

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
December 2, 2021
5:00 P.M.**

Public Hearing

1.) Ordinance to Amend Title 11, Chapter 12 Regarding Required Screening (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 5:00 p.m. on Thursday, December 2, 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
Community Development Director Jennifer Morris
Administrative Assistant Jessica Crouch
Finance Director Traci Shannon
Building Inspector / Codes Lowell Schrader

Absent: None

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 Vice-Mayor Jackie Jones.

APPROVAL OF MINUTES: November 4, 2021, Regular Meeting Minutes

DISCUSSION: None

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

VOTE: Unanimous

COMMENTS FROM CITIZENS: None

COMMENTS FROM THE COMMISSION:

The first comment was from Commissioner Sam Tharpe recognizing that the City Manager/Commissioner form of government was adopted. Commissioner Tharpe also recognized the HCHS Football team by congratulating them on a well-deserved, diligent season.

The second comment was from Vice Mayor Jackie Jones recognizing the two events that took place this last week in the City of Paris. She stated that adding the Santa Claus on the Eiffel Tower and the Story Trail by W.G. Rhea Library was a fantastic and welcoming addition to the City and Eiffel Tower Park.

SERVICE RESOLUTIONS AND PROCLAMATIONS: None

OLD BUSINESS:

OLD BUSINESS

AGENDA ITEM NO.1

Ordinance to Amend Title 11, Ch 12 Regarding Required Screening (Second Reading)

DISCUSSION: Kim Foster, City Manager recapped the changes made to the Zoning Ordinance Title 11, Chapter 12 regarding Walls, Fences, Screens and Landscape requirements that was passed by caption at the Planning Commission in November. Following is a recap of the recommendations:

- Under Development Requirements the word "shall" is proposed to be changed to the word "may" to allow for flexibility of unforeseen circumstances.
- It is recommended that additional verbiage regarding continued maintenance of screening be added.
- It is recommended that vinyl fencing as well as vegetation be included as acceptable screening. Requirements for vegetation would be that it must be three (3) feet tall at the time of installation and reach a height of six (6) feet tall within three (3) to five (5) years and provide for at least 80% opacity.
- It is recommended that the required height of fences be changed from seven (7) feet to six (6) feet which is a standard height for commercial fencing materials.
- It is recommended an additional section be added for the purpose of addressing requirements for existing developments so that if the use of a property changes the Planning Commission shall have the right to review the new use and require screening as provided for in this section.
- It is recommended an additional section be added to allow the Planning Commission to refer requests for variances to requirements to the Board of Zoning Appeals.

Commissioner John Etheridge spoke on behalf of serving on the Planning Commission Board as well and agreed with the recommendations presented. He stated that these changes allow the boards the ability to increase development and be respectful of neighborhoods as well.

ACTION: Commissioner John Etheridge made a motion, seconded by Commissioner Sam Tharpe to approve the ordinance to Amend Title 11, Chapter 12 regarding required screening.

VOTE: Unanimous

ORDINANCE NO. 1278

**AN ORDINANCE
to Amend 11-1201 and Enact 11-1103 C 12
of the Paris Municipal Code**

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee as follows:

A. That 11-1201. Walls and Fences. be deleted in its entirety and the following substituted therefore:

11-1201. Walls and Fences. The following requirements shall apply to any non-residential development which abuts adjacent residential lots:

A. Development Requirements. Development standards shall be as follows:

1. Non-residential lots abutting residential lots shall be screened on all rear lot lines and alongside lot lines to the intersection of the front building line. Non-residential lots adjacent to residential lots may be required to screen on all rear lot lines and alongside lot lines to the intersection of the front building line at the discretion of the Planning Commission. All required screening shall be placed and continually maintained at the sole expense of the owner or occupant of the lot. The Planning Commission shall have the authority to continue to enforce this development requirement.

2. The Paris Planning Commission may also recommend screening of only a portion of the parking lots, service areas, loading docks, trash receptacles, outdoor storage, outdoor work areas, or similar uses not contained within the building from any residential zoning district located within 150 feet of such uses.

B. Minimum Standards. All screening shall meet the following requirements:

1. Walls shall be designed to facilitate maintenance and shall not modify natural drainage so as to endanger adjacent property.

2. Such screening shall be a minimum of six (6) feet. Screening shall be provided at a height and density to achieve an opacity of 80%.
 3. The screen may be composed of view-obscuring vegetation, wood, brick, masonry or vinyl wall, fence, berm, or any other screen approved by the Planning Commission. The items may be used individually or in combination. Fences constructed of plastic sheets, panels or corrugated sheet-metal or panels chain link, barbed wire, stock wire, chicken wire or other similar type fences are not permitted to be used for screening.
 4. When using vegetation, plant materials shall be at least three (3) feet tall at the time of installation and reach the desired height of six (6) feet within three (3) to five (5) years.
 5. No fence shall be located closer to the street than the right-of-way.
 6. At any street or driveway intersection the provisions of 11-1502. B. will still apply.
- C. Existing Developments. In the case of an existing development, should the use of the commercial property change from that originally approved, the Planning Commission shall have the right to review changes and determine the need for any additional screening as required by this section.
- D. Waiver of Requirements. Any waiver of any of the requirements of this section shall be referred to the Paris Board of Zoning Appeals. (Ord. # 1278, 12/2/21).

B. That 11-1103 C be amended by enacting the following as 11-1103 C. 12.:

12. When walls, fences, screens, or landscaping are required by 11-1201, detailed plans and specifications of such screening shall be provided. (Ord. #1278, 12/2/21)

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 November 4, 2021.

Passed and adopted December 2, 2021.

/s/ Carlton Gerrell
Mayor

/s/ Traci Shannon
Finance Director

NEW BUSINESS:

NEW BUSINESS AGENDA ITEM NO.1 Financial Update

Narrative to October 2021 Operating Statement

Our retail sales tax revenue continues to be strong. September reflected an increase of 8.59% compared to last September and we are up 6.88% for the fiscal year-to-date.

With the help of property tax revenue, our General Fund revenue was above expenditures for the month of October and brought us ahead for the fiscal year-to-date. Out of the ordinary expenses in October included \$45K for rock salt, \$27K for pickleball court expenses, and \$47K for repair of the dehumidifier at the Civic Center.

Other Business:

Personnel changes in October:

New Employees (2): Two part-time (KPAC)

Resignations (0): None

We issued four business licenses in October:

New Business (3): Harbor Freight Tools, TN Real Estate, Joicosmetics

New Owner (1): Matrix VR Arcade

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	% Incr(Decr)
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	\$951,793	5.87%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	\$895,516	6.16%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	\$965,256	8.59%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733		
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641		
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412		
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906	\$844,826		
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380	\$719,938		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175	\$1,101,592		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360	\$1,040,359		
MAY	\$796,500	\$840,600	\$863,697	\$949,140	\$1,005,346		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861	\$1,013,926		
TOTAL	\$9,442,243	\$9,598,946	\$9,717,515	\$9,988,303	\$11,203,215	\$2,812,564	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.16%	6.88%	

**MONTHLY OPERATING STATEMENT
October 2021**

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	3,529	14,274	0.84%
Local Option Sales Tax	5,135,950	468,757	1,461,060	28.45%
Wholesale Liquor / Beer	800,000	81,966	256,807	32.10%
Business Tax	375,000	10,311	19,164	5.11%
Fees & Licenses	163,500	2,195	38,740	23.69%
In Lieu Payments	880,250	60,795	182,385	20.72%
Grants	2,231,600	0	126,510	5.67%
State Shared taxes	1,529,500	135,069	446,695	29.21%
All Other	1,699,850	191,333	571,612	33.63%
Total General Fund Revenue	14,517,650	953,955	3,117,248	21.47%
Solid Waste Collection - BPU	1,225,000	105,222	310,756	25.37%
Solid Waste Disposal - Transfer	350,000	35,500	103,367	29.53%
Other Revenue	400	4	146	36.46%
Total Sanitation	1,575,400	140,725	414,269	26.30%
Gate Receipts - Brush & Debris	130,000	14,478	41,855	32.20%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	5,000	203	1,408	28.16%
Other Revenue	30,500	191	31,062	101.84%
Total Landfill	200,500	14,872	74,325	37.07%
	60,050	1,181	9,792	16.31%
TOTAL REVENUES	16,353,600	1,110,733	3,615,634	22.11%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	392	53,567	20.47%
General Administration	390,037	29,689	147,743	37.88%
Economic Development	159,592	12,182	48,894	30.64%
Elections	0	0	0	#DIV/0!
Financial Administration	323,659	40,170	122,630	37.89%
City Hall Building	99,718	6,508	38,559	38.67%
Police Department	2,187,535	135,761	671,027	30.68%
Emergency Communications	722,210	52,340	223,414	30.93%
Fire Department	1,884,160	119,977	737,041	39.12%
Building Inspection	112,714	6,380	31,603	28.04%
Street Maintenance	1,821,352	155,489	679,937	37.33%
State Street Aid	700,000	404	27,121	3.87%
Storm Water Management	74,270	2,316	11,814	15.91%
Street Lighting	95,800	8,687	31,078	32.44%
City Garage	320,183	18,811	97,848	30.56%
Cemetery Maintenance	66,800	8,400	33,600	50.30%
Health & Animal Control	177,219	11,520	56,181	31.70%
Civic Center	676,021	82,920	210,649	31.16%
Parks & Recreation	1,082,648	87,651	504,561	46.60%
Library	171,487	0	57,162	33.33%
Community Development	2,725,100	31,616	96,962	3.56%
Debt Service	803,295	12,841	148,549	18.49%
General Fund Expenditures	14,855,422	824,052	4,029,937	27.13%
Sanitation Collection	1,356,706	56,769	338,050	24.92%
Contractual Services	630,000	65,407	244,016	38.73%
Total Sanitation	1,986,706	122,176	582,065	29.30%
Total Landfill	201,078	12,640	63,764	31.71%
Total Drug Fund	92,500	20,392	24,734	26.74%
TOTAL EXPENDITURES	17,135,706	979,259	4,700,501	27.43%

REVENUES OVER / (UNDER) EXPENDITURES	Current Month	Yr to Date
General Fund	285,438	196,800
Sanitation	19,196	(26,425)
Landfill	1,075	24,277
Drug Fund	(17,384)	(11,935)

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Paris Industrial Development Board 6 Year Term (City Commission Appointment)	Tom Hilton	Mohsin Virani	July 2, 2024	July 2, 2024

DISCUSSION: None

ACTION: Motion made by Commissioner Sam Tharpe, seconded by Vice Mayor Jackie Jones to approve the appointments to boards as presented.

**Status of Various Projects
November 2021**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2023	The environmental information on the first four homes has been submitted to THDA for approval. Once approval has been received initial home inspections will be scheduled.
Back Alley Paris	Foster/Morris/ Ray (DPA)	June 2022	We received the first 40% of our award. Dan Knowles is now working on the design which will commemorate the first 100 years of our community history.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	We have finally received the Notice for Construction for this project! We are currently advertising the project for bids and will have the bid opening on December 14.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2022	We have finally received approval of our NEPA document! TDOT has requested funds to be allocated. Once that allocation has been made, we will receive notice to proceed to design. TLM is still looking at Wood Street corners that TDOT did not address during the recent paving project to 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.
Rison St Bridge Replacement	Foster/Morris	Summer 2023	We were on a roll in November, NEPA for this project finally was approved as well! Just like the STBG project, we are now waiting for funds to be allocated. Since funds for this project at the STBG project are federal funds, this process may take a while.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2022	We have received responses from all agencies except TWRA, USFWS and Historic. Historic is anticipating having their signed response ready in mid-December. TLM and signal designer working on adjustments of pole and pedestal placement. They will revise the budget once signal adjustments are complete. Meeting regarding signal timing/phasing to be scheduled with us once project is out of NEPA phase. Work on preliminary plans continues.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2024 (if awarded)	We will be reapplying for this grant; submission deadline is December 1.
ARPA Funds	Foster/Morris	December 2026	We received our FY '22 allotment on 11/01/21 in the amount of \$1,491,875. Jennifer and Traci are watching the weekly webinars created by the TN Dept. of Finance to keep us abreast of rules, expectations, and developments.
Downtown Improvement Grant	Morris/Crouch/Foster	Spring 2024	We received 49 applications from local business and building owners totaling almost \$560,000 worth of requests. We have sent approximately half of the applications to the committee for scoring and will meet with the committee on Monday afternoon. The other half of the applications will be sent to the committee for scoring next week and another meeting will be scheduled to review scoring results.

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

The first item of discussion was regarding TDOT. Ms. Foster stated that TDOT has passed multiple hurdles in the last three days regarding three projects within the City.

The second item of discussion was regarding the Downtown Improvement Grant. Ms. Foster stated that the City of Paris received 49 applications totaling almost \$560,000 worth of requests. Ms. Foster proposed to the board to continue with the painting project of the light poles and arm masts downtown by moving this project out of the grant process and making an adjustment to the budget to proceed. This project will be completed by the Public Works Department. The commissioners were all in agreement of this proposal with a motion made by Commissioner Gayle Griffith and seconded by Vice Mayor Jackie Jones.

The third item of discussion was regarding the ARPA funds. Ms. Foster stated that she planned to have an update to bring before the board at the next City Commission meeting.

Motion to Adjourn: Commissioner Sam Tharpe made a motion, seconded by Commissioner John Etheridge to adjourn at 5:25 p.m.

Mayor

Finance Director