

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  
December 1, 2022  
5:00 P.M.**

**REGULAR MEETING**

**Call to Order:** Traci Shannon, Finance Director

**Roll Call:** Traci Shannon, Finance Director

**Pledge of Allegiance and Prayer**

**Certification of Results of Commissioner Election:** To Be Received and Filed by Commission

**Oath of Office to New Elected Officials:** Traci Shannon, Finance Director

**Election of Mayor:** Traci Shannon, Finance Director

**Oath of Office to Mayor:** Traci Shannon, Finance Director

**Election of Vice Mayor – Mayor**

**Oath of Office to Vice Mayor –** Traci Shannon, Finance Director

**Approval of the Minutes of Previous Meetings:** Regular Meeting – November 3, 2022

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

- 1.) Ordinance to Enact 11-822 in the Paris Municipal Code Zoning Ordinance Standards for Residential Occupancy in Commercial Districts (Second Reading):**  
Jennifer Morris, Community Development Director

## **NEW BUSINESS**

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** None
- 3.) Discussion of Change in Work and Business Hours:** Kim Foster, City Manager

**Status of Various Projects**

**Notes from the City Manager**

**Adjournment**

**OLD BUSINESS  
AGENDA ITEM NO. 1**

**Ordinance to Enact 11-822 in the Paris Municipal Code Zoning Ordinance Standards  
for Residential Occupancy in Commercial Districts (Second Reading)**

Currently the Zoning Ordinance includes a section dealing with residential use and occupancy in a commercial district. It addresses residential use in B-1, B-3, H-1, and P-B districts. At the previous two Planning Commission meetings the board approved recommendations allowing residential uses in industrial districts. A public hearing on the proposed changes was held prior to the November 3 Paris City Commission Meeting. No one attended this public hearing. Before you is an ordinance to allow residential occupancy in commercial districts by Special Permit Use.

**ORDINANCE NO. 1287**

AN ORDINANCE to Enact 11-822 and 11-1501(B)(6)(e) of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, Title 11, Chapter 822 be enacted as follows:

That 11-822. of the Paris Municipal Code be enacted by adding “Standards for Residential Occupancy in Industrial Districts” as a Special Permit Use in M-1, M-2, or P-M Districts:

11-822. Standards for Residential Occupancy in M-1, M-2, or P-M Districts The Board of Zoning Appeals may authorize the issuance of a special use permit for residential occupancy as an accessory use in an industrial district after first holding a public hearing as provided in this section and subject to the following additional standards:

- A. Approval is non-transferable. In the case of a lease, permission runs the duration of the lease. The business will need to be in operation for individuals to reside in building.
- B. Space may not be leased or utilized by anyone other than an owner, manager, person directly employed by the industry or immediate family for which approval was given.
- C. Residential occupancy of part or all of an existing non-residential building shall be permitted subject to all federal, state and local requirements including local fire and building codes.
- D. No more than 30% may be used as residential.
- E. The exterior of the premises shall retain its industrial appearance and no accessory buildings or activities normally associated with residential occupancy such as: playground equipment, swimming pools, outdoor grills, outdoor lawn furniture, or other such appurtenances shall be allowed.
- F. Additional parking is not required provided that the existing or proposed parking meets the parking requirements for the specific use found in Title 11, Chapter 10 of the Paris Zoning Ordinance. However, for industries with 24 hour shift work, one additional parking space is required for each bed.
- G. The proposed use of the property conforms with the permitted uses, area, and bulk regulations for the district where the property is located, as indicated in Table 1 and Table 2.
- H. To safeguard the health and safety of the occupants of this accessory use, inspections by the City Manager or City Manager’s designee shall be made as necessary to determine the condition of such facilities. The City Manager or the City Manager’s designee shall also have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this section.
- I. If such facilities are present or proposed in or upon an existing industry, there shall be provided along the entire side lot lines and rear lot lines a wall or fence as provided in 11-1201 to protect any abutting residential property.

- J. All public utilities and sewage disposal shall be available to the site and shall be approved by the Paris Board of Public Utilities.
- K. The Board of Zoning Appeals may also attach other conditions on the use of the structure or site which will be necessary to carry out the intent of the Zoning Ordinance.
- L. The issuance of a special use permit pursuant to this ordinance is temporary and permissive at the discretion of the Board of Zoning Appeals.”
- M. The Issuance of a special use permit pursuant to this ordinance shall not exempt the holder of such special use permit from additional and/or different requirements established by any future amendment to this ordinance. (Ord.#1287, \_\_\_\_\_ / \_\_\_\_\_ /2022).

SECTION 2. That 11-1501(B)(6)(e) be enacted as “Residential occupancy for an owner, manager, person directly employed by the industry or immediate family for which a special use permit was issued”.

SECTION 3. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. This ordinance shall take effect on and after final passage and adoption.

Passed and adopted October 6, 2022.

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

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

**Narrative to the October 2022 Operating Statement**

We continue to have strong increases in our retail sales tax revenue. Sales from the month of September reflected a 10.62% increase compared to last September. We do need to be mindful that inflation most likely plays a huge part in our increases. Fiscal year-to-date revenue reflects an increase of 8.29% compared to the same period last year.

General Fund revenues were behind expenditures for the month of October. We would normally see an influx of property tax revenue in October. However, now that it is being collected by the County Trustee those revenues will fall a month behind. Our larger expenses during the month included \$156K for the Wilson Street project, \$84K for Street Dept equipment, and \$19K for pickle ball court resurfacing.

Other Business:

**New employees (1):** One part-time (KPAC)

**Resignations (0):** None

We issued eleven business licenses in October:

**New business (9):** JL5 Mulching & Dirtworx, Queen Private Sitting & Cleaning Services, Ric's Kicks, Eaton Construction, Leslie Renee, Cagle Retros, The Vintage Shoppe, Franks Flooring, Power House Family

**New owner (2):** Tayloe Hancock Glass, Ole Kuntry Mall

CITY OF PARIS, TENNESSEE  
RETAIL SALES TAX REVENUE

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	% Incr(Decr)
JULY	\$791,918	\$787,901	\$802,267	\$898,979	\$951,793	\$1,046,570	9.96%
AUGUST	\$775,581	\$790,533	\$799,378	\$843,541	\$895,516	\$931,433	4.01%
SEPTEMBER	\$812,873	\$774,425	\$797,992	\$888,921	\$965,256	\$1,067,740	10.62%
OCTOBER	\$777,777	\$761,812	\$761,453	\$873,733	\$974,047		
NOVEMBER	\$821,637	\$809,116	\$807,105	\$874,641	\$988,199		
DECEMBER	\$927,868	\$960,027	\$957,286	\$1,097,412	\$1,210,615		
JANUARY	\$689,391	\$665,013	\$713,906	\$844,826	\$839,389		
FEBRUARY	\$697,202	\$704,313	\$727,380	\$719,938	\$859,647		
MARCH	\$840,412	\$877,659	\$840,175	\$1,101,592	\$1,102,651		
APRIL	\$774,320	\$849,875	\$865,360	\$1,040,359	\$1,060,677		
MAY	\$840,600	\$863,697	\$949,140	\$1,005,346	\$1,105,515		
JUNE	\$849,365	\$873,145	\$966,861	\$1,013,926	\$1,125,455		
<b>TOTAL</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$11,203,215</b>	<b>\$12,078,759</b>	<b>\$3,045,743</b>	
Previous YTD % Increase/Decrease	1.66%	1.24%	2.79%	12.16%	7.82%	8.29%	

**Monthly Operating Statement  
October 2022**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,727,000	2,829	9,460	0.55%
Local Option Sales Tax	6,086,700	459,383	2,074,550	34.08%
Wholesale Liquor / Beer	875,000	75,823	334,149	38.19%
Business Tax	400,000	5,461	21,330	5.33%
Fees & Licenses	168,500	2,209	40,751	24.18%
In Lieu Payments	904,250	63,184	281,105	31.09%
Grants	1,036,430	193,483	320,928	30.96%
State Shared taxes	1,791,800	137,839	557,451	31.11%
All Other	1,615,948	133,620	1,199,436	74.22%
Federal ARPA Grant	1,491,875	0	0	0.00%
ARPA/TDEC-WII	500,000	0	0	0.00%
<b>Total General Fund Revenue</b>	<b>16,597,503</b>	<b>1,073,831</b>	<b>4,839,160</b>	<b>29.16%</b>
Solid Waste Collection - BPU	1,250,000	106,295	432,330	34.59%
Solid Waste Disposal - Transfer	400,000	54,327	170,505	42.63%
Other Revenue	25,400	21	25,302	99.61%
<b>Total Sanitation</b>	<b>1,675,400</b>	<b>160,643</b>	<b>628,137</b>	<b>37.49%</b>
Gate Receipts - Brush & Debris	140,000	17,657	53,159	37.97%
County Share Operating Exp	30,000	0	0	0.00%
Gate Receipts - Tires	10,000	93	8,296	82.96%
Other Revenue	91,450	251	35,947	39.31%
<b>Total Landfill</b>	<b>271,450</b>	<b>18,001</b>	<b>97,403</b>	<b>35.88%</b>
<b>Total Drug Fund</b>	<b>42,050</b>	<b>18,037</b>	<b>35,837</b>	<b>85.23%</b>
<b>TOTAL REVENUES</b>	<b>18,586,403</b>	<b>1,270,512</b>	<b>5,600,538</b>	<b>30.13%</b>

<b>EXPENDITURES</b>	<u>Budget</u>	<u>Month</u>	<u>Yr to Date</u>	<u>Realized</u>
Grants & Donations	229,961	392	72,892	31.70%
General Administration	423,856	31,705	132,193	31.19%
Economic Development	178,474	13,618	54,917	30.77%
Elections	4,500	0	0	0.00%
Financial Administration	331,384	31,406	138,305	41.74%
City Hall Building	104,397	8,949	40,912	39.19%
Police Department	2,369,010	165,021	787,958	33.26%
Emergency Communications	748,932	57,463	227,062	30.32%
Fire Department	1,923,446	134,402	627,597	32.63%
Building Inspection	178,037	12,818	56,801	31.90%
Street Maintenance	1,772,747	192,230	867,366	48.93%
State Street Aid	1,683,000	2,555	81,072	4.82%
Storm Water Management	72,140	3,098	16,732	23.19%
Street Lighting	116,000	4,342	32,721	28.21%
City Garage	310,298	19,423	101,477	32.70%
Cemetery Maintenance	73,324	4,948	32,692	44.59%
Health & Animal Control	199,228	14,579	61,708	30.97%
Civic Center	692,100	57,090	227,738	32.91%
Parks & Recreation	1,111,601	79,497	485,353	43.66%
Library	183,430	0	61,143	33.33%
Community Development	1,376,700	194,630	669,726	48.65%
ARPA-SLFRF	1,000,000	55,410	302,294	30.23%
ARPA/TDEC-WII	500,000	3,630	18,688	3.74%
Debt Service	683,917	2,855	132,376	19.36%
<b>General Fund Expenditures</b>	<b>16,266,482</b>	<b>1,090,060</b>	<b>5,229,727</b>	<b>32.15%</b>
Sanitation Collection	1,566,797	74,942	522,378	33.34%
Contractual Services	661,500	57,055	254,479	38.47%
<b>Total Sanitation</b>	<b>2,228,297</b>	<b>131,997</b>	<b>776,857</b>	<b>34.86%</b>
<b>Total Landfill</b>	<b>215,404</b>	<b>16,488</b>	<b>102,687</b>	<b>47.67%</b>
<b>Total Drug Fund</b>	<b>75,300</b>	<b>3,529</b>	<b>4,722</b>	<b>6.27%</b>
<b>TOTAL EXPENDITURES</b>	<b>18,785,483</b>	<b>1,242,074</b>	<b>6,113,993</b>	<b>32.55%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(16,229)	(390,566)
Sanitation	28,646	(148,720)
Landfill	1,513	(5,284)
Drug Fund	14,509	31,116



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

None

**NEW BUSINESS**  
**AGENDA ITEM NO.3**  
**Discussion of Change in Work and Business Hours**

From time-to-time employees have approached me about the possibility of working flexible hours. In the past I have not been able to figure out how we could accommodate this request with the lean staff we have. A recent trip to White House, TN spurred a thought that I think will not only allow for an adjusted schedule but will also improve our availability to the public. I would like to propose a change to the business hours at City Hall to extend the hours from 7:30 a.m. – 4:30 p.m. Monday – Friday to 7:00 a.m. - 5:30 p.m. Monday – Thursday. We would be closed to the public on Fridays. We often hear complaints from citizens that they have a hard time doing necessary business with the City because we are only open during their working hours. This change would result in extended hours to the public and a 10 hour work day, four days a week for City Hall Staff who offer business hours. This would include Finance / business office, Administration, Building Inspection, Codes Enforcement, Planning & Zoning and Police Records.

Departments that do not have business hours where they meet the public are Parks & Recreation as well as Public Works. I have asked each of these departments to submit a flexible plan that they feel will work well for their department. I have stressed with all departments that this will only work if our service level is as good as or better than our current level of service, and also that it does not generate additional overtime. Staff requests your consideration of this schedule and welcomes your feedback.

**STATUS OF VARIOUS PROJECTS  
December 2022**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2024	THDA has determined there is an issue with one of the two approved home projects. Because one of the building plans has to be changed both projects will have to be rebid.
Back Alley Paris	Foster/Morris/ Ray (DA)	June 2023	Dan Knowles is currently doing research on the 2 <sup>nd</sup> 100 yrs of Pairs/HC history which will be the subject of the newest project.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	There is a driveway on Patriot that will be replaced as soon as weather permits. Once this is done closeout will begin.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Preliminary plans are still under review at TDOT. TLM is checking on status. Work continues on preliminary ROW plans.
Rison St Bridge Replacement	Foster/Morris	Summer 2024	The extent of this project has caused TDOT NEPA Div to have to do excessive coordination with SHPO. They hope to have the completed ESR submitted by 11/30/22.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Preliminary budget to be completed last week of November. Received TDOT comments on preliminary plans. Addressing comments and will submit revised plan with preliminary ROW plans. Early utility coordination continues.
2021 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	Work on NEPA phase documentation continues. TLM submitted LP Agency Coordination and Section 106 Assessment documents to TDOT, waiting on response. Work continues on preliminary layout with emphasis on intersection. Design for preliminary grading has begun.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2025 (if awarded)	We were notified Oct. 7 that we were awarded \$1.164M for this project! We have begun the initiation packet with TDOT to get the contract issued.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Mapping is complete. Work on hydraulic analysis has continues with development of individual drainage basins. Finalizing model for delivery to the City in December.
Downtown Improvement Grant	Morris/Crouch/Foster	Fall 2024	Nine projects have been completed with one more that should be finished in the next week or two. We have two projects that are waiting on the contractor to begin.
Municipal Facilities Study	Foster	Spring 2023	TLM continuing evaluation layouts and reports creation.

### Notes from the City Manager:

- There will be a Blue Oval Community Impact meeting at 10:00 a.m. at KPAC on Wednesday, Dec. 7.
- Building Inspector Jesse Skidmore has now passed **five** of the six required tests for certification. Caleb Murnane, Stormwater Compliance Administrator, has enrolled in the storm water level II certification class. Once he completes the class and passes the required test he will be certified to review plans for storm water compliance. This review is currently being done by an outside contracted engineer.
- MJ Stancook has recently received her Certified Municipal Finance Officer designation. She has been enrolled in the program, which consists of 10 classes and tests, since January of this year.
- Holly Jolly Electric Christmas parade is at 5:00 p.m. on Dec. 10.
- TML District 7 meeting via Zoom on Dec. 13 at 10:00.