

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  
February 5, 2026  
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, February 5, 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 Jackie Jones  
Commissioner Sam Tharpe

**Also Present:** City Manager Kim Foster  
City Attorney James Smith  
Community Development Director, Jessica Crouch  
Finance Director, Liana Compton  
Community Engagement Coordinator, Abby Pierce  
Fire Chief, Jamie Hinson  
Police Chief, Ricky Watson  
Building and Codes Director, Mike Brown

**Absent:** Commissioner Vickey Roberts

**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 Sam Tharpe.

**APPROVAL OF MINUTES:** January 8, 2026

**DISCUSSION:** None

**ACTION:** The minutes stand approved as read.

**VOTE:** None

**COMMENTS FROM CITIZENS:** None

**COMMENTS FROM THE COMMISSION:** Mayor Kathy Ray expressed appreciation for the efforts of City staff during Winter Storm Fern.

**SERVICE RESOLUTIONS AND PROCLAMATIONS:** None

**OLD BUSINESS**  
**AGENDA ITEM NO.1**  
**Rezoning Request for 43 Hillcrest Drive**

City Attorney James Smith explained that Mr. Justin Stutzman has submitted a request to rezone property he owns at 43 Hillcrest Drive. The property is currently zoned R-1L (Residential Low Density), and Mr. Stutzman is requesting that it be rezoned to B-1 (Highway Commercial District). Mr. Stutzman's rezoning application was provided for review.

James reminded the Commission that this matter was previously presented to the Board of Commissioners and subsequently referred to the Planning Commission. The Planning Commission heard the request at its January meeting and received comments from the property owner. However, confusion occurred during the voting process, resulting in an unclear recommendation from the Planning Commission.

James recommended that the request be formally referred back to the Planning Commission in order to obtain a clear and definitive recommendation. This will ensure that the Board has an accurate understanding of the Planning Commission's position before taking further action.



**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:** None

**Action:** Commissioner Sam Tharpe made a motion, seconded by Vice Mayor John Etheridge to refer this request to the Planning Commission for their review and recommendation.

**Vote:** Unanimous

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

**Narrative to the December 2025 Operating Statement**

Finance Director, Liana Compton, provided the financial update. She reported that sales tax revenue for the month of November increased by 4.99% compared to November of the prior year. Year-to-date sales tax revenue reflects an adjusted overall increase of 6.94%. The City continues to see consistent growth in retail sales tax collections compared to the same months in the previous year.

Liana further reported that for the month of December, revenues exceeded expenditures across all funds. There was no unusual financial activity during the month, and no large capital expenditures were recorded.

Regarding personnel updates, there were six replacement hires during the reporting period, including one full-time Equipment Operator II position, which filled a vacancy created by a prior promotion, and five seasonal part-time employees hired for the basketball league. There were two resignations during this period: one Police Sergeant and one 911 Dispatcher.

Additionally, two new business licenses were issued, and one business license was renewed.

CITY OF PARIS, TENNESSEE							
RETAIL SALES TAX REVENUE							
	FY2022	FY2023	FY2024	FY2025	FY2026	% Incr(Decr)	Adjusted 2026
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	\$1,147,362	4.99%	
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			
<b>TOTAL</b>	<b>\$12,078,759</b>	<b>\$12,688,803</b>	<b>\$13,199,647</b>	<b>\$13,021,448</b>	<b>\$5,776,298</b>		
Previous YTD % Increase/Decrease Adjusted	7.82%	5.05%	4.03%	-1.35%	10.22%	6.94% ***	

**Monthly Operating Statement  
December 2025**

<b>REVENUES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	2,570,000	162,250	670,700	26.10%
Local Option Sales Tax	6,500,000	553,599	3,431,037	52.79%
Wholesale Liquor / Beer	880,000	58,548	422,968	48.06%
Business Tax	450,000	7,213	53,922	11.98%
Fees & Licenses	144,250	10,085	79,348	55.01%
In Lieu Payments	170,250	0	37,980	22.31%
Hotel-Motel Occupancy Tax	200,000	19,422	130,545	65.27%
Grants	3,447,160	10,977	676,979	19.64%
State Shared taxes	1,967,500	153,875	914,425	46.48%
TVA Impact Payment	242,500	0	270,210	111.43%
All Other	12,353,050	176,035	1,349,056	10.92%
ARPA/TDEC-WII	1,675,000	-32,590	0	0.00%
<b>Total General Fund Revenue</b>	<b>30,599,710</b>	<b>1,119,415</b>	<b>8,037,168</b>	<b>26.27%</b>
Solid Waste Collection - BPU	1,400,000	119,352	705,544	50.40%
Solid Waste Disposal - Transfer	750,000	61,398	418,067	55.74%
Other Revenue	31,500	361	2,416	7.67%
<b>Total Sanitation</b>	<b>2,181,500</b>	<b>181,110</b>	<b>1,126,028</b>	<b>51.62%</b>
Gate Receipts - Brush & Debris	200,000	13,448	103,982	51.99%
County Share Operating Exp	35,000	0	0	0.00%
Gate Receipts - Tires	8,000	107	3,241	40.52%
Other Revenue	42,050	207	1,127	2.68%
<b>Total Landfill</b>	<b>285,050</b>	<b>13,762</b>	<b>108,350</b>	<b>38.01%</b>
<b>Total Drug Fund</b>	<b>59,040</b>	<b>1,182</b>	<b>12,518</b>	<b>21.20%</b>
<b>TOTAL REVENUES</b>	<b>33,125,300</b>	<b>1,315,470</b>	<b>9,284,064</b>	<b>28.03%</b>

<b>EXPENDITURES</b>	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	209,000	18,584	100,984	48.32%
General Administration	719,500	62,730	376,277	52.30%
Economic Development	200,371	15,305	100,927	50.37%
Chamber of Commerce	0	11,142	38,629	0.00%
Financial Administration	367,878	37,337	202,009	54.91%
City Hall Building	65,285	4,574	35,595	54.52%
Police Department	2,997,899	196,749	1,400,531	46.72%
Emergency Communications	1,130,104	95,040	538,350	47.64%
Fire Department	2,196,532	153,641	1,113,333	50.69%
Building Inspection	261,459	15,777	117,861	45.08%
Street Maintenance	1,936,893	118,430	997,459	51.50%
State Street Aid	1,715,000	0	1,175,615	68.55%
Storm Water Management	674,233	12,524	595,460	88.32%
Street Lighting	129,300	9,455	63,586	49.18%
City Garage	322,945	20,812	158,538	49.09%
Cemetery Maintenance	83,448	648	47,412	56.82%
Health & Animal Control	258,931	27,440	193,998	74.92%
Civic Center	866,806	42,788	328,233	37.87%
Parks & Recreation	1,407,825	80,829	774,954	55.05%
Library	212,019	0	106,010	50.00%
Community Development	14,359,210	41,566	636,479	4.43%
Debt Service	745,650	0	293,555	39.37%
<b>General Fund Expenditures</b>	<b>30,860,288</b>	<b>965,369</b>	<b>9,395,794</b>	<b>30.45%</b>
Sanitation Collection	1,523,292	65,673	889,948	58.42%
Contractual Services	925,000	75,323	476,588	51.52%
<b>Total Sanitation</b>	<b>2,448,292</b>	<b>140,996</b>	<b>1,366,536</b>	<b>55.82%</b>
<b>Total Landfill</b>	<b>243,150</b>	<b>8,072</b>	<b>99,413</b>	<b>40.89%</b>
<b>Total Drug Fund</b>	<b>42,000</b>	<b>200</b>	<b>14,594</b>	<b>34.75%</b>
<b>TOTAL EXPENDITURES</b>	<b>33,593,730</b>	<b>1,114,637</b>	<b>10,876,336</b>	<b>32.38%</b>

<u>REVENUES OVER / (UNDER) EXPENDITURES</u>	<u>Current Month</u>	<u>Yr to Date</u>
General Fund	154,047	(1,358,625)
Sanitation	40,114	(240,509)
Landfill	5,690	8,937
Drug Fund	982	(2,076)

**Discussion:** Vice Mayor John Etheridge asked whether any projections had been reviewed regarding how the City is expected to finish the fiscal year and whether it would be close to, over, or under budget. Liana responded that she has reviewed several revenue accounts as part of her preliminary evaluation and is continuing to familiarize herself with certain line items. She noted that many revenues are received later in the fiscal year. Based on her current review, she anticipates that the City will likely finish close to budget, but stated that this assessment is preliminary at this time.

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

None

**NEW BUSINESS**  
**AGENDA ITEM NO. 3**  
**Certificate of Compliance – Circle K, Melissa Duncan**

City Attorney James Smith presented a Certificate of Compliance request submitted by Rob Pinson of Adams and Reese on behalf of Mac's Convenience Store LLC, doing business as Circle K. Mr. Smith noted that Mr. Pinson was present, along with Kelly Hale, Regional Manager and current Store Manager, and Melissa, who oversees multi-state operations for Circle K's frontier region.

James explained that the application is submitted by Circle K's corporate entity. Circle K operates approximately 7,000 convenience stores in the United States and approximately 14,000 worldwide and is ultimately a Canadian-owned company.

The Certificate of Compliance is required for Circle K to obtain a Grocery Wine Permit from the State of Tennessee. James clarified that this designation allows the sale of wine under the grocery classification pursuant to Tennessee law, similar to existing permits held by Walmart and Kroger in Paris. He emphasized that wine sales are regulated by the Tennessee Alcoholic Beverage Commission, not the City. Circle K also intends to apply for a Beer License with the Beer Control Board later this month.

James reported that he has reviewed all required documentation and confirmed that the application is complete and in order. He stated that approval of the Certificate of Compliance requires a unanimous vote of the Commission and confirms that the location meets zoning requirements and that all background checks and statutory qualifications have been satisfied.

James recommended approval of the Certificate of Compliance and noted that representatives were present to answer any questions from the Commission.

CERTIFICATE OF COMPLIANCE

RETAIL FOOD STORE

Pursuant to Tennessee Code Annotated, Title 57, §57-3-803 and 57-3-806, this is to certify that:

Name of Applicant: Mac's Convenience Stores LLC dba Circle K #4703978 Melissa Duncan  
Home Address: 2680 Highway 79 S 8416 Duncan Lane  
Paris, TN 38242 Nashville, IN 47448

Date of Birth: Formed 6/14/2011 5/7/1972

has made application for a Certificate of Compliance to sell wine in the County Henry, State of Tennessee, at 2680 Highway 79 S, Paris, TN 38242

(Street Address of Food Store)

and that an investigation has been undertaken of the applicant's criminal record and of the compliance of said business with local law, ordinances or resolutions, and from said investigation the undersigned certified:

1. That the applicant or applicants who are to be in actual charge of said business have not been convicted of a felony within a ten-year period, immediately preceding the date of the application and, if a corporation, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of the application;
2. That the applicant has secured a location for the business which complies with any local law, ordinance, or resolution, duly adopted by the local jurisdiction, as to the location of the business;
3. That the applicant or applicants have complied with the residency provisions;
4. That the issuance of this license will not exceed the numerical limit for licenses authorized by the municipality.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor or Other Official Head of Municipality

MAJORITY OF CITY COUNCIL OR COMMISSION MEMBERS

\_\_\_\_\_  
Member of Legislative Body of Municipality

ATTENTION:  
Tennessee Alcoholic Beverage Commission  
500 James Robertson Parkway  
Nashville, Tennessee 37243

**Discussion:** Vice Mayor John Etheridge asked for clarification that the action before the Commission would allow Circle K to obtain a grocery wine permit from the State and proceed with the State's approval process.

City Attorney James Smith responded that the State of Tennessee ultimately issues the grocery wine permit. The City's role is limited to confirming that the proposed location complies with local ordinances and that the applicant meets the required qualifications, including background review. He explained that the State conducts the primary vetting process to determine whether the permit should be issued, while the City verifies compliance with zoning and local requirements.

Commissioner Jackie Jones asked for clarification regarding James' earlier comment that the grocery wine permit designation is "rare." James explained that the City more commonly receives applications for retail liquor stores, and that not many establishments meet the State's statutory requirements to qualify for grocery wine sales. He noted that Tennessee law was amended around 2015–2016 to allow wine sales in grocery stores. He recalled that Kroger

began selling wine in Paris shortly after the law changed. He stated that relatively few locations qualify under State law, and that Circle K's location meets the necessary criteria.

City Manager Kim Foster commented that, to date, no convenience store in the City has met the qualifications to sell wine under the grocery classification.

**Action:** Commissioner Sam Tharpe a motion, seconded by Commissioner Jackie Jones, to approve the Certificate of Compliance for Mac's Convenience Store LLC, doing business as Circle K, for the purpose of obtaining a Grocery Wine Permit from the State of Tennessee.

**MONTHLY SERVICE HIGHLIGHTS**  
**"YOUR TAX DOLLARS AT WORK"**

<i>January 2026</i>			
<u>Department</u>	<u>Highlight/Service</u>	<u>Metric</u>	<u>Significance</u>
<b>Winter Storm Fern</b>			
Public Works	Total Hours Worked	1320	City employees maintained a steady, day-to-day response throughout the weather event, demonstrating a strong commitment to public safety despite extreme conditions. Crews applied substantial materials to improve road conditions, while Public Works teams worked continuously across Paris to treat and clear streets, ensuring access to neighborhoods, critical facilities, and emergency services during the city's most severe winter weather.
Public Works	Consecutive Days worked	7 Days	
Public Works	Salt and/or Brine Applied	350 Tons	
Public Works	Street Miles Treated and/or Plowed	80 lane miles	

**Discussion:** Community Engagement Coordinator Abby Pierce presented this month's service highlights, recognizing the Public Works Department for its extensive efforts during the recent winter storms. City Manager Kim Foster clarified that Public Works treated approximately 80 lane miles; however, that figure reflects one pass in each direction and does not account for the multiple repeated treatments of the same streets throughout the event.

Vice Mayor John Etheridge asked how the City performed in communicating with residents during the storm. Kim commended Abby Pierce for her proactive communication efforts, noting strong coordination with department heads to ensure timely and accurate updates. Abby reported that she created a "Winter Storm Information Hub" blog page on the City's website and updated it more than 50 times throughout the event. The page experienced a significant spike in traffic, and overall website views increased approximately 33% above normal levels, indicating that residents were utilizing the website as a trusted source of information. Additionally, the City's Facebook page saw approximately a 1,000% increase in engagement compared to the previous week.

Commissioner Sam Tharpe expressed appreciation for staff efforts, noting that the City experienced relatively few issues compared to reports from other communities. Kim added that the storm was unusually severe, comparing it to the ice storm of 1994, and noted that even long-tenured staff could not recall a similar event. She stated that Public Works crews worked diligently under difficult conditions and that sanitation services were temporarily suspended during the storm week as a safety precaution. Services resumed the following week without incident, and no accidents or injuries were reported. She also noted that accommodations were made for residents unable to move trash carts to the curb during the storm.

**STATUS OF VARIOUS PROJECTS  
February 2026**

<b>PROJECT</b>	<b>PRIMARY STAFF</b>	<b>TARGET COMPLETION DATE(S)</b>	<b>DISCUSSION</b>
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	A2H opened bids on December 10, 2025, at 2:00 PM with the concurrence of Ford Construction as the contractor. A Pre-construction and utility coordination meeting will be held February 12, 2026.
2020 Multimodal Access Grant for 4 Downtown Intersections	Foster/Crouch	Spring 2027	Bid Concurrence package is under review at TDOT.
2022 Multimodal Access Grant for Tyson/M.W. Intersection Upgrades & Sidewalk	Foster/Crouch	Fall 2026	Construction is scheduled to begin on May 4, 2026. There is a 16–20-week lead time on pedestrian signals once the order is released.
2022 TA Grant for Sidewalk Project along Fairgrounds & Royal Oak	Foster/Crouch	Winter of 2027	Documents that TDOT requested for the scope change were sent on 12/31/2025. TDOT has approved and issued amendment #2. TLM is working on preliminary plans for a revised scope. The Henry County Fairboard has requested a meeting with TLM and City of Paris staff to discuss plans on Tuesday, February 10th at 6:30 PM at Henry County Fairgrounds.
TDEC Water Infrastructure Improvement (WII) Grant	Foster/Crouch	Spring 2026	Construction for this project is on hold with an expected return in mid-February. Snow, ice, and other weather conditions could delay this into March.
Paris City Wide Drainage Study	Foster	TBD	TLM continues to work on report.
2024 CDBG – Boardwalk at Eiffel Tower Park	Foster/Lawrence	Summer 2026	The SWPPP and ARAP’s have been approved by TDEC. TLM and Ritchie Smith Associates are finalizing bid documents.
Municipal Facilities Project – Municipal building on N. Caldwell St.	Foster	Winter 2027	TLM and City Staff met in a second session of Design Development review to cover architectural and interior design. TLM completed the Design Development Drawing set and submitted the set to Eykonic Group, the third-party cost estimator selected by the City. The anticipated timeframe for Eykonic to complete the cost estimate is 3-4 weeks.
Municipal Facilities Project – Fire Station on Tyson Ave.	Foster	Summer 2026	Barger Construction has begun site work with temporary power installed at the site. Submittals and shop drawings continue with materials being ordered. Barger Construction provided a cost savings proposal for changing the deck system and acoustics at the apparatus bay. The proposal is being reviewed. The current substantial completion date is March 6, 2027.

**Notes from the City Manager:**

City Manager Kim Foster announced that the City began the winter season with approximately 500 tons of salt and currently has approximately 150 tons remaining. She explained that salt must be purchased annually to maintain vendor priority status and availability. Due to high demand, additional salt is extremely difficult to obtain mid-season. Staff contacted multiple vendors, with the closest available supply located in Kansas City. Given current inventory levels, if another significant winter storm occurs, the City may be required to prioritize main thoroughfares and emergency routes for treatment.

City Manager Kim Foster reminded the Commission that the Tennessee Municipal League Legislative Conference will be held in downtown Nashville on March 2–3. She noted that meetings have been scheduled with Representative Tandy Darby and Senator John Stevens,

and that arrangements have been made for those planning to attend. She also announced that the City's Helping Hand Day is scheduled for February 24<sup>th</sup>.

The meeting duly adjourned at 5:20 p.m.

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Mayor

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Finance Director