



**PARIS CITY COMMISSION
REGULAR MEETING AGENDA**
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, May 28, 2024 - 9:00 AM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

- A. Regular Meeting - May 14, 2024

5. SPECIAL PRESENTATIONS

- A. Hinkle Contracting: Main and High Street Asphalt Paving Update

6. CONSENT AGENDA

- A. Municipal Order 2024-21: Marketing Agreement with Service Line Warranties of America, Inc.
- B. Municipal Order 2024-30: Personnel Order - New Hire Firefighter/EMT
- C. Award Bid: Water and Waste Water FY'25 Chemicals
- D. Payment of Invoices: General and Utility Fund
- E. Set Public Hearing: Use of Municipal Road Aid on June 11, 2024, at 9:00 a.m.
- F. Street Closure Request: Main Street-Pumpkin Festival

7. REGULAR AGENDA

- A. FY'25 Employee Insurance Plans
- B. Municipal Order 2024-31: Safety Administrative Guideline
- C. Municipal Order 2024-32: Police Department Standard Operating Procedure for License Plate Readers
- D. April Financials: General and Utility Fund
- E. Change Order: Rate Study

F. RICE Project Participation

G. Street Lighting Contract: Reinhold Street/Matlack Street

H. Discussion Item: FY'25 Budget

8. REPORTS

A. Outside Agencies

B. City Staff

C. Mayor & Commissioners

9. ADJOURNMENT

CALL TO ORDER

The Paris City Commission met in regular session at 9:00 a.m. viewable on Facebook live at www.facebook.com/cityofparisky on May 14, 2024.

PLEDGE OF ALLEGIANCE

Mayor Plummer called the meeting to order, and the Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor, John Plummer; Commissioner, Wallis Brooks; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Mike Withrow.

Absent: City Manager, Jamie Miller

Others in attendance: Assistant City Manager, Kevin Mayorn; City Attorney, Bryan Beaman; CPA, Brad Oberlander; City Clerk & Treasurer, Stephanie Settles

APPROVE MINUTES

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving April 23, 2024 minutes as presented.

Motion by Withrow, seconded by Fields, the motion unanimously carried approving May 7, 2024 Workshop session minutes as presented.

SPECIAL PRESENTATIONS

Morgain Patterson, Director of Municipal Law with the Kentucky League of Cities, discussed Medical Cannabis Legislation set to take effect on January 1, 2025, for cultivating and dispensaries, stating that the district of Paris is composed of 11 cities and only 4 dispensary licenses will be issued for the total district. The commission agreed to move forward with implementing an ordinance, policies and procedures to allow for cannabis.

Doug Buresh, President and CEO of KYMEA asked the City Commission to consider investing in Reciprocating Internal Combustion Engines (RICE) that can efficiently produce energy to meet growing demands for a 30 year agreement. No action was taken.

Tom Ralston with Hinkle Contracting - Discussed the High and Main Street paving will begin once the weather cooperates. Hinkle is considering working in the evenings. Both Main and High Street will be worked on consecutively for approximately 6 weeks.

ORDINANCES

First Reading of Ordinance 2024-9 was read by Bryan Beaman. An ordinance amending the text of the city’s zoning ordinance addressing permitted uses in the B-2 general commercial business zone and accessory uses in the I-2 heavy industry zone.

CONSENT AGENDA

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving Municipal Order 2024-26 for the promotion of Deanna Alford to the vacant position of Wastewater Pre-Treatment Laboratory Technician, pay scale O8-1.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving Municipal Order 2024-27 for the full-time hire of John Oliver to the position of Firefighter/Paramedic, pay scale F8-7. Further, move to authorize the Mayor, City Manager, and City Clerk to execute necessary employment agreements.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving Municipal Order 2024-28 for a lease agreement with DirectCare Family Health and authorize the Mayor, City Manager, and City Clerk to finalize the agreement and execute all necessary documents.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving Resolution 2024-8 pending KIA final approval and authorize the Mayor, City Manager, City Attorney, and City Clerk to execute all other necessary documentation for the supplemental acceptance of grant funding for the Cleaner Water Program.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving the Chamber's request related to Fridays on Main for the street closure of Main St between 8th Street and 4th Street from 4:00 p.m. to 11:00 p.m. to include Police Department assistance for dates in June, July, August, and September.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving the Fiscal Courts's request related to the lighting of the eternal flame for the street closure of Main St around the courthouse from approximately 3:00 p.m. to 7:00 p.m. on May 24, 2024. Conditional upon any applicable encroachment or other necessary permits through the State being approved.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving to ratify the proclamation for Dwayne Rice.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving the payment of invoices for the General Fund in the amount of \$346,059.11 and the Utility Fund in the amount of \$174,042.62.

REGULAR AGENDA

Motion: Move to approve Municipal Order 2024-29 regarding an economic incentive for Send Cut Send.
By: Brooks
Seconded: Withrow

Yes: Plummer, Brooks, Fields, Withrow
No: None
Abstain: None

Motion: Move to authorize the electricity department to directly negotiate for the purchase of a used backyard machine within the allocated budget and authorize the Mayor, City Manager, City Attorney, and City Clerk to execute all required documents.
By: Fields
Seconded: Withrow

Yes: Plummer, Brooks, Fields, Withrow
No: None
Abstain: None

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving additional fees requested by RFH PLLC's FY 2023 Audit and authorizing the City Attorney to review possible termination of the contract with RFH.

Motion: Motion to approve option 3B,subject to securing funding, for Millersburg Road Sewer and Pump Station Project
By: Withrow
Seconded: Plummer

Yes: Plummer, Brooks, Fields, Withrow
No: None
Abstain: None

Motion: Move to approve the filing of the letter of intent to request funding through the Kentucky Infrastructure Authority and authorize the Mayor, City Manager, City Clerk, and City Attorney to execute all necessary documents.
By: Withrow
Seconded: Brooks

Yes: Plummer, Brooks, Fields, Gray, Withrow
No: None
Abstain: None

ADJOURNMENT

Motion by Withrow, seconded by Brooks, the motion unanimously carried to adjourn the meeting.

Attest:

Mayor, John A. Plummer

City Clerk, Stephanie Settles



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Hinkle Contracting: Main and High Street Asphalt Paving Update

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: No motion required.

DESCRIPTION: A representative from Hinkle will be present to discuss the upcoming paving project on Main and High Street.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Municipal Order 2024-21: Marketing Agreement with Service Line Warranties of America, Inc.
DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to Approval Municipal Order 2024-21 authorizing a marketing agreement with Service Line Warranties of America and authorize the City Manager and the City Attorney to finalize the agreement and authorize the Mayor, City Manager, and City Clerk to execute any necessary documents.

DESCRIPTION: The National League of Cities (NLC) service line warranty program by HomeServe is a program that offers protection plans for homeowners that assist in covering the cost to repair or replace broken, leaking or clogged external water lines, service lines, sewer lines and in-home plumbing and drainage lines.

The program includes educational outreach to citizens and is offered at no cost to the City. This would be an optional program for the homeowner and directly administered through HomeServe. The City would be required to provide a list of customers for the program.

Staff has reviewed references from local cities and is recommending entering into an marketing agreement with HomeServe for a service line warranty program.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

**CITY OF PARIS
MUNICIPAL ORDER NO. 2024-21**

**A MUNICIPAL ORDER APPROVING ENTERING INTO AN MARKETING
AGREEMENT WITH COLUMBIA SERVICE PARTNERS, INC.**

WHEREAS, property owners in the City own and are responsible for sewer and water lines between the mainlines and the connection on their property;

WHEREAS, Columbia Service Partners, Inc., d/b/a Service Line Warranties of America, Inc. is the administrator of the National League of Cities Service Line Warranty Program addressing sewer and water lines throughout the country;

WHEREAS, City desires to announce to its utility customers the opportunity, but not the obligation, to consider warranty plans to for their sewer and water lines;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the finalizing of a written agreement with Columbia Service Partners, Inc. and that the Mayor, City Manager, and City Attorney are authorized to negotiate, finalize, and execute the final agreement.

Enacted at the City Commission's regular meeting of May 28, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Municipal Order 2024-30: Personnel Order - New Hire Firefighter/EMT

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-30 for the full-time hire of Brandon Hunt to the position of Firefighter/EMT, pay scale F6-1. Further, move to authorize the Mayor, City Manager, and City Clerk to execute necessary employment agreements.

DESCRIPTION: Hiring Mr Hunt will fill a full-time position within the Fire Department caused by a retirement and subsequent promotion to backfill.

Mr Hunt is currently a part time EMT with the Fire Department since March 2024. Mr Hunt has obtained the required items for consideration of advancement to a Firefighter position and at the recommendation of the Fire Chief will begin training in preparation for the Fire Academy in August 2024, which is free of charge to the City.

This approval is subject to this approval by Commission and acceptance by employee of employment contract required for Academy.

REQUESTED BY:

Name: Michael Duffy, Fire Chief
Jacob Barker, Director of Human Resources

**CITY OF PARIS
MUNICIPAL ORDER NO. 2024-30**

**A MUNICIPAL ORDER APPROVING THE HIRE OF BRANDON HUNT TO THE
POSITION OF FIREFIGHTER/EMT.**

WHEREAS, Brandon Hunt is currently serving with the City Fire Department as a Part Time EMT;

WHEREAS, Brandon Hunt has acquired all relevant certifications for consideration of the position to which he is being recommended;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the hiring of Brandon Hunt to the position of Firefighter/EMT effective June 17, 2024.

Enacted at the City Commission's regular meeting of May 28, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Award Bid: Water and Waste Water FY'25 Chemicals

DEPARTMENT: Water Treatment

RECOMMENDED MOTION: Move to approve the recommended chemicals and suppliers for FY'24-25 budget for the water and wastewater plants.

Brenntag Mid-South - Anhydrous Ammonia - \$2.97 per pound; Salt Pellets - .30 per pound; Sodium Hypochlorite - \$2.25 per gallon; HFS Acid - \$3.00 per gallon; Natures Best - \$5.04 per gallon. *Citco Water* - Chlorine Gas - .94 per pound; Sulfur Dioxide - .675 per pound; Granular HTH - \$1.85 per pound; Liquid Carbon – \$3.44 per gallon; Caustic Soda- \$2.70 per gallon. *USALCO* - Del-Pac 2020 \$3.48 per gallon; Water Solutions Unlimited; Sodium Permanganate \$13.50 per gallon. Further authorize the use of the next lowest available bidder if a chemical is not available from the selected provider within an acceptable duration of time.

DESCRIPTION: The annual chemical bid opening was held May 1st, 2024. This was done through Ebridge reverse auctioning for the first time. The process was successful and both water and wastewater found some savings over the previous year. As in the past, once we have estimated the expected cost of each chemical for the year, a blanket purchase order for that chemical and vendor will be requested. The bid tabulations as well as the recommendations are included in this item.

REQUESTED BY:

Name: Chad Smart



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Payment of Invoices: General and Utility Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve the payment of invoices for General Fund in the amount of \$151,058.37 and Utility Fund in the amount of \$284,903.25

DESCRIPTION: Attached is the summary of invoices for the General Fund (\$151,058.37) and Utility Fund (\$284,903.25). Notable disbursements for the Utility Fund include \$116,982 to Kenvirons, Inc related to engineering fees for the Transfer Station.

REQUESTED BY:

Name: Brad Oberlander



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Set Public Hearing: Use of Municipal Road Aid on June 11, 2024, at 9:00 a.m.

DEPARTMENT: Public Works

RECOMMENDED MOTION: Approve the scheduling of a public hearing for the use of the Municipal Road Aid Funds June 11, 2024, at 9:00am.

DESCRIPTION: The City of Paris has historically participated in the Emergency Municipal Road Aid Cooperative program with the KY Transportation Cabinet Department of Rural and Municipal Aid and Coal Mineral Severance Tax Funds.

Kentucky Revised Statutes (KRS) provides for a share of revenue resulting from motor fuel taxes being distributed locally. These funds are limited to use by the City of Paris for construction, reconstruction, and maintenance of roads and streets.

City staff works with the Cabinet to verify the City roads.

Three Percent (3%) of the allocated amount for the City will be held by the Department of Rural and Municipal Aid. Participating in this program will allow the City to request emergency funds, if needed, for emergency roadway and bridge projects. This program, if the project is approved, could cover 50% of the emergency project cost.

The upcoming Fiscal Year's Municipal Road Aid calculation is anticipated to be \$222,062.59 (subject to change based on actual revenue received by the State). The prior year calculation was \$185,564.56.

In accordance with Ordinance 41.300, staff is requesting to schedule a Public Hearing to discuss the use of these funds.

Attached is the Municipal Road Aid Cooperative Agreement and a draft of the Resolution that will be submitted at a future meeting for consideration and approval.

REQUESTED BY:

Name: Mike Smith/Kevin Mayhorn

MUNICIPAL ROAD AID COOPERATIVE
PROGRAM AGREEMENT

THIS AGREEMENT, entered into as of the date of the signature below of the Secretary of the Transportation Cabinet, is made by and between the Commonwealth of Kentucky, Transportation Cabinet, Department of Rural and Municipal Aid (“the Department”), and the Legislative Body of the Incorporated City of **PARIS**, Kentucky (the “City”).

WHEREAS, Kentucky Revised Statutes (KRS) § 177.365(1) provides that 7.7% of revenue resulting from the imposition of motor fuel taxes on taxpayers pursuant to KRS § 138.220(1)(2), KRS § 138.660(1)(2), and KRS § 234.320 shall be set aside by the Finance and Administration Cabinet for the construction, reconstruction, and maintenance of urban roads and streets, and for no other purpose (“Municipal Road Aid Funds”), and

WHEREAS, the City has accepted an invitation from the Department to allow it to participate in a cooperative program to aid the City in the construction, reconstruction, and maintenance of certain roads and bridges using its share of the Municipal Road Aid Funds apportioned to it by the Department as provided below (the “Cooperative Program”), and

NOW THEREFORE, in consideration of the terms and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Department and the City agree as follows:

1. Apportionment of Municipal Road Aid Funds. The City’s apportionment of Municipal Road Aid Funds shall be based on revenue estimates supplied by the Office of State Budget Director. For the Fiscal Year beginning July 1, 2024, this amount is **\$222,062.59** (the “Apportionment”). The above referenced estimate is based on the most recent available data and

is subject to change according to available revenue. The Apportionment shall be distributed by the Department to the City in accordance with the terms of this Agreement.

2. Assignment of the Apportionment. The City hereby assigns all of its right, title and interest in and to the Apportionment to the Transportation Cabinet's Division of Accounts for Fiscal Year 2025.

3. Distribution of Municipal Road Aid Funds. The City and the Department agree that the Apportionment shall be distributed by the Department to the City as follows:

a. First Distribution. The Department shall initially distribute to the City sixty percent (60%) of the Apportionment, less three percent (3%) of the Apportionment set aside for the emergency fund below. This initial amount is **\$129,240.00**.

b. Second Distribution. The Department shall distribute up to and including an additional thirty percent (30%) of the Apportionment to the City, less three percent (3%) of the Apportionment set aside for the emergency fund below. The amount of the second distribution will depend on how actual revenues compare to revenue estimates.

c. Final Distribution. The Department shall allocate and distribute the remaining balance of the Apportionment, less three percent (3%) set aside for the emergency fund below. The Final Distribution shall be based on actual revenues tabulated after the end of the fiscal year (June 30).

4. Emergency Fund. The City agrees that three percent (3%) of the Apportionment shall be withheld by the Department in an emergency fund (the "Emergency Fund"). The Emergency Fund shall include three percent (3%) of the total apportionments of all participants in the Cooperative Program, plus any remaining balances from previous fiscal years. The Department, upon written application from a duly authorized representative of the City, may

disburse these funds to the City for the purpose of it using said funds for emergency roadway and bridge projects designated by the City and lying within city limits. The Department may disburse up to fifty percent (50%) of the approved funds to the City for the purpose of it using said funds for emergency roadway and bridge projects designated by the City. Following the completion of the project, after final cost documentation has been submitted and processed, the Department will then distribute the determined remaining amount. If the actual cost of an emergency project is less than the amount of Emergency Funds disbursed by the Department, then the City shall reimburse the difference to the Department.

5. Disbursement of Funds. Upon execution of this Agreement, the Department will disburse the foregoing allocated funds directly to the City to pay for materials, labor and equipment necessary for the City to accomplish construction, reconstruction, and maintenance on streets designated by the City and lying within city limits. This assistance is extended insofar as funds are available from the Apportionment. The City shall be responsible for all costs associated with the construction, reconstruction and maintenance of roadways and bridges in excess of the amount of the Apportionment allocated and disbursed by the Department to the City. The Department may assist the City in fulfilling its needs by disbursing funds to the City for materials and work performed by contract, for materials obtained by contract and for the rental or purchase of road maintenance and construction equipment. Any rental rates shall be based on current edition of the "Blue Book for Rental of Equipment" or the Department's official rental rates. The Department may also disburse funds to the City for the hourly rate for personnel who perform the work. This rate may include employee fringe benefits such as leave overlay, retirement, social security, insurance, etc.

6. Use of Municipal Road Aid Funds. The City agrees and certifies that the Apportionment will be expended by the City solely for the purpose of construction, reconstruction, and maintenance of city streets as defined in KRS § 177.365(4).

7. Rights of Way. The City, if required under applicable law, will acquire any rights-of-way contemplated under this Agreement and assumes responsibility for any claims for damages arising from such acquisitions.

8. Indemnification. The City shall fully indemnify, hold harmless and defend the Department from and against all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of, relate to or result from (a) any breach of any representation or warranty of the City contained in this Agreement, (b) any breach of any covenant or other obligation or duty of the City under this Agreement or under applicable law, in each case whether or not caused by the negligence of the Department and whether or not the relevant claim has merit.

9. Reimbursement of Losses. The City will reimburse the Department for losses it may sustain arising out of performance of this Agreement. Such loss as sustained by the Department may be charged to the Apportionment in this or future fiscal years.

10. Termination of Agreement. The Department reserves the right to cancel this Agreement at any time deemed to be in the best interest of the Department by giving thirty (30) days written notice of such cancellation to the City. If this Agreement is canceled under this provision, then the City will receive any unpaid portion of the Apportionment from the Finance and Administration Cabinet.

11. Access to Records. The City acknowledges and agrees that pursuant to KRS § 177.369(3) it shall retain all records of the expenditures of the Apportionment for a period of five (5) years and said records, including any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement [records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent and shall be exempt from disclosure as provided in KRS 61.878(1)(c)], shall be subject to audit by the Finance and Administration Cabinet or its duly authorized agent and made accessible by the City to the Finance and Administration Cabinet or its duly authorized agent for said period of time in order to determine the proper expenditure of said money for the purposes required by KRS § 177.365(1). The City also recognizes that any books, documents, papers, records, or other evidence received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS § 61.870 to KRS § 61.884.

12. Authorization. The Legislative Body of the City shall pass a resolution adopting and approving the terms of this Agreement in the form of the resolution attached to this Agreement and made a part hereof. The Chief Executive Officer of the City, and the Commissioner of the Department, or their authorized representatives, insofar as their actions are in accord with the laws of the Commonwealth of Kentucky, shall act for their respective parties on all matters arising under this Agreement.

13. Choice of Law and Venue. All questions as to the execution, validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this Agreement shall be filed in the Franklin County Circuit Court of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the dates listed below.

INCORPORATED CITY OF **City**

BY: _____
Chief Executive Officer (Mayor)

Date: _____

(For Kentucky Transportation Cabinet use only)

DEPARTMENT OF RURAL AND MUNICIPAL AID
OFFICE OF RURAL & SECONDARY ROADS

BY: _____
Commissioner

Date: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____
Office of Legal Services

Date: _____

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

BY: _____
Secretary

Date: _____

R E S O L U T I O N

Incorporated City of City Name

Resolution adopting and approving the execution of a Municipal Aid Co-op Program Contract between the Incorporated City and the Commonwealth of Kentucky, Transportation Cabinet, Department of Rural and Municipal Aid for the fiscal year beginning July 1, 2024, as provided in the Kentucky Revised Statutes and accepting all streets referred to therein as being streets which are a part of the Incorporated City.

Be it resolved by the Legislative Body of the Incorporated City that:

The Legislative Body of the Incorporated City does hereby accept all streets referred to in said Contract as being city streets which are a part of the Incorporated City; and

The Legislative Body of the Incorporated City does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in said Contract and does hereby accept said Contract and by such acceptance agrees to all the terms and conditions therein stated; and

The Chief Executive Officer of the said Incorporated City is hereby authorized and directed to sign said Contract as set forth on behalf of the Legislative Body of, and the City Clerk of PARIS is hereby authorized and directed to certify thereto.

The vote taken on said Resolution, the result being as follows:

AYES

NAYS

COMMONWEALTH OF KENTUCKY
INCORPORATED CITY OF PARIS

I, _____, City Clerk of PARIS certify that the foregoing is a true copy of the Order above. Given under my hand and seal of office this the _____ day of _____, 2024.

SIGNED _____

CLERK OF PARIS

**CITY OF PARIS
RESOLUTION 2024-XX**

**A RESOLUTION ADOPTING AND APPROVING THE
EXECUTION OF A MUNICIPAL ROAD AID CO-OP
PROGRAM CONTRACT BETWEEN THE CITY OF PARIS
AND THE COMMONWEALTH OF KENTUCKY,
TRANSPORTATION CABINET, DEPARTMENT OF
RURAL AND MUNICIPAL AID FOR THE FISCAL YEAR
BEGINNING JULY 1, 2024, AS PROVIDED IN THE
KENTUCKY REVISED STATUTES AND ACCEPTING ALL
STREETS REFERRED TO THEREIN AS BEING STREETS
WHICH ARE A PART OF THE CITY OF PARIS.**

Be it resolved by the Board of Commissioners of the City of Paris that:

The Board of Commissioners of the City of Paris does hereby accept all streets referred to in said Contract as being city streets which are a part of the Incorporated City; and

The Board of Commissioners of the City of Paris does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in said Contract and does hereby accept said Contract and by such acceptance agrees to all the terms and conditions therein stated; and

The Mayor of the City of Paris is hereby authorized and directed to sign said Contract as set forth on behalf of the Legislative Body of, and the City Clerk of the City of Paris is hereby authorized and directed to certify thereto.

The vote taken on said Resolution, the result being as follows:

Ayes:

Nays:

Enacted at the City Commission's regular meeting of June 11, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

I, Stephanie Settles, City Clerk of the City of Paris, certify that the foregoing is a true copy of the Order above. Given under my hand and seal of the office this the ____ day of June 2024

Stephanie Settles, City Clerk

DRAFT



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Street Closure Request: Main Street-Pumpkin Festival

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve the requested street closure for the Pumpkin Festival on Saturday, September 21, 2024, on Main Street between 4th Street and Ardery Place and Bankers Row Street and High Street, beginning at 5:00 a.m. and reopening at 3:00 p.m. The request is also to close access to the parking lot on Bankers Row Street starting at 5:00 a.m. and reopening at 3:00 p.m. approval is subject to proof of insurance being provided, approval from the state, and proper permits being obtained.

DESCRIPTION: Please see the attached street closure request for the 2024 Pumpkin Festival. The request is expected to be Saturday, September 21, 2024, on Main Street between 4th Street and Ardery Place and Bankers Row Street and High Street, beginning at 5:00am and reopening at 3:00pm. The request is also to close access to the parking lot on Bankers Row Street starting at 5:00 am and reopening at 3:00 pm to accommodate the Hunt Brothers Bourbon County Cornhole Championship.

This approval is subject to proof of insurance being provided, approval from the state, and proper permits being obtained.

The staff had an opportunity to review the request.

REQUESTED BY:

Name: Ned Sheehy, AccuTran Executive Director



April 30, 2024

City Commission
City of Paris
525 High Street
Paris, Kentucky 40361

RE: 2024 PUMPKIN FESTIVAL

Dear Commissioners:

AccuTran Industries has been holding the Pumpkin Festival for decades. Seven years ago we decided to move it back downtown in conjunction with other events being held by the Paris-Bourbon County Chamber of Commerce and Tourism Office. The move was an overwhelming success – the people and vendors loved it; even Blue Grass Federal and WLEX channel 18 picked it up as naming rights and senior sponsors. We want to keep the fun going. We are asking permission to hold this year's event on Saturday, September 21.

The Pumpkin Festival would be held on the Courthouse Square. We have spoken with Judge Williams to use the square. We will ask KYTC District 7 permission to close Main Street between Pleasant and 4th Streets and Ardery Place and Bankers Row Street at High Street from 5:00 a.m. to 10:00 p.m.

We will also be asking to close access to the parking lot on Bankers Row Street from 5:00 a.m. to 3:00 p.m. to accommodate the Hunt Brothers Bourbon County Cornhole Championship.

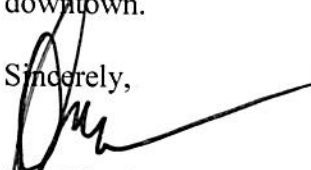
I have spoken with the City's electric department about having power for our vendors along the eastern side of Main Street. We will have portable toilets in place for the event.

I have reached out to the Paris Police Department to help with proper methods of street and parking closures.

AccuTran Industries has the liability insurance coverage for the event. AccuTran Industries will also ensure that any vendors who are selling alcoholic beverages have a festival license from the ABC of Kentucky and will post notices that the beverages cannot be taken anywhere outside of the festival's cordoned-off area.

Thank you for your time and we look forward to having another successful Pumpkin Festival downtown.

Sincerely,



Ned Sheehy
Executive Director

WWW.PROTECK.ORG

8 Legion Road, Paris, Kentucky 40361 Phone: 859.987.4011 Fax: 859.987.4022



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: FY'25 Employee Insurance Plans

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve FY' 25 Health and Vision with Anthem, Group Life Insurance with TransAmerica, and Dental Insurance with Delta Dental, and to authorize the Mayor, City Manager, Human Resources Director, and City Clerk to execute any necessary documents.

DESCRIPTION: BIM Group is the City's insurance broker for employee benefits, and we have a representative present to answer any questions you may have regarding insurance or this renewal process.

BIM has reviewed the insurance market for the 2024-2025 plan year and reviewed the major carriers in the area, being mindful of the network availability of providers. They also completed a cost/benefit analysis by going to a self-funded model.

Below is a summary of each plan and staff recommendations for the 2024-2025 plan-year.

Health: The City is currently covered by United Healthcare (UHC). The quoted renewal for 2024-2025 was 40% higher than the current year by approximately \$378,000. Given the increased cost, staff recommends moving coverage to another provider. Staff recommends Anthem for Health and Vision at an increased rate of 26% per year more than our current FY' 24 plan offerings. This will result in an increase of approximately \$246,000 in lieu of the proposed \$378,000 increase quoted by the current FY'24 provider UHC. By switching providers, this will lower the impact by \$132,000 per year.

Vision: The City is currently covered by United Healthcare (UHC). As part of the negotiations and to obtain the above-mentioned rate of 26%, it is required to switch the vision provider to Anthem as well.

Dental: The City is currently covered by Delta Dental. Staff does not recommend a provider change at this time.

Ancillary Plans: The City is currently covered by The Standard for employer-paid life insurance. By switching providers, the City will receive additional savings of 34%, approximately \$13,604 per year, by changing the provider to TransAmerica. TransAmerica offers more coverage than the current plan with The Standard and for a lower cost.

Supplemental Plans: Staff does not recommend changes to the current provider, American Fidelity, which offers employees supplemental life, accident, cancer, and disability coverage. Employees pay the full cost of these supplemental plans.

To summarize, it is the staff's recommendation for Anthem to provide Health and Vision Insurance, Transamerica for Life insurance, Delta Dental for Dental coverage, and American Fidelity for supplemental

plans for FY'25.

By changing providers as mentioned above, the annual cost for employee insurance will increase by approximately \$232,396.00.

Open enrollment meetings will be held the week of June 3-7 to ensure all payroll deductions are processed in a timely manner.

REQUESTED BY:

Name: Jacob Barker, Director of Human Resources



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Municipal Order 2024-31: Safety Administrative Guideline

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-31

DESCRIPTION: The Personnel Ordinance/handbook covers a number of topics. There are certain topics that staff is recommending an Administrative Guideline be established to provide additional clarity or additional operational provisions.

The attached Municipal Order provides for an Administrative Guideline related to safety.

The attached administrative guideline is not in conflict with any sections of the Personnel Ordinance.

Some departments have established more expanded guidelines specific to their department and operations.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-31**

**A MUNICIPAL ORDER APPROVING ADMINISTRATIVE
GUIDELINES RELATED TO PERSONNEL SAFETY.**

WHEREAS, the City has various provisions within the Personnel Ordinance governing Safety; and

WHEREAS, it has been determined that an Administrative Guidelines that provide additional detail related to safety is best practice for the organization; and

WHEREAS, the guidelines occasionally require revision; and

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris, Kentucky that the Safety Administrative Guideline be adopted. Further authorize the City Manager to make amendments to the guide related to administrative clean-up or operational matters. Policy decisions and items impacting financial items shall be brought forth to the Commission for adoption.

Enacted at the City Commission's regular meeting of May 28, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Municipal Order 2024-32: Police Department Standard Operating Procedure for License Plate Readers

DEPARTMENT: Police

RECOMMENDED MOTION: Motion to approve Municipal Order 2024-32

DESCRIPTION: The commission previously approved the purchase of License Plate Readers to be used in the City of Paris. The Paris Police Department needs a standard operating procedure to govern the use of this equipment.

Staff is recommending approving Municipal Order 2024-23 and adopting the attached Standard Operating procedures for the use of license plate readers.

REQUESTED BY:

Name: Chief Thomas/ Bryan Beaman

CITY OF PARIS
ORDER NO. 2024-32

A MUNICIPAL ORDER APPROVING PARIS POLICE DEPARTMENT
POLICY FOR OPERATION OF LICENSE PLATE READER TECHNOLOGY

WHEREAS, the City Commission of the City of Paris has been presented with a proposed policy to be utilized by members of the police department concern the capture, storage, and use of data obtained through the use of license plate reader technology,

WHEREAS, the City Commission has reviewed and considered the proposed policies,

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky, that the proposed license plate reader technology policy is approved and shall be adopted for inclusion in the Paris Police Department Policies and Procedures Manual.

This Order shall become effective from and after its date of adoption as provided by law.

The aforementioned policy shall replace any existing policy concerning the same subject matter.

Dated this 28th day of May, 2024.

APPROVED:

John A. Plummer, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk

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PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: April Financials: General and Utility Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve financial reports as presented reflecting general fund revenues of \$9,777,726 with expenses of \$9,333,161 and utility fund revenues of \$15,866,579 with expenses of \$12,840,385.

DESCRIPTION: General Fund financial reports as presented reflect revenues of \$9,777,726 or 90.3% of budgeted revenues with expenses of \$9,333,161 or 79.4% of budgeted expenditures, with revenues exceeding expenses by \$444,565. Operating cash at the end of April totaled \$6,860,652 in addition to \$3,000,000 being held in CD's.

Utility Fund financial reports as presented reflect revenues of \$8,983,579 or 73.6% of budgeted revenues, excluding grant and loan proceeds received of \$6,883,000 and budgeted \$14,611,936, respectively. Expenses total \$8,957,385 or 83% of budgeted expenditures, excluding grant and loan disbursements of \$3,878,366, respectively. Revenues exceeded expenses by \$26,194 (net of \$3,000,000 in bond proceeds). Operating cash at the end of April totaled \$784,913 with total cash on hand totaling \$2,388,757.

REQUESTED BY:

Name: Brad Oberlander

CITY OF PARIS - GENERAL FUND
CASH BALANCES
as of April 30, 2024

ACCOUNT:		<u>06/30/2021</u>	<u>06/30/2022</u>	<u>06/30/2023</u>	<u>01/31/2024</u>	<u>02/29/2024</u>	<u>03/31/2024</u>	<u>04/30/2024</u>	<u>04/30/2023</u>
000-800	Operating	190,493	192,042	245,782	913,795	270,739	349,910	1,060,907	1,031,519
000-805	Savings	<u>6,960,915</u>	<u>10,170,212</u>	<u>9,781,458</u>	<u>8,970,339</u>	<u>6,725,101</u>	<u>6,096,434</u>	<u>5,799,745</u>	<u>9,350,337</u>
	Total Operating Funds	<u>7,151,408</u>	<u>10,362,254</u>	<u>10,027,240</u>	<u>9,884,134</u>	<u>6,995,840</u>	<u>6,446,344</u>	<u>6,860,652</u>	<u>10,381,856</u>
Investments:									
000-825	CD's	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u> </u>
RESTRICTED FUNDS:									
01 -000-805	Opioid Settlement			62,729	70,839	70,839	70,839	75,475	62,729
09-000-820	Municipal Aid	37,938	58,584	18,830	54,631	54,783	801	804	18,778
000-830	Police Special	3,906	3,918	3,953	3,999	4,010	4,022	4,034	3,942
000-833	Fed Narcotic Asset Forf.	27,100	38,306	38,306	38,306	38,306	38,306	38,306	38,306
000-837	Police Narcotic	<u>32,813</u>	<u>32,907</u>	<u>33,199</u>	<u>33,592</u>	<u>33,686</u>	<u>33,786</u>	<u>33,883</u>	<u>33,108</u>
		<u>101,757</u>	<u>133,715</u>	<u>157,017</u>	<u>201,367</u>	<u>201,624</u>	<u>147,754</u>	<u>152,502</u>	<u>156,863</u>
	Cash balances	<u>7,253,165</u>	<u>10,495,969</u>	<u>10,184,257</u>	<u>10,085,501</u>	<u>10,197,464</u>	<u>9,594,098</u>	<u>10,013,154</u>	<u>10,538,719</u>
	YTD Interest Income	57,435	21,542	119,560	116,870	123,758	163,366	182,025	89,761



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Change Order: Rate Study

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve additional fees requested by NewGen Strategies & Solutions in the amount of \$7,851.49

DESCRIPTION: During NewGen's rate study engagement, additional services were requested by City staff to provide assistance with Power Cost Adjustment calculation revisions dating back to 2021. In addition additional time associated with various rate study analysis and discussion were needed to finalize the project.

REQUESTED BY:

Name: Brad Oberlander, CPA



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: RICE Project Participation

DEPARTMENT: Electric

RECOMMENDED MOTION: Move to approve City's participation in the RICE generation project group.

DESCRIPTION: Toward the end of this decade, Kentucky Municipal Electric Utilities (KYMEDIA) will need additional power supply for the sole purpose of serving its current members. Through resource planning, reciprocating internal combustion engine (RICE) technology was identified as the preferable option. KYMEDIA determined the preferred action plan is to construct, own, and operate the RICE power plant. KYMEDIA will create a RICE Generation Project Group. KYMEDIA members are invited and encouraged to participate in the project. The primary benefit of becoming a RICE generation participant is that the participants will reap the long-term investment benefit of participation in an asset with a useful life of at least 50 years, financed by bonds which will be paid for in 30- years or less.

To fund the investment, KYMEDIA will issue approximately \$180 million in 30-year revenue bonds. The RICE participant members will not issue bonds. The participants shall enter into a Participation Agreement with KYMEDIA for the life of the project.

REQUESTED BY:

Name: Kevin Mayhorn/Aaron Sparkman



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Street Lighting Contract: Reinhold Street/Matlack Street

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve the Mayor, City Manager, and City Clerk to execute the contract with Kentucky Utilities for 3 new streetlights at Reinhold Street and Matlack Street.

DESCRIPTION: A request was submitted to The City of Paris for the installation of three streetlights along Matlack Street to address safety concerns and improve visibility for pedestrians and motorists in the area. Matlack Street has been identified as an area with insufficient lighting, particularly during the evening hours, which poses risks to public safety.

Since this location is in the Kentucky Utility service area, Kentucky Utilities is requesting the City of Paris take full financial responsibility for the monthly cost associated with these lights. The monthly cost would be an additional \$34.47 per month, and would require the City of Paris to sign the attached Contract of Outdoor Lighting Service.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: May 28, 2024

AGENDA ITEM: Discussion Item: FY'25 Budget

DEPARTMENT: Finance

RECOMMENDED MOTION: No motion required. Discussion item only.

DESCRIPTION: Staff will provide information if there are any updates or changes to the proposed FY25 budget from the presentation on April 23, 2024. Staff is requesting any feedback or direction from Commission. The first and second reading will be scheduled for June.

REQUESTED BY:

Name: Brad Oberlander, Finance Director
Jamie Miller, City Manager