

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 13, 2022  
5:00 P.M.**

Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5:00 p.m. on Thursday, January 13, 2022, 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 Jackie Jones  
Commissioner Sam Tharpe
- Also Present:** City Attorney Fred McLean  
City Manager Kim Foster  
Community Development Director Jennifer Morris  
Administrative Assistant Jessica Crouch  
Finance Director Traci Shannon  
Building Inspector / Codes Lowell Schrader
- Absent:** Commissioner John Etheridge  
Commissioner Gayle Griffith
- Media:** Ken Walker, Paris Post Intelligencer  
Shannon McFarlin, WENK/WTPR

Vice Mayor Jackie Jones led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Sam Tharpe

**APPROVAL OF MINUTES:** December 2, 2021, Regular Meeting Minutes

**DISCUSSION:** None

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

**VOTE:** Unanimous

**COMMENTS FROM CITIZENS:**

The first comment was made by Stephen Fall. He voiced his opinion of being in favor of a centralized dispatch for the City and County.

**COMMENTS FROM THE COMMISSION:** None

**SERVICE RESOLUTIONS AND PROCLAMATIONS:** None

**OLD BUSINESS:**

No Old Business

**NEW BUSINESS:**

**NEW BUSINESS**

**AGENDA ITEM NO.1**

**Financial Update**

**Narrative to November 2021 Operating Statement**

Our retail sales tax revenue has increased each month for the last year and a half. The month of October reflected an 11.48% increase, and we are ahead 8.03% for our fiscal year-to-date.

Revenues were behind expenditures in the General Fund for the month of November and for the fiscal year-to-date. We had a large expense in the amount of \$670K for the cost of asphalt and material for street repairs and the City Hall parking lot.

Our Landfill fund shows a large deficit this month due to the purchase of property off Jones Bend Rd. Henry County will be reimbursing us half the cost of the property (one installment this fiscal year and the final installment next fiscal year).

**Other Business:**

**Personnel changes in November:**

**New Employees (1):** One full time (Mechanic)

**Resignations (1):** One full time (Mechanic)

**We issued four business licenses in November:**

**New Business (3):** Eclectic Abby Vintage, Ed's Handywork, American Honey Mercantile

**New Owner (1):** The Diamond Parillettes

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	% Incr(Decr)
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	\$951,793	5.87%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	\$895,516	6.16%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	\$965,256	8.59%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733	\$974,047	11.48%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641		
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412		
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906	\$844,826		
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380	\$719,938		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175	\$1,101,592		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360	\$1,040,359		
MAY	\$796,500	\$840,600	\$863,697	\$949,140	\$1,005,346		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861	\$1,013,926		
<b>TOTAL</b>	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$11,203,215</b>	<b>\$3,786,611</b>	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.16%	8.03%	

**MONTHLY OPERATING STATEMENT  
November 2021**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	150,523	383,143	22.51%
Local Option Sales Tax	5,135,950	475,367	2,377,626	46.29%
Wholesale Liquor / Beer	800,000	72,111	405,638	50.70%
Business Tax	375,000	12,980	34,497	9.20%
Fees & Licenses	163,500	34,182	75,048	45.90%
In Lieu Payments	880,250	87,906	360,287	40.93%
Grants	2,231,600	0	130,893	5.87%
State Shared taxes	1,529,500	132,634	710,108	46.43%
All Other	1,699,850	104,688	819,889	48.23%
<b>Total General Fund Revenue</b>	<b>14,517,650</b>	<b>1,070,391</b>	<b>5,297,129</b>	<b>36.49%</b>
Solid Waste Collection - BPU	1,225,000	106,050.73	522,238	42.63%
Solid Waste Disposal - Transfer	350,000	33,379	172,625	49.32%
Other Revenue	400	30,213	30,421	7605.37%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>169,643</b>	<b>725,284</b>	<b>46.04%</b>
Gate Receipts - Brush & Debris	130,000	14,605	68,758	52.89%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	5,000	1,084	3,910	78.20%
Other Revenue	30,500	264	31,326	102.71%
<b>Total Landfill</b>	<b>200,500</b>	<b>15,954</b>	<b>103,994</b>	<b>51.87%</b>
<b>Total Drug Fund</b>	<b>60,050</b>	<b>2,877</b>	<b>15,676</b>	<b>26.11%</b>
<b>TOTAL REVENUES</b>	<b>16,353,600</b>	<b>1,258,866</b>	<b>6,142,084</b>	<b>37.56%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	392	53,958	20.62%
General Administration	390,037	30,834	178,577	45.78%
Economic Development	159,592	12,528	61,421	38.49%
Elections	0	0	0	#DIV/0!
Financial Administration	323,659	18,205	140,835	43.51%
City Hall Building	99,718	6,478	45,036	45.16%
Police Department	2,187,535	154,454	825,481	37.74%
Emergency Communications	722,210	59,285	282,699	39.14%
Fire Department	1,884,160	139,331	876,371	46.51%
Building Inspection	112,714	5,455	37,057	32.88%
Street Maintenance	1,821,352	113,168	793,106	43.54%
State Street Aid	700,000	612,602	639,724	91.39%
Storm Water Management	74,270	2,261	14,075	18.95%
Street Lighting	95,800	5,165	36,242	37.83%
City Garage	320,183	18,898	116,746	36.46%
Cemetery Maintenance	66,800	4,500	38,100	57.04%
Health & Animal Control	177,219	14,487	70,668	39.88%
Civic Center	676,021	54,407	265,055	39.21%
Parks & Recreation	1,082,648	62,405	566,966	52.37%
Library	171,487	28,581	85,743	50.00%
Community Development	2,725,100	86,228	183,190	6.72%
Debt Service	803,295	18,173	166,722	20.75%
<b>General Fund Expenditures</b>	<b>14,855,422</b>	<b>1,447,836</b>	<b>5,477,773</b>	<b>36.87%</b>
Sanitation Collection	1,356,706	78,046	416,096	30.67%
Contractual Services	630,000	58,247	302,263	47.98%
<b>Total Sanitation</b>	<b>1,986,706</b>	<b>136,293</b>	<b>718,359</b>	<b>36.16%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	(377,445)	(180,645)
Sanitation	33,350	6,925
Landfill	(94,194)	(69,917)
Drug Fund	(17,574)	(29,509)

**NEW BUSINESS**

**AGENDA ITEM NO. 2**

**Appointments to Boards**

No appointments to boards.

**NEW BUSINESS**

**AGENDA ITEM NO. 3**

**Henry-Co Bicentennial Update**

**DISCUSSION:** Marsha Banasiewicz (in place of Carl Holder), Bicentennial Committee member, presented a recap of the committee's activities to date and their plans moving forward.

Vice Mayor Jackie Jones spoke regarding a lunch to learn being held January 14, 2022, featuring City of Paris Parks & Recreation employee, Gary Paschall, on the "Puryear Story."

**ACTION:** None

**VOTE:** None

**Henry County-Paris Bicentennial Committee  
Finance and Activities Report for 2021**

The Bicentennial activities will be reviewed by ATA as a part of the Heritage Center's Annual Financial Review, as a separate program activity.

<b>REVENUES</b>			
<b>GENERAL</b>		<b>BOOK SALES</b>	
City of Paris	\$7500	Individuals	\$12,281
Henry County	2500		
Helping Hands	1500	( 124 family history submissions)	
Project Round-up	2000	(165 books)	
Merchandise	1009	(Will begin ad sales in January)	
Donation (individual)	100		
DPA	500		
<b>TOTAL</b>	<b>\$15009</b>		
<b>Appropriated</b>			
TRRA	2500		
Helping Hand	1500* (prelim estimate)		
City	5000		
<b>TOTAL</b>	<b>\$9000</b>		
<b>EXPENDITURES</b>		<b>(Covered by general fund)</b>	
Brown Sign Co.	\$792		
Float materials	1349		
Abbott banners	650		
Merchandise	3714		
Adm (mailbox, etc)	172		
Radio	400		
Alive Magazine	600		
<b>TOTAL</b>	<b>\$7677</b>		

## Activities Schedule for 2022

Heritage Center Lunch Programs featuring our smaller communities  
Including Cottage Grove, Henry, Buchanan, Puryear, and others.

Music from the Motherland Musical 2/20

HAPNA-Bicentennial Gardens Project

Arts Council Fiction Writing contest-with historical theme; special category  
of annual Arts Show

School Systems contests and programs

All County All-Star Orchestra Program

KPAC Video of County

The Valentine Banasiewicz's County-wide Scavenger Hunt

Tyson Soldier memorial dedication

1820's Sports Day/ LBL exhibits

Henry County Fair Programs include time capsule, luncheon,  
And other activities

200 People and Events

African American Quilt Exhibition (Major production) featuring the  
Hartzfield Quilt Collection and Bryant Collection Pieces

### **NEW BUSINESS**

#### **AGENDA ITEM NO. 4**

#### **Review of Recommended Bidder for 2018 TA Project**

**DISCUSSION:** The City of Paris held a bid opening on December 14, 2021, for a contractor for the Wilson / Patriot Streets sidewalk project. There were three contractors that submitted bids. The following letter summarizes the three bids and recommends the contract be awarded to the low bidder, Martin Paving Company.

**ACTION:** Motion made by Commissioner Sam Tharpe seconded by Vice Mayor Jackie Jones to approve the recommendation and submit the results to TDOT for approval.

**VOTE:** Unanimous



December 15, 2021

City of Paris  
100 North Caldwell  
Paris, TN 38242

Attn: Mayor Carlton Gerrell

Re: Recommendation to Award  
Wilson Street Pedestrian Access  
TLM Project No. J-5762

Dear: Mr. Gerrell,

The bids received on December 14, 2021, for the above-referenced project are listed below in ascending order.

<u>Contractor</u>	<u>Base Bid</u>
Martin Paving Company	\$652,462.40
Graves & Graves Construction	\$843,212.15
Nsite, Inc.	\$844,426.30

Based upon the bids and information received, Martin Paving Company is the lowest responsible and responsive bidder. It is our recommendation that the bid contract for this project be awarded to Martin Paving Company located at 546 US Hwy. 45 E. South, Medina, TN 38355 in the amount of Six Hundred fifty-two thousand, four hundred sixty-two dollars and forty cents (\$652,462.40), contingent upon review by the City of Paris, TN.

Please contact me with any questions regarding this matter.

Sincerely,

TLM ASSOCIATES, INC.  
Architects + Engineers

Robert J. Safin, P.E.  
Principal

**NEW BUSINESS**  
**AGENDA ITEM NO. 5**  
**Review of the COP Debt Policy and Approval of Updates**

**DISCUSSION:** The Comptroller strongly suggests review of the debt policy every three years. It has been several years since the City of Paris has done this. The following updated policy reflects changes made after reviewing the current policy and comparing it to the MTAS model policy containing the Comptroller's recommendations. City Manager, Kim Foster, explains that the review of the City of Paris Debt Policy is in correlation of compliance efforts. City Attorney, Fred McLean, has also reviewed the updated version.

Below is the updated version, presented for review and comment with additions highlighted in red.

Commissioner Sam Tharpe asked City Manager, Kim Foster, to explain the process of the tax rate in reference to the Debt Policy. Ms. Foster explained that, unlike the County, the City does not dedicate a certain amount of its property tax rate for debt service. Ms. Foster stated that she spoke with an MTAS consultant regarding the recommended percentage of debt service to total expenses to stay under. The consultant stated that most cities use a measure of total debt as a percentage of assessed property values, and that analysts say keeping this percentage below 8% is a safe level. Ms. Foster stated that using this methodology, the City of Paris is at 2.6%, putting the City in good standing.

**ACTION:** Motion made by Vice Mayor Jackie Jones, seconded by Commissioner Sam Tharpe to approve the updates to the City of Paris Debt Policy.

**VOTE:** Unanimous

## City of Paris, Tennessee

### Debt Management Policy

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The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the City of Paris, Tennessee. This policy reinforces the commitment of the City and its officials to manage the financial affairs of the City so as to minimize risks, avoid conflicts of interest and ensure transparency while still meeting the capital needs of the City.

Definition of Debt: All obligations of the City to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of City resources. This includes but is not limited to notes, bond issues, capital leases, and loans of any type.

Approval of Debt: Bond anticipation notes, capital outlay notes, grant anticipation notes, and tax and revenue anticipation notes will be submitted to the State of Tennessee Comptroller's Office and the City Commission prior to issuance or entering into the obligation. A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance. Capital or equipment leases may be entered into by the City Commission; however, details on the lease agreement will be forwarded to the Comptroller's Office on the specified form within 45 days.

#### Transparency:

- The City shall comply with legal requirements for notice and for public meetings related to debt issuance.
- All notices shall be posted in the customary and required posting locations, including as required local newspapers, bulletin boards, and websites.
- All costs (including principal, interest, issuance, continuing, and one-time) shall be clearly presented and disclosed to the citizens, City Commission, and other stakeholders in a timely manner.
- The terms and life of each debt issue shall be clearly presented and disclosed to the citizens/members, City Commission, and other stakeholders in a timely manner.
- A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens/members, City Commission, and other stakeholders in a timely manner.

#### Role of Debt:

- Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, transportation, or master process or plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the City will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
- In accordance with Generally Accepted Accounting Principles and state law,
  1. The maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.
  2. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

### Types and Limits of Debt:

- The City will seek to limit total outstanding debt obligations to 8% or less of total assessed property value, excluding overlapping debt, enterprise debt, and revenue debt.
- The limitation on total outstanding debt must be reviewed prior to the issuance of any new debt.
- The City's total outstanding debt obligation will be monitored and reported to the City Commission by the Finance Director on a yearly basis during budget preparation. The Finance Director shall monitor the maturities and terms and conditions of all obligations to ensure compliance and shall also report to the City Commission any matter that adversely affects the credit or financial integrity of the City.
- The City will seek to structure debt with level or declining debt service payments over the life of each individual bond issue or loan.
- As a rule, the City will not backload, use "wrap-around" techniques, balloon payments or other exotic formats to pursue the financing of projects. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the City may utilize non-level debt methods. However, the use of such methods must be thoroughly discussed in a public meeting and the mayor and governing body must determine such use is justified and in the best interest of the city.
- The City may use capital leases to finance short-term projects.

### Use of Variable Rate Debt:

- The City recognizes the value of variable rate debt obligations and that cities have greatly benefitted from the use of variable rate debt in the financing of needed infrastructure and capital improvements.
- However, the City also recognizes there are inherent risks associated with the use of variable rate debt and will implement steps to mitigate these risks; including:
  1. The City will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
  2. Prior to entering into any variable rate debt obligation that is backed by insurance and secured by a liquidity provider, the City Commission shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the insurance fail.
  3. Prior to entering into any variable rate debt obligation that is backed by a letter of credit provider, the City Commission shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the letter of credit fail.
  4. Prior to entering into any variable rate debt obligation, the City Commission will be informed of any terms, conditions, fees, or other costs associated with the prepayment of variable rate debt obligations.
  5. The City shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any variable rate debt obligation.

### Costs of Debt:

- All costs associated with the initial issuance or incurrence of debt, management and repayment of debt (including interest, principal, and fees or charges) shall be disclosed

prior to action by the City Council in accordance with the notice requirements stated above.

- In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue.
- Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded (i.e., General Obligations bonds in context of the General Fund).

#### Refinancing Outstanding Debt:

- The City will refund debt when it is in the best financial interest of the City to do so, and the Chief Financial Officer shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.
- The Chief Financial Officer will consider the following issues when analyzing possible refunding opportunities:
  1. Onerous Restrictions – Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
  2. Restructuring for Economic Purposes – The City will refund debt when it is in the best financial interest of the City to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Chief Financial Officer if the refunding generates positive present value savings, and the Chief Financial Officer must establish a minimum present value savings threshold for any refinancing.
  3. Term of Refunding Issues – The City will refund bonds within the term of the originally issued debt. However, the Chief Financial Officer may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The Chief Financial Officer may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
  4. Escrow Structuring – The City shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the City from its own account.
  5. Arbitrage – The City shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.

#### Professional Services:

The City shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the City and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

- Counsel: The City shall enter into an engagement letter agreement with each lawyer or law firm representing the City in a debt transaction. (No engagement letter is required

for any lawyer who is an employee of the City or lawyer or law firm which is under a general appointment or contract to serve as counsel to the City. The City does not need an engagement letter with counsel not representing the City, such as underwriters' counsel.)

- **Financial Advisor:** (If the City chooses to hire financial advisors) The City shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions.
  - Whether in a competitive sale or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance or broker any other debt transactions for the City.
- **Underwriter:** (If there is an underwriter) The City shall require the Underwriter to clearly identify itself in writing (e.g., in a response to a request for proposals or in promotional materials provided to an issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the City with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of the Entity. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the (governing body or designated City official) in advance of the pricing of the debt.

Conflicts:

- Professionals involved in a debt transaction hired or compensated by the City shall be required to disclose to the City existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, liquidity or credit enhancement provider, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the City to appreciate the significance of the relationships.
- Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

Compliance:

The Director of Finance is responsible for ensuring compliance with this policy.

TCA References: TCA 7, Part 9 – Contracts, Leases, and Lease Purchase Agreements

TCA 9, Part 21 – Local Government Public Obligations Law

Note: An amendment to the City's debt management policy was made to clarify that variable rate borrowing is permissible. (08-08-12)

**NEW BUSINESS**

**AGENDA ITEM NO. 6**

**Request to Acquire Undeveloped Alley on Whitehall Circle**

**DISCUSSION:** The City received a request from Mr. Gene McWherter of 409 Whitehall Circle to acquire the undeveloped alley adjacent to his property. Attached is his letter of request, submitted by his daughter Janet Bomar who has Power of Attorney for Mr. McWherter.

Vice Mayor Jackie Jones asked if both parties adjoining the alley used the undeveloped alley as a driveway. Ms. Foster responded that it is her understanding that only the McWherter's utilize the alley as a driveway.

**ACTION:** Motion made by Commissioner Sam Tharpe, seconded by Vice Mayor Jackie Jones to refer the request to the Planning Commission for recommendation.

**VOTE:** Unanimous

January 5, 2022

City Manager  
Kim Foster  
100 North Caldwell Street  
P.O. Box 970  
Paris, TN 38242

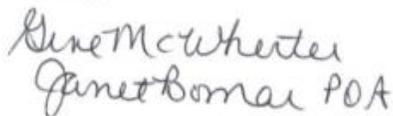
RE: 409 Whitehall Circle / Map 106H Group H Parcel 046.00

Dear Mrs. Kim Foster:

This is a request to the City of Paris to deed the alley way that adjoins my property and the driveway that I currently use with 409 Whitehall Circle, Paris, Tennessee. I am currently the only property owner that uses this as a driveway. I have owned this property since 1995 and I have not seen anyone else use this as an alley way.

Please contact me at 731-336-1544 if you have any questions, concerning this request. I appreciate your help and consideration.

Sincerely,



Gene McWherter  
Janet Bomar POA  
409 Whitehall Circle  
Paris, TN 38242



**Status of Various Projects  
January 2022**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2023	The environmental information on the first four homes has been submitted to THDA for approval. Once approval has been received initial home inspections will be scheduled.
Back Alley Paris	Foster/Morris/ Ray (DPA)	June 2022	We received the first 40% of our award. Dan Knowles is now working on the design which will commemorate the first 100 years of our community history.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	Bids were opened on December 14 with Martin Paving Co. being the low bidder. Upon Commission approval of award, a Bid Concurrence Package will be sent to TDOT for approval.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2022	TDOT has requested funds from US DOT to be allocated for this project. Once that allocation has been made, we will receive Notice to Proceed to design. TLM is still looking at Wood Street corners that TDOT did not address during the recent paving project to see if anything can be done to make these corners ADA compliant. Work is still underway on preliminary plans.
Rison St Bridge Replacement	Foster/Morris	Summer 2023	We are waiting for funds to be allocated. Once they are we should receive Notice to Proceed to design. Since funds for this project and the STBG project are federal funds, this process may take a while.
2019 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2022	We have received responses from all agencies except TWRA, USFWS and Historic. Historic anticipated having their signed response ready in mid-December, but as of 12/29 had still not responded. TLM and signal designer working on adjustments of pole and pedestal placement. They will revise the budget once signal adjustments are complete. Meeting regarding signal timing/phasing to be scheduled with us once project is out of NEPA phase. Work on preliminary plans continues.
2021 Multimodal Access Grant	Foster/Morris	Summer 2024 (if awarded)	We submitted an application in October to upgrade the Tyson/Mineral Wells/Veterans intersection with ADA compliant corners and crossings, add ped signals and striping and to construct a sidewalk along Tyson from the intersection to the UT Extension Office. Award announcements are expected in February.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2024 (if awarded)	We submitted our application. Award announcements are expected in the summer.
ARPA Funds	Foster/Morris/ Shannon	December 2026	We received our FY '22 allotment on 11/01/21 in the amount of \$1,491,875. Jennifer and Traci are watching the weekly webinars created by the TN Dept. of Finance to keep us abreast of rules, expectations, and developments.
Downtown Improvement Grant	Morris/Crouch/Foster	Spring 2024	After compiling the scoring on all applications and evaluating the results with the review committee, the top 16 projects have been identified. The next step will be to request the applicants submit firm quotes for projects under \$10,000 and bid projects over \$10,000. We will be executing contracts with applicants during January.

Ms. Foster discussed the following updates regarding Status of Various Projects:

The first item of discussion was regarding the TDOT projects. City Manager, Kim Foster, stated that in the past few weeks, TDOT has completed the NEPA phase on several projects. Ms. Foster stated that she is still waiting on an update regarding the Multimodal grant. The Rison Street Bridge Replacement and STBG signalization projects are still waiting on funding from the Federal government. The City has received the go ahead for the construction on the TA Grant Sidewalk. If TDOTs review of the bid goes like planned, then construction could begin in late spring and/or early summer.

The second item of discussion was regarding the Downtown Improvement Grant. The top 16 projects have been identified and further information has been provided to the property owners in order to complete the submission of firm quotes to allow executed contracts. There was a Pre-Bid Conference on Tuesday, January 11<sup>th</sup> regarding the scope of each project related to masonry. The metal fascia was removed from the Old Furniture Exchange building today, January 13, 2022, for the mason's to submit a bid for the brick work on the building.

**Notes/Updates from the City Manager**

The first update from the City Manager, Kim Foster, was in regard to ARPA Funds. The US Treasury released the Final Rule on Coronavirus State and Local Fiscal Recovery Funds on January 6<sup>th</sup>. Ms. Foster stated that the differences between the Interim and Final Rules are much greater than expected which has really opened up

what the City of Paris may be able to do with the funds. The allocation for the City of Paris is \$2,983,750, half of which the City received in November of 2021.

Community Development Director, Jennifer Morris, and Finance Director, Traci Shannon, are currently reviewing the detailed Final Rule and participating in webinars offered by the State. There is a distinct possibility that the City of Paris will be able to use payroll reimbursement to “qualify” all of the funds. If this is accurate, annually reporting the use of funds will not be necessary. However, City Manager, Kim Foster stated that the City of Paris should be very thoughtful and deliberate about how the money is spent. Ms. Foster proposed a strategic planning session be held in February 2022 with the Commissioners and Department Heads to discuss possible uses of the ARPA funds. Another plan needing consideration is the TDEC Water Infrastructure Investment Plan. This plan was developed by the State for use of \$1.35 billion of the \$3.91 billion it received from the Department of Treasury. This grant is a noncompetitive grant that requires a 20% percent match.

Ms. Foster explained that before the Final Rule was given for the ARPA Funds, the City reached out to Bob Safin, PE, TLM Associates, regarding a city-wide drainage study. Ms. Foster stated that the original thought was to use the ARPA money to fund this study. Attached is the information that Bob Safin has provided regarding the City-Wide drainage study.

Kim:

As we discussed, we are proposing that the scope of work for the citywide drainage study include the following items:

1. A study of the entire City of Paris with drainage basins being defined, acreage determined and problem areas noted.
2. A complete study of existing facilities with locations and sizes being determined in the field.  
This includes GIS mapping of the existing stormwater piping system.
3. Projection of existing needs with existing systems being considered.
4. Consideration of areas where regional detention ponds could be installed to mitigate flooding and associated erosion.
5. Cost estimates of needed construction with items ranked by priority.
6. Development of system maps showing existing and proposed drainage system components.

Ball Park cost figure would be \$125k to \$135k.

**Bob Safin**, PE  
Principal, Civil Engineer



Mayor Carlton Gerrell, Vice Mayor Jackie Jones, and Commissioner Sam Tharpe voiced their support of moving forward immediately with the City-Wide Drainage Study. Ms. Foster stated the next step is to submit a Spending Plan to consultants working with the State. If this is considered acceptable use of funds, Ms. Foster stated that Mr. Safin thinks the study should be completed in 10-12 months.

The second update from Ms. Foster was in regard to Covid-19. The Supreme Court issued its decision and reinstated its stay of OSHA's ETS that would have required vaccination or weekly testing for employers with over one hundred (100) employees. The City of Paris currently has nine (9) employees out in Public Works, one (1) out in Parks and Recreation, six (6) out in the Police Department, and one (1) out in the Fire Department.

The third update from Ms. Foster was in regard to forecasted potential winter weather and Covid-19 numbers. Ms. Foster explained that having nine (9) employees out in Public Works may affect the ability to handle snow this upcoming weekend if the city gets more than a few inches.

The fourth update from Ms. Foster was in regard to Residency Requirements for First Responders. A bill is making its way through the legislature this session which, if passed, would prohibit any county, government, municipality, or other political subdivision of the state from imposing a residency requirement for paid, full-time law enforcement officers, firefighters, emergency medical personnel and dispatchers other than a chief or department head.

The fifth update from Ms. Foster was in regard to Centralized Dispatch. Ms. Foster stated there are specific issues that still need to be addressed, with the biggest topic being funding. Henry County 911 Director, Mark Archer, provided percentages of call volume to the study group with the county coming in higher than the city.

**Motion to Adjourn:** Commissioner Sam Tharpe made a motion, seconded by Vice Mayor Jackie Jones to adjourn at 5:52 p.m.

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Mayor

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Finance Director