

CARLTON GERRELL, MAYOR  
KIM FOSTER, CITY MANAGER  
FRED MCLEAN, ATTORNEY



JACKIE JONES, VICE MAYOR  
TERRY FULLER, COMMISSIONER  
GAYLE GRIFFITH, COMMISSIONER  
SAM THARPE, COMMISSIONER

**CITY OF PARIS, TENNESSEE  
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

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**CITY HALL COURTROOM  
February 6, 2020  
5:00 P.M.**

**REGULAR MEETING**

**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 – January 2, 2020

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:**

**OLD BUSINESS**

**1.) Request to Acquire the Abandoned Portion of Clifty Road:** Jennifer Morris, Community Development Director

**2.) Rezoning Request for 207 Blakemore Street:** Jennifer Morris, Community Development Director

## **NEW BUSINESS**

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** Carlton Gerrell, Mayor
- 3.) Audit Presentation:** Matt Wood, CPA, Alexander, Thompson, Arnold
- 4.) Resolution to Submit an Application for the H.O.M.E. Grant Program:** Jennifer Morris, Community Development Director
- 5.) Resolution to Amend Personnel Rules and Regulations, Appendix D (Alcohol & Drug Testing Policy):** MJ Stancook, Administrative Assistant to the City Mgr.
- 6.) Ordinance to Amend Paris Municipal Code with Regard to Trash and Other Nuisance Issues:** Mike Brown, Building Inspector and Codes Enforcement
- 7.) Resolution to Submit an Application for a 2020 CDBG:** Rob Goad, Director Paris-Henry County Industrial Committee

**Various Projects Updates:** Carlton Gerrell, Mayor

## **Adjournment**

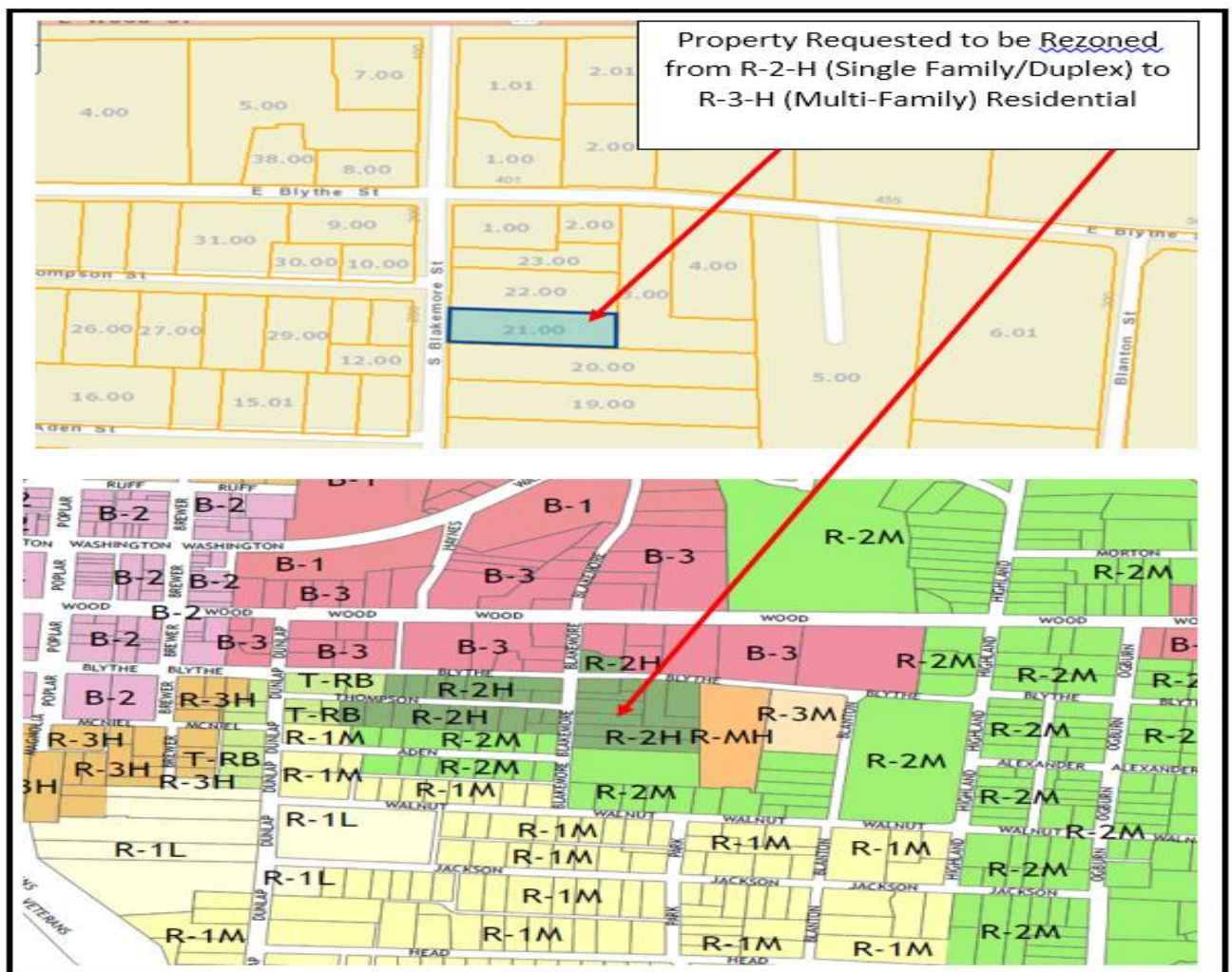
**OLD BUSINESS**  
**AGENDA ITEM NO. 1**  
**Request to Acquire the Abandoned Portion of Clifty Road**

Two of the three property owners, Chris Pitts and Lance Smith, with land adjacent to the portion of Clifty Road that we closed earlier this year have expressed an interest in acquiring the section of the closed road that abuts their property. Last month this request was referred to the Planning Commission for their recommendation. The Planning Commission met on January 9th and considered this request. Their recommendation is to convey the abandoned road to the adjacent property owners along with the Keenan Amendments attached.



**OLD BUSINESS**  
**AGENDA ITEM NO. 2**  
**Rezoning Request for 207 Blakemore Street**

This rezoning request was submitted last month by Justin Fields for 207 Blakemore Street which was referred to the Planning Commission at the January 2020 meeting. Mr. Fields would like to construct 3-6 units on this property. The property is approximately 56 ft. wide x 178 ft. deep (9,968 sq. ft.). The Planning Commission met on January 9<sup>th</sup> and considered this request. After a lengthy discussion, a recommendation was made by the Planning Commission to the City Commission to deny the rezoning request for 207 Blakemore Street.



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

**Narrative to December 2019 Operating Statement**

Retail sales tax revenue was down .25% during the month of November compared to November of last year. However, we are still fortunate to be ahead fiscal year-to-date by 1.13%.

December was another positive month for the General Fund. Revenues were over expenditures for the month, however we are still running behind fiscal year-to-date. December was our largest month so far for property tax collections. We've collected close to half of the amount budgeted.

We had several large expenses during December for various projects which included the Splash Pad, Home Grant, Façade Grant, and the Radio System project. Overall, we appear to be on track at the halfway point of our fiscal year.

Other Business:

**New employees:** Two full-time (Street Dept), One full-time (Sanitation)

**Retired:** One full-time (Fire Dept)

We issued five business licenses in December:

**New business:** The Traveling Barber, Discount Grocery, Off The Square

**New owner:** A-1 Wrecker Service

**Add'l location:** Western KY Door Inc

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

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>% Incr(Decr)</b>
<b>JULY</b>	\$754,841	\$748,999	\$791,918	\$787,901	\$802,267	1.82%
<b>AUGUST</b>	\$725,865	\$738,171	\$775,581	\$790,533	\$799,378	1.12%
<b>SEPTEMBER</b>	\$779,709	\$791,866	\$812,873	\$774,425	\$797,992	3.04%
<b>OCTOBER</b>	\$740,683	\$732,345	\$777,777	\$761,812	\$761,453	-0.05%
<b>NOVEMBER</b>	\$731,887	\$770,351	\$821,637	\$809,116	\$807,105	-0.25%
<b>DECEMBER</b>	\$940,460	\$999,663	\$927,868	\$960,027		
<b>JANUARY</b>	\$626,709	\$674,764	\$689,391	\$665,013		
<b>FEBRUARY</b>	\$708,129	\$684,426	\$697,202	\$704,313		
<b>MARCH</b>	\$830,289	\$840,859	\$840,412	\$877,659		
<b>APRIL</b>	\$768,632	\$792,642	\$774,320	\$849,875		
<b>MAY</b>	\$762,746	\$796,500	\$840,600	\$863,697		
<b>JUNE</b>	\$839,825	\$871,656	\$849,365	\$873,145		
<b>TOTAL</b>	<b>\$9,209,776</b>	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$3,968,194</b>	
<b>Previous YTD % Increase/Decrease</b>		<b>2.52%</b>	<b>1.66%</b>	<b>1.24%</b>	<b>1.13%</b>	

## MONTHLY OPERATING STATEMENT

**December 2019**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,490,000	373,367	662,484	44.46%
Local Option Sales Tax	4,800,000	372,679	2,397,201	49.94%
Wholesale Liquor / Beer	760,000	64,246	422,985	55.66%
Business Tax	370,000	5,567	31,705	8.57%
Fees & Licenses	162,500	9,578	86,862	53.45%
In Lieu Payments	882,750	59,986	368,733	41.77%
Grants	1,191,125	45,512	232,343	19.51%
State Shared taxes	1,450,000	117,277	783,570	54.04%
All Other	2,649,668	114,832	923,305	34.85%
<b>Total General Fund Revenue</b>	<b>13,756,043</b>	<b>1,163,045</b>	<b>5,909,187</b>	<b>42.96%</b>
Solid Waste Collection - BPU	1,230,000	101,222	612,965	49.83%
Solid Waste Disposal - Transfer	280,000	40,502	188,866	67.45%
Other Revenue	400	3	3,475	868.69%
<b>Total Sanitation</b>	<b>1,510,400</b>	<b>141,726</b>	<b>805,305</b>	<b>53.32%</b>
Gate Receipts - Brush & Debris	150,000	10,152	67,424	44.95%
County Share Operating Exp	38,500	0	0	0.00%
Gate Receipts - Tires	8,000	257	2,520	31.50%
Other Revenue	30,450	3	31,324	102.87%
<b>Total Landfill</b>	<b>226,950</b>	<b>10,412</b>	<b>101,268</b>	<b>44.62%</b>
<b>Total Drug Fund</b>	<b>63,075</b>	<b>1,042</b>	<b>29,973</b>	<b>47.52%</b>
<b>TOTAL REVENUES</b>	<b>15,556,468</b>	<b>1,316,226</b>	<b>6,845,733</b>	<b>44.01%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
<b>General Fund</b>	<b>135,918</b>	<b>(69,172)</b>
<b>Sanitation</b>	<b>38,895</b>	<b>73,078</b>
<b>Landfill</b>	<b>(759)</b>	<b>16,708</b>
<b>Drug Fund</b>	<b>78</b>	<b>19,144</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	237,540	392	101,845	42.87%
General Administration	420,135	26,658	190,729	45.40%
Economic Development	166,912	5,876	22,773	13.64%
Elections	0	0	0	#DIV/0!
Financial Administration	302,132	23,687	158,170	52.35%
City Hall Building	92,840	6,403	47,692	51.37%
Police Department	2,088,967	136,710	989,624	47.37%
Downtown Parking	1,000	0	198	19.84%
Emergency Communications	663,104	48,636	289,910	43.72%
Fire Department	1,710,753	123,285	788,079	46.07%
Building Inspection	93,046	8,633	47,650	51.21%
Street Maintenance	1,529,314	88,909	694,425	45.41%
State Street Aid	500,000	898	488,417	97.68%
Storm Water Management	76,405	5,788	28,800	37.69%
Street Lighting	82,200	4,854	41,370	50.33%
City Garage	343,926	19,616	163,748	47.61%
Cemetery Maintenance	61,124	548	24,288	39.74%
Health & Animal Control	164,145	10,536	78,713	47.95%
Civic Center	548,874	37,969	261,578	47.66%
Parks & Recreation	1,024,178	69,415	504,676	49.28%
Library	164,786	0	82,393	50.00%
Community Development	2,605,900	392,836	705,639	27.08%
Debt Service	871,882	15,481	267,643	30.70%
<b>General Fund Expenditures</b>	<b>13,749,163</b>	<b>1,027,127</b>	<b>5,978,359</b>	<b>43.48%</b>
Sanitation Collection	992,391	50,922	419,774	42.30%
Contractual Services	550,000	51,910	312,452	56.81%
<b>Total Sanitation</b>	<b>1,542,391</b>	<b>102,832</b>	<b>732,227</b>	<b>47.47%</b>
<b>Total Landfill</b>	<b>217,879</b>	<b>11,171</b>	<b>84,560</b>	<b>38.81%</b>
<b>Total Drug Fund</b>	<b>94,600</b>	<b>964</b>	<b>10,829</b>	<b>11.45%</b>
<b>TOTAL EXPENDITURES</b>	<b>15,604,033</b>	<b>1,142,094</b>	<b>6,805,974</b>	<b>43.62%</b>



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

<b><u>BOARD</u></b>	<b><u>CURRENT MEMBER</u></b>	<b><u>PROPOSED MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>NEW EXPIRATION</u></b>
Personnel Appeals Board (4 year term) Mayoral Appointment Meets As Needed	Ralph Anderson	Ralph Anderson	February 5, 2020	February 5, 2024

**NEW BUSINESS**  
**AGENDA ITEM NO. 3**  
**Audit Presentation**

An audit presentation will be given by Matt Wood, CPA, Alexander, Thompson, Arnold.

**NEW BUSINESS  
AGENDA ITEM NO. 4  
Resolution to Submit an Application for the H.O.M.E. Grant Program**

We completed our most recent H.O.M.E. Grant in January and are now eligible to apply again. Staff has met with officials from the NWTDD to discuss the changes to the program and whether or not we would like to apply again. Staff is recommending the following Resolution be approved so that the city can apply for this grant with the help of the NWTDD as grant administrators.

**RESOLUTION NO. 1637**

**TO FILE A H.O.M.E. GRANT APPLICATION  
CITY OF PARIS, TENNESSEE**

**WHEREAS,** The Tennessee Housing Development Agency (THDA) annually funds the HOME program to provide funds that benefit low income persons and

**WHEREAS,** The City of Paris has affordable housing and rehabilitation needs that can be addressed with HOME funds and

**WHEREAS,** elected officials of the City of Paris Tennessee have committed themselves to improving and enhancing community livability for the citizens they represent.

**NOW, THEREFORE BE IT RESOLVED,** that the City of Paris's Board wishes to submit an application in the amount of \$500,000.00 to the Tennessee Housing Development Agency for the HOME grant program.

This resolution was adopted at a meeting held on February 6, 2020.

\_\_\_\_\_  
**Carlton Gerrell, Mayor**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Traci Shannon, Finance Director**

\_\_\_\_\_  
**Date:**

**NEW BUSINESS**  
**AGENDA ITEM NO. 5**  
**Resolution to Amend Personnel Rules and Regulations, Appendix D (Drug and Alcohol Testing Policy)**

The following resolution, presented for your consideration, contains a proposed update to our current Drug and Alcohol Testing Policy with regard to pre-employment drug screening. Our policy read that pre-employment screening would only be administered for safety-sensitive positions. The policy needs to read that ALL potential employees will be screened before receiving a final offer of employment.

**RESOLUTION NO. 1638**

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and,  
WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the City Commission by Resolution before they shall have full force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the City Commission that **APPENDIX D - DRUG AND ALCOHOL TESTING POLICY** be amended by deleting the current language in 6.A.1. of Appendix D in its entirety and substituting the following therefore:

1. **Pre-employment**

All employment applicants who have received a conditional offer of employment with the City of Paris must take a drug test before receiving a final offer of employment.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendment by deleting the current language in 6.A.1. of Appendix D in its entirety and substituting the following therefore:

1. **Pre-employment**

All employment applicants who have received a conditional offer of employment with the City of Paris must take a drug test before receiving a final offer of employment.

This Resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Unanimously adopted, this the 6<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Director

**NEW BUSINESS**  
**AGENDA ITEM NO. 6**  
**Ordinance to Amend Nuisance Ordinance**

Nuisance code violations have long been difficult and time consuming to address with resolution taking an unacceptable amount of time. Staff has recently been meeting and discussing different ways to handle code violations, as well as updates to our code that clarify what constitutes a violation and the time frame in which an offender has to respond to the charge. The changes proposed in the following ordinance, submitted for your consideration, address: (A) the responsibility of a lessee of a city owned dumpster to secure it and keep the area around it clean; (B) "mosquitos" and "insects" have been added in this section to clearly cover standing, stagnant water situations; (C) verbiage has been changed to more clearly state the posting a notice on the house of a violator where a violation exists is an acceptable notice; and (D) will give the Codes Enforcement Officer an additional option when dealing with a violation, especially in the case of a repeat violator.

Ordinance No. \_\_\_\_\_

AN ORDINANCE  
to Amend 8-104(6), 8-803 A., 8-803 H., 8-805, and 8-806 of the Paris  
Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 8-104(6), 8-803 A., 8-803 H., 8-805, and 8-806 of the of the Paris Municipal Code be amended as follows:

- (A) That 8-104(6) of the Paris Municipal Code be amended by adding the following language after the first sentence of 8-104(6):

It shall be the responsibility of the business, industry, or other entity who leases a City owned trash receptacle to properly secure said receptacle to prohibit unauthorized use of, or access to, said receptacle. It shall further be the responsibility of said business, industry, or other entity to keep the area around and outside said receptacle clear of any solid waste, garbage, refuse, rubbish, or discarded furniture, furnishings, or other personal property, regardless of whether such items have been left on or around said receptacle by the lessee or by unknown persons.

- (B) That 8-803 H. of the Paris Municipal Code be deleted in its entirety and the following substituted therefore:

H. Health and sanitation nuisances. It shall be unlawful for any person to permit any premises owned, occupied, or controlled by him to become or remain in a filthy condition, or permit the use or occupation of same in such a manner as to create noxious or offensive smells and odors in connection therewith, or to allow the accumulation or creation of unwholesome and offensive matter from flies, mosquitos, rodents, pigeons, or other vermin, fowl, or insects on or about the premises such as to constitute a threat to the public health, safety, or welfare of persons or property on or about the premises.

- (C) That 8-805 of the Paris Municipal Code be amended by deleting the first sentence of 8.-805 and substituting therefore the following:

If any owner, occupant, tenant, agent, or designee shall be in violation of 8-803 it shall be the duty of the building inspector and/or health officer to serve a Notice mailed by certified mail to the last known address of any person or persons, as defined in this chapter, having ownership, possession, or control over the offending premises, or such notice may be served personally to the owner, occupant, tenant, agent, or designee of the property or may be posted on the property on which the violation exists.

- (D) That 8-806 of the Paris Municipal Code shall be amended by enacting the following as 8-806 C.:

C. In addition to the enforcement provisions provided in A. and B. above, the building inspector and/or health officer may cite the owner, occupant, tenant, agent, or designee into City Court as provided in 8-808 for action by the City Judge to require alleviation of the violations of this Chapter as determined by the building inspector and/or health officer.

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 February 6, 2020.

Passed and adopted \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Director

**NEW BUSINESS**  
**AGENDA ITEM NO. 7**  
**Resolution to Submit an Application for a 2020 CDBG**

As you are aware, Mark Archer, 911 Director, and Rob Goad, Executive Director of the PHCIC, have been working for 2+ years on developing a county-wide radio system that will better serve our community. Phase I of this project, which was recently completed, was constructed under a CDBG awarded to Henry County. It is now time to begin Phase II which will involve the City applying for the 2020 round of CDBGs. This has been the plan from the beginning of this project. The following resolution will give the Mayor the authorization to sign the grant application and any associated assurances, agreements and contracts, as well as commit any matching funds.

**RESOLUTION NO. 1639**

AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT FOR THE SMALL CITIES BLOCK GRANT PROGRAM/CDBG FOR FISCAL YEAR 2020

**WHEREAS**, the governing body of Paris, Tennessee, having committed itself to the improvement of the community that it represents, wishes to make application for phase II of the county-wide emergency communications system; and,

**WHEREAS**, having determined proper eligibility by CDBG program guidelines, said governing body wishes to make application for \$420,000 in grant funds to implement the aforementioned improvements and will commit funds in the amount of \$223,209 to be provided by Henry County Government, City of Paris, Henry County 911, to constitute a total project cost of \$643,209.

**NOW, THEREFORE BE IT RESOLVED** by the governing body of Paris, Tennessee, meeting in session on this the \_\_\_\_ day of \_\_\_\_\_, 2020 that the Mayor of Paris is authorized to sign an application for CDBG funds, to commit local matching funds to the proposed project, and to sign and all necessary assurances, agreements or contracts required for recipients of CDBG funds.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the resolution be adopted as read. Upon a roll call the vote was as follows:

AYE\_\_\_\_

NAY\_\_\_\_

ABSENT/ABSTAIN\_\_\_\_

Paris Mayor Carlton Gerrell declared the resolution to be duly adopted and effective from and after this the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City of Paris Mayor

ATTEST:

\_\_\_\_\_

**STATUS OF VARIOUS PROJECTS**  
**February 2020**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	<b>NOTES</b>
HOME Grant	Morris/Foster	2019	Construction and deeds of trust are complete on the last two homes. A project completion form should be submitted within the next week. Once this has been received by THDA a final pay request can be completed. With the Commission's approval, we will be applying for the upcoming 2020 round of grants in May.
Back Alley Paris	Foster/Morris/Ray(DPA)	On-Going	The north alley will feature Dr. E.W. Grove. Dan Knowles is researching stories of Dr. Grove before he starts to conceptualize. The project must be complete before June 15, 2020.
TN ECD Façade Grant	Foster/Morris	Fall 2019	The three alternate projects have been approved by TEDC. We are waiting on the property owners to submit the required three bids per project.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2020	TLM has completed preliminary plans and they will be submitted once NEPA is approved. Final SDC document (streamlined document checklist) for NEPA was submitted on 1/22, we are hopeful that we will receive approval soon.
2018 LPRF Grant for Splash pad	Foster/Lawrence/Morris	May 2020	Construction on the bathroom building has moved along consistently thanks to our masonry contractor and our Parks Dept. personnel. The weather has delayed plumbing installation outside of the bathroom building, but the BPU has started their work to get the 3-phase power into the park.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Undetermined	NEPA process continues. Still waiting on responses from the Historical Commission and Native American Council.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	The NEPA process continues, we are waiting on approvals from several different agencies. This process is expected to take at least six months.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster, Morris/Lawrence	Spring 2020	All upgrades and project components have been completed with the exception of the new signage and parking lot paving. Staff will be meeting with Chamber personnel on Tuesday, Feb. 2 to discuss signage options. Paving will not be done until after the splash pad is complete and we don't have to worry about heavy equipment damaging newly laid pavement.
2019 Multimodal Access Grant	Foster/ Morris	Spring 2022 (if awarded)	Application was submitted mid-October. Announcement of grant recipients is expected in the spring of 2020.
2020 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster/Morris	Spring 2022 (if awarded)	Application was submitted at the first of October. Announcement of grant recipients is expected late spring or early summer of next year.
TDOT Traffic Signal Modernization Program Grant	Foster/Morris	Undetermined	TDOT recently announced this new grant program with a maximum award of \$25,000 at 100%. We submitted three applications based on recommendations contained in our TSM&O, and conversations with TDOT representatives. As this is a brand new program, TDOT has not yet determined when grant recipients will be announced.