

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  
October 7, 2021  
5:00 P.M.**

**PUBLIC HEARING**

**1.) Request to Rezone Property located at 1008 East Wood Street**

**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 – September 9, 2021

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

- 1.) Request to Rezone Property at 1008 E. Wood Street (Second Reading):** Jennifer Morris, Community Development Director

## **NEW BUSINESS**

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) Resolution to Authorize the City of Paris to Participate in The Pool's "Safety Partners" Matching Grant Program:** Kim Foster, City Manager
- 4.) Resolution to Authorize the City of Paris to Participate in The Pool's "Driver Safety" Matching Grant Program:** Kim Foster, City Manager

Status of Various Projects

Updates from the City Manager

Adjournment

**OLD BUSINESS**  
**AGENDA ITEM NO. 1**  
**Request to Rezone Property at 1008 East Wood Street**

In late August Randy Crowder 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 this property contains two different zoning designations as the zoning line divides his property into two zones approximately in the center of the parcel with the north half being zoned R-2M and the south half being zoned P-B. He has requested his entire property be zoned P-B.

An ordinance was passed by caption in September and referred to the Planning Commission for their recommendation. The Planning Commission considered the issue at their regular meeting on September 9. After several questions and discussion, a motion was passed to recommend the rezoning of the north portion of this parcel to P-B. The following ordinance reflects the recommendation.

Ordinance No. 1277

An Ordinance to Amend Title 11, Chapter 104  
of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property be zoned P-B, same being currently zoned R-2-M:

This property is located in the First Civil District of Henry County, Tennessee, and is more particularly described as follows:

See attached Exhibit "A" as shown as Tax Assessor's Map 106B, Group C, Parcel 10.00

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 passage of final adoption.

Passed and adopted September 9, 2021.

Passed and adopted October 7, 2021.

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Mayor

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Finance Director

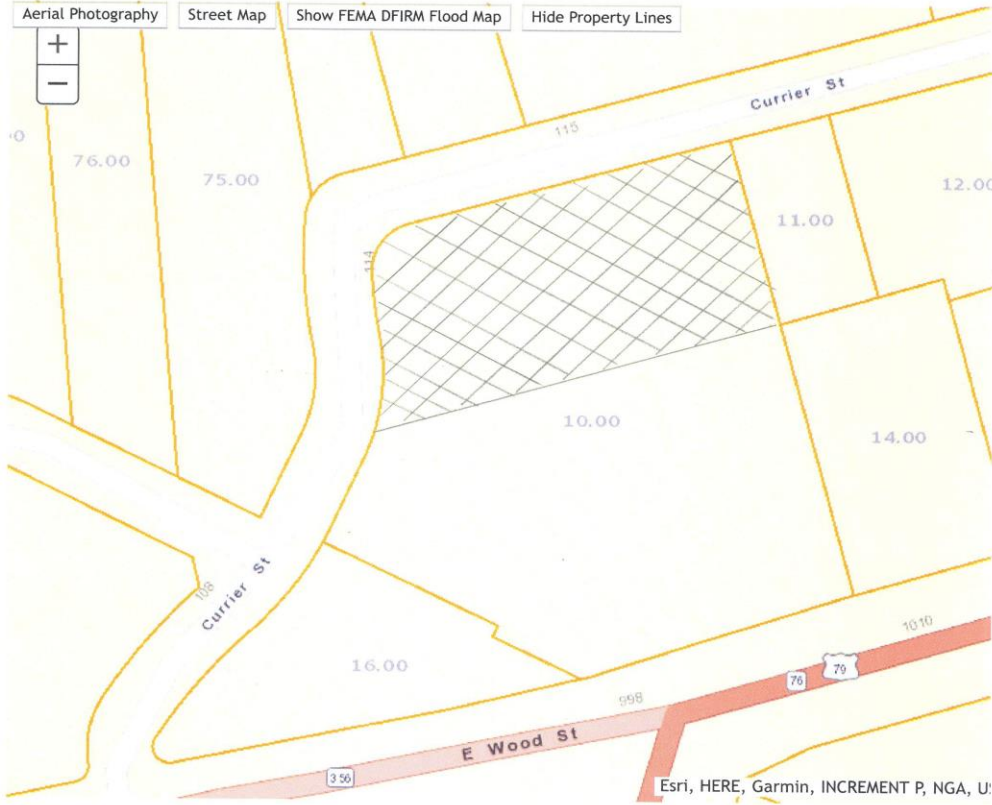


EXHIBIT A



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

We started off the fiscal year with another increase in retail sales tax revenue. The month of July was up 5.87% compared to July of last year. As a reminder, last July we were up 12% compared to the previous year.

Our General Fund revenues were ahead of expenditures for the month of August and for the fiscal year-to-date. A couple of larger expenses during the month included \$90K for our liability insurance and \$66K for equipment for the Public Works.

In September, we will see revenues steadily come in. Notices for the ESN122 Fire Fees were mailed September 9<sup>th</sup>. Those payments are due September 30<sup>th</sup> and Property Tax revenue will begin in October.

**Other Business:**

**Personnel changes in August:**

**New Employees:** None

**Terminations:** None

**We issued seven business licenses in August:**

**New Business (5):** 2 Twenty 2, Windsor Hills Candles, HCM Outdoors, Pence Customs, Non-Stop Wrestling Alliance

**Ownership Change (1):** Studio One Thirty

**Minimal License Renewal (1):** Clean Queens

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

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

**MONTHLY OPERATING STATEMENT**  
**August 2021**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	1,744	10,745	0.63%
Local Option Sales Tax	5,135,950	500,256	992,303	19.32%
Wholesale Liquor / Beer	800,000	83,031	174,842	21.86%
Business Tax	375,000	2,694	8,854	2.36%
Fees & Licenses	163,500	34,190	36,545	22.35%
In Lieu Payments	880,250	60,795	121,590	13.81%
Grants	2,231,600	833	126,510	5.67%
State Shared taxes	1,529,500	145,542	311,626	20.37%
All Other	1,699,850	121,903	380,279	22.37%
<b>Total General Fund Revenue</b>	<b>14,517,650</b>	<b>950,987</b>	<b>2,163,293</b>	<b>14.90%</b>
Solid Waste Collection - BPU	1,225,000	104,639	205,535	16.78%
Solid Waste Disposal - Transfer	350,000	32,288	67,868	19.39%
Other Revenue	400	13	142	35.46%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>136,940</b>	<b>273,544</b>	<b>17.36%</b>
Gate Receipts - Brush & Debris	130,000	14,003	27,377	21.06%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	5,000	651	1,205	24.10%
Other Revenue	30,500	117	30,872	101.22%
<b>Total Landfill</b>	<b>200,500</b>	<b>14,771</b>	<b>59,453</b>	<b>29.65%</b>
<b>Total Drug Fund</b>	<b>60,050</b>	<b>5,001</b>	<b>8,610</b>	<b>14.34%</b>
<b>TOTAL REVENUES</b>	<b>16,353,600</b>	<b>1,107,699</b>	<b>2,504,901</b>	<b>15.32%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	392	6,783	2.59%
General Administration	390,037	49,069	84,713	21.72%
Economic Development	159,592	11,744	24,530	15.37%
Elections	0	0	0	#DIV/0!
Financial Administration	323,659	24,982	58,770	18.16%
City Hall Building	99,718	8,093	19,633	19.69%
Police Department	2,187,535	179,459	388,378	17.75%
Emergency Communications	722,210	57,997	116,264	16.10%
Fire Department	1,884,160	144,362	303,724	16.12%
Building Inspection	112,714	9,136	18,504	16.42%
Street Maintenance	1,821,352	199,801	403,130	22.13%
State Street Aid	700,000	0	16,470	2.35%
Storm Water Management	74,270	3,559	7,248	9.76%
Street Lighting	95,800	3,967	10,904	11.38%
City Garage	320,183	27,660	59,305	18.52%
Cemetery Maintenance	66,800	8,400	16,800	25.15%
Health & Animal Control	177,219	13,934	30,714	17.33%
Civic Center	676,021	36,668	91,932	13.60%
Parks & Recreation	1,082,648	101,554	219,020	20.23%
Library	171,487	0	28,581	16.67%
Community Development	2,725,100	27,199	38,218	1.40%
Debt Service	803,295	12,809	122,935	15.30%
<b>General Fund Expenditures</b>	<b>14,855,422</b>	<b>920,784</b>	<b>2,066,556</b>	<b>13.91%</b>
Sanitation Collection	1,356,706	91,487	207,362	15.28%
Contractual Services	630,000	60,136	117,759	18.69%
<b>Total Sanitation</b>	<b>1,986,706</b>	<b>151,624</b>	<b>325,121</b>	<b>16.36%</b>
<b>Total Landfill</b>	<b>201,078</b>	<b>23,103</b>	<b>35,368</b>	<b>17.59%</b>
<b>Total Drug Fund</b>	<b>92,500</b>	<b>173</b>	<b>592</b>	<b>0.64%</b>
<b>TOTAL EXPENDITURES</b>	<b>17,135,706</b>	<b>1,095,683</b>	<b>2,427,637</b>	<b>14.17%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	30,204	96,737
Sanitation	(14,684)	(51,577)
Landfill	(8,332)	24,086
Drug Fund	4,828	8,019



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

No appointments to boards

**NEW BUSINESS**  
**AGENDA ITEM NO. 3**  
**Resolution to Authorize the City of Paris to Participate in The Pool's "Safety Partners" Matching Grant Program**

As in years past, Public Entity Partners is again offering their "Safety Partners" matching grant program to eligible members. This is a 50/50 grant with a value this year of \$2,500. With your approval the Public Works Department will be submitting an application this year.

Staff requests the following resolution be passed allowing the City to participate in this program and pledging the required match of \$2,500.

Resolution No. 1655

A Resolution Authorizing The City Of Paris, Tennessee  
To Participate In Public Entity Partner's  
"Safety Partners"  
Matching Grant Program

WHEREAS, the safety and well-being of the employees of the City of Paris is 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 "Safety Partners" 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 "Safety Partners" 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 7th day of October in the year of 2021.

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Mayor

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Finance Director

**NEW BUSINESS**  
**AGENDA ITEM NO. 4**  
**Resolution to Authorize the City of Paris to Participate in The Pool's "Driver Safety"**  
**Matching Grant Program**

As in years past, Public Entity Partners is again offering their "Driver Safety" matching grant program to eligible members. This is a 50/50 grant with a value this year of \$2,500. With your approval the Police Department will be submitting an application this year.

Staff requests the following resolution be passed allowing the City to participate in this program and pledging the required match of \$2,500.

Resolution No. 1656

A Resolution Authorizing the City of Paris, Tennessee  
To Participate in The Pool's James L. Richardson  
"Driver Safety"  
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 "Driver Safety" 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 "Driver Safety" 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 7th day of October 2021.

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Mayor

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Finance Director

**STATUS OF VARIOUS PROJECTS  
October 2021**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2023	Still waiting to receive information on a couple of things that will complete the environmental portion of the grant process. Once this final information is received it will be submitted to THDA for their approval. Once approval is received inspections will begin.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2022	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	Fall 2022	ROW certification package & final Construction Drawings have both been approved by TDOT. Final Estimate is still under review. Once the estimate is approved, TDOT will begin process of obligating funds for construction.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2022	NEPA process: Comments received back from TDOT on 9/17/21 on SDC Form. TLM addressed comments and returned to TDOT 9/28/21. TDOT Confirmed receipt of comments and placed in their que for review. 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. TLM revised budget based on preliminary signal plans and possible work in areas TDOT did not address. TLM assisted us with successfully requesting that our remaining STBG funds be applied to this project.
Rison St Bridge Replacement	Foster/Morris	Summer 2023	We have finally received TDOT Ecology approval. A2H resubmitted (for the 3 <sup>rd</sup> time) the environmental document for final review. On Sept. 28 it was returned with additional requested edits, none of which were substantive. All requested edits are for things that have been in the document from the beginning. As soon as the edits are complete it will be resubmitted for a FOURTH time.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2022	TDOT confirmed a full NEPA will be required on this project. We have received responses from all agencies except TWRA, USFWS and Historic. TLM to follow up with TDOT on a status update. TLM held meeting

			with Lynn Evans and Eric Brown of TDOT Region IV regarding coordination with TDOT paving project on SR 54. TLM is revising the budget based on preliminary signal plans. 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 submitted a request at the end of Sept. to receive our allotment. The TN Dept. of Finance and Administration is developing guidance on acceptable uses, required reporting, deadlines, etc. We received verbal approval to use some of our allotment to commission a city-wide drainage study. We have begun a conversation with TLM regarding a study.

### Updates from the City Manager

- Paving / Roads – Delta should be ready to begin milling within the next few days. Their plant is down today (Monday, Oct. 4) for repairs. They are supposed to start milling by the end of this week and will start paving about a week later, weather permitting.
- Cemetery Maintenance Issue – We sent a press release to the media today (Oct. 4) regarding our maintenance issues. As was brought to your attention last Thursday, we are experiencing significant issues with non-compliance with our rules. Beginning Oct. 25 staff will be removing any items left in one of our city-owned cemeteries not attached to a stone or the base of a stone. Pictures will be reviewed and any questions you have will be addressed by myself and/or Parks Staff.

Additionally, we will be more diligent to inform the public of the cemetery rules when they come to City Hall regarding cemetery business. We will also be sending information and a copy of our municipal code to local funeral homes and monument retailers.