PARIS CITY COMMISSION
REGULAR MEETING AGENDA
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, October 22, 2024 - 9:00 AM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVE MINUTES**
    A. Regular Meeting - October 8, 2024
5. **ORDINANCES**
    A. Second Reading: Ordinance 2024-26; Zoning Map Amendment Request - ZMA 24-03

    Requested Public Comment: Westridge Neighborhood Association

    B. Second Reading: Ordinance 2024-27; Zoning Map Amendment Request - ZMA 24-04

    Requested Public Comment: Westridge Neighborhood Association

    C. Second Reading: Ordinance 2024-28; Compensation Scales
    D. First Reading: Ordinance 2024-30; Fiscal Year 2024-2025 Budget Amendment
    E. First Reading: Ordinance 2024-29; Investment Policy
6. **CONSENT AGENDA**
    A. Municipal Order 2024-80; Personnel Order- Recommendation for Full Time Hire: Electric Distribution
    B. Municipal Order 2024-81; Contract Request - Bulk Salt: Morton Salt
    C. Request to Surplus - Miscellaneous Items
    D. Payment of Invoices - General and Utility Fund
7. **REGULAR AGENDA**
    A. Municipal Order 2024-82; Award of Bid and Financing - Fire Truck

B. Discussion of Street Acceptance - Solid Waste and Recycling Depot Project Update

C. Joint Funding Agency Request- Parks and Recreation: Baseball

D. Lead and Copper Update

E. September Financials: General and Utility Fund

8. REPORTS

A. Outside Agencies

B. City Staff

C. Mayor & Commissioners

9. ADJOURNMENT

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Regular Meeting - October 8, 2024
DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to approve October 8, 2024 regular meeting minutes as presented.

DESCRIPTION: October 8, 2024 Regular Meeting minutes.

REQUESTED BY:

Name: Stephanie Settles

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
October 8, 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 10/08/2024.

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 Withrow, seconded by Fields, the motion unanimously carried approving September 24, 2024 minutes as presented.

SPECIAL PRESENATIONS

Linden Smith introduced himself to the commission as the interim Planning and Zoning Director until the Bourbon County Fiscal Court hires a permanent Director.

ORDINANCES

Motion: Move to approve Ordinance 2024-25 related to the electric rate ordinance.
By: Withrow
Seconded: Brooks

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

First reading of ordinance 2024-26 related to a Zone Map Amendment Request - ZMA 24-03 was read by Bryan Beauman the ordinance is amending the zoning map for property owned by the first church of god, located at 200 Bethlehem road, from an existing agricultural (a) classification to a general commercial (B-2) consisting of 4.097 acres, as the existing zoning is inappropriate, and the proposed zoning is appropriate. after a public hearing the Joint planning commission recommended denying the zone change.

First reading of ordinance 2024-27 Zone Map Amendment Request ZMA 24-04 was read by Bryan Beauman the ordinance is amending the zoning map for property owned by West Marts, LLC, located at Westridge Lane, from an existing agricultural (A) classification to residential (R-2) only consisting of 4.198 acres, as the existing zoning is inappropriate, and the proposed zoning is appropriate, and pursuant to the recommendation of the joint planning commission after a public hearing.

First reading of Ordinance 2024-28 related to pay compensation scales was read by Jamie Miller.

CONSENT AGENDA

Motion by Withrow, seconded by Gray, the motion unanimously carried approving Municipal Order 2024-78 and authorize the Mayor, City Manager, and City Clerk to finalize and execute any necessary agreements and authorize the Mayor to sign renewals on the agreement as needed.

Motion by Withrow, seconded by Gray, the motion unanimously carried approving the Electric Department to directly negotiate with Stuart Irby for the purchase of used wire tensioning equipment and authorizing the Mayor, City Manager, City Attorney, and City Clerk to execute all required documents.

Motion by Withrow, seconded by Gray, the motion unanimously carried approving to extend bush and limb pick up from October 14th through October 25th.

Motion by Withrow, seconded by Gray, the motion unanimously carried authorizing the Mayor to sign a proclamation related to the recognition of Ten-4 Awareness Day related to awareness and prevention of child abuse.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving payment of invoices for General Fund in the amount of $78,761.82 and Utility Fund in the amount of $510,696.31.

REGULAR AGENDA

City Manager Jamie Miller recognized Public Power recognition week along with department related staff.

The commission directed the City Attorney to draft an agreement for the purchase of a Fire Department Pierce Custom Enforcer PUC Pumper. The agreement and financing option will be brought back to the commission for consideration.

Motion by Withrow, seconded by Brooks, the motion unanimously carried approving to authorize the Electric Department to purchase a 1000kVA padmount transformer from MSTN Transformer within the allocated budget and authorize the Mayor, City Manager, City Attorney, and City Clerk to execute all required documents.

Motion: Move to approve Municipal Order 2024-79 regarding the project establishment and grant award for the Meter and Service Line Replacement project.
By: Plummer
Seconded: Withrow

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

City Manager Jamie Miller discussed the Entertainment Destination Center. The commission discussed that once all items are in place, the Entertainment Destination would be introduced to Main Street and for special events and could be expanded at a later time if there is a need.

REPORTS
Lauren Biddle, Chamber of Commerce
- Legends of Bourbon County Festival is this upcoming weekend.

Commissioner Brooks left the meeting at 9:55 a.m.

Mike Smith, Public Works
- Transfer Station is moving forward, concrete work is 80% complete, and temporary electric is being installed.

Jamie Miller, City Manager
- National Parks meeting is at the Library on October 22nd and 23rd.
- Fire Department 150 year celebration is this coming weekend.

ADJOURNMENT
Motion by Withrow, seconded by Gray, the motion unanimously carried to adjourn the meeting at 9:59 a.m.

____
Mayor, John A. Plummer

Attest:

____
City Clerk, Stephanie Settles

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-26; Zoning Map Amendment Request - ZMA 24-03
DEPARTMENT: Planning and Zoning

RECOMMENDED MOTION:

DESCRIPTION: Zoning Map Amendment (ZMA 24-03) requests a 4.097 acre property located at 200 Bethlehem Road (Parcel ID 026-00-00-017.00) to change zoning from Agriculture A to Business B-2. This requested amendment is a companion ordinance to ZMA 24-04 and has been requested by the applicant to be considered together.

At the last meeting, the Commission elected to follow typical, past procedure and have an "argument-style" hearing on the requested zone change to be conducted on this second reading. The entire record of the proceedings from the Planning Commission was to have been delivered to the City. However, the Planning Commission has to date (10/18) not been able to complete a full record. The Planning Commission minutes of its August meeting where the Planning Commission recommended denial of the zone change are only in draft, not yet approved, and incomplete. The Mayor and Commissioners may desire to discuss the incomplete nature of the record before proceeding with a second reading. You have the option to postpone a second reading until the Planning Commission can provide a proper and complete record, or you may elect to issue new notices and conduct the entire hearing process from the start. If the City Commission desires to proceed with a second reading, each Commissioner should affirm at the meeting that they have reviewed the entirety of the record and any argument-based hearing or speakers must confine their comment to the evidence of record before the Planning Commission and application of the City's zoning ordinance, and arguments heard from the applicant and citizens.

The Joint Planning Commission recommended disapproval of ZMA 24-03 and approval of 24-04. The applicant has informed that if the City Commission does not approve ZMA 24-03, then they desire ZMA 24-04 to be withdrawn.

NOTE FROM CITY ATTORNEY: The City Zoning Ordinance Section 80.201 A.2(a)(4) states that in agriculturally zoned property "Lots shall be no less than 5 acres and the lot width, at the building setback line, shall be no less than two hundred, fifty (250) feet."

REQUESTED BY:

Name: Forwarded by Planning and Zoning Commission

CITY OF PARIS
ORDINANCE 2024-_____

AN ORDINANCE AMENDING THE ZONING MAP FOR PROPERTY OWNED BY THE FIRST CHURCH OF GOD, LOCATED AT 200 BETHLEHEM ROAD, FROM AN EXISTING AGRICULTURAL (A) CLASSIFICATION TO A GENERAL COMMERCIAL (B-2) CONSISTING OF 4.097 ACRES, AS THE EXISTING ZONING IS INAPPROPRIATE AND THE PROPOSED ZONING IS APPROPRIATE, AND OVERRIDING THE RECONSIDERATION OF THE JOINT PLANNING COMMISION AFTER A PUBLIC HEARING.

WHEREAS, First Church of God is the owner of a 4.09 acres, more or less, parcel of property located at 200 Bethlehem Road (the “Property”);

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

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

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

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

Section 1. Based upon review of the official zoning map of the City of Paris, the Property’s original and existing zoning classification of Agricultural is inappropriate. The requested zone change is in agreement with the adopted comprehensive plan. The rezoning of the Property from Agricultural (A) to General Business (B-2) is hereby accepted and approved, ZMA 24----.

Section 2. In accordance with KRS 100.211, the zoning map amendment of the Property is approved.

Section 3. The Zoning Ordinance shall be amended to show a change in the zoning classification for the Property from Agricultural (A) to General Commercial (B-2) and be reflected on the official zoning map of the City of Paris.

Section 4. The Property rezoned is more fully described as on the legal description attached as Exhibit A to this Ordinance.

Section 5. The Paris-Bourbon County Joint Planning Commission is hereby directed to show the zoning classification change on the official zone map and to make reference to the number of this Ordinance.

Section 6. If any provision of this Ordinance for any reason or to any extent, be invalid or unenforceable, the remainder of this Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

This Ordinance was read for the first time on October 8, 2024, and read for the second time ________________, 2024.

CITY OF PARIS

____
John A. Plummer, Mayor

ATTEST:

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Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-27; Zoning Map Amendment Request - ZMA 24-04
DEPARTMENT: Planning and Zoning

RECOMMENDED MOTION:

DESCRIPTION: Zoning Map Amendment (ZMA 24-04) requests a 4.198 acre property located at 200 Bethlehem Road to change zoning from Agriculture A to Residential R-2. This requested amendment is a companion ordinance to ZMA 24-03 and has been requested by the applicant to be considered together.

At the last meeting, the Commission elected to follow typical, past procedure and have an "argument-style" hearing on the requested zone change to be conducted on this second reading. The entire record of the proceedings from the Planning Commission on this Ordinance (but not the prior one) has been delivered to the City. However, as previously noted the Planning Commission has to date (10/18) not been able to complete a full record of the prior zoning map amendment Ordinance. The Planning Commission minutes of its August meeting where the Planning Commission recommended denial of the zone change are only in draft, not yet approved, and incomplete. Depending on your decision concerning the prior Ordinance, you may desire to have a discussion about how to proceed with this Ordinance. If the City Commission desires to proceed with a second reading of both Ordinances, each Commissioner should affirm at the meeting that they have reviewed the entirety of the record and any argument-based hearing or speakers must confine their comment to the evidence of record before the Planning Commission and application of the City's zoning ordinance, and arguments heard from the applicant and citizens.

The Joint Planning Commission recommended disapproval of ZMA 24-03 and approval of 24-04. The applicant has informed that if the City Commission does not approve ZMA 24-03, then they desire ZMA 24-04 to be withdrawn.

REQUESTED BY:

Name: Forwarded by Planning and Zoning Commission

CITY OF PARIS
ORDINANCE 2024-_____

AN ORDINANCE AMENDING THE ZONING MAP FOR PROPERTY OF WEST MARTS, LLC, LOCATED AT WESTRIDGE LANE, FROM AN EXISTING AGRICULTURAL (A) CLASSIFICATION TO RESIDENTIAL (R-2) ONLY CONSISTING OF 4.198 ACRES, AS THE EXISTING ZONING IS INAPPROPRIATE AND THE PROPOSED ZONING IS APPROPRIATE, AND PURSUANT TO THE RECOMMENDATION OF THE JOINT PLANNING COMMISSION AFTER A PUBLIC HEARING.

WHEREAS, West Marts, LLC, holds an option to purchase 4.198 acres, more or less, parcel of property located on Westridge Lane (the “Property”);

WHEREAS, the Property is currently owned by the First Church of God;

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

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

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

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

Section 1. That on the hearing and recommendation for approval by the Planning Commission to rezone the Property optioned to West Marts, LLC, and currently owned by the First Church of God, located on vacant land of 4.198 acres, more or less, from Agricultural (A) to Residential (R-2) and the said Zoning Map Amendment be and hereby is accepted and approved, ZMA 24----.

Section 2. Based upon a review of the official zoning map of the City of Paris, upon the Property’s original zoning classification, rezoning the Property to Residential (R-2) is in agreement with the adopted comprehensive plan.

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

Section 4. The Zoning Ordinance shall be amended to show a change in the zoning classification for the Property from Agricultural (A) to Residential (R-2) and be reflected on the official zoning map of the City of Paris.

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

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

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

This Ordinance was read for the first time on October 8, 2024 and read for the second time ___________________, 2024.

CITY OF PARIS

____
John A. Plummer, Mayor

ATTEST:

____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-28; Compensation Scales
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Ordinance 2024-28 to adopt new Compensation Scales.

DESCRIPTION: The staff periodically compares the City's compensation scales with a variety of data points that become available. The Kentucky League of Cities (KLC) has published their most recent compensation study results. This data, along with others, will be utilized in shaping upcoming budget discussions. In many positions, the City remains competitive at the entry rate but the mid-range of the pay scale falls slightly below average. However, in most positions, the City's top out rate is much lower than the KLC rate.

Staff is recommending extending the compensation scale by four steps, which adjusts the top out pay. The only adjustment that will occur at the employee level will be for those employees who are currently topped out. This affects five current employees. These employees did not receive an adjustment on their anniversary as most employees have. As the compensation scale was implemented as it was improved, no adjustment will be retroactive. However, employees will be slotted into the most appropriate step based on their length of time they have been topped out.

This change is within the current proposed budget.

Without extending the top out rate, provided no employee turn over, approximately 20 employees would reach the top out in the coming years based on the current scale. By extending this top out rate, the estimated impact on next year's budget is approximately $25,000.00 considering wages, overtime, and benefits.

Note: 2024 Wage and Salary Survey document can be located in the October 8th, 2024 meeting packet.

REQUESTED BY:

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

CITY OF PARIS
ORDINANCE 2024-28

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

WHEREAS, the City periodically reviews its system of personnel organization and management and that review results in recommended revisions to its pay scales and grades;

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

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

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

The foregoing Ordinance was read for the first time October 8, 2024 and was read for the second time adopted and approved October 22, 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: October 22, 2024

AGENDA ITEM: First Reading: Ordinance 2024-30; Fiscal Year 2024-2025 Budget Amendment
DEPARTMENT: Finance

RECOMMENDED MOTION: No motion required for first reading.

DESCRIPTION: Staff continuously reviews the budget throughout the fiscal year. Traditionally, budget amendments occur at least annually to amend the budget for items that require adjustment throughout the year. The staff is working to bring these forward more predictably, aiming to do so quarterly.

At the close of the first quarter of the fiscal year, annual budgets need to be amended to cover expenditures that were carried over from the prior year but not captured in the carry over items identified during budget creation. The amendment also includes major expenditures approved by the Commission after the original budget was adopted, recognition of unanticipated revenues such as insurance reimbursement or grant awards, or other changes that have occurred within the Fiscal Year.

Summaries that reflect changes by department and revenue type have been provided. The changes are not always an increase in needed funding, but can show movement within or between departments. Below is a summary of some of the items of note:

General Fund: The total change to revenues equals $126,182 with an anticipated increase of $140,000 in E911 service fee revenues related to the new utility rates that were approved at the end of FY 2024. In the Administration Department, KCCMA reimbursed the costs associated with a conference that the City Manager attended and the expense and revenue lines have been adjusted for this item. The City has received grant awards for the Administration and the Fire Departments and expense and revenue lines have been adjusted for these items. Insurance proceeds associated with vehicle repairs have been received, and the revenue line and corresponding expense lines have been adjusted. Expenses related to these damages were not fully covered, and prior year funds will be used to cover the additional expenses. These repairs were related to prior year vehicle damage. Expenses related to the vehicle accident involving the Municipal Building Transformer have also been adjusted. Insurance proceeds have not yet been received but will be addressed in a future budget amendment as appropriate. In addition, two vehicles approved by the City Commission in the prior year were not paid for until this fiscal year and this item was not accounted for in the carry-over items addressed in the budget development process.

Utility Fund: The total change in expenditures is approximately $215,929. This amendment captures the pass through of the anticipated $140,000 increase in revenue for E911 service fees, which is then an expense as a transfer out to the General Fund. A carry-forward from the prior fiscal year to close out the meter change-out project increases the expense line. Repairs related to the 10th Street Tank and some repairs at the Wastewater Plant were available in the prior year funds, but the project was not completed until this year and is being carried over into the current fiscal year. These projects were not previously included in the carry over items during budget development. Insurance proceeds related to vehicle and equipment repairs have been received, and the revenue line has been adjusted to recognize this revenue, with the corresponding expense adjustment. Expenses related to these damages were not fully covered, and prior year funds will be used to cover the additional expenses.

REQUESTED BY:

Name: Brad Oberlander, Finance Director

CITY OF PARIS
ORDINANCE 2024 – 30

AN ORDINANCE OF THE CITY OF PARIS, KENTUCKY AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025 ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF THE CITY OF PARIS.

WHEREAS, the Board of Commissioners has reviewed the budgetary revenues and expenses for the City of Paris for the 2025 fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PARIS, KENTUCKY, that the annual budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025 be amended as follows:

Governmental Funds:	Year ended 6/30/2025 Original Budget	Year ended 6/30/2025 Amended Budget
BEGINNING FUND BALANCE - JULY 1, 2024	$ 10,013,154	$ 9,846,884
Revenues:		
Taxation	1,179,600	1,179,600
Licenses and Permits	7,778,000	7,778,000
Fines and Forfeitures	1,500	1,500
Intergovernmental	644,500	644,500
Municipal Road Aid	215,000	215,000
Fees for Services	355,000	495,000
Miscellaneous Revenues	1,427,328	1,413,510
Loan Proceeds	500,000	500,000
Traditional Bank Note	730,000	730,000
Total Revenues:	**12,830,928**	**12,957,110**
TOTAL FUNDS AVAILABLE:	**22,844,082**	**22,803,994**
Expenditures:		
Community Partners	1,575,881	1,575,881
Commission	237,200	237,200
General Admin	829,180	833,528
Police Department	4,509,494	4,616,407
Fire Department	3,380,312	3,383,812
Public Works	1,512,452	1,512,452
Maintenance Fund	286,409	297,830
Total Expenditures:	**12,330,928**	**12,457,110**
ESTIMATED ENDING FUND BALANCE - JUNE 30, 2025	**$ 10,513,154**	**$ 10,346,884**

Proprietary Fund:	Year ended 6/30/2025 Original Budget	Year ended 6/30/2025 Amended Budget
BEGINNING FUND BALANCE - JULY 1, 2024	$ **2,388,757**	$ **2,347,554**
Revenues:		
Electric	5,745,000	5,745,000
Sewer	2,228,750	2,228,750
Water	2,383,500	2,383,500
Grants:		
CDBG - Convenience/Transfer Station	2,000,000	2,000,000
Commonwealth of Kentucky Appropriation/Transfer Station	1,500,000	1,500,000
Cleaner Water Project	1,956,936	1,956,936
Federal Appropriation / Halo Meters	430,000	430,000
Total Grants	5,886,936	5,886,936
Loan Proceeds:		
2024 General Obligaton Bond	3,000,000	3,000,000
KIA Water Projects	4,085,000	4,085,000
KIA Sanitary Sewer Projects	1,500,000	1,500,000
Bank Notes	155,000	155,000
Refinance Outstanding Debt	1,400,000	1,400,000
Total Loan Proceeds	10,140,000	10,140,000
Miscellaneous	1,073,000	1,288,929
Transfer Station	140,000	140,000
Total Revenues:	**27,597,186**	**27,813,115**
TOTAL FUNDS AVAILABLE:	**29,985,943**	**30,160,669**
Expenditures:		
Power Production	4,302,042	4,302,042
Electric Distribution	2,289,354	2,289,354
Field Operations:		
Operating Expenditures	1,441,293	1,467,697
Capital Outlay - Millersburg Sanitary Sewer Ext	3,478,248	3,478,248
Capital Outlay - Halo Meters	366,300	366,300
	5,285,841	5,312,245
Water Plant:		
Operating Expenditures	1,338,729	1,338,729
Capital Outlay - Water Plant Projects	4,722,500	4,750,080
	6,061,229	6,088,809
Disposal Plant	1,431,726	1,449,021
Transfer Station		
Operating Expenditures	405,771	410,421
Capital Outlay - Convenience/Transfer Station	4,347,000	4,347,000
	4,752,771	4,757,421
Utility Administration:	1,713,152	1,713,152
Utility Fund	1,761,071	1,901,071
Total Expenditures:	**27,597,186**	**27,813,115**
ESTIMATED ENDING FUND BALANCE - JUNE 30, 2025	$ **2,388,757**	$ **2,347,554**

Given first reading at the regular meeting on October 22, 2024.

Given second reading at the regular meeting on November 12, 2024.

CITY OF PARIS, KENTUCKY

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John Plummer, Mayor

Attest:

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Stephanie Settles
City Clerk/Treasurer

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: First Reading: Ordinance 2024-29; Investment Policy
DEPARTMENT: Finance

RECOMMENDED MOTION: No motion required for first reading.

DESCRIPTION: In March 2023, the City's Financial Advisors, RSA Advisors, presented to the City a discussion on Debt and Investment.

Since then, staff has continued to evaluate the City's position and processes related to these items.

In February 2024, Resolution 2024-5 authorized Investment in Certificates of Deposit.

In September 2024, a presentation was made related to the Kentucky League of Cities Investment Pool.

The current investment policy was created and adopted in 1994. Investment ordinances and policies are important as they ensure that public funds are invested responsibly and in compliance with state and federal laws and are designed to be responsive to the public trust.

The attached investment ordinance will adopt updated policies and procedures consistent with KRS requirements. To assist in clarity of administration, additional references and specifics from the KRS have been incorporated into the ordinance further. There are several administrative clean-up items included in this proposed Ordinance. However, in addition to addressing compliance and administrative items, the following are areas of note that are proposed in the ordinance language:

- Clarifies roles and authority. Specifically, the revisions create an Investment Committee.
- Adds some language to strengthen internal controls
- Clarifies the authority of the City to engage services from vendors to assist with these functions
- Addresses what type of financial institutions are authorized. This language will allow for the City to engage in investment pools if that is the direction of the Commission in the future, but that item will come back for a vote before any participation in such a program occurs. The staff does not recommend participation in any investment pool at this time.

The staff is not making any recommendations for changes in how funds are currently invested.

At the same meeting as the second reading, an Administrative Guide to assist staff with executing the Ordinance will also be proposed for approval. Attached is a current draft of this item.

REQUESTED BY:

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

CITY OF PARIS
ORDINANCE 2024-29

AN ORDINANCE RELATING TO THE INVESTMENT POLICY OF THE CITY.

WHEREAS, the City of Paris Code of Ordinances contains many provisions addressing financial investments and the administration of this function,

WHEREAS, the Ordinance was originally passed in 1994 as required under KRS 66.480

WHEREAS, it is in the best interest to review and update ordinances to ensure administration is current with best practices;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE CITY OF PARIS THAT CHAPTER 23, ARTICLE V, SECTION 23.400 THROUGH 23.412, SHALL BE AMMENDED AS FOLLOWS:

ARTICLE V. INVESTMENT POLICY

§ 23.400 GENERAL POLICY

It is the policy of the city to invest public funds in a manner which will provide the highest investment return with the maximum security of principal while meeting the daily cash flow demands of the city and conforming to both KRS 91A.060 and KRS66.480.~~all state statutes and city regulations governing the investment of public funds.~~ These financial assets are accounted for in the City's annual financial report and include all monies in investment fund accounts.

§ 23.401 INVESTMENT POLICY ADOPTION

(A) The city's investment policy shall be adopted by order of the Board of Commissioners ~~governing body~~ and shall become effective on the date set forth in the order. The policy shall be reviewed annually and revised, as appropriate. Any amendments to this policy must be made by order of the ~~governing body~~ Board of Commissioners.

(B) Any investment held on the date of initial adoption of this policy which does not meet the guidelines of this policy shall be exempted from its provisions. At maturity or liquidation, the monies so invested, if reinvested, shall be reinvested only in accordance with this policy. The ~~City Clerk/Treasurer~~ Investment Committee may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investment.

~~Statutory reference:~~

~~Governing bodies required to adopt investment policy, KRS 66.480~~

§ 23.402 SCOPE

(A) This investment policy applies to all financial assets held directly by the city. These financial assets are accounted for in the city's annual financial report and include all monies in the following funds:

(1) General Fund;

(2) Combined Utility Fund;

(3) Special Revenue Fund;

(4) Municipal Road Aid Fund;

(5) Debt Service Fund;

(6) Capital Projects Fund;

(7) Enterprise Fund;

(8) Utility Depreciation Fund;

(9) Agency Fund;

(10) Any other funds created by the city.

(B) Financial assets of the entity held and invested by trustees or fiscal agents are excluded from these policies; however, such assets shall be invested in accordance with state laws applicable to the investment of local government funds in accordance with the city's primary investment objectives.

§ 23.403 INVESTMENT OBJECTIVES

The city's primary investment objectives, in order of priority, are the following:

(A) Safety. Safety of principal is the foremost objective of the city's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

(B) Liquidity. The city's investment portfolio shall remain sufficiently liquid to enable the city to meet all operating requirements which might be reasonably anticipated.

(C) Return on investment. The city's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the city's investment risk constraints and the cash flow characteristics of the portfolio.

§ 23.404 INVESTMENT AUTHORITY

(A) Management responsibility for the ~~city~~ City's investment program is hereby delegated to the ~~City Clerk/Treasurer~~ Investment Committee.

(B) The ~~City Clerk/Treasurer~~ Investment Committee shall have the authority, subject to the ~~dis~~approval of the ~~governing body~~ Board of Commissioners, to establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy.

(C) The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by Investment Committee ~~the City Clerk/Treasurer~~.

(D) The ~~City Clerk/Treasurer~~ Investment Committee shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by officers and employees.

(E) The ~~City Clerk/Treasurer~~ Finance Director shall maintain all records related to the entity's investment program.

(F) The City many engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the city's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this investment policy. Such managers must be registered under the Investment Advisers Act of 1940.

§ 23.405 PRUDENT PERSON RULE

(A) The actions of the ~~City Clerk/Treasurer~~ Finance Director in the performance of his or her duties as manager of the city's funds shall be evaluated using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

(B) The ~~City Clerk/Treasurer~~ Finance Director, acting in accordance with written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's performance, provided that deviations from expectations are reported in a timely fashion to the ~~governing body~~ Board of Commissioners and appropriate action is taken to control adverse developments.

(C) The Investment Committee members shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the Board of Commissioners. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment Committee members shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the city.

§ 23.406 AUTHORIZED INVESTMENTS

The funds of the city available for investment shall be invested in accordance with ~~this policy and all applicable state statutes only in the following types of investment instruments~~ Kentucky Statutes and city policies concerning investment practices. Investments as defined by KRS 66.480 are allowable. KRS 66.480 (2) restricts overall investment in subsections (e), (f), (g), (k), and (l) of the KRS to 20% of total local government investments.

(A) Authorized investment instruments.

(1) Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreement is taken either directly or through an authorized custodian - KRS 66.480 (1) (a).

(2) Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency, including, but not limited to:

(a) United States Treasury; and other U.S. government obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. KRS 66.480(1)(b).

(b) Export-Import Bank of the United States;

(c) Farmers Home Administration;

(d) Government National Mortgage Corporation; and

(e) Merchant Marine bonds.

(3) Obligations of any corporation of the United States government, including, but not limited to:

(a) Federal Home Loan Mortgage Corporation;

(b) Federal Farm Credit Banks;

(c) Bank for Cooperatives;

(d) Federal Intermediate Credit Banks;

(e) Federal Land Banks;

(f) Federal Home Loan Banks;

(g) Federal National Mortgage Association; and

(h) Tennessee Valley Authority.

(i) Federal Agency or U.S. government-sponsored enterprises (GSE) obligations, participations or other instruments. KRS 66.480(1)(c).

(4) Certificates of deposit issued by or other interest-bearing institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations ~~permitted by KRS 41.240(4)~~ including surety bonds, permitted by KRS 41.240. KRS 66.480(1)(d).

(5) Uncollateralized certificates of deposit issued by any bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency – KRS66.480(1)(e).

(6) Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a nationally recognized rating agency - KRS 66.480(1)(f).

(7) Commercial paper rated in the highest ~~category~~ tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency - KRS 66.480(1)(g).

(8) Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities - KRS 66.480(1)(h).

(9) Investment-grade obligations of securities ~~Securities~~ issued by a state or local government, or any instrumentality or agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a nationally recognized rating agency - KRS 66.480(1)(i).

(10) Shares of mutual funds, each of which shall have the following characteristics as identified by KRS 66.480(1)(j):

(a) The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended.

(b) The management company of the investment company shall have been in operation for at least five (5) years.

(c) All of the securities in the mutual fund shall be eligible investments under this section.

(B) Limitations on investment transactions. With regard to the investments authorized in this section, the following limitations shall apply:

(1) The amount of the city funds invested at any one (1) time in the categories of investments authorized in subsections (A)(5), (A)(6), (A)(7), and (A)(9) of this section shall not exceed twenty percent (20%) of the total amount of funds invested on behalf of the city.

(2) No investment shall be purchased for the city on a margin basis or through the use of any similar leveraging techniques.

§ 23.407 DIVERSIFICATION OF INVESTMENTS

(A) The city recognizes that some level of risk is inherent in any investment transaction. Losses may be incurred due to issuer default, market price changes, or closing investments prior to maturity due to unanticipated cash flow needs. Diversification of the city's investment portfolio by institution, type of investment instrument, and term to maturity is the primary method to minimize investment risk.

(B) The city funds shall be diversified by security type and institution. With the exception of fully insured or fully collateralized investments, and except for authorized investment pools, no more than forty percent (40%) of the city's total investment portfolio shall be invested in a single security type or with a single financial institution.

(C) To the extent possible, the city will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the city's funds should not, in general be invested in securities maturing more than three (3) years from the date of purchase. However, the city may collateralize its repurchase agreements using longer-dated investments not to exceed three (3) years to maturity. Reserve funds may be invested in securities exceeding three (3) years, if maturity of the investments are made to coincide as nearly as practicable with the expected use of the funds.

§ 23.408 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

(A) The ~~City Clerk/Treasurer~~ Finance Director shall maintain a list of financial institutions authorized to provide investment services to the city. In addition, a list shall be maintained of approved security brokers/dealers selected by creditworthiness, who maintain an office in the Commonwealth of Kentucky. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

(B) The Investment Committee shall determine which financial institutions are authorized to provide investment services to City. Institutions eligible to transact investment business with the City include but are not limited to:

(1) Primary government dealers as designated by the Federal Reserve Bank;

(2) Nationally or state-chartered banks;

(3) The Federal Reserve Bank;

(4) Direct issuers of securities eligible for purchase; and

(5) Pooled investments, including governmental sponsored pools.

~~(B)~~ (C) All financial institutions and broker/dealers who desire to provide investment services to the city shall supply the ~~City Clerk/Treasurer~~ Finance Director with information sufficient to adequately evaluate the institution and answer any and all inquiries posted by the ~~City Clerk/Treasurer~~ Finance Director or the Board of Commissioners~~governing body~~, including the following information:

(1) Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;

(2) Regulatory reports on financial condition;

(3) Written memorandum of agreement for the deposit of public funds or trading resolution, as appropriate;

(4) Proof of National Association of Security Dealers certification and proof of state registration;

(5) Any additional information considered necessary to allow the ~~City Clerk/Treasurer~~ Finance Director to evaluate the creditworthiness of the institution.

(6) Certification of having read and understood and agreeing to comply with the entity's investment policy.

(7) Evidence of adequate insurance coverage.

(C) No financial institution shall be selected as a depository of the city's funds if the city funds on deposit at any time will exceed five percent (5%) of the institution's capital stock and surplus.

(D) The ~~City Clerk/Treasurer~~ Finance Director shall evaluate the financial capacity and creditworthiness of financial institutions and broker/dealers prior to the placement of the city's funds. The ~~City Clerk/Treasurer~~ Finance Director shall conduct an annual review of the financial condition and registrations of financial institutions and broker/dealers and, based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

(1) Minority, Emerging and Community Financial Institutions. From time to time, the Investment Committee may choose to invest in instruments offered by minority, emerging, and community financial institutions. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with Kentucky law and city policy.

(2) The Investment Committee may use the competitive bid process, when practical. The Investment Committee shall obtain competitive bid information on all purchases of investment instruments purchased on the secondary market. A competitive bid can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.

(3) If the city is offered a security for which there is no readily available competitive offering on the same specific issue, then the Designated Officials shall document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price.

(4) If the city hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide upon request.

§ 23.409 SAFEKEEPING; CUSTODY

(A) To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall beheld only through third-party institutions. The ~~City Clerk/Treasurer~~ Finance Director and any other officers or employees of the city authorized to engage in investment transactions shall be bonded in an amount established by the Board of Commissioners ~~governing body~~. Collateralized securities, such as repurchase agreements, shall be purchased using the delivery versus payment procedure. Money market mutual funds used for investments must provide for independent custodians of their portfolios and delivery versus payment on their portfolio securities. ~~The safekeeping procedures utilized in the city's investment program shall be reviewed annually by the independent auditor.~~

(B) The Mayor shall be the executor on all written new and reinvestment agreements with the approval of the Board of Commissioners, and in accordance with applicable Kentucky law.

(C) All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the entity's safekeeping institution prior to the release of funds.

(D) Securities will be held by an independent third-party safekeeping institution selected by the Board of Commissioners. All securities will be evidenced by safekeeping receipts in the name of the city. The safekeeping institution shall annually provide a copy of its most recent report on internal controls - Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16.

(E)Management shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the investment committee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the city.

§ 23.410 COLLATERAL

(A) Except as set forth in subsection (B) of this section, it is the policy of the city to require that all cash and investments maintained in any financial institution named as a depository be collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be one hundred percent (100%) of the market value of principal, plus accrued interest. Collateral shall be limited to all types of instruments authorized as collateral for safe funds in KRS 41.240.

(B) Collateral shall always be held by an independent third-party custodian with whom the city has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the city and retained by the Finance Director ~~City Clerk/Treasurer~~. The right of collateral substitution is hereby granted.

(C) Subject to the following conditions, the ~~City Clerk/Treasurer~~ Finance Director may invest funds in uncollateralized certificates of deposit:

(1) ~~Only with the specific approval of the governing body~~ With the Investment Committee and Board of Commissioners approval;

(2) The uncollateralized certificates of deposit must be issued by a bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency;

(3) The amount of funds invested in uncollateralized certificates of deposit shall not exceed zero percent (0%) of the city's total investment portfolio; and

(4) The maximum term to maturity of uncollateralized certificates of deposit shall not exceed zero percent (0%).

§ 23.411 INVESTMENT REPORTING

(A) The ~~City Clerk/Treasurer~~ Finance Director shall prepare and submit to the Board of Commissioners ~~governing body~~ a quarterly report regarding the status of the entity's investment program. As to each investment, the report shall include the following information:

(1) Name of financial institution from which the investment was purchased or in which assets are deposited;

(2) Type of investment;

(3) Certificate or other reference number, if applicable;

(4) Percentage yield on an annualized basis;

(5) Purchase date, purchase price, and maturity date; and

(6) Current market value of the investment.

(B) In addition, the report shall explain the quarter's total investment return and compare the return with budgetary expectations.

(C) The quarterly report shall also summarize recent market conditions, economic developments and anticipated investment conditions, and indicate any areas of policy concern and suggested revisions of investment strategies. Copies of the report shall be submitted to each member of the Board of Commissioners ~~governing body~~ and the Investment Committee ~~chief executive officer of the city~~.

(D) The Board of Commissioners will retain the ultimate fiduciary responsibility for the portfolio.

§ 23.412 AUDIT

In connection with the audit of city funds conducted by an independent certified public accountant, the auditor shall conduct a review of the city's investment program, including internal controls and procedures, and the results of the review, including recommended changes, shall be included in the city's audit.

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 October 22, 2024. Read for the second time, adopted and approved ___________________________.

CITY OF PARIS, KENTUCKY

____
John A. Plummer, Mayor

ATTEST:

____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Municipal Order 2024-80; Personnel Order- Recommendation for Full Time Hire: Electric Distribution
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2024-80 for the conversion of Noah Bussell to a full-time employee in the position of Ground Technician, pay scale E5-9.

DESCRIPTION: Mr. Bussell has been working with the Electric Distribution 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, Mr. Bussell has now worked beyond the minimum 520 hours and is eligible to be considered for conversion to the status of full time with the City of Paris. The Electric Distribution Department is recommending Mr. Bussell be converted based upon his work ethic, dependability, and desire to succeed in a career with our City.

REQUESTED BY:

Name: Aaron Sparkman, Electric Distribution Superintendent
Jacob Barker, Director of Human Resources

CITY OF PARIS
MUNICIPAL ORDER NO. 2024-80

A MUNICIPAL ORDER APPROVING THE FULL TIME CONVERSION OF NOAH BUSSELL TO HIS CURRENT POSITION OF ELECTRIC GROUND TECHNICIAN

WHEREAS, Noah Bussell has been working in the Electric Distribution Department as a temporary employee through Luttrell Staffing;

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

WHEREAS, Noah Bussell has shown himself to be a valued member of the team and is highly endorsed by the Electric Distribution 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 Noah Bussell to the position of Electric Ground Technician effective October 28th, 2024.

Enacted at the City Commission's regular meeting of October 22th, 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: October 22, 2024

AGENDA ITEM: Municipal Order 2024-81; Contract Request - Bulk Salt: Morton Salt
DEPARTMENT: Public Works

RECOMMENDED MOTION: Move to approve Municipal Order 2024-81 authorizing the Mayor and the City Manager to execute necessary documents for the bulk purchase of salt through Morton Salt and to purchase salt for the fiscal year, within budgeted authority.

DESCRIPTION: The city is required to purchase salt annually in preparation for the winter months. The staff obtained a quote through Morton Salt at a rate of $90.36/ton. This is a decreased rate from the prior year contract. The staff put out quotes through Demand Star to solicit additional quotes. No additional responses were received. Staff is recommending we execute the agreement with Morton Salt. The staff has been happy with their product historically.

The contract provides a “requested tonnage”, but the City is only committed to purchase 40% of the requested tonnage by the end of the year, and 50% by the end of March. The orders are placed periodically throughout the winter to limit excess product as much as possible. The staff recommend a “requested tonnage” of 400 tons. The minimum required purchase would be 200 tons, which equals $18,072.00 at the current quoted price. Staff may need to order more depending on the severity of the winter months. The current quoted price may be subject to adjustment before we execute the document. This is within the Department Budget.

REQUESTED BY:

Name:Mike Smith, Public Works Superintendent

CITY OF PARIS
MUNICIPAL ORDER NO. 2024-81

A MUNICIPAL ORDER APPROVING A CONTRACT WITH MORTON SALT FOR THE PURCHASE OF BULK SALT

WHEREAS, the City has a need to purchase bulk salt to be prepared for the winter months each year;

WHEREAS, staff have completed the process in accordance with purchasing guidelines for the purchase of this contract;

WHEREAS, staff are recommending the contract with Morton Salt for this service and purchase.

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the contract with Morton Salt 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 October 22, 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: October 22, 2024

AGENDA ITEM: Request to Surplus - Miscellaneous Items
DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve the surplus of miscellaneous items for sale, recycling, or scrap and authorize the Mayor, City Manager, and City Clerk to execute any necessary documents.

DESCRIPTION: The attached list consists of items that were acquired by the City of Paris or has come into possession of the City. They are being declared surplus because they are broken and/or no longer useable as intended when acquired.

It is in the best interest of the public to dispose of these items as they are no longer needed and are causing a hazard because of the large amount of accumulation in storage areas.

In keeping with KRS 82.083, items will be sold for scrap or disposed of as garbage/ recycling in a manner consistent with the public interest if the property has no value, or of nominal value as determined by an independent appraisal; or it will be sold by sealed bid or through online auction.

Electronic Auction is an approved method of sale or disposition of City property under KRS82.083.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 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 $238,951.85 and Utility Fund in the amount of $187,861.28.

DESCRIPTION: Attached is the summary of invoices for the General Fund ($238,951.85) and Utility Fund ($187,861.28). Both claims reports cover the period from September 28 through October 11, 2024. Notable disbursements for the General Fund include $8,204.30 into Central Kentucky Mechanical Services for repairs to the Public Works air compressor and street sweeper. Notable disbursements in the Utility Fund include $11,976.00 paid to Stuart C. Irby Co. for 24 LED floodlight fixtures for the Electric Department and $5,792.00 to Window World of Lexington for the purchase and installation of 8 new windows at the Water Plant.

REQUESTED BY:

Name: Brad Oberlander, Finance Director

CITY OF PARIS
CLAIMS REPORT - GENERAL FUND
10/22/2024

CK Number	Vendor	CK Date	CK Amount
51126	Amazon Capital Services	10/4/2024	21.99
51127	American Fidelity Assurance	10/4/2024	14,643.27
51128	Bme Inc	10/4/2024	415.00
51129	Bourbon Community Hospital	10/4/2024	55.00
51130	Bourbon County Clerk	10/4/2024	782.00
51131	CHARTER COMMUNICATIONS	10/4/2024	239.97
51132	Cockrell's Auto Center Inc	10/4/2024	617.57
51133	Columbia Gas Of Kentucky	10/4/2024	532.91
51134	Computeraid International	10/4/2024	125.00
51135	Custom Metalworks	10/4/2024	67.50
51136	Directcare Family Health Pllc	10/4/2024	20.00
51137	Samantha Faoro	10/4/2024	125.55
51138	Galls, LLC	10/4/2024	2,626.81
51139	Grainger	10/4/2024	217.27
51140	HATTER, EARL	10/4/2024	95.00
51141	Hinkle Contracting Co, LLC	10/4/2024	718.71
51142	HUBBARD MECHANICAL	10/4/2024	200.00
51143	Innovative Credit Solutions	10/4/2024	19.00
51144	Kentucky Uniforms, Inc.	10/4/2024	310.69
51145	KOI	10/4/2024	14.78
51146	Kevin Mayhorn	10/4/2024	110.38
51147	Stephen Morris	10/4/2024	20.00
51148	PARIS-BOCO CHAMBER OF COMMERCE	10/4/2024	2,291.66
51149	PARIS-BOCO JOINT PLANNING	10/4/2024	14,682.00
51150	PARIS-BOCO PARKS & RECREATION BOARD	10/4/2024	11,670.00
51151	PARIS-BOCO TOURISM	10/4/2024	2,083.33
51152	Paris-Bourbon County E911	10/4/2024	29,416.67
51153	Paris-Bourbon County EDA	10/4/2024	12,629.75
51154	Paris-Bourbon County EMS	10/4/2024	49,083.33
51155	Riley Oil Company	10/4/2024	3,201.34
51156	Standard Business Machines	10/4/2024	531.73
51157	Terminix Processing Center	10/4/2024	560.00
51158	TEXAS LIFE	10/4/2024	1,710.16
51159	Transamerica Employee Benefits	10/4/2024	3,567.56
51160	Unifirst Corporation	10/4/2024	188.59

CITY OF PARIS
CLAIMS REPORT - GENERAL FUND
10/22/2024

CK Number	Vendor	CK Date	CK Amount
51161	Alert-All Corp.	10/10/2024	836.00
51162	Amazon Capital Services	10/10/2024	1,937.36
51163	AT&T	10/10/2024	604.04
51164	AT&T Mobility - (6463)	10/10/2024	389.88
51165	Autozone	10/10/2024	2,408.84
51166	Bme Inc	10/10/2024	1,349.86
51167	BMS	10/10/2024	61.75
51168	Bourbon Community Hospital	10/10/2024	110.00
51169	Bourbon County Sheriff	10/10/2024	1,092.83
51170	Bourbon Limestone Company	10/10/2024	185.37
51171	CCP Industries	10/10/2024	97.78
51172	Central Kentucky Mechanical Services	10/10/2024	8,204.30
51173	Crystal Springs	10/10/2024	37.97
51174	FULL SOURCE	10/10/2024	97.66
51175	Galls, LLC	10/10/2024	4,367.65
51176	Grainger	10/10/2024	157.66
51177	JOHN PRUITT	10/10/2024	875.00
51178	Kentucky League of Cities Insurance	10/10/2024	42,705.81
51179	KENTUCKY LEAGUE OF CITIES TRUST	10/10/2024	1,052.62
51180	Kentucky Uniforms, Inc.	10/10/2024	596.18
51181	KOI	10/10/2024	133.33
51182	L&W EMERGENCY EQUIPMENT	10/10/2024	940.80
51183	LUTTRELL STAFFING GROUP	10/10/2024	444.48
51184	Mechanic Masters LLC	10/10/2024	126.00
51185	Murphy Elevator Company	10/10/2024	861.18
51186	O'reilly Auto Parts	10/10/2024	861.86
51187	Oberlander Financial Services, PLLC	10/10/2024	3,900.00
51188	Riley Oil Company	10/10/2024	5,684.01
51189	Southern Communications & Consultants	10/10/2024	630.00
51190	Sturgill, Turner, Barker &	10/10/2024	2,780.00
51191	Unifirst Corporation	10/10/2024	356.79
51192	KENTUCKY LEAGUE OF CITIES TRUST	10/11/2024	1,470.32
		TOTAL General Fund Claims:	**$ 238,951.85**

CITY OF PARIS
CLAIMS REPORT - UTILITY FUND
10/22/2024

CK Number	Vendor	CK Date	CK Amount
58961	Amazon Capital Services	10/4/2024	145.41
58962	Apollo Oil, Inc.	10/4/2024	79.99
58963	AT&T - 5014	10/4/2024	96.00
58964	Brownstown Electric Supply Co.	10/4/2024	2,623.40
58965	Cape Electrical Supply LLC	10/4/2024	2,410.50
58966	CHARTER COMMUNICATIONS	10/4/2024	259.97
58967	CITCO WATER	10/4/2024	6,392.76
58968	Columbia Gas Of Kentucky, Inc.	10/4/2024	91.52
58969	Custom Metalworks	10/4/2024	235.00
58970	GCP ENVIRONMENAL SOLUTIONS	10/4/2024	3,863.00
58971	KOI	10/4/2024	1,067.32
58972	Luttrell Staffing, Inc.	10/4/2024	1,703.96
58973	ERIC PUCKETT	10/4/2024	174.44
58974	Riley Oil Company	10/4/2024	1,755.05
58975	Rumpke of Kentucky Inc.	10/4/2024	25,846.62
58976	Strand Associates Inc	10/4/2024	4,300.00
58977	Stuart C. Irby Co.	10/4/2024	11,976.00
58978	Terminix Processing Center	10/4/2024	244.00
58979	Transamerica Employee Benefits	10/4/2024	1,252.44
58980	Unifirst Corporation	10/4/2024	291.50
58981	USALCO	10/4/2024	15,170.80
58982	Amazon Capital Services	10/10/2024	1,463.03
58983	AT&T	10/10/2024	366.92
58984	AT&T Mobility - 6463	10/10/2024	734.59
58985	BMS	10/10/2024	22.75
58986	Brenntag Mid-South, Inc	10/10/2024	1,626.00
58987	Cape Electrical Supply LLC	10/10/2024	2,326.00
58988	CITCO WATER	10/10/2024	7,752.88
58989	City Of Paris Combined Ut.	10/10/2024	94.83
58990	CRYSTAL SPRINGS/ PRIMO WATER	10/10/2024	37.97
58991	Custom Metalworks	10/10/2024	205.00
58992	Dukes Root Control	10/10/2024	4,695.00
58993	Faust Electric LLC	10/10/2024	1,608.00
58994	Ferguson Enterprises LLC #20	10/10/2024	37.06

CITY OF PARIS
CLAIMS REPORT - UTILITY FUND
10/22/2024

CK Number	Vendor	CK Date	CK Amount
58995	Fouser Environmental Services	10/10/2024	805.00
58996	Hayes Pipe Supply, Inc	10/10/2024	4,283.71
58997	IDEXX DISTRIBUTION, INC	10/10/2024	451.39
58998	John O. Smits	10/10/2024	1,216.34
58999	KENTUCKY LEAGUE OF CITIES TRUST	10/10/2024	387.49
59000	Kentucky League Of Cities-Ins	10/10/2024	29,794.31
59001	Kimball Midwest	10/10/2024	118.48
59002	KOI	10/10/2024	345.33
59003	KU - KENTUCKY UTILITIES	10/10/2024	93.38
59004	Luttrell Staffing, Inc.	10/10/2024	2,722.68
59005	Lynn Imaging	10/10/2024	59.58
59006	MS TN TRANSFORMERS, INC	10/10/2024	5,342.80
59007	Newgen Strategies & Solutions	10/10/2024	1,110.00
59008	O'reilly Auto Parts	10/10/2024	12.72
59009	Oberlander Financial Services, PLLC	10/10/2024	3,900.00
59010	Pro Chem, Inc	10/10/2024	233.71
59011	Quill	10/10/2024	287.98
59012	S4 Water	10/10/2024	628.10
59013	STURGILL, TURNER, BARKER & MOLONEY	10/10/2024	160.00
59014	Unifirst Corporation	10/10/2024	681.74
59015	US DEPARTMENT OF ENERGY	10/10/2024	7,177.81
59016	USA Blue Book	10/10/2024	2,135.76
59017	USALCO	10/10/2024	15,198.00
59018	Water Solutions Unlimited, Inc	10/10/2024	3,432.00
59019	WINDOW WORLD OF LEXINGTON	10/10/2024	5,792.00
59020	KENTUCKY LEAGUE OF CITIES TRUST	10/11/2024	541.26
		TOTAL Utility Fund Claims:	**$ 187,861.28**

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Municipal Order 2024-82; Award of Bid and Financing - Fire Truck
DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Municipal Order 2024-82 for the award of the bid to Pierce Manufacturing through Atlantic Emergency Solutions for the purchase of a Pierce Custom Enforcer PUC Pumper Truck and authorize the Mayor, City Manager, and City Attorney to finalize the contract and authorize the Mayor, City Manager, and City Clerk to execute necessary documents. Further, move to approve the prepayment of the purchase utilizing financing through Stock Yard Bank and authorize the Mayor, City Manager, and City Clerk to execute necessary documents.

DESCRIPTION: This action item is a follow-up to the request to purchase a Pierce Custom Enforcer PUC Pumper Truck from the October 8, 2024, commission meeting. This item is related to project 23FD03 and the anticipated delivery is 45-47 months. The amount is $1,422,125 for Pierce Manufacturing through Atlantic Emergency Solutions. This was the only bid received. The contract also provides for a price increase if the PPI is greater than 5%. There is a cancelation fee of 30%. This price is effective until 11/1/24.

Due to the extended delivery times, staff recommend awarding the bid, subject to finalizing a decision on financing.

The bid can be awarded with payment to be made upon delivery. The second option is to prepay for the equipment.

Pierce is offering a discount of $171,000 if the item is prepaid upfront. This is an approximate 12% discount. A preliminary analysis provided at the October 8, 2024, commission meeting was as follows:

For the full purchase price of $1,422,125 interest cost would be approximately $354,755, the total financing equals $1,776,900 over 10 years. Considering the $171,000 discount and financing of $1,251,125, the total interest cost would be approximately $312,100. The total financing equals $1,563,200 over 10 years. Saving roughly $213,700, saving approximately $43,000 in interest savings.

Staff obtained rates from multiple financing entities. Attached is an analysis of quotes along with documents received from four financial institutions. Staff recommends working with Stock Yards Bank to secure financing for $1,251,125 over 10 years at a fixed rate of 4.70%. A fixed-rate appears feasible compared to variable rates, as the tax-exempt discount on variable rates does not provide a significant advantage over fixed rates. At 4.70%, the financing cost (interest) over the life of the loan would be approximately $345,600. Staff would work with available cash balances with the current rate of return to generate investment income to offset the cost of financing. If prepaid, this item will need to be included in a future budget amendment as funds were not planned to be expended this fiscal year.

There is some increased risk associated with pre-payment however Pierce will be required to issue a performance surety bond as collateral deposit with the financial institution. This bond would protect the City from the amount financed in the event Pierce is unable to fulfill its contractual obligations. This would allow the City or the financing institution to file a claim to recover any losses.

Staff will also complete all necessary forms and documents to report new debt for the City.

REQUESTED BY:

Name: Brad Oberlander, Finance Director
Michael Duffy, Fire Chief

CITY OF PARIS
MUNICIPAL ORDER 2024-82

AN ORDER OF THE CITY OF PARIS AUTHORIZING THE AWARD OF BID FOR A PIERCE CUSTOM ENFORCER PUC PUMP TRUCK AND AUTHORIZING FINANCING BY THE CITY THROUGH STOCKYARD BANK

WHEREAS, the City of Paris, Kentucky has identified the need for planned and budgeted replacement of the fleet for the Fire Department;

WHEREAS, the City has completed its requirements under the purchasing process and have determined the most responsive bid is for the purchase of a Pierce Custom Enforcer PUC Pump Truck through Atlantic Emergency Solutions;

WHEREAS, it has been determined to be necessary and prudent to seek financing from Stockyard Bank for such purchase;

NOW THEREFORE be it resolved that the Board of Commissioners of the City of Paris, Kentucky, as follows:

1) The City of Paris is authorized to finalize agreement terms with Atlantic Emergency Solutions for the purchase of the fleet item; and
2) The City of Paris is authorized to seek financing up to the amount of $1,251,125 with an interest rate of 4.70% and a term not to exceed ten (10) years; and
3) The Mayor, City Manager, and City Clerk are authorized to sign and execute all documents necessary on behalf of the City.

Enacted at the City Commission's regular meeting of October 22, 2024

CITY OF PARIS, KENTUCKY

____
John A. Plummer, Mayor

ATTEST:

____
Stephanie Settles, City Clerk

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Discussion of Street Acceptance - Solid Waste and Recycling Depot Project Update
DEPARTMENT: City Manager

RECOMMENDED MOTION: No recommended motion. City Commission to provide guidance on street acceptance, name of a street, and a tap fee waiver request.

DESCRIPTION: Municipal Order 2022-15 established the project related to the relocation of the Solid Waste and Recycling Facility.

In April 2024, City Commission approved Municipal Order 2024-19 which authorized the City to execute necessary agreements related to the land, which will continue to be owned by the Fiscal Court but leased long term to the City. This agenda item specifically discussed the plat, addressing issues related to encroachment, and working to establish clear property lines and clean titles. This agenda item authorized the City Attorney to complete the process in conjunction with the Fiscal Court and related entities and to get all signatures to finalize these items. Temporary construction easements have been issued to allow the continued construction of the facility. This item is still outstanding.

One of the items that is part of this project is accepting the current private drive that leads to the Solid Waste and Recycling Depot as a City owned public street.

The current address assigned to this location is listed off Martin Luther King Blvd. and since there is no entrance off of this road, it is causing issues for that to be the permanent address for the facility. Staff need what the permanent address is going to be in order to complete the permit with the Division of Waste Management to move the permit from the old location to the new one. A permanent address is also needed for some of the utility connections and accounts that will be set up.

Staff would like to seek confirmation from the City Commission that the road will be a public street once all documents are executed and what the name of the road will be. By confirming the name of the road, staff can work to obtain what the new address will be and proceed with the permit transfer. The staff recommend the name of Thornberry Way. Attached is a draft Municipal Order that will come back before the City Commission for approval once the proper processes are completed.

Additionally, the owners of Thornberry Storage are requesting consideration from the City Commission for a waiver related to a future sewer tap. The current tap fee for a project of this size is $900.00

REQUESTED BY:

Name: Jamie Miller, City Manager

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Joint Funding Agency Request- Parks and Recreation: Baseball
DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve additional one-time funding in the amount of $18,500 to the Paris-Bourbon County Joint Parks and Recreation Board.

DESCRIPTION: On June 25, 2024, the City Commission approved the Funding Agreements with joint agencies and community partners.

Parks and Recreation requested funding for this Fiscal Year in the amount of $183,540, an increase of approximately $15,000 from the prior year's amount of $168,535.

In the process of developing and creating the budget, the Fiscal Court was holding a vote on whether to fill the Program Coordinator role. After the first time this item was voted down, it was discussed reducing the agencies' funding until the Program Coordinator was filled, acknowledging a second vote was going to occur shortly. The discussion centered around whether, once this role was filled, the agency would receive funding to the level requested for Fiscal Year 2025. This would result in a reduction of a contribution of approximately $3,625 per month. The second vote also rejected the hiring of the new position and the agency has been receiving reduced funding levels since July 1, 2024. If the position is not filled for the entire year, this would result in a contribution to Parks and Recreation in the amount of $140,040 from the City. Staff requested authority to continue to work with the Fiscal Court and the approval on 6/25/2024 authorized staff to go up to the fully requested funding amount for this agency. Per the interlocal agreement, the agency must be funded 50-50 and there has not been an agreement to change the funding level at this time.

When developing the budget, the Parks and Recreation Board made some judgments that the Program Coordinator being on board would perform certain functions that may reduce expenses in some areas. For example, they eliminated funding for Fire Works with the assumption that the Program Coordinator would work to raise funds for this event. The Youth Sports budget was reduced to $25,000 in Fiscal Year 2025, down from $60,000 in Fiscal Year 2025.

The Parks and Recreation Board has issued a bid for the Youth Baseball program. They received two bids, one at a rate of $47,000 and another at a rate of $37,000. The Board is requesting funding of $18,500 from each entity to fund the $37,000 contract to continue the program this Fiscal Year. Staff is recommending approving this additional request, subject to the approval of the Fiscal Court as well. These funds are available in this year's budget.

REQUESTED BY:

Name: Jamie Miller, City Manager

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

AGENDA ITEM: Lead and Copper Update
DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: No Motion Required. Informational presentation only.

DESCRIPTION: The Kentucky lead and copper inventory is a Service Line (SL) Inventory that water systems in Kentucky must create and submit to the Kentucky Division of Water by October 16, 2024. The inventory is required by the Lead and Copper Rule Revisions (LCRR), which the EPA finalized in December 2021.

The inventory must include:
The primary material of each service line, such as lead, galvanized, non-lead, or unknown
The material of inactive and non-potable service lines
The location of lead service lines (LSLs)

City staff worked diligently to complete service line inventory. Staff submitted a completed Service Line Inventory to the KY DOW on October 7, 2024. At the time of submission, the inventory lists 5,780 total service lines. 2,288 are known not to contain lead. 7 are galvanized and require replacement. 3,485 are unknown.

Any services marked as unknown requires the City to notify the affected customer about the uncertainty regarding the materials of their service line and may require further investigations, like visual inspections or customer outreach, to determine the material and update their inventory.

Staff is working to generate letters to send to customers that are listed as unknown on the Lead Service Line Inventory.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: October 22, 2024

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

RECOMMENDED MOTION: Move to approve financial reports as presented reflecting General Fund revenues of $2,841,023 with expenses of $3,006,701 and Utility Fund revenues of $6,050,686 with expenses of $4,588,986.

DESCRIPTION: General Fund financial reports as presented reflect revenues of $2,841,023 or 23.04% of budgeted revenues with expenses of $3,006,701 or 24.38% of budgeted expenses. Expenses exceed revenues by $165,679. Analyzing the City's main revenues for the General Fund, trailing twelve-month revenues, there is an overall increase year over year of approximately $435,000, a 5% increase. Comparing quarterly revenues between FY2025 and 2024, there is only an increase of approximately $70,000, a 3.9%. A potential sign that revenues could be leveling off compared to increases over the last several years. The quarter ending December 31, 2024, should provide better guidance related to recent events impacting the overall economy.

Utility Fund financial reports as presented reflect revenues of $6,050,686 or 34.66% of budgeted revenues. Expenses total $4,588,986 or 26.29% of budgeted expenses. Revenues exceed expenses by $1,443,502. September is the first month implementing updated utility rates. Backing out grant revenues, billed revenues for FY2025 total $3,132,076, approximately a $425,000 increase in revenues compared to the same time last year.

General fund operating cash at the end of September totaled $6,512,393. Utility fund operating cash at the end of September totaled $778,859.

Currently, the City has $3,000,000 (general fund) and $500,000 (utility fund) invested in CD's. The current value of the CD's, including accrued interest, totals $3,053,655 (general fund) and $514,645 (utility fund), respectively. A chart with current savings interest rate, average CD interest rate is attached with comparison to the current 10 year treasury rate.

The quarterly KBC2024 Bond proceed statements are included as well to provide additional information regarding the unspent balance.

REQUESTED BY:

Name: Brad Oberlander, Finance Director