

KATHY RAY, MAYOR  
KIM FOSTER, CITY MANAGER  
JAMES SMITH, CITY ATTORNEY



VICKEY ROBERTS, VICE MAYOR  
JACKIE JONES, COMMISSIONER  
SAM THARPE, COMMISSIONER  
JOHN ETHERIDGE, COMMISSIONER

**BOARD OF COMMISSIONERS MEETING MINUTES**  
**CITY OF PARIS, TENNESSEE**  
**December 5, 2024**  
**5:00 P.M.**

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5:00 p.m. on Thursday, January 2, 2025, in the Paris City Hall Courtroom.

The meeting was called to order by Finance Director Tammie Hopper with the following roll call:

- Present:

Commissioner Kathy Ray  
Commissioner Vickey Roberts  
Commissioner John Etheridge  
Commissioner Jackie Jones  
Commissioner Sam Tharpe
- Also Present:

City Manager Kim Foster  
City Attorney James Smith  
Finance Director Tammie Hopper  
Community Development Director, Jennifer Morris  
Administrative Assistant to City Manager Jessica Crouch  
Community Engagement Coordinator, Abby Pierce  
Risk and Compliance Coordinator, Bailey Thompson
- Absent:

None
- Media:

Ken Walker, Paris Post Intelligencer  
Shannon McFarlin, WENK/WTPR

Commissioner Jackie Jones led the meeting with the Pledge of Allegiance followed by a prayer led by Commissioner John Etheridge.

Mayor Kathy Ray opened the public hearing for the Proposed Annexation Request for Circle K, which is the property located at the corner of Highway 79 South and Highway 218. Mayor Ray opened the floor for citizen comments and upon receiving none, adjourned the public hearing.

Mayor Ray then opened the public hearing for the Notice of Hearing of Plan of Services for Circle K. No citizen comments were made for this hearing either so Mayor Ray adjourned the meeting.

Next, Mayor Ray opened the public hearing for the Rezoning Request for property at the corner of Fairgrounds Road & South Bell Avenue – Guinn's Shoes, Inc. After hearing no citizen comments, Mayor Ray closed this portion of the meeting.

- APPROVAL OF MINUTES:

Regular Meeting – December 5, 2024
- DISCUSSION:

None
- ACTION:

The minutes stand approved as read.
- VOTE:

None

**COMMENTS FROM CITIZENS:** None

**COMMENTS FROM THE COMMISSION:** Commissioner Sam Tharpe wished everyone a Happy New Year and said he was honored to be working with a good City Manager, good employees, and a good group of commissioners. Mayor Ray congratulated Phillip Jessie on his retirement.

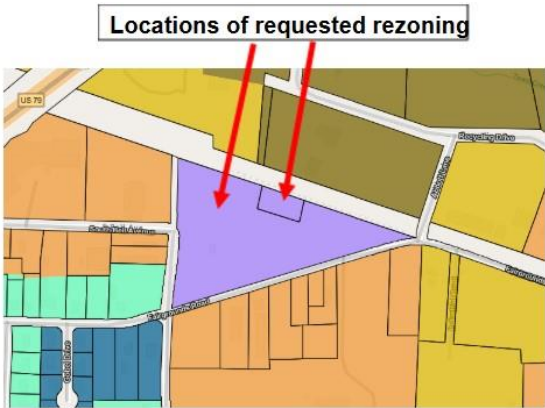
**SERVICE RESOLUTIONS AND PROCLAMATIONS:** There were no service resolutions or proclamations.

**OLD BUSINESS AGENDA ITEM NO. 1**

**Rezoning Request for property at the corner of Fairgrounds Road & South Bell Avenue – Guinn's Shoes, Inc**

Guinn's Shoes, Inc. / Grant Guinn CEO of 1720 East Wood Street has submitted a rezoning request for property he owns at the corner of Fairgrounds Road & South Bell Avenue. Currently the property is zoned R-3M (Medium Density Multi Family Residential). He is requesting a rezoning to M-1 (Light Industrial). Mr. Guinn intends to build a series of commercial warehouses to include receiving, processing, and the shipping of goods. He also intends for a portion of the facilities to be leased to other local businesses in need of commercial warehouse space, customizable to their needs.

Jessica Crouch explains that the Planning Commission has recommended that it be rezoned “Light Industrial”. The two properties referenced are currently zoned residential.



\*Note: Majority of adjacent and surrounding properties are zoned for similar, commercial, and/or industrial usage, including warehousing.  
Purple: Guinn Tract R-3M  
Orange: M-1  
Yellow: P-M  
Brown: P-B  
Light Blue: B-1

**Discussion:** None

**Action:** Upon a motion by Commissioner Tharpe, seconded by Commissioner Etheridge, the Commission approved the Planning Commission's recommendation to rezone the property at the corner of Fairgrounds Road & South Bell Avenue to M-1 light industrial.

**Vote:** Unanimous

**NEW BUSINESS AGENDA ITEM NO.1**  
**Financial Update**  
**Narrative to the November 2024 Operating Statement**

The city had a 4.64% increase in sales tax revenue with an overall increase of 3.80% over this time last year.

General Fund expenditures exceeded revenue due to major purchases made in November. The Police Department purchased two 2025 Ford Interceptor patrol cars that will be mostly reimbursed by the DRA grant from USDA.

The Street Department replaced a Boom Mower and had a Garbage Truck repaired. Also, TLM began the preliminary work for the Brooks Street Drainage project.

The City had no new business licenses issued during the month of November.

Animal Control replaced an attendant position and the Parks Department hired 6 part-time Recreation Assistants. The Police Department replaced an SRO officer position.

The Beer & Liquor License renewals are due and we expect to have a 100% collection rate to report next month. Taxi-cab and Food truck renewals are also due and payable. We had a \$200,000 increase in Property Tax payments made in November to the Trustee's office and expect that to increase each month through the end of tax season in February.

CITY OF PARIS, TENNESSEE						
RETAIL SALES TAX REVENUE						
						%
	FY2021	FY2022	FY2023	FY2024	FY2025	Incr(Decr)
JULY	\$898,979	\$951,793	\$1,046,570	\$1,054,946	\$1,094,220	3.72%
AUGUST	\$843,541	\$895,516	\$931,433	\$943,347	\$1,021,159	8.25%
SEPTEMBER	\$888,921	\$965,256	\$1,067,740	\$947,948	\$934,065	-1.46%
OCTOBER	\$873,733	\$974,047	\$1,036,880	\$1,049,601	\$1,098,267	4.64%
NOVEMBER	\$874,641	\$988,199	\$1,059,818	\$1,088,505		
DECEMBER	\$1,097,412	\$1,210,615	\$1,218,473	\$1,554,254		
JANUARY	\$844,826	\$839,389	\$915,685	\$984,017		
FEBRUARY	\$719,938	\$859,647	\$936,706	\$980,140		
MARCH	\$1,101,592	\$1,102,651	\$1,106,574	\$1,270,965		
APRIL	\$1,040,359	\$1,060,677	\$1,069,082	\$1,061,509		
MAY	\$1,005,346	\$1,105,515	\$1,122,824	\$1,133,990		
JUNE	\$1,013,926	\$1,125,455	\$1,177,018	\$1,130,424		
TOTAL	\$11,203,215	\$12,078,759	\$12,688,803	\$13,199,647	\$4,147,710	
Previous YTD %						
Increase/Decrease	12.16%	7.82%	5.05%	4.03%	3.80%	

REVENUES	Annual Budget	Current Month	Yr to Date	Percent Realized
Property Taxes	1,907,000	226,663	269,654	14.14%
Local Option Sales Tax	6,712,000	461,721	2,620,939	39.05%
Wholesale Liquor / Beer	950,000	76,317	386,572	40.69%
Business Tax	500,000	12,566	36,072	7.21%
Fees & Licenses	333,750	46,763	153,326	45.94%
In Lieu Payments	847,700	89,020	388,590	45.84%
Grants	3,117,910	20,646	418,967	13.44%
State Shared taxes	1,947,500	149,763	628,033	32.25%
All Other	2,002,287	361,260	1,276,273	63.74%
ARPA/TDEC-WII	1,350,000	0	12,981	0.96%
<b>Total General Fund Revenue</b>	<b>19,668,147</b>	<b>1,444,718</b>	<b>6,191,407</b>	<b>31.48%</b>
Solid Waste Collection - BPU	1,260,000	0	530,603	42.11%
Solid Waste Disposal - Transfer	525,000	56,142	253,562	48.30%
Other Revenue	30,300	188	1,058	3.49%
<b>Total Sanitation</b>	<b>1,815,300</b>	<b>56,330</b>	<b>785,223</b>	<b>43.26%</b>
Gate Receipts - Brush & Debris	180,000	16,267	78,855	43.81%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	8,000	416	2,333	29.16%
Other Revenue	41,550	92	1,777	4.28%
<b>Total Landfill</b>	<b>264,550</b>	<b>16,774</b>	<b>82,965</b>	<b>31.36%</b>

<b>Total Drug Fund</b>		<b>58,050</b>	<b>7,046</b>	<b>25,905</b>	<b>44.62%</b>
<b>TOTAL REVENUES</b>		<b>21,806,047</b>	<b>1,524,869</b>	<b>7,085,500</b>	<b>32.49%</b>

<b>EXPENDITURES</b>		<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations		189,000	0	77,400	40.95%
General Administration		603,008	75,203	280,939	46.59%
Economic Development		194,980	23,373	83,900	43.03%
Financial Administration		345,400	32,811	184,174	53.32%
City Hall Building		115,529	9,174	51,916	44.94%
Police Department		2,864,733	307,210	1,275,416	44.52%
Emergency Communications		739,201	103,287	365,806	49.49%
Fire Department		2,140,696	230,342	945,449	44.17%
Building Inspection		308,585	30,550	156,736	50.79%
Street Maintenance		1,979,901	193,720	872,955	44.09%
State Street Aid		1,851,000	105,313	1,673,866	90.43%
Storm Water Management		121,577	12,231	45,296	37.26%
Street Lighting		128,180	9,670	48,350	37.72%
City Garage		315,648	24,052	155,627	49.30%
Cemetery Maintenance		79,152	6,972	38,445	48.57%
Health & Animal Control		220,866	24,612	107,370	48.61%
Civic Center		787,085	62,416	304,921	38.74%
Parks & Recreation		1,352,224	112,713	607,154	44.90%
Library		207,862	34,644	103,931	50.00%
Community Development		5,427,210	155,117	901,742	16.62%
Debt Service		290,000	0	105,557	36.40%
<b>General Fund Expenditures</b>		<b>20,261,837</b>	<b>1,553,409</b>	<b>8,386,950</b>	<b>41.39%</b>
Sanitation Collection		1,219,977	139,462	540,191	44.28%
Contractual Services		830,000	65,581	339,284	40.88%
<b>Total Sanitation</b>		<b>2,049,977</b>	<b>205,043</b>	<b>879,475</b>	<b>42.90%</b>
<b>Total Landfill</b>		<b>240,953</b>	<b>11,358</b>	<b>96,424</b>	<b>40.02%</b>
<b>Total Drug Fund</b>		<b>82,000</b>	<b>12,486</b>	<b>57,717</b>	<b>70.39%</b>
<b>TOTAL EXPENDITURES</b>		<b>22,634,767</b>	<b>1,782,296</b>	<b>9,420,566</b>	<b>41.62%</b>

<u>REVENUES OVER / (UNDER)</u>	<u>Current Month</u>	<u>Yr to Date</u>
<b>EXPENDITURES</b>		
<b>General Fund</b>	<b>(108,691)</b>	<b>(2,195,543)</b>
<b>Sanitation</b>	<b>(148,713)</b>	<b>(94,252)</b>
<b>Landfill</b>	<b>5,416</b>	<b>(13,458)</b>
<b>Drug Fund</b>	<b>(5,440)</b>	<b>(31,812)</b>

**Discussion:** Commissioner Jones said she was glad to see the DRA Delta Grant is still being used. Commissioner Tharpe inquired about why the sales tax might have increased. The City Manager could not attribute the increase to any specific event.

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

None

**NEW BUSINESS**  
**AGENDA ITEM NO. 3**  
**Resolution to Annex Certain Territory Upon Written Consent of the Owners and to Incorporate the Same within Boundaries of the City of Paris, Tennessee at Hwy 79 S / Hwy 218**

Staff presented a resolution to annex the proposed territory along HWY 79S and HWY 218 into the City of Paris, Tennessee. This specific resolution is the last document in annexing the proposed territory by owner consent and includes the comprehensive Plan of Services.

Jessica Crouch explained that if passed, this property will be annexed into the City of Paris and then staff will be sending all paperwork to the state for final approval. Kim Foster adds that this resolution includes the plan of services as well.

**RESOLUTION NO. 1716**

**A Resolution to Annex Certain Territory Upon Written Consent of the Owners and to Incorporate the Same within the Boundaries of the City of Paris Tennessee**  
**Hwy 79 S / Hwy 218**

**WHEREAS**, the City of Paris, having been petitioned by interested persons, proposes the extension of its corporate limits by the annexation of certain territory into the city limits; and

**WHEREAS**, the owners of all property within the territory proposed for annexation have given their written consent by notarized petition so that a referendum is not required; and

**WHEREAS**, a copy of this resolution, describing the territory proposed for annexation, was promptly sent by the City of Paris to the last known address listed in the office of the property assessor for each property owner of record within the territory proposed for annexation, with such being sent by first class mail and mailed no later than twenty-one (21) calendar days prior to the scheduled date of the hearing on the proposed annexation by owner consent; and

**WHEREAS**, this resolution was also published by posting copies of it in at least three (3) public places in the territory proposed for annexation and in a like number of public places in the City of Paris, and by publishing notice of the resolution at or about the same time in the Paris Post Intelligencer, a newspaper of general circulation in such territory and the City of Paris; and

**WHEREAS**, a plan of services for the area proposed for annexation is attached as *Exhibit A* hereto, which plan of services addresses the same services and timing of services as required in Tennessee Code Annotated § 6-51-102; and

**WHEREAS**, the proposed annexation and plan of services were submitted to the City of Paris Planning Commission for study, and it has recommended the same; and

**WHEREAS**, notice of the time, place and purpose of a public hearing on the proposed annexation and the plan of services was published in a newspaper of general circulation in the City of Paris not less than twenty-one (21) days before the hearing, which notice included the locations of a minimum of three (3) copies of the plan of services for public inspection during all business hours from the date of notice until the public hearing; and

**WHEREAS**, a public hearing on the proposed annexation and plan of services was held by the governing body on January 2, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Paris Tennessee as follows:

A. That the following territory is hereby annexed and incorporated into boundaries of the City of Paris, to be effective as of January 2, 2025, to wit:

MAP 117	PARCEL 044.00
MAP 117	PARCEL 045.00
MAP 117	PARCEL 046.00
MAP 117	PARCEL 047.00
MAP 117	PARCEL 049.00
MAP 117	PARCEL 049.01

B. That the plan of services for this territory which is attached as *Exhibit A* hereto is approved and the same is hereby adopted.

C. That the *Mayor/City Manager/Recorder* shall cause a copy of this resolution, as well as the adopted plan or services, to be forwarded to the Mayor of Henry County.

D. That a signed copy of this resolution shall be recorded with the Henry County Register of Deeds, and a copy shall also be sent to the Tennessee Comptroller of the Treasury and the Henry County Assessor of Property.

E. That a signed copy of this resolution, as well as the portion of the plan of services related to emergency services and a detailed map of the annexed area, shall be sent to any affected emergency communication district.

F. That a revised map of the voting precincts shall be sent to the office of local government and to the office of management information services for the Tennessee General Assembly, following adoption of this resolution.

G. That the Tennessee Department of Revenue shall be notified, for the purpose of tax administration, that the annexation took place.

**WHEREUPON**, the Mayor declared the resolution adopted, affixed a signature and the date thereto, and directed that the same be recorded.

Mayor \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
City Recorder

Approved as to Form and Legality this 2<sup>nd</sup> day of January, 2025

\_\_\_\_\_  
City Attorney  
Approved as to Form and Legality this 2<sup>nd</sup> day of January, 2025

***Exhibit A***

***PLAN OF SERVICES FOR THE ANNEXATION OF HWY 79 S / HWY 218 BY THE CITY OF PARIS, TENNESSEE***

- A. Police
  - 1. Patrol, response to calls, and other routine police services, using present personnel and equipment, will be provided on the effective date of annexation.
  - 2. Traffic signals, traffic signs, street markings, and other traffic control devices will be installed as the need is established by appropriate study and traffic engineering standards.
- B. Fire Services
  - 1. Fire protection by the present personnel and equipment of the fire department will be provided on the effective date of annexation.
- C. Water
  - 1. Water for domestic, commercial, and industrial use will be provided at current city rates, from existing city lines, on the effective date of annexation, and thereafter from new lines as deemed necessary under current city policies and procedures concerning density, development patterns, and future development plans.
  - 2. In those parts of the annexed area currently served by the Board of Public Utilities / Paris Utility Authority, the above time periods will begin on the date of acquisition by the city of said District or parts thereof, which may be delayed by negotiations and/or litigation.
- D. Wastewater
  - 1. The necessary interceptor and trunk sewer lines to serve the substantially developed annexed areas will be completed in one year.
  - 2. Any Contractor(s) hired to construct and/or install infrastructure will do so in compliance with the standards set by the Paris Utility Authority, and upon completion of construction and certification that construction was completed in a manner acceptable to the Paris Utility Authority, the Paris Utility Authority will assume responsibility for maintenance of the infrastructure related to wastewater.
  - 3. Construction of collector lines in the substantially developed annexed areas will be completed within one year. Residences, commercial, and industrial properties will then be connected to the wastewater system in accordance with current policies of the city.
- E. Refuse Collection

The same regular refuse collection service now provided within the city will be extended to the annexed area within one week after the effective date of the annexation.
- F. Streets
  - 1. Emergency maintenance of streets is currently provided by the State of Tennessee and will continue effective date of annexation.
  - 2. Routine maintenance, on the same basis as in the existing city, will begin in the annexed area immediately based on the annexed population. (July 1 following the annexation effective date.)
  - 3. Reconstruction and resurfacing of streets, is provided by the State of Tennessee and will continue effective date of annexation.
  - 4. Installation of storm drainage, and construction of curbs, gutters, and sidewalks will be accomplished under existing city policies.



4. Regular cleaning of streets with curbs and gutters will begin within 1 week(s) after the effective date of annexation on the same basis as in the existing City limits and to the extent such is maintained by the City of Paris, Tennessee and not the State of Tennessee.

H. Inspections and Code Enforcement

Any inspection services now conducted by the city Building and Codes Department will begin in the annexed area on the effective date of annexation.

I. Planning and Zoning

The planning and zoning jurisdiction of the city will extend to the annexed area on the effective date of annexation. City planning jurisdiction and regulation will thereafter encompass the entirety of the annexed area. A study will be required before specific zoning can be adopted, which should be completed within 3 months. The annexation ordinance will temporarily zone all property in the annexed area as the most restrictive residential district (R-1 Single Family) until a zoning district has been adopted by the City Commission.

J. Street Lighting

Streetlights will be installed in substantially developed commercial and residential areas within six months after the effective date of annexation, using the prevailing standards in the existing city.

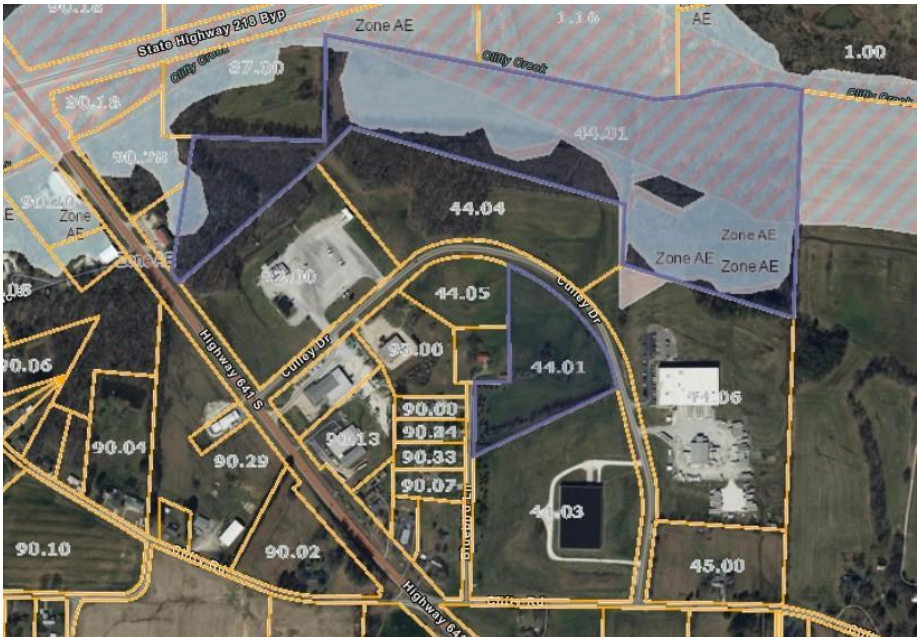
**Discussion:** There was no further discussion.  
**Action:** Commissioner Tharpe made a motion, seconded by Commissioner Jones to Annex Certain Territory, provided in Resolution 1716, Upon Written Consent of the Owners and to Incorporate the Same within Boundaries of the City of Paris, Tennessee at Hwy 79 S / Hwy 218.  
**Vote:** Unanimous

**NEW BUSINESS**  
**AGENDA ITEM NO.4**  
**Consideration of TDOT Request for Easement or Purchase of Property in Paris Industrial Park**

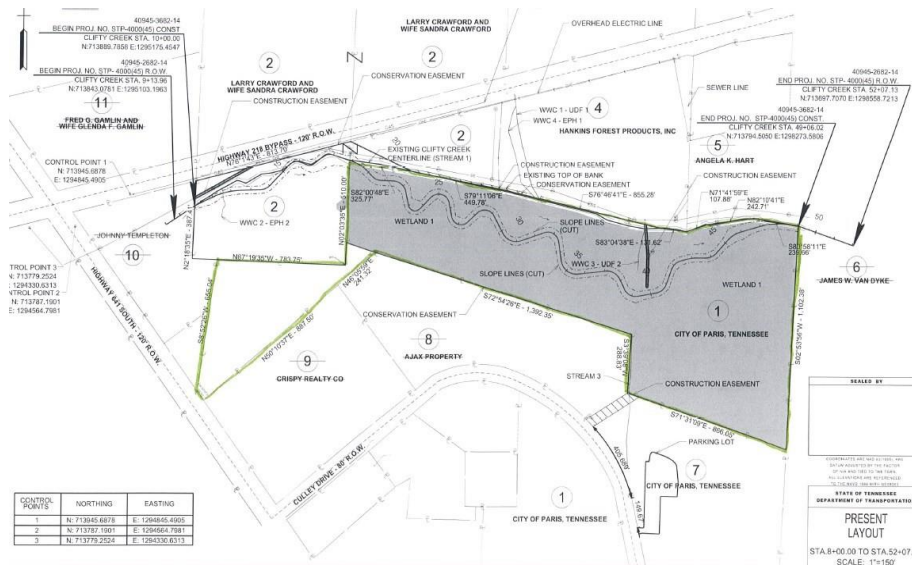
City Manager, Kim Foster, explained that quite some time ago TDOT was given permission to execute a Stream Mitigation project on a piece of land owned by the City and located in our Industrial Park. Most of this piece of property is in the flood plain and approximately one third of it is in the flood way. Because it is basically undevelopable, we tried to sell it a few years ago, to no avail.

At this point, TDOT has developed their mitigation plan and would like to move forward with its execution. They are now asking if we would like to give them a permanent easement or if we would like them to purchase the property outright. A conservation easement as of December 2023 was valued at \$154,200. Regardless of which option is chosen, the current value should be 10– 20% higher.

The City Manager recommended selling the property to TDOT. Maintaining ownership of the property through a permanent easement would only cause us to keep the risk.







**Discussion:** Commissioner Etheridge verifies that there are no property taxes so selling the property will have no impact on our revenues.

**Action:** Commissioner Tharpe made a motion, seconded by Commissioner Jones to sell Property in Paris Industrial Park to TDOT for mitigation purposes.

**Vote:** Unanimous

## NEW BUSINESS AGENDA ITEM NO.5

**Memorandum of Agreement with USDA-RD and the TN State Historic Preservation Office (SHPO)**

During the environmental phase of the execution of financing through USDA-RD the State Historic Preservation Office (SHPO) determined that our existing City Hall is in the viewshed of our commercial historic district and as such is protected. The following Memo of Agreement (MOA) outlines what the City must do before the existing city hall can be demolished, and has been found acceptable by all parties. Staff requests the Mayor be given permission to execute this document.

# MEMORANDUM OF AGREEMENT

**BETWEEN THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, THE TENNESSEE STATE HISTORIC PRESERVATION OFFICER AND CITY OF PARIS, TENNESSEE.**

**REGARDING THE CITY HALL COMPLEX AT 100 NORTH CALDWELL STREET, HENRY  
COUNTY, TENNESSEE**

**WHEREAS**, City of Paris, Tennessee (Owner) plans to construct a new city hall, police station, and fire station on a site on the west side of North Caldwell Street between West Wood St and West Washington Street in the City of Paris, Henry County, Tennessee; and

**WHEREAS**, the United States Department of Agriculture, Rural Development (USDA) plans to fund a portion of the Project pursuant to the Community Facilities Loan program, thereby making the Project an undertaking subject to review under Section 106 of the National Historic Preservation Act (NHPA), 54 U.S.C. § 306108, and its implementing regulations, 36 C.F.R. part 800; and

**WHEREAS**, the USDA has defined the Area of Potential Effect (APE) as the footprint of the buildings, parking lots, and driveways to be constructed, as shown on the map in Attachment A, and a 0.25-mile area surrounding the construction area; and

**WHEREAS**, the Paris City Hall was the only resource identified within the APE; and

**WHEREAS**, the USDA, in consultation with the Tennessee State Historic Preservation Office (SHPO), has determined that the existing Paris City Hall is eligible for listing in the National Register of Historic places under and Criterion C for Architecture and potentially under Criterion A for Government as part of an expansion of the Paris Commercial Historic District; and

**WHEREAS**, the undertaking requires the demolition of the existing Paris City Hall; and

**WHEREAS**, the USDA has determined, in consultation with the SHPO, that the undertaking will have an adverse effect on the eligible structure known currently as Paris City Hall due to the demolition of the building and the impact on the viewshed and has consulted with the SHPO pursuant to 36 C.F.R. part 800; and

**WHEREAS**, the USDA has invited the Owner to sign this MOA as an Invited Signatory as defined in 36 CFR § 800.6(c)(2); and

**WHEREAS**, information was requested from the Cherokee Nation, the Chickasaw Nation, the Coushatta Tribe of Louisiana, and Muscogee (Creek) Nation, and the Osage Nation for consideration of impacts to properties of cultural or religious significance and none was received; and

**WHEREAS**, the local Henry County Archives & Genealogical Library (215 Grove Blvd Suite A, Paris, TN 38242) has been identified as an interested party which has agreed to house copies of the Historic Architectural Resources Survey in their archives; and

**WHEREAS**, the views of the public regarding this undertaking have been sought and considered through a notice of the adverse effect on a property eligible for listing under Criterion A and C in the Paris Post-Intelligencer on October 24, 2024;

**WHEREAS**, in accordance with 36 C.F.R. § 800.6(a)(1), the USDA has notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination providing the specified documentation, and the ACHP has chosen not to participate in the consultation pursuant to 36 C.F.R. § 800.6(a)(1)(iii); and

**NOW, THEREFORE**, the USDA, the SHPO, and the Owner agree that the undertaking shall be implemented in accordance with the following stipulations to take into account the effect of the undertaking on properties eligible for listing in the National Register of Historic Places.

**STIPULATIONS**

Provided that all the obligations undertaken by Owner under this MOA are subject to the official issuance of the funds by USDA to Owner to carry out the Project, USDA will ensure that the Owner carries out the following measures:

**I. RECORDATION OF EXISTING CITY HALL**

- A. Prior to its demolition the Owner shall document or cause to be documented the existing Paris City Hall in accordance with Tennessee State Historic Preservation (SHPO) Documentation Standards for Mitigation Level 2 as outlined in Attachment B.
- 1. Cost
  - a.) The cost of final report not to exceed \$\_\_1,000.00.
- B. Owner shall provide these draft documents/materials to the SHPO for review and approval prior to any demolition. The SHPO shall have thirty (30) days from confirmed receipt of complete materials to approve the documentation. No response from the SHPO in thirty (30) days from the date of confirmed receipt of complete materials may be taken by Owner as approval of the documentation.
- C. Owner shall not proceed with demolition or pre-demolition activities of the existing City Hall until the SHPO has accepted all documentation, to include electronic submission of the materials, or until the thirty (30)day response time as provided by paragraph I.B, has passed without comment from the SHPO.
- D. Owner shall provide (1) one set of the final original recordation materials for Paris City Hall to the SHPO for permanent curation, and one (1) copy to the Henry County Archives & Genealogical Library.
- E. Owner shall notify the SHPO and USDA RD in writing when the above mitigation measures are complete.

**II. NEW CONSTRUCTION**

- A. Owner shall submit design plans at 50%, 95%, and 100% stages for the new construction to the City of Paris, Tennessee's Historic Zoning Board for its review and comment. Owner shall ensure that the design for the new construction is compatible with the historic character and materials of the historic properties within the Tennessee MPS Paris Commercial Historic District (THC Reference number 88001424).
- B. The City of Paris, Tennessee's Historic Zoning Board shall have thirty (30) days upon receipt of the complete design submittal package to review and comment on the design of the new construction. If no response is received by Owner within thirty (30) days of confirmed receipt of the complete design submittal package, Owner may assume that the City

of Paris, Tennessee's Historic Zoning Board has no comment. Owner shall address all comments received within the thirty (30) day comment period and proceed with the Project.

**III. PUBLIC AVAILABILITY OF HISTORIC ARCHITECTURAL RESOURCE SURVEY**

- a. The Historic Architectural Resource Survey produced for this undertaking will be provided in digital format to the Tennessee Historic Commission (2941 Lebanon Pike, Nashville, TN), and one copy to the ParisHenry Co Archives (215 Grove Blvd Suite A, Paris, TN 38242).
- 1 . The cost of the printing is included in the Item I.A.2.
- b. Cost of Mitigation Measures
  - a. Owner’s liability for mitigation measures shall be limited to the amounts set forth in this Section. Owner shall not be liable for any costs of mitigation measures associated with the Project that are deemed necessary or desirable by any stakeholder, including without limitation, the USDA, in excess of such amounts. Owner shall only be responsible for the performance of the duties set forth herein.

**IV. DURATION**

This MOA will be null and void if its stipulations are not carried out within five (5) years from the date of its execution. At such time, and prior to work continuing on the undertaking, the USDA shall either (a) execute an MOA pursuant to 36 C.F.R. § 800.6, or (b) request, take into account, and respond to the comments of the ACHP under 36 C.F.R. § 800.7. Prior to such time, the USDA may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation VIII below. The USDA shall notify the signatories as to the course of action it will pursue.

**V. POST-REVIEW DISCOVERIES**

If potential historic properties are discovered or unanticipated effects on historic properties found, the USDA shall consult with SHPO to record, document, and evaluate National Register of Historic Places eligibility of the property and the project’s effect on the property; and, to design a plan for avoiding, minimizing, or mitigating adverse effects on any eligible property.

**VI. MONITORING AND REPORTING**

Each year following the execution of this MOA until it expires, or all mitigation is completed, or is terminated, Owner shall provide all parties to this MOA a summary report detailing work carried out pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in Owner’s efforts to carry out the terms of this MOA.

**VII. DISPUTE RESOLUTION**

Should any signatory to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, USDA RD shall consult with such party to resolve the objection. If Owner determines that such objection cannot be resolved, Owner will:

- A. Forward all documentation relevant to the dispute, including Owner’s proposed resolution to Tennessee State Historic Preservation Office (SHPO) with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation.
- B. If the SHPO does not provide its advice regarding the dispute within the thirty (30) day time-period, USDA RD may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, USDA RD shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA and provide them with a copy of such written response.
- c. Owner’s responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute remain unchanged.

**VIII. AMENDMENTS**

This MOA may be amended when such an amendment is agreed to in writing by all signatories.

**IX. TERMINATION**

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment. If within thirty (30) days (or another time period agreed to by all signatories) an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

No signatory may cause this MOA to be terminated if they have not pursued the obligations set forth in this paragraph in good faith and, to the extent that another signatory believes that the terminating signatory has not acted in such good faith, such other signatory may provide notice to all other signatories that the termination shall be deemed suspended until such time as the terminating signatory complies with the terms hereof in good faith.

Once the MOA is terminated, and prior to work continuing on the undertaking, the USDA must either (a) execute an MOA pursuant to 36 CFR § 800.6, or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR § 800.7. The USDA shall notify the signatories as to the course of action it will pursue.

**EXECUTION** of this MOA by the USDA, the SHPO, and the Owner and implementation of its terms is evidence that the USDA has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

**Discussion:** Commissioner Etheridge verifies, that this agreement should protect us from any historical group that might have qualms with our actions.

**Action:** Commissioner Tharpe made a motion, seconded by Commissioner Roberts to adopt on first reading by caption an ordinance to amend the Zoning Ordinance to approve Memorandum of Agreement with USDA-RD and the TN State Historic Preservation Office (SHPO) Commission for recommendation.

**Vote:** Unanimous

STATUS OF VARIOUS PROJECTS  
January 2025

	PRIMARY STAFF	TARGET COMPLETION DATE(S)	
Back Alley Paris	Foster/Morris/Ray	June 2025	Work continues on the sculpture to be placed in the downtown plaza park.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Morris/Crouch	Spring 2026	We’re about 75% of the way through the ROW process with all property owners agreeing to donate their easements. Specifications and DBE goal have been submitted to TDOT and should be under review, TDOT has not yet responded.
Rison St Bridge Replacement	Foster/Morris/Crouch	Summer 2026	All repair work is complete, we are waiting on TDOT to do their inspection. Once this is done the bridge can be reopened.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/Morris/Crouch	Spring 2026	Waiting for the Post Office to sign off on their easement. Once we get this the ROW requirements will be complete. Construction plans, specifications, and estimate are under review at TDOT. TDOT has not yet responded.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Morris/Crouch	Fall 2025	Final utility coordination continues. Preliminary Construction Plans are under review at TDOT. TLM continues right of way coordination.
2022 TA Grant for Sidewalk Project along	Foster	Winter of 2026	SDC form 90% complete. TLM is finalizing grading plans around box culvert and near culverts at south end of fairgrounds; completed work on final section of preliminary layout from Wilson

Fairgrounds & Royal Oak			to Fairgrounds; and finalized preliminary grading plan from Wilson Street to Fairgrounds.
TDEC Water Infrastructure Improvement (WII) Grant	Foster	Spring 2026	Hydraulic modeling and report generation continues on the city-wide drainage study. Received necessary permits from TDEC on the Brooks St. drainage project. Working on the necessary permits for the Army Corp of Engrs.TLM continues to work on construction plans and began work on specifications.
Downtown Improvement Grant	Morris/Crouch/Foster	Winter 2024	All projects have been completed. Reimbursement documentation and closing statements have been sent in for review to close out the grant.
2024 CDBG – Boardwalk at Eiffel Tower Park	Foster/Lawrence	Summer 2026	Held design kickoff meeting with TLM. Met on site with surveyor.
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Winter 2027	Staff are still making small changes to floor plan.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Summer 2026	Construction documents are 95% complete. TLM to schedule a final review meeting with staff in early January. A final stamp date will be determined shortly after review meeting. <b>USDA was able to lock in an interest rate for the bond issue on this project at the end of December. The interest rate will be no more than 3.875%.</b>

Notes from the City Manager:

- City Manger, Kim Foster, explained that the County received an impact payment from TVA as a result of their Cumberland natural gas plant project being constructed in Stewart Co. The City of Paris also received an impact payment. We received \$242,569. These funds are unrestricted and will continue yearly until the plant has reached completion. After that, we will receive ramped down payments for the next three years. This unexpected payment will be reflected in the budget adjustment presented in May.
- Foster announced that Jennifer Morris's retirement celebration will be prior to next month's Commission meeting on February 6<sup>th</sup> at 3:30.

The meeting duly adjourned at 5:29 p.m.

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Mayor

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Finance Director