

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



JACKIE JONES, VICE MAYOR
GAYLE GRIFFITH, COMMISSIONER
SAM THARPE, COMMISSIONER
JOHN ETHERIDGE, COMMISSIONER

**BOARD OF COMMISSIONERS MEETING MINUTES
CITY OF PARIS, TENNESSEE
January 7, 2021
5:00 P.M.**

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5 p.m. on Thursday, January 7, 2021 in the Paris City Hall Courtroom.

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

- Present:** Mayor Carlton Gerrell
Vice Mayor Jones Jackie Jones
Commissioner Gayle Griffith
Commissioner Sam Tharpe
Commissioner John Etheridge
- Also Present:** City Attorney Fred McLean
City Manager Kim Foster
Finance Director Traci Shannon
Administrative Assistant M.J. Stancook
Community Development Director Jennifer Morris
Building Inspector Lowell Schrader
Chief Ricky Watson
Fire Chief Michael Williams
- Media:** Ken Walker, Paris Post Intelligencer

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

APPROVAL OF MINUTES: December 3, 2020 Regular Meeting Minutes

DISCUSSION: None

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

VOTE: Unanimous

COMMENTS FROM CITIZENS: Stephen Fall who resides at 361 Mockingbird Lane introduced himself to the Board of Commissioners. Mr. Fall moved to Paris three years ago and since being a resident has attended the Citizen's Academy, Citizen's Police Academy and Leadership Henry County. Mr. Fall stated that he has been attending the meetings as well as the 911 meetings to get used to his new home and learn the people of Paris, Tennessee.

Dan Jackson, business owner in Paris, Tennessee addressed the board regarding the problem that he is having with homeless people at his various business locations.

COMMENTS FROM THE COMMISSION: Mayor Gerrell addressed the homeless issue. Sherriff Fry spoke briefly regarding the issue and mentioned Set Free Ministries is in the process opening a Men's Home. Once this home is up and going, he hopes this will alleviate some of the problem.

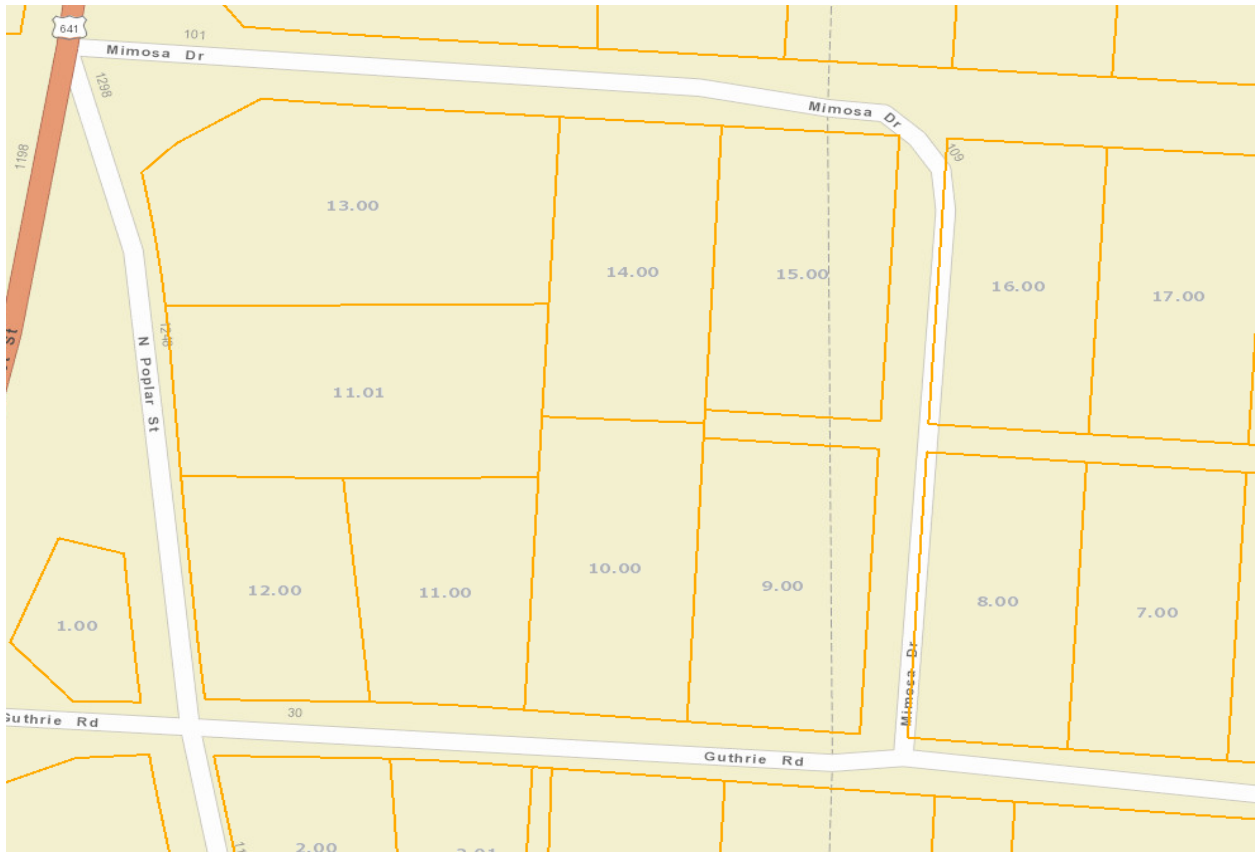
SERVICE RESOLUTIONS AND PROCLAMATIONS: Recognition of Chief Elizondo's retirement and of new Police Chief Ricky Watson

OLD BUSINESS AGENDA ITEM NO. 1: Request to Acquire Portion of Undeveloped Alley

DISCUSSION: City Manager Kim Foster stated Mr. Paul Harber has requested the City convey the undeveloped alley located between Guthrie Road and Mimosa Drive to him so that he can divide the two parcels into three for further residential development. Below is a map of the location. The request was referred to the Planning Commission in the December meeting for their recommendation. The Planning Commission recommended the property be conveyed to Mr. Harber.

ACTION: Motion made by Vice Mayor Jones, seconded by Commissioner Tharpe to approve the request to convey the undeveloped alley to Mr. Harber.

VOTE: Unanimous



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

Narrative to December 2020 Operating Statement

Our retail sales tax revenue was up for the seventh month in a row. The month of October reflected an unbelievable 14.75% increase. We are now ahead 10.88% for our fiscal year-to-date.

General Fund revenues were ahead of expenditures for the month of November and we are now ahead fiscal year-to-date. Property tax revenue is finally rolling in and our sales tax revenue continues to increase. We did have a few large expenses in November which included \$100K for three new patrol vehicles, \$15K for repair of the track-loader, and \$29K for our annual audit.

Sanitation and Landfill revenues are also ahead for our fiscal year-to-date.

Other Business:

- New employees:** One part-time (Civic Center Maintenance)
- Resignation:** None

We issued seen business licenses in November:

- New Business (3):** La Tour Salon, The Shop on Wood Street, Wild Willow Boutique
- New Owner & Location:** Sally Lane's Candy Farm
- New Owner:** Take Me Back Restaurant LLC
- Name Change:** New Cingular Wireless (AT&T Mobility)
- Add'l Location:** Wicked Kolors LLC (Contractor from Clarksville)

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

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>% Incr(Decr)</u>
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	12.05%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	5.52%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	11.39%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733	14.75%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105		
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286		
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906		
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360		
MAY	\$796,500	\$840,600	\$863,697	\$949,140		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861		
TOTAL	\$9,442,243	\$9,598,946	\$9,717,515	\$9,988,303	\$3,505,174	
 Previous YTD % Increase/Decrease	 2.52%	 1.66%	 1.24%	 2.79%	 10.88%	

**MONTHLY OPERATING STATEMENT
November 2020**

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	226,034	259,766	17.68%
Local Option Sales Tax	4,550,000	435,066	2,225,661	48.92%
Wholesale Liquor / Beer	790,000	69,699	403,830	51.12%
Business Tax	360,000	10,507	79,175	21.99%
Fees & Licenses	162,500	38,195	76,877	47.31%
In Lieu Payments	876,250	88,649	299,377	34.17%

Grants	1,779,475	248,895	679,736	38.20%
State Shared taxes	1,366,000	121,963	660,286	48.34%
All Other	4,898,664	103,554	783,047	15.98%
Total General Fund Revenue	16,251,889	1,342,562	5,467,755	33.64%
Solid Waste Collection - BPU	1,225,000	209,732.91	521,323	42.56%
Solid Waste Disposal - Transfer	350,000	38,622	172,518	49.29%
Other Revenue	400	4	144	36.03%
Total Sanitation	1,575,400	248,359	693,985	44.05%
Gate Receipts - Brush & Debris	120,000	20,397	70,394	58.66%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	12,000	461	872	7.27%
Other Revenue	30,450	190	30,799	101.14%
Total Landfill	197,450	21,049	102,065	51.69%
Total Drug Fund	68,050	1,530	26,856	39.47%
TOTAL REVENUES	18,092,789	1,613,500	6,290,661	34.77%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	392	49,458	18.05%
General Administration	371,814	28,954	149,140	40.11%
Economic Development	124,264	9,779	48,284	38.86%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	48,181	144,834	47.99%
City Hall Building	94,689	7,027	39,958	42.20%
Police Department	2,331,078	250,152	911,834	39.12%
Emergency Communications	709,474	55,728	258,634	36.45%
Fire Department	1,671,837	134,628	671,264	40.15%
Building Inspection	91,502	5,568	36,981	40.42%
Street Maintenance	1,598,399	89,831	579,871	36.28%
State Street Aid	500,000	2,546	456,475	91.29%
Storm Water Management	71,587	6,557	22,450	31.36%
Street Lighting	102,000	4,237	27,783	27.24%
City Garage	278,963	19,017	115,387	41.36%
Cemetery Maintenance	61,124	548	34,240	56.02%
Health & Animal Control	165,976	12,199	70,003	42.18%
Civic Center	544,297	37,554	183,685	33.75%
Parks & Recreation	997,395	65,484	360,502	36.14%
Library	166,487	27,748	83,243	50.00%
Community Development	5,385,400	15,886	893,521	16.59%
Debt Service	823,546	18,651	176,914	21.48%
General Fund Expenditures	16,670,147	840,666	5,314,462	31.88%

Sanitation Collection	873,671	56,250	351,614	40.25%
Contractual Services	630,000	47,887	259,337	41.16%
Total Sanitation	1,503,671	104,137	610,950	40.63%
Total Landfill	175,284	24,267	74,764	42.65%
Total Drug Fund	100,900	1,843	18,081	17.92%
TOTAL EXPENDITURES	18,450,002	970,913	6,018,258	32.62%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	501,897	153,293
Sanitation	144,222	83,035
Landfill	(3,218)	27,301
Drug Fund	(313)	8,775

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

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Planning Commission/Board of Zoning Appeals (3 year term) (Mayoral appt./Exception: Commission appoints one Commissioner	Charlie West	Tara Wilson	August 6, 2021	August 6, 2021
Planning Commission/Board of Zoning Appeals (3 year term) (Mayoral appt./Exception: Commission appoints one Commissioner	Carlton Gerrell	John Etheridge	August 2023	August 2023

Alcoholic Beverage Control Board (3 year term) (Mayor w/Commission Approval)	Tara Wilson	James Matthew White	July 18, 2023	July 18, 2023
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DISCUSSION: Mayor Gerrell announced the above changes to the Planning Commission Board as well as the Alcoholic Beverage Control Board

ACTION: Motion made by Commissioner Tharpe, seconded by Commissioner Etheridge to approve the above appointments to boards.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 3: Audit Presentation

DISCUSSION: Matt Wood, CPA of Alexander, Thompson Arnold, gave a brief audit presentation. Mr. Wood stated the City of Paris had a clean audit opinion. Mr. Wood stated that there were no internal control findings in the current year.

Mr. Wood went over a few highlights of the audit. The total debt obligation for the City of Paris financial statement shows an increase of \$7.4M, only \$212K of that increase actually belonged to city hall with the remainder being related to a project of BPU.

The total net position for City of Paris increased by 4.75M with a portion of the increase belonging to BPU. To be specific to the governmental activity to exclude BPU, the net position increase is around \$2M. The unrestricted net position of the increase is approximately \$700K from previous year.

Revenues and other financing sources in the General Fund increased by \$1.29M. with \$937K of that amount being due to proceeds from the Splash Pad Bond that was taken out for 2020 fiscal year. Tax revenue increased \$354K in the current year.

Mr. Wood stated that it is difficult to compare city to city, he tries to create a few numbers throughout the financial statement that is comparable across the board. The unassigned fund balance of the General Fund is money spent and budgeted for, with no restriction and can be used in the coming year. The balance for this year is \$4.57M for the General Fund. Mr. Wood added that the percentage this year was nearly 35% with a healthy percentage considered to be 25%. The percentage quoted to the board last year was 26.3%. Mr. Wood stated it has been a great year across the board which shows growth from one year to the next.

There were significant additions in Capital Assets of nearly \$1.9M, with half of that being related to some recreation including the splash pad. The biggest change this year from last year is the city's involvement in the TCRS pension plan. The liability last year was around \$91K, this year the balance is an asset of \$776K. As this remains an asset, it will allow the city to save money in other ways by reducing retirement contributions without reducing the benefits. Mr. Wood said the city should not be negatively affected by pension for the next several years into the future.

The state now requires a page that shows every long term debt issued by the city. The City of Paris is down to just over \$5M in long term debt as of June 30, 2020. The state also requires a water loss schedule to be presented to the State of Tennessee. The number for City of Paris is 85 out of 100 for water loss, which is a great number. Mr. Wood added that any number over 75 is passing.

The city received over \$452K of state awards and \$245K of federal grant awards this year.

Mr. Wood ended by saying that the City of Paris had a very good year financially.

ACTION: No action required.

VOTE: N/A

NEW BUSINESS AGENDA ITEM NO. 4: Ordinance to Delete Title 13, Chapter 1 of the Paris Municipal Code (First Reading)

DISCUSSION: An ordinance was presented to delete Title 13, Chapter 1 of the Paris Municipal Code which refers to the enabling legislation that authorizes creation of Paris Board of Public Utilities. Ms. Foster stated that this is merely a housekeeping measure to clean up our Municipal Code from any references to the City's control of what is now known as Paris Utility Authority.

ACTION: Motion made by Commissioner Tharpe, seconded by Commissioner Etheridge to pass on first reading the approval to remove Title 13, Chapter one from the Paris Municipal Code.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 5: Request to Write-Off Delinquent Property Tax

DISCUSSION: Finance Director Traci Shannon provided the following list of uncollectible Personal Property taxes ordered by Chancery Court on 9-21-2020 to be dismissed.

Personal Property Tax Dismissals per Chancery Court 9-21-20

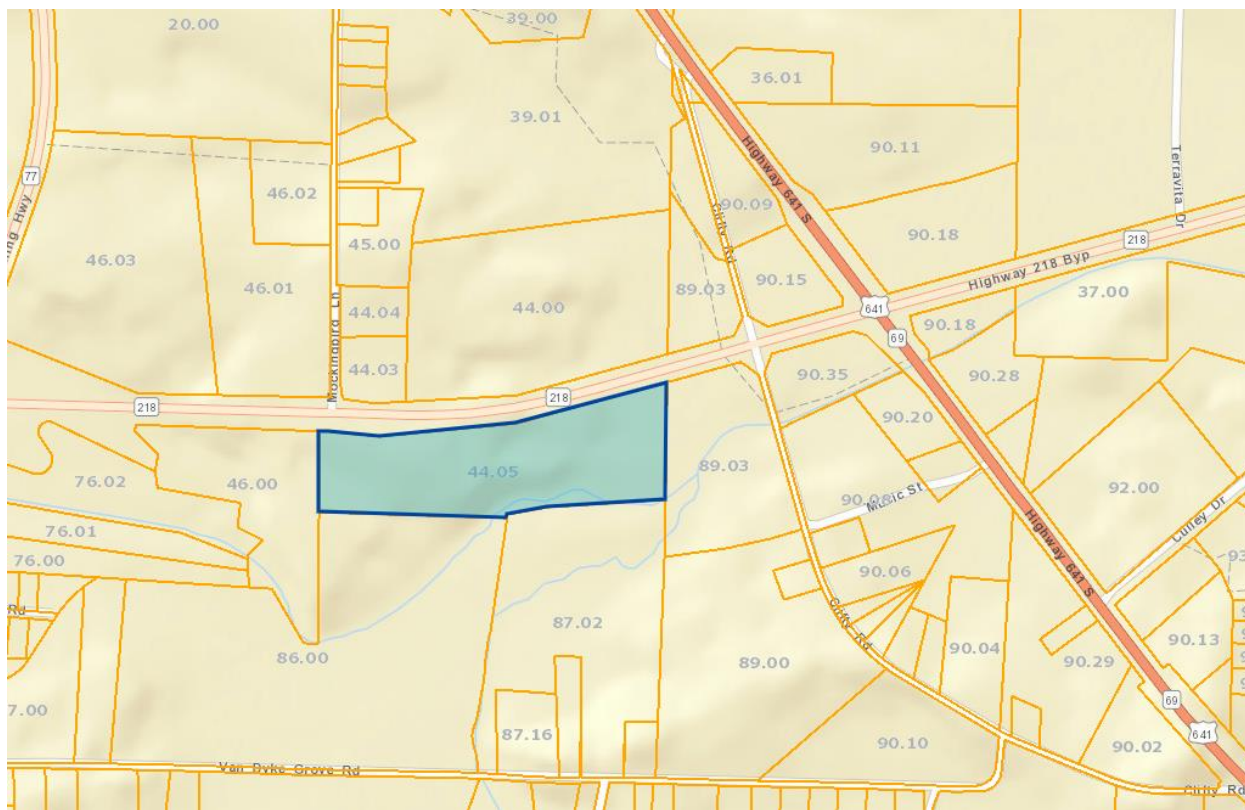
Map/Parcel	Business Name	Amount
106B-999-791.01-P	Haynes Medical Clinic	5.00
095H-A-095H-020.00-P	Ultimate Concepts	5.00
094A-B-094A-002.00-P	Barton Family Health Clinic	69.00
106-106-032.01-P	Splattered Ink & Tattoos	27.00
117-999-853.00-P	Scott Tire Co	97.00
094-999-283.01-P	Nails By Misty	1.00
106A-A-106A-010.00-P	Simply Detail	2.00
116-999-109.02-P	St John Security Systems	20.00
999-999-698.01-P	Mac Toddy's Barber Shop	32.00
106O-B-106O-024.00-P	Perkins Transport	102.00
	Total	360.00

ACTION: Motion made by Commissioner Tharpe, seconded by Commissioner Griffith to approve the above list of personal property taxes be dismissed.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 6: Ordinance to Rezone County Owned Property Located on Hwy 218 By-Pass

DISCUSSION: Community Development Director Jennifer Morris stated that Henry County owns a 20 acre tract of property located on the south side of Highway 218 between Highway 77 and Highway 641 South, more



specifically it is across from Mockingbird Lane. Currently this property is under review by the Paris Henry County Industrial Committee for marketing to prospects. In reviewing the property it was determined that it is zoned B-1 Highway Commercial. For this to be developed by any company or developer for any industrial/manufacturing type use it should be studied to determine which industrial zone would best fit this parcel.

Staff recommended the ordinance be sent to the Planning Commission for recommendation.

ACTION: Motion made by Commissioner Etheridge, seconded by Vice Mayor Jones to pass by caption on first reading and refer to the Planning Commission for recommendation.

VOTE: Unanimous

STATUS OF VARIOUS PROJECTS
January 2021

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2022	We have received our executed contract and are now in the NEPA phase. This phase will take at least six months.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2021	The theme for this project is “celebrate Paris” and Dan Knowles is working on a prototype. We are hoping to locate this mural on the back of the Commercial Bank building so it is very visible from E. Wood St. Kathy Ray is in negotiations with the bank.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	Preliminary acquisition notices were sent to property owners in Dec. We will be contacting the property owners during the month of January to try to finalize right-of-way acquisition. Utility Coordination package submitted to TDOT and approved. TLM has begun work on final Construction Drawings. Final Construction Drawings 90% complete.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Spring 2022	Final NEPA document was sent to TDOT in August, we are still waiting on their approval. TLM continues to work on preliminary layout. TLM has also begun coordination with TDOT on Wood Street intersections that will be reworked by TDOT as part of TDOT paving project.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	The final NEPA document with all requested edits was submitted to TDOT mid-November. We are still waiting for their final approval and NTP.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster/Morris/ Lawrence	Fall 2020	The sign pole has been capped and looks fantastic! Based on our application we have completed the project but because we came in quite a bit under the anticipated budget we are trying to get TECD to allow us to use the extra money to purchase some benches or garbage cans.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Spring 2022	TDOT is still considering an abbreviated NEPA document instead of a full review since a full review was done on the project area for the STBG project. They have had all documentation since August, we are still waiting on word from them. Preliminary design has begun. TLM coordinating with TDOT paving project with regards to intersection of Wood and Market.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021 (if awarded)	We were awarded this grant! We are waiting to receive the contract. Representative from BCBS should be on-site to review location and site prep needs soon. They are hoping to begin construction in March.
2020 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2023 (if awarded)	Grant application was submitted, award announcements will probably not come until summer of 2021.
Drainage Improvements	Foster/Morris/ Schrader	Ongoing	Patrick Smith, P.E., will be submitting recommendations of appropriate changes to our development standards & subdivision regs. He is also working on a drainage project to be submitted for a CDBG grant. Deadline for application is Feb. 2021. NWTDD will be the grant administrator. We can apply for up to \$420,000 and our match will only be 10%.

City Manager Kim Foster added that TDOT requested a few more edits on the Rison Street Bridge Replacement Project. The edits have been completed and resubmitted this week. Ms. Foster hopes a Notice to Proceed will be received in a couple of weeks.

Mayor Gerrell requested to see final construction drawings from TLM at the meeting next month with regard to the TA Grant for Sidewalks along Wilson and Patriot.

Ms. Foster discussed the following with the board:

Police Department restructure request. Chief Watson requested to add the position of Assistant Chief. Ms. Foster stated that she is very much in favor of the request. The position of Captain will not be refilled in the Investigations Department. There is not financial impact to the personnel budget by adding this position. Chief Watson would like to have the Assistant Chief in place if the board is in favor to help him in the hiring process of the new officer.

Vice Mayor Jones stated that it looks like Chief Watson has put a lot of thought and time into this request. Ms. Jones added she feels a lot more comfortable in having an Assistant Chief and she stated that she is in favor. Commissioner Tharpe echoed Ms. Jones and also is in favor. Mayor Gerrell announced the board was in favor.

Mayor Gerrell showed his appreciation for Sheriff Fry being present at the meeting. Both Sheriff and Chief Deputy Wyrick were on hand showing support for Chief Watson as the new Chief of Police.

The second item of discussion was with regard to Covid pay. Ms. Foster provided a handout to the board. Commissioner Tharpe inquired with regard to the Covid shot offered to employees. Ms. Foster stated that legally we can't require that employees take the shot. Chief Watson stated that approximately one half of his department has had the first vaccination.

The third item for discussion was with regard to residency requirement for employees. Ms. Foster stated that during the last six to nine months issues have come up and are having difficulty finding employees. Ms. Foster received legislature via email today with regard to a bill being presented by Senator Kelsey to do away with the residency requirement for first responders as a condition of employment.

Motion to Adjourn: Commissioner Tharpe made a motion, seconded by Commissioner Griffith to adjourn at 5:42 p.m.

Mayor

Finance Director