



**PARIS CITY COMMISSION
REGULAR MEETING AGENDA**

525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, September 24, 2024 - 9:00 AM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

- A. Regular Meeting: September 10, 2024

5. ORDINANCES

- A. Ordinance 2024-25; Administrative Correction to Electric Rates Ordinance

6. CONSENT AGENDA

- A. Municipal Order 2024-75; Appointment - Alcohol Beverage Control Deputies
- B. Municipal Order 2024-73; Personnel Order - Promotion: Police Lieutenant
- C. Municipal Order 2024-74; Personnel Order - Recommendation to Hire: Police Officer
- D. Municipal Order 2024-76; Appointment - Joint Parks and Recreation Board
- E. Street Closure Request: Main Street; Trunk or Treat
- F. Street Closure Request: Main St. and Ardrey Place; Dia de los Muertos
- G. Award Bid - Enzymes: Field Operations and Wastewater
- H. Municipal Order 2024-72; Brownfield Coalition
- I. Payment of Invoices - General and Utility Fund

7. REGULAR AGENDA

- A. Municipal Order 2024-71; Administrative Guide - Records Management
- B. Municipal Order 2024-77; Revisions to Job Descriptions

- C. Community Partner Agreement: Paris Animal Welfare Society (PAWS)
- D. Utility Billing - Patrick Brannon Memorial Dog Park
- E. Legends of Bourbon County: Request for Street Closure and Use of City Facilities and Resources
Related Public Comment
- F. August Financials - General and Utility Fund

8. REPORTS

- A. Outside Agencies
- B. City Staff
- C. Mayor & Commissioners

9. ADJOURNMENT

CALL TO ORDER

The Paris City Commission met in regular session at 9:00 a.m. viewable on Facebook live at www.facebook.com/cityofparisky on September 10, 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 Attorney, Bryan Beaman; CPA, Brad Oberlander.

APPROVE MINUTES

Motion by Withrow, seconded by Plummer, the motion unanimously carried approving September 6, 2024.

SPECIAL PRESENTATIONS

William Seifrit, CFA with PNC Bank discussed investment strategies and opportunities available thru Kentucky League of Cities investment pool. No action was taken.

CONSENT AGENDA

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-62 for the internal transfer of Dakota Ginter to the position of E911 Dispatcher, compensation scale P3-1.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-68 for the full-time hire of Keith Karkoski to the position of Police Officer, Recruit, pay scale P5-1. Further move to authorize the Mayor, City Manager, and City Clerk to execute any required employment contract.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-70 for the full-time hire of Samantha Faoro to the position of Police Officer, pay scale P5-7. Further move to authorize the Mayor, City Manager, and City Clerk to execute any required employment contract.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-64 for the reappointment of Jason Dailey to the Bourbon County Joint Planning and Zoning Commission.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-66 and authorize the Mayor, City Manager, and City Clerk to execute the Use Agreement with Paris Independent School Board for the temporary, limited use of the vacant lots located at 286, 290, 302, and 306 Houston Ave. for overflow parking.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-63 and authorize the Mayor, City Manager, and City Attorney to execute contract with the Kentucky League of Cities for the updating of the written City Personnel Policy.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Municipal Order 2024-65 and authorizes the Mayor, City Manager, and City Attorney to execute an agreement with the U.S. Geological Survey for operations and maintenance of Stoner Creek and Houston Creek Streamgage and authorize the subsequent renewals.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the requested street closure for the Paris Fire Department 150th Celebration on Saturday, October 5, 2024, on High Street between 2nd and 4th Street and Main St. southbound at the light of Main and 2nd St., beginning at 8:00 a.m. and reopening after the cleanup of the event, which ends at 2pm. The approval is subject to approval from the state and the encroachment permit being obtained.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving curbside pickup provided by Rumpke for heavy trash on Thursday, October 24th. The City of Paris will pick up brush and limbs curbside the week of October 21st through October 25th.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Trick-or-Treat hours from 6:00 p.m. to 8:00 p.m. on Thursday, October 31, 2024, for the City of Paris.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving Resolution 2024-14 and authorizing the Mayor, City Manager, City Attorney, and City Clerk to execute all other necessary documentation for the supplemental acceptance of grant funding for the Cleaner Water Program.

Motion by Brooks, seconded by Fields, the motion unanimously carried approving the payment of invoices for General Fund in the amount of \$75,985.54 and Utility Fund in the amount of \$151,621.05.

REGULAR AGENDA

Motion by Withrow, seconded by Plummer, the motion unanimously carried approving Resolution 2024-13 declaring September as City Government Month.

Service line warranty program thru Columbia Service partners, Inc. dab Service Line Warranties of America, Inc the administrator of the National League of Cities Service Line Warranty Program for water and sewer lines will soon be announcing to utility customers in the city limits of Paris the opportunity, but not the obligation, to consider warranty plans for their sewer and water lines.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving Municipal Order 2024-67, authorizing the Mayor, City Manager, and City Clerk to execute any necessary agreements for participation in the Energy Center I Project through KYMEA.

REPORTS

Betty Ann Allen, Tourism
- Bluegrass Region Tourism meeting was hosted in Paris.

Amber Williams, Paris Bourbon County YMCA
- Free second grade swim lessons has started at the YMCA.
- October 19th, 2024 is the Fall benefit for the YMCA.

Mike Smith, Public Works
- Transfer Station building has been delivered, plumbers and electricians are on site.

Jacon Barker, Human Resources
- Announced the retirement of Allen Hedges from the Water Treatment Department.

Fire Chief, Michael Duffy
- 150 year celebration for Station 1, the oldest fire station in the world. High Street will be closed from 11:00 a.m. to 2:00 p.m. on Saturday October 5, 2024.

ADJOURNMENT

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving to adjourn the meeting at 9:50 a.m.

Mayor, John A. Plummer

Attest:

City Clerk, Stephanie Settles



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Ordinance 2024-25; Administrative Correction to Electric Rates Ordinance

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: No motion required. First reading.

DESCRIPTION: At the regular scheduled meeting held on June 11, 2024, the City Commission approved the first reading of ordinance 2024-14 relating to electricity rates and on June 25, 2024, the City Commission approved the second reading.

After reviewing the ordinance, staff discovered two errors in the ordinance that will need to be corrected.

The first area that will need to be corrected is in section 34.002 (E) Maximum load charge.

The Chart that is in this section had the current and proposed rates reversed and referenced kWh instead of kW, which is, and has been, used historically. What was presented stated the current rate for demand was \$2.85 per Kilowatt per hour (kWh) for both secondary and primary demand customers, and the new rate starting October 1, 2024, would be \$2.85 per kWh for secondary and \$2.55 per kWh for primary. This area should read the current rate for demand is \$2.85 per Kilowatt (kW) for secondary and \$2.55 for primary and the new rate starting October 1, 2024, would be \$2.85 per kW for both secondary and primary demand customers. The ordinance clearly states in the preceding paragraph that demand is billed in Kilowatts (kW) and not Kilowatts per hour (kWh). This change is only related to the chart listed in section 34.002 (E) that was inserted to show the change in rate.

The next area that needs correcting is in section 34.006 (A) Scope. What was presented read "This schedule applies to energy used and demand by both commercial and industrial computer, for a total lighting and power service if taken through a single meter or metering equipment." The word "computer" should be customers. The sentence should read: This schedule applies to energy used and demand by both commercial and industrial customers, for a total lighting and power service if taken through a single meter or metering equipment.

These changes will not affect the rates that were approved, as they were clear in the ordinance. This is merely just fixing some administrative errors that occurred when updating the ordinance. Staff has been conducting an audit of customer classifications as it applies to demand meters in the City and believes there may be some variance that will be brought forward for review and discussion in a future meeting.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

**CITY OF PARIS
ORDINANCE 2024-25**

AN ORDINANCE RELATING TO ELECTRICITY RATES

WHEREAS, the City previously adopted Ordinance 2024-14 which revised its rates charged to utility customers to maintain a solvent utilities operation and the Ordinance now requires further refinement;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PARIS, KENTUCKY:

That Title 3, Article IV, Chapter 34 of Code of Ordinances be amended as follows:

§ 34.001 RATES ESTABLISHED

The schedule set out in this chapter shall govern all billings to retail customers of the Paris Combined Utilities System after October 1, 2024.

§34.002 COMMERCIAL ELECTRIC, LARGE LIGHTING, POWER RATE; CE2

(A) *Scope.* The schedule in this section is available throughout the territory served by the system. This schedule applies to energy and demand used by large commercial and industrial customers for total lighting and power service, if taken through a single meter or metering equipment. The City reserves the right for contract of large commercial and industrial customers.

(B) *Character of service.* The character of service shall be single or three-phase, sixty (60) cycle alternating current at any standard voltage available.

(C) *Monthly energy rate.*

- a. Beginning with all billings for October 1, 2024 and due on October 15, 2024 and continuing for all billings through June 30, 2025, the monthly energy rate shall be \$.08090 per kWh for all energy consumed.
- b. Beginning with all billings after July 1, 2025 and continuing for all billings through June 30, 2026, the monthly energy rate shall be \$.08332 per kWh for all energy consumed.
- c. Beginning with all billings after July 1, 2026 and continuing through all billings thereafter, the monthly energy rate shall be \$.08582 per kWh for all energy consumed.

(A) *Monthly service charge.* There shall be a monthly service charge per meter.

Current	For Oct. 1, 2024	July 1, 2025	July 1, 2026
\$ 55.00	\$ 61.10	\$ 68.70	\$ 76.30

(E) *Maximum load charge.* The maximum load charge, per kW demand, shall be as follows, amended as follows:

<i>Service Type</i>	<i>Current per kWh</i>	<i>For Oct 1, 2024 Per kWh</i>
Secondary	\$2.85	\$ 2.85
Primary	\$2.55	\$ 2.552.85

§ 34.003 *CUSTOMER OUTDOOR LIGHTING; RATE 5*

(A) The rate for outdoor lighting shall be eight dollars (\$8.00) per lamp month for each one hundred seventy-five (175) watt mercury vapor lamp on an existing pole or a suitable pole location.

(B) The rate for High Pressure Sodium (HPS) bulbs for outdoor lighting shall be as follows:

One hundred fifty (150) watt GPS	\$ 8.00
Forty (40) watt LED	8.00
Seventy-five (75) watt LED	12.50
Two hundred fifty (250) watt HPS directional	12.50
Two hundred fifty (250) watt HPS COBRA	12.50
Four hundred (400) watt HPS directional and COBRA	12.50

(C) If a pole needs to be set, the rate shall be a one-time fee of two hundred and fifty dollars (\$250.00).

§34.004 *MUNICIPAL BUILDING; RATE 6*

Municipal building rates shall be the same as for commercial customers as set out in §§ 34.005 and 34.006.

§34.005 *STANDARD RESIDENTIAL ELECTRIC; RATE RS1*

(B) *Scope.* The schedule in this section is available throughout the territory served by the system. This schedule applies to energy supplied for all residence purposes including lighting, cooking, water heating, house heating, and all residential appliances. Single-phase meter installations with a total load not exceeding three (3) horsepower may be connected and served under this rate. If used for residential purposes, all of the electrical appliances to be served under this rate are subject to approval by management of the system.

(C) *Monthly rate.* The monthly energy rate shall be:

- Beginning with all billings for October 1, 2024 and due on October 15, 2024 and continuing for all billings through June 30, 2025, the monthly energy rate shall be \$.09794 per kWh for all energy consumed.
- Beginning with all billings after July 1, 2025 and continuing for all billings through June 30, 2026, the monthly energy rate shall be \$.10088 per kWh for all energy consumed.
- Beginning with all billings after July 1, 2026 and continuing through all billings thereafter, the monthly energy rate shall be \$.10390 per kWh for all energy consumed.

(D) *Monthly service charge.* There shall be a monthly service charge per meter

<u>Current</u>	<u>For Oct. 1, 2024</u>	<u>July 1, 2025</u>	<u>July 1, 2026</u>
\$ 10.80	\$ 12.00	\$ 13.50	\$ 15.00

§34.006 *COMMERCIAL ELECTRIC, GENERAL LIGHTING, POWER; RATE CE1*

(A) *Scope.* The schedule in this section is available throughout the territory served by the system. This schedule applies to energy used and demand by both commercial and industrial computers customers, for total lighting and power service, if taken through a single meter or metering equipment.

(B) *Character of service.* The character of service shall be single or three-phase, sixty (60) cycle alternating current at any standard voltage available.

(C) *Monthly energy rate.* The monthly energy rate shall be:

- a. Beginning with all billings for October 1, 2024 and due on October 15, 2024 and continuing for all billings through June 30, 2025, the monthly energy rate shall be \$.10318 per kWh for all energy consumed.
- b. Beginning with all billings after July 1, 2025 and continuing for all billings through June 30, 2026, the monthly energy rate shall be \$.10628 per kWh for all energy consumed.
- c. Beginning with all billings after July 1, 2026 and continuing through all billings thereafter, the monthly energy rate shall be \$.10947 per kWh for all energy consumed.

(D) *Minimum bill.*

- (1) The minimum monthly bill shall be the Monthly Service Charge, as defined in (E) below.
- (2) The minimum charge shall be billed on a monthly basis, starting on the month in which the meter was installed or service was first taken under this schedule.

(E) *Monthly service charge.* For all customers in this CE1 classification that average less than 2,000 kWh per month energy usage, there shall be a \$14.00 monthly service charge per meter. For all customers in this CE1 classification that average 2,000 or more kWh per month energy usage, there shall be a \$39.00 monthly service charge per meter. The monthly service charges shall increase once annually for a period of three (3) years as defined in the below table.

	Current	For Oct. 1, 2024	July 1, 2025	July 1, 2026
Average < 2,000 kWh	\$ 14.00	\$ 15.50	\$ 17.40	\$ 19.30
Average ≥ 2,000 kWh	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00

§34.007 *POWER COST ADJUSTMENT*

All increases or decreases in the cost of electric power by the City's wholesale energy provider shall be applied as a charge or credit per kW and/or kWh.

§34.008 *FUTURE RATE ADJUSTMENTS*

Each energy rate, monthly service charge, outdoor lighting rate, and pole rate for all customer classifications shall automatically increase annually for billings on and after July 1, 2027 based on the unadjusted percent change for the "Electricity" expenditure category of the Consumer Price Index for All Urban Customers for most recent 12-month data available as of July 1 of that year. The adjustment factor expressed, as a percent change increase, will be used to recalculate the rates and charges annually.

The foregoing ordinance shall take effect upon execution and publication and in accordance with Kentucky law.

The foregoing ordinance was introduced and read for the first time at the City Commission's regular meeting on September 24, 2024. Read for the second time, adopted and approved at its regular meeting of October 8, 2024.

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-75; Appointment - Alcohol Beverage Control Deputies

DEPARTMENT: Police

RECOMMENDED MOTION: Move to approve Municipal Order 2024-75 for the appointment of ABC Deputies.

DESCRIPTION: O.C. Jones was a Police Department employee assigned as an ABC Deputy. He has retired from the City of Paris.

The Chief is recommending William Giberson as the replacement of his role as an ABC Deputy.

REQUESTED BY:

Name: Myron Thomas, Police Chief
Jamie Miller, ABC Administrator

**CITY OF PARIS
MUNICIPAL ORDER 2024-75**

**AN ORDER APPROVING THE APPOINTMENT OF DEPUTY ALCOHOL BEVERAGE
CONTROL ADMINISTRATORS FOR ENFORCEMENT OF STATE AND CITY LAW,
ORDINANCE AND REGULATIONS.**

BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
PARIS, KENTUCKY, AS FOLLOWS:

Section I: That Kyle Yearsley, Larry Barrett, Joseph Stevenson, Adam Harmon,
William Giberson, Lewis Boyer and William Hurst of the Paris Police Department are hereby
appointed as agents of Alcohol Beverage Control Enforcement Authority.

Section II: That duties of such deputies shall be as determined by the City ABC
Administrator, but shall consist of enforcement of state and city laws, ordinances, and
regulations in the area of Alcoholic Beverage Control.

This order is effective upon reading and adoption as required by law on this the
24th day of September 2024.

John A. Plummer, Mayor

Attest:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-73; Personnel Order - Promotion: Police Lieutenant

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-73 for the internal promotion of William "Bill" Giberson from Police Officer to Police Lieutenant at the grade/step of P8-6.

DESCRIPTION: The position to which Officer Giberson is being recommended was created by the retirement of Lieutenant OC Jones in July 2024.

This position was posted internally, and several officers expressed interest and were interviewed for the vacancy. Officer Giberson has served with the Paris Police Department since January 2023 after serving several years with exterior agencies. He is seen as a leader by his peers and is strongly endorsed by the Police Department staff.

As this is an internal promotion, no screening requirements are needed and there is no contract required.

The promotion of Ofc. Giberson will proceed if approval is granted by the Commission.

REQUESTED BY:

Name: Myron Thomas, Police Chief
Jacob Barker, Director of Human Resources

**CITY OF PARIS
MUNICIPAL ORDER NO. 2024-73**

**A MUNICIPAL ORDER APPROVING THE PROMOTION OF WILLIAM GIBERSON
FROM POLICE OFFICER TO POLICE LIEUTENANT.**

WHEREAS, Officer William Giberson has applied to the position during an internal application process;

WHEREAS, Officer William Giberson stood out amongst those interviewed as a suitable fit for this role within the department;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the promotion of Officer William Giberson to the position of Police Lieutenant effective September 23th, 2024.

Enacted at the City Commission's regular meeting of September 24th , 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-74; Personnel Order - Recommendation to Hire: Police Officer

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-74 for the full-time hire of Stephen Morris to the position of Police Officer, pay scale P5-9. Further move to authorize the Mayor, City Manager, and City Clerk to execute any required employment contract.

DESCRIPTION: The hiring of Mr. Morris will fill a position created by attrition in 2024.

Mr. Morris was selected from a large pool of candidates to fill one of the vacant positions within the Police Department. He will be a lateral hire and returns to the City after serving 30 years as a Police Officer with other agencies, including our own.

His hire is contingent upon completion of a drug screen, background assessment, and Police Department assessments. He will be required to sign the standard contract for a Police Officer lateral with experience.

REQUESTED BY:

Name: Myron Thomas, Police Chief
Jacob Barker, HR Director

**CITY OF PARIS
MUNICIPAL ORDER NO. 2024-74**

**A MUNICIPAL ORDER APPROVING THE FULL TIME HIRE OF STEPHEN MORRIS
TO THE POSITION OF POLICE OFFICER.**

WHEREAS, Stephen Morris has applied to the position during an external application process;

WHEREAS, Stephen Morris stood out amongst those interviewed as a suitable fit for the department;

WHEREAS, Stephen Morris will be required to sign a contract as a lateral hire for the Paris Police Department for costs associated with training and equipping a new Officer.

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the full time hire of Stephen Morris to the position of Police Officer effective September 30th, 2024.

Enacted at the City Commission's regular meeting of September 24th , 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-76; Appointment - Joint Parks and Recreation Board

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-76 for the reappointment of Wallis Brooks to the Joint Parks and Recreation Board.

DESCRIPTION: The City Commission must confirm appointments to the Parks and Recreation Board.

Municipal Order 2020-25 appointed Commissioner Brooks as a member of the Joint Parks and Recreation Board.

The attached Municipal Order recommends reappointment of Commissioner Brooks for a term expiring 8/31/2028.

REQUESTED BY:

Name: Jamie Miller, City Manager

CITY OF PARIS
ORDER 2024-76

A MUNICIPAL ORDER APPROVING THE MAYOR'S REAPPOINTMENT
OF WALLIS BROOKS TO THE PARIS-BOURBON COUNTY JOINT PARKS
AND RECREATION BOARD TO A TERM EXPIRING AUGUST 31, 2028.

WHEREAS, the Mayor is authorized to make an appointment for four positions to the Joint Parks and Recreation board. Such appointments are confirmed by the Commission.

WHEREAS, the term of the appointee is for a period of four years.

WHEREAS, the City has adopted Ordinance No 2019-13 which establishes limits for consecutive terms as an appointee to an agency.

WHEREAS, the current term of the appointee expired August 31, 2024, and there is a desire to reappoint, 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 Mayor's reappointment of Wallis Brooks to the Paris-Bourbon County Joint Parks and Recreation Board is approved to fulfill a term expiring August 31, 2028.

Enacted at the City Commission's regular meeting of September 20, 2024.

CITY OF PARIS

John A. Plummer, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Street Closure Request: Main Street; Trunk or Treat

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the requested street closure for Trunk or Treat on Saturday, October 26, 2024, on Main Street between 2nd and 4th Street around the Court House Square, beginning at 4:00 p.m. and reopening at approximately 8:00 p.m. This will include Ardery place and Bank Row Street.

DESCRIPTION: The Kiwanis Club of Paris is requesting a Street Closure of Main St. between 2nd and 4th around Court House Square. This will include Ardery place and Bank Row Street. Pedestrians are expected to utilize sidewalks on the High street side of the square between 2nd Street and 4th St.

The time of the street closure is from 4:00pm-8:00pm on Saturday October 26, 2024.

The request is for the 2024 Trunk or Treat event.

Approval is subject to proof of insurance being provided, approval from the state, and proper permits and local event licenses being obtained.

Staff have had the opportunity to review the request.

REQUESTED BY:

Name: Cissie West, Kiwanis Club thru Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Street Closure Request: Main St. and Ardrey Place; Dia de los Muertos

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the requested street closure for the Dia De Los Muertos Festival on Sunday, November 3, 2024, around the Courthouse Square on Main Street between 4th Street and reopen at Bankers Row, as well as closure of Ardrey Place beginning at 11:00 a.m. and reopening at 10:00 p.m.

DESCRIPTION: The Chamber of Commerce is requesting a Street Closure around Court House Square. This will include Main St. starting at 4th Street and reopening at Bankers Row. Ardrey Place will also be closed.

The time of the street closure is from 11:00am-10:00pm on Sunday November 3, 2024.

The request is for the Dia de los Muertos Festival.

Approval is subject to proof of insurance being provided, approval from the state, and proper permits and local event licenses being obtained.

Staff has had the opportunity to review the request.

REQUESTED BY:

Name: Lauren Biddle, Chamber of Commerce thru Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Award Bid - Enzymes: Field Operations and Wastewater

DEPARTMENT: Field Operations

RECOMMENDED MOTION: Staff is recommending the bid award to GCP Environmental Solutions in the amount of \$3576.00 per month for a 36-month subscription service and authorize the Mayor, City Manager and City Clerk to execute any necessary documents.

DESCRIPTION: A request for bids was published in the September 5th edition of the Citizen Advertiser for the purchase of liquid enzymes. The City received one bid submittal from GCP Environmental Solutions. The bid received was for \$3576.00 per month on a 36-month subscription service.

This will provide both Field Operations and the Wastewater Treatment plant with 24–5 gallon buckets of Nature's Power Liquid Enzymes per month with reoccurring shipment each month. This cost will be evenly divided between Field Operations and Wastewater, equating to a yearly cost of \$42,912.00 or \$21,456.00 per department. This was a planned item for both departments in their operational budgets.

Historically, both departments have used this same enzyme for approximately 20 years with great success.

REQUESTED BY:

Name: Micheal Myneer - Field Operations Superintendent
Michael Harris - Wastewater Superintendent



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-72; Brownfield Coalition

DEPARTMENT: Administration

RECOMMENDED MOTION: Move to approve Municipal Order 2024-72 and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: In September 2022, the City Commission passed Municipal Order 2022-15 which was the Establishment of the Transfer Station Relocation Project. This order expresses the desire to continue to seek additional grant opportunities to continue to advance this project.

In 2023 an application was submitted for a Brownfield Assessment Coalition that included the Bluegrass Area Development District (BGADD), City of Paris, the City of Winchester, and Estill County. This grant was not awarded.

The window for the next round of funding has opened for application and the City desires to resubmit a grant application. A new Municipal Order for a Memorandum of Agreement is coming before the Commission because this year the City of Winchester will not be a member of the coalition.

The BGADD will serve as the Lead Coalition Member. By developing a Brownfield Assessment Coalition, this allows the communities to apply for a Cooperative Grant, increasing the chance of funding opportunities. Outside the initial priority projects for each community, funding may be used to identify other Brownfield Sites for potential future redevelopment.

Municipal Order 2024-72 authorizes the City of Paris to enter into the Brownfield Coalition and further authorizes the Mayor, City Manager, and City Clerk to execute the final Memorandum of Agreement to participate in such Coalition. Further, it authorizes the Mayor and City Manager to provide information and serve as the City's representatives on such decisions that come before the Coalition.

REQUESTED BY:

Name: Merissa Williamson, Purchasing & Grants Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-72**

**A MUNICIPAL ORDER APPROVING PARTICIPATION IN
THE BROWNFIELD COALITION WITH THE BLUEGRASS
AREA DEVELOPMENT DISTRICT, CITY OF PARIS, AND
ESTILL COUNTY AND PROVIDING FOR THE APPROVAL
OF ITEMS RELATED TO SUCH PROGRAM.**

WHEREAS, the City of Paris has determined that it is in the public interest to complete a project that includes the movement of the Paris Solid Waste Transfer Station;

WHEREAS, this project has been identified as a Brownfield Project;

WHEREAS, the City recognizes there may be other locations within the Community that are available for future redevelopment that may be eligible for funding sources related to Brownfields;

WHEREAS the Blue Grass Area development District (BGADD) has agreed to serve as a Lead Coalition Member to develop and administer a Brownfield Coalition with the City of Paris, and Estill County;

WHEREAS the City is interested in continuing to seek additional grant opportunities related to the current Transfer Station Relocation project and future projects;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris (“Board”) that the board hereby approves participation in the Brownfield Coalition;

BE IT FURTHER RESOLVED that the board authorizes the Mayor, City Manager, City Clerk, to execute all necessary Agreements, certifications, applications, or other documents on behalf of the city in connection with the advancement of this program, including the finalized Memorandum of Agreement;

BE IT FUTHER RESOLVED that the Mayor and the City Manager may serve as representatives of the City of Paris on the Coalition, until such time as appointment requirements are finalized.

Enacted at the City Commission’s regular meeting of September 24, 2024

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk

BROWNFIELDS ASSESSMENT COALITION MEMORANDUM OF AGREEMENT

This document constitutes a MOA to govern activities and cooperation for purposes of utilizing EPA brownfield grant assessment funds. Coalition members designate by signature that they understand that the EPA requires that a Memorandum of Agreement (MOA) be executed upon award of a Coalition Assessment Grant. The MOA is agreed upon by all Coalition Members, and shall take effect only after cooperative agreement negotiations are completed with EPA after the grant is awarded.

MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES: Blue Grass Area Development District (BGADD), City of Paris, and Estill County

PLEASE NOTE: The following eight items are the MINIMUM elements that must be included in an Assessment Coalition Memorandum of Agreement (MOA). Applicants are responsible for adhering to these elements and signing this MOA prior to the expenditure of any assessment funds. Members may choose to add elements to this MOA. The MOA is required per the Brownfields Assessment Grant Terms and Conditions and must be reviewed by the EPA Project Officer to ensure (1) all required MOA elements are included; (2) all coalition members have signed the MOA; and (3) any additional MOA elements are legal under the Brownfields Law and do not contradict Assessment Grant Terms & Conditions.

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to EPA Cooperative Agreement No: **BF**.

1. On **[Date TBD]** EPA awarded the Cooperative Agreement to the Lead Coalition Member BGADD. The grant period is **October 1, 2025 through September 30, 2029**. BGADD is responsible to EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. It is the responsibility of BGADD to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
3. The Coalition Partners are the City of Paris and Estill County.. The contact information is as follows:

City of Paris

Jamie Miller, City Manager

Mailing Address: 525 High Street, Paris, KY 40361

Email: jmiller@paris.ky.gov; Phone: 859-987-4640

Estill County

Joe Crawford, Estill Development Alliance

Mailing Address: PO Box 421, 177 Broadway, Irvine, KY 40336

Email: joe@estill.org; Phone: 606-723-2450

4. Activities funded through the cooperative agreement may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to brownfield sites, and outreach materials and implementation, and other eligible activities.

BGADD may retain consultant(s) and contractors under 2 CFR 200.317-326 to undertake various activities funded through the cooperative agreement and may award subgrants to other coalition members under 2 CFR 200.330 for assessment projects in their geographic areas. Subgrantees are accountable to BGADD for proper expenditure of funds.

5. The Lead Coalition Member will procure the consultant(s) in compliance with 2 CFR 200.317-326 requirements. The Lead Coalition Member will issue the Request for Proposals or Request for Qualifications and will be the entity responsible for receipt of the submitted proposals and selection and award of contracts. BGADD will consult with other coalition members in making selections of consultants and contractors and negotiating the terms of agreements.
6. The Lead Coalition Member, in consultation with the Coalition Partners, will work to develop a site selection process based on agreed upon factors and will ensure that a minimum of five sites are assessed over the life of the cooperative agreement. Selected sites will be submitted to EPA for prior approval to ensure eligibility. Note: *the Lead Coalition member and each of the Coalition Partners may agree upon a minimum number of sites assessed per member at the start of the cooperative agreement to ensure equitable distribution of funds across all members' jurisdictions.*
7. Upon designation of the specific sites, it will be the responsibility of BGADD to work with the coalition member in whose geographic area the site is located to finalize the scope of work for the consultant or contractor. It will be the responsibility of this member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If this member does not have the capacity to perform these activities BGADD may assist in securing necessary site access agreements and permits.
8. The Lead Coalition Member is responsible for ensuring that other activities as negotiated in the work plan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by BGADD and the coalition member in whose geographic area the site to be assessed is located.

Agreed:

David Duttlinger, Program Director
BGADD
Coalition Lead Member

Date

Agreed:

Jamie Miller, City Manager
City of Paris
Coalition Non-Lead Member

Date

Agreed:

Donnie Watson
Estill County Judge Executive
Coalition Non-Lead Member

Date



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 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 \$518,060.58 and Utility Fund in the amount of \$103,332.21.

DESCRIPTION: Attached is the summary of invoices for the General Fund (\$518,060.58) and Utility Fund (\$103,332.21). Both claims reports cover the period from September 3 through September 13, 2024. Notable disbursements for the General fund include payments to Joint Agencies and Community Partners totaling \$121,856.74 and to Hinkle Contracting Co, LLC totaling \$219,455.32 for FY24-25 street resurfacing and Hillcrest Drive repairs. Notable disbursements for the Utility fund include \$14,987.20 to USALCO for treatment of chemicals at the Water Plant.

REQUESTED BY:

Name: Sheigh Hurst, Finance Coordinator

CITY OF PARIS
General Fund - Claims Report
09/17/2024

<u>Check Number</u>	<u>Vendor</u>	<u>Check Date</u>	<u>Check Amount</u>
51018	Amazon Capital Services	9/6/2024	69.24
51019	AT&T	9/6/2024	604.04
51020	BMS	9/6/2024	61.75
51021	Bourbon Community Hospital	9/6/2024	165.00
51022	CAPITAL ONE	9/6/2024	52.99
51023	CHARTER COMMUNICATIONS	9/6/2024	239.97
51024	Computeraid International	9/6/2024	125.00
51025	Hinkle Contracting Co, LLC	9/6/2024	315.88
51026	Holbrook Equipment	9/6/2024	70,500.00
51027	Hopewell Museum	9/6/2024	1,000.00
51028	Innovative Credit Solutions	9/6/2024	76.00
51029	James Berryman	9/6/2024	450.00
51030	TUCKER, JONATHAN	9/6/2024	75.00
51031	Kentucky Uniforms, Inc.	9/6/2024	1,330.68
51032	KOI	9/6/2024	994.10
51033	LUTTRELL STAFFING GROUP	9/6/2024	610.88
51034	Mechanic Masters LLC	9/6/2024	565.00
51035	Mitchell's Garage LLC	9/6/2024	488.27
51036	Municipal Equipment Company	9/6/2024	5,702.35
51037	PARIS-BOCO CHAMBER OF COMMERCE	9/6/2024	2,291.66
51038	PARIS-BOCO JOINT PLANNING	9/6/2024	14,682.00
51039	PARIS-BOCO TOURISM	9/6/2024	2,083.33
51040	Paris-Bourbon County E911	9/6/2024	29,416.67
51041	Paris-Bourbon County EDA	9/6/2024	12,629.75
51042	Paris-Bourbon County EMS	9/6/2024	49,083.33
51043	Riley Oil Company	9/6/2024	8,759.49
51044	Sirchie Acquisition Company LLC	9/6/2024	129.92
51045	Standard Business Machines	9/6/2024	32.14
51046	Terminix Processing Center	9/6/2024	213.00
51047	TEXAS LIFE	9/6/2024	1,029.05
51048	The 10th Planet LLC	9/6/2024	588.00
51049	Unifirst Corporation	9/6/2024	181.42
51050	US Treasury-IRS	9/6/2024	323.79
51051	VALVOLINE	9/6/2024	234.75
51052	KYLE YEARSLEY	9/6/2024	707.00

CITY OF PARIS
General Fund - Claims Report
09/17/2024

<u>Check Number</u>	<u>Vendor</u>	<u>Check Date</u>	<u>Check Amount</u>
51053	Amazon Capital Services	9/13/2024	259.59
51054	AT&T Mobility - (6463)	9/13/2024	389.88
51055	Ats Construction	9/13/2024	336.84
51056	Autozone	9/13/2024	17.58
51057	Bourbon County Health Dept	9/13/2024	3,750.00
51058	Bourbon County Sheriff	9/13/2024	1,092.83
51059	City Of Paris Utilities	9/13/2024	10,851.82
51060	Columbia Gas Of Kentucky	9/13/2024	88.73
51061	Directcare Family Health Pllc	9/13/2024	20.00
51062	DOUBLE O TRAILER SERVICE, INC.	9/13/2024	9,500.00
51063	Grainger	9/13/2024	731.26
51064	HDL COMPANIES	9/13/2024	262.50
51065	Hinkle Contracting Co, LLC	9/13/2024	219,455.32
51066	Kentucky League of Cities Insurance	9/13/2024	42,773.50
51067	KENTUCKY LEAGUE OF CITIES, INC	9/13/2024	25.00
51068	Kentucky Uniforms, Inc.	9/13/2024	100.45
51069	KOI	9/13/2024	133.30
51070	LUTTRELL STAFFING GROUP	9/13/2024	610.88
51071	Oberlander Financial Services, PLLC	9/13/2024	3,900.00
51072	PARIS-BOCO PARKS & RECREATION BOARD	9/13/2024	11,670.00
51073	Sherwin-Williams Company	9/13/2024	1,643.60
51074	Sturgill, Turner, Barker &	9/13/2024	4,080.00
51075	Unifirst Corporation	9/13/2024	181.42
51076	W & H Legacy	9/13/2024	374.63
Total General Fund Claims -			\$ 518,060.58

CITY OF PARIS
Utility Fund - Claims Report
09/17/2024

<u>Check Number</u>	<u>Vendor</u>	<u>Check Date</u>	<u>Check Amount</u>
58840	All-Phase Electric Supply Co.	9/6/2024	413.97
58841	AT&T	9/6/2024	366.92
58842	AT&T - 5014	9/6/2024	75.00
58843	BMS	9/6/2024	22.75
58844	CAPITAL ONE	9/6/2024	583.28
58845	CORE & MAIN LP	9/6/2024	678.90
58846	Hayes Pipe Supply, Inc	9/6/2024	802.90
58847	Luttrell Staffing, Inc.	9/6/2024	2,397.39
58848	O'reilly Auto Parts	9/6/2024	89.93
58849	Riley Oil Company	9/6/2024	2,630.43
58850	Strand Associates Inc	9/6/2024	8,000.00
58851	Terminix Processing Center	9/6/2024	90.00
58852	TEXAS LIFE	9/6/2024	617.47
58853	Unifirst Corporation	9/6/2024	250.07
58854	USA Blue Book	9/6/2024	159.50
58855	WESCO RECEIVABLES CORP.	9/6/2024	178.50
58856	ROY L ADAMS	9/13/2024	65.12
58857	Amazon Capital Services	9/13/2024	792.97
58858	AT&T Mobility - 6463	9/13/2024	825.28
58859	Autozone Inc	9/13/2024	62.98
58860	Brenco	9/13/2024	212.97
58861	BETSY BUSSELL	9/13/2024	62.66
58862	Cape Electrical Supply LLC	9/13/2024	2,974.00
58863	CCP Industries	9/13/2024	184.13
58864	CHARTER COMMUNICATIONS	9/13/2024	119.99
58865	CITCO WATER	9/13/2024	2,414.55
58866	CITY OF PARIS UTILITIES	9/13/2024	14,601.36
58867	Columbia Gas Of Kentucky, Inc.	9/13/2024	138.32
58868	Crush Bearings & Drives	9/13/2024	146.29
58869	DARRELL POYNTER	9/13/2024	18.87
58870	JOHN DICKERSON JR	9/13/2024	21.81
58871	TRACY A FOSTER	9/13/2024	49.67
58872	DANIEL GLASCOCK	9/13/2024	67.59
58873	Grainger, Inc	9/13/2024	355.03
58874	Hayes Pipe Supply, Inc	9/13/2024	889.73

CITY OF PARIS
Utility Fund - Claims Report
09/17/2024

<u>Check Number</u>	<u>Vendor</u>	<u>Check Date</u>	<u>Check Amount</u>
58875	Hmb Professional Engineers Inc	9/13/2024	3,750.00
58876	DIEGO JIMENEZ	9/13/2024	55.58
58877	Kentucky League Of Cities-Ins	9/13/2024	30,127.96
58878	Linville Electric Service	9/13/2024	192.50
58879	GIANNI RIZZA OR ANTHONY LIZZUL	9/13/2024	48.98
58880	NATALIA BARAJAS OR OMAR LOPEZ	9/13/2024	12.61
58881	Luttrell Staffing, Inc.	9/13/2024	1,926.00
58882	Lynn Imaging	9/13/2024	59.58
58883	AUSTIN NORRIS	9/13/2024	34.61
58884	O'reilly Auto Parts	9/13/2024	79.97
58885	Oberlander Financial Services, PLLC	9/13/2024	3,900.00
58886	RICHARDS ELECTRIC SUPPLY	9/13/2024	1,406.67
58887	Riley Oil Company	9/13/2024	1,145.91
58888	SIGMA-ALDRICH INC	9/13/2024	185.54
58889	STURGILL, TURNER, BARKER & MOLONEY	9/13/2024	1,900.00
58890	Unifirst Corporation	9/13/2024	344.27
58891	USALCO	9/13/2024	14,987.20
58892	WESCO RECEIVABLES CORP.	9/13/2024	1,814.50

Total Utility Fund Claims - \$ 103,332.21



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-71; Administrative Guide - Records Management

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-71 approving an Administrative Guide on Records Management

DESCRIPTION: The attached Municipal Order provides for an Administrative Guideline that provides direction for the maintenance, retention, safe keeping, and appropriate destruction of public records.

There is not a current administrative guide for records management. Chapter 27 of the Ordinance addresses Public Records and this Administrative Guide is not in conflict with the Ordinance.

REQUESTED BY:

Name: Stephanie Settes, City Clerk
Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-71**

**A MUNICIPAL ORDER APPROVING AN ADMINISTRATIVE GUIDE
RELATED TO RECORDS MANAGEMENT**

WHEREAS, the City has an ordinance regarding Public Records; and

WHEREAS, it has been determined that an Administrative Guide will provide additional guidance to assist in records management including the maintenance, retention, safekeeping, and appropriate destruction of records; and

WHEREAS, the guidelines occasionally require revision; and

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

Enacted at the City Commission's regular meeting of September 24, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Municipal Order 2024-77; Revisions to Job Descriptions

DEPARTMENT: City Manager

RECOMMENDED MOTION: Motion to approve Municipal Order 2024-77 related to revisions to job descriptions.

DESCRIPTION: Periodic revision is needed to the City's written job descriptions for its employees. Historically, small (or minor) revisions have not been made timely, in part due to the inability to administratively make changes without the formality of placing the approval on the Commission agenda, as well as avoiding the perception of piece-meal adoption of single job descriptions.

Staff has been unable to locate where a formal delegation has been given to the City Manager to have the ability to make revisions to written job descriptions. This Municipal Order would officially delegate that task (if such a formal delegation is required).

Significant changes to a position that would result in a title change or a change in pay grade would still require an Ordinance amendment of the pay scale.

REQUESTED BY:

Name: Bryan Beaman, City Attorney

**CITY OF PARIS
ORDER NO. 2024-77**

**A MUNICIPAL ORDER CONCERNING MINOR REVISIONS TO
WRITTEN JOB DESCRIPTIONS**

WHEREAS, the City is in periodic need of revisions to its written job description for its employees;

NOW THEREFORE be it resolved by the City Commission of the City of Paris, Kentucky that the City Manager is authorized to make technical or non-substantive changes to any written job description for City employees or to other remove or add materials terms to a written job description as required by law or to address outdated language in the job description.

Dated this 24th day of September, 2024.

Mayor, John A. Plummer

ATTEST:

City Clerk, Stephanie Settles



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Community Partner Agreement: Paris Animal Welfare Society (PAWS)

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the Paris Animal Welfare Society (PAWS) as a Community Partner in the amount of \$XXX for the FY24-25 Fiscal Year and authorize the City Manager and City Clerk to execute the necessary agreements. Further, authorize the City to take appropriate measures to show the unpaid amount as current in the Utility Billing System.

DESCRIPTION: The City of Paris has been providing in-kind Utility Services to the Paris Animal Welfare Society (PAWS) for approximately 26 years. Records indicate that no utilities have been charged on this parcel since 1998. However, this parcel has been metered and a bill calculated.

Staff reviewed the average bill over the prior full Fiscal Year (July 2023-June 2024). The in-kind service totaled \$5,963.64.

We are currently a quarter of the way through the fiscal year. Therefore, if an annual amount is being considered at an example of \$6,000, that should be prorated for the remainder of the fiscal year as \$4,500.

The City is making movements away from providing utility service in-kind and is recommending Community Partner Agreements be utilized in lieu of waiving utilities. This is a consistent approach with other non-profit entities that have a public purpose within the Community, such as the Museum. This also removes the waiver of fees from the Utility Fund and places them in the General Fund.

This Fiscal Year's budget anticipated this change and there are funds available in the Community Partner lines to account for this agreement.

In addition, there is a total amount of over \$74,000.00 shown in the Utility Billing as an unpaid amount from August 1997 until current. The staff is requesting to take appropriate measures to adjust/write-off any unpaid amount as current in the Utility Billing System and move forward with a clean account.

Staff has communicated this item with the PAWS agency.

REQUESTED BY:

Name: Jamie Miller, City Manager
Kevin Mayhorn, Assistant City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Utility Billing - Patrick Brannon Memorial Dog Park

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to authorize the City staff to take appropriate measures to adjust/write off the prior unpaid amount on this account to reflect only the current charges due the Utility Billing System.

DESCRIPTION: A recent internal audit of utility accounts has identified the water bill for the Patrick Brannon Memorial Dog Park was being metered and calculated, but not generating a monthly utility bill.

Once the error was identified, the system was corrected and a bill was generated for September 1, 2024, and mailed to the Paris-Bourbon County Parks and Recreation Board as it is one of the jointly managed parks. The board was notified that this item would be coming to them going forward, similar to other accounts related to parks that are part of the joint interlocal agreement.

There is a total amount of \$4,403.18 shown in the Utility Billing as an unpaid amount from January 2008 until August 31, 2024. Staff is requesting to take appropriate measures to adjust/write-off the unpaid amount in the Utility Billing System and move forward with a clean account.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager
Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Legends of Bourbon County: Request for Street Closure and Use of City Facilities and Resources

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the road closure request, use of city facilities and resources (staff and material) for the Legends of Bourbon County festival. Additional assistance above what is generally provided to other events will be billed to the festival.

DESCRIPTION: Please see the attached request letter from Lauren Biddle on behalf of the Legends of Bourbon County Festival Board. Staff met with members of the board and have had multiple discussions on the request.

The dates of the Festival are from October 11, 2024 thru October 13, 2024, requests for City-related items are mostly focused on October 12, 2024–October 13, 2024.

The Festival is also requesting you to place a banner across Main St.

Below are some notes related to the request, as drafted:

Street Closure: The request involves the closure of Main St. between 6th St. and 4th St. on Saturday from 6AM-10PM and Sunday 10AM-7PM. The street is not being proposed to be closed overnight.

There are other partial closures and encroachments that would be required throughout the City for the Equine parade on Saturday morning. All closures would be conditional upon approval of the state. The City will utilize signage used for other street closures, but additional signage needed specifically for the event will be the responsibility of the festival to purchase and provide. There will be patrols and signage required for large semi-traffic to be limited at 8th St.

Electric: Electric will be provided consistent with other events approved historically by the City Commission (such as ArtWalk). It is not believed that additional equipment or set up would be needed at this point. However, if an additional purchase is required, it would be the responsibility of the festival to purchase and provide.

Public Works: Volunteers will be utilized for waste management. If the waste management plan is not being executed in an acceptable manner, and it requires City staff to do overtime to assist, the festival would be responsible for additional assistance.

Police: Police presence will be provided at a level consistent with other events approved historically by the City Commission (such as ArtWalk). Additional security measures, such as the overnight detail, will be paid for by the festival.

Parking Lots: The request includes the use of several city lots. The City lots will not be used as VIP parking that is charged for. Of note, the parking lot on the 500 Block will be utilized starting October 10.

Fire/EMS: No additional services specific to the festival are being requested other than response to calls that will arise.

The festival will be required to obtain all necessary permits and provide a valid insurance certificate.

REQUESTED BY:

Name: Lauren Biddle, Legends of Bourbon County thru Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: Related Public Comment

DEPARTMENT: City Manager

RECOMMENDED MOTION:

DESCRIPTION: There has been a request for public comment on this item.

REQUESTED BY:

Name:



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: September 24, 2024

AGENDA ITEM: August Financials - General and Utility Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve financial reports as presented reflecting general fund revenues of \$2,638,638 with expenses of \$2,080,730 and utility fund revenues of \$4,704,647 with expenses of \$2,831,100.

DESCRIPTION: General Fund financial reports as presented reflect revenues of \$2,638,638 or 21.4% of budgeted revenues with expenses of \$2,080,730 or 16.9% of budgeted expenses. Revenues exceed expenses by \$557,908. Current year expenditures include outstanding purchase orders.

Operating cash at the end of June totaled \$7,212,560 in addition to \$3,031,908 held in CD's. Interest paid on CD's in August totaled \$57,591.72.

Utility Fund financial reports as presented reflect revenues of \$4,704,647. Expenses total \$2,831,100. Revenues exceed expenses by \$1,873,547. The City received \$1.5 million in grant proceeds related to the Transfer Station. Current year expenditures include outstanding purchase orders.

Operating cash at the end of June totaled \$645,943 in addition to \$510,531 held in CD's. Interest paid on CD's in August totaled \$5,422.60.

REQUESTED BY:

Name: Brad Oberlander, Finance Director