. We will get the notices out as soon as possible with an approximate due date based on the date we send them out.

Other Business:

Personnel changes in July:

New Employees (1): One part-time (Animal Shelter)

Resignation (2): One part-time (KPAC), One part-time (Animal Shelter)

We issued eight business licenses in July:

New Business (3): Sharp Construction, R&C Home Improvement, MC Homes Plumbing & Electric

Booths (2): Mona Harris-Colon, The Modern Gypsi

New Owner (1): Paris Inn & Suites

Minimal License Renewal (2): Sois Belle by M&P, Wild Willow Boutique

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	\$1,101,592	31.11%
APRIL	\$792,642	\$774,320	\$849,875	\$865,360	\$1,040,359	20.22%
MAY	\$796,500	\$840,600	\$863,697	\$949,140	\$1,005,346	5.92%
JUNE	\$871,656	\$849,365	\$873,145	\$966,861	\$1,013,926	4.87%
TOTAL	\$9,442,243	\$9,598,946	\$9,717,515	\$9,988,303	\$11,203,216	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.16%	

MONTHLY OPERATING STATEMENT
July 2021

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	9,001	9,001	0.53%
Local Option Sales Tax	5,135,950	492,048	492,048	9.58%
Wholesale Liquor / Beer	800,000	91,811	91,811	11.48%
Business Tax	375,000	6,160	6,160	1.64%
Fees & Licenses	163,500	2,355	2,355	1.44%
In Lieu Payments	880,250	60,795	60,795	6.91%
Grants	2,231,600	125,677	125,677	5.63%
State Shared taxes	1,529,500	166,084	166,084	10.86%
All Other	1,699,850	258,376	258,376	15.20%
Total General Fund Revenue	14,517,650	1,212,306	1,212,306	8.35%
Solid Waste Collection - BPU	1,225,000	100,896	100,896	8.24%
Solid Waste Disposal - Transfer	350,000	35,580	35,580	10.17%
Other Revenue	400	128	128	32.10%
Total Sanitation	1,575,400	136,604	136,604	8.67%
Gate Receipts - Brush & Debris	130,000	13,373	13,373	10.29%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	5,000	554	554	11.08%
Other Revenue	30,500	30,755	30,755	100.84%
Total Landfill	200,500	44,682	44,682	22.29%
Total Drug Fund	60,050	3,609	3,609	6.01%
TOTAL REVENUES	16,353,600	1,397,201	1,397,201	8.54%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	6,392	6,392	2.44%
General Administration	390,037	35,644	35,644	9.14%
Economic Development	159,592	12,787	12,787	8.01%
Elections	0	0	0	0.00%
Financial Administration	323,659	33,788	33,788	10.44%
City Hall Building	99,718	11,540	11,540	11.57%
Police Department	2,187,535	208,919	208,919	9.55%
Emergency Communications	722,210	58,267	58,267	8.07%
Fire Department	1,884,160	159,363	159,363	8.46%
Building Inspection	112,714	9,368	9,368	8.31%
Street Maintenance	1,821,352	203,329	203,329	11.16%
State Street Aid	700,000	16,470	16,470	2.35%
Storm Water Management	74,270	3,689	3,689	4.97%
Street Lighting	95,800	6,937	6,937	7.24%
City Garage	320,183	31,644	31,644	9.88%
Cemetery Maintenance	66,800	8,400	8,400	12.57%
Health & Animal Control	177,219	16,780	16,780	9.47%
Civic Center	676,021	55,264	55,264	8.17%
Parks & Recreation	1,082,648	117,466	117,466	10.85%
Library	171,487	28,581	28,581	16.67%
Community Development	2,725,100	11,019	11,019	0.40%
Debt Service	803,295	110,126	110,126	13.71%
General Fund Expenditures	14,855,422	1,145,773	1,145,773	7.71%
Sanitation Collection	1,356,706	115,874	115,874	8.54%
Contractual Services	630,000	57,623	57,623	9.15%
Total Sanitation	1,986,706	173,497	173,497	8.73%
Total Landfill	201,078	12,265	12,265	6.10%
Total Drug Fund	92,500	419	419	0.45%
TOTAL EXPENDITURES	17,135,706	1,331,953	1,331,953	7.77%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	66,533	66,533
Sanitation	(36,893)	(36,893)
Landfill	32,418	32,418
Drug Fund	3,191	3,191

**NEW BUSINESS
AGENDA ITEM NO. 2
Appointments of Boards**

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Advisory Committee on Americans With Disabilities 3 Year Term (Mayor w/ Commission Approval: Mayor Appoints Chairman)	Lacy Kee	Lacy Kee	September 2, 2021	September 2, 2024

**NEW BUSINESS
AGENDA ITEM NO. 3
Request from Carl Perkins Center for Additional Contribution**

The City has received a request for additional funding from Carly Wheat, County Dir. of the Carl Perkins Center for the Prevention of Child Abuse. Since her center has been in Henry Co., she and her staff have rented space in the H.C. 911 Center on Brewer St. As a service to the community HC 911 has rented this space to the CPC at a greatly discounted rate and covers all utilities. In the beginning this worked well, but over time the HC 911 center has grown to also house the offices of the HC Emergency Management Director and is currently being remodeled to be a backup 911 center. This growth has caused an increase in foot traffic which is problematic for the Carl Perkins Center since confidentiality is of utmost importance for their clients. The hard decision has been made by both the CPC and HC 911 that it is time for the CPC to find space that is more suitable for them and their clients. They have found a great location but are now faced with paying market value for rent and covering their utility costs. For these reasons Ms. Wheat has made a request for additional funding in the amount of \$4,500 to get them through the remainder of this fiscal year. Please see the following letter from Ms. Wheat for additional information.



Paris City Commission
August 20, 2021

Dear Mrs. Foster, Mayor Gerrell, and City Commissioners,

I am writing this letter as a request for additional funding as to your yearly commitment to The Henry County Carl Perkins Center for the Prevention of Child Abuse. Unfortunately, our Child Advocacy Center will need to be relocated from the 911/EMA building soon due to the possible addition of Central Dispatch relocating to the building. It is these unforeseen circumstances that are causing us to have to find another residence as soon as possible. After looking and searching for a new home, our Center has found a location that is a great fit for a Child Advocacy Center located at 305 West Washington Street. This location is ideal in the fact that the property is across the street from the Paris Police Department and close to the Henry County Sheriff's Office, whom we work closely with, and also a few blocks within walking distance to the Courthouse, where all too often, children receiving our services have to testify in court against their perpetrator. This close proximity would allow children to wait at our CAC, an established safe, and home-like setting, while on stand-by to testify. Our Center has been housed with multiple agencies under one roof since establishment in 2012. We have matured, grown, and are in need of our own space to expand our services provided to victims of child sexual abuse and physical abuse. We have been fortunate to rent monthly from the facility that we are currently in at low cost to be able to provide free services to families in need. Our Center has worked diligently to become a community-based service in partnership with Law Enforcement, Department of Children's Services, and our local District Attorneys. Since we are a non-profit, we are required to fundraise to provide adequate staff and services where grants do not fund. Fundraising only goes so far to fill in the gap. During the past year, the pandemic has been extremely tough and reported cases continue to rise as children are home with an increased chance of abuse. Our Center will continue to pay the \$250 we have been paying in rent, but in order for our Center to be able to re-locate into the property, we are in need of additional funding to cover the cost of housing. Please be advised that the yearly request/pledge for \$5,000 from the City of Paris goes to direct services for children/families in Henry County and this is a request for additional monetary support. We are requesting an additional \$4,500 to cover our increased rent costs for the remainder of FY 2021-2022. Our Center will also be seeking additional support from the County as well. We thank you for many years of continued support and know it takes a village (community) to protect children from abuse. As my staff and I have stated for many years, The City of Paris and Henry County have been so incredibly helpful in getting our child advocacy services to the families of our community. We hope that you will consider this request to make our Child Advocacy Center's dream of a facility of our own a reality for this community. The children and agencies of our community depend on us from referral of abuse through prosecution and we couldn't possibly do it without each of you and your continued support.

Best Regards,

A handwritten signature in blue ink that reads "Carly Wheat, MSW".

Carly Wheat, LMSW
County Director
Henry Child Advocacy Center
731-642-8455
901-493-4065

NEW BUSINESS
AGENDA ITEM NO. 4
Purchase of Land Adjacent to the P-HC Landfill

A few weeks ago, a call was received from Mr. Mike Philipi, one of the owners of Waverly Wood, who owns approximately 56 acres adjacent to the P-HC Landfill. He said he and his partner were interested in selling this property and, because of its location, wanted to know if the City was interested in purchasing it. After discussing this opportunity with Bobby Swayne, Landfill Superintendent, and Mayor Ridgeway, since the City and County co-own the P-HC Landfill, it was determined that additional investigation was warranted. Superintendent Swayne had soil samples taken and evaluated and it was determined that there was probably \$300,00 - \$500,000 worth of topsoil on this property. Per Mr. Swayne our current on-site source of topsoil is expected to be depleted in the next 5 – 10 years and we will need access to additional topsoil. This property is also easily accessible from our current property. This property would also give us room to expand our footprint if ever necessary. Because of this information the decision was made to pursue purchasing the property. City Manager Foster and Mr. Philipi have negotiated a verbal purchase price of \$100,000.

At present, staff is requesting you Grant Mayor Gerrell the authority to execute the necessary documents to complete this purchase. The County will be taking up this matter at the meeting of their Budget Committee next week. Mayor Ridgeway will be asking the same of his Commission.

Blue highlighted area is property owned by Waverly Wood



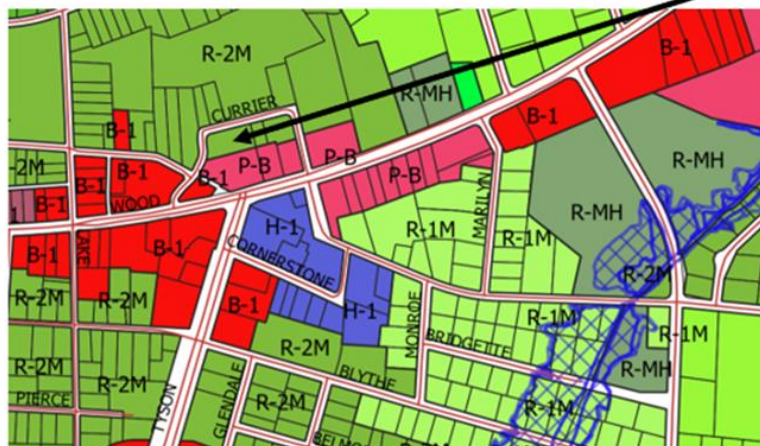
NEW BUSINESS
AGENDA ITEM NO. 5
Request to Rezone Property at 1008 E. Wood Street

Randy Crowder has submitted a request to rezone the back portion of his property at 1008 East Wood Street. The rear of his property is adjacent to Currier Street and the front of the property fronts on East Wood Street. Currently the zoning district crosses his property basically in the center of the property. He is requesting his entire property be rezoned.

As is customary, the City Commission will refer a rezoning request to the Planning Commission for recommendation. It is up to the Commission as to whether or not you wish to adopt on first reading at the September meeting.



Area Requested to be Rezoned
From R-2-M (Residential) to P-B (Commercial)



NEW BUSINESS
AGENDA ITEM NO. 6
Resolution in Support of Multimodal Access Grant

The following Resolution outlines the City's intent in applying for the TDOT Multimodal Access Grant and commits us to providing matching funds up to 10%. As a reminder, this project is to complete upgrades at the Tyson/Mineral Wells/Veterans intersection to include high visibility crosswalks, curb ramps, pedestrian signals, and refuge islands, in addition to approximately 3,000 ft. of sidewalk from that intersection going south along Tyson to end at the UT Extension Office. The City will also be constructing a sidewalk along Dale Street which will provide a vital connectivity component to the project. More details will be provided during the meeting.

RESOLUTION NO. 1654

WHEREAS, the City of Paris desires to apply for Multimodal Access Grant through the Tennessee Department of Transportation to complete a project that will include upgrades, including high visibility crosswalks, curb ramps, pedestrian signals and refuge islands, to the intersection of SR76 and SR69, as well as approximately 3,000 feet of sidewalk from this intersection south along SR76; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee instructs the City Staff to prepare and submit a Grant Application to the Tennessee Department of Transportation, to apply for funding of said project; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee goes on record as agreeing to appropriate, from City Tax Revenues, local matching funds of at least 10% as may be required for construction of said Project; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee are aware and assures that said Project, if funded, will meet all Federal, State, and Local Regulations and Requirements including ADA Rules and Regulations.

NOW, THEREFORE, the Board of Commissioners of the City of Paris, Tennessee authorizes City Staff to prepare and submit a Grant Application to the Tennessee Department of Transportation, under the aforesaid terms and conditions which the Board of Commissioners of the City of Paris, Tennessee agrees to be bound by if the City of Paris, Tennessee is selected for funding of said project. The Board of Commissioners of the City of Paris,

Tennessee further authorizes the Mayor to sign said Application on behalf of the City of Paris, Tennessee and submit the Application to the Tennessee Department of Transportation.

Unanimously adopted, this the 9th day of September 2021.

Mayor

Finance Director

**STATUS OF VARIOUS PROJECTS
September 2021**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2023	The historic review portion of the environmental study has been completed on the first 8 houses. Mr. Belton is hoping to get the rest of the review completed in the next two weeks. Once this is complete inspections will begin to determine the cost of repairs or if a tear down and rebuild will be necessary.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2022 (if awarded)	We have once again been awarded this grant which is for the 2021 round! The amount awarded was \$3,500, the top amount given. We have received the executed contract and have submitted a request to receive 40% of the grant award now.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Summer 2022	ROW certification package, final Construction Drawings and Final Estimate are all under review by TDOT. The permit certification package and DBE Goal have been approved. Once we receive the last three approvals, we should be ready to bid the project.
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 to look at Wood Street corners that TDOT did not address during the recent paving project and see if anything can be done to make these corners ADA compliant. TDOT has not yet provided the letter we requested concerning their failure to address these corners. Preliminary signal layout received from signal designer. TLM is revising budget based on preliminary signal plans and possible work in areas TDOT did not address. Work continues preliminary plans.
Rison St Bridge Replacement	Foster/Morris	Fall 2022	We have finally received TDOT Ecology approval. A2H will now resubmit (for the 3 rd time) the environmental document for final review. We hope to have NEPA approval by the end of the 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. TLM is now coordinating with TDOT on next year's W. Wood paving project with regards to intersections on Market Street. Beyond these issues, this project is at just about the same point as the STBG portion of the project.
2020 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2023 (if awarded)	We received notice last week that we were not awarded this grant this year. We will apply again next year.
Drainage Improvements	Foster/Morris/ Schrader	Ongoing	As discussed last month, we would like our first step in using our ARP Funds to be the commission of a city-wide drainage study. Before we officially take this step, the Federal Government must issue their Final Rule on how these funds can be spent.