

**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  
April 5, 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, April 5, 2018 at the Paris Henry County Chamber of Commerce.

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 an Ordinance to Amend 11, Chapter 104 of the Paris Municipal Code regarding zoning in B-2 and for the Ordinance to Amend Title 11-912 and Enact 11-928 of the Paris Municipal Code in regard to mini storage.

Ms. Lisa Hubbard, owner of 403 and 405 West Wood Street requested that zoning of her property not be changed. Community Development Director Jennifer Morris stated that Ms. Hubbard's property is located at the end of the proposed B3 zone. Ms. Hubbard is undecided at this time as to what she will do with these two recently purchased properties. Vice Mayor Griffith stated he agreed to leave the zone the same.

Mike Weatherford owner of Mike's Muffler inquired about the rezoning request. City Manager Kim Foster explained the purpose for the zone change. Ms. Foster explained the B2 zone has very specific requirements that best fit the actual downtown area close to the courthouse where there is on-street parking and no setbacks for property lines. Typically the buildings have shared walls. Ms. Foster stated that the existing B2 zone is much larger than what is appropriate and we are trying to pull the B2 back to where the type buildings fit the zoning regulations for B2. The remaining B2 areas are being rezoned to a more appropriate zoning for each area. Mr. Weatherford inquired about the difference between B2 and B3 zone. Mr. Weatherford also inquired about the possibility of building on to his existing building and what he would, or would not be allowed to do if the zone changed. Mr. Weatherford also asked that should he decide to close his existing business in the future would he be allowed to open another business on his property. The City Attorney explained to him that he would be allowed to open a new business and the list of uses in a B3 zone is much broader than what is allowed in a B2 zone. Mr. Weatherford requested his property remain the same zone.

In regard to the Ordinance to Amend 11-912 and Enact 11-928 of the Paris Municipal Code (Mini Storage) there were no comments. Community Development Coordinator Jennifer Morris gave a recap pertaining to this ordinance. Ms. Morris stated there had been a request for mini storage in the downtown footprint. When reviewed by the Planning Commission, they decided to go with enclosed storage that you would not be able to access from outdoors. The Planning Commission in their recommendations suggested a change to outdoor storage in other zones as well. Due to the difficulty in making the changes the commission chose to make the changes to the existing outdoor storage requirements and create an indoor mini storage requirements.

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 Terry Fuller  
Commissioner Sam Tharpe
- 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 Fuller led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Jones.

**APPROVAL OF MINUTES:** March 1, 2018 Regular Meeting Minutes.

**DISCUSSION:** None

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

**VOTE:** Unanimous

**COMMENTS FROM CITIZENS:** None

**COMMENTS FROM THE COMMISSION:** Vice Mayor Griffith stated that he was proud to see the number of people in attendance for the City Commission Meeting.

**SERVICE RESOLUTIONS AND PROCLAMATIONS:** None

**OLD BUSINESS ITEM NO. 1: Ordinance to Amend 1-201 and 1-204 (current meeting time and number of readings required for passage of an ordinance) (Second Reading)**

**DISCUSSION:** City Manager Kim Foster stated this is the ordinance to clean up a couple of housekeeping items such as the current meeting time for the City Commission Meetings and the number of readings required for passage of an ordinance.

**ACTION:** Motion made by Commissioner Fuller, seconded by Commissioner Jones to approve the Ordinance.

**VOTE:** Unanimous

**OLD BUSINESS ITEM NO. 2: Ordinance to Amend Title 11, Chapter 104 (Rezoning B-2) (Second Reading)**

**DISCUSSION:** The public hearing was held on this matter prior to the start of the meeting.

**ACTION:** Motion made by Commissioner Fuller, seconded by Commissioner Tharpe to approve the Ordinance with the following changes: 403 W. Wood Street, 405 W. Wood Street (owned by Lisa Hubbard) and 204 E. Wood Street (owned by Mike Weatherford) remain B2 zone.

**VOTE:** Unanimous

**OLD BUSINESS ITEM NO. 3: Ordinance to Amend 11-912 & Enact 11-928 (Mini Storage) (Second Reading)**

**DISCUSSION:** No discussion.

**ACTION:** Motion made by Commissioner Jones, seconded by Commissioner Fuller to approve the Ordinance.

**VOTE:** Unanimous

**OLD BUSINESS ITEM NO. 4: Rezoning Request for D. Patel on Mineral Wells**

**DISCUSSION:** City Manager announced this item is listed as old business due to the matter being brought before the board and referred to the Planning Commission for recommendation.

**ACTION:** Motion made by Commissioner Fuller, seconded by Vice Mayor Griffith to approve the request on first reading.

**VOTE:** Unanimous

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

Finance Director Traci Shannon reported that retail sales were back up for the month of January. There was a 3.33% increase compared to January of last year and still ahead for the fiscal-year-to-date by 3.75%.

General Fund and Solid Waste revenues were both ahead of expenditures for the month of February. February was the last month for current property tax collections, so the next four months of the fiscal year our revenues may fall behind. Revenues are still ahead for the fiscal year-to-date in both the General Fund and Solid Waste.

We received 40% of the payments for the 2017 property tax billing during the month of February. The overall total collected was 90% of the billing, which is average compared to the last few years. Due to the property tax increase, the amount collected was approximately \$150K more than last year.

Other Business:

We hired two full-time employees: Brandon Steele (Patrolman) and Lane Sutton (Sanitation).  
One full-time termination: David Bradshaw (Sanitation)

We issued nine business licenses in February:

New Business: Candy Lane, Paris Yoga, Southern Builders, God's Blessing Handy Man Service, K&J Meat Processing LLC, The Inspector LLC, Jorge Reyer dba Ward Elkins

New Owner: Pattman, LLC dba Wendy's

Change in Type of License: Veteran's Maintenance

**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	\$34,125,568	-6.12%
JANUARY	\$21,495,329	\$23,009,885	\$22,789,434	\$24,536,880	\$25,353,993	3.33%
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>	<u><b>\$307,756,736</b></u>	<u><b>\$320,927,982</b></u>	<u><b>\$334,900,945</b></u>	<u><b>\$344,720,344</b></u>	<u><b>\$205,845,692</b></u>	
Previous YTD % Increase/Decrease		4.28%	4.35%	2.93%	3.75%	

**MONTHLY OPERATING STATEMENT  
March 2018**

**REVENUES**

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,365,000		1,251,899	91.71%
Local Option Sales Tax	4,561,000		3,218,408	70.56%
Wholesale Liquor / Beer	775,000		513,199	66.22%
Business Tax	360,000		54,883	15.25%
Fees & Licenses	164,700		120,940	73.43%
In Lieu Payments	860,250		574,560	66.79%
Grants	1,164,400		262,298	22.53%
State Shared taxes	1,552,800		1,005,985	64.79%
Proceeds-2015 Multi-Purpose Bond	450,000		324,820	72.18%
All Other	1,743,150		1,138,842	65.33%
<b>Total General Fund Revenue</b>	<b>12,996,300</b>	<b>0</b>	<b>8,465,833</b>	<b>65.14%</b>
Solid Waste Collection - BPU	1,235,000		824,128	66.73%
Solid Waste Disposal - Transfer	185,000		139,903	75.62%
Solid Waste Disposal - Brush	130,000		91,646	70.50%
Refuse Disposal Chgs - County	40,000		35,399	88.50%
Other (Tires/Recycle/Disc.)	2,500		2,483	99.33%
<b>Total Solid Waste/Landfill</b>	<b>1,592,500</b>	<b>0</b>	<b>1,093,559</b>	<b>68.67%</b>
<b>Total Drug Fund</b>	<b>49,000</b>		<b>59,895</b>	<b>122.23%</b>
<b>TOTAL REVENUES</b>	<b>14,637,800</b>	<b>0</b>	<b>9,619,287</b>	<b>65.72%</b>

**EXPENDITURES**

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	229,422		122,419	53.36%
General Administration	377,717		220,927	58.49%
Economic Development	140,558		91,604	65.17%
Financial Administration	290,724		188,291	64.77%
City Hall Building	92,457		60,308	65.23%
Police Department	2,107,239		1,511,795	71.74%
Downtown Parking	20,780		12,055	58.01%
Emergency Communications	871,516		382,563	43.90%
Fire Department	1,682,397		1,059,105	62.95%
Building Inspection	98,701		62,805	63.63%
Street Maintenance	1,595,751		981,279	61.49%
Storm Water Drainage	325,000		445,195	136.98%
State Street Aid	68,457		445,195	650.33%
Street Lighting	208,200		158,636	76.19%
City Garage	312,582		204,309	65.36%
Cemetery Maintenance	56,601		33,645	59.44%
Health & Animal Control	127,999		93,821	73.30%
Civic Center	532,428		320,111	60.12%
Parks & Recreation	1,046,593		651,911	62.29%
Library	155,670		103,780	66.67%
Community Development	1,780,000		666,528	37.45%
Debt Service	639,320		130,785	20.46%
<b>General Fund Expenditures</b>	<b>12,760,112</b>	<b>0</b>	<b>7,947,066</b>	<b>62.28%</b>
Refuse Collection	665,540		409,007	61.45%
Contractual Services	450,000		332,750	73.94%
Landfill	301,890		194,979	64.59%
<b>Total Solid Waste</b>	<b>1,417,430</b>	<b>0</b>	<b>936,737</b>	<b>66.09%</b>
<b>Total Drug Fund</b>	<b>73,366</b>		<b>36,569</b>	<b>49.84%</b>
<b>TOTAL EXPENDITURES</b>	<b>14,250,908</b>	<b>0</b>	<b>8,920,372</b>	<b>62.60%</b>

**REVENUES OVER / (UNDER) EXPENDITURES**

	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	0	518,767
Solid Waste/Landfill	0	156,822
Drug Fund	0	23,326

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

**DISCUSSION:** City Manager Kim Foster announced there are two additional proposed board members added to the Alcoholic Beverage Control Board. Due to Mr. Randy Scholes relocating out of state the following are proposed members to fill his spot on the Revolving Loan Advisory Board as well as the Planning Commission.

**ACTION:** Motion made by Commissioner Fuller, seconded by Commissioner Jones to approve the appointments for the two additional Alcoholic Beverage Control Board Members.

**VOTE:** Unanimous

<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/Commission Approval (3 year term)	Addition to Board	Jeremy Owen	April 5, 2018	April 5, 2021
Alcoholic Beverage Control Board *Mayor w/Commission Approval (3 year term)	Addition to Board	Olivia Rice	April 5, 2018	April 5, 2021
Revolving Loan Advisory Board	Randy Scholes	Jamie Orr	October 1, 2020	October 1, 2020
Planning Commission *Mayoral Appt. w/exception – Commission appts. 1 Commissioner (3 Year Term)	Randy Scholes	Sam Cox	August 8, 2019	August 8, 2019

**NEW BUSINESS AGENDA ITEM NO. 3: Certificate of Compliance for Kroger Store #391**

**DISCUSSION:** Kroger Store #391 presented a Certificate of Compliance for renewal to sell retail alcoholic beverages. All required documentation was submitted.

**ACTION:** Motion made by Commissioner Fuller, seconded by Commissioner Jones to approve the ordinance on first reading.

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 4: Resolution in Support of LPRF Grant**

**DISCUSSION:** Travis Martin with TLM Associates gave a brief presentation in regard to the splash pad. If awarded the LPRF Grant, the splash pad will be constructed in the Eiffel Tower Park.

**ACTION:** Motion made by Commissioner Jones, seconded by Vice Mayor Griffith to approve the Resolution in Support of LPRF Grant.

**VOTE:** Unanimous

**NEW BUSINESSAGENDA ITEM NO. 5: Resolution Authorizing the Issuance of Refunding Bonds for the BPU**

**DISCUSSION:** Terry Wimberley, General Manager for the Board of Public Utilities stated that in 2018 BPU issued Electric System Revenue Refunding and Improvement Bonds. The bond issue totaled \$6 million for a period of fifteen years. The bond proceeds were used to fund the installation of an automated electric metering system. After ten years, the bonds are now callable. The current interest rate environment provides BPU with the opportunity to refinance the Series 2008 Bonds in order to realize debt service savings. By refinancing, an estimated \$45,000 in savings is anticipated over the next five years.

Mr. Wimberley stated the BPU Board passed a resolution to recommend to the Paris City Commission the adoption of a resolution authorizing the issuance and sale of electric system revenue refunding bonds in the

aggregate principal amount of not to exceed \$1,625.00 and to appoint Raymond James & Associates as the municipal advisor, Bass Berry & Sims as bond counsel, and Wilmington Trust National Association as Registration Agent, Paying Agent, and Escrow Agent.

**ACTION:** Motion made by Commissioner Tharpe, seconded by Commissioner Fuller to approve the Resolution Authorizing the Issuance of Refunding Bonds for the BPU.

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 6: Ordinance to Amend 14-101 of Paris Municipal Code (Cemetery Policy)**  
**(First Reading)**

**DISCUSSION:** City Manager Kim Foster stated that earlier this year it was discussed the Parks and Recreation Department's desire to revising the current policy for cemeteries to be in line more closely with neighboring communities. The amendment will replace what is currently in our Code which is insufficient and only applies to Memorial Cemetery.

Parks and Recreation Director Tony Lawrence gave a recap of the highlights contained in the proposed ordinance. Mr. Lawrence and Staff met with City Attorney Fred Mclean and decided to take the ordinance for Memorial Cemetery with the addition of a few items thought to be beneficial and expand the policy so that it applies to all cemeteries. City Manager Kim Foster commented that by having this new Code in place it would help the Parks Department to better care for the cemeteries and give the public clear guidelines for placement and maintenance of memorial objects within our cemeteries.

Commissioner Fuller had a question in regard to 14-111 of the proposed ordinance. Mr. Fuller asked who would be responsible for showing the owners where their plots are located. Mr. Lawrence stated the funeral home makes contact with a Staff member from the Parks Department who in turns marks the lot. City Attorney Fred McLean stated that in the current ordinance that Staff volunteers to help find the lot as best they can. If there is a mistake the City is not responsible for it.

Commissioner Fuller requested language be added to state the City will not be responsible for locating the owners plots but will assist in locating plots.

**ACTION:** Motion made by Commissioner Tharpe, seconded by Vice Mayor Griffith to approve the Ordinance

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 7: Adoption of City of Paris Parks Master Plan**

**DISCUSSION:** City Manager Kim Foster stated the City began working with TLM Associates of Jackson over a year ago on the development of a master plan for Eiffel Tower Park and our entire park system. Ms. Foster stated that TLM has done a great job developing this plan, but now that we are applying for the LPRF Grant we need a more detailed plan. A survey was conducted with the help of TLM Associates. The survey was well received and we got great feedback from the community.

Staff recommends formal adoption of this plan as a sign of acceptance of the commitment to this plan, understanding that adjustments along the way are anticipated and acceptable so long as continued improvements are made. Below are the Executive Summary pages from the lengthy report that was sent under separate cover.

Commissioner Tharpe complimented the City of Paris on the survey.

**ACTION:** Motion made by Commissioner Tharpe, seconded by Commissioner Jones.

**VOTE:** Unanimous

**NEW BUSINESS AGENDA ITEM NO. 8: Resolution to Adopt a Title VI Policy & Compliance Manual**

**DISCUSSION:** City Manager Kim Foster stated that the City of Paris currently has a Title VI policy in place but would like to make it formal by adopting a Title VI Policy & Compliance Manual. The Resolution follows.

**ACTION:** Motion made by Commissioner Tharpe, seconded by Vice Mayor Griffith to adopt the policy by resolution.

**VOTE:** Unanimous



**STATUS OF VARIOUS PROJECTS**  
**April 2018**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	<b>NOTES</b>
HOME Grant	Morris/Foster	2018	A partial payment for work on the first house was received in March. Inspections on the next few houses on the list have begun.
Back Alley Paris	Foster/Morris/Ray(DPA)	On-Going	The 8' x 12' mural by Dan Knowles is complete and will be mounted on the law office building adjacent to the west alley mid-May. There will be an official ribbon cutting on June 6 which is Heritage Day during Downtown Paris Week.
City Hall Renovations	Foster	March 2018	Except for a few small items, renovations in the north end of City Hall are complete. Work is currently underway in the Police Dept. We are probably six weeks from completion of all phases.
Preserve Paris	Foster/Morris	On-Going	Our next event will be held on Saturday, April 14 and will be a Cleanup Scavenger Hunt. We will meet at the Civic Center at 9:00 a.m. Participants will be given a registration form and sent to "featured" areas for cleanup. The registration form will list items to be found while picking up trash. Found items will be rewarded with points. There will also be vouchers hidden worth extra points. We will be awarding cash prizes for the three participants with the most points. There will also be a random drawing in which all participants will be entered. The cleanup will end at 11:00 a.m. and we will wrap up awards by 11:30.
Demolitions	Foster/Brown	On-Going	Four demolitions were done during March. Two were done with City resources, one of which was on Brewer Street and in cooperation with the owner. We are still waiting on the County to provide us a list of properties sold through the most recent delinquent tax sale that have gotten past their redemption period.
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 McNeill Park.
Energy Efficiency Project with Trane	Foster	Spring 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 95% complete. Trane is working to complete the items left on their punch list.
TN ECD Façade Grant	Foster/Morris	Winter of 2018	All applications have been forwarded to the State Historic Preservation Office for approval. Once we hear back from them, the process of gathering bids will commence. We will need to have all applications and corresponding bids to TECD by April 14.
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	Unfortunately we were not awarded this grant.
2018 LPRF Grant	Foster/Lawrence/Morris	May 2020 if awarded	We are working again with TLM Associates on this grant to help us construct a splash pad in Eiffel Tower Park. We have held several Public Input meetings, conducted a survey, and gathered lots of information to be included in this grant application which is due mid-April.
Acquisition of Property on S. Market St.	Foster	Undetermined	This property was included in the most recent delinquent tax sale but was not purchased. It has reverted to the County. We are possibly interested in this property and are working through the legal process to determine the feasibility of taking possession.

City Manager Kim Foster spoke briefly in regard to City Hall Renovations. Renovations are complete with the exception of a few small items on the Business Office end of the building. Furniture for Conference Room and Court Room were delivered today. The meetings will resume in the courtroom starting with the Planning Commission meeting next week.

The Chamber Coffee will be hosted by the City of Paris in June, 2018.

The construction crew will be working in the Police Department area for the next few weeks. Mike Shannon with Henson Construction was present at the meeting and stated the project should be complete in six to eight weeks. City Manager Kim Foster gave kudos to Mr. Shannon and his crew for the great job they are doing.

**Motion to Adjourn:** Commissioner Tharpe made a motion, seconded by Commissioner Jones to adjourn at 6:02 p.m.

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Mayor

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Finance Director