

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



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

**BOARD OF COMMISSIONERS MEETING MINUTES
CITY OF PARIS, TENNESSEE
July 2, 2020
5:00 P.M.**

The Public Hearing was called to order at 5:00 p.m. by Mayor Gerrell. The Public Hearing was held for the purpose of a Rezoning Request for Hwy 69A from M1 to R2.

There were no further comments and the Public Hearing was duly closed.

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5 p.m. on Thursday, July 2, 2020 in the Paris City Hall Courtroom.

The Meeting was called to order by Mayor Gerrell with the following roll call:

Present: Mayor Carlton Gerrell
Vice Mayor Jackie Jones
Commissioner Gayle Griffith
Commissioner Sam Tharpe
Commissioner Terry Fuller

Also Present: City Attorney Fred McLean
City Manager Kim Foster
Finance Director Traci Shannon
Administrative Assistant M.J. Stancook
Community Development Director Jennifer Morris
Police Chief Chuck Elizondo
Assistant Police Chief Ricky Watson

Media: Shelby Frye, Paris Post Intelligencer

Commissioner Fuller led the meeting with the Pledge of Allegiance followed by a prayer led by Vice Mayor Jones.

APPROVAL OF MINUTES: Regular Meeting Minutes – June 4, 2020 and Special Called Meeting Minutes – June 23, 2020.

DISCUSSION: None

ACTION: Commissioner Tharpe made a motion, seconded by Commissioner Griffith to approve the minutes as presented.

VOTE: Unanimous

COMMENTS FROM CITIZENS: No comments.

COMMENTS FROM THE COMMISSION: No comments.

SERVICE RESOLUTIONS AND PROCLAMATIONS: City Manager Kim Foster introduced the new Assistant Chief of Police, Ricky Watson.

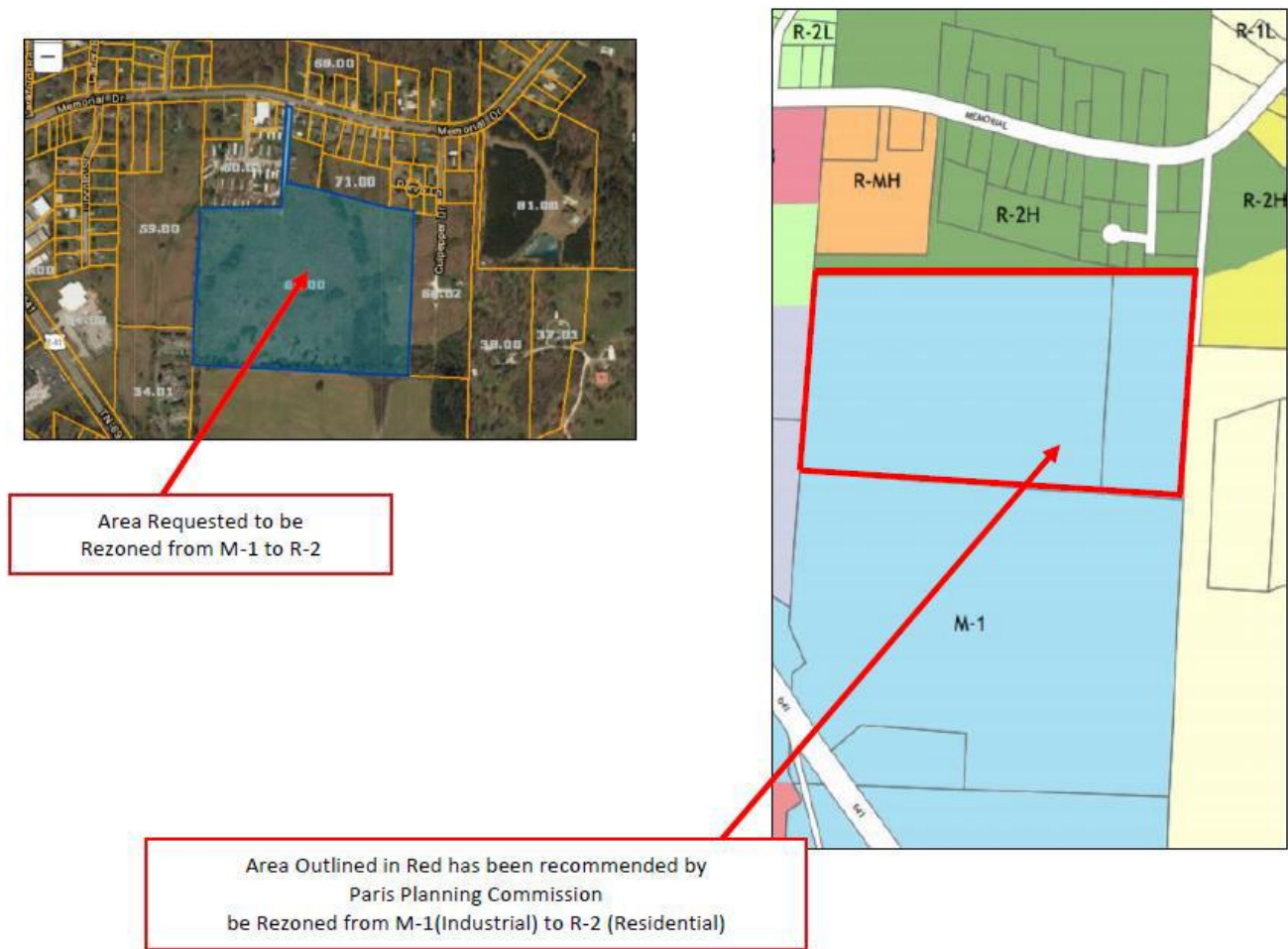
Mayor Gerrell recognized and commended City Manager Kim Foster for organizing the selection process for the new Assistant Chief of Police.

OLD BUSINESS AGENDA ITEM NO. 1: Rezoning Request for Hwy 69A from M-1 to R2

DISCUSSION: It was recommended by the Planning Commission to approve the rezoning request. Additionally, the Planning Commission recommended the rezoning of the parcel adjacent and to the east to R-2H as well.

ACTION: Motion made by Vice Mayor Jones, seconded by Commissioner Griffith to approve (on first reading) the rezoning request for Hwy 69A to be rezoned from M1 to R2.

VOTE: Unanimous



NEW BUSINESS AGENDA ITEM NO.1: Financial Update

Narrative to May 2020 Operating Statement

Finance Director Traci Shannon announce that Local Option Sales Tax reflected a rise in spending during the month of April. Our retail sales tax revenue showed an increase of 1.82% compared to April of last year. We are also ahead fiscal year-to-date by 1.15%.

As predicted, our General Fund expenditures exceeded revenues in the month of May. Other than the principal payments on debt service, we also had several other large expenses. Some of those expenses included \$28K for Firefighter gear, \$21K for hydraulic doors at Public Works, and \$105K for Splash Pad equipment (which will be reimbursed by the grant).

The General Fund is considerably ahead fiscal year-to-date. Our expenses are still running below the amount budgeted. If we are able to keep that up in June, we will have more to add to fund balance.

Other Business:

New Employees: 8 part-time employees (Parks & Rec), 1 full-time employee (Public Works)

Resignation: None

We issued seven business licenses in May:

New Business: West Wood Market, First Folio, Wood's Glamourous Ridez, Ward's Wholesale, Whaley Asset Management, Lakeway Energy & Nutrition

Renewal: Danny Tucker Locksmith

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

	FY2016	FY2017	FY2018	FY2019	FY2020	% Incr(Decr)
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	\$713,906	7.35%
FEBRUARY	\$708,129	\$684,426	\$697,202	\$704,313	\$727,380	3.28%
MARCH	\$830,289	\$840,859	\$840,412	\$877,659	\$840,175	-4.27%
APRIL	\$768,632	\$792,642	\$774,320	\$849,875	\$865,360	1.82%
MAY	\$762,746	\$796,500	\$840,600	\$863,697		
JUNE	\$839,825	\$871,656	\$849,365	\$873,145		
TOTAL	\$9,209,776	\$9,442,243	\$9,598,946	\$9,717,515	\$8,072,302	

Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	1.15%
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**MONTHLY OPERATING STATEMENT
May 2020**

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,470,000	42,851	1,471,968	100.13%
Local Option Sales Tax	4,800,000	411,208	4,377,367	91.20%
Wholesale Liquor / Beer	760,000	81,577	765,643	100.74%
Business Tax	370,000	111,780	210,351	56.85%
Fees & Licenses	162,500	34,445	160,003	98.46%
In Lieu Payments	882,750	59,986	731,121	82.82%
Grants	878,051	10,885	653,416	74.42%
State Shared taxes	1,450,000	121,132	1,440,495	99.34%
All Other	2,576,168	160,910	2,390,065	92.78%
Total General Fund Revenue	13,349,469	1,034,774	12,200,429	91.39%
Solid Waste Collection - BPU	1,230,000	114,383	1,135,999	92.36%
Solid Waste Disposal - Transfer	280,000	30,354	340,980	121.78%
Other Revenue	400	61	3,802	950.52%
Total Sanitation	1,510,400	144,798	1,480,781	98.04%
Gate Receipts - Brush & Debris	150,000	14,570	110,143	73.43%

County Share Operating Exp	38,500	0	17,328	45.01%
Gate Receipts - Tires	8,000	211	3,639	45.48%
Other Revenue	30,450	105	31,551	103.61%
Total Landfill	226,950	14,886	162,661	71.67%
Total Drug Fund	63,075	1,051	42,856	67.94%
TOTAL REVENUES	15,149,894	1,195,508	13,886,727	91.66%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	246,540	19,089	236,448	95.91%
General Administration	402,135	26,156	351,153	87.32%
Economic Development	93,412	8,970	71,863	76.93%
Elections	0	0	0	#DIV/0!
Financial Administration	302,132	35,895	278,494	92.18%
City Hall Building	92,840	6,441	81,108	87.36%
Police Department	2,088,967	134,145	1,792,907	85.83%
Downtown Parking	1,000	6	162	16.22%
Emergency Communications	663,104	49,520	569,012	85.81%
Fire Department	1,710,753	163,161	1,527,246	89.27%
Building Inspection	93,046	8,228	80,677	86.71%
Street Maintenance	1,529,314	129,619	1,205,541	78.83%
State Street Aid	500,000	2,329	496,080	99.22%
Storm Water Management	76,405	3,643	55,547	72.70%
Street Lighting	102,200	4,142	87,831	85.94%
City Garage	343,926	18,482	284,483	82.72%
Cemetery Maintenance	61,124	8,048	41,802	68.39%
Health & Animal Control	164,145	11,027	139,661	85.08%
Civic Center	548,874	40,046	443,946	80.88%
Parks & Recreation	1,024,178	58,116	860,019	83.97%
Library	164,786	27,464	164,786	100.00%
Community Development	2,066,500	189,657	1,542,624	74.65%
Debt Service	871,882	368,871	835,788	95.86%
General Fund Expenditures	13,147,263	1,313,055	11,147,177	84.79%
Sanitation Collection	992,391	72,836	890,635	89.75%
Contractual Services	550,000	55,983	584,376	106.25%
Total Sanitation	1,542,391	128,819	1,475,011	95.63%
Total Landfill	217,879	16,433	136,672	62.73%
Total Drug Fund	94,600	461	60,220	63.66%
TOTAL EXPENDITURES	15,002,133	1,458,768	12,819,080	85.45%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(278,281)	1,053,252
Sanitation	15,979	5,770
Landfill	(1,548)	25,989
Drug Fund	590	(17,364)

Finance Director Traci Shannon asked the board members for guidance with regard to how they wish for her to report business licenses. Mayor Gerrell suggested the report be broken down in categories such as a new business, change in ownership, etc. After a brief discussion, it was decided that moving forward Ms. Shannon would not include minimal license renewals in the report.

NEW BUSINESS AGENDA ITEM NO. 2: Appointments to Boards: There were no appointments for the month of July, 2020.

NEW BUSINESS AGENDA ITEM NO. 3: Request to Acquire Undeveloped Right of Way on Lankford Road

DISCUSSION: City Manager Kim Foster stated that Ms. Elizabeth Campbell contacted the City and made a request to acquire undeveloped right of way on Lankford Road. Staff recommended the request be sent to the Planning Commission for a recommendation.

ACTION: Motion made by Commissioner Fuller, seconded by Vice Mayor Jones to forward the request to the Planning Commission for a recommendation.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 4: Request to Rezone Property at 203 E. Blythe Street from R-3-H to TRB

DISCUSSION: City Manager Kim Foster stated the request was submitted to rezone property located at 203 E. Blythe Street from R-3-H to TRB.

Mr. Weatherford has purchased the property and will be demolishing the existing, dilapidated structure that is currently creating issues for the surrounding properties due to rodents, wild animals, etc. Mr. Weatherford's intentions are to utilize the property for parking vehicles from his business across the street during working hours.

ACTION: Motion made by Commissioner Fuller, seconded by Commissioner Griffith to forward the request to the Planning Commission for a recommendation.

VOTE: Unanimous

STATUS OF VARIOUS PROJECTS
June 2020

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
HOME Grant	Morris/Foster	2022 (if awarded)	We were the only entity in NW TN awarded this grant in this round and we were awarded \$500,000! The NWTDD will again be the administrator. The major difference in this round and the last one we administered is that this time if a qualified applicant's home requires more in repairs than it's worth the grant allows for teardown and rebuild. We will follow the same process as last time to select recipients.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2020	There was a ribbon cutting on June 10 for the north alley project featuring E.W. Grove. The next grant will focus on art work on the back of the Commercial Bank building in the east alley. This location was chosen because of its high visibility and proximity to the mural depicting the evolution of electricity in our community.
TN ECD Façade Grant	Foster/Morris	Spring 2020	COMPLETE! We got within just a little over \$500 of spending every penny. Jennifer is closing out the project this week.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2021	We have received some comments on preliminary design submission from TDOT and are addressing those. Continuing to work on utility coordination, title opinions and surveying. The SWPP plan has been completed and submitted to TDOT.
2018 LPRF Grant for Splash pad	Foster/Lawrence/Morris	May 2020	Great Southern has completed the majority of their portion of the project and have left the site. They will return when everything is ready to be turned on. NSite has been working the past couple of weeks. They have poured the footers for the pavilions and those are starting to go up. They have also poured the footers for the shade sails. This week they will be pouring the bases for the electrical poles as weather permits.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Undetermined	NEPA process continues. We are still waiting on a response from the Native American Council. Staff met with TLM on June 2 where we surveyed all intersections and finalized the project scope.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	The NEPA process continues. We are still waiting on NAC approval to complete the initial NEPA steps. Deadline for NAC response is 7/03/20.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster/Morris/Lawrence	Spring 2020	A sign design has been selected. We are working with a local sign company to see if they can create what we have envisioned. 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)	Although TLM wrote our grant and has been helping us through the process, we still need to formally select an engineer / consultant. An ad was written and submitted to TDOT on June 22. We will take RFQs until July 7.

City Manager gave the following additional updates with regard to Status of Various Projects:

- HOME Grant was awarded again this year allowing for tear down and rebuild. The NWTN Development District will again administer the grant. Commissioner Fuller inquired if we would be looking at the applicants from the last time and if there is a target area. Ms. Foster commented yes, if they reapply. The same selection process will be used as it was with the last HOME Grant. The target area was laid out in the grant itself. Vice Mayor Jones inquired as to how citizens are made aware of the opportunity to apply. Ms. Foster stated it would be advertised. Mayor Gerrell inquired as to when the selection will begin. The selection will be held after the check presentation by THDA.

City Manager Kim Foster also gave an update with regard to the July 2, 2020 Governor's Call with regard to COVID-19.

Motion to Adjourn: Commissioner Tharpe made a motion, seconded by Commissioner Fuller to adjourn at 5:34 p.m.

Mayor

Finance Director