

KIM FOSTER, CITY MANAGER
JAMES SMITH, CITY ATTORNEY



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

**BOARD OF COMMISSIONERS MEETING MINUTES
CITY OF PARIS, TENNESSEE
January 8, 2026
4:00 P.M.**

The Board of Commissioners of the City of Paris, Tennessee held a Public Hearing at 4:00 p.m. on Thursday, January 8, 2026, in the Paris City Hall Courtroom. Mayor Kathy Ray opened the Public Hearing for comments from Citizens.

Public Hearing

1. Rezoning Request for Property located on Lone Oak Road, Cornerstone Drive, and East Blythe Street

Discussion: None. The Public Hearing was duly closed.

The Board of Commissioners of the City of Paris, Tennessee held a Regular Meeting at 5:01 p.m. on Thursday, January 8, 2026, in the Paris City Hall Courtroom.

The meeting was called to order by Mayor Kathy Ray with the following roll call:

Present: Mayor Kathy Ray
Vice Mayor John Etheridge
Commissioner Vickey Roberts
Commissioner Jackie Jones
Commissioner Sam Tharpe

Also Present: City Manager Kim Foster
City Attorney James Smith
Community Development Director, Jessica Crouch
Community Engagement Coordinator, Abby Pierce
Fire Chief, Jamie Hinson
Police Chief, Ricky Watson
Admin. Assistant to Building & Codes, Rebecca Renkel
Building & Codes Director, Mike Brown

Absent: Finance Director, Liana Compton

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

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

APPROVAL OF MINUTES: December 4, 2025

DISCUSSION: None

ACTION: The minutes stand approved as read.

VOTE: None

COMMENTS FROM CITIZENS: None

COMMENTS FROM THE COMMISSION: Commissioner Sam Tharpe offered the following statement: He expressed condolences on the passing of Wyatt Owens and recognized Mr. Owens for his contributions to the community through homebuilding and construction. Commissioner Tharpe commended Mr. Owens' service and asked that the community keep his family in their thoughts and prayers. He concluded by extending appreciation on behalf of the City of Paris.

SERVICE RESOLUTIONS AND PROCLAMATIONS: None

**OLD BUSINESS
AGENDA ITEM NO.1**

Ordinance (No. 1332) for Temporary Moratorium on the Establishment of Sale and Storage Locations of Portable Buildings Within the City Limits of Paris, Tennessee

Community Development Director Jessica Crouch stated that this item is the second reading of the ordinance to extend the moratorium until a new zoning ordinance is adopted. She explained that, while the City is updating its zoning ordinance, the Planning Commission recommended a temporary moratorium on new portable building sales or storage businesses due to ambiguity in the current ordinance. The moratorium is intended to prevent conflicts with upcoming zoning changes and will remain in effect until the revised ordinance is finalized and approved.

ORDINANCE NO. 1332

AN ORDINANCE ESTABLISHING A MORATORIUM ON THE ESTABLISHMENT OF SALE AND STORAGE LOCATIONS OF PORTABLE BUILDINGS WITHIN THE CITY LIMITS OF PARIS, TENNESSEE UNTIL THE COMPLETION AND APPROVAL OF THE ZONING ORDINANCE REWRITE

WHEREAS, the City of Paris, Tennessee, is currently undertaking a comprehensive review and rewrite of its zoning ordinance to ensure consistency with community development goals and land use regulations; and

WHEREAS, the sale and placement of portable building lots, dealerships, and sales locations within the city limits may conflict with the objectives of the forthcoming zoning ordinance and could result in unintended consequences during the review period; and

WHEREAS, the City Commission finds it necessary to temporarily suspend any development related to the establishment of businesses for the sale and/or storage of portable buildings within the city limits to preserve the integrity of the zoning process and protect the public interest;

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

SECTION 1. Moratorium Imposed.

A moratorium is hereby imposed on any new development related to the establishment of locations for the sale and/or storage of portable buildings within the corporate limits of the City of Paris, Tennessee. No person, business, or entity shall engage in new development related to the establishment of locations for the sale and/or storage of portable storage buildings within the city limits during the term of this moratorium.

SECTION 2. Duration

This moratorium shall remain in effect until the City Commission has reviewed, adopted, and approved the rewrite of the zoning ordinance. The moratorium shall automatically terminate upon the effective date of the newly adopted zoning ordinance.

SECTION 3. Definitions

For purposes of this ordinance, "portable storage building[s]" shall mean any new prefabricated or manufactured structure[s] designed for temporary or permanent placement, including but not limited to storage buildings, sheds, cabins, greenhouses, tiny homes, and similar structures.

SECTION 4. Enforcement

Violations of this ordinance shall be subject to enforcement under the City’s existing code enforcement provisions, including applicable fines and penalties.

SECTION 5. Severability

If any provision of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remaining provisions, which shall remain in full force and effect.

SECTION 6. This ordinance shall take effect immediately upon its passage and approval as required by law.

Passed and Adopted on 1st Reading: December 4, 2025.

Passed and Adopted on 2nd Reading: _____.

Mayor

Finance Director

Discussion: None

Action: Commissioner Sam Tharpe made a motion, seconded by Commissioner Vickey Roberts to approve Ordinance No. 1332 and enact a Temporary Moratorium on the Establishment of Sale and Storage Locations of Portable Buildings Within the City Limits of Paris, Tennessee.

Vote: Unanimous

**OLD BUSINESS
AGENDA ITEM NO.2**

Rezoning Request for Property located on Lone Oak Rd, Cornerstone Dr, and E Blythe Street

Community Development Director Jessica Crouch explained that Cornerstone Group, LLC submitted a rezoning request for property located along Lone Oak Road, Cornerstone Drive, and East Blythe Street. The request involves rezoning six parcels from Hospital-Medical and Related Services (H-1) and one parcel from Residential (R-2M) to residential use. She stated that the request aligns with the long-term plans for a mixed-use development. The item was approved on first reading in December and referred to the Planning Commission, which reviewed the request and recommended approval with a rezoning designation of R-3M.

ORDINANCE NO. 1331

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 at Cornerstone Drive be rezoned from H-1 to R-3M as shown on the attached Exhibit “A”:

Known as the following:
Tax Assessor’s Map 106B, Group E, Parcel 028.00
(See Attached Exhibit “A”)

That the following described property at Cornerstone Drive be rezoned from H-1 to R-3M as shown on the attached Exhibit “B”:

Known as the following:
Tax Assessor’s Map 106B, Group E, Parcel 029.00
(See Attached Exhibit “B”)

That the following described property at Cornerstone Drive be rezoned from H-1 to R-3M as shown on the attached Exhibit “C”:

Known as the following:

Tax Assessor's Map 106B, Group E, Parcel 030.00
(See Attached Exhibit "C")

That the following described property at Access Street be rezoned from H-1 to R-3M as shown on the attached Exhibit "D":

Known as the following:
Tax Assessor's Map 106B, Group E, Parcel 014.00
(See Attached Exhibit "D")

That the following described property at Lone Oak Road be rezoned from H-1 to R-3M as shown on the attached Exhibit "E":

Known as the following:
Tax Assessor's Map 106B, Group E, Parcel 006.00
(See Attached Exhibit "E")

That the following described property at 1015 Lone Oak Road be rezoned from H-1 to R-3M as shown on the attached Exhibit "F":

Known as the following:
Tax Assessor's Map 106B, Group E, Parcel 007.00
(See Attached Exhibit "F")

That the following described property at East Blythe Street be rezoned from H-1 to R-3M as shown on the attached Exhibit "G":

Known as the following:
Tax Assessor's Map 106B, Group E, Parcel 015.00
(See Attached Exhibit "G")

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.

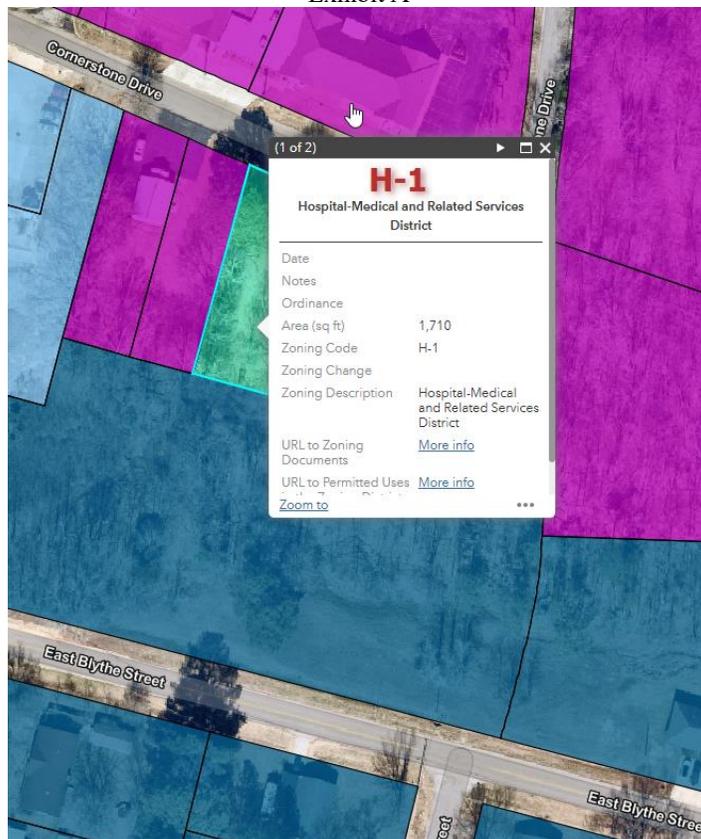
Passed and adopted December 11, 2025.

Passed and adopted _____.

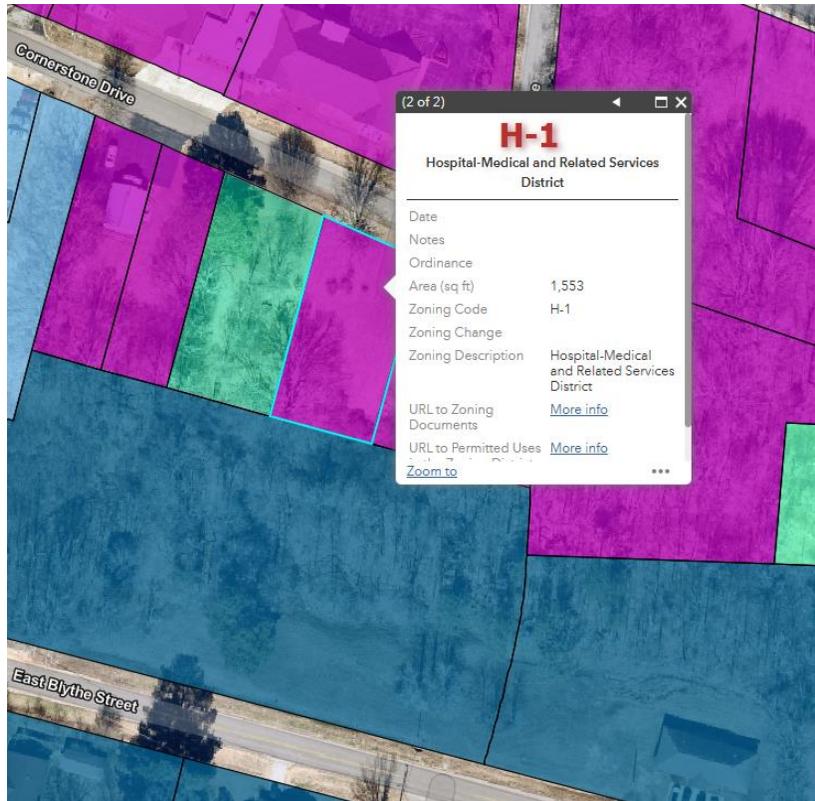
Mayor

Finance Director

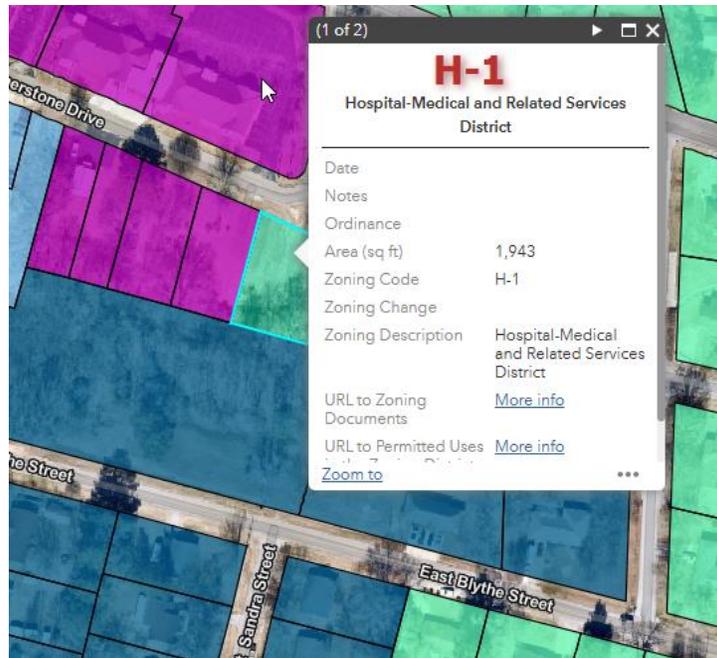
"Exhibit A"



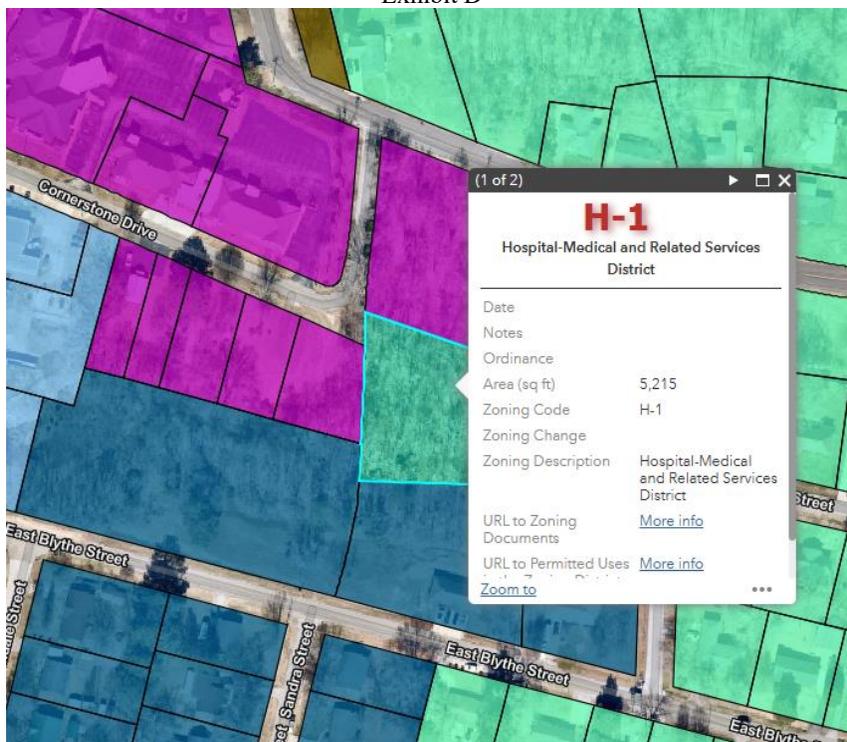
“Exhibit B”



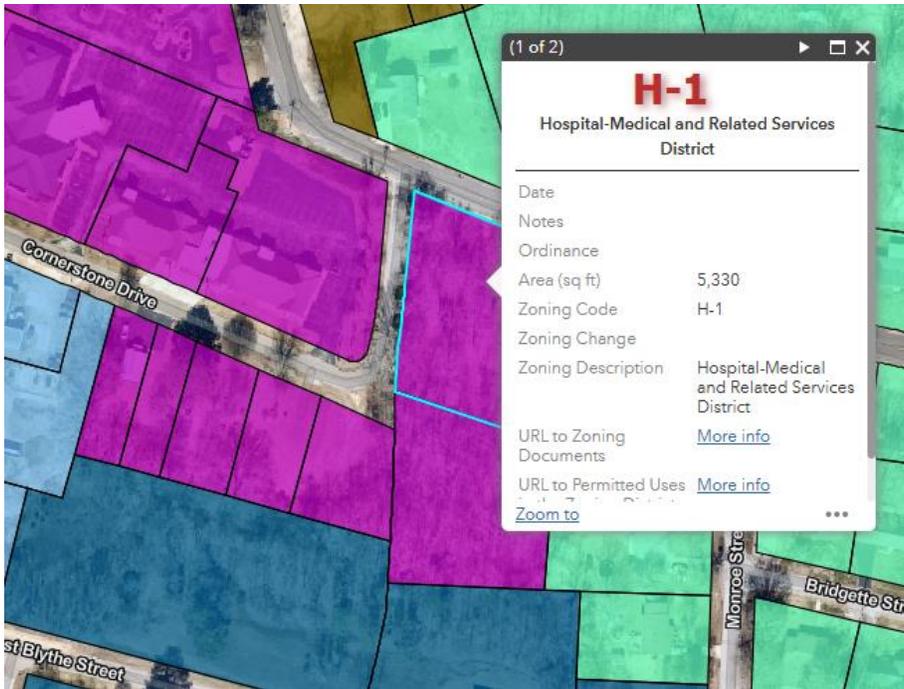
“Exhibit C”



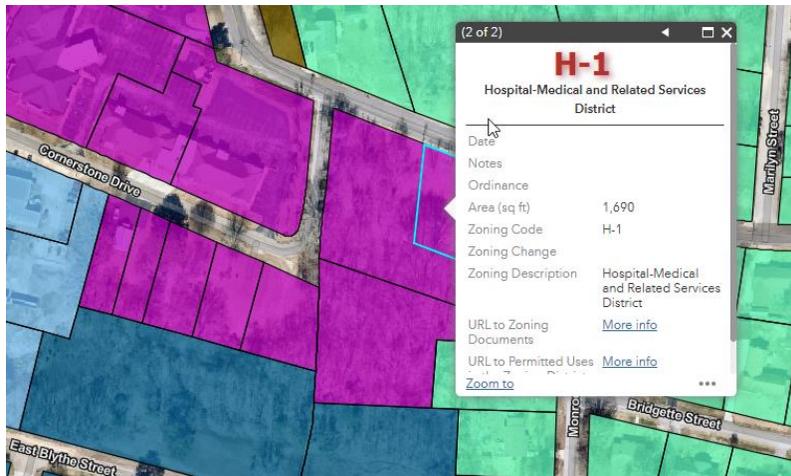
“Exhibit D”



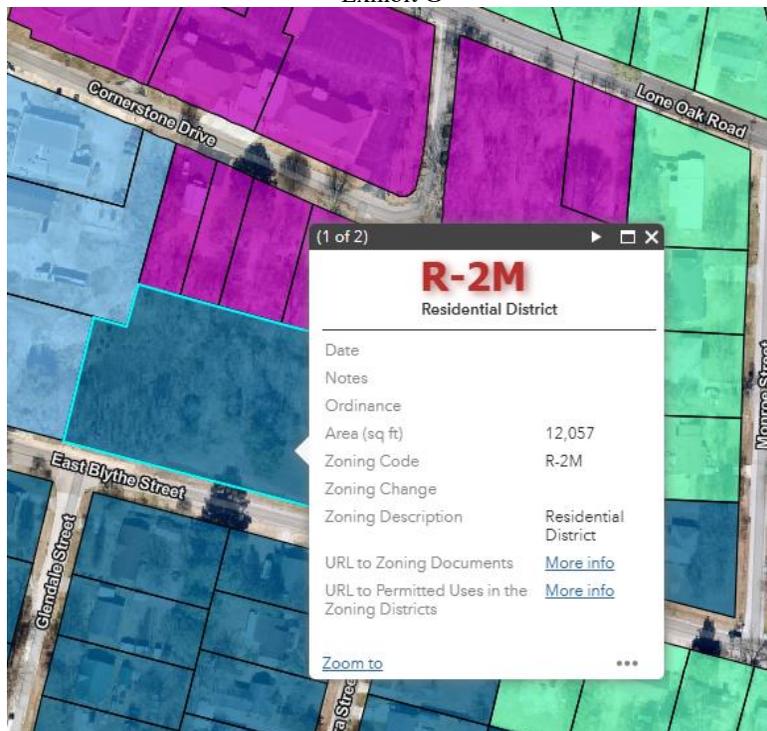
“Exhibit E”



“Exhibit F”



“Exhibit G”



Discussion: None

Action: Commissioner Jackie Jones made a motion, seconded by Vice Mayor John Etheridge to rezone the referenced properties to R-3M.

Vote: Unanimous

**OLD BUSINESS
AGENDA ITEM NO.3
Construction Cost Estimating Service**

City Manager Kim Foster explained that, as discussed at the previous meeting, construction cost estimating is a valuable tool for validating and strengthening a project budget, particularly for a complex project such as the proposed municipal building. She stated that TLM initially obtained two quotes for this service, both of which were significantly higher than expected. After further research and a recommendation from a counterpart in Collierville, an additional consultant was contacted and provided with a quote of \$6,000 to perform the same services.

Kim noted that the consultant would independently review the project plans and develop a construction budget to validate TLM's estimates. Given the unique nature of the municipal building, which will house multiple departments and specialized features, she emphasized the importance of an independent budget review to reduce financial risk and ensure accuracy prior to proceeding with debt issuance. She cited an example from Collierville where a similar review revealed higher-than-expected costs, allowing the project to be reevaluated before construction.

She further explained that optional additional services, such as value engineering and a final pre-bid review, could be considered in the future at an estimated additional cost, bringing the total potential cost to \$12,000. Ms. Foster stated that staff supports moving forward with the initial cost estimate review and requested guidance and agreement from the City Commission on how to proceed.

Eykonic Group, LLC
3447 Shea Road
Collierville, TN 38017 US
+19018700451
team@eykonicgroup.com



Estimate

ADDRESS
Ginger French, AIA
TLM Associates Architects +
Engineers
117 East Lafayette Street
Jackson, TN 38301

ESTIMATE # 1276
DATE 12/19/2025
EXPIRATION DATE 01/18/2026

ACTIVITY	AMOUNT
ATTN: Ginger French, AIA	
RE: Paris, TN Municipal Building DD Budget Pricing Purchase Order # TBD	
Advisory services in the form of a ROM (Rough Order of Magnitude) budget for the City of Paris, Tennessee Municipal Building project design development documents by TLM Associates dated 10/27/2025. Lump sum fee of \$6,000 based on hourly rate of \$150 and 40 hours time. Eykonic Group to provide a line item project budget by scope / trade package based on drawings referenced as well as suggestions for value engineering considerations to accompany the ROM budget.	6,000.00
Vendor # TBD	
Thank you for considering Eykonic for your project!	TOTAL
Eykonic Group - Vendor # TBD	\$6,000.00

Discussion: Vice Mayor John Etheridge stated that he discussed the matter with City Manager Kim Foster and initially questioned the need for the service. After her explanation that architects and engineers provide a broad cost overview, while construction cost estimators are practitioners familiar with current pricing and potential design alternatives to reduce costs, he expressed support for the proposal. He noted that he was comfortable with proceeding at the \$6,000 cost compared to the higher quotes previously received.

Commissioner Vickey Roberts asked whether approval was being requested for the \$6,000 estimate or the full \$12,000 that could include additional services. Ms. Foster responded that either amount could be accommodated within the current budget and that no budget amendment was required. She clarified that no formal action was being requested at this time, but she wanted to ensure the Commission was supportive before proceeding and before considering any optional additional services.

Commissioner Jackie Jones asked whether the recommended firm had been used by others. Kim responded that the firm was recommended by Molly Manor, City Manager of Collierville, who has extensive experience in city management and has used similar services in multiple states. She stated that she has confidence in the recommendation and feels comfortable moving forward with the firm, pending the Commission's agreement.

Action: Following discussion, the City Commission expressed consensus and agreement for staff to proceed with the construction cost estimating services as presented.

Vote: None

NEW BUSINESS
AGENDA ITEM NO.1
Financial Update

Narrative to the October 2025 Operating Statement

City Manager Kim Foster, speaking in the absence of Finance Director Liana Compton, provided the financial update. She reported that sales tax revenues continue to trend positively, with October collections increasing 2.16% compared to the same month last year and an adjusted year-to-date increase of 7.43%. She noted that this growth is encouraging, particularly as the new shopping centers are not yet open.

Kim stated that General Fund revenues exceeded expenditures in November by approximately \$450,000, attributing this to the absence of major capital expenditures during the month. She also reported the hiring of one replacement full-time patrol officer and noted that the Police Department is closer to full staffing, though still slightly understaffed.

Additionally, Kim shared that the downtown police officer position is now full-time. Officer Jimmy Newman has begun outreach with downtown businesses to introduce himself and serve as a consistent presence focused on safety and overall intervention in the downtown area.

CITY OF PARIS, TENNESSEE RETAIL SALES TAX REVENUE							
	FY2022	FY2023	FY2024	FY2025	FY2026	% Incr(Decr)	Adjusted
JULY	\$951,793	\$1,046,570	\$1,054,946	\$1,094,220	\$1,178,064	7.66%	
AUGUST	\$895,516	\$931,433	\$943,347	\$1,021,159	\$1,152,275	12.84%	7.98% ***
SEPTEMBER	\$965,256	\$1,067,740	\$947,948	\$934,065	\$1,176,569	25.96%	12.15% ***
OCTOBER	\$974,047	\$1,036,880	\$1,049,601	\$1,098,267	\$1,122,029	2.16%	
NOVEMBER	\$988,199	\$1,059,818	\$1,088,505	\$1,092,808			
DECEMBER	\$1,210,615	\$1,218,473	\$1,554,254	\$1,256,621			
JANUARY	\$839,389	\$915,685	\$984,017	\$939,527			
FEBRUARY	\$859,647	\$936,706	\$980,140	\$946,298			
MARCH	\$1,102,651	\$1,106,574	\$1,270,965	\$1,177,011			
APRIL	\$1,060,677	\$1,069,082	\$1,061,509	\$1,136,745			
MAY	\$1,105,515	\$1,122,824	\$1,133,990	\$1,177,125			
JUNE	\$1,125,455	\$1,177,018	\$1,130,424	\$1,147,603			
TOTAL	\$12,078,759	\$12,688,803	\$13,199,647	\$13,021,448	\$4,628,937		
Previous YTD % Increase/Decrease Adjusted	7.82%	5.05%	4.03%	-1.35%	11.60%	7.43% ***	

Monthly Operating Statement November 2025

REVENUES	Annual Budget	Current Month	Yr to Date	Percent Realized
Property Taxes	2,570,000	268,438	508,449	19.78%
Local Option Sales Tax	6,500,000	580,146	2,877,438	44.27%
Wholesale Liquor / Beer	880,000	71,273	364,420	41.41%
Business Tax	450,000	18,370	46,708	10.38%
Fees & Licenses	144,250	27,065	69,263	48.02%
In Lieu Payments	170,250	34,729	37,980	22.31%
Hotel-Motel Occupancy Tax	200,000	22,800	111,122	55.56%
Grants	3,447,160	554,540	666,002	19.32%
State Shared taxes	1,967,500	158,951	760,550	38.66%
TVA Impact Payment	242,500	270,210	270,210	111.43%
All Other	12,353,050	191,081	1,173,021	9.50%
ARPA/TDEC-WII	1,675,000	0	32,590	1.95%
Total General Fund Revenue	30,599,710	2,197,603	6,917,753	22.61%
Solid Waste Collection - BPU	1,400,000	118,193	586,192	41.87%
Solid Waste Disposal - Transfer	750,000	71,089	356,669	47.56%
Other Revenue	31,500	265	2,056	6.53%
Total Sanitation	2,181,500	189,546	944,917	43.32%
Gate Receipts - Brush & Debris	200,000	12,978	90,534	45.27%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	8,000	335	3,134	39.18%
Other Revenue	42,050	197	920	2.19%
Total Landfill	285,050	13,509	94,588	33.18%
Total Drug Fund	59,040	359	11,336	19.20%
TOTAL REVENUES	33,125,300	2,401,017	7,968,594	24.06%

EXPENDITURES	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	209,000	0	82,400	39.43%
General Administration	719,500	62,492	313,548	43.58%
Economic Development	200,371	16,574	85,622	42.73%
Chamber of Commerce	0	11,484	27,486	0.00%
Financial Administration	367,878	52,478	164,672	44.76%
City Hall Building	65,285	3,497	31,021	47.52%
Police Department	2,997,899	222,034	1,203,782	40.15%
Emergency Communications	1,130,104	109,536	443,310	39.23%
Fire Department	2,196,532	186,552	959,692	43.69%
Building Inspection	261,459	18,312	102,083	39.04%
Street Maintenance	1,936,893	133,322	879,028	45.38%
State Street Aid	1,715,000	1,249	1,175,615	68.55%
Storm Water Management	674,233	7,386	582,937	86.46%
Street Lighting	129,300	7,389	54,131	41.87%
City Garage	322,945	20,983	137,727	42.65%
Cemetery Maintenance	83,448	648	46,764	56.04%
Health & Animal Control	258,931	27,230	166,559	64.33%
Civic Center	866,806	57,103	285,445	32.93%
Parks & Recreation	1,407,825	90,773	694,125	49.30%
Library	212,019	35,337	106,010	50.00%
Community Development	14,359,210	488,587	594,913	4.14%
Debt Service	745,650	186,993	293,555	39.37%
General Fund Expenditures	30,860,288	1,739,957	8,430,425	27.32%
Sanitation Collection	1,523,292	74,379	824,275	54.11%
Contractual Services	925,000	69,525	401,265	43.38%
Total Sanitation	2,448,292	143,904	1,225,540	50.06%
Total Landfill	243,150	16,547	91,341	37.57%
Total Drug Fund	42,000	2,225	14,394	34.27%
TOTAL EXPENDITURES	33,593,730	1,902,633	9,761,700	29.06%

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	457,646	(1,512,672)
Sanitation	45,642	(280,623)
Landfill	(3,038)	3,247
Drug Fund	(1,866)	(3,058)

Discussion: None

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

None

NEW BUSINESS
AGENDA ITEM NO. 3
Rezoning Request for 43 Hillcrest Drive

Community Development Director Jessica Crouch explained that Justin Stutzman submitted a rezoning request for property located at 43 Hillcrest Drive. She stated that the property is currently zoned R-1L (Residential Low Density) and that the request is to rezone the property to B-1 (Highway Commercial District). The rezoning application was submitted by the property owner for the Commission's review.



Location of Requested Rezoning

City of Paris

100 N Caldwell St
P.O. Box 970
Paris, TN 38242
<http://paristn.gov/>

APPLICATION FOR AMENDMENT TO ZONING ORDINANCE

For Internal Use Only

Received By: _____ Date: _____

APPLICANT'S INFORMATION

Name of Individual: Justin Scott Stutzman Phone: _____
Address: 43 Hillcrest Drive City/State: Paris, TN
Email Address: _____
Applicant's Interest in Property: Owner Agent Lessee Option to Purchase

PROPERTY INFORMATION: Map: _____ Group: _____ Parcel: _____
Property Address: 43 Hillcrest Drive, Paris, TN, 38242

REQUEST TO REZONE PROPERTY

Current Zoning Classification: _____ Requested Zoning Classification: B-1
Reason for Request/Remarks: Property adjacent to our home was approved. All potential residential buyers have loved the home, but not the location. How can we turn the only negative into a positive? Easy, re-zone commercial

Site Plan Required: **Yes No** Map Required: **Yes No** Site Plan Required: **Yes No**

REQUEST TO AMEND TEXT OF THE MUNICIPAL ZONING ORDINANCE

Chapter: _____ Section: _____ Requested Amendments/Remarks: _____

I hereby certify that the statements made by me herein and the maps and other accompanying data submitted herewith are true and correct.

Applicant Signature: Justin Stutzman Date: 12/11/25

City Commission Meeting: ___/___/___ Planning Commission Meeting: ___/___/___

Planning Commission Recommendation: _____ Date of Action: ___/___/___

Action by Board of Commissioners: _____ Date of Action: ___/___/___

Discussion: Vice Mayor John Etheridge stated that he is familiar with the property and noted its proximity to the roadway and the steep grade of the lot. He expressed uncertainty about the requested rezoning due to the physical limitations of the property and questioned whether the lot would be suitable for commercial use without significant changes. He also asked whether rezoning could create limitations if the property were later intended to remain or return to residential use.

Community Development Director Jessica Crouch responded that, if rezoned to B-1, the property would become a legal nonconforming lot, which is consistent with past actions taken throughout the City. She explained that any conversion to commercial use would require a site plan to ensure compliance with B-1 zoning requirements.

Commissioner Vickey Roberts commented that it appeared the property owner may be seeking rezoning due to difficulty selling the property under its current zoning because of its location. Jessica confirmed that this reasoning was noted in the rezoning application. She further explained that if the property is rezoned, it may remain residential; however, once it is

converted to commercial use, it could not revert back to residential use. She added that the structure could either be used for commercial business or demolished for commercial redevelopment.

Vice Mayor Etheridge asked whether a property zoned commercial but used as residential would be eligible for residential financing. Jessica stated she could not speak to lending practices.

Commissioner Roberts noted the property's location across from a new commercial development and asked about nearby residents' input. Jessica explained that this was the first presentation of the request to the City Commission and that, if referred to the Planning Commission, formal notifications would be sent to surrounding property owners as part of the review process.

Action: Vice Mayor John Etheridge made a motion, seconded by Commissioner Jackie Jones to forward the rezoning request for 43 Hillcrest Drive to the Planning Commission for their review and recommendation.

Vote: Unanimous

NEW BUSINESS
AGENDA ITEM NO. 4
Presentation of Bid for 2020 Multimodal Grant

City Manager Kim Foster explained that this item relates to one of two grants for the downtown signalization project and specifically covers all four signalized intersections on Market Street. She stated that bids were opened for the project and, while City policy typically allows the City Manager to approve bids that are within budget, this project exceeded the original, outdated budget and therefore required City Commission approval.

Kim reported that the lowest bid exceeded the current project budget by nearly \$300,000. In a worst-case scenario, the City's total out-of-pocket cost, including the required local match, would be approximately \$350,000, representing about 22% of the total \$1.338 million project cost.

She further explained that staff have requested additional grant funding from TDOT and noted that similar requests have been approved for other projects. Kim stated that TDOT has been understanding due to delays related to COVID and has prioritized completing older grant-funded projects. While additional funding cannot be guaranteed at this stage, she expressed optimism that some level of additional funding may be awarded.

Kim concluded by stating that Commission approval is needed to move forward with the project, noting that without approval the project would not proceed.



December 10, 2025

City of Paris
100 North Caldwell
Paris, TN 38242

Re: Recommendation to Award
Paris Multimodal
TDOT PIN: 130270.00
TLM Project No. J-5761

Dear Mayor Ray:

The bids received on December 10, 2025, for the above-referenced project are listed below in ascending order.

<u>Contractor</u>	<u>Base Bid</u>
Martin Paving Company	\$1,338,687.00

Based upon the bids and information received, Martin Paving Company is the lowest responsible and responsive bidder. It is our recommendation that the bid contract for this project be awarded to Martin Paving Company located at 546 US Hwy. 45 E South, Medina, TN 38355 in the amount of One million, three hundred thirty-eight thousand, six hundred eighty-seven dollars and zero cents (\$1,338,687.00), contingent upon review by the City of Paris, TN.

Please review the attached Notice of Award, and if accepted, sign and send to receptionist@tlmae.com. Please contact me with any questions regarding this matter.

Sincerely,

TLM ASSOCIATES, INC.
Architects + Engineers

Jennie Keel, P.E.
Principal

TLM ASSOCIATES, INC. | ARCHITECTS + ENGINEERS | 117 E. LAFAYETTE STREET | JACKSON, TN | WWW.TLMAE.COM

Discussion: Vice Mayor John Etheridge asked why the bid exceeded the original project budget and whether any additional funding from TDOT would follow the same cost-share ratio as the original grant.

City Manager Kim Foster responded that the City has requested additional funding from TDOT in the amount needed to cover the budget overage. She explained that this project is funded at a 95/5 match and that, in prior instances, TDOT has approved requests for additional funding to cover similar increases. While she noted that no guarantees can be made, Kim stated that TDOT has been understanding of delays and cost increases associated with older projects and has shown a willingness to assist in moving them forward.

Vice Mayor Etheridge thanked Kim for the clarification and expressed appreciation for staff's efforts to secure additional TDOT funding. He noted the importance of the project given its downtown, multimodal nature and the need to address pedestrian safety and driver behavior, even if the City may ultimately be responsible for some of the additional costs.

Action: Vice Mayor John Etheridge made a motion, seconded by Commissioner Vickey Roberts to approve the bid award for the 2020 Multimodal Grant project.

Additional Discussion: Following the motion, Commissioner Vickey Roberts asked about the anticipated timeline for the project. City Manager Kim Foster responded that it would likely be four to six weeks before notice to proceed is issued. She stated that a pre-construction meeting would then be scheduled, and that once the bid is approved, the contractor may be able to order signal equipment in advance to help reduce lead times, even though formal construction cannot begin until the notice to proceed is issued. Kim noted that each step of the process takes time.

Kim further explained that construction on the STBG intersections is expected to begin in the fall, with work on the Market Street intersections anticipated approximately six months later, likely next summer. She noted that construction will occur at one intersection at a time and expressed hope that the projects can transition smoothly as equipment becomes available.

Commissioner Jackie Jones asked about the cause of delays in obtaining the signal equipment. Kim responded that the delays were largely due to material shortages and supply chain disruptions during COVID. While lead times have improved, they remain lengthy, and she noted that ongoing material issues and potential tariff impacts may also contribute to continued delays.

Vote: Unanimous

MONTHLY SERVICE HIGHLIGHTS
“YOUR TAX DOLLARS AT WORK”

<i>November 2025</i>			
<u>Department</u>	<u>Highlight/Service</u>	<u>Metric</u>	<u>Significance</u>
Fire	Smoke Detectors Installed	36 detectors	Shows how the Fire Department continues to protect and serve residents by improving home safety and ensuring more households have reliable early-warning fire detection.
Landfill	Leaf Intake	8,000 lbs. Daily average	Helps serve the community by providing proper seasonal leaf disposal, keeping neighborhoods clean, and preventing storm drain blockages.
Building & Codes	Total Private Investment in New Construction (Approved Permits)	\$11, 030,000	Highlights the amount of private money being invested in Paris through newly approved construction projects, demonstrating community growth and confidence in local development. Projects of significance include the County General Services Building on Tyson Ave., Guinn’s warehouse on Bell Ave., and the Burlington buildout in Paris Crossing.

Discussion: Community Engagement Coordinator Abby Pierce announced that the City will offer a Citizens Academy this spring. She explained that the program will be a free, six-week course designed to help residents better understand how city government works. The academy will meet on Monday evenings from 5:00 to 7:00 p.m., beginning March 23. Abby stated that applications are now open and available on the City's website.

City Manager Kim Foster added that Abby worked closely with Jessica to restart the Citizens Academy and expressed appreciation for her efforts. Kim stated that the program would not have been possible without Abby's involvement and commended her for organizing and moving the initiative forward.

**STATUS OF VARIOUS PROJECTS
December 2025**

PROJECT	PRIMARY STAFF	TARGET COMPLETION DATE(S)	DISCUSSION
Back Alley Paris	Foster/Ray	June 2026	Dan Knowles is working on a rendering for a mural to be painted on the wall of the new bathrooms being built at Ogburn Park next to the Levi Miles Foundation Playground.
2018 STBG Project for Signalization & Safety Upgrades at 3 Intersections Downtown	Foster/Crouch	Spring 2027	There has been an 8–11-month delay in traffic signal equipment. TLM will reschedule a pre-con later when the contractor can begin work.
Rison St Bridge Replacement	Foster/Crouch	Summer 2026	Bids will be opened on this project on December 10, 2025 at 2:00 PM at City Hall.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/Crouch	Spring 2027	Bids will also be opened on this project on December 10, 2025 at 10:00 AM at City Hall.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Crouch	Fall 2026	TLM received bid award concurrence from TDOT. NSite Construction is the awarded contractor. A pre-construction meeting will be held at City Hall on December 11, 2025 at 10:00 AM.
2022 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster/Crouch	Winter of 2027	The City is currently considering a possible scope change for the project.
TDEC Water Infrastructure Improvement (WII) Grant	Foster/Crouch	Spring 2026	Construction in the Brooks St. neighborhood is ongoing, but once the water line relocation is complete the project will be suspended until mid to end of January. Construction will restart as weather permits.
Paris City Wide Drainage Study	Foster	TBD	TLM continues to work on report.
2024 CDBG – Boardwalk at Eiffel Tower Park	Foster/Lawrence	Summer 2026	TLM has submitted permit to TDEC for approval.
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Winter 2027	TLM is on track to have 100% Design Development completed by December 10 th . All consultants will provide TLM their documents that day. A design development review meeting with city staff has been scheduled for the afternoon of Dec. 16.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Summer 2026	A progress meeting was held on November 18 th at City Hall. The next progress meeting will be held on December 16 th . Barger construction is evaluating any potential cost saving options for the City and TLM to consider. A groundbreaking ceremony was held on December 1.

City Manager Kim Foster provided an update on the Rison Street Bridge Project. She stated that the pre-construction and utility coordination meeting is scheduled for February 12, noting that additional time was needed to coordinate schedules among all required parties. Kim reported that she spoke with Rachel Hughes of A2H, who will serve as the project coordinator during construction. She stated that A2H is pleased with the selected contractor and described the firm as experienced and efficient. Kim added that, once construction begins, the project is expected to move quickly, and that the construction schedule will be established at the February 12 meeting.

Notes from the City Manager:

City Manager Kim Foster announced that the City will be welcoming a new intern beginning Monday. She stated that Hattie Johnson, a junior at the University of Tennessee at Martin, will be joining the City through a grant-funded program administered by PCD and is not funded by the City of Paris. Kim explained that the program is designed to provide college students with exposure to public service and that this is the second round of the grant. She noted that Paris was selected due to ongoing projects in the community, existing professional relationships, and the City's proximity to UT Martin.

Kim stated that Hattie will work Mondays and Wednesdays from 8:00 a.m. to noon and will work closely with Jessica, the Building and Codes Department, and James. She added that Hattie has an interest in law school and will be exposed to public law and public service as part of the internship.

Mayor Kathy Ray added that eight additional catfish statues are planned to be installed downtown prior to the Fish Fry event. She noted that the Downtown Paris Association is coordinating the project.

City Manager Kim Foster provided an update on construction progress at the new Paris Fire Station No. 1. She noted that, aside from Station No. 2, which is small and was built in 1970, the City has not constructed a freestanding fire station.

Kim also addressed concerns regarding Fire Department staffing. She stated that Fire Chief Jamie Hinson has raised staffing concerns with her in the past, but following a recent, more in-depth conversation, she now fully recognizes the seriousness of the issue and acknowledged that it did not receive the level of consideration it warranted during the previous budget cycle. Kim explained that national recommendations call for 16 firefighters on a fire scene, while the City currently has six, and emphasized that staffing levels will need to be closely examined during the upcoming budget season. She noted that Chief Hinson has arranged for an MTAS consultant, Donald Pannell, to conduct a Fire Department assessment, and that the findings will be shared with the City Commission.

Commissioner Vickey Roberts commented that while the City has grown, Fire Department staffing has not increased accordingly, noting that additional personnel have not been added since 1984 and that the issue is long overdue for review.

Kim also commended the Paris Fire Department for its response to the recent fire at Allstar Fencing, stating that firefighters did an excellent job saving the building despite operating under dangerous conditions. She emphasized that while the department's firefighters are highly capable, there are not enough of them to adequately meet safety and operational needs.

Commissioner Sam Tharpe asked whether mutual aid assistance is available. Fire Chief Jamie Hinson responded that mutual aid can be requested from volunteer departments; however, those departments are also severely understaffed, and response times from the nearest assistance are typically 20 to 25 minutes.

Kim additionally noted that the City has been notified of an upcoming ISO evaluation scheduled for February 10. Chief Hinson stated that the City's current ISO rating is a 4 and that efforts continue toward achieving a rating of 3.

The meeting duly adjourned at 4:36 p.m.

Mayor

Finance Director