

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
March 4, 2021
5:00 P.M.**

Public Hearing

Ordinance to Amend 11-924 A.1. Regarding Residential Occupancy of a Non- residential Building in the B-2 District

Discussion: No comments from citizens. The public hearing was duly closed.

Ordinance to Amend 11-1306.2. Regarding Freestanding Signs in the B-2 District

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 p.m. on Thursday, March 4, 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
Community Development Director Jennifer Morris
- Media:** Ken Walker, Paris Post Intelligencer

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

APPROVAL OF MINUTES: February 7, 2021 Regular Meeting Minutes

DISCUSSION: None

ACTION: Commissioner Sam Tharpe made a motion, seconded by Commissioner John Etheridge to approve the minutes as presented.

VOTE: Unanimous

COMMENTS FROM CITIZENS: None

COMMENTS FROM THE COMMISSION: None

SERVICE RESOLUTIONS AND PROCLAMATIONS: None

OLD BUSINESS:

OLD BUSINESS

AGENDA ITEM NO. 1

Ordinance to Amend 11-924 A.1. Regarding Residential Occupancy of a Non- residential Building in the B-2 District (Second Reading)

DISCUSSION: None

ACTION: Motion made by Commissioner Sam Tharpe seconded by Vice-Mayor Jackie Jones to amend 11-924 A.1. in the Paris Municipal Code regarding residential occupancy of a Non – residential building in the B-2 district.

VOTE: Unanimous

OLD BUSINESS

AGENDA ITEM NO. 2

Ordinance to Amend 11-1306.2. Regarding Freestanding Signs in the B-2 District (Second Reading)

DISCUSSION: None

ACTION: Motion made by Commissioner John Etheridge, seconded by Commissioner Sam Tharpe to amend 11-1306.2 in the Paris Municipal Code regarding freestanding sign in the B-2 District.

VOTE: Unanimous

NEW BUSINESS:

NEW BUSINESS

AGENDA ITEM NO.1

Financial Update

Narrative to January 2021 Operating Statement

Retail sales tax revenue for December was up 14.6% compare to last December. This is our ninth month in a row to reflect an increase. We are ahead fiscal year-to-date by 11.2%. At this time, local consumer spending is remaining strong to previous years.

General Fund revenues are ahead of expenditures for the month of January and also ahead fiscal year-to-date. A few of our larger expenses in January included \$133K for four new patrol vehicles, \$20K for a tractor for Parks, and \$36K for Splash Pad expenses.

Property Tax revenue has been rolling in as expected. February is the last month to collect current 2020 property taxes. The 2019 unpaid taxes will be turned over to the Chancery Court for collection around the middle of March.

Other Business:

New employees (3): Firefighter, Mechanic, Administrative Asst.

We issued six business licenses in January:

New Business (6): TakeMeBackHome, Millraney & Hart Construction, Cannon Realty Group, Green E & P Solutions, Eye Deal Optical, Yummy

**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		
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380		
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	\$5,477,227	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	11.20%	
	\$9,442,243	\$9,598,946	\$9,717,515	\$4,925,480		

MONTHLY OPERATING STATEMENT
January 2021

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	299,057	838,860	57.10%
Local Option Sales Tax	4,550,000	428,077	3,081,370	67.72%
Wholesale Liquor / Beer	790,000	102,594	563,059	71.27%
Business Tax	360,000	18,731	106,856	29.68%
Fees & Licenses	162,500	3,582	92,569	56.97%
In Lieu Payments	876,250	89,817	449,071	51.25%
Grants	1,779,475	97,083	654,460	36.78%
State Shared taxes	1,366,000	119,738	902,431	66.06%
All Other	4,898,664	173,566	1,051,086	21.46%
Total General Fund Revenue	16,251,889	1,332,245	7,739,761	47.62%
Solid Waste Collection - BPU	1,225,000	102,483	728,929	59.50%
Solid Waste Disposal - Transfer	350,000	21,480	233,833	66.81%
Other Revenue	400	10	400	100.04%
Total Sanitation	1,575,400	123,973	963,162	61.14%
Gate Receipts - Brush & Debris	120,000	9,198	93,832	78.19%
County Share Operating Exp	35,000	0	6,198	17.71%
Gate Receipts - Tires	12,000	1,129	2,314	19.28%
Other Revenue	30,450	195	31,004	101.82%
Total Landfill	197,450	10,522	133,348	67.54%
Total Drug Fund	68,050	2,417	30,293	44.52%
TOTAL REVENUES	18,092,789	1,469,156	8,866,564	49.01%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	69,134	131,084	47.84%
General Administration	371,814	24,457	210,556	56.63%
Economic Development	124,264	9,632	71,960	57.91%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	23,884	194,155	64.33%
City Hall Building	94,689	6,434	53,949	56.98%
Police Department	2,331,078	277,642	1,380,355	59.22%
Emergency Communications	709,474	51,872	385,033	54.27%
Fire Department	1,671,837	129,736	1,296,919	77.57%
Building Inspection	91,502	7,374	51,687	56.49%
Street Maintenance	1,598,399	81,453	789,131	49.37%
State Street Aid	500,000	902	477,848	95.57%
Storm Water Management	71,587	5,639	34,119	47.66%
Street Lighting	102,000	27,220	60,793	59.60%
City Garage	278,963	21,738	160,965	57.70%
Cemetery Maintenance	61,124	548	35,610	58.26%
Health & Animal Control	165,976	11,924	97,101	58.50%
Civic Center	544,297	34,057	259,918	47.75%
Parks & Recreation	997,395	87,735	520,960	52.23%
Library	166,487	27,748	110,991	66.67%
Community Development	5,385,400	133,424	1,156,906	21.48%
Debt Service	823,546	26,402	203,316	24.69%
General Fund Expenditures	16,670,147	1,058,955	7,683,354	46.09%
Sanitation Collection	873,671	55,768	480,057	54.95%
Contractual Services	630,000	47,427	356,041	56.51%
Total Sanitation	1,503,671	103,196	836,098	55.60%
Total Landfill	175,284	8,608	91,058	51.95%
Total Drug Fund	100,900	3,498	22,010	21.81%
TOTAL EXPENDITURES	18,450,002	1,174,257	8,632,521	46.79%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	273,289	56,406
Sanitation	20,777	127,064
Landfill	1,914	42,290
Drug Fund	(1,081)	8,283

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-Henry County Library Board 3 Year Term (limit of two terms) (Mayor w/Commission Approval)	Jackie Jones	Carlton Gerrell	March, 2021 (2 nd term)	March, 2024

DISCUSSION: None

ACTION: Motion made by Commissioner Sam Tharpe, seconded by Vice-Mayor Jackie Jones to approve proposed member to Paris-Henry County Library Board.

VOTE: Unanimous

NEW BUSINESS
AGENDA ITEM NO. 3
Ordinance 11-808. Standards for School

DISCUSSION: The City has been contacted by a local private school regarding a proposed relocation. Their proposed site consists of an existing building and parking area. Currently the standard requirements for schools in our Zoning Ordinance requires a minimum of 5 acres plus one acre for each 100 students. The proposal is to remove or change the zoning ordinance to adjust to the newly developed culture as it has changed and there are more private and church based schools in existence now versus when the Zoning Ordinance was developed.

ACTION: Motion made by Vice-Mayor Jackie Jones, seconded by Sam Tharpe to adopt an ordinance by caption on first reading and send to the Planning Commission for their review and recommendation.

VOTE: Unanimous

STATUS OF VARIOUS PROJECTS
March 2021

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2022	We have submitted final NEPA documents and are waiting on approval from THDA. We are hoping to be able to schedule an informational meeting for the public by the end of March. We are in the procurement process for a Lead Based Paint Inspector and a Rehab Coordinator. Deadline for interested individuals to submit their qualifications is March 15.
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	TDEC has approved Storm Water Pollution Prevention Plan (SWPPP). TLM has begun receiving comments on Construction Plans from TDOT and is addressing them as they are received. TLM has also reworked easements to include areas within current Wilson Street access easement. Easements have been sent to surveyor for plats and descriptions.
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 submitted on 1/26. 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. TLM to schedule a meeting with the city to review their design mid to late March.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	Additional requested edits to the NEPA document were submitted to TDOT on January 6. We are in their “que” but our understanding is that there is a lot of things in their que. The engineer touches base with TDOT about every two weeks for updates.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster/Morris/ Lawrence	Fall 2020	Approval was received from TDTD to purchase a portable PA system as part of this grant. We have purchased and received it. We have submitted the last of our reimbursable expenses. As soon as we receive our final payment this grant will be complete!
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 1/30 TDOT was still working on this. Preliminary design continues on layout and grading. TLM to schedule a meeting with the city to review their design mid to late March.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021	The site is ready. PlayCore personnel should be on site around March 4 to begin layout. Equipment is scheduled to be shipped on March 5.
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., has submitted recommended changes to our development standards & subdivision regs. Staff has been reviewing and tweaking. We hope to present them to the Planning Commission for their review and recommendation at their next meeting. The meeting with David Blackwood, Director of the W TN River Basin Authority, on Feb. 3 was productive. We have developed a plan to get our storm drainage system GIS mapped and for Jessica to provide administrative assistance to the Building & Codes Department.

Ms. Foster discussed the following with the board:

The first item of discussion was in regards to Snow Storm, 2021. The employees at Public Works worked around the clock with over 1,100 overtime hours at a cost of \$30,000 in overtime. The total cost of cleanup was \$102,000 with the most expensive being salt and “tater juice” at \$65,000.

The second item of discussion was in regards to the re-pavement of streets due to the winter weather. Dunlap Street, Winding Way, and Mallard Lane in the Hunter's Pointe neighborhood being the specific places needing attention. Dunlap Street will be milled and repaved with two inches of binder and one inch and a half of topping from Wood Street to Veterans Drive. Winding Way and Mallard Lane will be repaved with no milling and one inch of binder and one inch and a quarter of topping. The approximate cost of repairs for paving is \$130,000.

Motion to Adjourn: Commissioner Gayle Griffith made a motion, seconded by Vice-Mayor Jackie Jones to adjourn at 5:16 p.m.

Mayor

Finance Director