

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
March 3, 2022
5:00 P.M.**

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 – February 10, 2022

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

- 1.) **Request to Acquire Small Portion of the End of Jean Street:** Kim Foster, City Manager
- 2.) **Request to Acquire Undeveloped Alley on Whitehall Circle:** Kim Foster, City Manager

NEW BUSINESS

- 1.) **Financial Update:** Traci Shannon, Finance Director
- 2.) **Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) **Resolution to Participate in PEP “Property Conservation” Grant:** Kim Foster, City Manager
- 4.) **Rezoning Request for Property at the corner of East Wood Street and Hillcrest Drive:** Jennifer Morris, Community Development Director

Status of Various Projects

Notes from the City Manager

Adjournment

OLD BUSINESS
AGENDA ITEM NO. 1
Request to Acquire Small Portion of the End of Jean Street

Jamie Orr submitted a request to acquire a small portion of the end of Jean St. (see graphics below). In the following letter of request, Mr. Orr outlined his desire for this approximately 1,000 s.f. of property.

This request was referred to the Planning Commission in February for their recommendation. After review of the situation and deciding that any issue that might arise regarding utilities could be handled when a site plan is submitted, the Planning Commission is recommending approval of Mr. Orr's request without adding the Keenan amendments.

January 25, 2022

To the City of Paris Board of Commissioners:

I have acquired the property adjacent to East Wood Clinic and previously submitted a site plan to the Planning Commission for development of this tract. Since that time, I am now in the process of acquiring the property to the east that fronts on Fairgrounds Road (current location of Wing N It).

Some time ago the City quitclaimed the abandoned portion of Jean Street between these two properties to the adjoining property owners. My request to you is the opportunity to acquire a somewhat triangular shaped property (1,000 sq. ft.) at the end of the abandoned Jean Street and at the entrance to the alley that runs from Jean Street east and along the rear of the properties that front Jean Street south to Jane Street.

In meeting with the City Manager and staff it was determined that the City's sanitation truck can in fact still access this alley without this small triangular parcel.

My reason for this request is that I have plans for additional retail (restaurant) development. With the shape of these properties, it is difficult to meet all setbacks and still have adequate room for buildings and parking. In acquiring this small tract, it would add almost 40 ft. of depth to the development, allowing for a much more desirable layout for the entire development from Eastwood Clinic to the intersection and down Fairgrounds Road.

I very much appreciate your consideration of my request.

Sincerely,

Jamie Orr



OLD BUSINESS
AGENDA ITEM NO. 2
Request to Acquire Undeveloped Alley on Whitehall Circle

The City received a request from Mr. Gene McWherter of 409 Whitehall Circle to acquire the undeveloped alley adjacent to his property. His letter of request, submitted by his daughter Janet Bomar who has Power of Attorney for Mr. McWherter, is included below.

This issue was referred to the Planning Commission in February. After review, the Planning Commission is recommending approval of Mr. McWherter's request without adding the Keenan amendments.



January 5, 2022

City Manager
Kim Foster
100 North Caldwell Street
P.O. Box 970
Paris, TN 38242

RE: 409 Whitehall Circle / Map 106H Group H Parcel 046.00

Dear Mrs. Kim Foster:

This is a request to the City of Paris to deed the alley way that adjoins my property and the driveway that I currently use with 409 Whitehall Circle, Paris, Tennessee. I am currently the only property owner that uses this as a driveway. I have owned this property since 1995 and I have not seen anyone else use this as an alley way.

Please contact me at 731-336-1544 if you have any questions, concerning this request. I appreciate your help and consideration.

Sincerely,

Gene McWherter
Janet Bomar POA

Gene McWherter
Janet Bomar POA
409 Whitehall Circle
Paris, TN 38242

NEW BUSINESS
AGENDA ITEM NO.1
Financial Update

Narrative to January 2022 Operating Statement

Our retail sales tax revenue for the first half of this fiscal year has been strong. The month of December was ahead 10.32% compared to last December and we are ahead 9.28% fiscal year-to-date.

General Fund revenues were ahead of expenditures for the month of January and also ahead fiscal year-to-date. There were no large out of the ordinary expenses during the month.

February is the last month to collect the current 2021 property taxes without penalty. The 2020 unpaid taxes will be turned over to Chancery Court around the middle of March.

Other Business:

Personnel changes in January:

New Employees (3): One full-time (Patrolman), Two part-time (PHCBL)
Voluntarily Quit (1): One full-time (Dispatcher)

We issued six business licenses in January:

New Business (2): Thomas' Mobile Detail, Puff Pro Smoke Shop

New Owner (2): Fresh Market Restaurant, Lakeway Salon

Ownership Type (1): PMB Leasing LLC

Minimal License Renewal (1): The Diamond Parillettes

**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	\$974,047	11.48%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641	\$988,199	12.98%
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412	\$1,210,615	10.32%
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	\$5,985,425	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.16%	9.28%	

MONTHLY OPERATING STATEMENT
January 2022

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	302,747	982,946	57.75%
Local Option Sales Tax	5,135,950	487,637	3,342,082	65.07%
Wholesale Liquor / Beer	800,000	89,049	567,038	70.88%
Business Tax	375,000	18,297	54,576	14.55%
Fees & Licenses	163,500	3,085	88,413	54.08%
In Lieu Payments	880,250	153,062	513,348	58.32%
Grants	2,231,600	4,500	142,676	6.39%
State Shared taxes	1,529,500	134,211	973,931	63.68%
All Other	1,699,850	147,813	1,072,213	63.08%
Total General Fund Revenue	14,517,650	1,340,402	7,737,223	53.30%
Solid Waste Collection - BPU	1,225,000	0	626,589	51.15%
Solid Waste Disposal - Transfer	350,000	25,591	250,003	71.43%
Other Revenue	400	3	30,435	7608.80%
Total Sanitation	1,575,400	25,594	907,026	57.57%
Gate Receipts - Brush & Debris	130,000	14,070	94,945	73.03%
County Share Operating Exp	35,000	8,280	8,280	23.66%
Gate Receipts - Tires	5,000	126	4,415	88.30%
Other Revenue	30,500	25,131	56,593	185.55%
Total Landfill	200,500	47,605	164,232	81.91%
Total Drug Fund	60,050	344	17,066	28.42%
TOTAL REVENUES	16,353,600	1,413,946	8,825,547	53.97%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	11,392	117,285	44.83%
General Administration	390,037	28,084	248,275	63.65%
Economic Development	159,592	11,946	91,515	57.34%
Elections	0	0	0	#DIV/0!
Financial Administration	323,659	22,034	198,966	61.47%
City Hall Building	99,718	6,987	60,651	60.82%
Police Department	2,187,535	146,752	1,260,229	57.61%
Emergency Communications	722,210	54,964	419,416	58.07%
Fire Department	1,884,160	121,022	1,178,174	62.53%
Building Inspection	112,714	8,239	53,062	47.08%
Street Maintenance	1,821,352	85,009	1,008,095	55.35%
State Street Aid	700,000	898	653,788	93.40%
Storm Water Management	74,270	2,015	22,600	30.43%
Street Lighting	95,800	29,448	71,610	74.75%
City Garage	320,183	20,384	164,940	51.51%
Cemetery Maintenance	66,800	600	39,600	59.28%
Health & Animal Control	177,219	11,011	97,622	55.09%
Civic Center	676,021	41,379	363,008	53.70%
Parks & Recreation	1,082,648	67,710	720,882	66.59%
Library	171,487	28,581	114,325	66.67%
Community Development	2,725,100	61,046	265,716	9.75%
Debt Service	803,295	12,852	192,446	23.96%
General Fund Expenditures	14,855,422	772,353	7,342,206	49.42%
Sanitation Collection	1,356,706	70,632	561,167	41.36%
Contractual Services	630,000	49,692	398,524	63.26%
Total Sanitation	1,986,706	120,324	959,691	48.31%
Total Landfill	201,078	10,259	192,825	95.90%
Total Drug Fund	92,500	1,852	61,309	66.28%
TOTAL EXPENDITURES	17,135,706	904,788	8,556,031	49.93%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	568,050	395,017
Sanitation	(94,730)	(52,664)
Landfill	37,347	(28,593)
Drug Fund	(1,507)	(44,243)

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

None

**NEW BUSINESS
AGENDA ITEM NO. 3
Resolution to Participate in PEP “Property Conservation” Grant**

Public Entity Partners, our property insurance provider, offers grants in different categories to assist their members with funding for items designed to reduce claims. The following resolution, presented for your consideration, will allow the Parks Department to apply for PEP's Property Conservation grant which will provide some supplemental funding toward the cost of the lighting on the new pickle ball courts at Eiffel Tower Park. This is a 50/50 matching grant for up to \$2,500. This resolution also authorizes the City to provide the required monetary match.

RESOLUTION NO. 1663

A Resolution Authorizing the City of Paris, Tennessee
To Participate In Public Entity Partner’s
“Property Conservation”
Matching Grant Program

WHEREAS, the safety and well-being of the employees and citizens of the City of Paris are of the greatest importance; and,

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the City of Paris employees; and,

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a “Property Conservation” Matching Grant Program; and,

WHEREAS, the City of Paris now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the City of Paris, Tennessee the following:

Section 1. That the City of Paris is hereby authorized to submit application for a “Property Conservation” Matching Grant Program, through Public Entity Partners.

Section 2. That the City of Paris is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this 3rd day of March 2022.

Mayor

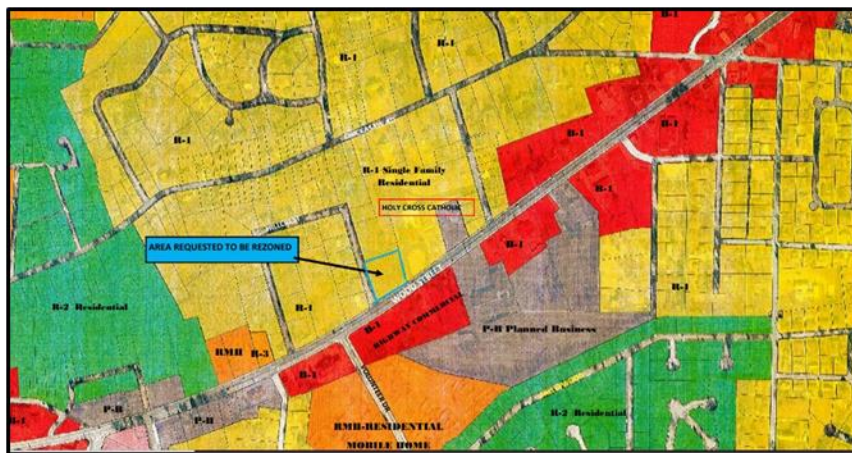
Finance Director

NEW BUSINESS AGENDA ITEM NO. 4

Rezoning Request for Property at the corner of East Wood Street and Hillcrest Drive

Dr. Wesley Medlin has requested the rezoning of property located at the corner of Hillcrest Drive and East Wood Street. Dr. Medlin has an option to purchase the property. His intentions are to develop the property as a multi-use office/building use.

As is required, the City Commission should refer this to the Planning Commission for recommendation. This request may be adopted of first reading, or the City Commission may wish to defer any action until the Planning Commission has made a recommendation. Any action would require a public hearing at a future meeting.



STATUS OF VARIOUS PROJECTS
March 2022

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2023	Environmental information on the first three homes is still under review by THDA. Once approved, initial home inspections will be scheduled, and budgets prepared.
Back Alley Paris	Foster/Morris/ Ray (DPA)	June 2022	Dan Knowles is almost finished with his conceptual painting and will soon start working on the much larger version for the alley.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	A preconstruction meeting was held on Feb. 10. Martin Paving agreed to a start date of March 14 with completion by Sept. 10. They will begin with the curb & gutter section that runs along Patriot.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2022	A preliminary plan has now been developed for the corner of Wood & Poplar. A meeting regarding signal timing/phasing to be held in March. Early utility coordination has begun.
Rison St Bridge Replacement	Foster/Morris	Summer 2023	Preliminary ROW plans have been prepared and are being submitted to TDOT for their approval.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2022	We have now received responses from all agencies. TLM is working on finalizing the NEPA SDC form. TLM and signal designer are working on adjustments of pole and pedestal placement. TLM 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 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Summer 2024 (if awarded)	We are still working through the initialization process in TDOT's grant system. Staff is scheduled to do some required TDOT training in early March.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2024 (if awarded)	We submitted our application. Award announcements are expected in the summer.
ARPA Funds	Foster/Morris/ Shannon	December 2026	Our "Spend Plan" has been completed and submitted to the State's consultants for review. For clarification, this "plan" is simply how we intend to <i>qualify</i> the ARPA money based on the acceptable ways to do so. Once the money is qualified, we can determine exactly how it will be spent. A work session to discuss specific uses is scheduled for March 7.
TDEC Water Infrastructure Improvement (WII) Grant	Foster/Schrader	Spring 2023	With this grant we will be focusing on stormwater drainage improvements. We have requested RFQs be submitted by March 2 from engineers interested in working with us to do a city-wide drainage study.

Downtown Improvement Grant	Morris/Crouch/Foster	Spring 2024	We have executed contracts on 6 projects with 2 more planned for Wednesday, and one project is even already completed! The rest of the property owners are still gathering quotes or waiting on contractors.
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Notes from the City Manager

- Fish Fry Servers needed on April 27th from 5:00 p.m. – 7:00 p.m.