

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



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

BOARD OF COMMISSIONERS MEETING MINUTES
CITY OF PARIS, TENNESSEE
January 4, 2018
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 4, 2018 in the City Hall Courtroom.

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

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

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

Media: Shannon McFarlin
Tim Alsobrooks
Bill McCutcheon

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

APPROVAL OF MINUTES: December 7, 2017 Regular Meeting Minutes.

DISCUSSION: None

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

VOTE: Unanimous

COMMENTS FROM CITIZENS: None

COMMENTS FROM THE COMMISSION: Commissioner Fuller commented that he was looking forward to another good year.

SERVICE RESOLUTIONS AND PROCLAMATIONS: None

OLD BUSINESS ITEM NO. 1: Rezoning Request for 807 E. Wood Street from R-2M to B-1

DISCUSSION: City Manager Kim Foster stated that all rezoning request on the agenda for this month are up for second reading and the Public Hearing was held for each of these agenda items during the December City Commission Meeting. The request was submitted by Mr. Bobby Swayne.

ACTION: Motion made by Commissioner Tharpe, seconded by Vice Mayor Griffith to approve the Rezoning Request for 807 E. Wood Street from R-2M to B-1.

VOTE: Unanimous

ORDINANCE NO. 1219

AN ORDINANCE to Amend Title 11, Chapter 104 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property be zoned B-1, same being currently zoned R-2:

Known as the following:
Tax Assessor's Map 106B, Group G, Parcel 2.0, 3.0, 4.0 & 5.0
(See Attached Exhibit "A")

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 passage of final adoption.

Passed and adopted December 7, 2017.

Passed and adopted January 4, 2017.

/s Carlton Gerrell

/s Traci Shannon

Mayor

Finance Director

OLD BUSINESS ITEM NO. 2: Rezoning Request for 246 Memorial Drive from B-1 to TRB

DISCUSSION: The rezoning request was submitted by Mr. Mike Garner. No further discussion.

ACTION: Motion made by Commissioner Jones, seconded by Vice Mayor Griffith to approve the Rezoning Request for 246 Memorial Drive from B-1 to TRB.

VOTE: Unanimous

ORDINANCE NO. 1220

AN ORDINANCE to Amend Title 11, Chapter 104 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property fronting on Memorial Drive be rezoned from B-1 to TRB and the portion of this property facing Fairview Street be rezoned from R-1M and B-1 to R-1M as shown on the attached Exhibit "A":

Known as the following:
Tax Assessor's Map 106N, Group F, Parcel 21.0
(See Attached Exhibit "A")

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 passage of final adoption.

Passed and adopted December 7, 2017.

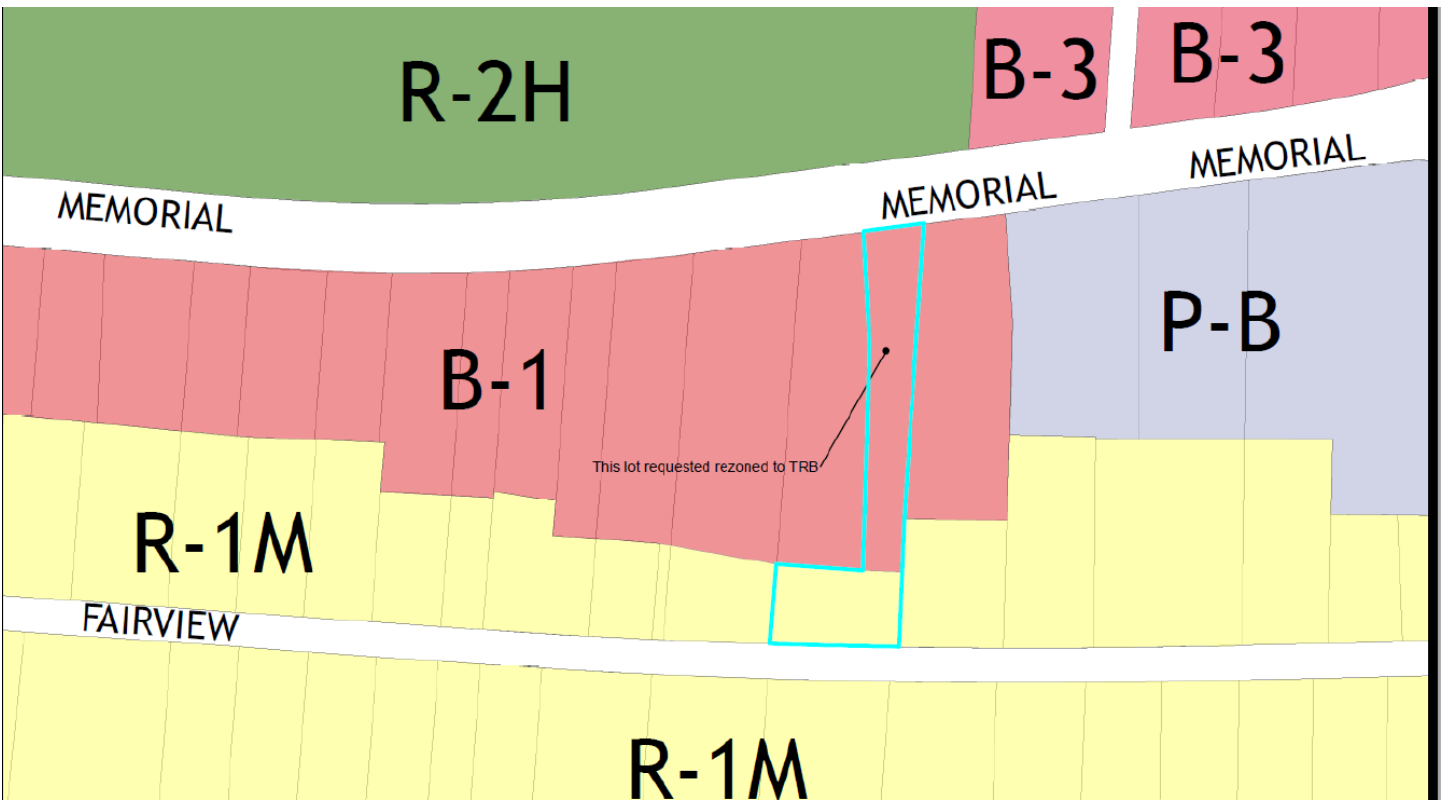
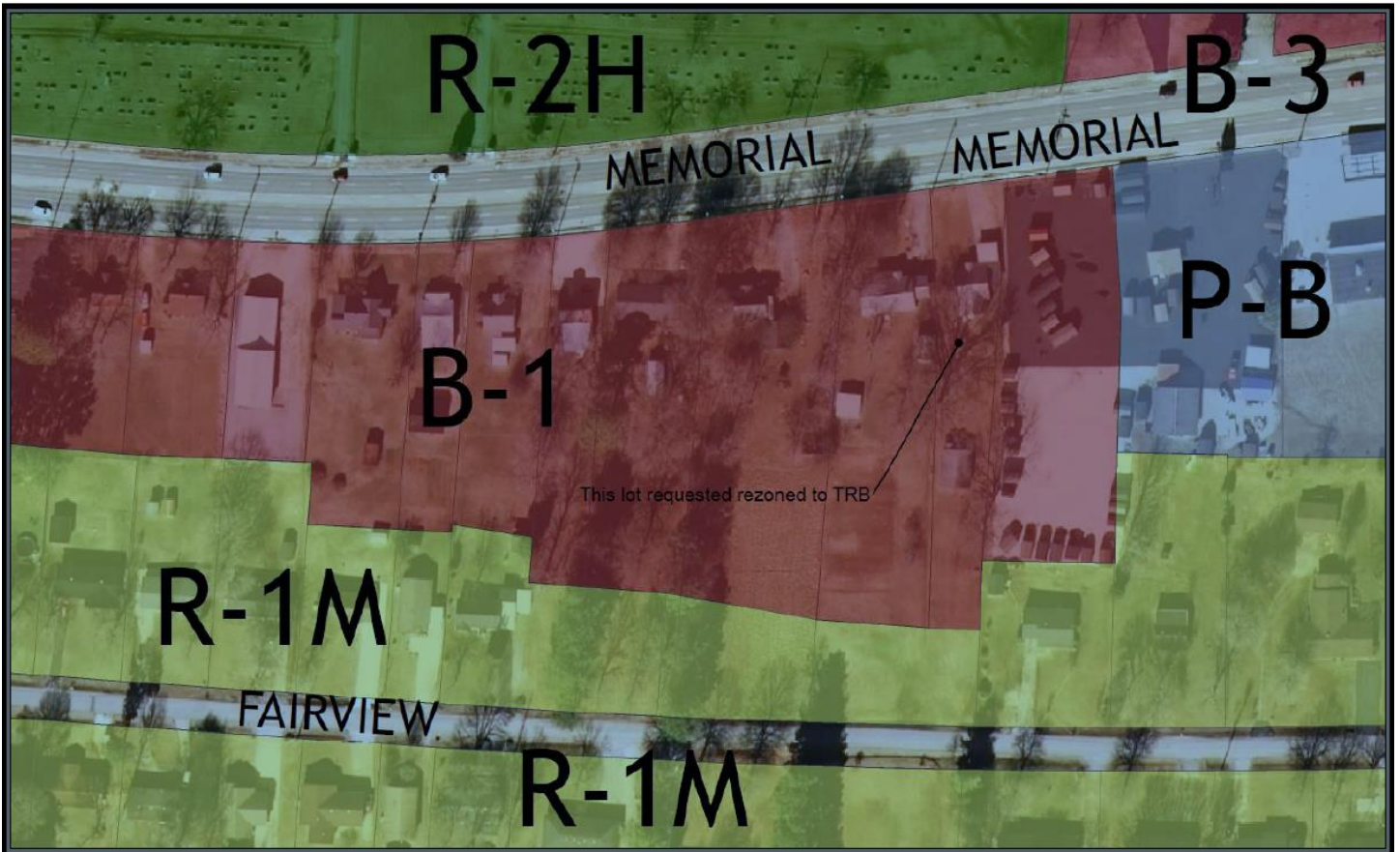
Passed and adopted January 4, 2018.

/s Carlton Gerrell

/s Traci Shannon

Mayor

Finance Director



OLD BUSINESS ITEM NO. 3: Rezoning Request for 600 Russell Street from M-2 to B-1

DISCUSSION: The request was submitted by Mr. Troy Crawford. No further discussion.

ACTION: Motion made by Vice Mayor Griffith, seconded by Commissioner Jones to approve the Rezoning Request for 600 Russell Street from M-2 to B-1.

VOTE: Unanimous

ORDINANCE NO. 1221

AN ORDINANCE to Amend Title 11, Chapter 104 of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that the Paris Municipal Code be amended as follows:

Title 11, Chapter 104, Section B, identifying, "The Official Zoning Map of Paris, Tennessee," as adopted, is amended as follows:

That the following described property be zoned B-1, same being currently zoned M-2:

Known as the following:
Tax Assessor's Map 106O, Group B, Parcel 3.00
(See Attached Exhibit "A")

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 passage of final adoption.

Passed and adopted December 7, 2017.

Passed and adopted January 4, 2018.

/s Carlton Gerrell
Mayor

Finance Director:

/Traci Shannon

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

City of Paris Finance Director Traci Shannon announced that the audit is in. Ms. Shannon announced the Fund Balance has increased by 2.5 million with no findings. The auditors will be present at the February 2018 meeting to give a brief presentation. City Manager Kim Foster commended Ms. Shannon on her job performance.

Finance Director Traci Shannon reported we are continuing the trend we've been fortunate to have this year with our retail sales. The month of October showed an increase of 7.41% compared to October of last year and we have an increase of 6.07% for the fiscal year to date.

General Fund and Solid Waste revenues were ahead of expenditures in November and for the fiscal year to date. We did spend \$135K on a new Dump Truck for the Street Department. We also purchased five out of the seven Police vehicles, however that expense was off-set from receipt of funds from the capital outlay note.

Our first two months of property tax collections are up 28% compared to the first two months in 2015 & 2016. This is partly due to the property tax increase this year. We should receive approximately \$180K more in tax revenue overall compared to the last two years.

Other Business:

We had one part-time employee to leave the Animal Shelter and one new hire for replacement.

We issued four business licenses in November: One due to new ownership (Edward Jones Co.). The other three are listed as follows: Brisha Salon & Boutique, Roaming Beat Box, Venture Construction (Contractor for McDonald's Remodel)

**MONTHLY OPERATING STATEMENT
November 2017**

REVENUES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,365,000	110,939	277,622	20.34%
Local Option Sales Tax	4,561,000	397,846	1,981,477	43.44%
Wholesale Liquor / Beer	775,000	52,214	325,098	41.95%
Business Tax	360,000	5,590	28,614	7.95%
Fees & Licenses	164,700	37,119	76,444	46.41%
In Lieu Payments	860,250	88,895	365,257	42.46%
Grants	1,164,400	148,796	228,791	19.65%
State Shared taxes	1,552,800	107,319	672,821	43.33%
Proceeds-2015 Multi-Purpose Bond	450,000	21,534	324,820	72.18%
All Other	1,743,150	342,705	758,862	43.53%
Total General Fund Revenue	12,996,300	1,312,957	5,039,805	38.78%
Solid Waste Collection - BPU	1,235,000	105,948	514,413	41.65%
Solid Waste Disposal - Transfer	185,000	19,108	91,394	49.40%
Solid Waste Disposal - Brush	130,000	15,903	69,360	53.35%
Refuse Disposal Chgs - County	40,000	0	0	0.00%
Other (Tires/Recycle/Disc.)	2,500	48	1,650	66.01%
Total Solid Waste/Landfill	1,592,500	141,007	676,817	42.50%
Total Drug Fund	49,000	5,919	51,991	106.10%
TOTAL REVENUES	14,637,800	1,459,883	5,768,613	39.41%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	218,832	10,832
Solid Waste/Landfill	28,424	50,624
Drug Fund	5,444	36,817

EXPENDITURES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	229,422	27,892	35,458	15.46%
General Administration	377,717	18,847	146,052	38.67%
Economic Development	140,558	11,527	57,296	40.76%
Financial Administration	290,724	31,223	123,951	42.64%
City Hall Building	92,457	7,281	40,642	43.96%
Police Department	2,107,239	341,489	998,038	47.36%
Downtown Parking	20,780	1,204	7,756	37.33%
Emergency Communications	871,516	53,611	241,842	27.75%
Fire Department	1,682,397	132,072	659,617	39.21%
Building Inspection	98,701	5,410	47,860	48.49%
Street Maintenance	1,595,751	249,157	788,824	49.43%
State Street Aid	325,000	1,307	288,867	88.88%
Storm Water Drainage	68,457	3,178	23,707	34.63%

Street Lighting	208,200	18,469	98,668	47.39%
City Garage	312,582	21,892	131,077	41.93%
Cemetery Maintenance	56,601	1,588	32,352	57.16%
Health & Animal Control	127,999	12,294	60,305	47.11%
Civic Center	532,428	36,348	208,647	39.19%
Parks & Recreation	1,046,593	61,047	450,866	43.08%
Library	155,670	25,945	77,835	50.00%
Community Development	1,780,000	11,014	426,497	23.96%
Debt Service	639,320	21,331	82,816	12.95%
General Fund Expenditures	12,760,112	1,094,125	5,028,973	39.41%
Refuse Collection	665,540	55,787	281,096	42.24%
Contractual Services	450,000	43,978	215,201	47.82%
Landfill	301,890	12,819	129,896	43.03%
Total Solid Waste	1,417,430	112,583	626,193	44.18%
Total Drug Fund	73,366	475	15,174	20.68%
TOTAL EXPENDITURES	14,250,908	1,207,183	5,670,340	39.79%

**CITY OF PARIS, TENNESSEE
RETAIL SALES**

	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>% Incr(Decr)</u>
JULY	\$24,708,444	\$25,320,292	\$27,448,780	\$27,236,322	\$29,124,687	6.93%
AUGUST	\$24,462,464	\$26,406,849	\$26,395,078	\$26,842,574	\$28,523,828	6.26%
SEPTEMBER	\$24,928,640	\$26,453,764	\$28,353,058	\$28,795,120	\$29,895,359	3.82%
OCTOBER	\$24,450,137	\$25,020,809	\$26,933,939	\$26,630,740	\$28,604,595	7.41%
NOVEMBER	\$24,858,456	\$26,337,947	\$26,614,076	\$28,012,769		
DECEMBER	\$31,005,408	\$32,420,735	\$34,198,562	\$36,351,387		
JANUARY	\$21,495,329	\$23,009,885	\$22,789,434	\$24,536,880		
FEBRUARY	\$24,572,900	\$23,295,076	\$25,750,142	\$24,888,226		
MARCH	\$26,710,508	\$27,326,289	\$30,192,335	\$30,924,608		
APRIL	\$25,907,395	\$28,122,156	\$27,950,237	\$29,151,285		
MAY	\$27,256,406	\$27,902,318	\$27,736,226	\$29,293,200		
JUNE	\$27,400,649	\$29,311,861	\$30,539,077	\$32,057,233		
TOTAL	<u><u>\$307,756,736</u></u>	<u><u>\$320,927,982</u></u>	<u><u>\$334,900,945</u></u>	<u><u>\$344,720,344</u></u>	<u><u>\$116,148,468</u></u>	
Previous YTD % Increase/Decrease		4.28%	4.35%	2.93%	6.07%	

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

There were no appointments to boards for the month of November 2017.

NEW BUSINESS
AGENDA ITEM NO. 3
Proposed Ordinance to Amend 2-206 regarding Restrictions on Licenses

DISCUSSION: City Manager Kim Foster stated periodically Staff looks at the proximity restrictions associated with our local beer licenses which currently restricts a beer license holder from locating within 100 feet from a park, school or church. Typically this subject is revisited when we think there is a possibility of a restaurant coming to our downtown. Ms. Foster stated there is such a mixed use in our downtown. Ms. Foster also stated we certainly do not want to discourage a restaurant from coming to our downtown. Staff proposed for consideration a change to our current ordinance which would remove the proximity restriction for restaurants only. Ms. Foster stated this matter came up for discussion in November 2017 but with City Attorney Fred McLean not being available for the December 2017 City Commission Meeting, he asked that this matter be deferred until the January 2018 meeting. Ms. Foster stated that the proposed ordinance was discussed independent of anyone having a particular plan. Ms. Foster stated that Staff didn't want it to appear that the City was catering to any particular business and felt it would be a good time to make the changes while there was no plan for such business. However, since the discussion began someone has come forward and plans to put a restaurant in the downtown footprint.

Ms. Foster stated the proposed ordinance presented for consideration was to remove the proximity requirement in the B-2 district for any business that would qualify as a restaurant. Ms. Foster stated that she feels the spirit of the proximity issue was geared toward a solely alcoholic beverage retailer.

City Attorney Fred McLean stated that when the beer ordinance was passed there were not liquor by the drink as an option. The only type of alcoholic type retail establish that would have been talked about would have been a tavern.

City Commissioner Jackie Jones made an inquiry in regard to variances. Mr. Mclean explained that this is not a zoning ordinance change therefore no variances are required.

City Manager Kim Foster added that if the Board Members wish to pursue the proposal that this matter be deferred to the Alcoholic Beverage Control Board for the recommendation.

City Commissioner Jackie Jones inquired as to why the State of Tennessee does not have an ordinance pertaining to beer. Attorney McLean stated that the State regulates very closely hard liquor sales both in retail package stores and in retail establishments such as restaurants. The State gives much more flexibility and freedom to local governments on beer sales. Attorney McLean added that we are able to write our own ordinance in regard to Class A beer sales which is for packaged beer sales in convenient stores and grocery stores and also for beer sales for Class B permits which is on premises consumption. The ABC regulations trump local government. We are not allowed to be more restrictive on ABC requirements than the Alcoholic Beverage Commission is.

ACTION: After a lengthy discussion a motion was made by Commissioner Fuller, seconded by Commissioner Tharpe to refer this matter to the Alcoholic Beverage Control Board for recommendation.

VOTE: Unanimous

STATUS OF VARIOUS PROJECTS
January 2018

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
HOME Grant	Morris/Foster	2018	Contractor bids were opened mid-November and a local contractor was the low bidder. He has started work on the first house. When the repairs to this house are about 60% complete the grant administrator will start the evaluation process on the next 6 or 7 houses on the priority list.
Back Alley Paris	Foster/Morris/Ray(DPA)	On-Going	We were not awarded the Delta Regional Authority grant. We will continue this project with the Art Builds Communities grant that we have been awarded. We are also talking to TVA about partnering with us to paint a history of KY Lake in alley #2 on the BPU building wall.
City Hall Renovations	Foster/Elizondo	March 2018	Renovation work began on Dec. 18 and is in full swing beginning with the meeting room, the bathrooms adjacent to the business office, and Building and Codes and Planning offices. The project is progressing as expected.
Preserve Paris	Foster/Morris	On-Going	We will soon begin formulating plans for a Clean Sweep Day in the Spring. We would love suggestions for where the next event should be located, as well as any ideas for building on or improving our current program.
Demolitions	Foster/Brown	On-Going	There were no demolition permits issued in the month of December. Properties from the recent tax sale that are eligible for a shortened redemption period have not been released.
Tourism Enhancement Grant	Foster/Morris	Fall 2017	A few finishing touches will be completed by the end of December. A ribbon cutting is planned for Thursday, January 4 th at 11:00.
ADA Compliance	Foster/Morris/Rock	On-Going	We have contracted with TLM Associates to compile our ADA Transition Plan. We have also communicated our progress and plans to TDOT to meet their 2017 requirement.
Energy Efficiency Project with Trane	Foster	2018	Other than a few minor things, the transition of all energy efficiency upgrades to city facilities is complete. The transition of street lights is almost 50% complete. There are several individual lights with issues, and they are being addressed. Our overall experience with Trane on this project has been very positive.
TN ECD Façade Grant	Foster/Morris	Winter of 2018 if awarded	We are extremely pleased to announce that we have been awarded this grant in the amount of \$100,000! The environmental portion of the grant has been completed. We will be meeting with downtown property and business owner's mid-January to explain the application process.
Transportation Alternatives (TA) Grant	Foster/Morris	Fall 2019	We are working with TLM Associates on this project. The grant has been submitted, but awards will not be determined or announced until Summer 2018.
TN Access to Health Grant	Morris/Lawrence	Summer 2019	We submitted a letter of intent to apply for this grant to construct a low ropes course at Eiffel Tower Park extended. We have received notice that we have been invited to apply for the grant. We are working with TLM to complete the full grant application.

City Manager Kim Foster commented in regard to City Hall Renovations. Ms. Foster stated that she is pleased with the offices that have been completed to date. Ms. Foster announced that the ABC Board meeting scheduled for Friday, January 5, 2018 at noon will be the last meeting to be held in the chambers until renovations are complete. The finance office will temporarily be moving to the courtroom until the front offices are complete. Ms. Foster has reserved the Chamber of Commerce Conference Room and all scheduled meetings will be conducted there for the months of January, February and March. The renovations are on schedule.

Ms. Foster announced that the ribbon cutting which was held the morning of January 4, 2018 for the new downtown bathrooms was a success.

Motion to Adjourn: Vice Mayor Griffith made a motion, seconded by Commissioner Jones to adjourn at 5:31 p.m.

Mayor

Finance Director