

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 2, 2017
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 2, 2017 in the City Hall Courtroom.

The Public Hearing was called to order at 5:00 p.m. by Mayor Carlton Gerrell. The Public Hearing was held for the purpose of proposed Ordinance for Water Rate Increase.

There were no comments and the Public Hearing was duly closed.

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 Pillow

Cpl. Amanda Forrest

Media: Tim Alsobrooks
Shannon McFarlin
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 5, 2017 Regular Meeting Minutes

DISCUSSION: None

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

VOTE: Unanimous

COMMENTS FROM CITIZENS: Mr. Norman Puntenny of 209 Norman Drive expressed his concern in regard to the animal shelter not having someone on call at all times.

COMMENTS FROM THE COMMISSION: None

SERVICE RESOLUTIONS AND PROCLAMATIONS: None

OLD BUSINESS ITEM NO. 1: Proposed Ordinance for Water Rate Increase (Second Reading)

DISCUSSION: The proposed increase will complete a plan set forth in 2015 designed to cover the debt associated with the new water treatment facility. During the meeting in January, General Manager of BPU Terry Wimberley informed the board that they are half way through the second of three increases.

ACTION: Motion made by Commissioner Fuller, seconded by Commissioner Tharpe to approve the proposed Ordinance for Water Rate Increase.

VOTE: Unanimous

ORDINANCE NO. 1201

AN ORDINANCE to Amend Appendix E adopting Board of Public Utilities Rules and Regulations Governing the Use of the Water System and Connections Thereto

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that paragraph three (3) of the Board of Public Utilities Rules and Regulations Governing the Use of the Water System and Connections Thereto, setting the COMMODITY RATE and MINIMUM MONTHLY BILL, be amended by enacting the following Water Rate Schedules effective July 1, 2018 and for future years as follows:

**WATER RATE SCHEDULE
(EFFECTIVE 7/1/2018 TO 6/30/2019)**

COMMODITY RATE

Water Usage	Inside City	Outside City
Base charge	\$13.00	\$19.50
Cost per 1,000 gallons	\$2.75	\$4.125

Wholesale cost/1,000 gallons \$3.00

All users or customers residing outside of the corporate limits of the City of Paris shall be charged an additional fifty percent (50%) of the commodity charge.

MINIMUM MONTHLY BILL

Meter Size	Gallons	Monthly Minimum Inside City	Monthly Minimum Outside City
5/8"	2,000	\$13.00	\$19.50
1"	6,000	\$29.50	\$44.25
1 1/2"	16,000	\$57.00	\$85.50
2" or above	28,000	\$90.00	\$135.00

PAYMENT

Above charges are net.

FIRE PROTECTION RATE SCHEDULE

Sprinkler Head Charge
\$20.00 per building per month

**WATER RATE SCHEDULE
(EFFECTIVE 7/1/2019)**

COMMODITY RATE

Water Usage	Inside City	Outside City
Base charge	\$14.00	\$21.00
Cost per 1,000 gallons	\$2.75	\$4.125

Wholesale cost/1,000 gallons \$3.00

All users or customers residing outside of the corporate limits of the City of Paris shall be charged an additional fifty percent (50%) of the commodity charge.

MINIMUM MONTHLY BILL

Meter Size	Gallons	Monthly Minimum Inside City	Monthly Minimum Outside City
5/8"	2,000	\$14.00	\$21.00
1"	6,000	\$30.50	\$45.75
1 1/2"	16,000	\$58.00	\$87.00
2" or above	28,000	\$91.00	\$136.50

PAYMENT

Above charges are net.

FIRE PROTECTION RATE SCHEDULE

Sprinkler Head Charge
\$20.00 per building per month

(Ord. # _____ / ____ 17)

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 January 5, 2017.

Passed and adopted February 2, 2017.

/s Carlton Gerrell
Mayor

/s Traci Pillow
Finance Director

NEW BUSINESS ITEM NO. 1: Financial Update

DISCUSSION: Retail sales for the month of November showed an increase of 5.26% compared to November of last year. Calendar year-to-date we are ahead by 2.63%.

Revenues exceeded expenditures by 394,786 for the month of December. Fiscal year-to-date revenues are ahead by \$390,292. Property tax collections in December were a huge factor in this. We have received approximately 50% of the amount expected for the collection of current property taxes.

Solid Waste revenues exceeded expenditures \$98,554 in the month of December and also the revenues are ahead \$243,421 for the fiscal year-to-date.

Other Business:

There were 19 part-time employees hired in the month of December – all for the Basketball program. One termination (retirement of a dispatcher).

We issued three business licenses in December:
Jackson Hewitt Tax Service (additional location)
Modern Telephone System LLC
Hurtsville Portfolio Associate

ACTION: Motion made by Commissioner Jones, seconded by Vice Mayor Griffith to approve the Financial Update

VOTE: Unanimous

REVENUES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,185,800	310,209	523,194	44.12%
Local Option Sales Tax	4,472,000	358,433	2,258,212	50.50%
Wholesale Liquor / Beer	775,000	65,756	411,937	53.15%
Business Tax	340,000	3,552	32,837	9.66%
Fees & Licenses	161,500	9,620	88,533	54.82%
In Lieu Payments	851,250	28,647	302,258	35.51%
Grants	688,000	1,497	24,871	3.61%
State Shared taxes	1,483,000	99,213	846,167	57.06%
Proceeds-2015 Multi-Purpose Bond	575,000	72,850	249,647	43.42%
All Other	1,239,213	85,805	698,030	56.33%
Total General Fund Revenue	11,770,763	1,035,582	5,435,686	46.18%
Solid Waste Collection - BPU	1,230,000	162,574	679,357	55.23%
Solid Waste Disposal - Transfer	175,000	17,493	103,077	58.90%
Solid Waste Disposal - Brush	132,000	11,565	71,730	54.34%
Refuse Disposal Chgs - County	40,000	0	0	0.00%
Proceeds from Co-Track Loader	28,375	0	0	0.00%
Other (Tires/Recycle/Disc.)	3,125	586	1,669	53.41%
Total Solid Waste/Landfill	1,608,500	192,218	855,833	53.21%
Total Drug Fund	59,000	624	15,346	26.01%
TOTAL REVENUES	13,438,263	1,228,425	6,306,864	46.93%

EXPENDITURES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	231,294	12,492	91,072	39.38%
General Administration	362,574	24,282	178,204	49.15%
Economic Development	139,572	11,284	68,248	48.90%
Elections	2,300	4,000	4,000	173.91%
Financial Administration	282,915	21,760	153,041	54.09%
City Hall Building	96,956	6,176	46,618	48.08%
Police Department	2,028,916	136,061	979,993	48.30%
Downtown Parking	20,426	1,385	8,699	42.59%
Emergency Communications	582,998	47,437	278,540	47.78%
Fire Department	1,552,339	111,466	745,869	48.05%
Building Inspection	118,487	9,228	65,115	54.96%
Street Maintenance	1,487,802	80,289	647,620	43.53%
State Street Aid	325,000	1,741	291,319	89.64%
Street Lighting	265,200	22,132	132,834	50.09%
City Garage	303,289	19,230	131,427	43.33%
Cemetery Maintenance	45,601	200	26,400	57.89%
Health & Animal Control	126,552	9,288	57,844	45.71%
Civic Center	500,841	44,988	253,440	50.60%
Parks & Recreation	1,029,261	61,462	428,494	41.63%
Library	152,618	0	76,309	50.00%
Community Development	1,414,500	1,996	287,099	20.30%
Debt Service	582,310	13,899	93,208	16.01%
General Fund Expenditures	11,651,751	640,796	5,045,394	43.30%
Refuse Collection	635,405	35,719	273,276	43.01%
Contractual Services	450,000	40,762	237,895	52.87%
Landfill	205,490	17,184	101,241	49.27%
Total Solid Waste	1,290,895	93,665	612,412	47.44%
Total Drug Fund	72,800	161	14,009	19.24%
TOTAL EXPENDITURES	13,015,446	734,621	5,671,815	43.58%

CITY OF PARIS, TENNESSEE

RETAIL SALES

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>% Incr(Decr)</u>
JANUARY	\$22,378,512	\$21,142,986	\$21,495,329	\$23,009,885	\$22,789,434	-0.96%
FEBRUARY	\$24,022,360	\$22,891,104	\$24,572,900	\$23,295,076	\$25,750,142	10.54%
MARCH	\$28,039,692	\$26,331,754	\$26,710,508	\$27,326,289	\$30,192,335	10.49%
APRIL	\$25,543,148	\$24,763,172	\$25,907,395	\$28,122,156	\$27,950,237	-0.61%
MAY	\$26,579,916	\$26,115,472	\$27,256,406	\$27,902,318	\$27,736,226	-0.60%
JUNE	\$27,033,060	\$26,442,974	\$27,400,649	\$29,311,861	\$30,539,077	4.19%
JULY	\$24,683,431	\$24,708,444	\$25,320,292	\$27,448,780	\$27,236,322	-0.77%
AUGUST	\$25,366,827	\$24,462,464	\$26,406,849	\$26,395,078	\$26,842,574	1.70%
SEPTEMBER	\$25,187,368	\$24,928,640	\$26,453,764	\$28,353,058	\$28,795,120	1.56%
OCTOBER	\$23,679,751	\$24,450,137	\$25,020,809	\$26,933,939	\$26,630,740	-1.13%
NOVEMBER	\$25,168,707	\$24,858,456	\$26,337,947	\$26,614,076	\$28,012,769	5.26%
DECEMBER	<u>\$30,402,070</u>	<u>\$31,005,408</u>	<u>\$32,420,735</u>	<u>\$34,198,562</u>		
TOTAL	<u>\$308,084,840</u>	<u>\$302,101,012</u>	<u>\$315,303,583</u>	<u>\$328,911,078</u>	<u>\$302,474,977</u>	

NEW BUSINESS ITEM NO. 2: Appointments to Boards

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Alcoholic Beverage Control Board *Mayor w/City Commission Appointment (3 year term)	Bob Bowen	Christy Minor	6/4/2018	6/4/2018

DISCUSSION: Due to the passing of Mr. Bob Bowen, Mrs. Christy Minor was appointed to fill the remainder of his term on the Alcoholic Beverage Control Board.

ACTION: Motion made by Commissioner Fuller, seconded by Commissioner Tharpe to approve the appointment.

VOTE: Unanimous

NEW BUSINESS ITEM NO. 3: Audit Presentation

DISCUSSION: Mr. Mike Hewitt, CPA, Alexander Thompson presented a recap of the 2016 fiscal year audit. Mr. Hewitt announced there were no findings in the 2015 fiscal year audit.

Mr. Hewitt announced the City increased the fund balance by 710K.

City Manager Kim Foster stated the fund balance increase was partly due to the department head employees cutting back over the past year. Mrs. Foster commended the employees for doing a great job keeping expenses down.

NEW BUSINESS ITEM NO. 4: Resolutions for two State Revolving Fund (SRF) Loans

DISCUSSION: Mr. Tony Brown with the Board of Public Utilities spoken in regard to the two Authorizing Resolutions for two State Revolving Fund (SRF) Loans totaling \$5,100,000. The loan proceeds will be used to fund improvements in the wastewater collection system and at the Wastewater Treatment Plant as set forth in the Consent Order and Agreement issued by TDEC in May 2016.

Mr. Brown stated the funds will be broken down into two loans. One loan will be for \$1,500,000 and will include \$225,000 principal forgiveness. Loan number two will be for the remaining \$3,600,000 which will be a traditional loan with no principal forgiveness. The loan term will be set up on 30 years with a current interest rate of 1.36%. Mr. Brown stated that \$3,000,000 of the \$5,100,000 is the Johnson Park Basin Rehab and 1,200,000 will be used for a camera and vacuum inspection for the four remaining basins. The remaining \$900,000 will go for improvements of the Wastewater Treatment Plant.

ACTION: Motion made by Commissioner Fuller, seconded by Commissioner Jones to approve the Authorizing Resolution No.1579.

Motion made by Commissioner Tharpe, seconded by Commissioner Fuller to approve the Authorizing Resolution No. 1580.

VOTE: Unanimous

NEW BUSINESS ITEM NO. 5: Approval to sign Municipal Advisor Agreement with Raymond James & Associates

DISCUSSION: The following is an agreement with Raymond James & Associates for financial advisory services. The City has approached Mr. Rick Dulaney who is the Managing Director for Raymond James to assist with procuring Qualified Energy Conservation Bonds (QECBs) in conjunction with our ongoing LED street light project with Trane. City Manager Kim Foster commented due to recent legislation, a formal and public agreement must be in place before a financial advisor can provide much assistance to a municipality.

ACTION: Motion made by Vice Mayor Griffith, seconded by Commissioner Tharpe to allow the City Manager to sign the following agreement with Raymond James & Associates.

VOTE: Unanimous

NEW BUSINESS ITEM NO. 6: Authorization for Mayor to sign Tourism Enhancement Grant Contract

DISCUSSION: City Manager Kim Foster announced the City of Paris was awarded a Tourism Enhancement Grant from TN ECD to construct public restrooms in our downtown plaza. The grant was in the amount of \$32,900. The City will be responsible for a 15% match which should not exceed \$15,000.

ACTION: Motion made by Commissioner Jones, seconded by Commissioner Tharpe to allow the Mayor to sign the contract.

VOTE: Unanimous

******Insert Copy of Contract ???**

NEW BUSINESS ITEM NO. 7: Ordinance to Amend Title 2 Chapter 1 and Chapter 2 to reflect the new State Definition of Beer (First Reading)

DISCUSSION: The State passed legislation that has changed the definition of beer to include anything having a maximum of 8% alcohol by weight, up from the current maximum of 5% alcohol by weight. The new definition went into effect as of January 1, 2017. The following is the ordinance which will bring our local municipal code into agreement with the new definition.

ACTION: Motion made by Commissioner Fuller, seconded by Commissioner Tharpe to adopted the Ordinance to Amend Title 2 Chapter 1 and Chapter 2 to reflect the new State Definition of Beer on First Reading.

VOTE: Unanimous

NEW BUSINESS AGENDA ITEM NO. 8: Agreement with County in regard to Delinquent Tax Sale and Property

DISCUSSION: City Manager Kim Foster presented an Interlocal Agreement between the County and City for collection of Delinquent taxes. The agreement is institutionalizing what is already being done.

ACTION: Motion made by Commissioner Tharpe, seconded by Commissioner Fuller to approve for the Mayor to sign the Interlocal Agreement.

VOTE: Unanimous

****** Insert Interlocal Agreement**

STATUS OF VARIOUS PROJECTS

February 2017

ITEM	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
Alley Drainage Project	Brown/Jessie/Foster	Summer 2017 for alleys two and three	Staff recently met with all parties involved in our second alley renovation to begin planning. This alley does not present as many obstacles as the first, but we want to make sure everyone understands their role and level of involvement before renovation begins. Timing of the project will be weather dependent, but we hope to be able to begin by April.
Signalization at Jim Adams & Volunteer Drives	Morris/Foster	Spring 2017	A rebid of the project was opened mid-January with Wade Electric of Jackson again securing the low bid position. Their bid increased by approx. \$6,000 from their original bid but was still over \$22,000 less than the next lowest bid. We are now waiting for bid approval from the State.
HOME Grant	Morris/Foster	2018	The review and ranking process has been completed. The grant administrator has begun the environmental review process on the top two applicants.
Back Alley Paris	Foster/Morris/Ray(DPA)	On-Going	Dan Knowles and John Monroe have finished work on the second window in the alley. Planning for the third window has begun.
City Hall Renovations	Foster/Elizondo	Spring 2017	Chief Elizondo is in the process of getting bids for relocation of a security door, adjustments to the current security system, and minimal building modifications for the P.D. Records office. We hope to have a more user-friendly entrance for the Police Dept. ready by Spring.
Preserve Paris	Foster/Morris	On-Going	Our Spring Preview will be on Tuesday, Feb. 8 at 5:30 at City Hall. The public will be invited to give us feedback on our program and let us know where they would like to see us focus future efforts.
Demolitions	Foster/Brown	On-Going	Three structures were demolished within the city during December, two of which were done with city resources. We have four demolitions currently pending.
Tourism Enhancement Grant	Foster/Morris	Fall 2017 (if awarded)	We were awarded one of 29 grants given by TN ECD. The amount of the award was \$32,900 with the balance coming in matching funds. The project of constructing public restrooms in our downtown park is projected to cost approximately \$47,000. Construction is planned to begin in June and is anticipated to be completed by September.
ADA Compliance	Foster/Morris/Rock	On-Going	As we have discussed and reviewed what it will take to write an ADA Transition Plan for Paris, it has become more and more clear that outside assistance will be required. Staff recently met with consultants to discuss how they can assist us with this project. We can use STP funds to pay a consultant to compile our plan but it will require a 20 % match. We are currently putting together an inventory so that the consultant can provide us with an estimated cost.
MS4	Foster/Morris/Brown	On-Going	We have signed a contract with Tiffany Heard, of SSR in Memphis. Ms. Heard will provide much needed assistance in completing our Notice Of Intent (NOI) which is due to the State by February 1.
Energy Efficiency Project with Trane	Foster	2018	A letter of Commitment with Trane has been executed. We have also secured the assistance of Raymond James to help us with the QECB application. We have talked with NWTDD about assistance with a grant. Tanko should be in Paris next week to begin the Investment Grade Audit.
Hillcrest Cemetery	Foster/McLean	February 2017	All shareholders have signed appropriate documentation stating their desire to transfer the cemetery and all associated assets to the City. We have also received approval of the transfer from the State Dept. of Commerce and Insurance, and confirmation that the City would be exempt from any pre-existing liability imposed by the Department. The final deed and transfer documentation is being prepared and executed.

DISCUSSION: City Manager Kim Foster stated the only change in the Various Project Updates was approval from the State for the low bidder on the Jim Adams Signalization Project. Mrs. Foster announced TLM will be moving forward with the pre-construction conference within the next week.

Mrs. Foster announced we are waiting for the deed to be signed and recorded for the Hillcrest Cemetery. Mr. Jack Veazey spoke with the Administrative Assistant prior to the start of the City Commission meeting and informed her the deed should be recorded on Monday, February 6th.

Motion to Adjourn: Commissioner Tharpe made a motion, seconded by Commissioner Fuller to adjourn at 5:52 p.m.

Mayor

Finance Director