



PARIS CITY COMMISSION
REGULAR MEETING AGENDA
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, November 12, 2024 - 9:00 AM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

- A. Special Meeting - November 1, 2024

5. SPECIAL PRESENTATIONS

- A. Citizens Police Academy Presentation
- B. Electric Advanced Metering Infrastructure (AMI) Overview

6. ORDINANCES

- A. Second Reading: Ordinance 2024-29; Investment Policy
Municipal Order 2024-85; Administrative Guide: Investment Policy
Municipal Order 2024-86; Appointment: Investment Committee
- B. Second Reading: Ordinance 2024-30; Fiscal Year 2024-2025 Budget
Amendment
- C. First Reading: Ordinance 2024-31; Adopting a 2024 Supplement to the
Code of Ordinances
- D. First Reading: Ordinance 2024-32; Bid Openings
- E. First Reading: Ordinance 2024-33; Flood Damage Prevention

7. CONSENT AGENDA

- A. Municipal Order 2024-83; Thornberry Way Street Acceptance
- B. Municipal Order 2024-84; Tap Fee Waiver Request
- C. Municipal Order 2024-88; Contract Request: Qualus Services, LLC

- D. Resolution 2024-18; Supplemental Grant Acceptance: Cleaner Water Program
- E. Resolution 2024-19; KIA Assistance Agreement
- F. Award Bid: Dump Truck - Field Operations
- G. Street Closure Request: Main St. - Holiday Kick Off Event
- H. Street Closure Request: Main St. - 2024 Holiday Parade
- I. Contract Approvals and Ratification
- J. Payment of Invoices: General and Utility Fund

8. REGULAR AGENDA

- A. Municipal Order 2024-87; Closure of 3rd Street to Vehicular Traffic
- B. Resolution 2024-15; Grant Application: State and Local Cybersecurity Grant Program (SLCGP)
- C. Resolution 2024-16; Grant Application: County City Bridge Improvement Program Funding
- D. Resolution 2024-17; Certified City of Ethics
- E. Easement Request: Kentucky Utilities
- F. Request to Award Bid: Dual Voltage Substation Transformer
- G. Project Discussion: Occupational Licenses

9. REPORTS

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

10. ADJOURNMENT

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
November 1, 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 November 1, 2024.

ROLL CALL

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

Absent: Commissioner, Tim Gray

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

APPROVE MINUTES

Motion by Fields, seconded by Withrow, the motion unanimously carried approving the regular meeting minutes of the October 22, 2024 meeting.

ORDINANCES

Second Reading of Ordinance 2024-26; Zoning Map Amendment Request for ZMA 24-03 failed due to lack of a motion.

Motion to deny proposed zoning map amendment 24-03 because the required procedure for considering a proposed map amendment was not completed by the Planning Commission. The City Commission is not making any decision on the merits of the proposed map amendment and instead must reject the proposed zoning map amendment on these procedural grounds. The City Commission remands this matter to the Planning Commission for consideration of the proposal in a process to be conducted in compliance with KRS Chapter 100 and the City’s Zoning Ordinance.

Second Reading of Ordinance 2024-27; Zoning Map Amendment Request for ZMA 24-04 failed due to lack of a motion.

Motion to deny proposed zoning map amendment 24-04 because the required procedure for considering a proposed map amendment was not completed by the Planning Commission. The City Commission is not making any decision on the merits of the proposed map amendment and instead must reject the proposed zoning map amendment on these procedural grounds. The City Commission remands this matter to the Planning Commission for consideration of the proposal in a process to be conducted in compliance with KRS Chapter 100 and the City’s Zoning Ordinance.

ADJOURNMENT

Motion by Fields, seconded by Withrow, the motion unanimously carried to adjourn the meeting at 9:07 a.m.

John A. Plummer, Mayor

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Citizens Police Academy Presentation

DEPARTMENT: Police

RECOMMENDED MOTION: No motion required. Presentation item.

DESCRIPTION: Members of the Citizen Police Academy have requested an opportunity to make a presentation to the City for the Police Department.

REQUESTED BY:

Name: Paul Gibson thru Jamie Miller, City Manager.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Electric Advanced Metering Infrastructure (AMI) Overview

DEPARTMENT: Electric

RECOMMENDED MOTION: No motion required. Discussion item only.

DESCRIPTION: In the Capital Improvement Plan, Project 23EL03 has begun the process of funding a project that will allow for the conversion to Electric Advanced Metering Infrastructure (AMI).

Representatives from Patterson & Dewar Engineers will be onsite to discuss this project and provide a high level overview of AMI.

REQUESTED BY:

Name: Aaron Sparkman, Electric Superintendent.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-29; Investment Policy

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve ordinance 2024-29; related to the Investment Policy.

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.

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 ~~disapproval~~ 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 may 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 – KRS 66.480(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 be held 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: November 12, 2024

AGENDA ITEM: Municipal Order 2024-85; Administrative Guide: Investment Policy

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-85 adopting Administrative Guidelines for Investments.

DESCRIPTION: The attached Municipal Order creates Administrative Guideline that provides direction for the City's Investment Committee and the handling of City's funds available to be invested.

There is not a current administrative guide for investments.

Also attached is a draft of the Investment Broker Questionnaire, which may be reviewed further and modified at the Investment Committee level, so long as it still addresses items covered in the Ordinance or the proposed Guidelines.

REQUESTED BY:

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

**CITY OF PARIS
MUNICIPAL ORDER 2024-85**

**A MUNICIPAL ORDER APPROVING ADMINISTRATIVE
GUIDELINES RELATED TO INVESTMENTS OF THE CITY
OF PARIS.**

WHEREAS, the City has an Ordinance governing City Investments that allows for the conservative and responsible investment of public funds; and

WHEREAS, it has been determined that an Administrative Guidelines that provide additional guidelines for staff and the Investment Committee will assist in administration and internal controls; 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 Investment 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 November 12, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Municipal Order 2024-86; Appointment: Investment Committee

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-86 making an initial appointment of the Investment Committee.

DESCRIPTION: The Ordinance and Administrative Guideline defines that the Investment Committee will be made up of the City Manager, Finance Director, a current elected Commission Member, and a current employee.

The proposed appointments include Jamie Miller, Brad Oberlander, Stephanie Settles, and an elected Commission Member as decided upon by the City Commission.

The attached Municipal Order makes initial appointment to the Investment Committee from November 2024 until December 2024.

Re-appointment will occur at the first Board of Commissioners meeting on January 14, 2024, when we seek appointment of committee representatives for all respective boards. The appointments will be on a two-year calendar term from January–December.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-86**

AN ORDER APPROVING THE APPOINTMENT OF INVESTMENT COMMITTEE MEMBERS UNDER ADMINISTRATIVE GUIDE 2-02 AND CITY ORDINANCE CHAPTER 23.

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

Section I: That Administrative Guide 2-02 Designates the Investment Committee will consist of the City Manager, the Finance Director, one current elected official, and one current City Employee. Jamie Miller, Brad Oberlander, Stephanie Settles and _____ are hereby appointed as members of the Investment Committee.

Section II: That duties of such Committee are defined in City Ordinance Chapter 23 and Administrative Guide 2-02.

Section III: The initial appointment of this Committee will be until December 31, 2024. Reappointments will occur in the January Commission meeting and will be for a period of two years.

This order is effective upon reading and adoption as required by law on this the 12th day of November 2024.

John A. Plummer, Mayor

Attest:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Second Reading: Ordinance 2024-30; Fiscal Year 2024-2025 Budget Amendment

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve ordinance 2024-30; relating to the first quarter amendment to the 2024-2025 Budget.

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 police 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:

	Year ended 6/30/2025 <u>Original Budget</u>	Year ended 6/30/2025 <u>Amended Budget</u>
<u>Governmental Funds:</u>		
BEGINNING FUND BALANCE - JULY 1, 2024	\$ <u>10,013,154</u>	\$ <u>9,846,884</u>
<u>Revenues:</u>		
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
<i>Total Revenues:</i>	<u>12,830,928</u>	<u>12,957,110</u>
<i>TOTAL FUNDS AVAILABLE:</i>	<u>22,844,082</u>	<u>22,803,994</u>
<u>Expenditures:</u>		
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
<i>Total Expenditures:</i>	<u>12,330,928</u>	<u>12,457,110</u>
ESTIMATED ENDING FUND BALANCE - JUNE 30, 2025	\$ <u><u>10,513,154</u></u>	\$ <u><u>10,346,884</u></u>

<u>Proprietary Fund:</u>	Year ended 6/30/2025 <u>Original Budget</u>	Year ended 6/30/2025 <u>Amended Budget</u>
BEGINNING FUND BALANCE - JULY 1, 2024	\$ 2,388,757	\$ 2,347,554
<u>Revenues:</u>		
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	<u>5,886,936</u>	<u>5,886,936</u>
Loan Proceeds:		
2024 General Obligation 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	<u>10,140,000</u>	<u>10,140,000</u>
Miscellaneous	1,073,000	1,288,929
Transfer Station	140,000	140,000
<i>Total Revenues:</i>	<u>27,597,186</u>	<u>27,813,115</u>
TOTAL FUNDS AVAILABLE:	<u>29,985,943</u>	<u>30,160,669</u>
<u>Expenditures:</u>		
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
	<u>5,285,841</u>	<u>5,312,245</u>
Water Plant:		
Operating Expenditures	1,338,729	1,338,729
Capital Outlay - Water Plant Projects	4,722,500	4,750,080
	<u>6,061,229</u>	<u>6,088,809</u>
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
	<u>4,752,771</u>	<u>4,757,421</u>
Utility Administration:	1,713,152	1,713,152
Utility Fund	1,761,071	1,901,071
<i>Total Expenditures:</i>	<u>27,597,186</u>	<u>27,813,115</u>
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

John Plummer, Mayor

Attest:

Stephanie Settles
City Clerk/Treasurer



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: First Reading: Ordinance 2024-31; Adopting a 2024 Supplement to the Code of Ordinances
DEPARTMENT: City Clerk

RECOMMENDED MOTION: No motion required. First reading.

DESCRIPTION: The City of Paris Code of Ordinances is updated on an annual basis with newly adopted ordinances for the fiscal year and referred to as a "Supplement" to the City of Paris Code of Ordinances. Attached you will find a 2024 supplement that includes all ordinances adopted from April 2024, to June 2024. By adopting this ordinance, it keeps the city in compliance with KRS 83A.060 - Enactment of ordinances.

Periodically, we may have ordinances that are updated earlier than the typical year-end process, such as this supplement as it was related to rates, fees, fines, or other daily-used ordinances.

REQUESTED BY:

Name: Stephanie Settles, City Clerk

CITY OF PARIS
ORDINANCE 2024-31

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

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

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

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

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

The 2024 S-20 supplement to the Code of Ordinances of the City of Paris, Kentucky, as submitted by American Legal Publishing Corporation of Cincinnati, and attached to this Ordinance is adopted by reference as if set out in its entirety.

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

The foregoing ordinance was introduced and read for the first time at the City Commission's regular meeting of November 12, 2024. Read for the second time, adopted and approved at its regular meeting of November 26, 2024.

Mayor John A. Plummer

ATTEST:

City Clerk, Stephanie Settles



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: First Reading: Ordinance 2024-32; Bid Openings

DEPARTMENT: City Manager

RECOMMENDED MOTION: First Reading. No motion required.

DESCRIPTION: As staff continues periodic review of current ordinances, the ordinance for bid opening was identified as in need of minor clean up.

The proposed update to this ordinance provides administrative clean up and clarifies that the City Manager may designate a representative on their behalf in the bid opening process.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
ORDINANCE 2024-32**

AN ORDINANCE ADDRESSING OPENING OF BIDS

WHEREAS, the City of Paris Code of Ordinances contains provisions addressing the financial administration of the City,

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 III, SECTION 23.205 SHALL BE AMENDED AS FOLLOWS:

§ 23.205 OPENING OF BIDS

A due date and time for each bid shall be stated in any advertisement and invitation for bids. It is the bidder's responsibility to ~~insure~~ **ensure** any bid is in the office before the time set for bid openings. Bid openings shall be held at the time as announced by the City Manager **or their designee and** conducted in a location convenient for any interested party or the public to attend. At the set time, the City Manager **or their designee** shall declare bids to be closed. All bids shall be opened publicly and read aloud when the structure of the invitation for bids permits. The City Manager **or their designee** shall with reasonable promptness prepare a tabulation of all bids received and make the documents available to the public upon reasonable request.

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 November 12, 2024. Read for the second time, adopted and approved at its regular meeting of _____.

Mayor John A. Plummer

ATTEST:

City Clerk, Stephanie Settles



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: First Reading: Ordinance 2024-33; Flood Damage Prevention

DEPARTMENT: City Manager

RECOMMENDED MOTION: First Reading. No motion required.

DESCRIPTION: The Federal Emergency Management Agency (FEMA) periodically makes a Flood Hazard Determination for a Community. As a part of this process, they update the Flood Insurance Rate Maps (FIRM). They have completed this process, including their required public comment period.

The FIS report and FIRM will become effective on February 28, 2025.

The updated maps have been provided to GIS and Planning and Zoning.

Alex VanPelt, the Kentucky National Flood Insurance Plan (NFIP) Coordinator, is assisting staff in a review of our local ordinance to ensure they meet federal and state minimum floodplain requirements. The attached Ordinance revision will assist with this compliance.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
ORDINANCE 2024-33**

**AN ORDINANCE AMENDING THE FLOOD DAMAGE PREVENTION
ORDINANCE**

WHEREAS, the City of Paris in Paris, Kentucky has previously established a Flood Damage Prevention Ordinance, and

WHEREAS, an update has been completed by FEMA to update the Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) that require incorporation into the ordinance;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE CITY OF PARIS THAT CHAPTER 74, ARTICLE I, SECTION 74.007 SHALL BE AMMENDEED AS FOLLOWS:

**§ 74.007 BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS AND
CONSERVATION DISTRICTS**

- (A) The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) in the flood insurance study (FIS) for Bourbon County and incorporated areas, dated **February 28, 2025** ~~January 6, 2011~~, with the accompanying flood insurance rate maps (FIRMs), other supporting data and any subsequent amendments thereto, are hereby adopted by reference and declared to be a part of these regulations by Paris, and for those land areas acquired by Paris through annexation. This FIS and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the City Commission by the Floodplain Administrator and are enacted by City Commission pursuant to statutes governing land use management regulations. The FIS and/or FIRM are permanent records of Paris and are on file and available for review by the public during regular business hours at Paris City Hall at 525 High Street, Paris, Kentucky, 40361.
- (B) There are areas in Bourbon County where detailed hydrologic and hydraulic calculations may not have been performed. In these areas, a soils floodplain may be used to establish approximate floodplain boundaries. The soils floodplain consists of the alluvial soils listed below as defined by the U.S. Department of Agriculture Natural Resources Conservation Service:
- (1) Dunning Silty Clay Loam - Du;
 - (2) Lawrence Silt Loam - La;
 - (3) Lindside Silt Loam - Ln;
 - (4) Newark Silt Loam - Ne; and
 - (5) Nolin Silt Loam - No.

- (C) Some soils floodplains exist along streams that have a FEMA floodplain or post-development floodplain where detailed hydrologic and hydraulic calculations have been performed. In this case, the FEMA floodplain and post development floodplain shall take precedence over the soils floodplain.
- (D) Some soils floodplains exist along streams or low-lying areas that do not have a FEMA floodplain or post-development floodplain and where detailed hydrologic and hydraulic calculations have not been performed. In this case a structure can be constructed in the soils if:
 - (1) The property owner provides hydrologic and hydraulic calculations from a professional engineer licensed in Kentucky, proving that the proposed structure will not flood for the 100-year storm, will not create a drainage problem.
 - (2) A foundation design stamped by a professional engineer licensed in Kentucky, is submitted as part of the applications for a building permit.

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 November 12, 2024. Read for the second time, adopted and approved at its regular meeting of November 26, 2024.

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Municipal Order 2024-83; Thornberry Way Street Acceptance

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-83 accepting Thornberry Way as a publicly maintained infrastructure.

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 street 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.

At the 10/22/2024 Commission Meeting, consensus was gained for the permanent street name of Thornberry Way.

This Municipal Order formalizes the name for this street and accepts this road as public infrastructure for perpetual maintenance by the City.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-83**

**A MUNICIPAL ORDER ACCEPTING INFRASTRUCTURE OF
THORNBERRY WAY AS A PUBLIC CITY STREET**

WHEREAS, the City has agreed to accept the dedication of a street in the City,

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky that the street to be named Thornberry Way be accepted for dedication to the City and received for perpetual maintenance by the City.

This Order shall become effective upon its passage and publication.

Dated this 12th day of November 12, 2024.

APPROVED:

John A. Plummer, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Municipal Order 2024-84; Tap Fee Waiver Request

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-84 allowing for the waiver of the future sewer tap fee for Thornberry Storage facility.

DESCRIPTION: As part of the relocation of the Solid Waste and Recycling Depot, several agreements related to the land, which will continue to be owned by the Fiscal Court but be leased long term to the City are required.

As consideration for some of these related items, there was a request for the waiver of a sewer tap fee for the Thornberry Storage Facility in the future. The applicant must still bear all costs associated with creating the tap and follow all City regulations, this request just provides a waiver of the tap fee.

At the October 22, 2024 meeting, there was consensus from the City Commission to authorize this request. The current tap fee amount for a project of this size would be \$900.00. This Municipal Order officially documents this approval for future use.

REQUESTED BY:

Name: Jamie Miller, City Manager

**CITY OF PARIS
MUNICIPAL ORDER 2024-84**

**A MUNICIPAL ORDER APPROVING A WAIVER OF
SEWER TAP FEES AS A CONSIDERATION FOR
AGREEMENTS RELATED TO THE RELOCATION OF THE
SOLID WASTE AND RECYCLING DEPOT**

WHEREAS, the City Commission has a need to complete the relocation of the Solid Waste and Recycling Depot and agreements related to the land and its future use be accurate and complete;

WHEREAS, Thornberry Storage is currently located off the private drive that adjoins the new location;

WHEREAS, a Sewer Tap Fee waiver has been requested by the property owners for a future need to connect to the sewer;

WHEREAS, the City of Paris is interested in allowing Thornberry Storage to apply to make a future tap that is located near the property line, if all existing requirements are met. The anticipated use will be limited to normal and customary office use and no commercial or large vehicle waste shall be discharged into the City's sewer;

WHEREAS, the cost to make the tap will be at the expense of the applicant but the City of Paris is interested in extending a one-time waiver without creating a precedence for the extension of a similar program to other projects or phases;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris, Kentucky to approve waiver of a single the sewer tap fee for this property.

Enacted at the City Commission's regular meeting on November 12, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Municipal Order 2024-88; Contract Request: Qualus Services, LLC

DEPARTMENT: Electric

RECOMMENDED MOTION: Move to approve Municipal Order 2024-88 for a five-year contract with Qualus Services, LLC for yearly substation transformer testing and maintenance and authorize the Mayor, City Manager, City Attorney, and City Clerk to finalize the agreement and execute all required documents.

DESCRIPTION: The Electric Department advertised on Demand Star to obtain quotes for substation transformer testing/maintenance. Staff also made direct contact with a company who currently provides service to the City of Paris. Only one quote was returned for the service.

The Electric Department is recommending approval of a five-year contract with Qualus Services, LLC to test one substation transformer a year for the next five years.

All substations are critical to providing reliable power to the City of Paris and the five transformers in those substations are a key piece of equipment and major investment for the utility. As a means of preventative maintenance, this comprehensive testing will indicate any internal issues related to each transformer and catch loose connection points before they become service failures.

With this approval, the Electric Department would establish a yearly preventative maintenance procedure and satisfy risk concerns from our insurance provider.

The proposed five-year contract price for this service is \$25,090.00, with a yearly cost of \$5,018.00. This amount falls below the sealed bid RFP process, but since it is a contract spanning multiple years and due to its overall price, staff is requesting Commission approval to authorize the agreement. This approval will authorize the payment over the term of the contract and will not be brought back annually for approval.

There is an opportunity for a discount if the service is scheduled in January, but this may not be practicable every year, so the total cost of approval accounts for any schedule issues. This is an approved budgeted item for this 2024-2025 year as a contracted service.

REQUESTED BY:

Name: Aaron Sparkman, Electric Superintendent

**CITY OF PARIS
MUNICIPAL ORDER NO. 2024-88**

**A MUNICIPAL ORDER APPROVING A CONTRACT WITH QUALUS SERVICES
LLC FOR A TESTING AND MAINTENANCE CONTRACT**

WHEREAS, the City has determined it is in the best interest to test the City's substations on regular intervals to assist with providing reliable services and establishing a preventive maintenance schedule.

WHEREAS, staff has completed a proper purchasing process and is recommending a five-year contract with Qualus Services, LLC.

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the finalizing of the Agreement with Qualus Services, LLC and that the Mayor, City Manager, and City Clerk are authorized to finalize and execute all necessary documents.

FURTHER THEREFORE, authorize the Mayor to sign renewals for the service, if necessary, at the recommendation of the City Manager given substantially similar terms. The rate may slightly fluctuate on renewals but will not require additional commission approval if within the purchasing authority of the City Manager.

Enacted at the City Commission's regular meeting of November 12, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Resolution 2024-18; Supplemental Grant Acceptance: Cleaner Water Program

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve Resolution 2024-18 pending KIA final approval and authorize the Mayor, City Manager, City Attorney, and City Clerk to execute all other necessary documentation for the supplemental acceptance of grant funding for the Cleaner Water Program.

DESCRIPTION: In September 2022, Municipal Order 2022-16 approved the establishment of the Millersburg Road Sanitary Sewer Extension Project. Numerous documents related to this project were approved. The City received a Cleaner Water Program Grant award in the amount of \$726,735 as a Phase I award and was accepted by Resolution 2022-17.

In October 2022, Municipal Order 2022-17 approved the intent to use part of the Phase II funding of the Cleaner Water Funds for the Millersburg Road Sanitary Sewer Extension in the amount of \$573,265. The use of this funding had to be agreed upon between the City and the County.

In April 2024, the Commission approved to request the reallocation of funds from Phase II previously designated for the Water Tower Project to assist in closing the funding gap on this project. This would allocate an additional \$656,936 to the Sanitary Sewer Extension project. This would bring Phase II funding to \$1,230,201 and the total between Phase I and II to \$1,956,936.

The State has approved the reallocation and requires various new documentation. The State did not approve the supplemental grant request for additional funds and is requiring some additional documents.

Bluegrass Area Development District (BGADD) is the administrator of both rounds of the grant funding. Strand Engineering is the Engineer for the project.

Municipal Order 2022-16 authorizes the Mayor to sign documents related to the grant. However, various documents are required from the Granting Agency.

Item A: Execution of the Conditional Supplemental Commitment Letter dated 5/6/2024.

Item B: Authority for staff to complete and execute the Certificate of Project Profile Review and Update with the Engineer.

Once KIA has reviewed and approved the above documents, staff is seeking authority for the Mayor, City Manager, City Attorney, and City Clerk to execute, pending no major amendments to the attached:

Resolution 2024-08 was approved at the regularly scheduled meeting on May 14, 2024. BGADD is requesting the resolution be signed after the day the Assistance Agreement was sent. The assistance agreement was sent on August 30, 2024.

No other changes have been made.

Item A: Resolution 2024-18 Supplemental Grant Acceptance

Item B: Authorize the City Attorney to Execute an Opinion of Legal Counsel

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

EXHIBIT 4**THE CITY OF PARIS
RESOLUTION 2024-18****RESOLUTION OF THE CITY OF PARIS ACCEPTING THE
SUPPLEMENTAL GRANT, APPROVING THE GRANT ASSISTANCE
AGREEMENT, AUTHORIZING THE AMENDMENT OF THE CITY OF
PARIS'S ANNUAL BUDGET, AND AUTHORIZING A REPRESENTATIVE
TO SIGN ALL RELATED DOCUMENTS**

WHEREAS, the Kentucky General Assembly has appropriated funds for infrastructure projects in Senate Bill 36 of the 2021 Regular Session of the Kentucky General Assembly and in House Bill 1 of the 2022 Regular Session of the Kentucky General Assembly for the Cleaner Water Program; and

WHEREAS, the City of Paris (the "Grantee") has previously determined that it is in the public interest to acquire and construct certain facilities and improvements to the Grantee's utility system (the "Project"); and

WHEREAS, the Grantee desires funding from the Kentucky Infrastructure Authority (the "Authority") for the purpose of acquisition and construction of the Project; and

WHEREAS, in order to obtain a supplemental grant from the Cleaner Water Program for the Project, and administered by the Authority, the Grantee is required to enter into a supplemental assistance agreement (the "Agreement") with the Authority.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Paris as follows:

SECTION 1. The Grantee hereby accepts the grant award and approves the Agreement between the Grantee and the Authority to provide the additional funds to the Grantee for the Project.

SECTION 2. That the Mayor John A. Plummer, and any Successors-in- Title, is hereby designated to be the Grantee's "Authorized Official" for this Project and is hereby directed and empowered by the Grantee to execute the Agreement, related documents and agreements, and to otherwise act on behalf of the Grantee to effect such grant award, and to engage a qualified Project Administrator.

SECTION 3. That the Grantee hereby agrees and commits to include, by amendment to its annual budget and audit process, the receipts and expenditures of funds subject to the Agreement up to and including the date of Project closeout.

SECTION 4. That this resolution shall take effect at the earliest time provided by law.

ADOPTED on _____, 202____.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify that I am the duly qualified and acting Secretary/Clerk of the Grantee, and that the foregoing is a full, true and correct copy of a Resolution adopted by the governing body of said Grantee at a meeting duly held on November 12, 2024 ; and that this official action appears as a matter of public record in the official records or journal of the Grantee; and that said meeting was held in accordance with all applicable requirements of Kentucky law, including Sections 61.810, 61.815, 61.820 and 61.823 of the Kentucky Revised Statutes; and that a quorum was present at the meeting; and that this official action has not been modified, amended, revoked or repealed and is now in full force and effect.

IN TESTIMONY WHEREOF, witness my signature, below, on November 12, 2024.

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Resolution 2024-19; KIA Assistance Agreement

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve resolution 2024-19 authorizing the Assistance Agreement with KIA for Loan #F22-019 and authorizing the Mayor, City Manager, City Attorney, and City Clerk to execute all other necessary documents related to this loan and agreement.

DESCRIPTION: In July 2022, the City approved the agreement for \$3,275,000 in Federally Assisted Drinking Water Revolving Loan Funds for project WX21017022, which are improvements to the Water Treatment Plant and the Distribution System.

In May 2023, the City received a new cost estimate for the project per HMB, the engineering firm, has a total project cost of \$4.1M. The commission approved a loan increase of \$500,000 on May 23, 2023, making the total loan amount \$3,775,000.

On June 11, 2024, Commission authorized an additional loan request increase from KIA for a new total of \$4,085,545. This amount was derived after the opening of the bids and some adjustment to the project.

The interest rate on this, over 20 years, is 1%. The BGADD is assisting with the administration of these funds.

The attached Resolution accepting the agreement is required by KIA and staff is requesting the authority to have any remaining documents executed to further finalizing the funding for this project.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager

**THE CITY OF PARIS
RESOLUTION 2024-19**

**A RESOLUTION APPROVING AND AUTHORIZING AN
ASSISTANCE AGREEMENT BETWEEN THE CITY OF
PARIS, KENTUCKY AND THE KENTUCKY
INFRASTRUCTURE AUTHORITY TO PROVIDE UP TO
\$4,085,545 OF LOAN FUNDS FOR PROJECT NUMBER F22-
019.**

WHEREAS, the Board of Commissioners (the “Governing Authority”) of the City of Paris, Kentucky, (the “Borrower”) has previously determined that it is in the public interest to acquire and construct certain facilities and improvements (the “Project”) to the Borrower’s water system (the “System”); and

WHEREAS, the Borrower has made application to the Kentucky Infrastructure Authority (the “Authority”) for the purpose of providing monies to construct the Project; and

WHEREAS, in order to obtain such monies, the Borrower is required to enter into an Assistance Agreement with the Authority (the “Assistance Agreement”);

NOW, THEREFORE, IT IS RESOLVED by the City of Paris, Kentucky, as follows:

SECTION 1. That the Governing Authority hereby approves and authorizes the Assistance Agreement between the Borrower and the Authority regarding Project Number F22-019 substantially in the form on file with the Borrower for the purpose of providing the necessary financing to the Borrower for the Project.

SECTION 2. That the Mayor and City Clerk of the Borrower be and hereby are authorized, directed, and empowered to execute necessary documents or agreements, and to otherwise act on behalf of the Borrower to effect such financing.

SECTION 3. That this resolution shall take effect at the earliest time provided by law.

ADOPTED on November 12, 2024.

John A. Plummer, Mayor

Attest:

Stephanie Settles, City Clerk

CERTIFICATE

I, the undersigned, hereby certify that I am the duly qualified and acting City Clerk of the City of Paris, Kentucky (the "Borrower"); that the foregoing is a full, true and correct copy of a Resolution adopted by the governing authority of the Borrower at a meeting duly held on November 12 2024; that the official action appears as a matter of public record in the official records or journal of the governing authority; that the meeting was held in accordance with all applicable requirements of Kentucky law, including Sections 61.805 to 61.850, inclusive, of the Kentucky Revised Statutes; that a quorum was present at the meeting; that the official action has not been modified, amended, revoked, or repealed and is now in full force and effect.

IN TESTIMONY WHEREOF, witness my signature this November 12, 2024.

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Award Bid: Dump Truck - Field Operations

DEPARTMENT: Field Operations

RECOMMENDED MOTION: Move to accept the bid from Dutch's Ford in the amount of \$79,990 for the purchase of a 2019 Ford Super Duty F750 Dump Truck and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: Field Operations published and advertised to obtain sealed bids for the purchase of a new or used dump truck.

One bid was received from Dutch's Ford in the amount of \$79,990.

This item was included in the 24/25 Fiscal Budget and is covered by the Capital Improvement Plan under 23FO02, Fleet Replacement. The recommended bid award is within the budget allocation.

Attached is the Bid Opening Summary Tab and the Bid Packet. Full bid responses are available for inspection in the City Clerk's office upon request.

REQUESTED BY:

Name: Micheal Myneer, Field Operations Superintendent



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Street Closure Request: Main St. - Holiday Kick Off Event

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the street closure of Main St. from 5th St. to 2nd St. and around the Courthouse and Bank Row on November 22, 2024, from approximately 5:30 p.m. until 9 pm for Tourism's Holiday Kick Off Event. Further move to approve the use of Police and other staff to assist with the event.

DESCRIPTION: Please see the attached street closure request from Tourism for Main St. between 5th and 2nd on November 22, 2024 for a Holiday Kick Off Event that will include Horse & Carriage rides, with the closure starting at 5:30pm.

Staff has had an opportunity to review the request.

The approval is conditional on obtaining all necessary permits, including encroachment permits, as well as proof of insurance coverage.

REQUESTED BY:

Name: BettyAnn Allen, Tourism thru Jamie Miller



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Street Closure Request: Main St. - 2024 Holiday Parade

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve the street closure of Main St. from Bourbon County High School to the Courthouse on December 7, 2024, from approximately 5:30 p.m. until the conclusion of the parade for the Chamber of Commerce Holiday Parade. Further move to approve the use of Police and other staff to assist with the event.

DESCRIPTION: Please see the attached street closure/blocking request from the Chamber of Commerce for Main St. between Bourbon County High School and the Courthouse on December 7, 2024 for the Parade starting at 5:30pm.

Staff has had an opportunity to review the request.

The approval is conditional on obtaining all necessary permits, including encroachment permits, as well as proof of insurance coverage.

REQUESTED BY:

Name: Lauren Biddle, Chamber of Commerce thru Jamie Miller



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Contract Approvals and Ratification

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve and ratify the listed contracts and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: The contracts or agreements below are under the threshold that would require City Commission approval. Staff is seeking approval or ratification of such agreements.

Contracts are available for inspection at the City Clerk's office upon request.

Vendor	Contractual Item	Amount
NewGen Strategies	Net Metering Policy Review	\$1,800.00
Kentucky League of Cities	Supervisor Training - Effective Supervision	\$ 840.00

REQUESTED BY:

Name: Jamie Miller, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 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 \$333,543.63 and Utility Fund in the amount of \$271,531.96.

DESCRIPTION: Attached is the summary of invoices for the General Fund (\$333,543.63) and Utility Fund (\$271,531.96). Both claims reports cover the period from October 18 through November 1, 2024. Notable disbursements for the General Fund include \$82,500 to Bachman Chevy for the purchase of two (2) police cruisers, approved in the prior fiscal year. Notable disbursements in the Utility Fund include \$27,580 paid to Buchanan Contracting for repairs to 10th Street Water Tank.

REQUESTED BY:

Name: Brad Oberlander, Finance Director



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Municipal Order 2024-87; Closure of 3rd Street to Vehicular Traffic

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2024-87 related to the closure of 3rd Street to vehicular traffic.

DESCRIPTION: Staff is recommending the closure of 3rd Street between E. Main St. and Pleasant St. for vehicular traffic.

This recommendation has considered safety, amount of use, and a proposal to create a space for public enjoyment in this area.

A letter has been sent to the adjoining property owners making them aware of this proposed change. These letters were sent on September 30, 2024. None of the adjoining property owners have made contact with the City.

The City has made contact with the State to confirm they do not have any requirements that need to be met for this request. Police and Fire have been consulted on this proposed change.

It is proposed that this location will be turned into a space for public enjoyment and an area for gathering to include seating and decorative elements. This area will be transitioned in phases to an additional place people can enjoy downtown, as funding becomes available. The closure will be done in a way that with appropriate notice, items can be removed and the area reopened.

REQUESTED BY:

Name: Mike Smith, Public Works Superintendent

**CITY OF PARIS
MUNICIPAL ORDER 2024-87**

**A MUNICIPAL ORDER CLOSING 3RD STREET BETWEEN EAST MAIN AND
PLEASANT STREET TO VEHICULAR TRAFFIC**

WHEREAS, the City of Paris (“City”) has decided to close 3rd Street between East Main St. and Pleasant St. for the purpose of vehicular traffic;

WHEREAS, the City has provided written notice to the abutting property owners of the proposed closure;

WHEREAS, no abutting property owner has any driveway or service area on 3rd Street;

WHEREAS, the City finds vehicle traffic on 3rd Street provides will have no appreciable benefit; and

WHEREAS, the City desires to create an open pedestrian space on 3rd Street

NOW THEREFORE BE IT ORDERED BY THE BOARD OF COMMISSIONERS
FOR THE CITY OF PARIS, AS FOLLOWS:

Section I: 3rd Street located between East Main St. and Pleasant St. is ordered closed to vehicular traffic.

Section II: The City is not closing, abandoning, or vacating the public way known as 3rd Street and no changes in right-of-way, plats, or maps will be recorded.

Section III: This area will continue to be utilized as a public space and may be modified as authorized by the City Manager and the Public Works Superintendent.

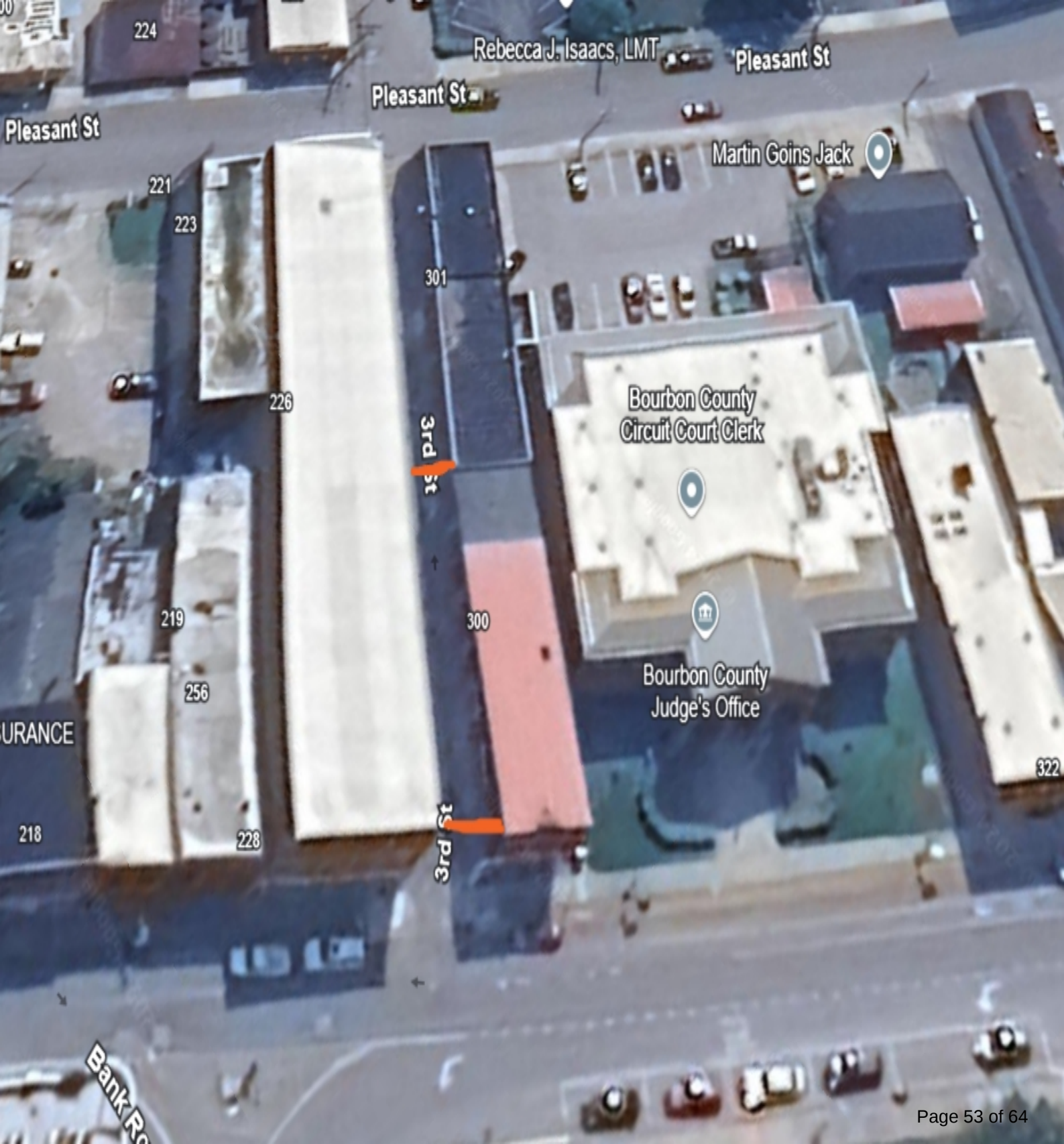
The foregoing order shall take effect immediately upon execution and publication.

The foregoing Municipal Order was introduced and adopted at the City Commission’s regular meeting of November 12, 2024.

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



224

Rebecca J. Isaacs, LMT

Pleasant St

Pleasant St

Martin Goins Jack

Pleasant St

221

223

301

Bourbon County
Circuit Court Clerk

226

3rd St

219

300

256

Bourbon County
Judge's Office

URANCE

218

228

3rd St

322

Bank Rd



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Resolution 2024-15; Grant Application: State and Local Cybersecurity Grant Program (SLCGP)

DEPARTMENT: Administration

RECOMMENDED MOTION: Move to approve Resolution 2024-15 for an application to the State and Local Cybersecurity Grant Program (SLCGP) and authorize the Mayor, City Manager, and City Clerk to execute any necessary documents.

DESCRIPTION: The U.S. Department of Homeland Security (DHS) has announced funding to assist with cybersecurity related expenses through the State and Local Cybersecurity Grant Program (SLCGP). The funding consists of approximately \$270M for this fiscal year, and will be administered through the Kentucky Office of Homeland Security.

The attached Resolution authorizes staff to apply to seek funding through this program. This item requires a 30% match. In accordance with AG 2-1, Grants Administration, staff is requesting approval for this application because it is required by the granting agency.

This funding will assist with the replacement of technology equipment that has been identified as needing replacement in order to successfully update equipment to the Windows 11 operating system. While there is some funding identified for Technology Replacement in this fiscal year under Capital Project 24AD02, there are not sufficient funds available for all the needed replacements. Additional funds will either need to be allocated in the next budget cycle or a budget amendment will need to be completed. The replacement cost of this project is estimated at \$85,200, which would require a match of approximately \$25,560 if awarded. There is currently approximately \$18,000 budgeted for this project, but some of these funds have already been expended for other replacement needs.

REQUESTED BY:

Name: Jamie Miller, City Manager
Merissa Williamson, Purchasing and Grants Manager

**CITY OF PARIS
RESOLUTION 2024-15**

**A RESOLUTION APPROVING THE FILING OF AN
APPLICATION TO REQUEST FUNDING THROUGH THE
STATE AND LOCAL CYBERSECURITY GRANT**

WHEREAS, the City of Paris has determined that it is in the public interest to identify funding to assist with continued replacement of City technology to ensure cybersecurity risks are limited;

WHEREAS, the Department of Homeland Security (DHS) through the Kentucky Office of Homeland Security has announced funding for the State and Local Cybersecurity Grant;

WHEREAS, there will be multiple rounds of applications for this funding;

WHEREAS, the required match, if awarded is between 30% of the award;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris (“Board”) that the Mayor, City Manager, and City Clerk are hereby authorized to execute and submit an application and execute all necessary documents for the State and Local Cybersecurity Grant

Enacted at the City Commission’s regular meeting of November 12, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Resolution 2024-16; Grant Application: County City Bridge Improvement Program Funding
DEPARTMENT: Administration

RECOMMENDED MOTION: Move to approve Resolution 2024-16 for applications to the County City Bridge Improvement Program and authorize the Mayor, City Manager, Public Works Superintendent, and City Clerk to execute any necessary documents.

DESCRIPTION: KYTC Department of Rural and Municipal Aid has announced funding to address bridges that are closed or have posted traffic limitations. The funding consists of 25 million each year in the 2025/2026 biennium.

In January 2024, KYTC completed an inspection of all bridges in the City of Paris. During the inspection there were 3 bridges identified in need of repair or modification.

The attached Resolution authorizes staff to apply to seek funding through this program. There will be multiple phases of funding. This item requires a 20% match. These projects are not currently budgeted and if awarded, a budget amendment would be required to allocate funding for the match requirement. In accordance with AG 2-1, Grants Administration, staff is requesting approval for this application because it is required by the granting agency.

The first phase of funding will be a request for the 2nd Street Bridge, which has an anticipated repair cost of \$141,622.44. The attached Resolution authorizes staff to make applications for future rounds of this funding based on repairs needed on other bridges.

REQUESTED BY:

Name: Mike Smith, Public Works Superintendent
Merissa Williamson, Purchasing & Grants Manager

**CITY OF PARIS
RESOLUTION 2024-16**

**A RESOLUTION APPROVING THE FILING OF AN
APPLICATION TO REQUEST FUNDING THROUGH THE
COUNTY CITY BRIDGE IMPROVEMENT PROGRAM**

WHEREAS, the City of Paris has determined that it is in the public interest to identify funding to assist with continued repairs to City bridges;

WHEREAS, the Kentucky Transportation Cabinet (KYTC) Department of Rural and Municipal Aid has announced funding for the 2025-2026 biennium for the County City Bridge Improvement Program Funding;

WHEREAS, there will be multiple rounds of applications for this funding;

WHEREAS, the required match, if awarded is between 20% of the state award;

NOW THEREFORE be it resolved by the Board of Commissioners of the City of Paris (“Board”) that the Mayor, City Manager, Public Works Superintendent, and City Clerk are hereby authorized to execute and submit an application and execute all necessary documents for the County City Bridge Improvement Program Funding.

Enacted at the City Commission’s regular meeting of November 12, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Resolution 2024-17; Certified City of Ethics

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Resolution 2024-17 initiating the process to become a Certified City of Ethics through the Kentucky League of Cities and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: Chapter 25 of the City of Paris Ordinance's is the Ethic's Code.

The staff has been undergoing revisions to various sections of the City code. This section has not been updated since 1994. As part of this update process, staff is recommending to engage with the Kentucky League of Cities which will allow the update to qualify the City to become a Certified City of Ethics.

This proposal has been discussed with the Board of Ethics. They are supportive of being engaged in the upcoming review process. A copy of the Ordinance has also been provided to all Department Heads to have an opportunity to provide suggested revisions.

To qualify for this designation, there are a few required steps. The attached document outlines these further. However, please see them summarized below.

The first step is to adopt a resolution to conduct a review of the City's current ethics ordinance in coordination with KLC. This is the item before the Commission for consideration today.

The second step is to review model ordinances with a focus on possible revisions. The City must designate two of the following to participate: an elected official, an ethics board member, and/or a City employee to participate in this review, at a minimum.

The third step is that once the ordinance has been reviewed, updated, and amended, all elected officials and the board of ethics members will be trained on the Code of Ethics. The cost of the training and the legal review of the ordinance is \$750.00.

REQUESTED BY:

Name: Board of Ethics and Jamie Miller, City Manager

**CITY OF PARIS
RESOLUTION 2024-17**

**A RESOLUTION OF THE CITY OF PARIS COMMISSION
APPROVING THE CERTIFIED CITY OF ETHICS
PROPOSAL**

WHEREAS, the City of Paris City Commission does desire to become a Certified City of Ethics in accordance with the Kentucky League of Cities (KLC) Certified City of Ethics Program; and

WHEREAS, it is necessary to enter into an agreement with KLC to carry out the program requirements, including ordinance review, adoption of a resolution, and training; and

WHEREAS, the attached agreement outlines the program requirements and requires city approval of all elements;

NOW THEREFORE be it resolved that the Board of Commissioners of the City of Paris that the agreement attached to this resolution between the City of Paris and The Kentucky League of Cities, and the same is approved; the Mayor is authorized and directed to execute the agreement for and on behalf of the City; and the City Clerk is authorized and directed to attest such signatures.

Enacted at the City Commission's regular meeting of November 12, 2024.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Easement Request: Kentucky Utilities

DEPARTMENT: Assistant City Manager

RECOMMENDED MOTION: Move to approve the utility right-of-way easement as presented, granting Kentucky Utilities the right to access and use the designated area for the purpose of installing, operating, and maintaining electric infrastructure. This easement is subject to the terms and conditions outlined in the agreement, and is in the best interest of public service continuity and infrastructure development.

DESCRIPTION: Staff met with Nathan Adkins, a representative for Kentucky Utilities (KU), to discuss the request for a proposed easement. Mr. Adkins presented a plan to install a new HV Transmission Line, 40 new steel structures, and switches 2.6 miles from Millersburg to Paris running parallel to Millersburg Road. This project will allow for more reliable electric service in this area.

This easement request is for a 30' right of way running parallel with US HWY 68, crossing the Wastewater Treatment Plant and Soccer Field Properties and consists of 0.456 acres. KU will pay a one-time fee of \$4,788.00 to the City of Paris for the Right of way easement.

Staff reviewed this request and met on site with KU to review the proposed site. Staff feels this is in the best interest of public service continuity and infrastructure development. This easement was also reviewed by the City Attorney.

REQUESTED BY:

Name: Kevin Mayhorn, Assistant City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Request to Award Bid: Dual Voltage Substation Transformer

DEPARTMENT: Electric

RECOMMENDED MOTION: Move to approve to award the bid and authorize the Electric Department to purchase a Dual Voltage substation transformer from T&R Electric in the amount of \$299,055 and authorize the Mayor, City Manager, City Attorney, and City Clerk to finalize any agreement and execute all required documents.

DESCRIPTION: In September 2022, City Commission approved the purchase of a reconditioned transformer to replace the Claysville Substation Transformer. As part of this project, it was discussed due to the critical nature of this infrastructure, staff would be recommending to take the transformer being replaced and recondition it to have redundancy in equipment in case of a failure.

This project was included in this year's budget under CIP Project 24EL03. The source of funds for this project is from the Meter Fee Fund.

The Electric Department recently published an RFP for a 7500/10500kVa dual voltage substation transformer to have back up equipment in the event of a transformer failure and for the preparation of a future distribution voltage upgrade.

The City received two sealed bids for this RFP.

MSTN Transformer submitted a proposal for a completely new transformer at a cost of \$378,158.

T&R Electric submitted a proposal to rewind the existing old substation transformer removed from Claysville Substation. Because of the savings of using the existing transformer tank/casing, but installing new gaskets, gauges, oil and windings, their bid was \$299,055.

The budget allocation for this project was \$265,000. The lead time is 86-94 weeks. No payment would be made in this fiscal year. These funds would be carried over into the next future year, including the additional amount required for this project.

The Electric Department is recommending awarding the bid to T&R Electric for the rewind transformer utilizing our old unit.

Attached is the Bid Opening Summary Tab and the proposed bid from the bid results from T&R Electric. Full bid responses are available for inspection at the City Clerk's office upon request.

REQUESTED BY:

Name: Aaron Sparkman, Electric Superintendent



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2024

AGENDA ITEM: Project Discussion: Occupational Licenses

DEPARTMENT: City Manager

RECOMMENDED MOTION: No motion required. Discussion Item.

DESCRIPTION: The City Clerk/Treasurer is responsible for the collection of various revenues for the General Fund. This includes tax payments, various permit fees, and occupational licenses. As the volume of these payments is typically high in October-January, historically an employee with a temporary agency has been utilized to assist with these collections. Approximately \$7,500 was utilized for temporary services in the prior year.

Cross-training with the Utility Billing office began in October and has allowed staff to handle all payments at current staffing levels. Staff has made tremendous progress on cross-training and provides a higher level of service for citizens to be able to make most payments at one centralized location. Currently, this is not a full transition, but the progress is notable and staff should be commended on their progress.

While there is not a specific line item that identifies this funding in the FY24-25 budget for temporary services, there is funding in Professional Services to account for this. Staff would like to discuss a project that has been identified for a Temporary Employee before proceeding.

Current enforcement of Occupational License administration is limited due to resource limitations and the software tracking systems not being automated. The Fiscal Court has a role of Occupational License Administrator who has been actively engaged with staff, which has identified missed opportunities for collections related to occupational licenses. There are currently approximately 32 accounts that have been identified in a one-month period that require attention.

The City currently contracts with HDL to assist with these efforts. The City has contracted with them since 2020, and they have collected \$69,263.94 on behalf of the City. Per the contract, they retain 50%. When a company is identified, they go back 7 years to collect, including penalties. They are currently working with approximately 180 businesses on tax compliance, but none of them are on the list being worked on with the Fiscal Court.

As an initial phase, staff would like to hire a temporary employee to assist with working with the Fiscal Court and cross-referencing databases to identify companies that may not be in compliance. This project would include, but is not limited to, a review of agencies that hold business licenses and a cross-reference of whether they have made occupational license payment, or other forms of payment expected with an active business. There would be a long term goal to build a database that can be referenced to ensure a business is in good standing with the City in all areas before approving a business license renewal.

This role will also entail research and notices being sent to the organizations. In the scope of a 6-8 week

project, this will not result in full compliance, but will provide some additional assistance as a starting point. The cost of a full-time employee to more actively administer this program for the remainder of this fiscal year would be a total compensation cost of approximately \$35k-\$50k, with an annual estimated cost between \$60k-\$90k, dependent on the level of work assigned. This cost is inclusive of salary and all benefits. The salary would not be at that level. An additional personnel headcount is not currently budgeted. It is anticipated having an employee in this role would increase revenue, but staff is unable to quantify at this time that anticipated lost revenue without further data.

Temporary staffing does not require Commission approval. However, staff is seeking consensus on the project because of the nature of the calls and collection efforts could result in calls to the Commission. Additionally, if proven to be successful, staff may bring back information in the future for consideration to expand this role into a more permanent nature.

REQUESTED BY:

Name: Jamie Miller, City Manager