

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



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

**CITY OF PARIS, TENNESSEE  
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

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**CITY HALL COURTROOM  
May 6, 2021  
5:00 P.M.**

**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 – April 1, 2021

**Board Will Hear Comments from Citizens**

**Board Will Hear Comments from the Commission**

**Service Resolutions and Proclamations:** None

## **OLD BUSINESS**

- 1.) Ordinance to Amend 1-907 Regarding the Administration of the City's OSHA Plan (Second Reading):** Kim Foster, City Manager

## **NEW BUSINESS**

- 1.) Financial Update:** Traci Shannon, Finance Director
- 2.) Appointments to Boards:** Carlton Gerrell, City Mayor
- 3.) Request to Acquire Undeveloped Alley:** Jennifer Morris, Community Development Director
- 4.) Purchase of Property at 504 W. Wood Street:** Kim Foster, City Manager
- 5.) Ordinance to Amend the Fiscal Year 2021 Budget (First Reading):** Kim Foster, City Manager
- 6.) Request to Amend Zoning Ordinance for Carwash Use, Carwash at Walmart Rendering:** Jennifer Morris, Community Development Director
- 7.) Resolution to Add a Job Description to our Personnel Rules and Regulations:** Kim Foster, City Manager

## **Status of Various Projects**

## **Updates from the City Manager**

## **Adjournment**

**OLD BUSINESS**  
**AGENDA ITEM NO. 1**  
**Ordinance to Amend 1-907 Regarding the Administration of the City's OSHA Plan**  
**(Second Reading)**

The following ordinance, submitted for your consideration, is simply a housekeeping item to our Municipal Code Title 1, chapter 9 which governs our Occupational Safety and Health Program. 1-907 previously contained Carl Holder's name as the administrator of the program. This change replaces his name with "City Manager or the City Manager's designee".

Ordinance No. 1267

AN ORDINANCE  
to Amend 1-907 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that the first sentence of 1-907 of the Paris Municipal Code be amended by deleting the phrase "Carl Holder, City Manager" and substituting therefore the phrase "the City Manager or the City Manager's designee" (Ord. # 1267 , 05 / 06 / 2021.)

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 April 1, 2021.

Passed and adopted May 6, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Director

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

**Narrative to March 2021 Operating Statement**

Our retail sales tax revenue dipped down one percent in the month of February compared to last February. This is the first decrease after ten months of positive growth. We are still ahead fiscal year-to-date by 10.6%.

General Fund revenues were above expenditures for the month of March and also for fiscal year-to-date. There were only a few "out of ordinary" larger expenses which included repair of a sanitation truck, material for street repairs, and a new 60" mower for Parks.

Expenses will catch up in May when the principal payments are due on our debt.

Other Business:

**New Employees:** None

**Resignations:** None

We issued eleven business licenses in March:

**New Business (8):** G1 Shed Haulers, Pioneer Metal Structures, Pioneer Management Co., Basic Transportation Inc, LM Tasties LLC, Theos Ministry DBA Enchanted Ceremony, Mid South AG Source LLC, Hutson's Firearms

**Add'l Location (2):** Smith Welding & Steel Erectors LLC, Fisher Construction Co Inc

**Booth Rental (1):** La Tour Salon of Paris (Jayden Green)

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	\$873,733		14.75%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641		8.37%
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412		14.64%
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906	\$844,826		18.34%
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380	\$719,938		-1.02%
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	\$7,041,991		
Previous YTD %							
Increase/Decrease	2.52%	1.66%	1.24%	2.79%	10.61%		
	\$9,442,243	\$9,598,946	\$9,717,515	\$6,366,766			

**MONTHLY OPERATING STATEMENT**  
**March 2021**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,469,000	124,866	1,475,715	100.46%
Local Option Sales Tax	4,550,000	413,484	4,031,962	88.61%
Wholesale Liquor / Beer	790,000	64,953	690,994	87.47%
Business Tax	360,000	34,584	162,695	45.19%
Fees & Licenses	162,500	2,829	129,595	79.75%
In Lieu Payments	876,250	60,795	570,661	65.13%
Grants	1,779,475	-14,797	662,768	37.25%
State Shared taxes	1,366,000	195,121	1,250,932	91.58%
All Other	4,898,664	147,271	1,288,667	26.31%
<b>Total General Fund Revenue</b>	<b>16,251,889</b>	<b>1,029,107</b>	<b>10,263,990</b>	<b>63.16%</b>
Solid Waste Collection - BPU	1,225,000	104,953	938,482	76.61%
Solid Waste Disposal - Transfer	350,000	44,064	297,527	85.01%
Other Revenue	400	0	400	100.04%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>149,017</b>	<b>1,236,409</b>	<b>78.48%</b>
Gate Receipts - Brush & Debris	120,000	7,505	106,875	89.06%
County Share Operating Exp	35,000	0	6,198	17.71%
Gate Receipts - Tires	12,000	917	3,344	27.86%
Other Revenue	30,450	177	31,236	102.58%
<b>Total Landfill</b>	<b>197,450</b>	<b>8,599</b>	<b>147,653</b>	<b>74.78%</b>
<b>Total Drug Fund</b>	<b>68,050</b>	<b>2,087</b>	<b>33,041</b>	<b>48.55%</b>
<b>TOTAL REVENUES</b>	<b>18,092,789</b>	<b>1,188,809</b>	<b>11,681,093</b>	<b>64.56%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	269,106	1,126,806
Sanitation	24,535	182,713
Landfill	(5,027)	31,133
Drug Fund	866	8,176

<b>EXPENDITURES</b>		<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations		273,990	27,892	212,618	77.60%
General Administration		371,814	30,701	267,295	71.89%
Economic Development		124,264	10,661	92,068	74.09%
Elections		4,500	0	0	0.00%
Financial Administration		301,825	17,337	227,590	75.40%
City Hall Building		94,689	6,810	66,237	69.95%
Police Department		2,331,078	163,928	1,674,726	71.84%
Emergency Communications		709,474	53,180	486,821	68.62%
Fire Department		1,671,837	164,763	1,573,472	94.12%
Building Inspection		91,502	4,344	62,421	68.22%
Street Maintenance		1,598,399	96,337	1,002,618	62.73%
State Street Aid		500,000	3,758	483,182	96.64%
Storm Water Management		71,587	2,726	41,779	58.36%
Street Lighting		102,000	5,612	73,783	72.34%
City Garage		278,963	22,131	207,927	74.54%
Cemetery Maintenance		61,124	548	36,706	60.05%
Health & Animal Control		165,976	11,242	120,091	72.35%
Civic Center		544,297	44,327	340,292	62.52%
Parks & Recreation		997,395	81,592	658,960	66.07%
Library		166,487	27,748	138,739	83.33%
Community Development		5,385,400	-28,789	1,134,072	21.06%
Debt Service		823,546	13,154	235,788	28.63%
<b>General Fund Expenditures</b>		<b>16,670,147</b>	<b>760,000</b>	<b>9,137,184</b>	<b>54.81%</b>
Sanitation Collection		873,671	66,382	601,315	68.83%
Contractual Services		630,000	58,099	452,381	71.81%
<b>Total Sanitation</b>		<b>1,503,671</b>	<b>124,482</b>	<b>1,053,696</b>	<b>70.07%</b>
<b>Total Landfill</b>		<b>175,284</b>	<b>13,626</b>	<b>116,519</b>	<b>66.47%</b>
<b>Total Drug Fund</b>		<b>100,900</b>	<b>1,221</b>	<b>24,865</b>	<b>24.64%</b>
<b>TOTAL EXPENDITURES</b>		<b>18,450,002</b>	<b>899,330</b>	<b>10,332,264</b>	<b>56.00%</b>

**NEW BUSINESS**  
**AGENDA ITEM NO.2**  
**Appointments of Boards**

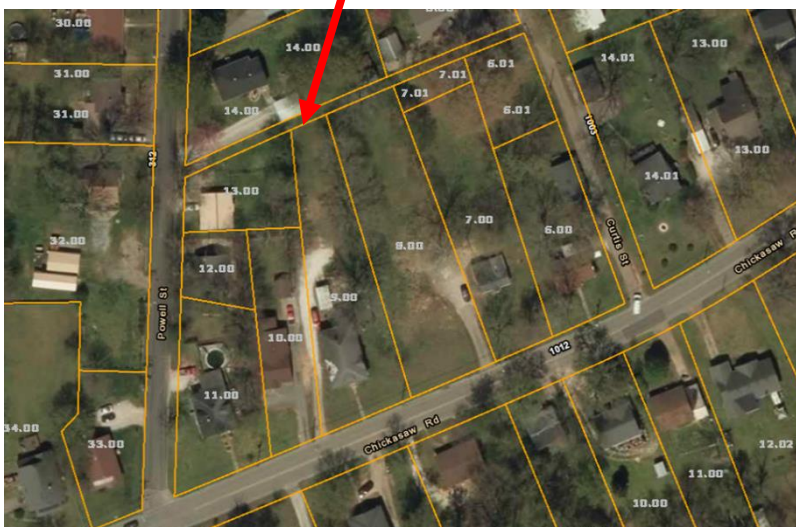
<b><u>BOARD</u></b>	<b><u>CURRENT MEMBER</u></b>	<b><u>PROPOSED MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>NEW EXPIRATION</u></b>
Alcoholic Beverage Control Board  3 Year Term  ( Mayor w/ Commission Approval)	James Smith	James Smith	June 4, 2021	June 4, 2024

**NEW BUSINESS**  
**AGENDA ITEM NO. 3**  
**Request to Acquire Undeveloped Alley**

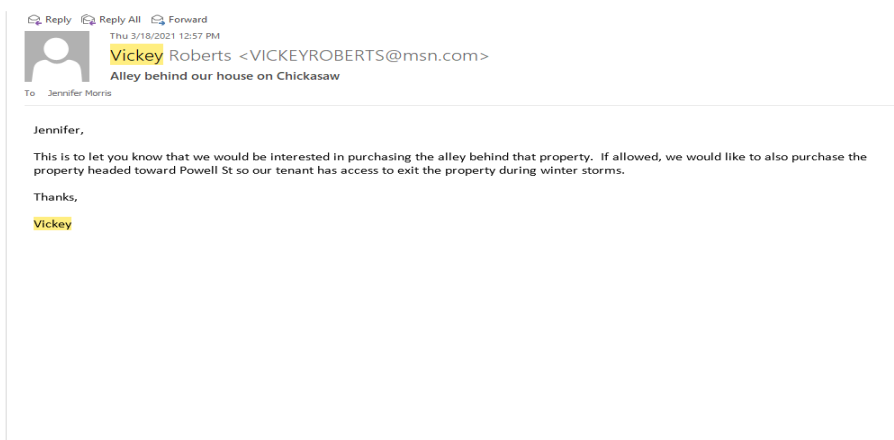
The City of Paris has received a request from Ed and Vickey Roberts to acquire a portion of a 10 ft. undeveloped alley adjacent to their property facing Chickasaw Road. This undeveloped alley is adjacent to properties that front Powell Street, Curtis Street and Chickasaw Road.

According to procedure found in the Paris Municipal Code, the City Commission should forward this request to the Planning Commission for recommendation.

Request to Acquire Undeveloped Alley



The following request was received from Vickey Roberts concerning their property located at 1006 Chickasaw Road. They are interested in acquiring the undeveloped alley behind their property on Chickasaw.



**NEW BUSINESS**  
**AGENDA ITEM NO. 4**  
**Purchase of Property at 504 W. Wood Street**

The City has been approached by a realtor who has 504 W. Wood Street listed to see if we are interested in purchasing it. It adjoins our property and, although not terribly desirous to us, will give us the opportunity to extend our footprint for future growth. In the immediate future, should you approve the purchase, we will tear down the house which has been vacant for many years and is in bad shape. The owner was asking \$7,500 but Jennifer negotiated a purchase price of \$6,000. Staff feels this is an acceptable price and requests your approval to give the City Manager the authority to sign all necessary documents to complete the purchase.

In the map below the blue outline encompasses our existing property with 504 W. Wood highlighted. The "X"s denote structures that have been demolished since this picture was taken.



**NEW BUSINESS**  
**AGENDA ITEM NO. 5**  
**Ordinance to Amend the Fiscal Year 2021 Budget (First Reading)**

In keeping with the wishes of the Office of State and Local Finance, proposed adjustments to the FY 2021 budget are contained in the following ordinance. As in years past several adjustments relate to the timing of grant related projects. Different this year are adjustments related to the effects of COVID, which also greatly affected the timing of grant projects even more so than usual. The overall impact of this budget amendment is a significant decrease in both revenues and expenditures. Expenditures will decrease more than revenues, even though we did add some large unplanned expenditures, leaving us in a much better position than originally budgeted. Our original budget reflected expenditures exceeding revenues by \$418,259. After this adjustment our budgeted revenues will exceed expenditures by \$50,742, removing the need to take any money from our fund balance.

Ordinance No. 1268

AN ORDINANCE TO AMEND THE CITY OF PARIS FISCAL YEAR  
2020– 2021 BUDGET

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality amend the annual budget ordinance to insure compliance with the relating lawful expenditures,

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

Section 1. The FY 2020 – 2021 Budget Ordinance, Section 2 shall be amended by deleting Section 2 in its entirety:

Fund	General			Sanitation		
	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed
<b>Revenues</b>						
Local Taxes	\$8,168,589	\$8,317,750	\$8,054,250			
State of TN	1,629,328	1,955,000	1,460,000			
Federal Government	680,875	656,500	323,500			
Other Sources	1,769,352	2,826,793	6,414,139	1,530,896	1,510,400	1,575,400

<b>Total Revenues</b>	<b>\$12,248,145</b>	<b>\$13,756,043</b>	<b>\$16,251,889</b>	<b>\$1,530,896</b>	<b>\$1,510,400</b>	<b>\$1,575,400</b>
<b>Expenditures</b>						
Salaries	\$4,986,341	\$5,178,638	\$5,281,564	\$398,650	\$440,131	\$445,161
Other	6,778,555	8,570,518	11,388,583	908,010	1,102,260	1,058,510
<b>Total Expenditures</b>	<b>\$11,764,897</b>	<b>\$13,749,157</b>	<b>\$16,670,147</b>	<b>\$1,306,660</b>	<b>\$1,542,391</b>	<b>\$1,503,671</b>
Beginning Fund Balance	\$3,258,155	\$3,741,403	\$3,748,289	\$2,982,870	\$3,207,107	\$3,175,115
Ending Fund Balance	\$3,741,403	\$3,748,289	\$3,330,031	\$3,207,107	\$3,175,115	\$3,246,845
No. of FTE Employees	108	109	109	8	9	10

Fund	Landfill		
	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed
<b>Revenues</b>			
Local Taxes			
State of TN			
Federal Government			
Other Sources	223,375	226,950	197,450
<b>Total Revenues</b>	<b>\$223,375</b>	<b>\$226,950</b>	<b>\$197,450</b>
<b>Expenditures</b>			
Salaries	\$45,323	\$45,649	\$46,496
Other	157,706	172,230	128,787
<b>Total Expenditures</b>	<b>\$203,029</b>	<b>\$217,879</b>	<b>\$175,283</b>
Beginning Fund Balance	\$677,098	\$697,444	\$706,515
Ending Fund Balance	\$697,444	\$706,515	\$728,682
No. of FTE Employees	2	1	1

Fund	Drug			Cemetery		
	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed
<b>Revenues</b>						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$83,574	\$63,075	\$68,050	\$935	\$700	\$1,000
<b>Total Revenues</b>	<b>\$83,574</b>	<b>\$63,075</b>	<b>\$68,050</b>	<b>\$935</b>	<b>\$700</b>	<b>\$1,000</b>
<b>Expenditures</b>						
Salaries						
Other	\$81,460	\$94,600	\$100,900	\$6,241	\$17,000	\$17,000
<b>Total Expenditures</b>	<b>\$81,460</b>	<b>\$94,600</b>	<b>\$100,900</b>	<b>\$6,241</b>	<b>\$17,000</b>	<b>\$17,000</b>
Beginning Fund Balance	\$159,364	\$161,478	\$129,953	\$357,231	\$351,925	\$335,625

Ending Fund Balance	\$161,478	\$129,953	\$97,103	\$351,925	\$335,625	\$319,625
No. of FTE Employees	0	0	0	0	0	0

Section 2. The City of Paris City Commission does hereby amend the following estimate of revenues, estimated unencumbered fund balances, and expenditures as follows:

General Fund Revenues shall be amended as follows:

Local Option Sales Tax shall increase by \$825,000  
 2020 Multimodal Access Grant shall decrease by \$40,000  
 2018 LPRF Grant - Splashpad shall increase by \$100,000  
 2018 TA Grant - Sidewalks shall decrease by \$197,500  
 2018 STBG – Signal Replacement shall decrease by \$52,000  
 BRZ – Rison St. Bridge shall decrease by \$1,030,800  
 Governor’s Local Support Grant shall increase by \$150,000  
 State Sales Tax shall increase by \$150,000  
 BPU Wastewater – USDA Bond shall decrease by \$2,216,000  
 BPU Water – USDA Bond shall decrease by \$1,000,000

General Fund Expenditures are amended as follows:

Fire Department:  
 General Purpose Equipment will increase by \$302,000  
 State Street Aid:  
 Asphalt & Asphalt Filler will increase by \$100,000  
 In the area of Community Development, the following amendments will be made:  
 2020 Multimodal Access Grant will increase by \$33,000  
 TDTD Tourism Enhancement Grant will decrease by \$17,000  
 2018 LPRF Grant - Splashpad will increase by \$600,000  
 2018 STBG – Signal Replacement will decrease by \$53,000  
 BRZ – Rison St. Bridge will decrease by \$1,291,000  
 2018 TA Grant – Sidewalks shall decrease by \$210,000  
 County-Wide Radio Project will increase by \$71,700  
 BPU Wastewater – USDA Bond shall decrease by \$2,216,000  
 BPU Water – USDA Bond shall decrease by \$1,000,000  
 Governor’s Local Support Grant shall decrease by \$100,000

So that Section 2 shall read as follows:

Fund	General			Sanitation		
	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed
<b>Revenues</b>						
Local Taxes	\$8,168,589	\$8,317,750	\$8,879,250			
State of TN	1,629,328	1,955,000	1,820,000			

Federal Government	680,875	656,500	74,000			
Other Sources	1,769,352	2,826,793	2,167,339	1,530,896	1,510,400	1,575,400
<b>Total Revenues</b>	<b>\$12,248,145</b>	<b>\$13,756,043</b>	<b>\$12,940,589</b>	<b>\$1,530,896</b>	<b>\$1,510,400</b>	<b>\$1,575,400</b>
<b>Expenditures</b>						
Salaries	\$4,986,341	\$5,178,638	\$5,281,564	\$398,650	\$440,131	\$445,161
Other	6,778,555	8,570,518	7,608,283	908,010	1,102,260	1,058,510
<b>Total Expenditures</b>	<b>\$11,764,897</b>	<b>\$13,749,157</b>	<b>\$12,889,847</b>	<b>\$1,306,660</b>	<b>\$1,542,391</b>	<b>\$1,503,671</b>
Beginning Fund Balance	\$3,258,155	\$3,741,403	\$3,748,289	\$2,982,870	\$3,207,107	\$3,175,115
Ending Fund Balance	\$3,741,403	\$3,748,289	\$3,799,031	\$3,207,107	\$3,175,115	\$3,246,845
No. of FTE Employees	108	109	109	8	9	10

Fund	Landfill		
	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed
<b>Revenues</b>			
Local Taxes			
State of TN			
Federal Government			
Other Sources	223,375	226,950	197,450
<b>Total Revenues</b>	<b>\$223,375</b>	<b>\$226,950</b>	<b>\$197,450</b>
<b>Expenditures</b>			
Salaries	\$45,323	\$45,649	\$46,496
Other	157,706	172,230	128,787
<b>Total Expenditures</b>	<b>\$203,029</b>	<b>\$217,879</b>	<b>\$175,283</b>
Beginning Fund Balance	\$677,098	\$697,444	\$706,515
Ending Fund Balance	\$697,444	\$706,515	\$728,682
No. of FTE Employees	2	1	1

Fund	Drug			Cemetery		
	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed	FY 2019 Audited	FY 2020 Budget	FY 2021 Proposed
<b>Revenues</b>						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$83,574	\$63,075	\$68,050	\$935	\$700	\$1,000
<b>Total Revenues</b>	<b>\$83,574</b>	<b>\$63,075</b>	<b>\$68,050</b>	<b>\$935</b>	<b>\$700</b>	<b>\$1,000</b>
<b>Expenditures</b>						
Salaries						
Other	\$81,460	\$94,600	\$100,900	\$6,241	\$17,000	\$17,000
<b>Total Expenditures</b>	<b>\$81,460</b>	<b>\$94,600</b>	<b>\$100,900</b>	<b>\$6,241</b>	<b>\$17,000</b>	<b>\$17,000</b>
Beginning Fund Balance	\$159,364	\$161,478	\$129,953	\$357,231	\$351,925	\$335,625
Ending Fund Balance	\$161,478	\$129,953	\$97,103	\$351,925	\$335,625	\$319,625
No. of FTE Employees	0	0	0	0	0	0

Section 3. The current Section 3 shall be deleted in its entirety:

General Fund	\$20,000,178
Sanitation	4,750,515
Landfill	903,965
Drug Fund	192,030
Cemetery Fund	<u>336,625</u>
<b>Total All Funds</b>	<b>\$26,183,313</b>

Section 3 is amended as follows:

General Fund	\$16,688,878
Sanitation	4,750,515
Landfill	903,965
Drug Fund	192,030
Cemetery Fund	<u>336,625</u>
<b>Total All Funds</b>	<b>\$22,872,013</b>

SECTION 4. All encumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 5. This ordinance shall take effect \_\_\_\_\_ the public welfare requiring it.

Passed and adopted May 6, 2021.

Passed and adopted \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Director

**NEW BUSINESS**  
**AGENDA ITEM NO. 6**

**Request to Amend Zoning Ordinance for Carwash Use, Carwash at Walmart Rendering**

John Lapointe of Brightwork Real Estate, representing Tidal Wave Auto Spa, has contacted the City regarding the use of a car wash in an SC-1 Zoning District and the possibility of amending the Zoning Ordinance to allow this use.

Attached you will find his application and letter as well as a rendering of the proposed car wash. The proposed location is the out parcel in front of the Walmart building. As is customary the City Commission refers this request to the Planning Commission for recommendation.



# City of Paris

100 N Caldwell St  
P.O. Box 970  
Paris, TN 38242  
<http://paristn.gov/>

## APPLICATION FOR AMENDMENT TO ZONING ORDINANCE

For Internal Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT'S INFORMATION

Name of Individual: John Lapointe Phone: 813-874-1700- ext. 243

Address: 1210 Mineral Wells Ave. City/State: Paris, TN

Email Address: jlapointe@brightworkre.com

Applicant's Interest in Property: ☐ Owner ☒ Agent ☐ Lessee ☐ Option to Purchase

PROPERTY INFORMATION: Map: 116B Group: B Parcel: 016.01

Property Address: 1210 Mineral Wells Ave.

### REQUEST TO REZONE PROPERTY

Current Zoning Classification: SC-1 Requested Zoning Classification: SC-1

Reason for Request/Remarks: Requesting carwash to be allowed in the SC-1 district. Please see attached letter.

Site Plan Required: Yes No

Map Required: Yes No

Site Plan Required: Yes No

### REQUEST TO AMEND TEXT OF THE MUNICIPAL ZONING ORDINANCE

Chapter: \_\_\_\_\_ Section: \_\_\_\_\_ Requested Amendments/Remarks: \_\_\_\_\_

I hereby certify that the statements made by me herein and the maps and other accompanying data submitted herewith are true and correct.

Applicant Signature: John Lapointe Date: 04/29/2021

City Commission Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Planning Commission Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Planning Commission Recommendation: \_\_\_\_\_ Date of Action: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action by Board of Commissioners: \_\_\_\_\_ Date of Action: \_\_\_\_/\_\_\_\_/\_\_\_\_

# PEA GROUP

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April 29, 2021

Jennifer Morris  
Community Development Director  
City of Paris  
100 N. Caldwell St.  
P.O. Box 970  
Paris, TN 38242

**RE: Carwash in SC-1 District  
Tidal Wave Auto Spa  
1210 Mineral Wells Avenue  
Paris, TN 38242**

Dear Jennifer:

We are looking to develop a Tidal Wave Auto Spa on the 1.2 acres located at 1210 Mineral Wells Avenue. The site is an existing undeveloped outparcel to the Walmart shopping center and is currently zoned SC-1. Please use this letter as our request to allow a carwash in the SC-1 Shopping Center District.

We believe the existing Walmart shopping center (SC-1) and a car wash use to be complementary and compatible to each other and will enhance the overall shopping experience at this location. We have attached a draft site plan and elevations for your use.

Thanks for all your help and consideration. If you have any questions or need additional information, please do not hesitate to contact us via phone or email.

Regards,



Jacques Gilbert, PE  
Project Manager

**NEW BUSINESS**  
**AGENDA ITEM NO. 7**  
**Resolution to Add a Job Description to our Personnel Rules and Regulations**

When preparing to hire a new Civic Center Supervisor - Nights & Weekends we realized, even though we established this position years ago, we did not have a job description for it. This is a part-time position to assist with supervision of operations at the Civic Center. This resolution is simply a housekeeping issue to correct an oversight.

**RESOLUTION NO. 1651**

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6, 1994; and,

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the Board of Commissioners of the City of Paris, Tennessee by Resolution before they shall have force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the Board of Commissioners of the City of Paris, Tennessee that said Personnel Rules and Regulations be amended by enacting the following job description for the position of Civic Center/Night & Weekend Supervisor in Appendix B.:

**CIVIC CENTER/ NIGHT & WEEKEND SUPERVISOR**

**Nature of Work**

Supervision of Paris Civic Center patrons and staff. Help with facilitation of rentals, set up and strike of meeting room activities. Enforce and answer questions regarding Civic Center rules and regulations. Opening and closing facility. Reporting to the Civic Center Director with any problems or concerns.

**Illustrative Examples of Work**

- Supervision of Paris Civic Center when full time staff is not present, specifically night and weekend shifts. Dropping of moneybag at City Hall nightly. Checking building areas on a schedule provided by manager.
- Interacts with the public in an informative and helpful way, always with a professional demeanor.
- Fosters a great work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.
- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Maintains a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Performs all duties as assigned by management in a professional and efficient manner.

**Desirable Knowledge, Abilities and Skills**

- Ability to work with the public tactfully and with a firm authoritative presence.

**Essential Job Requirements:**

1. General Physical Requirements:

- Ability to walk through building to supervise all areas.
- Ability to set up / strike meeting rooms as needed.
- Ability to communicate with the public effectively and professionally.
- Must be able to work nights and weekends.
- Flexible work schedule.
- Must be able to sit, stand, lift, walk, kneel, crouch, crawl, reach, grasp, feel, talk, hear and complete repetitive motions.
- Required to have visual and hearing acuity to determine the neatness and to make general observations of facilities and structures for safety of others.
- Inside working conditions, working with users of all ages.

### **Desirable Training and Experience**

High School Diploma, Experience working with the public, and Knowledge of our rules and regulations.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the City of Paris, Tennessee go on record as approving the amendments to the Personnel Rules and Regulations by enacting the following job description for the position of Civic Center/Night & Weekend Supervisor in Appendix B.:

## **CIVIC CENTER/ NIGHT & WEEKEND SUPERVISOR**

### **Nature of Work**

Supervision of Paris Civic Center patrons and staff. Help with facilitation of rentals, set up and strike of meeting room activities. Enforce and answer questions regarding Civic Center rules and regulations. Opening and closing facility. Reporting to the Civic Center Director with any problems or concerns.

### **Illustrative Examples of Work**

- Supervision of Paris Civic Center when full time staff is not present, specifically night and weekend shifts. Dropping of moneybag at City Hall nightly. Checking building areas on a schedule provided by manager.
- Interacts with the public in an informative and helpful way, always with a professional demeanor.
- Fosters a great work environment, encouraging accountability, open communication, teamwork, and a commitment to serving others.
- Follows all safety rules and regulations while performing work assignments and adheres to all policies and procedures as outlined in the employee handbook.
- Maintains a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Performs all duties as assigned by management in a professional and efficient manner.

### **Desirable Knowledge, Abilities and Skills**

- Ability to work with the public tactfully and with a firm authoritative presence.

### **Essential Job Requirements:**

#### **2. General Physical Requirements:**

- Ability to walk through building to supervise all areas.
- Ability to set up / strike meeting rooms as needed.
- Ability to communicate with the public effectively and professionally.
- Must be able to work nights and weekends.
- Flexible work schedule.
- Must be able to sit, stand, lift, walk, kneel, crouch, crawl, reach, grasp, feel, talk, hear and complete repetitive motions.
- Required to have visual and hearing acuity to determine the neatness and to make general observations of facilities and structures for safety of others.

- Inside working conditions, working with users of all ages.

**Desirable Training and Experience**

High School Diploma, Experience working with the public, and Knowledge of our rules and regulations.

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 6<sup>th</sup> day of May, 2021.

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Mayor

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City Recorder

ATTESTED:

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## STATUS OF VARIOUS PROJECTS

### May 2021

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
HOME Grant	Morris/Foster	2022	We held an informational meeting in April and had so many in attendance that we had to break into 2 groups. Applicants have until 5/17/21 to submit an application. So far we have received 6 completed applications.
Back Alley Paris	Foster/Morris/ Ray(DPA)	June 2021	Dan Knowles is now working on the full size mural to be placed on the back wall of Commercial Bank. The goal is for it to be complete by June.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Spring 2022	Construction Plans have been revised and resubmitted to TDOT. We are still working to acquire all needed easements. It has been determined that there is the possibility of wetlands present on the HCHS campus so we are working our way through the process of getting the appropriate permits.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Spring 2022	We are still waiting to receive final approval for the edited NEPA document resubmitted on 4/1/21. TLM continues to work on preliminary layout and are still coordinating with TDOT on Wood Street intersections that will be reworked by TDOT as part of a TDOT paving project.
Rison St Bridge Replacement	Foster/Morris	Fall 2021	A2H is in the process of hiring a consultant to complete the Wetlands/Ecology Study now required by TDOT. Once it has been completed it will be submitted to TDOT for their approval. Once it is approved it will be added to the NEPA document and resubmitted to TDOT. This requirement will add at least another 3 months to a process that has already taken over a year.
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. As of 3/29 TDOT was still working on this. NOTE: The request for this was presented to TDOT in AUGUST. Preliminary design continues on layout and grading. Preliminary signal design to begin in May.
BCBS Healthy Place Grant	Morris/Lawrence	Summer of 2021	Construction is almost complete. The only thing left is for the rubber play surface to be installed. The installer is on another project so it could be another month before that is complete.
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	Public Works has done some ditch and culvert work in the Brooks St. & Atkins St. area which is helping with drainage. We are still working on a plan to present to Wal-Mart.

## Updates from the City Manager

- American Rescue Plan – We continue to wait on Federal guidance. We have not yet received any money.
- Local Government Grant – The State House and Senate presented amendments to the Governor's budget last week to amend the amount allocated for local grants from the Governor's proposed \$200 million to \$100 million. Although the amount for grants was cut in half the amendment also included removing the requirement that the money be spent on specific uses in specific categories. Now the only basic requirement is that it be spent on non-recurring expenses. We should receive around \$125,000 after the first of July.
- Splash Pad Activities – The weather never allowed enough rain-free time to get the epoxy on the wet decks so it was decided to wait until the end of the season to try again to apply the epoxy paint. Don't forget the following events:
  - May 27 (Thursday) – Employee event for families @ 6:00
  - May 29 (Saturday) – Summer Season Kick-off beginning at 10:00
  - June 1 (Tuesday) – Local leadership meet & greet @ 6:00. First summer concert @ 7:00 – Johnny Mac
- Budget Review Meeting – Don't forget our meeting on Monday morning and that we will be having breakfast.