

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**

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**CITY HALL COURTROOM  
December 3, 2020  
5:00 P.M.**

**REGULAR MEETING**

**Call to Order:** Traci Shannon, Finance Director

**Roll Call:** Traci Shannon, Finance Director

**Pledge of Allegiance and Prayer**

**Certification of Results of Commissioner Election:** To Be Received and Filed by Commission

**Oath of Office to New Elected Officials:** Traci Shannon, Finance Director

**Election of Mayor:** Traci Shannon, Finance Director

**Oath of Office to Mayor:** Traci Shannon, Finance Director

**Election of Vice Mayor – Mayor**

**Oath of Office to Vice Mayor – Traci Shannon, Finance Director**

**Approval of the Minutes of Previous Meetings:** Regular Meeting – November 5, 2020

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

**1.) Discussion of Extraordinary Items:** Kim Foster, City Manager

## **NEW BUSINESS**

**1.) Financial Update:** Traci Shannon, Finance Director

**2.) Appointments to Boards:** Carlton Gerrell, City Mayor

**3.) Request to Acquire Portion of Undeveloped Alley:** Kim Foster, City Manager

**4.) Request for City to Take over Streets in a Private Development:** Kim Foster, City Manager

**5.) Request for Approval of \$25,000 Contribution to the PHCIC:** Kim Foster, City Manager

**Various Projects Updates:** Kim Foster, City Manager

## **Adjournment**

**OLD BUSINESS**  
**AGENDA ITEM NO. 1**  
**Discussion of Extraordinary Items**

Below are the figures that were presented to you last month in consideration of what it would cost to give a bonus or COLA to City of Paris employees:

1% = \$66,526

1.5% = \$99,891

2% = \$133,188

2.5% = \$166,485

As clarification, if a bonus is given these are accurate amounts but if a COLA is given only half of these amounts would actually fall in the current fiscal year. After talking with Department Heads and discussing the pros and cons of both a COLA and a bonus, my recommendation would be to approve a COLA. When COLAs are missed salaries slip behind over time and we end up in a situation where we are no longer competitive as an employer. This makes it harder to hire and retain quality employees. As a reminder, we did give a .5% COLA to our employees at the beginning of this fiscal year to help offset an increase in healthcare premiums.

We have received some CARES Act money to cover COVID related expenses. We have not had to spend much on supplies but we are experiencing some unanticipated overtime expenses related to COVID, and I expect we will be spending even more. Active cases within city employees has slowed but we are still dealing with some absenteeism due to either sickness or exposure.

Another item for your consideration is the purchase of a pumper truck for the Fire Department. For a few years now the Fire Dept. has been bringing up during the budget planning process the need to replace their oldest pumper truck. It was purchased in 1994 and is currently in service as a backup truck. Also for a few years now it has been in and out of the shop several times for costly repairs. Additionally, the next oldest pumper truck, purchased in 2001, has recently been in the shop for repairs. At one point we had two of our five fire trucks down at the same time. I think it is time to consider replacing the 1994 pumper before we get into a situation where we can't provide the proper level of fire service. A new truck will cost around \$300,000. Lead time to get a truck once an order is placed is usually around 10 – 12 months. If we wait until next year's budget to consider this purchase it could be almost two years before we would have a new truck.

Fiscal year-to-date revenues have been much stronger than anticipated and we have a healthy fund balance, but where and when the economy will stabilize is still unknown. Staff is looking for discussion and input from the Commission on these issues.

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

Our retail sales tax revenue was up for the sixth month in a row. September reflected an increase of 11.39% compared to last September and we are up 9.66% for the fiscal year-to-date.

The General Fund revenues were just slightly above expenditures for the month of October. However, revenues are still behind fiscal year-to-date. We typically have property tax revenue in October, but due to the delay in the State getting the tax bills out, those revenues will not be reflected until November. A few of the larger expenses in October were: \$32K for asphalt, \$8K for culverts, and \$54K for splash pad expenses.

Other Business:

**New employees:** One full-time (Parks Maintenance)

**Voluntarily quit:** One part-time (Parks Maintenance)

We issued three business licenses in October:

**New business:** Tiny Blessings Daycare, Just in Time Towing & Recover, Steriplus Inc

**CITY OF PARIS, TENNESSEE  
RETAIL SALES TAX REVENUE**

	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Incr(Decr)</b>
<b>JULY</b>	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	12.05%
<b>AUGUST</b>	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	5.52%
<b>SEPTEMBER</b>	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	11.39%
<b>OCTOBER</b>	\$732,345	\$777,777	\$761,812	\$761,453		
<b>NOVEMBER</b>	\$770,351	\$821,637	\$809,116	\$807,105		
<b>DECEMBER</b>	\$999,663	\$927,868	\$960,027	\$957,286		
<b>JANUARY</b>	\$674,764	\$689,391	\$665,013	\$713,906		
<b>FEBRUARY</b>	\$684,426	\$697,202	\$704,313	\$727,380		
<b>MARCH</b>	\$840,859	\$840,412	\$877,659	\$840,175		
<b>APRIL</b>	\$792,642	\$774,320	\$849,875	\$865,360		
<b>MAY</b>	\$796,500	\$840,600	\$863,697	\$949,140		
<b>JUNE</b>	\$871,656	\$849,365	\$873,145	\$966,861		
<b>TOTAL</b>	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$2,631,441</b>	
<b>Previous YTD % Increase/Decrease</b>	<b>2.52%</b>	<b>1.66%</b>	<b>1.24%</b>	<b>2.79%</b>	<b>9.66%</b>	

**MONTHLY OPERATING STATEMENT**  
**October 2020**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	5,212	33,732	2.30%
Local Option Sales Tax	4,550,000	412,856	1,790,595	39.35%
Wholesale Liquor / Beer	790,000	78,435	334,130	42.29%
Business Tax	360,000	222	68,668	19.07%
Fees & Licenses	162,500	1,357	38,682	23.80%
In Lieu Payments	876,250	59,626	210,728	24.05%
Grants	1,779,475	8,218	430,840	24.21%
State Shared taxes	1,366,000	119,587	538,323	39.41%
All Other	4,898,664	103,054	679,493	13.87%
<b>Total General Fund Revenue</b>	<b>16,251,889</b>	<b>788,566</b>	<b>4,125,193</b>	<b>25.38%</b>
Solid Waste Collection - BPU	1,225,000	0	311,590	25.44%
Solid Waste Disposal - Transfer	350,000	28,746	133,896	38.26%
Other Revenue	400	3	140	34.92%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>28,749</b>	<b>445,626</b>	<b>28.29%</b>
Gate Receipts - Brush & Debris	120,000	16,098	49,997	41.66%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	12,000	46	411	3.43%
Other Revenue	30,450	189	30,608	100.52%
<b>Total Landfill</b>	<b>197,450</b>	<b>16,332</b>	<b>81,016</b>	<b>41.03%</b>
<b>Total Drug Fund</b>	<b>68,050</b>	<b>3,863</b>	<b>25,326</b>	<b>37.22%</b>
<b>TOTAL REVENUES</b>	<b>18,092,789</b>	<b>837,510</b>	<b>4,677,160</b>	<b>25.85%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	30,392	49,067	17.91%
General Administration	371,814	31,246	120,186	32.32%
Economic Development	124,264	9,496	38,505	30.99%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	20,333	96,653	32.02%
City Hall Building	94,689	5,936	32,930	34.78%
Police Department	2,331,078	143,463	661,683	28.39%
Emergency Communications	709,474	53,651	202,906	28.60%
Fire Department	1,671,837	122,662	536,637	32.10%
Building Inspection	91,502	5,783	31,413	34.33%
Street Maintenance	1,598,399	89,204	490,040	30.66%
State Street Aid	500,000	38,692	453,929	90.79%
Storm Water Management	71,587	2,092	15,893	22.20%
Street Lighting	102,000	3,479	23,546	23.08%
City Garage	278,963	17,548	96,370	34.55%
Cemetery Maintenance	61,124	7,548	33,692	55.12%
Health & Animal Control	165,976	13,661	57,803	34.83%
Civic Center	544,297	32,702	146,131	26.85%
Parks & Recreation	997,395	59,387	295,018	29.58%
Library	166,487	0	55,496	33.33%
Community Development	5,385,400	85,239	877,635	16.30%
Debt Service	823,546	16,015	158,264	19.22%
<b>General Fund Expenditures</b>	<b>16,670,147</b>	<b>788,531</b>	<b>4,473,796</b>	<b>26.84%</b>
Sanitation Collection	873,671	50,524	295,363	33.81%
Contractual Services	630,000	49,635	211,450	33.56%
<b>Total Sanitation</b>	<b>1,503,671</b>	<b>100,159</b>	<b>506,813</b>	<b>33.71%</b>
<b>Total Landfill</b>	<b>175,284</b>	<b>6,412</b>	<b>50,497</b>	<b>28.81%</b>
<b>Total Drug Fund</b>	<b>100,900</b>	<b>2,338</b>	<b>16,238</b>	<b>16.09%</b>
<b>TOTAL EXPENDITURES</b>	<b>18,450,002</b>	<b>897,440</b>	<b>5,047,344</b>	<b>27.36%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	35	(348,604)
Sanitation	(71,411)	(61,187)
Landfill	9,920	30,519
Drug Fund	1,525	9,088

**NEW BUSINESS**  
**AGENDA ITEM NO. 2**  
**Appointment to Boards**

There are no appointments to boards for the month of December.

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

Mr. Paul Harber owns two parcels of property lying on either side of the west end of an undeveloped alley running between Guthrie Rd and Mimosa Dr. He is requesting the City convey this undeveloped alley to him so that he can divide the two parcels into three for further residential development. His request and a map of the location is following. Typically this type of request is referred to the Planning Commission for their recommendation.

Ms. Foster:

I would like to submit a request to the City Commission to acquire a portion of an undeveloped alley between Mimosa Drive and Guthrie Road. I currently own parcels 15.00 and 9.00 on both sides of the west end of the undeveloped alley. I would like to request the City Commission consider conveying this portion of the undeveloped alley to me. My intention is to divide the two properties into three tracts for further housing/residential development.

Your consideration of this request is very much appreciated.

Paul Harber





**NEW BUSINESS  
AGENDA ITEM NO. 4  
Request for City to Take over Streets in a Private Development**

Mr. Greg Sherlock, current owner of Terrace Woods Mobile Home Park located on N. Market St., has contacted the City requesting we take over ownership of the streets located inside the mobile home park. His letter of request is included. Staff must note that it has been our policy to not take ownership of streets or drives located within private developments.

**Terrace Woods Mobile Home Park**

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**P.O. Box 695  
Pulaski, Tennessee 38478  
(931) 292-2283  
Email: GRStwmhp@gmail.com**

November 11, 2020

Ms. Kim Foster  
City Manager  
City of Paris  
100 North Caldwell Street  
Paris, TN 38242

RE: Terrace Woods Mobile Home Park  
Park streets

Dear Ms. Foster,

I have had the great pleasure of speaking with one of your colleagues, Ms. Jennifer Morris. I had reached out to her to explore the possibility of the City of Paris taking over the streets in our mobile home park. At her suggestions, I am writing to you.

We had the pleasure of acquiring this property in 2016. I say "pleasure" as we looked at a great number of mobile home parks and my wife and I decided on this one. The community/City of Paris was key to our acquisition decision.

I am writing to request's the City's consideration of taking over the streets. I believe they would be referred to as curb and gutter, asphalt streets that are in good condition. There is roughly 2,600 linear feet of street. Each lot in the MHP has off street parking for two vehicles. In review of the City's street requirements for mobile home parks I believe we would be required to have 10 guest parking spaces. We have two at the present time. We could easily cure this deficiency should the City be in agreement to take over the streets.

Should you need any additional information please feel free to call or email me. My personal cell number is 303-829-0830.

Thank you in advance for your time and consideration of this matter.

Best Wishes,



Greg Sherlock  
President  
GRS Holdings, Inc. dba Terrace Woods Mobile Home Park

**NEW BUSINESS**  
**AGENDA ITEM NO. 5**  
**Request for Approval of \$25,000 Contribution to the PHCIC**

As the widening of Hwy 641 N. progresses you may be aware that future widening phases have hit some snags with TDOT. The only way to be certain that future legs of this project are wider than three lanes is to secure a BUILD Grant from the US DOT which can be up to \$25 million. This is what Kentucky was successful in doing which enabled them to begin their portion of the widening project. To write a grant of this scope and magnitude requires expertise and connections that we simply do not have locally. PHCIC Executive Director Rob Goad has tentatively come to an agreement with Bacon, Farmer, Workman out of Paducah, KY to write this grant for us. This is the same consultant that KY used when they were successful in getting awarded a BUILD grant. The agreement with this consultant also requires that they use the local engineering firm L. I. Smith to supplement their efforts. The consultant cost to write this grant will be not to exceed \$75,000. The PHCIC is requesting a contribution of \$25,000 from both the City and the County to go with the \$25,000 they will be contributing to cover the cost of this consultant. Your approval of this contribution is requested.

**STATUS OF VARIOUS PROJECTS  
December 2020**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	<b>NOTES</b>
HOME Grant	Morris/Foster	2022	We have received our executed contract and are now in the NEPA phase. This phase will take at least six months.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2021	The theme for this project is “celebrate Paris” and Dan Knowles is working on a prototype. We are hoping to locate this mural on the back of the Commercial Bank building so it is very visible from E. Wood Street. Kathy Ray is in negotiations with the bank.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	Revised title opinions have been returned to TDOT and approved. Acquisition notices will be sent in December. The SWPPP was submitted to TDOT during November. Final utility coordination continues.
2018 LPRF Grant for Splash pad	Foster/Lawrence/ Morris	Complete	The splash pads have been winterized. Employees are finishing up work on the bathroom / concessions building. NSite will be applying epoxy paint on the wet decks in the spring when temperatures are warmer.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Spring 2022	Final NEPA document was sent to TDOT in August, we are still waiting on their approval. TLM continues to work on preliminary layout.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	The final NEPA document with all requested edits was submitted to TDOT mid-November. TDOT will review in the next few weeks. We hope to receive a Notice to Proceed by the end of December.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster/Morris/ Lawrence	Fall 2020	The sign is up, it looks great! We’re still waiting for Brown Sign to put the cap on the pole. Jennifer is submitting the final documentation so we can close out the grant.
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 since a full review was done on the project area for the STBG project. They have had all documentation since August, we are still waiting on word from them. TDOT kickoff meeting was held 11/24. Work on preliminary layout will begin this month.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021 (if awarded)	Application was submitted, award announcements are anticipated by the end of December.
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	Patrick Smith, P.E., will be submitting recommendations of appropriate changes to our development standards & subdivision regs. These will be presented to the Planning Commission this month. He has also worked on a drainage project to be submitted for a CDBG grant. Deadline for application is February 2021. NWTDD will be the grant administrator. We can apply for up to \$420,000 and our match will only be 10%.