

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**  
**February 1, 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, February 1, 2018 at the Paris Henry County Chamber of Commerce.

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. Stancock  
Community Development Director Jennifer Morris  
Finance Director Traci Shannon

**Media:** Shannon McFarlin  
Tim Alsobrooks  
Bill McCutcheon

Vice Mayor Griffith led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Tharpe.

**APPROVAL OF MINUTES:** January 4, 2018 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:** None

**SERVICE RESOLUTIONS AND PROCLAMATIONS:** None

**OLD BUSINESS ITEM NO. 1: Proposed Ordinance to Amend 2-206 regarding Restrictions on Licenses (First Reading)**

**DISCUSSION:** City Manager Kim Foster stated that the proposed ordinance was referred to the Alcoholic Beverage Control Board for their recommendation. The ABC Board reviewed the proposed change at their regular January meeting. After discussion the board unanimously passed a motion to recommend passage of the ordinance with one change. The board feels the proximity restriction should be lifted for restaurants in all areas of the city, not just the downtown area. Ms. Foster stated that the ABC Board feels that by making the change only effective in the downtown it would be perceived as showing favoritism.

**ACTION:** Motion made by Commissioner Tharpe, seconded by Vice Mayor Griffith to amend the ordinance to include restaurants in all city zones and to pass on first reading.

**VOTE:** Unanimous

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

City of Paris Finance Director Traci Shannon announced that retail sales have continued to show an increase. The month of November was up 7.87% compared to November of last year. The fiscal year to date has increased 6.43%.

At this point, we have completed half of our fiscal year and both our revenues and expenditures are slightly under our budgeted amount. Revenues exceeded expenditures for the month of December and also for the fiscal year to date in both the General Fund and Solid Waste.

Of course, December was our largest month so far for property tax collections. We have now collected close to half of the amount budgeted. We did not have any out of the ordinary expenses in December.

Other Business:

We hired 21 part-time employees (seasonal-PHCBL) in the month of December.  
We had one full-time resignation: Justin Harden (Patrolman)  
We had one retirement: Fred Reed (Fire Lieut.)

We issued 21 business licenses in December.  
Eight of which were renewals for the Minimal Activity License.  
The remaining 13 are listed as follows:

**New Business:** El Antojo Mexican Grill, Budget Home Improvement, Maebell's LLC, Patterson Towing, Denton Towing, Phases to Freedom, The Old Paris 5 & 10, and Heather's Street Food Truck (went from minimal to standard license)

**New Owners:** Prater's Taters, Nissan of Paris LLC

**Additional Location:** White Contracting (Electrical Contractor-Florence, AL), Wade Electric (Electrical Contractor-Jackson, TN), JEM Mechanical (Contractor-Nashville, TN)

City Commissioner Fuller made the suggestion to consider having medical personnel present at our sporting events. Parks and Recreation Tony Lawrence stated that this was certainly something he would look into.

**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	\$30,217,664	7.87%
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		

<b>TOTAL</b>	<b><u>\$307,756,736</u></b>	<b><u>\$320,927,982</u></b>	<b><u>\$334,900,945</u></b>	<b><u>\$344,720,344</u></b>	<b><u>\$146,366,132</u></b>
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<b>Previous YTD % Increase/Decrease</b>	<b>4.28%</b>	<b>4.35%</b>	<b>2.93%</b>	<b>6.43%</b>
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**MONTHLY OPERATING STATEMENT  
December 2017**

**REVENUES**

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,365,000	332,496	610,118	44.70%
Local Option Sales Tax	4,561,000	380,668	2,362,146	51.79%
Wholesale Liquor / Beer	775,000	73,140	398,238	51.39%
Business Tax	360,000	5,501	34,115	9.48%
Fees & Licenses	164,700	8,058	84,502	51.31%
In Lieu Payments	860,250	60,355	425,612	49.48%
Grants	1,164,400	16,780	245,571	21.09%
State Shared taxes	1,552,800	102,541	775,362	49.93%
Proceeds-2015 Multi-Purpose Bond	450,000	0	324,820	72.18%
All Other	1,743,150	107,119	865,981	49.68%
<b>Total General Fund Revenue</b>	<b>12,996,300</b>	<b>1,086,659</b>	<b>6,126,464</b>	<b>47.14%</b>
Solid Waste Collection - BPU	1,235,000	103,077	617,490	50.00%
Solid Waste Disposal - Transfer	185,000	16,448	107,842	58.29%
Solid Waste Disposal - Brush	130,000	9,492	78,852	60.66%
Refuse Disposal Chgs - County	40,000	0	0	0.00%
Other (Tires/Recycle/Disc.)	2,500	429	2,079	83.17%
<b>Total Solid Waste/Landfill</b>	<b>1,592,500</b>	<b>129,446</b>	<b>806,263</b>	<b>50.63%</b>
<b>Total Drug Fund</b>	<b>49,000</b>	<b>2,529</b>	<b>54,520</b>	<b>111.27%</b>
<b>TOTAL REVENUES</b>	<b>14,637,800</b>	<b>1,218,634</b>	<b>6,987,247</b>	<b>47.73%</b>

**EXPENDITURES**

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	229,422	12,492	47,950	20.90%
General Administration	377,717	24,951	171,003	45.27%
Economic Development	140,558	11,437	68,732	48.90%
Financial Administration	290,724	18,603	142,554	49.03%
City Hall Building	92,457	6,094	46,735	50.55%
Police Department	2,107,239	196,055	1,194,093	56.67%
Downtown Parking	20,780	1,415	9,171	44.13%
Emergency Communications	871,516	45,917	287,759	33.02%
Fire Department	1,682,397	156,146	815,763	48.49%
Building Inspection	98,701	4,820	52,680	53.37%
Street Maintenance	1,595,751	-57,453	731,371	45.83%
State Street Aid	325,000	135,533	424,400	130.58%
Storm Water Drainage	68,457	8,635	32,342	47.24%
Street Lighting	208,200	16,099	114,767	55.12%
City Garage	312,582	19,370	150,447	48.13%
Cemetery Maintenance	56,601	431	32,783	57.92%
Health & Animal Control	127,999	10,786	71,092	55.54%
Civic Center	532,428	35,945	244,592	45.94%
Parks & Recreation	1,046,593	58,840	509,706	48.70%
Library	155,670	0	77,835	50.00%
Community Development	1,780,000	21,966	448,462	25.19%

Debt Service	639,320	16,089	98,905	15.47%
<b>General Fund Expenditures</b>	<b>12,760,112</b>	<b>744,169</b>	<b>5,773,142</b>	<b>45.24%</b>
Refuse Collection	665,540	39,350	320,446	48.15%
Contractual Services	450,000	36,361	251,563	55.90%
Landfill	301,890	14,441	144,336	47.81%
<b>Total Solid Waste</b>	<b>1,417,430</b>	<b>90,152</b>	<b>716,345</b>	<b>50.54%</b>
<b>Total Drug Fund</b>	<b>73,366</b>	<b>2,938</b>	<b>18,113</b>	<b>24.69%</b>
<b>TOTAL EXPENDITURES</b>	<b>14,250,908</b>	<b>837,260</b>	<b>6,507,600</b>	<b>45.66%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	342,490	353,322
Solid Waste/Landfill	39,294	89,918
Drug Fund	(410)	36,407

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

There were no appointments to boards.

**NEW BUSINESS AGENDA ITEM NO. 3: Audit Presentation by Alexander, Thompson, Arnold**

Mr. Matt Wood, CPA, Alexander, Thompson, Arnold gave a recap of the 2017 fiscal year audit. Mr. Wood announced there were no findings in the 2016 fiscal year audit. Mr. Wood announced capital assets increased by 2.2M in the past year. The unrestricted net position for the Government line activities increased from a negative balance of \$100,000 last year to a positive balance of \$868,000 this year. Mr. Wood stated that the City of Paris is one of few cities to have a positive unrestrictive net position. The General Fund Balance increased from 1.79M last year to 2.53M this year which is a positive change of \$736,000.

**NEW BUSINESS AGENDA ITEM NO. 4: Proposed Ordinance 2-201 regarding the Number of Members of the Alcoholic Beverage Control Board (First Reading)**

**DISCUSSION:** City Manager Kim Foster stated that due to difficulties associated with achieving a quorum on the ABC Board which currently only has three members, staff has requested a change that will increase the number of members to five. The current members of this board were asked during the January 18 meeting if they had any oppositions in regard to adding additional members to this board and they did not.

**ACTION:** Motion made by Commissioner Fuller, seconded by Vice Mayor Griffith to approve the Proposed Ordinance 2-201 regarding the Number of Members of the ABC Board on first reading.

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 5: Proposed Resolution to Amend the Police Department Rules and Procedures Manual by adding a Policy Regarding Employment Reimbursement**

**DISCUSSION:** City Manager Kim Foster stated there are several costs associated with the hiring of a new police officer. The cost to send an employee to the academy has increased to over \$4,000 as well as medical screenings, equipment and uniform costs. Ms. Foster stated it is felt that a reasonable expectation of new hires is that they commit to stay in the employment of the Paris Police Department for a specified period of time, it is also a reasonable expectation that an employee be required to reimburse the City for all or part of the aforementioned expense should they choose to leave the department.

**ACTION:** Motion made by Commissioner Tharpe, seconded by Commissioner Fuller to approve the Resolution to Amend the Police Department Rules and Procedures Manual by adding a Policy Regarding Employment Reimbursement.

VOTE: Unanimous

RESOLUTION NO. 1599

WHEREAS, 1-302 of the Paris Municipal Code provides for the adoption of a Policies and Procedures Manual for the Paris Police Department; and,

WHEREAS, amendments to such policies and procedures are enacted by Resolution by the Board of Commissioners of the City of Paris pursuant to 1-302 and 1-503 of the Paris Municipal Code; and,

WHEREAS, the Board of Commissioners of the City of Paris wishes to go on record as adopting a policy for the Paris Police Department governing the hiring of new police officers.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the City of Paris, amends the Policies and Procedures Manual for the Paris Police Department, Chapter 1, by enacting the following as 1.72 of Chapter 1:

1.72 AGREEMENT FOR TRAINING AND UNIFORM REIMBURSEMENT

An applicant, if offered employment by the City of Paris Police Department, shall execute an AGREEMENT FOR TRAINING AND UNIFORM REIMBURSEMENT Contract as follows:

AGREEMENT FOR TRAINING AND UNIFORM REIMBURSEMENT

I, \_\_\_\_\_, "Employee", agree that in consideration of my employment by the City of Paris Police Department, "PPD", Employee will reimburse PPD for certain costs and expenses incurred by PPD as follows:

1. Employee understands and agrees that PPD will incur certain costs, including but not limited to uniform costs, equipment costs, medical examinations, transportation expense, and/or basic police recruit training. Employee agrees to repay this amount to PPD pursuant to certain terms and conditions as set out more fully hereinbelow.
2. Employee agrees to serve as a police officer with PPD for a period not less than thirty (30) months after completion of Employee's initial training at the Tennessee Law Enforcement Training Academy or Employee's employment date if Employee is already a Tennessee Certified Police Officer.
3. In the event Employee voluntarily leaves employment with PPD during Employee's initial probationary period (twelve (12) months maximum), Employee will repay 100% of the initial Training Costs.
4. In the event Employee voluntarily resigns from PPD during the 18 months after the aforementioned probationary period Employee will repay to PPD the Training Costs on a prorated basis. For each month Employee is employed including completion of the initial probationary period the amount owed PPD will be reduced by one thirtieth (1/30).
5. Employee agrees that Employee's resignation, for whatever reason, shall be conclusive evidence that employee left employment with PPD voluntarily.
6. Employee understands that this Agreement does not constitute an Employment Contract. Employee understands that this Agreement does not grant Employee any rights or benefits from PPD and does not require PPD to offer Employee a position as a police officer or modify the status of any probationary period for Employee.
7. Employee understands that PPD reserves the right, as Employer, to reassign, discipline, or terminate Employee in accordance with the PPD Policies and Procedures manual and/or the City of Paris Personnel Rules and Regulations.
8. Employee agrees that if Employee completes the Tennessee Law Enforcement Training Academy or, if Employee is presently a Tennessee Certified Police Officer, this Agreement does not alter or affect any other terms or conditions of Employee's employment with PPD.
9. Employee agrees that the City of Paris, in its sole discretion, may retain and deduct from Employee's last payroll check any amount due and payable to PPD and the City of Paris, to the extent allowed by law, to offset any amounts owed by employee pursuant to this Agreement.

Employee further agrees to repay to the City of Paris any additional amounts employee may owe pursuant to this Agreement at the time of Employee's resignation from PPD.

10. Employee agrees that if it becomes necessary for the City of Paris to enforce this contract and judgment is entered against Employee, Employee will pay all costs and expenses incurred by the City of Paris in enforcing this agreement, including reasonable attorney's fees.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Chief of Police, Paris Police Department

Unanimously adopted, this the 1<sup>st</sup> day of February, 2018.

\_\_\_\_\_  
Mayor

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

**NEW BUSINESS AGENDA ITEM NO. 6: Certificate of Compliance for Walmart**

**DISCUSSION:** Wal-Mart store #177 presented a Certificate of Compliance for renewal to sell retail alcoholic beverages. All required documentation has been submitted.

**ACTION:** Motion made by Commissioner Fuller, seconded by Commissioner Jones to grant the Mayor authority to sign the certificate.

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 7: Proposed Ordinance to amend 1-206 and 6-613 of the Paris Municipal Code Regarding an Increase to the Purchase Amount Requiring Bids**

**DISCUSSION:** City Manager Kim Foster announced that in May of 2017 the State Legislature gave municipalities the authority, by ordinance or resolution, to increase the threshold over which public advertisement and sealed competitive bids or proposals are required to an amount not to exceed \$25,000 for nonemergency, nonproprietary purchases. Our current ordinance reflects that this "not to exceed" amount is \$10,000. Staff requested that an ordinance be passed by caption to raise the City's "not to exceed" amount to \$25,000.

**ACTION:** Motion made by Vice Mayor Griffith, seconded by Commissioner Jones to pass on first reading the proposed Ordinance to amend 1-206 and 6-613 of the PMC.

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 8: Discussion of Instituting a Cemetery Policy**

**DISCUSSION:** City of Paris Parks and Recreation Director Tony Lawrence spoke briefly in regard to the request of instituting a Cemetery Policy. Mr. Lawrence stated the City acquired Hillcrest Cemetery last year, which had a policy in place. Mr. Lawrence stated currently there is not a policy in place outlining what can or cannot be placed in or around grave sites. Mr. Lawrence is requesting that he and his staff be allowed to take the current Hillcrest Cemetery Policy and slowly transition into making the policy effective for all city owned cemeteries going forward in the future.

**ACTION:** The City Commissioners requested for Parks and Recreation Director Tony Lawrence submit a policy for the board to review.

**VOTE:** N/A

**Additional Item to the Agenda: Best Way Oil Gas Distribution Facility located at the corner of South Market and Patriot Ave**

**DISCUSSION:** City Manager Kim Foster stated the property located at the corner of South Market and Patriot Avenue went through the most recent delinquent tax sale in November 2017. The property was not purchased and reverted to the County. Ms. Foster stated that County Mayor Brent Greer made contact with her to see if the City had any interest in the property. Ms. Foster stated that the City Police Department does have potential use for the property. The area is fenced and the building needs work but the structure is secure and stable. There has been a preliminary environmental person come to look at the property and it has been determined that it will take some remediation. Ms. Foster said that it would be favorable for the City of Paris to take this property. The County needs to know by February 22<sup>nd</sup> if the City would like to pursue this option. If the County strikes this property off then their window of opportunity has been closed. Commissioner Jones asked what would have to be done for the building to be brought to good standing. Ms. Foster stated the property would need to be cleaned up, windows replaced, insulation, plumbing and electrical. The outdoor clean up can

probably be done in house by our Public Works Department or Parks and Recreation Department as well as some of the work that will be needed on the inside of the building. Mike Brown, Building and Codes gave a rough estimate of \$100k to \$150 to put the property in a position for the purpose in which the Police Department would like to use the property for. The Police Department has a need for a place that will allow them to store confiscated vehicles as well as a clean-up area for their vehicles. They currently store their confiscated vehicles at the Sheriff's Department due to not having a location to store such. Commissioner Fuller had a concern in regard to costs needed for this property. Ms. Foster stated they would know more after Friday, February 2<sup>nd</sup> once we find out what is left in the tanks.

**ACTION:** Motion made by Commissioner Jones, seconded by Vice Mayor Griffith to give the City Manager the authority to continue negotiations and investigations on the property and giving the Mayor the authority to execute any necessary documents needed between now and the next meeting.

**VOTE:** Unanimous

### STATUS OF VARIOUS PROJECTS February 2018

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
HOME Grant	Morris/Foster	2018	Work began on the first house, located on Lydia St, last week. The grant administrator is beginning the process to qualify the next 7 houses on the priority list.
Back Alley Paris	Foster/Morris/Ray(DPA)	On-Going	The next phase of this project will consist of a mural painted on an 8'x12' panel which will be mounted on the law office building adjacent to the west alley. This work is being done through the Art Builds Communities Grant which was again awarded to the DPA. Kathy Ray is working with Dan Knowles to create the content of the mural.
City Hall Renovations	Foster/Elizondo	March 2018	Phase I has been completed and phase II, which includes the Business Office, should be complete by the first of next week. Demolition has also begun for phase III which includes the two offices off of the lobby, as well as the break room.
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	The only demolition done by the City las month was a small building on Blythe Street owned by the BPU. We are still waiting on the County to provide us a list of properties sold through the most recent delinquent tax sale. We are currently working through the condemnation process on a couple of privately owned houses.
ADA Compliance	Foster/Morris/Rock	On-Going	An auditor with TML began auditing our parks at the first of the year. He has done Eiffel Tower Park and began McNeill Park last week.
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 60% complete. E & W Electric, sub-contractor for installation of street lights, is planning to add a second crew to start working on retrofitting the decorative lights around town.
TN ECD Façade Grant	Foster/Morris	Winter of 2018 if awarded	We had an informational meeting for downtown property owners last Thursday evening which was very well attended. At that meeting we distributed the grant application, went over all requirements and did our best to thoroughly explain the process. The grant application deadline is February 15.
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	Jennifer and Tony have completed their portion of the full grant application and have forwarded that to TLM who will put on the finishing touches. The grant application is due by February 5. Anticipated award announcement date will be late March or early April.

City Manager Kim Foster announced that the City of Paris will be hosting the Chamber Coffee on June 26<sup>th</sup>.

**Motion to Adjourn:** Commissioner Fuller made a motion, seconded by Vice Mayor Griffith to adjourn at 5:43 p.m.

\_\_\_\_\_  
Mayor

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