**PARIS CITY COMMISSION**
**REGULAR MEETING AGENDA**
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, August 27, 2024 - 9:00 AM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVE MINUTES**
   A. Regular Meeting - August 13, 2024
5. **ORDINANCES**
   A. Second Reading: Ordinance 2024-24; Addressing Medical Cannabis and New Kentucky Law
6. **CONSENT AGENDA**
   A. Municipal Order 2024-55: Personnel Order-Recommendation to Hire; Utility Administration
   B. Municipal Order 2024-56: Appointment-Joint Code Enforcement Board
   C. Municipal Order 2024-57: Appointment-Paris Bourbon County Economic Development Authority
   D. Municipal Order 2024-58: Grant Acceptance-2025 Highway Safety Grant
   E. Street Closure Request: 6th Street between Main St. and Pleasant St.
   F. Approval of New Bank Account
   G. Payment of Invoices: General and Utility Fund
7. **REGULAR AGENDA**
   A. Surplus Property: 219 East 19th Street
   B. Municipal Order 2024-54: Change Order 1 (Deduct) Perfection Group
   C. Municipal Order 2024-61: Change Order 1 (Deduct) Akins Excavating
   D. Municipal Order 2024-60: Change Order 1 (Deduct) Judy Construction

E. Letter of Intent: Elizabeth Station Waterline Relocation

F. Project: Valve Replacement Program and 8th Street Water Line Replacement

Municipal Order 2024-59: Project Establishment; Valve Replacement Program & 8th Street Water Line Replacement

Resolution 2024-13: Authorization to Apply; KY WWATERS Program

G. July Financials: General and Utility Fund

**8. REPORTS**

A. Outside Agencies

B. City Staff

C. Mayor & Commissioners

**9. ADJOURNMENT**

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
August 13, 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 August 13, 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 to approve July 23, 2024 minutes as presented.

**ORDINANCES**

Motion: Move to approve Ordinance 2024-19 Zoning Map Amendment for 1510 South Main Street.
By: Withrow
Seconded: Fields

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

Motion: Move to approve Ordinance 2024-18, an ordinance enacting and adopting a supplement to the Code of Ordinances.
By: Brooks
Seconded: Withrow

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

First Reading of Ordinance 2024-24 addressing Medical Cannabis and new Kentucky law was ready by Bryan Beauman.

Levy of 2024-2025 Ad Valorem Taxes and Discount is adopted annually. The City is required to levy local property tax rates that generate revenue to fund General Fund services such as Police/Dispatch, Fire/EMS, Public Works, and General Administration. The City of Paris does not determine the value of a property. The Bourbon County Property Valuation Administrator (PVA), determines property value and is a separate entity from the City, the City does not have authority over the PVA.

First Reading of Ordinance 2024-20 Levying AD Valorem Taxes for the Fiscal Year 2024-2025 on Real Property was read by Bryan Beauman.

First Reading of Ordinance 2024-21 levying Ad Valorem taxes for Fiscal Year 2024-2025 on Personal Property was read by Bryan Beauman.

First reading of Ordinance 2024-22 levying Ad Valorem taxes for the Calendar Year 2025 on Motor Vehicles and Water Craft was read by Bryan Beauman.

First reading of Ordinance 2024-23 providing a discount on Real Property tax was read by Bryan Beauman.

Motion by Withrow, seconded by Fields the motion unanimously carried setting a public hearing for the Levy of Real, Personal, Motor Vehicle, and Watercraft tax rates for 2024-2025, and for a 2% early pay discount for Real Property on September 6, 2024 at 9:00 a.m.

**CONSENT AGENDA**

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving Municipal Order 2024-47 for the full time hire of Zachary West to the position of Field Operations Trainee, pay scale O2-1.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving Municipal Order 2024-48 for the full-time conversion of David Litteral to the position of Public Works Laborer I, pay scale O2-1.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving Municipal Order 2024-49 for the full time hire of Vincent O'Connor to the position of Field Operations Trainee, pay scale O2-1.

Motion by Plummer, seconded by Withrow , the motion unanimously carried approving Municipal Order 2024-52 for the full time hire of Carrie Prell to the position of E911 Dispatcher, pay scale P3-4.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving Municipal Order 2024-53 for the full time hire of Jason Kelley to the position of Water Treatment Operator Trainee, pay scale O2-1.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving Municipal Order 2024-51 regarding a revised contract with Paris Independent School Board and authorize the City Manager and City Attorney to finalize the contract and authorize Mayor, City Manager, and City Clerk to execute all necessary documents.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving Staff recommends purchasing a Kubota KX 40-4 straight blade mini excavator with a breaker from Holbrook Equipment for $70,500.00 and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving FY24-25 funding agreement with Bourbon County Health Department and authorizing the Mayor, City Manager, and City Clerk to execute documents as necessary related to the agreement.

Motion by Plummer, seconded by Withrow, the motion unanimously carried approving the payment of invoices for General Fund in the amount of $339,554.18 and Utility Fund in the amount of $881,475.99.

**REGULAR AGENDA**

The commission authorized the City attorney to move forward with writing an agreement with Bluegrass Disc Golf Association to work towards the installation of a Disc Golf Course at Garrard Park. The agreement will be brought forward at a future meeting for approval.

Motion by Withrow, seconded by Fields, approving Municipal Order 2024-50 organizational chart update.

**REPORTS**

Lauren Biddle, Chamber of Commerce
-Taste of Paris September 6th from 6:00 pm to 9:00 p.m.
- Street closure request for Legends of Bourbon County for 2 days will be brought forward soon.
- A 5K and 10K will be held to celebrate the horse Curlin at Hill N Dale farm.

Betty Ann Allen, Tourism
- Positive feedback has been received related to the Paris commercials and advertisements on Channel 18.
- Will attend the State Fair on Friday for the Bluegrass Regional tourism group.
- September 6th, Paris tourism will host the regional tourism group at Hartfield Distillery.
- September 21st, is the Pumpkin Festival.

Mike Smith, Public Works
- 700 yards of concrete has been poured for the new Transfer Stration. The building slab will be poured on Wednesday, August 14th, 2024. Plumbing is roughed in, the project is on time and moving forward.
- Hinkle will begin milling on Thursday, August 15, 2024.

Jamie Miller, City Manager
- August 16, 2024 the windows for the utility billing and city clerks' offices will be closed for upgrade of new software.
- August 20, 2024 repairs on 10th Street tank will begin.
- Three staff members completed paramedic training, expressing appreciation for their continued professional development.
- Planning Director recruitment is ongoing and Bluegrass ADD has been contacted for interim assistance.
- Continuing to work on an Entertainment District.

**ADJOURNMENT**

Motion by Withrow, seconded by Brooks, the motion unanimously carried to adjourn the meeting at 9:27 a.m.

Mayor, John A. Plummer

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Attest:

_____

City Clerk, Stephanie Settles

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Second Reading: Ordinance 2024-24; Addressing Medical Cannabis and New Kentucky Law
**DEPARTMENT:** Administration

**RECOMMENDED MOTION:** Move to approve ordinance 2024-24 Addressing medical cannabis and new Kentucky Law.

**DESCRIPTION:** The General Assembly recently enacted a comprehensive scheme for medicinal cannabis. We have discussed this at a few prior Commission meetings. At the direction of the commission, the attached draft ordinance has been created which does several things:

(1) specifically allows for cannabis businesses (your other options are to prohibit them, or put the issue onto the ballot);
(2) applies the existing KY statutes and regulations to those businesses operating in the city;
(3) adopts the statutory required buffer zone of 1000 feet from a school or daycare but does not expand the buffer zone to other land uses;
(4) assess an annual fee which will be determined in the future; and
(5) requests the Planning Commission to forward any process for any necessary text amendment.

Upon further review, a text amendment may not be required, but staff is recommending an in-depth review and all subsequent proposed changes follow the standard process for proposing those changes, in alignment with the attached ordinance.

**REQUESTED BY:**

Name: Bryan Beauman, City Attorney

**CITY OF PARIS**
**ORDINANCE 2024-24**

AN ORDINANCE ADDRESSING MEDICAL CANNABIS AND NEW KENTUCKY LAW

WHEREAS, the Commonwealth of Kentucky has adopted KRS Chapter 218B providing for the legalization of the use of medical cannabis and the operation of medical cannabis facilities in the Commonwealth pursuant to the terms and conditions of state law,

WHEREAS, the Board of Commissioners of the City of Paris desires to codify the intent of the City to permit those entities operating and licensed in accordance with KRS Chapter 218B and other federal and Kentucky law to operate within the City of Paris pursuant to KRS 218B.130.

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

Section 1.

THE FOLLOWING SECTION SHALL BE ADDED TO THE CODE OF ORDINANCES OF THE CITY.

(1) Pursuant to KRS 218B.130, the City of Paris elects to adopt ordinances relating to the time, place, and manner of cannabis business operations.

(2) The definition of the term "cannabis business," unless the context otherwise requires, means "an entity licensed under this chapter as a cultivator, dispensary, processor, producer, or safety compliance facility" or any definition provided by KRS 218B.130 as may be amended. The definition of any other term in this Code of Ordinances relating to cannabis business operations, unless the context otherwise requires, shall be construed as consistent with incorporated from those definitions applicable to KRS 218B.010, as may be amended.

(3) Nothing in this Code of Ordinance should be construed as less restrictive than KRS Chapter 218B or any administrative regulations promulgated thereunder.

(4) Nothing in this Code of Ordinances should be construed to impose an undue burden or make cannabis business operations unreasonable or impractical except as the ordinances may be generally applicable within the City.

Section 2.

THE FOLLOWING SECTION SHALL BE ADDED TO THE CODE OF ORDINANCES OF THE CITY.

The City adopts KRS 218B.095(1) and no cannabis business shall be located within one thousand (1,000) feet of an existing elementary or secondary school or a daycare center.

Section 3.

THE FOLLOWING SECTION SHALL BE ADDED TO THE CODE OF ORDINANCES OF THE CITY.

A local fee is assessed to every cannabis business within the City to compensate for any additional costs caused by the operation of cannabis businesses. This fee shall be calculated and assessed annually and shall not exceed the additional costs caused by the operation of cannabis businesses.

Section 4.

The Board of Commissioners intends for cannabis business operations including but not limited to cultivators, processors, producers, dispensaries, and safety compliance facilities, to be located in the most appropriate respective zoning classification under the City's zoning ordinance. The Planning Commission shall review the current permitted and conditional use classifications of the City's zoning ordinance to determine if any text amendment is recommended.

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

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

_____
Mayor John A. Plummer

ATTEST:

_____
City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-55: Personnel Order-Recommendation to Hire; Utility Administration
**DEPARTMENT:** Human Resources

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-55 for the full-time conversion of Bailey Bellamy to the position of Utility Office Admin I, pay scale A1-1.

**DESCRIPTION:** Ms. Bellamy has been working with the Utility Administration department for the past several months as a temporary employee of Luttrell Staffing. This position has been counted towards the departments staff count and budget.

Per the contract in place with Luttrell Staffing to provide temporary employment support, Ms. Bellamy has now worked the minimum 520 hours and is eligible to be considered for conversion to the status of full time with the City of Paris. The Utility Administration Department is recommending Ms. Bellamy be converted based upon her work ethic, dependability, and desire to succeed in a career with our City.

**REQUESTED BY:**

Name: Aleisha Allen, Utility Billing Supervisor
Jacob Barker, Director of Human Resources

**CITY OF PARIS**
**MUNICIPAL ORDER NO. 2024-55**

**A MUNICIPAL ORDER APPROVING THE FULL TIME CONVERSION OF BAILEY BELLAMY TO HER CURRENT POSITION OF UTILITY OFFICE ADMIN I.**

WHEREAS, Bailey Bellamy has been working in the Utility Administration Department as a temporary employee through Luttrell Staffing;

WHEREAS, Bailey Bellamy has met the required hours per contract with Luttrell Staffing to be eligible for conversion to full time employment;

WHEREAS, Bailey Bellamy has shown herself to be a valued member of the team and is highly endorsed by the Utility Administration Department and Human Resources;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the full time conversion of Bailey Bellamy to the position of Utility Office Admin I effective September 2nd, 2024.

Enacted at the City Commission's regular meeting of August 27th, 2024.

CITY OF PARIS, KENTUCKY

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John A. Plummer, Mayor

ATTEST:

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Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-56: Appointment-Joint Code Enforcement Board
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-56 for the reappointment of Stan Galbraith to the Joint Code Enforcement Board.

**DESCRIPTION:** The City Commission is authorized to appoint a member an an alternate to the Joint Code Enforcement Board.

Municipal Order 2023-17 appointed Mr. Galbraith as a member of the Joint Code Enforcement Board with an initial one-year term.

The Mayor is recommending the reappointment of Mr. Galbraith for a term expiring 6/30/2027.

**REQUESTED BY:**

Name:  Jamie Miller on behalf of Mayor Plummer

**CITY OF PARIS**
**MUNICIPAL ORDER 2024-56**

**A MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF STAN GALBRAITH TO THE TO THE JOINT CODE ENFORCEMENT BOARD FOR A TERM ENDING JUNE 30, 2027.**

WHEREAS, the interlocal agreement between the City of Paris, City of North Middletown, and Bourbon County related to the Joint Code Enforcement Board authorizes the appointment of two positions to the board by the City Commission;

WHEREAS, the interlocal agreement indicates that a member and an alternate will be appointed;

WHEREAS, the appointments shall be for terms of three (3) years;

WHEREAS, the City has adopted Ordinance No 2019-13 which establishes limits for consecutive terms;

WHEREAS, the current term of the appointee was a partial term and expired on 7/1/2024, and he has not met the maximum number of consecutive appointments.

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris that the appointment of Stan Galbraith as a regular member to the Joint Code Enforcement Board is approved for a term ending June 30, 2027.

Enacted at the City Commission's regular meeting of August 27, 2024 with an effective date of July 1, 2024 and ratifying any action taken from July 1, 2024 until the time of such formal approval.

CITY OF PARIS, KENTUCKY

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John A. Plummer, Mayor

ATTEST:

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Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-57: Appointment-Paris Bourbon County Economic Development Authority
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-57 for the reappointment of Charles Redwine to the Paris Bourbon County Economic Development Authority

**DESCRIPTION:** The Mayor is authorized to appoint members to the Paris Bourbon County Economic Development Authority (EDA) and such appointments shall be confirmed by City Commission.

Municipal Order 2020-28 appointed Mr. Redwine to the EDA.

The Mayor is recommending the reappointment of Mr. Redwine for a term expiring 12/31/2028.

**REQUESTED BY:**

Name:  Jamie Miller on behalf of Mayor Plummer

**CITY OF PARIS**
**MUNICIPAL ORDER 2024-57**

**A MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF CHARLES REDWINE TO THE TO THE PARIS - BOURBON COUNTY ECONOMIC DEVELOPMENT AUTHORITY FOR A TERM ENDING DECEMBER 31, 2028.**

WHEREAS, the Paris-Bourbon County Economic Development Authority authorizes the Mayor to make appointment of four positions, plus an ex-officio member as Mayor, to the Paris-Bourbon County Economic Development Agency. Such shall be confirmed by the Commission.

WHEREAS, the City has adopted Ordinance No 2019-13 which establishes limits for consecutive terms.

WHEREAS, the current term of the appointee is set to expire December 31, 2024, and he has not met the maximum number of consecutive appointments.

WHEREAS, this will be the final consecutive term he will be eligible to serve on this board.

WHEREAS, it has been communicated with the Bourbon County Judge-Executive Michael R. Williams who concurs with this appointment and will make that nomination to the Bourbon County Fiscal Court

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris that Pursuant to KRS 154.50-326(c) that the Mayor's reappointment of Charles Redwine to the Paris-Bourbon County Economic Development Agency at the end of his current term is approved for a new term ending December 31, 2028.

Enacted at the City Commission's regular meeting of August 27, 2024

CITY OF PARIS, KENTUCKY

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John A. Plummer, Mayor

ATTEST:

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Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-58: Grant Acceptance-2025 Highway Safety Grant
**DEPARTMENT:** Police

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-58 accepting the 2025 Highway Safety Grant award through the Transportation Cabinet's Kentucky Office of Highway Safety, authorizing the completion of reports, and authorizing the Mayor, City Manager, City Attorney, and City Clerk to execute all necessary documents.

**DESCRIPTION:** The Paris Police Department has applied for the 2025 Highway Safety Grant for a contract through the Transportation Cabinet's Kentucky Office of Highway Safety. This grant for the contract year 2025. Grant Peiod is from October 1, 2024-September 30, 2025. The grant is contingent upon National Highway Traffic Safety Administration (NHTSA) approval.

To provide police traffic services in Kentucky through federal grants administered by the Kentucky Transportation Cabinet's Office of Highway Safety. The main purpose of these grants is to reduce fatalities on Kentucky roadways, minimize injuries to individuals and property, and to educate the public about ways to do this. These grants will be administered through multiple agencies. These grants will run from 10/01/2024 through 09/30/2025. These will be paid 100% with Federal money.

This grant establishes goals and objectives for our agency.
Impaired Driving: To increase the number of DUI arrests 50.00% from 20 to 30 by the end of the current fiscal year.
Occupant Protection: To increase the number of seat belt citations 100.00% from 37 to 74 by the end of the current fiscal year. To increase the number of nighttime* seat belt enforcement events from 1 to 2 by the end of the current fiscal year. * Night Time is considered to be after sunset. Police Traffic Services:
To increase the number of speeding citations 50.70% from 71 to 107 by the end of the current fiscal year

Expectations and Activities:
Mandatory expectations and activities:
1. Work to enforce and accomplish highway safety goals and objectives.
2. Officers will work saturation patrols during the “Click It or Ticket”, “Speed Weeks” and “Drive Sober or Get Pulled Over” mobilizations.
3. Conduct nighttime seat belt enforcement events during the grant period. Equipment and assistance can be provided by the KY Office of Highway Safety.
4. Attend NHTSA mobilization area briefings conducted by Law Enforcement Liaisons.
5. Nominate Officer for recognition in KY Office of Highway Safety Enforcement Awards Ceremonies.
6. Submit monthly reimbursement claims within 30 days of last activity.
7. Conduct seat belt survey for your jurisdiction at the beginning and end of the grant period. 8. Report highway safety mobilization activity online.

**REQUESTED BY:**

Name: Myron Thomas, Police Chief
Merissa Williamson, Grants/Purchasing Manager

**CITY OF PARIS**
**MUNICIPAL ORDER 2024-58**

**A MUNICIPAL ORDER APPROVING THE ACCEPTANCE OF THE 2025 HIGHWAY SAFETY GRANT THROUGH THE TRANSPORTATION CABINET'S KENTUCKY OFFICE OF HIGHWAY SAFETY, ASSIGNING APPROPRIATE REPRESENTATIVES, AND PROVIDING FOR THE AUTHORIZATION OF SIGNATURES.**

WHEREAS, the City of Paris has been awarded a Fiscal Year 2025 (10/1/24-9/30/25) Highway Safety Grant through the Commonwealth of Kentucky;

WHEREAS the grant is to provide police traffic services to communities in Kentucky through Federal grants administered by the Kentucky Transportation Cabinet Office of Highway Safety to reduce fatalities on Kentucky roadways, minimize injuries to individuals and property, and to educate the public;

WHEREAS the Police Department's Captain Harmon will serve as the Grant Administrator in accordance with Administrative Guide 2-1, Grant Administration until such time as it may be reassigned;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris ("Board") that the board hereby approves the acceptance of the 2025 Highway Safety Grant, authorizing the submittal of required reporting, and authorizing the Mayor, City Manager, City Attorney, and City Clerk to execute all necessary documents;

Enacted at the City Commission's special meeting of August 27, 2024.

CITY OF PARIS, KENTUCKY

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John A. Plummer, Mayor

ATTEST:

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Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Street Closure Request: 6th Street between Main St. and Pleasant St.
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** Move to approve the street closure request of 6th Street from August 28 thru August 30, 2024.

**DESCRIPTION:** The City has received a request from the property owner at 526 Main St. for a street closure of 6th St. at Main, between Main and Pleasant, for the length of 6th Street that is adjacent to this property.

The request is to allow for the relocation of the electric utilities to the underground and to install new sidewalks as part of preparing for this building's renovation.

The request is expected to be from Wednesday, August 28, 2024, thru Friday August 30, 2024. They will also file any notices with the State that may be required.

The staff had an opportunity to review the request.

**REQUESTED BY:**

Name: Darrel Poynter thru Jamie Miller, City Manager

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Approval of New Bank Account
**DEPARTMENT:** Finance

**RECOMMENDED MOTION:** Move to approve a new bank account being established for the purpose of the State Funds under HB1 for the Transfer Station and authorize the Mayor, City Manager, City Clerk, and all authorized check signers to sign all required documents.

**DESCRIPTION:** The City has received $1.5M under HB1 from the Commonwealth for the Transfer Station Relocation project.

These funds may be held in an interest-bearing account, unlike the $2M CDBG funds awarded for this project. However, any interest earned must be spent on this project.

In order to ensure interest is accrued and tracked separately, staff recommend opening a new bank account to segregate these funds.

**REQUESTED BY:**

Name: Brad Oberlander, Finance Director

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 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 $218,057.19 and Utility Fund in the amount of $713,995.28.

**DESCRIPTION:** Attached is the summary of invoices for the General Fund ($218,057.19) and Utility Fund ($713,995.28). Both claims reports cover the period from August 3 through August 16, 2024. Notable disbursements for the General fund include payments to Joint Agencies and Community Partners totaling $102,799.75. Notable disbursements for the Utility fund include $28,570.00 for Engineering of the Transfer Station; two Hardy Oil Co. Inc. invoices totaling $41,838.89 for operating fuel for the Power Plant; and $513,102.09 to W. Principles for Construction Draw III on the Transfer Station.

**REQUESTED BY:**

Name:  Brad Oberlander, Finance Director

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Surplus Property: 219 East 19th Street
**DEPARTMENT:** Transfer Station

**RECOMMENDED MOTION:** Move to approve the surplus of property located at 219 East 19th Street and authorize the Mayor, City Clerk, and City Manager to execute any necessary documents.

**DESCRIPTION:** The City of Paris owns a parcel of real property located at 219 E. 19th Street in Paris, Kentucky, consisting of 0.562 acres and was the former recycling center. This property is dilapidated and no longer being used by the City of Paris. This property was last used as the City of Paris Recycling Center, and was closed in March 2020.

The staff is recommending completing a process to accept proposals for the property and building to allow for a better use of the property. Any proposal must be willing to assume control of the property in its current state, take immediate measures for the proper demolition of the structure on the premises in conjunction with City officials, and provide economic development benefits to the community.

The staff is requesting approval to accept proposals for the purchase of this property, and approval for the Mayor, City Clerk, and City Manager to execute any necessary documents.

**REQUESTED BY:**

Name: Mike Smith, Public Works Superintendent
Kevin Mayhorn, Assistant City Manager

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-54: Change Order 1 (Deduct) Perfection Group
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-54 as a Deduct Change Order with Perfection Group, Inc. and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

**DESCRIPTION:** The staff began a project with Perfection Group in late 2020/early 2021 for a meter change out project.

Change orders had not been completed as the project progressed, but staff worked with Perfection Group to attempt to reconcile the work actually performed versus the initial contract. There were approximately 251 fewer meters ordered and 659 meters less installed than originally contracted.

Staff also requested a credit for water loss that could be connected to the installation of the meters by the third party. There was some additional training and devices required for the success of the project.

The staff is recommending closing out this project. The change order reduces the contract cost by $46,742.67. There is approximately $22,149.90 outstanding to be paid on the contract. The original contracted value was $2,296,419.

**REQUESTED BY:**

Name:  Jamie Miller, City Manager

**CITY OF PARIS**
**MUNICIPAL ORDER NO. 2024-54**

**A MUNICIPAL ORDER APPROVING A CHANGE ORDER TO THE 2021 PROFESSIONAL SERVICES AGREEMENT WITH PERFECTION GROUP, INC.**

**WHEREAS**, the City has entered into an agreement for professional services for a meter change our program with Perfection Group, Inc. on or around March 23, 2021.

**WHEREAS,** Perfection Group, Inc is requesting Change Order #1 as a deduct to the contract in the amount of $46,742.67 based on services provided to close out the project.

**NOW THEREFORE,** be it ordered by the City Commission of the City of Paris, Kentucky to approve the finalizing of the Change Order 1 with Perfection Group, Inc and that the Mayor, City Manager, and City Clerk are authorized to finalize and execute all necessary documents.

Enacted at the City Commission's regular meeting of August 27, 2024.

CITY OF PARIS, KENTUCKY

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John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-61: Change Order 1 (Deduct) Akins Excavating
**DEPARTMENT:** Assistant City Manager

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-61 and authorize the Mayor, City Manager, and City Clerk to the execute all necessary documents for a total revised contracted amount of $579,545.

**DESCRIPTION:** During the regular commission meeting held on June 11, 2024, the commission approved to award Contract 1 for Water Distribution Improvements to Adkins Excavating in the amount of $820,393.

This amount was over the amount funded by the KIA loan for the entire project. Staff worked closely with engineering firm HMB on ways to reduce the cost of this project without jeopardizing the itinerary. These reductions were discussed at the meeting on June 11, 2024, during the KIA Loan Increase agenda item.

It is the staff's recommendation to remove item 4 -186 LF 16" DI Water Line. This would decrease that line by $39,348.
It is the staff's recommendation to remove item 12 -2 16" DI tapping sleeves and valves. This would decrease that line by $67,600.
It is the staff's recommendation to remove item 15 -2 16" DI caps. This would decrease that line by $10,600.
It is the staff's recommendation to remove item 15 2 16" insert a valves. This would decrease that line by $123,300.

The total decrease of change order 01 for Contract 1- Water Distribution Improvements is $240,848.

The new contract total will be $579,545.

This agenda item is a follow-up to document those discussions formally as a Change Order 1.

**REQUESTED BY:**

Name:  Kevin Mayhorn, Assistant City Manager

**CITY OF PARIS**
**MUNICIPAL ORDER NO. 2024-61**

**A MUNICIPAL ORDER APPROVING A CHANGE ORDER TO THE 2024 AGREEMENT WITH AKINS EXCAVATING, INC**

**WHEREAS**, the City has entered into an agreement for distribution system upgrades with Akins Excavating, Inc. On June 11, 2024.

**WHEREAS,** The City of Paris is requesting Change Order #1 as a deduct to the contract in the amount of $240,848. based on reduction of line items in the project.

**NOW THEREFORE,** be it ordered by the City Commission of the City of Paris, Kentucky to approve the finalizing of the Change Order 1 with Akins Excavating, Inc. and that the Mayor, City Manager, and City Clerk are authorized to finalize and execute all necessary documents.

Enacted at the City Commission's regular meeting of August 27, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

Form RD 1924-7
(Rev. 2-97)

FORM APPROVED
OMB NO. 0575-0042

**UNITED STATES DEPARTMENT OF AGRICULTURE**
**RURAL DEVELOPMENT AND**
**FARM SERVICE AGENCY**
**CONTRACT CHANGE ORDER**

| | |
|---|---|
| ORDER NO. | 01 |
| DATE | |
| STATE | KY |
| COUNTY | BOURBON |

CONTRACT FOR: CONTRACT 2: DISTRIBUTION

OWNER: CITY OF PARIS

To: AKINS EXCAVATING, INC.
*(Contractor)*

You are hereby requested to comply with the following changes from the contract plans and specifications:

| Description of Changes (Supplemental Plans and Specifications Attached) | DECREASE in Contract Price | INCREASE in Contract Price |
|---|---|---|
| Remove Item 4 - 186 LF 16" DI Water Line | $ 39,348.30 | $ |
| Remove Item 12 - 2 EA 16" Tapping Sleeve and Valve | 67,600.00 | |
| Remove Item 15 - 2 EA 16" Dead Cap | 10,600.00 | |
| Remove Item 18 - 2 EA 16" Insertavalve | 123,300.00 | |
| TOTALS | $ 240,848.30 | $ 0 |
| NET CHANGE IN CONTRACT PRICE | $ 240,848.30 | $ |

JUSTIFICATION: Work at WTP removed from contract.

The amount of the Contract will be Decreased By The Sum Of: Eight Hundred Forty Eight and 30/100 — Two Hundred Forty Thousand Dollars ($ 240,848.30 ).

The Contract Total Including this and previous Change Orders Will Be: Five Hundred Forty Five and 00/100 — Five Hundred Seventy Nine Thousand Dollars ($ 579,545.00 ).

The Contract Period Provided for Completion Will be Unchanged: _____ Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ *(Owner)* _____ *(Date)*

Recommended _____ *(Owner's Architect/Engineer)* 8/22/2024 *(Date)*

Accepted _____ *(Contractor)* 8-22-2024 *(Date)*

Approved by Agency _____ *(Name and Title)* _____ *(Date)*

*Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U. S. Department of Agriculture, Clearance Officer, STOP 7602, 1400 Independence Avenue, S.W., Washington, D.C. 20250-7602. Please DO NOT RETURN this form to this address. Forward to the local USDA office only. You are not required to respond to this collection of information unless it displays a currently valid OMB control number.*

*POSITION 6*

Form RD 1924-7 (Rev. 2-97)

ORIGINAL-BORROWER'S CASE FOLDER
P:\engrenv\FORMS\Construction\Change Order-RD.xls

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-60: Change Order 1 (Deduct) Judy Construction
**DEPARTMENT:** Assistant City Manager

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-60 and authorize the Mayor, City Manager, and City Clerk to the execute all necessary documents for a total revised contract amount $3,343,045.

**DESCRIPTION:** During the regular commission meeting held on June 11, 2024, the commission approved to award Contract 1 for Water Plant Improvements to Judy Construction. The amount of the contract was $3,632,000. It was discovered there was an error in the award recommendation by the engineering firm. Therefore the agenda item and motion was written up with a contract amount of $3,362,000. The bid, notice to award, and contract all contained the correct value of the $3.6M. The discussions and setting of budget surrounded the $3.6M amount as well.

This amount was over the amount funded by the KIA loan. Staff worked closely with engineering firm HMB on ways to reduce the cost of this project without jeopardizing the itinerary. These reductions were discussed at the meeting on June 11, 2024, during the KIA Loan Increase agenda item.

It is the staff's recommendation to change item 14 from a pre-fabricated electrical building to a site built electrical building. This would decrease that line by $162,955.

It is the staff's recommendation to remove item 15 and not install a new HVAC system in the filter building. This would decrease that line by $126,000.

The total decrease of change order 01 for Contract 1- Water Plant Improvements is $288,955.

The new amount of the contract is $3,343,045.

This agenda item is a follow-up to document those discussions formally as a Change Order 1.

**REQUESTED BY:**

Name:  Kevin Mayhorn, Assistant City Manager

**CITY OF PARIS**
**MUNICIPAL ORDER NO. 2024-60**

**A MUNICIPAL ORDER APPROVING A CHANGE ORDER TO THE 2024 AGREEMENT WITH JUDY CONSTRUCTION COMPANY**

**WHEREAS**, the City has entered into an agreement for water plant with Judy Construction Company on June 11, 2024.

**WHEREAS,** The City of Paris is requesting Change Order #1 as a deduct to the contract in the amount of $288,955.00 based on reduction of line items in the project.

**NOW THEREFORE,** be it ordered by the City Commission of the City of Paris, Kentucky to approve the finalizing of the Change Order 1 with Judy Construction Company and that the Mayor, City Manager, and City Clerk are authorized to finalize and execute all necessary documents.

Enacted at the City Commission's regular meeting of August 27, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Letter of Intent: Elizabeth Station Waterline Relocation
**DEPARTMENT:** Field Operations

**RECOMMENDED MOTION:** Move to authorize staff to execute a letter of intent for additional waterline relocation on Elizabeth Station.

**DESCRIPTION:** In January 2021, City Commission approved Order 2021-1 which approved the Contract with HMB Professional Engineers, Inc. to conduct engineering services for Utility Relocation for the US-460 Project.

A Utility Relocation Keep Cost Agreement was executed with the Kentucky Transportation Cabinet in January 2021. The project is for the improvement of US-460 from Russell Cave Road to US-27 Bypass from mile point 1.394 to 7.696. The project was authorized under TC10-01, Auth # 87688005, which utilized funds from the Federal Highway Administration/Cabinet in the amount of $1,739,502.36. The work is 100% reimbursed by the Cabinet with 0% of the costs borne by the City of Paris.

In July 2023, a Keep Cost Agreement was approved and completed for additional required work due to roadway plan changes. The additional amount was $68,000. This work will also be 100% reimbursed by the Cabinet with 0% of the costs borne by the City of Paris.

Change Order #1 was approved in February of 2024 l in the amount of $188,800 for field changes, property owner negotiations, as well as reimbursement to the City for waterline damages that required in house repairs for approximately $3,000. This work will also be 100% reimbursed by the Cabinet with 0% of the costs borne by the City of Paris.

Additional waterline relocation is required to accommodate the construction project's Construction Revision #1A to ease coordination of the waterline relocation with the highway bridge work. The estimate of the proposed work is $85,745. Staff is requesting to complete a letter of intent to ask the State to include this work in their project, at the State's expense. This item will come forward at a later date to approve an additional change order.

**REQUESTED BY:**

Name: Michael Mynear, Field Operations Superintendent
Kevin Mayhorn, Assistant City Manager

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Project: Valve Replacement Program and 8th Street Water Line Replacement
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** This is a summary of multiple sub-items, each with its own proposed motion.

**DESCRIPTION:** The Kentucky Water and Wastewater Assistance for Troubled or Economically Restrained Systems Program (KY WWATERS Program) was created by House Bill 563 of the 2024 Regular Session of the KY General Assembly and codified in Acts Chapter 185 to provide a funding application and evaluation process for eligible public water and wastewater systems to seek funding from the General Assembly.

The program is administered by the Kentucky Infrastructure Authority (KIA).

There are 9 criteria and a community must meet one or more of them to be eligible for funds. One of the criteria is that "the median household income within the service area of the funding applicant is less than the Commonwealth's median household income". The City of Paris' MHI per the WRIS system is $50,231. The KY MHI is $60,183, making Paris eligible to apply for these funds. Based on MHI alone, the funds would likely qualify for an interest rate of 0.75%.

Other qualifiers may be identified which may help with the City being considered for a portion being considered as a grant or a forgivable loan. Projects will be evaluated on four repayment levels; full principal and interest; full principal with zero interest; principal with 50% forgiveness and zero interest; 100% grant.

The staff have identified three items related to the Water Distribution System that they are recommending be considered to apply for this funding. These items have been captured in project profile WX21017014, the City of Paris Valve Replacement Program& 8th Street Waterline Replacement. These consists of the replacement of approximately 1200 linear feet of existing 6-inch water line on 8$^{th}$ Street as detailed in CIP Project 23FO05, efforts towards replacement of 25-35 antiquated and broken valves in the distribution system, and the creation of a Hydraulic model. The estimated project budget is $1,375,000.

The application deadline is August 30, 2024 and will be scored by KIA within 60 days of receiving a completed application. In December of this year, and each subsequent year of the program, KIA will present a list to the Legislative Research Commission with the projects, their evaluation, and scoring. Through the legislative session, funding will be awarded to the selected eligible recipients.

**REQUESTED BY:**

Name: Jamie Miller, City Manager

Kevin Mayhorn, Assistant City Manager
Michael Mynear, Field Operations Superintendent
Merissa Williamson, Purchasing/Grants Manager

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Municipal Order 2024-59: Project Establishment; Valve Replacement Program & 8th Street Water Line Replacement
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** Move to approve Municipal Order 2024-59, establishing the Valve Replacement Program & 8th Street Water Line Replacement project and authorizing actions related to this project.

**DESCRIPTION:** The attached municipal order establishes this project and allows for staff to seek additional grant funding, identifies and authorizes signatures related to the project, and authorizes staff to initiate processes to allow for the furtherance of this project.

Many grants may still require a separate authorizing resolution and subsequent approval if awarded, but this will allow staff to proceed with applying for other sources of grant funding that may not require separate and distinct action.

**REQUESTED BY:**

Name: Jamie Miller, City Manager
Kevin Mayhorn, Assistant City Manager
Michael Mynear, Field Operations Superintendent
Merissa Williamson, Grants/Purchasing Manager

**CITY OF PARIS**
**MUNICIPAL ORDER 2024-59**

**A MUNICIPAL ORDER APPROVING THE CREATION OF THE VALVE REPLACEMENT PROGRAM AND 8TH STREET WATER LINE REPLACEMENT PROJECT AND PROVIDING FOR THE EXPEDITED APPROVAL OF ITEMS RELATED TO SUCH PROJECT.**

WHEREAS, the City of Paris has determined that it is in the public interest to continue to regularly maintain and replace infrastructure in order to provide clean, safe, and reliable utilities to the rate payers;

WHEREAS the project WX21017014 consists of the replacement of approximately 1200 linear feet of existing 6-inch water line on 8th Street as detailed in CIP Project 23FO05, efforts towards replacement of 25-35 antiquated and broken valves in the distribution system, and the creation of a Hydraulic model;

WHEREAS the City is working with the Blue Grass Area Development District (BGADD) for the application of a funding application for the Kentucky Water and Wastewater Assistance for Troubled or Economically Restrained Systems (KY WWATERS) which may allow for low to no interest loans, and possible partial loan forgiveness;

WHEREAS the City is interested in continuing to seek additional grant opportunities related to the project;

WHEREAS if sufficient funding is secured the City desires to proceed with this project;

WHEREAS the City of Paris recognizes that periodic modifications to the adopted budget for the fiscal year are necessary for fiscal management purposes;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris ("Board") that the board hereby approves the above-subject project;

BE IT FURTHER RESOLVED that once funding is identified the board authorizes RFPs to be published related to this project;

BE IT FURTHER RESOLVED that the board authorizes the Mayor, City Manager, City Clerk, to execute all necessary Agreements, certifications or reimbursement requests or other documents on behalf of the City in connection with the advancement or approval of the project;

Enacted at the City Commission's special meeting of August 27, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** Resolution 2024-13: Authorization to Apply; KY WWATERS Program
**DEPARTMENT:** City Manager

**RECOMMENDED MOTION:** Move to approve Resolution 2024-13 authorizing the application for the KY WWATERS Program and appointing appropriate officials related to this grant request.

**DESCRIPTION:** The KY WWATERS Program requires a specific authorizing resolution to submit with the funding application, which is being proposed for consideration as Resolution 2024-XX.

**REQUESTED BY:**

Name: Jamie Miller, City Manager
Kevin Mayhorn, Assistant City Manager
Michael Mynear, Field Operations Superintendent
Merissa Williamson, Grants/Purchasing Manager

**CITY OF PARIS**
**RESOLUTION 2024-13**

**A RESOLUTION AUTHORIZING THE CITY OF PARIS FOR FILING OF A FUNDING APPLICATION AND APPOINTING APPROPRIATE LOCAL GOVERNMENT OFFICIAL AND SUCCESSORS-IN-TITLE AS OFFICIAL PROJECT REPRESENTATIVE OF A KENTUCKY WATER AND WASTEWATER ASSISTANCE FOR TROUBLED OR ECONOMICALLY RESTRAINED SYSTEMS (KY WWATERS) PROGRAM PROJECT.**

WHEREAS, the City of Paris proposes to complete a capital project as identified in the Water Resource Information System (WRIS) as project # WX21017014, and;

WHEREAS the City of Paris endorses said project, and;

WHEREAS under the terms of amendments to KRS 224A, the KY WWATERS Program was established to provide for a funding application and evaluation process for eligible public water and wastewater systems to seek funds from the General Assembly, and;

WHEREAS the purposes proposed for either capital or non-capital expenses by the City of Paris are considered eligible for such funding assistance;

WHEREAS if sufficient funding is secured the City desires to proceed with this project;

WHEREAS the City of Paris recognizes that periodic modifications to the adopted budget for the fiscal year are necessary for fiscal management purposes;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris ("Board") that the Mayor, Mr. John A. Plummer and Successors-in-Title are hereby authorized to execute and submit an application through the Kentucky Infrastructure Authority (KIA) with such assurances and required supporting data as is necessary to obtain funding assistance from the KY WWATERS Program for the proposed capital project, and are hereby authorized as the City of Paris' Official Project Representative to carry out necessary negotiations for and administer the funding assistance the applicant may obtain from the KY WWATERS Program;

Enacted at the City Commission's special meeting of August 27, 2024.

CITY OF PARIS, KENTUCKY

_____
John A. Plummer, Mayor

ATTEST:

_____
Stephanie Settles, City Clerk

# PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 27, 2024

**AGENDA ITEM:** July Financials: General and Utility Fund
**DEPARTMENT:** Finance

**RECOMMENDED MOTION:** Move to approve financial reports as presented reflecting general fund revenues of $1,928,623 with expenses of $1,241,028 and utility fund revenues of $1,561,818 with expenses of $1,339,465.

**DESCRIPTION:** General Fund financial reports as presented reflect revenues of $1,928,623 or 15.6% of budgeted revenues with expenses of $687,595. Revenues exceed expenses by $1,241,028.

Operating cash at the end of June totaled $7,561,113 in addition to $3,060,975 held in CD's.

Utility Fund financial reports as presented reflect revenues of $1,561,818. Expenses total $1,339,465. Revenues exceed expenses by $222,353.

Operating cash at the end of June totaled $615,737 in addition to $509,585 held in CD's.

A schedule of CD's with current rates and maturity dates is included with the packet.

**REQUESTED BY:**

Name:  Brad Oberlander, Finance Director