

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**

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

PUBLIC HEARING

1.) Ordinance to Amend Paris Municipal Code with Regard to Trash and Other Nuisance Issues

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 – February 6, 2020

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: Tower of Excellence Presentation

OLD BUSINESS

1.) Ordinance to Amend Paris Municipal Code with Regard to Trash and Other Nuisance Issues: Kim Foster, City Manager

NEW BUSINESS

1.) Financial Update: Traci Shannon, Finance Director

2.) Appointments to Boards: None

3.) Resolution for Interlocal Agreement Regarding Fire and Rescue Automatic Aid:
Kim Foster, City Manager

Various Projects Updates: Kim Foster, City Manager

Adjournment

OLD BUSINESS
AGENDA ITEM NO. 1
Ordinance to Amend Paris Municipal Code with Regard to Trash and Other Nuisance
Issues

The Ordinance to amend Paris Municipal Code with regard to trash and other nuisance issues was adopted on first reading during the February 2020 meeting. 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. 1252

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 March 5, 2020.

Mayor

Finance Director

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

Narrative to January 2020 Operating Statement

Retail sales tax revenue was down slightly in December compared to December of last year. We are still running ahead fiscal year-to-date by .85%. Reflecting over the first half of the fiscal year, consumer spending remains strong compared to previous years.

Expenditures exceeded revenues in the General Fund for the month of January and we are also behind fiscal year-to-date. We had several out of the ordinary expenses during the month including vehicles for the Police Department, City Hall, and a new Sanitation truck. There was also a large expense for the Splash Pad in which we will receive reimbursement for from the grant. Also, January was one of the three pay period months that occur twice each year.

Property tax revenue has been rolling in as expected. February is the last month to collect the current 2019 property taxes. The 2018 unpaid taxes will be turned over to Chancery Court for collection around the middle of March.

Other Business:

New employees: None

Retired: One part-time (KPAC)

We issued fourteen business licenses in January:

New business: Quik Stop, JDM Blessings LLC, Too Much Turquoise, Vintage Quarterly, Harber Rock Goods LLC, Other Side of the Track A Osotta LLC, Emmalaik Designs, Arlo & Capri, Paris Nutrition, Sister Moon, Handheld LLC (Food Truck)

New owner: The Bowling Alley

Add'l location: Vogel Plumbing Inc (Contractor)

Minimal License Renewal: 1211 Frames

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

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>% Incr(Decr)</u>
JULY	\$754,841	\$748,999	\$791,918	\$787,901	\$802,267	1.82%
AUGUST	\$725,865	\$738,171	\$775,581	\$790,533	\$799,378	1.12%
SEPTEMBER	\$779,709	\$791,866	\$812,873	\$774,425	\$797,992	3.04%
OCTOBER	\$740,683	\$732,345	\$777,777	\$761,812	\$761,453	-0.05%
NOVEMBER	\$731,887	\$770,351	\$821,637	\$809,116	\$807,105	-0.25%
DECEMBER	\$940,460	\$999,663	\$927,868	\$960,027	\$957,286	-0.29%
JANUARY	\$626,709	\$674,764	\$689,391	\$665,013		
FEBRUARY	\$708,129	\$684,426	\$697,202	\$704,313		
MARCH	\$830,289	\$840,859	\$840,412	\$877,659		
APRIL	\$768,632	\$792,642	\$774,320	\$849,875		
MAY	\$762,746	\$796,500	\$840,600	\$863,697		
JUNE	\$839,825	\$871,656	\$849,365	\$873,145		
TOTAL	<u>\$9,209,776</u>	<u>\$9,442,243</u>	<u>\$9,598,946</u>	<u>\$9,717,515</u>	<u>\$4,925,480</u>	
Previous YTD % Increase/Decrease		2.52%	1.66%	1.24%	0.85%	

MONTHLY OPERATING STATEMENT
January 2020

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,490,000	144,540	807,024	54.16%
Local Option Sales Tax	4,800,000	395,022	2,792,223	58.17%
Wholesale Liquor / Beer	760,000	79,254	502,239	66.08%
Business Tax	370,000	14,875	46,580	12.59%
Fees & Licenses	162,500	2,344	89,206	54.90%
In Lieu Payments	882,750	91,215	459,947	52.10%
Grants	1,191,125	3,000	235,343	19.76%
State Shared taxes	1,450,000	116,253	899,823	62.06%
All Other	2,649,668	160,005	1,083,310	40.88%
Total General Fund Revenue	13,756,043	1,006,508	6,915,695	50.27%
Solid Waste Collection - BPU	1,230,000	101,037	714,002	58.05%
Solid Waste Disposal - Transfer	280,000	20,235	209,101	74.68%
Other Revenue	400	10	3,484	871.10%
Total Sanitation	1,510,400	121,283	926,587	61.35%
Gate Receipts - Brush & Debris	150,000	5,116	72,540	48.36%
County Share Operating Exp	38,500	17,328	17,328	45.01%
Gate Receipts - Tires	8,000	540	3,059	38.24%
Other Revenue	30,450	1	31,325	102.87%
Total Landfill	226,950	22,984	124,252	54.75%
Total Drug Fund	63,075	1,637	31,610	50.12%
TOTAL REVENUES	15,556,468	1,152,412	7,998,145	51.41%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(471,144)	(540,316)
Sanitation	(161,196)	(88,118)
Landfill	9,284	25,993
Drug Fund	(27,986)	(8,842)

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	237,540	63,839	165,684	69.75%
General Administration	420,135	57,377	248,106	59.05%
Economic Development	166,912	13,272	36,045	21.59%
Elections	0	0	0	#DIV/0!
Financial Administration	302,132	26,771	184,942	61.21%
City Hall Building	92,840	7,997	55,689	59.98%
Police Department	2,088,967	200,576	1,190,200	56.98%
Downtown Parking	1,000	7	206	20.56%
Emergency Communications	663,104	71,996	361,906	54.58%
Fire Department	1,710,753	180,798	968,876	56.63%
Building Inspection	93,046	7,880	55,530	59.68%
Street Maintenance	1,529,314	108,268	802,692	52.49%
State Street Aid	500,000	1,297	489,714	97.94%
Storm Water Management	76,405	5,008	33,808	44.25%
Street Lighting	82,200	26,220	67,590	82.23%
City Garage	343,926	35,722	199,470	58.00%
Cemetery Maintenance	61,124	822	25,110	41.08%
Health & Animal Control	164,145	17,617	96,329	58.69%
Civic Center	548,874	53,322	314,900	57.37%
Parks & Recreation	1,024,178	110,256	614,932	60.04%
Library	164,786	27,464	109,857	66.67%
Community Development	2,605,900	445,393	1,151,032	44.17%
Debt Service	871,882	15,750	283,393	32.50%
General Fund Expenditures	13,749,163	1,477,652	7,456,011	54.23%
Sanitation Collection	992,391	229,051	648,825	65.38%
Contractual Services	550,000	53,428	365,880	66.52%
Total Sanitation	1,542,391	282,478	1,014,705	65.79%
Total Landfill	217,879	13,700	98,259	45.10%
Total Drug Fund	94,600	29,622	40,452	42.76%
TOTAL EXPENDITURES	15,604,033	1,803,453	8,609,427	55.17%

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

None

NEW BUSINESS
AGENDA ITEM NO. 3
Resolution for Interlocal Agreement Regarding Fire and Rescue Automatic Aid

Presented for your consideration is a resolution which would put in place an interlocal agreement between the City of Paris and Henry County with regards to fire and rescue automatic aid. Included as an exhibit to this resolution is a Standard Operating Guideline which has been drafted by Henry Co. Emergency Management in cooperation with all of the agencies reference therein. Most of these guidelines are already in practice, but some improvements are being proposed that will result in better overall service to all of the citizens of Henry County. Police Chief Elizondo, Fire Chief Williams, and Ron Watkins, HC Emergency Management Director, will be present to answer any questions you may have.

RESOLUTION NO. 1640

WHEREAS, the Board of Commissioners of Henry County, Tennessee, by RESOLUTION NO 9-1-20 has proposed an Interlocal Agreement to provide a plan to offer automatic response of Fire, Rescue, and EMS Services to the residents of Henry County; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee wishes to enter into this Interlocal Agreement whereby the City of Paris, Tennessee renders aid as needed for fire-fighting, vehicle rescue, EMS, or related technical operational support services to the residents of Henry County; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee authorizes the Mayor, or the Mayor's designee, to enter into any agreements necessary to implement automatic response with regard to fire-fighting, rescue, EMS, or related technical support services pursuant to the Henry County Standard Operating Guidelines for Fire Service/Rescue Response Dispatch in all ESN areas of Henry County, including the municipalities of Paris, Puryear, Henry, and Cottage Grove.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee authorizes the Mayor, or the Mayor's designee, to enter into any agreements necessary to implement automatic response with regard to fire-fighting, rescue, EMS, or related technical support services pursuant to the Henry County Standard Operating Guidelines for Fire Service/Rescue Response Dispatch.

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 5th day of March, 2020.

Mayor

Finance Director

ATTESTED:

**HENRY COUNTY
STANDARD OPERATING GUIDELINE**

Fire Service/Rescue Response Dispatch

PURPOSE

To establish guidelines for dispatching emergency services for fire dept incident response in all ESN areas of Henry County including the municipalities of Paris, Puryear, Henry and Cottage Grove.

The intent of this SOG is to ensure appropriate man power and fire suppression and rescue equipment is dispatched to provide for responder safety, patient care, and scene safety when needed. This SOG is not intended to supersede any specific departmental SOG/SOP, but to enhance the standard of care for fire dept incident response within the unincorporated boundaries of Henry County and the municipalities therein to best utilize available emergency service units and equipment in the county for service.

Note 1: An assumption is made that any information received from a caller regarding an incident may alter the needed or not needed services dispatched. This SOG is intended for guidance only at the request of county emergency service providers.

Note 2: Most Fire/Rescue Departments in the county are all volunteer departments thus may not be available to respond for some calls for service due to the nature of an all-volunteer emergency service provider. It may be necessary for dispatchers to contact the next closest fire dept. for mutual aid for the quickest response.

Note 3: An assumption is made that a reasonable time to respond back to dispatch after being alerted for call of service is 3 minutes.

1. AVAILABLE EMERGENCY RESPONSE SERVICES

A. Law Enforcement Agencies include:

- Henry County Sheriff's Dept
- Paris Police Dept
- Puryear Police Dept
- Henry Police Dept
- McKenzie Police Dept
- TN Highway Patrol
- Paris Landing State Park Rangers
- TN Wildlife and Resource Agency Officers

B. EMS Agencies include:

- Henry County Emergency Medical Service
- McKenzie Emergency Medical Service

C. Fire Depts include: (Fire Suppression, Hazardous Materials, Scene Safety, Additional Man Power Needs)

- Como-Ore Springs Vol Fire
- Cottage Grove Vol Fire
- Henry Vol Fire
- Mansfield Vol Fire
- Oakland Vol Fire
- Paris Fire Dept (24 hr a day coverage)(Vehicle Rescue)

- Paris Landing Vol Fire (Vehicle Rescue)
- Puryear Vol Fire (Vehicle Rescue)
- Springville Vol Fire
- McKenzie Fire Dept

All Fire and Rescue Depts. of Henry County have agreed to provide automatic mutual aid response to areas outside their jurisdiction if requested.

- D. Rescue Depts: Paris-Henry County Rescue Squad is considered primary Vehicle Rescue Responder in all unincorporated areas of Henry County by Resolution of the *Henry County Board of Commissioners*. There will be times the Rescue Squad will not be available to respond due to the nature of an all-volunteer emergency service provider. In this instance, closest mutual aid extrication capable fire dept should be dispatched for services.

Fire/Rescue Depts with Extrication/Vehicle Rescue Capabilities and their jurisdictions include:

- Paris-Henry County Rescue Squad- All ESN's except 122, 123 (vehicle Rescue Equipped.)
 - City of Paris Fire Dept- ESN 123, ESN122 (First Aid, AED, Vehicle Rescue Equipped)
 - City of Puryear Vol Fire Dept- ESN 121 (Vehicle Rescue Equipped)
 - Paris Landing Vol Fire Dept- ESN 126 (First Aid, Vehicle Rescue Equipped)
- E. Public Works Depts includes Henry County Highway Dept, Paris Public Works, Puryear Public Works, Henry Public Works.
- F. Utilities include Paris Board of Public Utilities, Paris Henry County Natural Gas Utility, Northwest Water, Northeast Water, South Paris Water, and Springville Water
- G. Henry County Emergency Management Agency can provide assistance with scene management, specialized resources, act as state liaison to the Tennessee Emergency Management Agency and should be notified on reports of Hazardous Materials and chemical spills.

2. DISPATCH OF EMERGENCY SERVICES FOR FIRE INCIDENT RESPONSE

The following agencies and apparatus should be dispatched to the reported structure fire incident scenario:

- I. Report of Small Fires (Meaning Car Fire, Grass/Brush Fire, Residential Fire Alarms, report of unconfirmed fire, etc.)**
- ESN Fire Dept should be dispatched.
 - If the ESN Fire Dept does not answer the call, the next closest ESN Mutual Aid District FD should be dispatched. If next closest cannot answer, Paris Fire Dept should be dispatched to the incident. This will ensure the proper response for the needed services.
 - Law Enforcement
 - Any other specialized unit requested by the Incident Commander such as EMS, Rescue Squad, Closest Mutual Aid Fire Dept, Extrication capable Fire Dept, Emergency Management, Public Works and Utilities.
 - As initial responders arrive, additional services may be requested. Dispatcher should determine next closest mutual aid agencies if needed.

II. Reported Confirmed Structure Fire (Automatic Aid) Automatic Aid Provider Department should send at minimum: 1 Fire Tanker/Pumper with 2 Fire Fighters.

- a. ESN Fire Dept and Next Closest District Fire Dept as automatic aid. It is recommended for all commercial/industrial fires, Paris Fire Dept be dispatched initially as automatic aid.
 - If the ESN Fire Dept does not answer the call, the next closest ESN Mutual Aid District FD should be dispatched. Paris Fire Dept should be dispatched as automatic aid to the next closest Fire Dept to the incident. This will ensure the proper initial response for the needed services.
- b. Law Enforcement
- c. EMS – Ambulance
- d. Rescue Squad for Support Services
- e. Any other specialized unit requested by the Incident Commander such as Additional Fire Dept, Fire Dept with Aerial Ladder Truck (Paris and Paris Landing), Emergency Management, Utilities, or public works.

3. Vehicle Accidents

For a report of vehicle accidents with entrapment within the following ESN's, Dispatch the ESN Fire Dept and the Henry County Rescue Squad as automatic aid.

- **City of Paris Fire Dept- ESN 123, ESN122** (First Aid, AED, Vehicle Rescue Equipped)
- **City of Puryear Vol Fire Dept- ESN 121** (Vehicle Rescue Equipped)
- **Paris Landing Vol Fire Dept- ESN 126** (First Aid, Vehicle Rescue Equipped)

For all other ESN's dispatch the Paris Henry County Rescue Squad, the ESN Fire Dept and the Paris Fire Dept as automatic aid.

4. Hazardous Materials Response

For a report of Hazardous Chemicals at an incident scene, the ESN Fire Dept should be dispatched and the Emergency Management Director should be notified.

If ESN Fire Dept is not available to answer the call, the Paris Fire Dept should be dispatched to report of Hazardous Materials. Calls for Carbon Monoxide incidents should be handled by ESN Fire Dept.

Signature Page:

Signature by the Agency Head/Dept Supervisor represents agency support of this SOG and commits to abide by its guidance for emergency response dispatch of calls for Fire/Rescue response within Henry County and its municipalities. This SOG may be amended with approval of County Fire Depts, EMS, Paris Police Dispatch Supervisor, Henry County Sheriffs Dept Dispatch Supervisor, Paris Police Chief, and the Sheriff.

Dispatch Services:

Paris Police Chief _____ **Date** _____

**Paris Police/Henry Co 911 Dispatch
Supervisor**

_____ **Date** _____

Henry County Sheriff _____ **Date** _____

**Henry County Sheriff
Dispatch Supervisor** _____ **Date** _____

**STATUS OF VARIOUS PROJECTS
March 2020**

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
HOME Grant	Morris/Foster	2022 (if awarded)	We have officially closed out our 2015-2016 HOME Grant! We were able to assist seven home owners with improvements that made their homes more livable. Last week we submitted an application for the 2020 round of HOME grants in the amount of \$500,000. The NWTDD will again be the administrator if we are awarded. Award announcements should be in May.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2020	Dan Knowles has been diligently working on the panels which feature E.W. Grove and his contributions to Paris and Henry County.
TN ECD Façade Grant	Foster/Morris	Spring 2020	The three alternate projects have been approved by TECD. We are still waiting on one property owner to submit the required three bids per project. The other two projects have been submitted to TECD for bid approval.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2021	TLM has completed preliminary design. Final SDC document (streamlined document checklist) for NEPA was submitted to TDOT in January and comments were received back from them on February 20. TLM is addressing the comments and anticipate resubmitting to TDOT in early March. We will be holding an informational meeting for the public at 5:30 on March 24 in the City Hall meeting room.
2018 LPRF Grant for Splash pad	Foster/Lawrence/ Morris	May 2020	The masonry work on the bathroom building is complete. The trusses for the roof are in and construction on the roof will start when the weather allows. The underground water tank was installed and plumbed-in last week. BPU has completed the installation of the 3 phase power to the project.
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	Sign options are still being evaluated. 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 this summer.
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 this summer.
TDOT Traffic Signal Modernization Program Grant	Foster/Morris	Undetermined	Still no word from TDOT on the status of this grant. We have contacted them to see if we can get an update.