

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



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

**BOARD OF COMMISSIONERS MEETING MINUTES**  
**CITY OF PARIS, TENNESSEE**  
**April 14, 2022**  
**4:30 P.M.**

Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 4:30 p.m. on Thursday, April 14, 2022, in the Paris City Hall Courtroom.

The meeting was called to order by Vice Mayor Jackie Jones with the following roll call:

**Present:** Vice Mayor Jackie Jones  
Commissioner John Etheridge  
Commissioner Gayle Griffith  
Commissioner Sam Tharpe

**Also Present:** City Attorney Fred McLean  
City Manager Kim Foster  
Community Development Director Jennifer Morris  
Administrative Assistant Jessica Crouch  
Chief Account Clerk, M.J. Stancook  
Building Inspector / Codes Lowell Schrader

**Absent:** Mayor Carlton Gerrell  
Finance Director Traci Shannon

**Media:** Ken Walker, Paris Post Intelligencer  
Shannon McFarlin, WENK/WTPR

Commissioner Gayle Griffith led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner Sam Tharpe.

**APPROVAL OF MINUTES:** Regular Meeting – March 3, 2022  
Special Called Meeting – March 30, 2022

**DISCUSSION:** None

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

**VOTE:** Unanimous

**COMMENTS FROM CITIZENS:**

First comment was from citizen Dale Miller from Reignite Street Reach. Mr. Miller presented the City of Paris with \$550.00 from a love offering that was taken during their last event. Mr. Miller stated that the Bridge of Hope church will be hosting the next event on May 14<sup>th</sup>.

Second comment was from citizen Kathy Ray. She presented the Prototype for the Back Alley Paris mural that Dan Knowles completed.

**COMMENTS FROM THE COMMISSION:** None

**SERVICE RESOLUTIONS AND PROCLAMATIONS:** None

**OLD BUSINESS:**

**OLD BUSINESS**

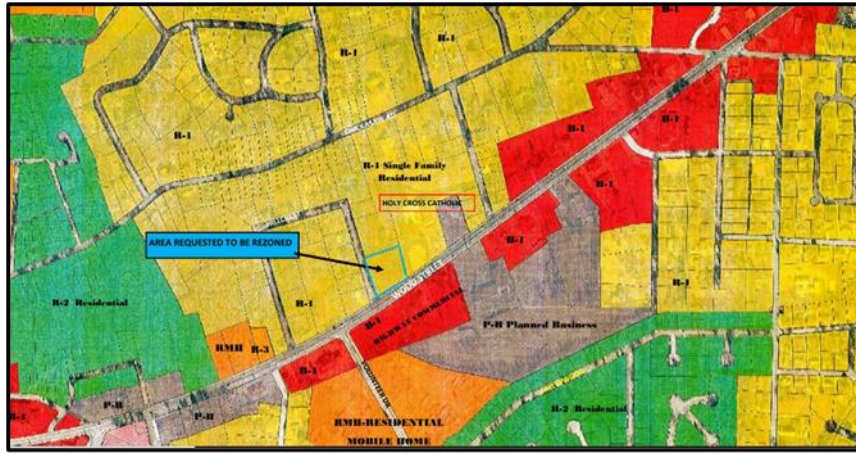
**AGENDA ITEM NO.1**

**Rezoning Request for Property at the corner of East Wood Street and Hillcrest Drive**

**DISCUSSION:** Jennifer Morris, Community Development Director stated that the Planning Commission reviewed the request to rezone this property at the March meeting and approved to rezone this property from R-1 to B-1.

**ACTION:** Commissioner John Etheridge made a motion, seconded by Gayle Griffith to approve the rezoning request for property at the corner of East Wood Street and Hillcrest Drive on first reading. A Public Hearing will be held next month.

**VOTE:** Unanimous



**EXHIBIT A**

ORDINANCE NO. 1279

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-1:

This property is located in the First Civil District of Henry County, Tennessee,  
and is more particularly described as follows:

See attached Exhibit "A" as shown as Tax Assessor's Map 95N, Group F, Control  
Map 950, Parcel 53.01

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 April 14, 2022.

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

\_\_\_\_\_  
Mayor

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

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## NEW BUSINESS:

### NEW BUSINESS

#### AGENDA ITEM NO.1

#### Financial Update

#### Narrative to February 2022 Operating Statement

Our retail sales tax revenue slightly dropped in the month of January compared to last January by .64%. We're still ahead fiscal year-to-date by 7.95%.

General Fund revenues exceeded expenditures for the month of February, and we are also ahead fiscal year-to-date. We had one large out of the ordinary expense during the month which was equipment purchased in the amount of \$327K for the track loader and utility compactor. The track loader which was purchased for the Landfill was \$299K and we will be reimbursed half of that over the next five years from the County for their portion.

February was the last month to pay 2021 property taxes without penalty or interest. As usual we collected the majority of payments during the month (38% of total collections). At month end, we collected our typical average of 91% of the total amount billed for current property taxes. Of course, delinquent payments will come in after the February 28<sup>th</sup> due date.

Delinquent 2021 tax notices will be mailed in April. The 2020 delinquent taxes were turned over to Chancery Court in March and are no longer payable at the City Business office.

#### Other Business:

**New Employees:** None

#### We issued eight business licenses in February:

**New Business (5):** The Point BBQ, Custom Renovation & Repair, Paris Pro Services LLC, The Flower Station, Southern Sass Bo

**New Location (1):** Phases to Freedom Thrift Store

**Add'l Location (2):** Paris Loft Wine & Spirits, Sapphire Companies LLC (Walmart Remodel)

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	%
							Incr(Decr)
JULY	\$748,999	\$791,918	\$787,901	\$802,267	\$898,979	\$951,793	5.87%
AUGUST	\$738,171	\$775,581	\$790,533	\$799,378	\$843,541	\$895,516	6.16%
SEPTEMBER	\$791,866	\$812,873	\$774,425	\$797,992	\$888,921	\$965,256	8.59%
OCTOBER	\$732,345	\$777,777	\$761,812	\$761,453	\$873,733	\$974,047	11.48%
NOVEMBER	\$770,351	\$821,637	\$809,116	\$807,105	\$874,641	\$988,199	12.98%
DECEMBER	\$999,663	\$927,868	\$960,027	\$957,286	\$1,097,412	\$1,210,615	10.32%
JANUARY	\$674,764	\$689,391	\$665,013	\$713,906	\$844,826	\$839,389	-0.64%
FEBRUARY	\$684,426	\$697,202	\$704,313	\$727,380	\$719,938		
MARCH	\$840,859	\$840,412	\$877,659	\$840,175	\$1,101,592		
APRIL	\$792,642	\$774,320	\$849,875	\$865,360	\$1,040,359		
MAY	\$796,500	\$840,600	\$863,697	\$949,140	\$1,005,346		
JUNE	\$871,656	\$849,365	\$873,145	\$966,861	\$1,013,926		
<b>TOTAL</b>	<b>\$9,442,243</b>	<b>\$9,598,946</b>	<b>\$9,717,515</b>	<b>\$9,988,303</b>	<b>\$11,203,215</b>	<b>\$6,824,815</b>	
Previous YTD %							
Increase/Decrease	2.52%	1.66%	1.24%	2.79%	12.16%	7.95%	

**MONTHLY OPERATING STATEMENT**  
**February 2022**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,702,000	525,869	1,508,815	88.65%
Local Option Sales Tax	5,135,950	597,519	3,939,600	76.71%
Wholesale Liquor / Beer	800,000	57,915	624,952	78.12%
Business Tax	375,000	8,121	62,697	16.72%
Fees & Licenses	163,500	35,030	123,442	75.50%
In Lieu Payments	880,250	63,184	576,532	65.50%
Grants	2,231,600	2,141	144,817	6.49%
State Shared taxes	1,529,500	154,811	1,128,742	73.80%
All Other	1,699,850	120,132	1,192,344	70.14%
<b>Total General Fund Revenue</b>	<b>14,517,650</b>	<b>1,564,720</b>	<b>9,301,942</b>	<b>64.07%</b>
Solid Waste Collection - BPU	1,225,000	106,122	732,711	59.81%
Solid Waste Disposal - Transfer	350,000	39,090	289,092	82.60%
Other Revenue	400	4	30,439	7609.74%
<b>Total Sanitation</b>	<b>1,575,400</b>	<b>145,216</b>	<b>1,052,242</b>	<b>66.79%</b>
Gate Receipts - Brush & Debris	130,000	10,389	105,333	81.03%
County Share Operating Exp	35,000	0	8,280	23.66%
Gate Receipts - Tires	5,000	1,355	5,770	115.40%
Other Revenue	30,500	60	56,653	185.75%
<b>Total Landfill</b>	<b>200,500</b>	<b>11,803</b>	<b>176,035</b>	<b>87.80%</b>
<b>Total Drug Fund</b>	<b>60,050</b>	<b>4,624</b>	<b>21,690</b>	<b>36.12%</b>
<b>TOTAL REVENUES</b>	<b>16,353,600</b>	<b>1,726,363</b>	<b>10,551,910</b>	<b>64.52%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	261,622	60,542	177,826	67.97%
General Administration	390,037	30,187	278,462	71.39%
Economic Development	159,592	12,417	103,932	65.12%
Elections	0	0	0	#DIV/0!
Financial Administration	323,659	19,670	218,636	67.55%
City Hall Building	99,718	7,262	67,913	68.11%
Police Department	2,187,535	151,711	1,411,940	64.54%
Emergency Communications	722,210	51,724	471,140	65.24%
Fire Department	1,884,160	131,957	1,310,131	69.53%
Building Inspection	112,714	5,643	58,704	52.08%
Street Maintenance	1,821,352	130,379	1,138,474	62.51%
State Street Aid	700,000	898	654,686	93.53%
Storm Water Management	74,270	2,093	24,693	33.25%
Street Lighting	95,800	3,818	75,429	78.74%
City Garage	320,183	25,403	190,344	59.45%
Cemetery Maintenance	66,800	600	40,200	60.18%
Health & Animal Control	177,219	13,338	110,960	62.61%
Civic Center	676,021	41,706	404,714	59.87%
Parks & Recreation	1,082,648	69,877	790,759	73.04%
Library	171,487	0	114,325	66.67%
Community Development	2,725,100	24,823	290,540	10.66%
Debt Service	803,295	21,273	213,720	26.61%
<b>General Fund Expenditures</b>	<b>14,855,422</b>	<b>805,321</b>	<b>8,147,527</b>	<b>54.85%</b>
Sanitation Collection	1,356,706	356,577	917,744	67.65%
Contractual Services	630,000	54,549	453,073	71.92%
<b>Total Sanitation</b>	<b>1,986,706</b>	<b>411,126</b>	<b>1,370,817</b>	<b>69.00%</b>
<b>Total Landfill</b>	<b>201,078</b>	<b>11,090</b>	<b>203,915</b>	<b>101.41%</b>
<b>Total Drug Fund</b>	<b>92,500</b>	<b>9,638</b>	<b>70,947</b>	<b>76.70%</b>
<b>TOTAL EXPENDITURES</b>	<b>17,135,706</b>	<b>1,237,175</b>	<b>9,793,206</b>	<b>57.15%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	759,399	1,154,415
Sanitation	(265,911)	(318,575)
Landfill	713	(27,880)
Drug Fund	(5,014)	(49,257)

**NEW BUSINESS**

**AGENDA ITEM NO. 2**

**Appointments to Boards**

**DISCUSSION:** Vice Mayor Jackie Jones announced the Proposed Members for the Parks and Rec Commission. Proposed member Clint Davis and Dajour Edmondson term will expire on May 1, 2027.

**ACTION:** None

**VOTE:** Unanimous

<u>BOARD</u>	<u>CURRENT MEMBER</u>	<u>PROPOSED MEMBER</u>	<u>TERM EXPIRATION</u>	<u>NEW EXPIRATION</u>
Parks and Rec Commission 5 Year Term (Mayoral Appointments)	Clint Davis	Clint Davis	May 1, 2022	May 1, 2027
Parks and Rec Commission 5 Year Term (Mayoral Appointments)	Billie McKee	Dajour Edmondson	May 1, 2022	May 1, 2027

**NEW BUSINESS**

**AGENDA ITEM NO. 3**

**Resolution Authorizing Municipal Elections**

**DISCUSSION:** Kim Foster, City Manager explained that this resolution was in regard to Municipal Elections. The Election Commission requires the City of Paris to send a signed resolution officially stating that the City wants to hold an election in conjunction with the State General election in November. There are three (3) seats that are up for re-election this year. These include Mayor Carlton Gerrell, Commissioner Sam Tharpe, and Commissioner Gayle Griffith.

Fred McLean, City Attorney stated that the election will take place on November 8, 2022.

**ACTION:** Commissioner John Etheridge made a motion, seconded by Commissioner Sam Tharpe to approve the resolution authorizing Municipal Elections.

**VOTE:** Unanimous

Resolution No. 1664

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee, has provided a procedure, pursuant to Ordinance No. 556, for the calling by the County Election Commission of municipal elections by passage of an appropriate resolution; and,

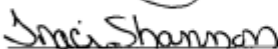
WHEREAS, the Board of Commissioners of the City of Paris, Tennessee, hereby directs the County Election Commission to make the necessary arrangements for holding a municipal election for the election of three (3) commissioners for the City of Paris, Tennessee; and,

WHEREAS, the Board of Commissioners of the City of Paris, Tennessee, directs the County Election Commission to make the necessary arrangements for holding said election in a manner prescribed by statute on November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Paris, Tennessee, go on record, pursuant to Ordinance No. 556, as directing the County Election Commission to hold an election for the purpose of electing three (3) commissioners for the City of Paris, Tennessee with said election to be held on November 8, 2022.

This the 14<sup>th</sup> day of April 2022.

  
\_\_\_\_\_  
Mayor

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

**NEW BUSINESS**

**AGENDA ITEM NO. 4**

**Resolution to Amend the COP Personnel Rules and Regulations – Residency Requirement**

**DISCUSSION:** Kim Foster, City Manager stated that several years ago a resolution was passed that any employee working for the City of Paris was required establish residency within Henry County within six (6) months of employment. Ms. Foster stated that throughout the last several months, there has been legislation moving through the legislature to remove the residency requirement for first responders. Ms. Foster stated that as the employment environment is low, she believes that the best interest for the City of Paris is to remove the residency requirement all together. However, Ms. Foster stated that if the employee has a take home vehicle, then they will not be able to take it out of the county and will have to drive their personal vehicle per our City of Paris policy and procedure.

Commissioner John Etheridge stated that he was in favor of this resolution and questioned an “on-call” employee that may cause an issue if they lived outside of the County. Ms. Foster stated that typically under normal circumstances, the “on-call” position would not pose an issue.

**ACTION:** Commissioner Sam Tharpe made a motion, seconded by Commissioner Gayle Griffith to approve the resolution to amend the COP Personnel Rules and Regulations – Residency requirement.

**VOTE:** Unanimous

**RESOLUTION NO. 1665**

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 City Commission by Resolution before they shall have force and effect; and,

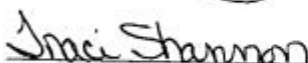
WHEREAS, the City Manager of the City of Paris, Tennessee has recommended to the City Commission that III. B. 11. Residence Requirement be deleted in its entirety from the Personnel Rules and Regulations.

NOW, THEREFORE BE IT RESOLVED that III. B. 11. Residence Requirement be deleted in its entirety from the Personnel Rules and Regulations.

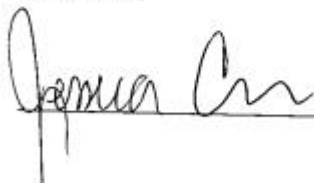
This Resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Unanimously adopted this the 14<sup>th</sup> day of April, 2022.

  
\_\_\_\_\_  
Mayor

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

ATTESTED:

  
\_\_\_\_\_

**NEW BUSINESS**

**AGENDA ITEM NO. 5**

**Resolution for City-County Purchase of Track Loader**

**DISCUSSION:** Kim Foster, City Manager stated that the City of Paris purchased the track loader last year after being approved in the budget. Ms. Foster stated the county requested to pay for half of the track loader in five (5) equal payments over the next five (5) years. Ms. Foster stated that they have followed this procedure with past purchases.

**ACTION:** Commissioner Sam Tharpe made a motion, seconded by Commissioner Gayle Griffith to approve the resolution for City-County purchase of Track Loader.

**VOTE:** Unanimous



**RESOLUTION NO. 1666**

WHEREAS, the City of Paris, Tennessee, "City", and the County of Henry, Tennessee, "County", entered into an Interlocal Agreement for joint operation of the Paris Henry County Landfill dated February 2, 1995; and,

WHEREAS, The City and County desire to purchase a new Track Loader at a cost of \$299,004.00; and,


WHEREAS, the City will purchase the new Track Loader and the County will reimburse the City for one-half (1/2) of the cost of the Track Loader to be paid in five (5) equal payments of \$29,900.40 with the first payment being made on June 1, 2022 and the remaining payments being due on January 1<sup>st</sup> of 2023, 2024, 2025, and 2026.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Paris that this Resolution be approved and that the Mayor be authorized to sign all documents necessary to facilitate this joint purchase by the City and County.

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 14<sup>th</sup> day of April 2022.

  
\_\_\_\_\_  
Mayor

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

ATTESTED:

  
\_\_\_\_\_

**NEW BUSINESS**

**AGENDA ITEM NO. 6**

**Resolution to Amend the COP Personnel Rules and Regulations – Job Description & Misc. Corrections**

**DISCUSSION:** Kim Foster, City Manager described the change in the City of Paris Personnel Rules and Regulations related to the Parks and Recreation Department. Ms. Foster stated that Parks and Rec Director Tony Lawrence has waited to fulfill a position in his department after losing Jay Hosford in June of last year. Mr. Lawrence has evaluated what would work best for his department and believes that hiring an individual for overseeing recreational programming for the local parks would be the best fit. Ms. Foster stated that in addition to the Parks and Recreation job description, there are two more items that are housekeeping issues. Ms. Foster stated that there was a comp time correction for Police and Fire as well as the requirement for a psychological exam. However, Police positions will be required to take a psychological exam as it is a requirement of the academy.

**ACTION:** Commissioner Sam Tharpe made a motion, seconded by Commissioner John Etheridge to approve the resolution to amend the COP Personnel Rules and Regulations – Job Description and miscellaneous corrections.

**VOTE:** Unanimous

**RESOLUTION NO. 1667**

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 City Commission by Resolution before they shall have force and effect; and,

WHEREAS, the City Manager of the City of Paris, Tennessee has recommended to the City Commission that said Personnel Rules and Regulations be amended as follows:

- A. By enacting the following job description for Recreation Program Coordinator in Appendix B:

**RECREATION PROGRAM COORDINATOR**

**Nature of Work**

This position is responsible for supervision, development, and operations of recreation programs within the Paris Parks and Recreation Department including Parks, Civic Center, Splash Pad and Outdoor Pool.

**Illustrative Examples of Work**

- Develop, organize, initiate, plan, and supervise recreational programs for the City of Paris.
- Maintain and update files and records for Parks and Recreation Department.
- Plan new projects, procedures, and programs such as summer recreation and special events.
- Prepare and deliver presentations to a variety of committees, special interest groups, clubs, and associations.
- Participate in the development and implementation of goals, objectives, and policies for all Parks and Recreation programs and facilities.
- Identify opportunities and improve service delivery methods and procedures.
- Direct, coordinate and review the work plan for recreation programs; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Attend and participate in professional group meetings; be aware of new trends and innovation in the field of parks and recreation.
- Develop marketing material for programs, brochures, press releases and social media.
- Solicit contributions and sponsorships to support funding of programs and events.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as outlined in the employee handbook.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform related work as required.
- Manage part-time and/or seasonal employees to accomplish goals and objectives of programs.

**Desirable Knowledge, Abilities and Skills**

- Ability to deal firmly yet tactfully with the public.
- Ability to perform custodial tasks, as needed.
- Ability to work on sport fields.
- Ability to communicate well both orally and in writing.
- Must be a Team player.
- Must have valid driver's license.
- Must have proficient computer skills.

- Must be able to communicate with the public effectively and professionally.

#### **Physical Requirements**

- Must be able to operate a variety of recreational / sporting equipment and office machines such as a computer, telephone, and photocopier machines
- Must be able to perform light custodial tasks at facilities such as picking up trash around the facilities and in and around restrooms.
- Must be able to exert up to 20 pounds of force occasionally.
- Must be able to: kneel, run, crouch, crawl, walk, stand, sit, reach, lift, grasp, feel, talk, hear, and complete repetitive motions.
- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
- Worker is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold.

#### **Desirable Training and Experience**

Graduation from an accredited college or university with major emphasis in Recreation Administration or Physical Education. Bachelor's Degree required with customer service or related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skill, and abilities for this position.

Must be knowledgeable in recreational sports. Must have computer knowledge and be able to use recreational software to access online reservation system for rentals and programming. Must be willing to work flexible hours.

- B. By deleting the second sentence of III. B. 5. in its entirety.
- C. By deleting the third paragraph of IV. G. 2. in its entirety and substituting the following therefore:

Police department personnel who are non-exempt may request to receive compensatory time for time worked in excess of 86 hours within the pay period. Compensatory time so accrued will be compensable at a rate of one and one-half hours for each hour worked. Police department personnel may accrue up to a maximum of 128 hours.

**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:

- A. Enacting the following job description for the position of Recreation Program Coordinator in Appendix B.:

#### **RECREATION PROGRAM COORDINATOR**

##### **Nature of Work**

This position is responsible for supervision, development, and operations of recreation programs within the Paris Parks and Recreation Department including Parks, Civic Center, Splash Pad and Outdoor Pool.

##### **Illustrative Examples of Work**

- Develop, organize, initiate, plan, and supervise recreational programs for the City of Paris.
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- Plan new projects, procedures, and programs such as summer recreation and special events.

- Prepare and deliver presentations to a variety of committees, special interest groups, clubs, and associations.
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- Identify opportunities and improve service delivery methods and procedures.
- Direct, coordinate and review the work plan for recreation programs; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Attend and participate in professional group meetings; be aware of new trends and innovation in the field of parks and recreation.
- Develop marketing material for programs, brochures, press releases and social media.
- Solicit contributions and sponsorships to support funding of programs and events.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as outlined in the employee handbook.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform related work as required.
- Manage part-time and/or seasonal employees to accomplish goals and objectives of programs.

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

- Ability to deal firmly yet tactfully with the public.
- Ability to perform custodial tasks, as needed.
- Ability to work on sport fields.
- Ability to communicate well both orally and in writing.
- Must be a Team player.
- Must have valid driver's license.
- Must have proficient computer skills.
- Must be able to communicate with the public effectively and professionally.

#### **Physical Requirements**

- Must be able to operate a variety of recreational / sporting equipment and office machines such as a computer, telephone, and photocopier machines
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- Must be able to exert up to 20 pounds of force occasionally.
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- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
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Must be knowledgeable in recreational sports. Must have computer knowledge and be able to use recreational software to access online reservation system for rentals and programming. Must be willing to work flexible hours.


- B. By deleting the second sentence of III. B. 5. in its entirety.
- C. By deleting the third paragraph of IV. G. 2. in its entirety and substituting the following therefore:

Police department personnel who are non-exempt may request to receive compensatory time for time worked in excess of 86 hours within the pay period. Compensatory time so accrued will be compensable at a rate of one and one-half hours for each hour worked. Police department personnel may accrue up to a maximum of 128 hours.


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 14<sup>th</sup> day of April, 2022.

  
\_\_\_\_\_  
Mayor

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

ATTESTED:

  
\_\_\_\_\_

**NEW BUSINESS**

**AGENDA ITEM NO. 7**

**Ordinance to Amend 2-217 in the Paris Municipal Code – Temporary Beer Permits**

**DISCUSSION:** Kim Foster, City Manager stated that recently the Chamber of Commerce submitted three (3) temporary beer permit. This posed concern because as stated in the Paris Municipal Code, an individual was only allotted two (2) temporary beer permits per year. The ordinance presented is to remove the limit of temporary beer permits one may receive in a calendar year. The second part of this ordinance to tighten up the verbiage that applies to non-profit organizations.

**ACTION:** Commissioner Sam Tharpe made a motion, seconded by Commissioner John Etheridge to approve the ordinance to amend 2-217 in the Paris Municipal Code – Temporary Beer Permits.

**VOTE:** Unanimous

Ordinance No. 1280

AN ORDINANCE  
to Amend 2-217 of the Paris Municipal Code

SECTION 1. Be it ordained by the Board of Commissioners of the City of Paris, Tennessee that 2-217 of the Paris Municipal Code be amended as follows:

- A. That 2-217. **Temporary Permits.** be amended by deleting the phrase “5-302(b), 5-302(c), or 5-1002(f) of the Paris Municipal Code,” in the first sentence of 2-217 and substituting therefore the phrase “IRS §501(c)(3-8) so that no part of the earnings go to the benefit of any private shareholder or individual”.
- B. That 2-217(b) be deleted in its entirety and the following substituted therefore:
  - b. A temporary permit shall be valid, at the discretion of the Board, for a maximum period of 84 hours. Provided, however, that no temporary permits shall be issued for the period from 6:00 a.m. to 2:00 p.m. on the day of the Grand Parade during the World’s Biggest Fish Fry celebration. (Ord. # \_\_\_\_\_, 4/\_\_\_/22).

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 14, 2022.

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

\_\_\_\_\_  
Mayor

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

**NEW BUSINESS**

**AGENDA ITEM NO. 8**

**Approval of TLM Associates as Consultant on City-wide Stormwater Study**

**DISCUSSION:** Kim Foster, City Manager stated that in March 2022, the request for qualifications for the stormwater study was published with two engineering firms submitting their RFQ. After further review of the submittals, TLM was deemed to be the best fit for the stormwater study.

**ACTION:** Commissioner Sam Tharpe made a motion, seconded by Commissioner John Etheridge to approve TLM associates as consultants on the City-Wide Stormwater study and grant the Mayor and/or the City Manager the authority to execute the appropriate contracts.

**VOTE:** Unanimous

**STATUS OF VARIOUS PROJECTS**  
**April 2022**

	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	
HOME Grant	Morris/Foster	2023	We have finally received environmental approval on the first three houses. We are moving forward with getting the inspections completed.
Back Alley Paris	Foster/Morris/ Ray (DPA)	June 2022	Dan Knowles is now working on the large version of his mural titled 1822-1922 PEOPLE - PLACES – PROGRESS. He should have it finished by May.
TA Grant for Sidewalks along Wilson & Patriot	Foster/Morris	Fall 2022	Construction began mid-March and started with Lankford & Patriot. Sidewalk is complete on small portion of Lankford. Pipe replacements at the intersection of Patriot and Wilson, as well as in driveways, were completed during spring break. A project status meeting is scheduled for April 11.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris	Fall 2022	A meeting regarding signal timing/phasing is scheduled for March 18. Work on preliminary plans continues and will be submitted to TDOT once signal designer has updated his design for Wood Street corners. Early utility coordination continues.
Rison St Bridge Replacement	Foster/Morris	Summer 2023	Some additional information was requested for the Preliminary ROW plans, and it has been sent to TDOT. Applications for the SWPPP & GARAP permits were submitted 3-29-22.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/ Morris	Fall 2022	We have now received responses from all agencies. TLM is working on finalizing the NEPA SDC form. TLM and signal designer are working on adjustments of pole and pedestal placement. TLM will revise the budget once signal adjustments are complete. Meeting regarding signal timing/phasing to be scheduled with us once project is out of NEPA phase. Work on preliminary plans continues.
2021 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris	Summer 2024 (if awarded)	We are waiting on TDOT to issue the contract.
2021 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster	Winter of 2024 (if awarded)	We submitted our application. Award announcements are expected in the summer.
ARPA Funds	Foster/Morris/ Shannon	December 2026	We will submit our spend plan in the federal portal this month. Locally, staff recommendations for appropriating approx. 66% of the total funds were approved at a Special Called meeting on March 30. The two biggest priorities on the list have been executed, the rest will be accomplished over time.
TDEC Water Infrastructure Improvement (WII) Grant	Foster/Schrader	Spring 2023	Qualifications were received from two engineering firms in response to our RFQ, OHM Advisors & TLM Associates. After review, TLM is staff's recommendation for award.
Downtown Improvement Grant	Morris/Crouch/Foster	Spring 2024	We have executed contracts on 13 of the 18 projects slated to receive grants. There are two property/business owners associated with the five remaining projects and we are working with them to get their contracts executed. One of the first contracted projects has already been completed and a second project is almost complete.

Ms. Foster discussed the following updates regarding the Status of Various Projects:

- The first update regarding the Status of Various Projects was regarding the Back Alley Paris Project. Dan Knowles has completed the prototype of the mural and is currently working on the large piece that should be completed in May 2022.
- The second update regarding the Status of Various Projects was regarding the STBG and Multimodal signalization project in the downtown intersections. There is a meeting on Monday, 4/18/2022, with the signal designers to talk about the specifics for the intersections.

- The third update regarding the Status of Various Project was regarding the Drainage Study. There will be a Public Input Meeting on May 2, 2022, at 5:30 p.m. in the City Hall Courtroom.
- The fourth update regarding the Status of Various Project was regarding the ARPA Funds. Jennifer Morris, Community Development Director submitted the spend plan in the federal portal today, 4/14/2022.

**Notes/Updates from the City Manager**

- Barbara Wyrick has been working tirelessly on the new time keeping system (Executime). Current employees are going through a parallel phase before launching the system. Ms. Wyrick has also been working on a new insurance plan for the City of Paris. Beginning July 1, 2022, the City of Paris will switch to the State of Tennessee Healthcare Plan.
- Ms. Foster mentioned the purchasing of a new vehicle for the City of Paris Building & Codes Department. She stated that when Lowell Schrader, Building and Codes, checked into purchasing a new vehicle, the dealership stated that it would take a year before the purchase of a vehicle under the state contract.

Action: Motion made by Commissioner Sam Tharpe, seconded by Commissioner Gayle Griffith to approve the purchase request for the pickup truck for the Building & Codes Department.

Vote: Unanimous

- There will be a FY2023 budget work session on May 5, 2022, at 9:30 a.m. in the City Hall Meeting Room.

**Motion to Adjourn:** Commissioner Sam Tharpe made a motion, seconded by Commissioner John Etheridge to adjourn at 5:16 p.m.

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Mayor

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Finance Director