

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
December 3, 2020
5:00 P.M.

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5 p.m. on Thursday, December 3, 2020 in the Paris City Hall Courtroom.

The Meeting was called to order by Finance Director Traci Shannon with the following roll call:

- Present:

Commissioner Carlton Gerrell
Commissioner Jackie Jones
Commissioner Gayle Griffith
Commissioner Sam Tharpe
Commissioner John Etheridge
- Also Present:

City Attorney Fred McLean
Finance Director Traci Shannon
Administrative Assistant M.J. Stancock
Community Development Director Jennifer Morris
Building Inspector Lowell Schrader
Chief Michael Williams
- Media:

Ken Walker, Paris Post Intelligencer

Commissioner Tharpe led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Gerrell.

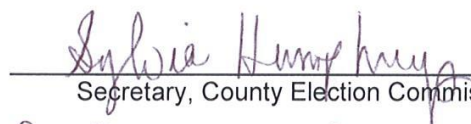
Certification of Results of Commissioner Election: Finance Director Traci Shannon announced that the Election Commission has certified the results of the November, 2020 Paris City Commission Election. The newly elected commissioners are Commissioner Jackie Jones and Commissioner John Etheridge. Ms. Shannon stated with the consent of the commission and hearing no objections the results will be received, filed and read into the minutes of this meeting as required.

**CERTIFICATION OF ELECTION RESULTS
FOR THE CITY OF PARIS ELECTION
HELD NOVEMBER 3, 2020**

We, the undersigned members of the **Henry County Election Commission**, do hereby certify that we held a **Municipal Election** for the **City of Paris** on **Tuesday, November 3, 2020**, in the voting precincts in this city, according to law, for the purpose of electing the offices of **Commissioner**, and that we have canvassed the returns of said election as required by law, and we do hereby certify that the following 2 pages of tabulation are a true, correct, and complete accounting of the results by precinct of said election as established by the canvassing of the returns, this **23rd** day of **November, 2020**.

At least three (3) commissioners must sign below:


Chairman, County Election Commission


Secretary, County Election Commission


Member, County Election Commission


Member, County Election Commission


Member, County Election Commission

State of Tennessee - Henry County
November 3, 2020
Municipal - City of Paris
Commissioner

1	John Etheridge - Independent	2,111
2	Jackie Jones - Independent	1,491
3	Herbert Earl Kendall - Independent	993
4	James Matthew Wyatt - Independent	849
Total Votes		5,444

November 23, 2020

State of Tennessee - Henry County
November 3, 2020
Municipal - City of Paris

Commissioner

- 1. John Etheridge - Independent
- 2. Jackie Jones - Independent
- 3. Herbert Earl Kendall - Independent
- 4. James Matthew Wyatt - Independent

Precincts:	1	2	3	4
4-1 Grove	368	268	225	132
4-2 City Hall	267	157	237	128
5-1 Henry Co High	633	438	203	282
5-2 TN Tech Center	843	628	328	307
Totals:	2,111	1,491	993	849

November 23, 2020

ACTION: Ms. Shannon stated with the consent of the commission and hearing no objections the results will be received, filed and read into the minutes of this meeting as required.

VOTE: No objections.

Oath of Office to New Elected Officials: Finance Director Traci Shannon conducted the Oath of Offices to the New Elected Officials. Commissioner Jones was re-elected to serve another four year term, Commissioner Etheridge was elected to serve his first four year term on the City Commission Board.

Election of Mayor: Finance Director Traci Shannon opened the floor for nominations for the election of Mayor. Commissioner Jones nominated Mr. Carlton Gerrell. Commissioner Tharpe, seconded the nomination and also to cease nominations and the election was unanimous. Mr. Gerrell was re-elected to serve another 2 year term as Mayor.

Oath of Office to Mayor: Ms. Shannon conducted the Oath of Office for the newly elected Mayor, Carlton Gerrell.

Election of Vice Mayor: Mayor Carlton Gerrell opened the floor for nominations for election of Vice Mayor. Commissioner Griffith nominated Commissioner Jones, Commissioner Etheridge seconded the nomination and also to cease nominations and the election was unanimous. Commissioner Jones was elected to serve another 2 year term as Vice Mayor.

Oath of Office to Vice Mayor: Ms. Shannon conducted the Oath of Office for the newly elected Vice Mayor, Jackie Jones.

APPROVAL OF MINUTES: Regular Meeting Minutes – November 5, 2020

DISCUSSION: None

ACTION: Motion made by Commissioner Tharpe, seconded by Vice Mayor Jones to approve minutes for the November 2020 meeting.

VOTE: Unanimous

COMMENTS FROM CITIZENS: There were no comments from citizens.

COMMENTS FROM THE COMMISSION: Commissioner Etheridge stated he appreciates support from the citizens of the City of Paris and Commissioners. Commissioner Tharpe and Commissioner Griffith congratulated Commissioner Etheridge, Mayor Gerrell and Vice Mayor Jones.

SERVICE RESOLUTIONS AND PROCLAMATIONS: There were no service resolutions or proclamations.

OLD BUSINESS AGENDA ITEM NO. 1: Discussion of Extraordinary Items

DISCUSSION: There were two items of business on the agenda for the November 2020 meeting and both were tabled.

The first item of discussion was with regard to the consideration of a COLA or bonus for city employees. City Manager Kim Foster stated that due to her absence at the November meeting she is not privy to the conversation that was held during the meeting. Ms. Foster stated on July 1, 2020 employees received a ½ percent pay increase to offset the increase of health care premiums. The decision was made at that time to hold off with any further decisions for a true COLA for employees to see how the COVID situation would impact. Ms. Foster said “we are by no means out of that situation but our revenues have been much stronger than anticipated thus far.” Ms. Foster added she has more of a comfort level moving forward with the increase. Ms. Foster stated that in her opinion if you don’t keep some sort of cost of living adjustment each year, at some point and time as experienced in the past, we fall behind and then larger adjustments have to be made. City Manager Foster made a recommendation for a COLA to the level that the Board of Commissioners see fit.

Commissioner Tharpe inquired as to what was recently approved by the County for their employees.

ACTION: Motion made by Vice Mayor Jones, seconded by Commissioner Tharpe to approve a 1.5% COLA. City Manager Foster asked for clarification with regard to the effective date. The motion was amended to include an effective date of January 1, 2021.

VOTE: Unanimous

The second item of discussion was with regard to the purchase of a pumper truck for the Fire Department. City Manager Kim Foster stated that in 1994 two trucks were purchased at the same time. One of those trucks was replaced in 2017. Ms. Foster added that in recent months the oldest truck and the next oldest truck have both been in the shop. The repairs for these trucks are becoming costly. Ms. Foster said “we have a healthy fund balance, cash reserves plus we have received some COVID relief money from the federal government that has not entirely been spent. Chief Williams has been able to negotiate with the dealership and has been offered over \$9K savings as opposed to \$7K if a contract is signed within the next two to three weeks. The cost to purchase the pumper truck will be\$299K. As mentioned in the November meeting, once the order is placed, it will take close to a year for delivery. Mayor Gerrell asked when payment is required. Chief Williams stated the requirement to receive the discount is a pre pay/HGAC buy.

ACTION: Motion made by Commissioner Griffith, seconded by Commissioner Tharpe for the approval to move forward with the purchase of the pumper truck and to allow City Manager Kim Foster and Chief Michael Williams to sign all appropriate documents.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO.1: Financial Update

Our retail sales tax revenue was up for the sixth month in a row. September reflected an increase of 11.39% compared to last September and we are up 9.66% for the fiscal year-to-date.

The General Fund revenues were just slightly above expenditures for the month of October. However, revenues are still behind fiscal year-to-date. We typically have property tax revenue in October, but due to the delay in the State getting the tax bills out, those revenues will not be reflected until November. A few of the larger expenses in October were: \$32K for asphalt, \$8K for culverts, and \$54K for splash pad expenses.

Other Business:

New employees: One full-time (Parks Maintenance)
Voluntarily quit: One part-time (Parks Maintenance)

We issued three business licenses in October:
New business: Tiny Blessings Daycare, Just in Time Towing & Recover, Steriplus Inc

CITY OF PARIS, TENNESSEE RETAIL SALES TAX REVENUE						
	FY2017	FY2018	FY2019	FY2020	FY2021	% Incr(Decr)
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		
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	\$2,631,441	
Previous YTD % Increase/Decrease	2.52%	1.66%	1.24%	2.79%	9.66%	

MONTHLY OPERATING STATEMENT
October 2020

REVENUES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	5,212	33,732	2.30%
Local Option Sales Tax	4,550,000	412,856	1,790,595	39.35%
Wholesale Liquor / Beer	790,000	78,435	334,130	42.29%
Business Tax	360,000	222	68,668	19.07%
Fees & Licenses	162,500	1,357	38,682	23.80%
In Lieu Payments	876,250	59,626	210,728	24.05%
Grants	1,779,475	8,218	430,840	24.21%
State Shared taxes	1,366,000	119,587	538,323	39.41%
All Other	4,898,664	103,054	679,493	13.87%
Total General Fund Revenue	16,251,889	788,566	4,125,193	25.38%
Solid Waste Collection - BPU	1,225,000	0	311,590	25.44%
Solid Waste Disposal - Transfer	350,000	28,746	133,896	38.26%
Other Revenue	400	3	140	34.92%
Total Sanitation	1,575,400	28,749	445,626	28.29%
Gate Receipts - Brush & Debris	120,000	16,098	49,997	41.66%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	12,000	46	411	3.43%
Other Revenue	30,450	189	30,608	100.52%
Total Landfill	197,450	16,332	81,016	41.03%
Total Drug Fund	68,050	3,863	25,326	37.22%
TOTAL REVENUES	18,092,789	837,510	4,677,160	25.85%
EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	273,990	30,392	49,067	17.91%
General Administration	371,814	31,246	120,186	32.32%
Economic Development	124,264	9,496	38,505	30.99%
Elections	4,500	0	0	0.00%
Financial Administration	301,825	20,333	96,653	32.02%
City Hall Building	94,689	5,936	32,930	34.78%
Police Department	2,331,078	143,463	661,683	28.39%
Emergency Communications	709,474	53,651	202,906	28.60%
Fire Department	1,671,837	122,662	536,637	32.10%
Building Inspection	91,502	5,783	31,413	34.33%
Street Maintenance	1,598,399	89,204	490,040	30.66%
State Street Aid	500,000	38,692	453,929	90.79%
Storm Water Management	71,587	2,092	15,893	22.20%
Street Lighting	102,000	3,479	23,546	23.08%
City Garage	278,963	17,548	96,370	34.55%
Cemetery Maintenance	61,124	7,548	33,692	55.12%
Health & Animal Control	165,976	13,661	57,803	34.83%
Civic Center	544,297	32,702	146,131	26.85%
Parks & Recreation	997,395	59,387	295,018	29.58%
Library	166,487	0	55,496	33.33%
Community Development	5,385,400	85,239	877,635	16.30%
Debt Service	823,546	16,015	158,264	19.22%
General Fund Expenditures	16,670,147	788,531	4,473,796	26.84%
Sanitation Collection	873,671	50,524	295,363	33.81%
Contractual Services	630,000	49,635	211,450	33.56%

Total Sanitation	1,503,671	100,159	506,813	33.71%
Total Landfill	175,284	6,412	50,497	28.81%
Total Drug Fund	100,900	2,338	16,238	16.09%
TOTAL EXPENDITURES	18,450,002	897,440	5,047,344	27.36%

REVENUES OVER / (UNDER) EXPENDITURES	Current Month	Yr to Date
General Fund	35	(348,604)
Sanitation	(71,411)	(61,187)
Landfill	9,920	30,519
Drug Fund	1,525	9,088

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

There were no appointments to boards for the month of December.

NEW BUSINESS AGENDA ITEM NO. 3: Request to Acquire Portion of Undeveloped Alley

DISCUSSION: City Manager Kim Foster stated that Paul Harber made a request for the City to acquire the undeveloped alley. Mr. Harber owns two parcels of property lying on either side of the west end of an undeveloped alley running between Guthrie Road and Mimosa Drive. The purpose for Mr. Harber's request is to allow him to divide the two parcels into three for further residential development.

Ms. Foster:

I would like to submit a request to the City Commission to acquire a portion of an undeveloped alley between Mimosa Drive and Guthrie Road. I currently own parcels 15.00 and 9.00 on both sides of the west end of the undeveloped alley. I would like to request the City Commission consider conveying this portion of the undeveloped alley to me. My intention is to divide the two properties into three tracts for further housing/residential development.

You consideration of this request is very much appreciated.

Paul Harber



ACTION: Motion made by Commissioner Tharpe, seconded by Commissioner Griffith to refer to the Planning Commission for recommendation.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 4: Request for City to Take over Streets in a Private Development

DISCUSSION: City Manager Kim Foster stated that Greg Sherlock, owner of Terrace Woods Mobile Home Park located on North Market Street made a request for the City to take over streets in his private development.

Staff noted that it has been policy to not take ownership of streets or drives located within private developments.

Below is a copy of the request from Mr. Sherlock.

Terrace Woods Mobile Home Park

**P.O. Box 695
Pulaski, Tennessee 38478
(931) 292-2283
Email: GRStwmhp@gmail.com**

November 11, 2020

Ms. Kim Foster
City Manager
City of Paris
100 North Caldwell Street
Paris, TN 38242

RE: Terrace Woods Mobile Home Park
Park streets

Dear Ms. Foster,

I have had the great pleasure of speaking with one of your colleagues, Ms. Jennifer Morris. I had reached out to her to explore the possibility of the City of Paris taking over the streets in our mobile home park. At her suggestions, I am writing to you.

We had the pleasure of acquiring this property in 2016. I say "pleasure" as we looked at a great number of mobile home parks and my wife and I decided on this one. The community/City of Paris was key to our acquisition decision.

I am writing to request's the City's consideration of taking over the streets. I believe they would be referred to as curb and gutter, asphalt streets that are in good condition. There is roughly 2,600 linear feet of street. Each lot in the MHP has off street parking for two vehicles. In review of the City's street requirements for mobile home parks I believe we would be required to have 10 guest parking spaces. We have two at the present time. We could easily cure this deficiency should the City be in agreement to take over the streets.

Should you need any additional information please feel free to call or email me. My personal cell number is 303-829-0830.

Thank you in advance for your time and consideration of this matter.

Best Wishes,



Greg Sherlock
President
GRS Holdings, Inc. dba Terrace Woods Mobile Home Park

ACTION: Motion made by Commissioner Griffith, seconded by Commissioner Tharpe to decline the request.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 5: Request for Approval of \$25,000 Contribution to the PHCIC

DISCUSSION: Mayor Gerrell spoke briefly with regard to the Hwy 641 N. widening project. City Manager Kim Foster stated that the future widening phases have hit some snags with TDOT. The only way to be certain that future legs of this project are wider than three lanes is to secure a BUILD Grant from the US DOT which can be up to \$25 million. This what Kentucky was successful in doing which enabled them to begin their portion of the widening project. To write a grant of this scope and magnitude requires expertise and connections that we simply do not have locally. PHCIC Executive Director Rob Goad has tentatively come to an agreement with Bacon Farmer, Workman out of Paducah, KY to write this grant for us. This is the same consultant that Kentucky used when they were successful in getting awarded a BUILD grant. The agreement with this consultant also requires that they use the local engineering firm L.I. Smith to supplement their efforts. The consultant cost to write this grant will be not to exceed \$75,000. The PHCIC is requesting a contribution of \$25,000 from both the City and the County to go with the \$25,000 they will be contributing to cover the cost of this consultant.

ACTION: Motion made by Vice Mayor Jones, seconded by Commissioner Tharpe to approve the request for the contribution of \$25,000 to the PHCIC.

VOTE: Unanimous

STATUS OF VARIOUS PROJECTS
December 2020

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
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 Street. Kathy Ray is in negotiations with the bank.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	Revised title opinions have been returned to TDOT and approved. Acquisition notices will be sent in December. The SWPPP was submitted to TDOT during November. Final utility coordination continues.
2018 LPRF Grant for Splash pad	Foster/Lawrence/ Morris	Complete	The splash pads have been winterized. Employees are finishing up work on the bathroom / concessions building. NSite will be applying epoxy paint on the wet decks in the spring when temperatures are warmer.
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.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	The final NEPA document with all requested edits was submitted to TDOT mid-November. TDOT will review in the next few weeks. We hope to receive a Notice to Proceed by the end of December.
2019 Tourism Enhancement Grant for Eiffel Tower Upgrades	Foster/Morris/ Lawrence	Fall 2020	The sign is up, it looks great! We’re still waiting for Brown Sign to put the cap on the pole. Jennifer is submitting the final documentation so we can close out the grant.
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. TDOT kickoff meeting was held 11/24. Work on preliminary layout will begin this month.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021 (if awarded)	Application was submitted, award announcements are anticipated by the end of December.
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. These will be presented to the Planning Commission this month. He has also worked on a drainage project to be submitted for a CDBG grant. Deadline for application is February 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 announced that a retirement drive-thru reception will be held for Chief Elizondo on December 18, 2020 from 3:00 to 4:30 p.m. at Civic Center/PES under the awning.

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

Mayor

Finance Director