PARIS CITY COMMISSION
REGULAR MEETING AGENDA
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, July 23, 2024 - 9:00 AM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVE MINUTES**
   A. Regular Meeting - June 23, 2024
   B. Workshop Meeting - July 8, 2024
5. **SPECIAL PRESENATIONS**
   A. Junior Firefighter Program
6. **ORDINANCES**
   A. Second Reading: Ordinance 2024-17; Amendment to Compensation Scale - Creation of a Role
   B. First Reading: Ordinance 2024-18; Ordinance Enacting and Adopting a Supplement to the Code of Ordinances
   C. First Reading: Ordinance 2024-19; Zoning Map Amendment - 1510 South Main Street
7. **CONSENT AGENDA**
   A. Municipal Order 2024-44; Personnel Order; Internal Transfer; Wastewater Treatment Plant
   B. Municipal Order 2024-45 Personnel Order: Recommendation to Hire: Utility Billing Supervisor
   C. Municipal Order 2024-46; Personnel Order; Recommendation to Hire; E911/Dispatch
   D. Road Closure: Bourbon Burn Event
   E. Resolution 2024-11: Purchase Ratification - Insert-a-Valve

F. Resolution 2024-12 Purchase Authorization and Ratification: Diesel Fuel for Power Plant

G. Bid Award: Audit Services

H. Bid Award: Fiscal Year 2024-2025 Street Paving

I. Payment of Invoices - General and Utility Fund

8. REGULAR AGENDA

A. June General and Utility Fund Financials

9. REPORTS

A. Outside Agencies

B. City Staff

Development Update

C. Mayor & Commissioners

10. ADJOURNMENT

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
June 25, 2024

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 June 25, 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.

Others in attendance: City Manager, Jamie Miller; City Attorney, Bryan Beauman; CPA, Brad Oberlander; City Clerk & Treasurer, Stephanie Settles.

APPROVE MINUTES

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving the Regular Meeting minutes of June 11, 2024, as presented.

SPECIAL PRESENTATION

Tom Ralston provided an update related to Main and High Street, milling has begun on High Street during day time hours. Main Street will be milled in the evening hours. With no set backs, and weather concerns the projects are anticipated to be competed within a six week period.

ORDINANCES

Motion: Move to approve Ordinance 2024-9, a text amendment to the B2 and I Zones.
By: Withrow
Seconded: Brooks

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

Motion: Move to approve Ordinance 2024-10 FY'25 fiscal year July 1, 2024 thru June 30, 2025 annual budget as presented.
By: Fields
Seconded: Withrow

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

Motion: Move to approve ordinance 2024-11 Amendment to the Compensation Scale as presented.
By: Withrow
Seconded: Brooks

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

Public comment was held related to the proposed utility rate increases for municipality-owned utilities. The hearing met the requirements of KRS 96.534.

Motion Withrow, Second by Brooks, the motion unanimously carried to enter into a public hearing related to the proposed utility rates for Water, Sewer, and Electricity at 9:19 a.m.

One public comment was heard:
Danny Hudnall a resident of Bourbon County, made a comment related to electricity. Comment was suggesting the City of Paris use some of the budget to purchase land and install a solar farm. Stating the entire city would benefit from that purchase and the entire city would give back to the budget, increasing the budget by 15-20 % percent by saving money on their electricity bill.

With no other written or verbal comments received Motion by Fields, seconded by Plummer, the motion unanimously carried to close the public hearing at 9:21 a.m.

Motion: Move to approve ordinance 2024-12 Water Rates as presented.
By: Brooks
Seconded: Withrow

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

Motion: Move to approve Ordinance 2024-13 Sewer Rates as presented.
By: Plummer
Seconded: Fields

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

Motion: Move to approve ordinance 2024-14 Electric Rates as presented.
By: Withrow
Seconded: Brooks

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

Motion: Move to approve Ordinance 2024-15 relating to E911 meter fees as presented.
By: Brooks
Seconded: Plummer

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

Motion: Move to approve Ordinance 2024-16 Amendment to the FY'24 Annual Budget as presented.
By: Withrow
Seconded: Brooks

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

First Reading: Ordinance 2024-17; Amendment to Compensation Scale - Creation of a role of a Purchasing and Grants position with a pay grade of an A10 was read by Jamie Miller.

CONSENT AGENDA

Motion by Brooks , seconded by Fields, the motion unanimously carried approving Municipal Order 2024-37 for the appointment of a Ralph Quillin to the Architectural Review Board for a term ending February 14, 2027.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-38 for a lease agreement with Watson Law Firm, PLLC and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-39 for the acceptance of utility infrastructure and Wisteria Way as a Street.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-40 for internal transfer of Merissa Williamson to the position of Executive Assistant, pay scale A4-15.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Resolution 2024-10 related to the House Bill 1 (HB1) Appropriation and authorize the Mayor, City Manager, City Attorney, and City Clerk to execute all necessary documents related to the award.

Motion by Brooks, seconded by Fields , the motion unanimously carried approving the FY'25 funding agreement with CASA of Lexington authorizing the Mayor, City Manager, and City Clerk to finalize and execute documents as necessary related to the agreement.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the FY'25 funding agreement with Paris-Bourbon County Chamber of Commerce authorizing the Mayor, City Manager, and City Clerk to finalize and execute documents as necessary related to the agreement.

Motion by Books, seconded by Fields, the motion unanimously carried approving the FY'25 funding agreement with Paris-Bourbon County Economic Development Authority "EDA" authorizing the Mayor, City Manager, and City Clerk to finalize and execute documents as necessary related to the agreement.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the FY'25 funding agreement with Paris-Bourbon County Hopewell Museum and authorizing the Mayor, City Manager, and City Clerk to finalize and execute documents as necessary related to the agreement.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the FY'25 funding agreement with Paris-Bourbon County Recreation, Tourist, and Convention Commission authorizing the Mayor, City Manager, and City Clerk to finalize and execute documents as necessary related to the agreement.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the FY'25 funding agreement with Paris-Bourbon County Senior Citizen Center and authorizing the Mayor, City Manager, and City Clerk to finalize and execute documents as necessary related to the agreement.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving establishing a FY'25 funding agreement with Bourbon County Health Department, subject to confirmed use of opioid funds under Statute, and authorizing the Mayor, City Manager, and City Clerk to create, finalize, and execute documents as necessary related to the agreement.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the Chamber of Commerce request related to Festival on Fifth for the street closure of Fifth Street between Main and Pleasant and for Police department assistance.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the payment of invoices for General Fund in the amount of $194,069.17 and Utility Fund in the amount of $95,322.85.

REGULAR AGENDA

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving Municipal Order 2024-41 to enter into an agreement with Citco Water.

Motion by Withrow, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-41 approving an Administrative Guideline on Grants Administration.

Motion by Withrow, seconded by Fields, the motion unanimously carried approving the City Manager's Agreement and authorizing the Mayor, City Attorney, and City Clerk to execute the agreement.

Motion by Withrow, seconded by Gray, the motion unanimously carried authorizing the audit committee and or two board of commissioners to review and approve the award of a bid for the 10th Street water tank valve replacement project due to the sensitivity of urgency of the project.

Motion by Withrow, seconded by Gray, the motion unanimously carried approving May financials as presented reflecting general fund revenues of $11,279,394 with expenses of $10,223,742 and utility fund revenues of $16,713,325 with expenses of $14,049,049.

REPORTS

Lauren Biddle, Chamber of Commerce
- Continuing to explore the possibility of a Splash pad location and funding sources.

Mike Smith, Public Works
-Transfer Station - Concrete will be poured today.
-Invitation to Bid for the FY'25 Street Paving has been published.
-The possibility of closure of 3rd Street between Stone and Pleasant Street for vehicles, However, leave open for foot traffic. The discussion of closing the street is due to safety concerns.

Brad Oberlander
- Audit RFP has been published, and a recommendation is expected for the July 23rd meeting.

Jamie Miller, City Manager
- Reminder the first meeting in July was canceled.
- July 8th and 9th - ICMA, and contractors with EPA Brownfield will be on a site visit at the current transfer station site.

Mayor, Plummer
- Extended his appreciation to the citizens for their patients during the on-going street paving projects.

Sharon Fields, Commissioner

- Requested the City to work with the Fiscal Court to bring another nursing home to Bourbon County, and the possibility of adding an assisted living facility stating Bourbon Heights has a long wait list.

Tim Gray, Commissioner
- Optimistic of creating a Splash pad for Paris, noting that building a splash pad took 4 years for Cynthiana just to achieve a grant, the grand did not cover all costs. Reiterating to the public a project like this is a process, and it takes time and will not be built within a year.

ADJOURNMENT
Motion by Withrow, seconded by Gray, the motion unanimously carried approving to adjourn the meeting at 10:06 a.m.

_____
Mayor, John A. Plummer

Attest:

_____
City Clerk, Stephanie Settles

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
July 8, 2024

CALL TO ORDER
The Paris City Commission met in a workshop session at 2:00 p.m. on July 8, 2024.

ROLL CALL
Present: Mayor, John Plummer (arrived 2:43 p.m.) Commissioner, Wallis Brooks; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Mike Withrow.

Others in attendance: City Manager, Jamie Miller; Clerk & Treasurer, Stephanie Settles.

Outside Agencies: Michelle Spohnheimer, Adaapta; Treasa Antony Adaapta; Sherry Weedman, Tetratech.

DISCUSSION

Discussed potential land uses for the current Transfer Station site. Discussed goals and visions for the project and any potential long-term impact on the community. Discussed potential challenges with achieving the goals. Development opportunities will be contingent upon Phase II evaluation results. No action was taken.

ADJOURNMENT
Motion by Withrow, seconded by Gray, the motion unanimously carried to adjourn the meeting at 3:15 p.m.

_____
Mayor, John A. Plummer

Attest:

_____
City Clerk, Stephanie Settles

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Junior Firefighter Program
DEPARTMENT: Fire

RECOMMENDED MOTION: No motion required. Presentation item.

DESCRIPTION: Lt. Brandon Lizer and participants of the Junior Firefighter Program will be in attendance to recognize their participation in the program and to provide an update.

The participants are:
Spencer Hardin
Luke Johnson
Cortney Wright
Heather Yocum
Nate Ritchie

REQUESTED BY:

Name: Michael Duffy, Fire Chief

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-17; Amendment to Compensation Scale - Creation of a Role
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Ordinance 2024-17, Administrative Compensation Schedule be amended to create the role of Purchasing/Grants Manager at a grade of A-10.

DESCRIPTION: The staff is recommending the Administrative Compensation Schedule be amended to create the role of Purchasing/Grants Manager at a grade of A-10. The staff is not requesting an additional authorized budgeted headcount and is proposing to use the Executive Assistant to the City Manager role to be reclassified to fill this new position. The staff does not recommend eliminating the role of Executive Assistant on the compensation schedule, but it will remain a frozen and unused position until the organization grows to a point that the role should be reconsidered.

The position will be responsible for recommending policy and administering the City's purchasing program to include credit cards, bids, and purchase orders. The role will also be responsible for writing, administering, tracking, and monitoring grants for the City. This role may work closely in the transition period with agencies including but not limited to the Bluegrass Area Development District (BGADD) on administration of grants. This role will also assist the City Manager's department with administrative projects and functions, as needed.

Staff have reviewed market comparisons for a similar role. These are often two distinct roles, but in order to not increase headcount, staff is recommending a blended role at this time.

Attached is a draft position description for this role.

REQUESTED BY:

Name: Jacob Barker, Human Resources
Jamie Miller, City Manager

CITY OF PARIS
ORDINANCE 2024-17

AN ORDINANCE RELATED TO THE AMENDMENT OF EMPLOYEE PAY SCALE AND CLASSIFICATION RANGES

WHEREAS, the City regularly reviews its system of personnel organization and management that may result in recommended revisions to its pay scales and grades;

WHEREAS, the City is interested in seeking additional support in the area of grants.

NOW THEREFORE, BE IT ORDERED BY THE CITY COMMISSION OF THE CITY OF PARIS, KENTUCKY AS FOLLOWS:

The pay scales and grades attached as Exhibit A incorporated into this Ordinance as is set out in full are adopted as the governing pay scales, steps, and grades for all full time employees of the City of Paris, in accordance with KRS 83A.070, until such time as the City Commission may amend these pay scales, steps, and grades. This ordinance also adopts all positions outlined in the Exhibit.

This Ordinance shall be effective upon the first pay period following second reading.

The foregoing Ordinance was read for the first time June 25, 2024 and was read for the second time adopted and approved July 23, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: First Reading: Ordinance 2024-18; Ordinance Enacting and Adopting a Supplement to the Code of Ordinances
DEPARTMENT: City Clerk

RECOMMENDED MOTION: First Reading.No motion necessary.

DESCRIPTION: The City of Paris Code of Ordinances is updated with newly adopted ordinances during the fiscal year and referred to as a "Supplement" to the City of Paris Code of Ordinances. Attached you will find the 2024-19 supplement that includes all ordinances adopted from January 1, 2024, to March 26, 2024. By adopting this ordinance, it keeps the city in compliance with KRS 83A.060 - Enactment of ordinances.

Periodically, we may have ordinances that are updated earlier than the typical year-end process, especially if they are related to fees, fines, or other daily-used ordinances, which in this case has occurred, noting that the parking fines and fees, and transfer station fees were within this supplement update.

REQUESTED BY:

Name: Stephanie Settles, City Clerk

CITY OF PARIS
ORDINANCE 2024-18

AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES OF THE CITY OF PARIS, KENTUCKY.

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio has completed the 2024 supplement to the Code of Ordinances of the City of Paris, Kentucky, which supplement contains all ordinances of a general nature enacted since the prior supplement to the Code of Ordinances of the City; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make references to sections of the Kentucky Revised Statutes;

WHEREAS, it is the intent of the Commission to accept these updated sections in accordance with the adopted Ordinances of the City or changes of the law of the Commonwealth of Kentucky;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PARIS AS FOLLOWS:

The 2024 S-19 supplement to the Code of Ordinances of the City of Paris, Kentucky, as submitted by American Legal Publishing Corporation of Cincinnati, and attached to this Ordinance is adopted by reference as if set out in its entirety.

The foregoing ordinance shall take effect immediately upon execution and publication.

The foregoing ordinance was introduced and read for the first time at the City Commission's regular meeting of July 23, 2024. Read for the second time, adopted and approved at its regular meeting of August 13, 2024.

_____
Mayor John A. Plummer

ATTEST:

_____
City Clerk, Stephanie Settles

CITY OF PARIS

KENTUCKY

CODE OF ORDINANCES

2024 S-19 Supplement
Current through Ord. 2024-4, dated 3-26-24; and
State legislation current through the 2023 KRS Pamphlet

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PARIS, KENTUCKY
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2024 S-19 Supplement

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LMB
[6-2024]

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: First Reading: Ordinance 2024-19; Zoning Map Amendment - 1510 South Main Street
DEPARTMENT: Planning and Zoning

RECOMMENDED MOTION: No motion required. First reading.

DESCRIPTION: The old Woodford Spears property located at 1510 Main Street is currently vacant and is being acquired and designated for development and improvement. The property consists of one parcel but is split zoning between B-2 and I-2 (heavy industrial). This map amendment will classify the parcel as I-2. The Planning Commission hearing occurred on July 18, 2024.

REQUESTED BY:

Name: Bryan Beauman, City Attorney

CITY OF PARIS
ORDINANCE 2024-19

AN ORDINANCE AMENDING THE ZONING MAP FOR PROPERTY OWNED BY WOODFORD SPEARS AND SONS, INC., LOCATED AT 1510 SOUTH MAIN STREET, FROM AN EXISTING GENERAL COMMERCIAL (B-2) AND HEAVY INDUSTRIAL (I-2) CLASSIFICATION TO HEAVY INDUSTRIAL (I-2) ONLY CONSISTING OF 2.78 ACRES, AS THE EXISTING ZONING IS INAPPROPRIATE AND THE PROPOSED ZONING IS APPROPRIATE, AND PURSUANT TO THE RECOMMENDATION OF THE JOINT PLANNING COMMISSION AFTER A PUBLIC HEARING.

WHEREAS, Woodford Spears and Sons, Inc., is the owner of a 2.78 acres, more or less, parcel of property located at 1510 South Main Street (the "Property");

WHEREAS, Divine Spirits LLC has applied for a Zoning Map Amendment for the Property;

WHEREAS, Divine Spirits LLC has written authorization from Woodford Spears and Sons, Inc., to apply for the Zoning Map Amendment;

WHEREAS, following a duly noticed Public Hearing before the Bourbon County Joint Planning Commission, said Commission recommended approval of the zone change;

WHEREAS, the recommendation of the Planning Commission is attached hereto and incorporated herein by reference; and

WHEREAS, the Board of Commissioners agrees with the recommendation of the Planning Commission.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF PARIS BOARD OF COMMISSIONERS AS FOLLOWS:

Section 1. That on the hearing and recommendation for approval by the Planning Commission to rezone the Property of Woodford Spears and Sons, Inc., located at 1510 Main Street consisting of 2.78 acres, more or less, from General Commercial (B-2) and Heavy

Industrial (I-2) to Heavy Industrial (I-2) only and the said Zoning Map Amendment be and hereby is accepted and approved, ZMA 24----.

Section 2. Based upon a review of the official zoning map of the City of Paris, upon the Property's original zoning classification two distinct zoning classifications were assigned to this single parcel of Property. Such a practice is no longer consistent with the City's Zoning Ordinance and only one zoning classification should be assigned to this Property containing one parcel. Further, classifying the entire Property as Heavy Industrial (I-2) only is consistent with the property existing classification and in agreement with the adopted comprehensive plan.

Section 3. In accordance with KRS 100.211, the zoning map amendment of the Property is approved.

Section 4. The Zoning Ordinance shall be amended to show a change in the zoning classification for the Property from General Commercial (B-2) and Heavy Industrial (I-2) to Heavy Industrial (I-2) only and be reflected on the official zoning map of the City of Paris.

Section 5. The Property rezoned is more fully described as on the legal description attached as Exhibit A to this Ordinance.

Section 6. The Paris-Bourbon County Joint Planning Commission is hereby directed to show the zoning classification change on the official zone map and to make reference to the number of this Ordinance.

Section 7. If any provision of this Ordinance for any reason or to any extent, be invalid or unenforceable, the remainder of this Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

This Ordinance was read for the first time on July 23, 2024 and read for the second time _____, 2024.

CITY OF PARIS

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Municipal Order 2024-44; Personnel Order; Internal Transfer; Wastewater Treatment Plant
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-44 for the internal transfer of Eric Puckett to the position of Wastewater Treatment Operator Class III, pay scale O6-12.

DESCRIPTION: Mr. Puckett will be transferring to fill a vacant position caused by attrition within the Wastewater Treatment Plant.

This position was internally and externally posted. Mr. Puckett was selected from among the internal candidates after the interview process. Mr. Puckett has been serving in the Field Operations Department for the past 6 months. Mr Puckett came into service with the City from Winchester Municipal Utilities after 24 years as a Wastewater Treatment Operator and Maintenance Foreman.

As this is an internal transfer, this job offer is contingent upon the approval of this Commission.

REQUESTED BY:

Name: Jacob Barker, Director of Human Resources
Michael Harris, Wastewater Treatment Plant Superintendent
Micheal Mynear, Field Operations Superintendent

CITY OF PARIS
ORDER NO. 2024-44

A MUNICIPAL ORDER APPROVING THE INTERNAL TRANSFER OF ERIC PUCKETT FROM FIELD OPERATIONS TRAINEE TO THE POSITION OF WASTEWATER TREATMENT OPERATOR CLASS III.

WHEREAS, the role of Wastewater Treatment Operator was posted internally and externally and Eric Puckett has applied;

WHEREAS, Eric Puckett holds a Class III license from the state of Kentucky as a Wastewater Treatment Operator;

WHEREAS, Eric Puckett is undertaking this transfer of his own free will and is voluntarily moving from his current position of Field Operations Trainee to Wastewater Treatment Operator Class III.

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the transfer of Eric Puckett to the position of Wastewater Treatment Operator Class III effective July 29, 2024.

Enacted at the City Commission's regular meeting of July 23, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Municipal Order 2024-45 Personnel Order: Recommendation to Hire: Utility Billing Supervisor
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-45 for the full-time hire of Aleisha Allen to the position of Utility Billing Supervisor, pay scale A7-1.

DESCRIPTION: Ms. Allen will be filling a position left vacant due to an internal transfer.

Ms. Allen was selected from a pool of applicants after conducting several interviews. Ms. Allen comes to the City with years of experience in customer service and administration roles.

This job offer is contingent upon approval of this Commission and a successful screening process.

REQUESTED BY:

Name: Jacob Barker, Director of Human Resources

CITY OF PARIS
ORDER NO. 2024-45

A MUNICIPAL ORDER APPROVING THE FULL TIME HIRE OF ALEISHA ALLEN TO THE POSITION OF UTILITY BILLING SUPERVISOR

WHEREAS, the role of Utility Billing Supervisor was posted externally and Aleisha Allen has applied;

WHEREAS, Aleisha Allen was chosen after reviewing applications and conducting multiple interviews;

WHEREAS, Aleisha Allen demonstrates qualities and has a career background that make her a good fit for the role to which she is being recommended.

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the full time hire of Aleisha Allen to the position of Utility Billing Supervisor effective July 23, 2024.

Enacted at the City Commission's regular meeting of July 23, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Municipal Order 2024-46; Personnel Order; Recommendation to Hire; E911/Dispatch
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-46 for the full time hire of Collin Alcorn to the position of E-911 Dispatcher at the grade/step of P3-1.

DESCRIPTION: The hiring of Mr. Alcorn will help the department fill a vacancy caused by attrition in 2024.

The department received numerous applicants for this position and Mr. Alcorn stood out as someone with the criteria to perform well in the role for which he is being recommended. As an noncertified Dispatcher, Mr. Alcorn will be required to attend the DOCJT Academy in Richmond, Kentucky to obtain his Telecommunicator Certification.

This job offer is contingent upon approval of this Commission as well as satisfactory completion of all background screenings.

REQUESTED BY:

Name: Jacob Barker, Director of Human Resources
Scott Toadvine, Police Captain

CITY OF PARIS
ORDER NO. 2024-46

A MUNICIPAL ORDER APPROVING THE FULL TIME HIRE OF COLLIN ALCORN TO THE POSITION OF E-911 DISPATCHER

WHEREAS, Collin Alcorn has applied for and gone through the interview process for E-911 Dispatcher;

WHEREAS, Collin Alcorn was selected as the top choice from amongst a large pool of candidates;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the full time hire of Collin Alcorn to the position of E-911 Dispatcher effective July 24, 2024 contingent upon satisfactory preemployment screenings.

Enacted at the City Commission's regular meeting of July 23, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Road Closure: Bourbon Burn Event
DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the Bourbon Burn request for street closure of 4th Street between Pleasant St. and Stoner Ave. and police assistance

DESCRIPTION: Staff has received the attached request for a Street Closure and Police Assistance for Bourbon Burn on September 27, 2024.

The request is for the closure of 4th Street, between Pleasant St. and Stoner Ave. The event is from approximately 8am-2pm. They are also requesting Police Assistance.

The staff has had an opportunity to review the request.

Approval will be subject to any required State Permits and obtaining a copy of the insurance certificate.

REQUESTED BY:

Name: Austin Render thru Jamie Miller

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Resolution 2024-11: Purchase Ratification - Insert-a-Valve
DEPARTMENT: Field Operations

RECOMMENDED MOTION: Move to approve Resolution 2024-11 certifying and ratifying an emergency purchase for the City's 10th Street water tank valve insert project that was awarded to Workman Water Service for the amount of $48,750.00.

DESCRIPTION: At the June 25, 2024 meeting, the Commission authorized staff to award the bid of an insert-a-valve for repair to the 10th Street Tank.

After several attempts for isolation and repair of the 10th Street Tank, and consideration of multiple options, the staff recommended an 18" Insert-A-Valve. This inserts a new valve in the system, allowing for the pressure to be isolated and the replacement of the other three valves authorized for replacement in this project.

Staff published an RFP and received one bid response. As authorized at the 6/25/2024 meeting, with Audit Committee approval, staff authorized the vendor to proceed with ordering the valve to move the replacement forward. The cost is $48,750 and was awarded to Workman Water Service.

These repairs were unplanned and not budgeted. Funds will be reallocated from other departments within the Utility Fund, including Water and Field Operations, to cover the anticipated cost. The budget will need to be amended for next year to carry these funds over when the project is completed.

The attached Resolution ratifies this purchase at the Commission level.

REQUESTED BY:

Name: Michael Mynear, Field Operations Superintendent

CITY OF PARIS
RESOLUTION 2024-11

A RESOLUTION CERTIFYING AN EMERGENCY PURCHASE

WHEREAS, the City's 10th Street Water Tank is not in operation;

WHEREAS, the City has worked to repair the tank and additional isolation valves are required in order to make the repair;

WHEREAS, not having an operational water tower could cause disruption in the ability to provide reliable drinking water;

WHEREAS, this situation would create considerable hardship for the citizens of the City; and

WHEREAS, the City desires to protect the public health, safety and welfare, and to mitigate the effects of such events.

NOW, THEREFORE, the City of Paris Board of Commissioners declares an emergency exists to obtain the immediate purchase of an insert-a-valve to address this public health risk as provided in KRS 424.260(4) and other applicable law. A copy of this emergency declaration shall be placed on file with the Paris City Clerk and the City's Chief Financial Officer.

The City Manager is also authorized to process invoices for the immediate resolution of this situation.

Dated: July 23, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

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Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Resolution 2024-12 Purchase Authorization and Ratification: Diesel Fuel for Power Plant
DEPARTMENT: Power Plant

RECOMMENDED MOTION: Move to approve Resolution 2024-12 for the ratification of diesel fuel and to authorize the purchase of diesel fuel throughout Fiscal Year 2024-2025, not to exceed $40,000 per load, and authorize the Mayor, City Manager, and City Clerk to execute documents as required.

DESCRIPTION: The City works with KYMEA to ensure the Power Plant remains in ready status to be able to run throughout the year.

The City was required to run in June for approximately a week and has been called upon in July to run as well. The City may be called upon at any time when the peak load is at a point where the KYMEA requires additional capacity. Fuel used for these runs gets reimbursed by KYMEA through an increased credit.

Generally, the Plant will purchase a load of 7,200 gallons of diesel fuel at a time, which is generally over the City Manager's authority of $15,000. Last fiscal year, the loads ran between $18,000-$25,000 a load but can fluctuate a lot.

The cost of fuel changes daily. When needed, staff obtains more than one quote to purchase at the best available rate, for who is available to make a delivery within the time constraints depending on potential run time. If runs are extended multiple times through a single week, more than one load may be required per week.

Staff were required to run in early July, resulting in the purchase of a load. The cost of the load was $21,500 to Hardy Oil. Audit Committee approval was obtained for these purchases and we are requesting ratification of this purchase. Resolution 2024-12 acknowledges and ratifies the emergency circumstance that lead to the advance purchase.

The staff is seeking the authority for the remainder of the 2024-2025 Fiscal Year to make purchases of diesel fuel as needed, not to exceed $40,000 per order.

REQUESTED BY:

Name: Darren Gates, Power Plant Chief Operator
Jamie Miller, City Manager

CITY OF PARIS
RESOLUTION 2024-12

A RESOLUTION CERTIFYING AN EMERGENCY PURCHASE

WHEREAS, the City is under contract with KYMEA to run the Power Plant when additional capacity is needed;

WHEREAS, the City was called upon to run the Power Plant at the beginning of the fiscal year before a first meeting was held;

WHEREAS, not running the Power Plant would put the City out of their contract obligations and risk KYMEA being able to provide safe and reliable energy during peak times;

WHEREAS, this situation would create a considerable hardship for the citizens of the City; and

WHEREAS, the City desires to protect the public health, safety and welfare, and to mitigate the effects of such events.

NOW, THEREFORE, the City of Paris Board of Commissioners declares an emergency exists to obtain the immediate purchase of diesel fuel to address this public health risk as provided in KRS 424.260(4) and other applicable law. A copy of this emergency declaration shall be placed on file with the Paris City Clerk and the City's Chief Financial Officer.

The City Manager is also authorized to process invoices for the immediate resolution of this situation.

Dated: July 23, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Bid Award: Audit Services
DEPARTMENT: Finance

RECOMMENDED MOTION: Move to award the bid for audit services to BHM CPA Group, Inc. for an initial anticipated period of up to 4 years and authorize the Mayor, City Manager, City Attorney, and City Clerk to execute all necessary contracts and engagement letters for such services.

DESCRIPTION: The City issued an RFP for Financial Auditing services with a due date of July 10, 2024.

The City received responsive bids from three (3) firms. Staff has reviewed the bids and is recommending an award to BHM CPA Group, Inc. The initial Fiscal Year Audit (2023-2024) will be at a rate of $15,400 and the RFP provided an anticipated fee range over the following three (3) years from $15,840 - $16,500. Additional fees may be incurred of between $4,000-$4,600 if more than one single audit is required to audit more than one major program. This is a reduction from the prior year audit fee of $38,750.

Attached is a bid tabulation and the response from the firm staff is recommending.

Full copies of all responses can be accessed through the Clerk's office.

REQUESTED BY:

Name: Brad Oberlander, Finance Director

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: Bid Award: Fiscal Year 2024-2025 Street Paving
DEPARTMENT: Public Works

RECOMMENDED MOTION: Move to award the Fiscal Year 2024-2025 year street paving bid to Hinkle Contracting for the amount up to $216,095.00, authorizing the City Attorney, City Manager, and Superintendent to negotiate terms of a contract, further authorizing the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: Staff published an RFP for the FY'24-25 year Street Asphalt Paving. The RFP requested that companies submit a quote with the price per ton for asphalt and the price per ton for milling. The RFP outlined seven streets to be contained within the project. These streets are outlined in the Capital Improvement Plan (CIP) project 23PW01. The staff coordinated with outside agencies to determine if there is any planned work on these streets in the near future.

One bid was received in response to the City's RFP for the 2024 Street Resurfacing Program. Staff reviewed the bid and deemed it responsive. Staff is recommending the award of the bid to Hinkle Contracting. Copies of the full bid response are available in the Clerk's office for inspection, upon request.

Asphalt cost is $128/ton. Milling cost is $55/ton.

REQUESTED BY:

Name: Mike Smith, Public Works

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 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 $165,595.49 and Utility Fund in the amount of $331,927.77.

DESCRIPTION: Attached is the summary of invoices for the General Fund ($165,595.49) and Utility Fund ($331,921.77). Both claims reports cover the period from June 21 through July 12, 2024. Notable disbursements for the General fund include $19,814 to Local Government Corp and $27,234 to Overhead Door of Lexington. Notable disbursements for the Utility fund include $27,989 for Allied Technical Services; $29,128 to Local Governement Corp; $61,800 to Hardy Oil Company for fuel for the operation of the Power Plant.

REQUESTED BY:

Name: Brad Oblander, Finance Director

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: July 23, 2024

AGENDA ITEM: June General and Utility Fund Financials
DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve financial reports as presented reflecting general fund revenues of $11,581,060 with expenses of $11,044,856 and utility fund revenues of $17,595,964 with expenses of $14,942,326.

DESCRIPTION: General Fund financial reports as presented reflect revenues of $11,581,060 or 107% of budgeted revenues with expenses of $11,044,856 or 94% of budgeted expenditures, with revenues exceeding expenses by $536,204. Major encumbered expenses that will carry forward to 2025 are as follows: Police Dept $148,500, mainly for vehicles and related upfits; Fire Dept $68,000 for technical equipment and building repairs. Factoring these items into total expenses for FY 2024, approximately $11,261,356 or 96% of budgeted expenditures and estimated revenues in excess of expenses are reduced to approximately $319,700.

Operating cash at the end of June totaled $6,797,722 in addition to $3,049,417 held in CD's.

Utility Fund financial reports as presented reflect revenues of $17,595,964 or 98% of budgeted revenues, adjusted for unearned grant and loan proceeds of $7,822,081. Expenses total $14,942,326 or 90% of budgeted expenditures, adjusted to exclude budgeted CIP funded by grants and loans of approximately $9,264,795. Adjusted revenues exceeded adjusted expenses by $2,653,638. Factoring in the excess bond proceeds of $2,968,310 carried forward to next fiscal year, adjusted expenses exceed adjusted revenues by $314,672. Major encumbered expenses that will carry forward to 2025 are as follows: Elect Dist $500,000 for bucket trucks; Water Plant $4,357,936 for CIP and Sanitation Dept $4,406,859 for CIP.

Operating cash at the end of June totaled $730,113 in addition to $508,1014 held in CD's.

Year-end close procedures are in process with an anticipated completion date at the end of August. Financial reports are subject to change.

REQUESTED BY:

Name: Brad Oberlander, Finance Director