

KIM FOSTER, CITY MANAGER
JAMES SMITH, ATTORNEY



KATHY RAY, MAYOR
VICKEY ROBERTS, VICE MAYOR
JOHN ETHERIDGE, COMMISSIONER
JACKIE JONES, COMMISSIONER
SAM THARPE, COMMISSIONER

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

**CITY HALL COURTROOM
September 7, 2023
5:00 P.M.**

Regular Meeting

Call to Order: Kathy Ray, Mayor

Roll Call: Tammie Hopper, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: August 3, 2023 – Regular Meeting

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations:

OLD BUSINESS

- 1.) None

NEW BUSINESS

- 1.) **Financial Update:** Tammie Hopper, Finance Director
- 2.) **Appointments to Boards:** None
- 3.) **Certificate of Compliance for The Loft on Mineral Wells:** Kim Foster, City Manager
- 4.) **Ordinance to Amend Alcoholic Beverage Control Board Meeting Time in Paris Municipal Code (First Reading):** Kim Foster, City Manager
- 5.) **Resolution to Amend the COP Personnel Rules and Regulations by Updating Firefighter Job Description Requirements (EMR & Response Time):** Kim Foster, City Manager
- 6.) **Discussion of Volunteer Drive Sidewalk Noncompliance Issue:** James Smith, City Attorney

**Status of Various Projects
Notes from the City Manager**

Adjournment

OLD BUSINESS

None

NEW BUSINESS AGENDA ITEM #1 Financial Update

Narrative to July 2023 Operating Statement

Retail sales tax revenue for the month of June was up 4.58% compared to June of last year. We ended the fiscal year with an increase of 5.05% compared to last fiscal year.

As usual, we started our new fiscal year with expenditures exceeding revenues for the month of July. We had several large expenses including \$385K for our workers comp and liability insurance, \$102K principal payment for Splash Park, \$71K for equipment for patrol cars, street department expenses included \$1.2M for asphalt used for street paving, \$59K for a new truck and \$96K for a bucket truck.

Other Business:

Personnel changes in July: None

We issued seven business licenses in July:

New Business (6): Human Technology, Knott's Landing, Three Mules Marketing & PR, Evergreen Therapy, Miracle's Macros, Pressure Pops

New Owner (1): Best Donut

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

	FY2019	FY2020	FY2021	FY2022	FY2023	% Incr(Decr)
JULY	\$787,901	\$802,267	\$898,979	\$951,793	\$1,046,570	9.96%
AUGUST	\$790,533	\$799,378	\$843,541	\$895,516	\$931,433	4.01%
SEPTEMBER	\$774,425	\$797,992	\$888,921	\$965,256	\$1,067,740	10.62%
OCTOBER	\$761,812	\$761,453	\$873,733	\$974,047	\$1,036,880	6.45%
NOVEMBER	\$809,116	\$807,105	\$874,641	\$988,199	\$1,059,818	7.25%
DECEMBER	\$960,027	\$957,286	\$1,097,412	\$1,210,615	\$1,218,473	0.65%
JANUARY	\$665,013	\$713,906	\$844,826	\$839,389	\$915,685	9.09%
FEBRUARY	\$704,313	\$727,380	\$719,938	\$859,647	\$936,706	8.96%
MARCH	\$877,659	\$840,175	\$1,101,592	\$1,102,651	\$1,106,574	0.36%
APRIL	\$849,875	\$865,360	\$1,040,359	\$1,060,677	\$1,069,082	0.79%
MAY	\$863,697	\$949,140	\$1,005,346	\$1,105,515	\$1,122,824	1.57%
JUNE	\$873,145	\$966,861	\$1,013,926	\$1,125,455	\$1,177,018	4.58%
TOTAL	\$9,717,515	\$9,988,303	\$11,203,215	\$12,078,759	\$12,688,803	
Previous YTD % Increase/Decrease	1.24%	2.79%	12.16%	7.82%	5.05%	

Monthly Operating Statement July 2023

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,985,000	2,365	2,365	0.12%
Local Option Sales Tax	6,600,000	552,841	552,841	8.38%
Wholesale Liquor / Beer	900,000	86,793	86,793	9.64%
Business Tax	450,000	7,631	7,631	1.70%
Fees & Licenses	166,250	1,362	1,362	0.82%
In Lieu Payments	852,250	0	0	0.00%
Grants	2,855,250	55,396	55,396	1.94%
State Shared taxes	1,895,000	148,844	148,844	7.85%
All Other	1,814,550	237,392	237,392	13.08%
Federal ARPA Grant	0	0		#DIV/0!
ARPA/TDEC-WII	950,000	0	0	0.00%
Total General Fund Revenue	18,468,300	1,092,624	1,092,624	5.92%
Solid Waste Collection - BPU	1,285,000	103,215	103,215	8.03%
Solid Waste Disposal - Transfer	470,000	62,926	62,926	13.39%
Other Revenue	30,300	60	60	0.20%
Total Sanitation	1,785,300	166,202	166,202	9.31%
Gate Receipts - Brush & Debris	175,000	21,908	21,908	12.52%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	10,000	454	454	4.54%
Other Revenue	41,550	191	191	0.46%
Total Landfill	261,550	22,554	22,554	8.62%
Total Drug Fund	43,550	11,527	11,527	26.47%
TOTAL REVENUES	20,558,700	1,292,907	1,292,907	6.29%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	189,505	9,428	9,428	4.98%
General Administration	515,851	53,947	53,947	10.46%
Economic Development	178,877	14,971	14,971	8.37%
Elections	0	0	0	#DIV/0!
Financial Administration	344,685	41,171	41,171	11.94%
City Hall Building	111,969	10,581	10,581	9.45%
Police Department	2,705,709	379,187	379,187	14.01%
Emergency Communications	831,273	59,855	59,855	7.20%
Fire Department	2,068,767	208,835	208,835	10.09%
Building Inspection	242,763	26,709	26,709	11.00%
Street Maintenance	1,963,762	209,343	209,343	10.66%
State Street Aid	1,696,500	1,346,844	1,346,844	79.39%
Storm Water Management	158,757	10,258	10,258	6.46%
Street Lighting	131,000	7,774	7,774	5.93%
City Garage	350,263	32,180	32,180	9.19%
Cemetery Maintenance	78,892	10,269	10,269	13.02%
Health & Animal Control	289,290	22,274	22,274	7.70%
Civic Center	740,931	66,287	66,287	8.95%
Parks & Recreation	1,240,489	158,392	158,392	12.77%
Library	196,096	0	0	0.00%
Community Development	3,082,500	46,452	46,452	1.51%
ARPA-SLFRF	1,000,000	17,753	17,753	1.78%
ARPA/TDEC-WII	950,000	1,170	1,170	0.12%
Debt Service	259,000	102,511	102,511	39.58%
General Fund Expenditures	19,326,879	2,836,190	2,836,190	14.67%
Sanitation Collection	1,217,528	107,731	107,731	8.85%
Contractual Services	800,000	76,334	76,334	9.54%
Total Sanitation	2,017,528	184,064	184,064	9.12%
Total Landfill	234,677	45,001	45,001	19.18%
Total Drug Fund	49,500	212	212	0.43%
TOTAL EXPENDITURES	21,628,584	3,065,467	3,065,467	14.17%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(1,743,566)	(1,743,566)
Sanitation	(17,862)	(17,862)
Landfill	(22,447)	(22,447)
Drug Fund	11,316	11,316

NEW BUSINESS
AGENDA ITEM #2
Appointments to Boards

None

NEW BUSINESS
AGENDA ITEM #3
Certificate of Compliance for The Loft on Mineral Wells

Matthew Michael, owner of The Loft on Mineral Wells, is moving locations and changing address from 908 Mineral Wells Avenue, Paris, TN 38242 to 1060 Mineral Wells Avenue, Suite A, Paris, TN 38242. Part of the application process with the State is to have a Certificate of Compliance completed by the City. The proper background investigation has been completed by the Paris Police Department and nothing was found to prohibit the issuance of signed certificate. Staff recommends approval of the Certificate of Compliance for The Loft on Mineral Wells which will need to be signed by all members present.



CERTIFICATE OF COMPLIANCE

RETAIL PACKAGE STORE

Pursuant to Tennessee Code Annotated, Title 57, §§57-3-208 and 57-3-213, this is to certify that:

Name of Applicant: Matthew Y. Michael
Date of Birth: 04/21/1982 Social Security #:
Home Address: 1841 HWY 97
City: PARIS State: TN Zip Code: 38242

Has made application for a Certificate of Compliance to sell retail alcoholic beverages in the County of HENRY, State of Tennessee, at 1060 Mineral Wells Ave Suite A and that an investigation has been undertaken of the applicant's criminal record and of the compliance of said business with local law, ordinances or resolutions, and from said investigation the undersigned certified:

1. That the applicant or applicants who are to be in actual charge of said business have not been convicted of a felony within a ten-year period, immediately preceding the date of the application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application;
2. That the applicant has secured a location for the business which complies with any local law, ordinance, or resolution, duly adopted by the local jurisdiction, as to the location of the business;
3. That the applicant or applicants have complied with the residency provisions;
4. That the issuance of this license will not exceed the numerical limit for licenses authorized by the municipality.

Resolved this 7th day of September, 2023.

Mayor or Other Official Head of Municipality

MAJORITY OF CITY COUNCIL OR COMMISSION MEMBERS

Council Member/Alderman

Council Member/Alderman

Council Member/Alderman

Council Member/Alderman

NEW BUSINESS
AGENDA ITEM #4
Ordinance to Amend Alcoholic Beverage Control Board Meeting Time in Paris
Municipal Code

At the June Alcoholic Beverage Control Board meeting, the Alcoholic Beverage Control Board members requested that the meeting time be moved from 6:00 p.m. to 12:00 p.m. This ordinance presented reflects the change in the Paris Municipal Code.

ORDINANCE NO. 1299

AN ORDINANCE to Amend 2-201 of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that 2-201 of the Paris Municipal Code be amended as follows:

- A. That the second paragraph of 2-201 be amended by deleting the phrase “6:00 p.m.” and substituting therefore the phrase “12:00 p.m.”.

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 September 7, 2023.

Passed and adopted _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM #5
Resolution to Amend the COP Personnel Rules and Regulations by Updating Firefighter
Job Description Requirements (EMR & Response Time)

The following Resolution, presented for your consideration, contains the adjustments we discussed last month regarding additional qualifications for future Firefighters. As a reminder, Fire Chief Hinson requested that new firefighters live within a 30-minute drive time of station #1 and that they receive EMR (Emergency Medical Responder) state licensure within two years of their hire date.

RESOLUTION NO. 1686

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 force and effect; and,

WHEREAS, the City Manager of the City of Paris, Tennessee has recommended to the City Commission that said Personnel Rules and Regulations be amended as follows:

- A. By deleting the job description of Firefighter in its entirety and enacting the following the job description for Firefighter in Appendix B:

FIREFIGHTER

Nature of Work

This is skilled firefighting work in combating, extinguishing and preventing fire, in answering emergency calls, and in operating and maintaining Fire Department equipment, apparatus and quarters.

Work involves training and participating in firefighting and life rescue duties in the protection of life and property. A firefighter may be assigned to drive fire trucks to and from the scene of fires and emergencies and to operate pumps and other equipment as required. Work is often performed under emergency conditions which may require strenuous exertion under such handicaps as fire, heat, smoke, and cramped and hazardous surroundings. Although firefighting and rescue work are the most difficult and responsible areas of work, a significant portion of time is spent inspecting premises for fire hazards, in drilling and studying methods and techniques, in routine station duties, in the care and maintenance of fire department property and equipment, and in performing other related duties. Work is performed under supervision in accordance with explicit instructions and well-defined procedures; however, satisfactory performance of the work requires initiative and a thorough understanding of firefighting techniques, fire equipment operation, fire prevention codes and requirements, and rescue methods and techniques.

Illustrative Examples for Work

- Responds to fire alarms with a company or as a driver of a heavy-duty pumper or ladder truck; operates pumps, aerial ladders, and auxiliary equipment; lays and connects hoses; holds nozzles and directs fog or water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and other equipment.
- Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors; removes persons from danger; administers first aid, assesses emergency medical problems, and performs prescribed treatment as outlined and authorized under Tennessee Emergency Medical Responder guidelines; operates lifesaving equipment.
- Performs salvage operations; maintains and performs minor repair of equipment; inspects and maintains fire hydrants.
- Participates in fire drills and attends regular classes in firefighting, rescue, first aid, fire prevention, equipment care, and related subjects.
- Performs pre-fire survey; assists in the maintenance of records and preparation of reports.
- Performs related work as required.

Desirable Knowledges, Abilities, and Skills

- Knowledge of the location of streets, fire hydrants, and major buildings in the service area.
- Knowledge of modern firefighting and fire prevention principles and practices as well as elementary first aid techniques.
- Knowledge of the operating and mechanical principles involved in the operation of fire and rescue apparatus and equipment.
- Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.
- Ability to establish and maintain effective working relationships with other employees and the general public.

Essential Job Requirements:

General Physical Requirements

- Good physical condition and sufficient strength to do heavy lifting and carrying for extended periods, often under adverse weather conditions must be able to lift to 80 pounds on a regular basis. Must be able to perform repetitive duties using arms, hands, shoulders, and legs Must be able to stand or walk on all surfaces for extended periods of time.

Physical Activities

- Kneeling, Crouching, Climbing, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Acuity

- The worker is required to have visual and hearing acuity to determine the neatness and to make general observations of facilities of structures for safety of others.
- Must have visual acuity to operate motor vehicles.

Working Conditions

- Work is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold for long periods of time.

Desirable Training and Experience

Graduation from a standard high school or successful completion of GED; some experience or knowledge of elementary mechanics or the performance of work requiring manual skill and dexterity; or any equivalent combination of experience and training.

Successful candidates for the position of Firefighter must: 1) be at least 21 years old; 2) maintain a valid Tennessee Driver's License; 3) Reside within a 30-minute response time to Fire Station 1 within 12 months of hire. 4) attend and pass the State Fire Academy Recruit School and Pumper operator/driver Course; and 5) become a certified Firefighter II and obtain EMR (Emergency Medical Responder) state licensure within two years of appointment.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendments to the Personnel Rules and Regulations by:

- A. Enacting the following job description for the position of Firefighter in Appendix B.:

FIREFIGHTER

Nature of Work

This is skilled firefighting work in combating, extinguishing and preventing fire, in answering emergency calls, and in operating and maintaining Fire Department equipment, apparatus and quarters.

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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 7th day of September, 2023.

Mayor

Finance Director

ATTESTED:

NEW BUSINESS
AGENDA ITEM #6
Discussion of Volunteer Drive Sidewalk Noncompliance Issue

City Attorney James Smith will report on the background behind this issue and the options available to the City to remedy the noncompliance.

**STATUS OF VARIOUS PROJECTS
September 2023**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2024	The deed on house #1 was signed on August 1. Construction on house #2 is between 25 – 50% complete. We feel comfortable with the amount of money left in the grant to proceed with the third house to be rebuilt. Bids for construction of house #3 will be opened on August 11.
Back Alley Paris	Foster/Morris/ Ray	June 2024	We received an award in the amount of \$5,500. The planned project is being called Destination Paris. It has not yet been determined where this mural will be located but it is hoped that it will be in a visible place when coming into downtown from the north.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2024	Submitted final ROW plans to TDOT. Waiting on NTP to ROW. Added curb bump outs at Poplar and Washington to construction plan. Finalizing Preliminary Construction plans for submittal when NTP to Right of Way is received. Excess land process continues. Waiting on responses from historic and NAC agencies.
Rison St Bridge Replacement	Foster/Morris	Summer 2024	We received NTP with funded ROW. Staff are working to secure construction easements from 8 property owners. A2H has received comments back from TDOT on construction plans. They will revise plans and resubmit in August.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2024	Final Right of Way plans are at TDOT. Addressing comments from TDOT on the NEPA re-eval documents. Excess land process continues. Work has begun on Preliminary Construction Plans.
2021 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Fall 2025	NEPA document (SDC form) submitted to TDOT, addressing comments. Preliminary layout complete. Preliminary Grading undergoing final review. Design review scheduled for September 11.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2026	Working on the SDC form. Final survey has been received. TLM to begin work on preliminary layout. Environmental Boundaries Report has been completed and submitted to TDOT.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Hydraulic modeling continues. Survey has been ordered for the Brooks St. drainage improvements portion of this project.
Downtown Improvement Grant	Morris/Crouch/Foster	Summer 2023	Two additional projects have now been completed. We have an additional project moving forward who is still working on getting quotes.
Municipal Facilities Project	Foster	Dependent on Direction	Working on Fire Station schematic drawings with city's input. Working on redesign of Police building based off city's comments. Received survey and performed field verification. Sent survey markups to surveyor. Looking at combining city hall and police department in one building.

Notes from the City Manager:

- We currently have several employees out with COVID.
- Auditors have been on-site this week, so far everything has gone well.