



**PARIS CITY COMMISSION
REGULAR MEETING AGENDA**

525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, August 12, 2025 - 9:00 AM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

- A. Regular Meeting - July 22, 2025
- B. Joint City & County Meeting - July 22, 2025

5. PUBLIC COMMENT

- A. Paris Western Monument: Charles Trumbo

6. ORDINANCES

- A. Second Reading: Ordinance 2025-18; Zone Map Amendment - ZMA 25-01 for 195 Bethlehem Road
Public Hearing Related to a Zoning Map Amendment Located at 195 Bethlehem Road
- B. Levy of 2025-2026 AD Valorem Taxes and Discount
First Reading: Ordinance 2025-19 Levying AD Valorem Taxes for the Fiscal Year 2025-2026 on Real Property
First Reading: Ordinance 2025-20 Levying AD Valorem Taxes for Fiscal year 2025-2026 on Personal Property
First Reading: Ordinance 2025-21 Levying AD Valorem Taxes for the Calendar Year 2026 on Motor Vehicles and Water Craft
First Reading: Ordinance 2025-22 Providing a Discount on Real Property Tax
Setting of Date for Public Hearing: Levy of Real and Personal Tax Rates for 2025-2026

7. CONSENT AGENDA

- A. Municipal Order 2025-54; Contract Request: Strand Associates: Fords Mill Lift Station and Houston Creek Interceptor
- B. Municipal Order 2025-55; Appointment: Housing Authority
- C. Municipal Order 2025-56; Personnel Order: New Hire E911
- D. Resolution 2025-14; Fords Mill Road Cleaner Water Grant: KIA Grant 21CWS160
- E. Resolution 2025-15; Fords Mill Road Cleaner Water Grant: KIA Grant 22CWS187
- F. Award Bid: Chemical Tank - Water Treatment Plant
- G. Award Bid: Backhoe - Field Operations
- H. Award Bid: Vehicle - Public Works
- I. Award Bid: Vehicle - Field Operations
- J. Grant Acceptance: Law Enforcement Protection Program (LEPP)
- K. Street Closure Request: Farm to Table
- L. Surplus Request: Police Department Vehicles
- M. Payment of Invoices: General and Utility Fund

8. REGULAR AGENDA

9. REPORTS

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

10. EXECUTIVE SESSION

- A. Executive session pursuant to KRS 61.810 (1)(c) Discussion of pending litigation on behalf of the public agency
POTENTIAL ACTION (if any)

11. ADJOURNMENT



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Regular Meeting - July 22, 2025

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to approve July 22, 2025 minutes as presented.

DESCRIPTION: Regular meeting minutes of the July 22, 2025 meeting.

REQUESTED BY:

Name: Stephanie Settles, City Clerk

CALL TO ORDER

The Board of Commissioners met in regular session at 9:00 a.m. viewable on YouTube <https://www.youtube.com/@CityofParisKY> on July 22, 2025.

PLEDGE OF ALLEGIANCE

Mayor Plummer called the meeting to order, and the Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor, John Plummer; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Stan Galbraith.

Absent: Commissioner, Wallis Brooks

Others in attendance: City Manager, Mike Withrow; City Attorney, Bryan Beauman; Finance Director, Brad Oberlander; City Clerk & Treasurer, Stephanie Settles

APPROVE MINUTES

Motion by Fields, seconded by Plummer, the motion unanimously carried, approving June 24, 2025 meeting minutes as presented.

Motion by Fields, seconded by Plummer, the motion unanimously carried approving June 30, 2025 special meeting minutes as presented.

Motion by Fields, seconded by Plummer, the motion unanimously carried approving July 11, 2025 special meeting minutes as presented.

Motion by Fields, seconded by Plummer, the motion unanimously carried approving July 16, 2025 special meeting minutes as presented.

PUBLIC COMMENT

Dale Wilson inquired on multiple projects.

"The status of the Sidewalk project along Main Street and Clintonville Road."
- Clarification was provided that project funding was no longer available.

"What's going on with the Pedestrian Bridge on West 8th Street?"
- Clarification was provided that the state is completing that project. They found the city water main is under the bridge. Construction has stopped as they are working to determine if they will move the line or move the bridge. A decision has not been made yet.

"Low Manhole covers need raising up to match existing pavement around the manhole."
- Clarification was provided that the street in question is a state road, and it is on their final punch list for correction.

ORDINANCES

First reading of ordinance 2025-18 related to a zone map amendment ZMA 25-01 for 195 Bethlehem Road was read by Bryan Beauman. A hearing/public comment will be held at the August 22 meeting.

CONSENT AGENDA

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving Municipal Order 2025-47 for the appointment of Clayton Brooks to the Community Development Agency Board for a term expiring on June 30, 2029.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving municipal order 2025-48 appointing Keri Marcum to the Joint Parks and Recreation Board for a term ending August 14, 2026.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving Municipal Order 2025-50 recommending the promotion of April Tipton to the position of Solid Waste and Recycling Depot Crew Leader with a payscale of O-7.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving Municipal Order 2025-49 for a revised Change Order #4 to W. Principles and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents for a increase of \$ 2,679.00 to the contract.

Motion by Galbriath, seconded by Plummer, the motion unanimously carried approving Municipal Order 2025-51 approving a contract with Herrick Company Inc., for work on the Woodmont Lift Station.

Motion by Galbriath, seconded by Plummer, the motion unanimously carried approving Resolution 2025-12 adopting and approving the execution of a Memorandum of Agreement between the City of Paris and the Commonwealth of Kentucky Transportation Cabinet Department of Highways for the resurfacing of Springhill Drive. Further authorizing the Mayor, City Attorney, City Manager, and City Clerk to execute any further necessary documents to complete this project.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving the purchase of a Hach 5200 Series Turbidimeter for the Water Treatment Plant in the amount of \$5,642.05 plus \$70.00 freight along with a service contract in the amount of \$483.00, for a total cost of \$6,195.05. Further authorizing the Mayor, City Manager, and City Clerk to execute necessary documents related to the purchase.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving the purchase of a Hach DR3900 Spectrophotometer for the Water Treatment Plant at a cost of \$6,845.70, and \$70 in freight charges, for a total of \$6,915.70. Further, authorize the Mayor, City Manager, and City Clerk to execute any necessary documents related to the purchase.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving the street closure request of 4th Street, between Pleasant Street and Stoner Avenue on Friday, September 26, 2025 from 8:00 a.m. to 2:00 p.m.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving the payment of invoices for General Fund in the amount of \$378,989.76 and Utility Fund in the amount of \$705,794.87.

REGULAR AGENDA

Motion: Move to approve Municipal Order 2025-52 a contract approving John Matthew Belcher as City Manager.
By: Gray
Seconded: Galbraith

Yes: Plummer, Gray, Galbraith
No: Fields
Abstain: None

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving Municipal Order 2025-53 authorizing the display of fireworks on August 31, 2025 at dusk at the Bourbon County Legion Park.

Motion: Move to approve Resolution 2025-12 a purchase ratification for the Water Treatment Plant.
By: Fields
Seconded: Gray

Yes: Plummer,Fields, Gray, Galbraith
No: None
Abstain: None

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving June financial reports as presented, reflecting General Fund revenues of \$14,893,733 with expenses of \$13,032,103 and Utility Fund revenues of \$18,643,920 with expenses of \$18,331,871.

REPORTS

Michelle Thornsburg, Planning and Zoning

Stated at this time, no code enforcement actions are being taken due to ongoing staffing shortages. The County has hired temporary personnel who are expected to begin assisting with building inspections early next week. Residents may continue to file complaints online. She also provided an update on the permits issued in June.

ADJOURNMENT

Motion by Galbraith, seconded by Plummer, the motion unanimously carried to adjourn the meeting at 9:40 a.m.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Joint City & County Meeting - July 22, 2025

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to approve the Joint City and County meeting minutes for July 22, 2025.

DESCRIPTION: Meeting minutes for the City and County meeting on July 22, 2025.

REQUESTED BY:

Name: Stephanie Settles, City Clerk

CALL TO ORDER

The Board of Commissioners met in regular session at 9:00 a.m. viewable on YouTube <https://www.youtube.com/@CityofParisKY> on July 22, 2025.

PLEDGE OF ALLEGIANCE

Mayor Plummer called the meeting to order, and the Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor, John Plummer; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Stan Galbraith.

Absent: Commissioner, Wallis Brooks

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"Low Manhole covers need raising up to match existing pavement around the manhole."
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By: Fields
Seconded: Gray

Yes: Plummer, Fields, Gray, Galbraith
No: None
Abstain: None

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving June financial reports as presented, reflecting General Fund revenues of \$14,893,733 with expenses of \$13,032,103 and Utility Fund revenues of \$18,643,920 with expenses of \$18,331,871.

REPORTS

Michelle Thornsburg, Planning and Zoning

Stated at this time, no code enforcement actions are being taken due to ongoing staffing shortages. The County has hired temporary personnel who are expected to begin assisting with building inspections early next week. Residents may continue to file complaints online. She also provided an update on the permits issued in June.

ADJOURNMENT

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PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Paris Western Monument: Charles Trumbo

DEPARTMENT: Board of Commissioners

RECOMMENDED MOTION: Motion not required.

DESCRIPTION: Charles Trumbo has requested to address the City Commission regarding the Paris Western Monument.

Public Comment Rules of Courtesy

Members of the public may address the City Commission during the designated public comment section. Each speaker will be allotted three (3) minutes to present their remarks. The information shared will be taken under advisement by the Commission; however, no action will be taken during the meeting.

General Guidelines:

- The City does not provide for unscheduled public comment. Those interested in addressing the City Commission must contact the City Clerk and/or the City Manager.
- Remarks must pertain to the subject matter listed on the agenda.
- Time allotted for speaking may not be transferred to another individual.
- Public Comment will be only taken during the designated public comment period and disruption of the general proceedings or interruption of speakers is prohibited.

Rules of Conduct:

- No profane, vulgar, threatening, or abusive language.
- No discriminatory, demeaning, or harassing remarks or behavior.
- No disruptive or disrespectful conduct during others' presentations.

Failure to adhere to these guidelines may result in removal from the meeting or other actions as deemed necessary to maintain order.

REQUESTED BY:

Name: Charles Trumbo



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Second Reading: Ordinance 2025-18; Zone Map Amendment - ZMA 25-01 for 195 Bethlehem Road

DEPARTMENT: Planning and Zoning

RECOMMENDED MOTION: First Reading; No motion required.

DESCRIPTION: Zoning Map Amendment ZMA 25-01 request is for a .679-acre property located at 195 Bethlehem Road, Paris, Bourbon County, Kentucky with Parcel ID 026-20-16-019.00 to change zoning from an R-5 to Residential to B-2 Business.

The Joint Planning Commission recommended approval of the zoning map amendment to the City of Paris. The recommendation was supported by the finding that there have been major economic and physical changes within the area that were not anticipated at the time of the adoption of the 2017 Comprehensive Plan. The record before the Planning Commission and recording of its hearing was provided separately and is available here:

 [P&Z 5.29.25 2.MP3](#)

REQUESTED BY:

Name: Michelle Thornsburg, Planning and Zoning

**CITY OF PARIS
ORDINANCE 2025-18**

AN ORDINANCE AMENDING THE ZONING MAP FOR PROPERTY OWNED BY TRAVIS AND HEIDI POTTER LOCATED AT 195 BETHLEHEM ROAD FROM AN EXISTING RESIDENTIAL (R-5) CLASSIFICATION TO BUSINESS (B-2) CONSISTING OF 0.679 ACRES, MORE OR LESS, AS THERE HAVE BEEN MAJOR ECONOMIC AND PHYSICAL CHANGES WITHIN THE AREA THAT WERE NOT ANTICIPATED AT THE TIME OF THE ADOPTION OF THE 2017 COMPREHENSIVE PLAN AND PURSUANT TO THE RECOMMENDATION OF THE JOINT PLANNING COMMISSION AFTER A PUBLIC HEARING

WHEREAS, Travis and Heidi Potter are the owners of property located on 195 Bethlehem Road, a 0.679 acre, more or less, parcel of property (the “Property”);

WHEREAS, the Travis and Heidi Potter seek to re-zone the Property

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

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

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

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

Section 1. That on the hearing and recommendation for approval by the Planning Commission to rezone the Property located on 0.679 acre, more or less, from Residential (R-5) to Business (B-2) and the said Zoning Map Amendment be and hereby is accepted and approved.

Section 2. Based upon a review of the official zoning map of the City of Paris, the Property’s existing zoning classification, the existing zoning classification of adjacent parcels,

the 2017 Comprehensive Plan, the major changes in the economic, physical, and social nature of the area which have and will continue to substantively alter the basic character of the area all of which were not anticipated at the time of the adoption of the 2017 Comprehensive Plan, and all materials of the record on this zoning map amendment request, rezoning the Property to Business (B-2) is approved as there have been major economic and physical changes within the area that were not anticipated at the time of the adoption of the 2017 comprehensive plan.

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

Section 4. The Zoning Ordinance shall be amended to show a change in the zoning classification for the Property from Residential (R-5) to Business (B-2) and be reflected on the official zoning map of the City of Paris.

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

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

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

This Ordinance was read for the first time on July 22, 2025 and read for the second time on August 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk

Exhibit A

Legal Description

That certain small parcel of land with a dwelling thereon fronting the Bethlehem Pike 100 feet, more or less, and extending back therefrom between parallel lines 256 feet with the line of the Bourbon County School property and 264 feet with the line of Rosella H. Fletcher and being 100 feet wide in the rear.

Being the same property conveyed to Travis Potter and Heidi Potter, from Deborah L. Sturgill, Ann E. Lloyd, and Joseph Byron Hardwick and Sai Hardwick, by deed dated December 12, 2024, and recorded in Deed Book 332, Page 1 in the Bourbon County Clerk's Office.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Public Hearing Related to a Zoning Map Amendment Located at 195 Bethlehem Road
DEPARTMENT: City Manager

RECOMMENDED MOTION: No motion is required for Public Comment.

DESCRIPTION: Members of the public wishing to address the City Commission will be allotted five (5) minutes for their remarks. Any information presented to the Planning and Zoning Commission may be heard, provided that no new information shall be introduced during this time. All parties are expected to comply with these time constraints and procedural guidelines. A sign-up sheet will be made available on the day of the hearing for individuals who wish to speak before the City Commission.

All Public Comment should pertain to the proposed Ordinance amending the Zoning Map Amendment ZMA 25-01 for a .679-acre property located at 195 Bethlehem Road, Paris, Bourbon County, Kentucky with Parcel ID 026-20-16-019.00 to change zoning from an R-5 to Residential to B-2 Business.

General Guidelines:

- Remarks must pertain strictly to the subject matter listed on the agenda.
- Time allotted for speaking may not be transferred to another individual.
- Disruption of the proceedings or interruption of speakers is prohibited.

Rules of Conduct:

- No profane, vulgar, threatening, or abusive language.
- No discriminatory, demeaning, or harassing remarks or behavior.
- No disruptive or disrespectful conduct during others' presentations.
- Disruptions in support or opposition to a speaker or idea, such as clapping, cheering, booing or hissing are not permitted in the Commission Chambers.

Failure to adhere to these guidelines may result in removal from the meeting or other actions as deemed necessary to maintain order.

REQUESTED BY:

Name: Mike Withrow, City Manager



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Levy of 2025-2026 AD Valorem Taxes and Discount

DEPARTMENT: City Manager

RECOMMENDED MOTION: First reading, no motion required.

DESCRIPTION: Each year, the City is required to set a local property tax rate that generates revenue to fund General Fund services such as Police/Dispatch, Fire/EMS, Public Works, and General Administration. This item is heard each August/September. The amount is calculated based on property value. The Bourbon County Property Valuation Administrator (PVA), determines property value and is a separate entity from the City. The City does not have authority over the PVA.

Cities have no authority to forego this statutory requirement and must levy taxes on all property located within its jurisdiction that is not specifically exempt from local taxation.

There are a few requirements that are notable when adopting a tax rate:

- Rates must be established through ordinance and require two readings.
- The Commission may use what is known as the “compensating tax rate” when setting ad valorem tax (this is the rate that, when applied to the current year’s assessments, exclusive of new growth, produces a revenue approximately equal to that produced in the preceding year. A “Substitute Rate” is also calculated which can be taken under the same parameters as the compensating tax rate and is used as the “new” compensating rate when the minimum revenue limit is not met by the standard compensating rate.
- If the City chooses to establish a tax rate that exceeds the “compensating tax rate” or “substitute rate”, the City publishes a notice for two consecutive weeks in the newspaper and holds a public hearing.
- Any portion of a proposed new property tax rate that would produce in excess of (4%) of the revenues of the compensating tax rate may be subject to voter recall.
- In 1991, the Commonwealth eliminated the tax rate limit on personal property. KRS now provides that a City may levy a tax rate applicable to personal property that will produce the same percentage increase in revenue from personal property as the percentage increase in revenue from real property.
- Tax rates levied on vehicles may not exceed the rate that could have been levied on January 1, 1983, for motor vehicle assessment.
- The Bourbon County PVA provides the City with “Certified” tax rolls (tax rolls that the Commonwealth of KY has certified to be accurate). The City received the certified tax rolls on July 22, 2024, and those numbers are utilized in all calculations. A workbook published by the Commonwealth is used to calculate the applicable rates (see attached).

For the 2024-25 (prior) fiscal year, Paris property owners paid a rate of .1070 for Real Property; .1721 for

Personal Property; and .1700 for Motor Vehicle/Watercraft.

If the Commission approves the proposed Ordinances, the rates will allow for the 4% increase in revenue and the 2025-26 Fiscal Year rates would change as follows:

- Real Property would increase to a rate of .1123.
- Personal Property would increase to a rate of .1847.
- Motor Vehicles and Watercraft would remain at .1700.

A Public Hearing is being recommended for Friday, September 5, 2025, at 9:00 AM. Publication in the newspaper will be done in accordance with requirements under KRS Statute 132.027 (b) (6). A Special Meeting will be held for the Public Hearing and Second Reading of the Ordinances.

The Commission is also hearing provisions for a discount on early payment of Real Property ad valorem taxes. The date of late penalties and discount provisions are based on the last open for business work day of the respective months.

Some items of note for this current year are:

- The total assessment is \$1,026,097,710, with \$12,640,740 in growth and \$1,512,600 in deletions. Some of the growth and deletions cancel each other out as property classification is moved between commercial and residential.
- The number of exemptions increased 12 over the prior year.
- The 4% rate provides for an additional projected revenue of approximately \$57,550 over the substitute compensating value. This additional amount is needed to fund the increase in operational costs, as well as to continue to fund the transition to Hazardous Duty Retirement for Police and Fire/EMS.
- The projected revenue at the compensating rate would not provide sufficient revenue to meet the budgeted revenue in this Fiscal Year's budget. The Budget Message and CIP can be found online to outline some of the additional expenses in the current fiscal year.

REQUESTED BY:

Name: Brad Oberlander, Finance Director



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: First Reading: Ordinance 2025-19 Levying AD Valorem Taxes for the Fiscal Year 2025-2026 on Real Property

DEPARTMENT: City Manager

RECOMMENDED MOTION: First Reading, no motion required.

DESCRIPTION: Attached is Ordinance 2025-19 for consideration which addresses the levying of Ad Valorem Taxes for the Fiscal Year 2025-2026 on Real Property.

The current rate is - .1070

The substitute compensating rate is - .1071

The proposed rate is - .1123

The deadline related to penalties is based on the last business day the City is open for the calendar year.

REQUESTED BY:

Brad Oberlander, Finance Director

**CITY OF PARIS
ORDINANCE 2025-19**

**AN ORDINANCE LEVYING CITY OF PARIS AD VALOREM TAXES FOR
GENERAL MUNICIPAL PURPOSES FOR THE FISCAL YEAR OF 2025-2026
ON REAL PROPERTY WITHIN THE TAXING JURISDICTION OF THE
CITY OF PARIS SHALL BE AT THE RATE OF \$0.1123 PER ONE HUNDRED
(\$100.00) DOLLARS OF ASSESSED VALUATION.**

Be it ordained by the City of Paris:

Section I: That for the purpose of general support of the government of City of Paris, and the payment of its debts and expenses for the fiscal year 2025-2026, there be and hereby, are levied ad valorem taxes on each one hundred (\$100.00) dollars of the January 1, 2025, assessed valuation by the Bourbon County Property Valuation Administrator of all real property within the taxing jurisdiction of the City of Paris, which shall be at the rate of \$0.1123.

Section II: All taxes not paid by the 4:30 p.m. on the 30th day of December 2025 shall be subject to a penalty of ten percent (10%) plus interest at the rate of twelve percent (12%) per annum.

Section III: This Ordinance shall take effect upon its passage and publication in full as required by law, with an effective date of July 1, 2025.

The foregoing ordinance was introduced and read for the first time at the City Commission's regular meeting of August 12, 2025. Read for the second time, adopted, and approved at its special meeting of September 5, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: First Reading: Ordinance 2025-20 Levying AD Valorem Taxes for Fiscal year 2025-2026 on Personal Property

DEPARTMENT: City Manager

RECOMMENDED MOTION: First Reading, no motion required.

DESCRIPTION: Attached is Ordinance 2025-20 for consideration which addresses the levying of Ad Valorem Taxes for the Fiscal Year 2025-2026 on Personal Property.

The current rate is - .1721

The substitute compensating rate is - .1699

The proposed rate is - .1847

The deadline related to penalties is based on the last business day the City is open for the calendar year.

REQUESTED BY:

Name: Brad Oberlander, Finance Director

**CITY OF PARIS
ORDINANCE 2025-20**

AN ORDINANCE LEVYING CITY OF PARIS AD VALOREM TAXES FOR GENERAL MUNICIPAL PURPOSES FOR THE FISCAL YEAR OF 2025-2026 ON PERSONAL PROPERTY, OTHER THAN MOTOR VEHICLES AND WATERCRAFT, WITHIN THE TAXING JURISDICTION OF THE CITY OF PARIS SHALL BE AT THE RATE OF \$ 0.1847 PER ONE HUNDRED (\$100.00) DOLLARS OF ASSESSED VALUATION.

Be it ordained by the City of Paris:

Section I: That for the purpose of general support of the government of the City of Paris, and the payment of its debts and expenses for the fiscal year 2025-2026, there be and hereby, are levied ad valorem taxes on each one hundred (\$100.00) dollars of the January 1, 2025 assessed valuation by the Bourbon County Property Valuation Administrator of all personal property, other than motor vehicles and watercraft, within the taxing jurisdiction of the City of Paris, which shall be at the rate of \$0.1847.

Section II: All taxes not paid by 4:30 p.m. on the 30th day of December 2025 shall be subject to a penalty of ten percent (10%) plus interest at the rate of twelve percent (12%) per annum.

Section III: This Ordinance shall take effect upon its passage and publication in full as required by law, with an effective date of July 1, 2025.

The foregoing ordinance was introduced and read for the first time at the City Commission's regular meeting of August 12, 2025. Read for the second time, adopted, and approved at its special meeting of September 5, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: First Reading: Ordinance 2025-21 Levying AD Valorem Taxes for the Calendar Year 2026 on Motor Vehicles and Water Craft

DEPARTMENT: City Clerk

RECOMMENDED MOTION: First reading, no motion required.

DESCRIPTION: Attached is Ordinance 2025-21 for consideration, which addresses the levying of Ad Valorem Taxes for the Calendar Year 2026 on Motor Vehicles and Watercraft. The current rate is .1700. The proposed rate is .1700.

KRS 132.487 sets a limit on how much cities can charge in motor vehicle taxes. Cities are not allowed to set a tax rate higher than the rate that was in place on January 1, 1983. The City of Paris will continue to levy its motor vehicle tax at the rate of \$0.170 per \$100 of assessed value, in compliance with this law.

REQUESTED BY:

Name: Brad Oberlander, Finance Director

**CITY OF PARIS
ORDINANCE 2025-21**

AN ORDINANCE LEVYING CITY OF PARIS AD VALOREM TAXES FOR GENERAL MUNICIPAL PURPOSES FOR THE CALENDAR YEAR OF 2026 ON MOTOR VEHICLES AND WATERCRAFT WITHIN THE TAXING JURISDICTION OF THE CITY OF PARIS SHALL BE THE RATE OF \$0.170 PER ONE HUNDRED (\$100.00) DOLLARS OF ASSESSED VALUATION.

Be it ordained by the City of Paris:

Section 1: That for the purpose of general support of the government of the City of Paris, and the payment of its debts and expenses for the calendar year of 2026, there be and hereby are levied ad valorem taxes on each one hundred (\$100.00) dollars of the January 1, 2026 assessed valuation by the Bourbon County Property Valuation Administrator of all motor vehicles and watercraft within the taxing jurisdiction of the City of Paris which shall be at the rate of \$0.170.

Section 2: This Ordinance shall take effect upon its passage and publication in full as required by law, with an effective date of January 1, 2026.

The foregoing ordinance was introduced and read for the first time at the City Commission's regular meeting of August 12, 2025. Read for second time, adopted, and approved at its regular meeting of September 5, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: First Reading: Ordinance 2025-22 Providing a Discount on Real Property Tax

DEPARTMENT: City Clerk

RECOMMENDED MOTION: No motion required.

DESCRIPTION: Attached is Ordinance 2025-22 for consideration, which addresses the discount program offered by the City for tax payments paid prior to close of business on November 26, 2025. The deadline related to the discount is based on the last business day the City is open for the month of November.

REQUESTED BY:

Name: Brad Oberlander, Finance Director

**CITY OF PARIS
ORDINANCE 2025-22**

AN ORDINANCE PROVIDING DISCOUNT TO REAL PROPERTY TAX

Whereas, the City has adopted Ordinance No. 2025-19 established the ad valorem tax to be calculated and due for real property in the City, and

Whereas, KRS 91A.070(2)(d) permits the City to establish by ordinance a discount for early payment of ad valorem taxes;

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

The Board of Commissioners of the City of Paris desires to allot for a discount for the early payment of ad valorem taxes on real property. Any 2025 real property ad valorem tax that is paid in full on or before November 26, 2025, shall be discounted by the amount of two percent (2%).

In order to qualify for the discount under this Ordinance, the entire discounted payment must be received by the city at its Municipal Building, 525 High Street, no later than 4:30 p.m. Wednesday, November 26, 2025.

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 on August 12, 2025. Read for the second time, adopted, and approved at its special meeting on September 5, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Setting of Date for Public Hearing: Levy of Real and Personal Tax Rates for 2025-2026

DEPARTMENT: City Manager

RECOMMENDED MOTION: First Reading, no motion required.

DESCRIPTION: The Paris City Commission will conduct a public hearing on Friday, September 5, 2025, at 9:00AM for the purpose of obtaining comments from the public regarding the levy of real and personal tax rates for Fiscal Year 2025-2026 as defined in KRS 132.027 (b) (6).

REQUESTED BY:

Name: Brad Oberlander, Finance Director



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Municipal Order 2025-54; Contract Request: Strand Associates: Fords Mill Lift Station and Houston Creek Interceptor

DEPARTMENT: Field Operations

RECOMMENDED MOTION: Move to approve Municipal Order 2025-54 related to a contract with Stand Associates for the Fords Mill Lift Station and Houston Creek Interceptor project.

DESCRIPTION:

At the May 27, 2025, Commission meeting, the Commission approved the initiation of a sewer infrastructure project in the Ford's Mill area to support current and future development. The project includes necessary upgrades to the Ford's Mill lift station, extension of the trunk sewer to Lilleston Avenue, and rerouting of the Rio Vista Force Main discharge to increase overall capacity.

As a next step, staff is requesting approval of a scope of work under the City's existing contract with Strand Associates, Inc. for professional engineering services related to the Ford's Mill Road lift station and the Houston Creek interceptor. This scope of work will include design, coordination, and project development efforts in alignment with the City's infrastructure goals.

Strand will coordinate with the Superintendent of Field Operations and the City Manager throughout the project. All services will be provided in accordance with the fee schedule on file and attached to the Municipal Order.

Staff recommends approval of Municipal Order 2025-54, which formalizes this assignment and authorizes Strand Associates, Inc. to begin engineering services for this critical infrastructure initiative.

REQUESTED BY:

Name: Micheal Mynear, Superintendent

**CITY OF PARIS
ORDER NO. 2025-54**

**A MUNICIPAL ORDER APPROVING A SCOPE OF WORK TO
STRAND ASSOCIATES, INC. FOR PROFESSIONAL
ENGINEERING SERVICES**

WHEREAS, the City has a contractual agreement with Strand Associates, Inc. to provide professional engineering services as assigned by the City; and

WHEREAS, the City desires to assign to Strand Associates, Inc., a scope of work and services to address the City's Ford's Mill Road lift station and Houston Creek interceptor;

NOW THEREFORE, be it Ordered by the City Commission of the City of Paris, Kentucky that the City's Contract with Strand Associates, Inc., include the professional engineering services for the Ford's Mill Road lift station and Houston Creek interceptor projects to be coordinated with the City's Superintendent of Field Operations for wastewater and the City Manager and subject to the fee schedule of Strand Associates, Inc., attached to this Order.

This Order shall become effective upon its passage and publication.

Dated this 12th day of August, 2025.

Mayor John A. Plummer

ATTEST:

City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Municipal Order 2025-55; Appointment: Housing Authority

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2025-55, appointing Emmett Davis to the Housing Authority Board for a four year term.

DESCRIPTION: The Mayor is authorized to recommend the appointment of individuals to the Housing Authority Board.

The attached Municipal Order 2025-55 reappoints Emmett Davis to the Housing Authority Board for a term expiring August 31, 2029.

Mr. Davis is eligible for reappointment under the provisions of Ordinance No. 2019-13, which outlines term limits for agency appointments. This will be his last allowable consecutive term of service to this board per Ordinance 2019-13.

It is the Mayor's recommendation that the Board of Commissioners approve his reappointment to a new four-year term expiring August 31, 2029, as set forth in Municipal Order 2025-55.

REQUESTED BY:

Name: Mike Withrow, City Manager

**CITY OF PARIS
ORDER 2025-55**

**A MUNICIPAL ORDER APPROVING THE MAYOR'S
REAPPOINTMENT OF EMMETT DAVIS TO THE PARIS
HOUSING AUTHORITY BOARD FOR A TERM ENDING
AUGUST 31, 2029.**

WHEREAS, the bylaws of the Housing Authority authorizes the Mayor to make appointment of four positions to the board. Such appointments are to be confirmed by the Commission.

WHEREAS, the bylaws of the Housing Authority indicates that the initial term of an appointee shall be for a period of four years. Thereafter, reappointments may be for a length of 1, 2, 3, or 4 years; and

WHEREAS, the City has adopted Ordinance No 2019-13 which establishes limits for consecutive terms as an appointee to an agency, and this appointment meets the adopted requirements; and

NOW THEREFORE, be it resolved by the City Commission of the City of Paris, that the Mayor's reappointment of Emmett Davis to the Paris Housing Authority Board be and hereby is approved for a term ending August 31, 2029.

Enacted at the City Commission's regular meeting of August 12, 2025.

CITY OF PARIS, KENTUCKY

John Plummer, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Municipal Order 2025-56; Personnel Order: New Hire E911

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve municipal order 2025-56 for the full-time hire of Johnathan Johnson to the position of a certified E911 Dispatcher, pay scale P3-8.

DESCRIPTION:

Jonathan Johnson applied and interviewed for the Certified E911 Dispatcher position during the open posting period. He stood out among the candidates and has been recommended for the position by the department.

Staff recommends approving the full-time hire of Jonathan Johnson as a Certified E911 Dispatcher, effective August 12, 2025.

REQUESTED BY:

Name: Jorell Flora, Human Resources
Scott Toadvine, Police Captain

**CITY OF PARIS
ORDER NO. 2025-56**

A MUNICIPAL ORDER APPROVING THE FULL TIME HIRE OF JONATHAN JOHNSON TO THE POSITION OF CERTIFIED E911 DISPATCHER

WHEREAS, Jonathan Johnson applied and was interviewed for the position during an open posting period for the position;

WHEREAS, Jonathan Johnson has stood out amongst those interviewed for the position;

WHEREAS, Jonathan Johnson is recommended to the position by the department;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky to approve the full-time hire of Jonathan Johnson to the position of Certified E911 Dispatcher, effective August 12th, 2025.

Enacted at the City Commission's regular meeting of August 12th, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Resolution 2025-14; Fords Mill Road Cleaner Water Grant: KIA Grant 21CWS160

DEPARTMENT: Field Operations

RECOMMENDED MOTION: Motion to approve Resolution 2025-14 accepting the Cleaner Water Grant Assistance Agreement in the amount of \$726,735.00 for the Fords Mill Road project KIA Grant number 21CWS160, WRIS Project SX21017023, and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION:

The City of Paris has received official notification from the Kentucky Infrastructure Authority (KIA) confirming a conditional commitment of funding through the Kentucky Cleaner Water Program (CWP). Under KIA Grant Number 21CWS160 and WRIS Project Number SX21017023, the City has been awarded a grant in the amount of \$726,735 for the Fords Mill Road Upgrade Project.

This funding is made available through the American Rescue Plan Act of 2021, specifically from the Coronavirus State Fiscal Recovery Fund, and is administered by the Kentucky Infrastructure Authority. In accordance with program requirements, all awarded funds must be obligated by December 31, 2024, and fully expended by December 31, 2026. Any funds not obligated or expended within these deadlines will be forfeited.

This funding opportunity is being managed by the Bluegrass Area Development District. The contact on this funding is Casey Cash.

Staff has requested the funding to be reallocated from the Millersburg Sanitary Sewer Project to the Fords Mill Road Project.

This request has been approved by KIA.

Staff is requesting accepting the Cleaner Water Grant Assistance Agreement in the amount of \$726,735.00 for the Fords Mill Road project.

REQUESTED BY:

Name: Michael Mynear, Field Operations
Merissa Williamson, Purchasing & Grants

**CITY OF PARIS
RESOLUTION 2025-14**

**RESOLUTION OF THE CITY OF PARIS ACCEPTING THE 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 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 grant from the Cleaner Water Program for the Project, and administered by the Authority, the Grantee is required to enter into an 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 necessary funds to the Grantee for the Project. KIA Grant Number 21CWS160, WRIS Project Number SX 21017023.

SECTION 2. That , John A. Plummer Mayor of the City of Paris and 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.

ENACTED AND ADOPTED at the regular meeting of the Board of Commissioners of the City of Paris, Kentucky on August 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Resolution 2025-15; Fords Mill Road Cleaner Water Grant: KIA Grant 22CWS187

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Resolution 2025-15 accepting the Cleaner Water Grant Assistance Agreement in the amount of \$1,230,201 for the Fords Mill Road project, KIA Grant Number 22CWS187, WRIS Project Number SX21017023, and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION:

The City of Paris has been awarded \$1,230,201 in Round 2 grant funding reallocation through the Kentucky Cleaner Water Program (CWP) for the Fords Mill Road Upgrade Project. This grant, administered by the Kentucky Infrastructure Authority (KIA) is supported by federal funds from the American Rescue Plan Act of 2021, specifically the Coronavirus State Fiscal Recovery Fund.

The project is a continuation of the City's ongoing efforts to enhance water infrastructure and ensure long-term service reliability. The awarded funds must be obligated by December 31, 2024, and fully expended by December 31, 2026. Any unused or uncommitted funds after those dates will be forfeited.

An official Assistance Agreement between the City of Paris and the KIA will be executed once all preliminary requirements outlined in the agreement are satisfied. Disbursement of funds will begin only after the agreement is in place.

A total of \$1.3M was allocated to the Sanitary Sewer Project from Phase I (\$726,735) and II (\$573,265) of the Cleaner Water Funds. An additional \$656,936 was earmarked for Planning and Design costs for the future Water Tank at the Millersburg Rd. park.

Bluegrass Area Development District is administering the grant funding.

Staff has requested the funding to be reallocated from the Millersburg Sanitary Sewer Project to the Fords Mill Road Project.

This request has been approved by KIA.

Staff is requesting acceptance of the Cleaner Water Grant Assistance Agreement in the amount of \$1,230,201 for the Fords Mill Road project,

REQUESTED BY:

Name: Michael Mynear, Field Operations Superintendent
Merissa Williamson, Purchasing & Grants Manager

**CITY OF PARIS
RESOLUTION 2025-15**

**RESOLUTION OF THE CITY OF PARIS ACCEPTING THE 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 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 grant from the Cleaner Water Program for the Project, and administered by the Authority, the Grantee is required to enter into an 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 necessary funds to the Grantee for the Project. KIA Grant Number 22CWS187, WRIS Project Number SX21017023.

SECTION 2. That , and 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

ENACTED AND ADOPTED at the regular meeting of the Board of Commissioners of the City of Paris, Kentucky on August 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Award Bid: Chemical Tank - Water Treatment Plant

DEPARTMENT: Water Treatment

RECOMMENDED MOTION: Move to accept the bid from Citco Water in the amount of \$99,760.00 for the purchase of a 10,000-gallon chemical storage tank and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION:

On July 31st, 2025, the Water Treatment Plant published and advertised a request for sealed bids for the purchase of a replacement 10,000-gallon chemical storage tank.

Two bids were received:

Pelton Enviromental submitted a bid of \$116,845.76

Citco Water submitted a bid of \$99,760.00

Attached are the Bid Opening Summary Tab and the Bid Packet. Full bid responses are available for review in the Purchasing Manager's office upon request.

This purchase is not included in the current fiscal budget and is part of an emergency ratification approved on 7/22/2025. Currently, the City has approximately \$250,000 - \$300,000 held as emergency funds saved in account from the water meter replacement project that can be used to fund this purchase. A budget amendment from the City's carry forward of net assets will be required.

Staff recommends awarding of bid to Citco Water for \$99,760.00.

REQUESTED BY:

Name: Chad Smart, Water Treatment Plant

City of Paris, Kentucky – Water Treatment Plant

Bid Specification for Underground Chemical Fiberglass Tank Installation

1. Project Overview

The City of Paris Water Treatment Plant (WTP) seeks sealed bids from qualified vendors for the purchase and delivery of (1) 10,000-gallon underground chemical fiberglass tank.

2. Scope of Work

The selected vendor shall provide the following:

- - One 10,000-gallon underground fiberglass double wall reinforced chemical storage tank suitable for Poly Aluminum Chloride (Del Pac 2020).
- Delivery of tank.
- All necessary fittings, anchors, and accessories.
- Compliance with all applicable codes, standards, and local regulations.

3. Specifications

Vendors must meet or exceed the following minimum requirements:

- - Tank Material: Fiberglass Reinforced Plastic (FRP) Vinyl Ester lined
- Capacity: 10,000 Gallon.
- Design: Underground-rated with structural support for burial.
- Accessories: Inlet/outlet fittings, manway, vents, level indicators, and any required restraining systems.
- Warranty: Minimum 1-year warranty on workmanship and materials

4. Bid Submission Requirements

Each bid must include:

- - Itemized quotation, matching or exceeding the scope and pricing.
- Technical specifications of proposed tank
- -lead times

5. Evaluation Criteria

Bids will be evaluated based on the following:

- - Compliance with specifications
- Total cost
- Warranty and service support

6. Site Location

Paris Water Treatment Plant
Paris, KY

7. Deadline and Delivery Instructions

Sealed bids must be received no later than Friday August 8, 2025 at 10:00 AM. Proposals will be opened at this time and located at:

City of Paris Municipal Building

Commission Chambers

525 High St

Paris, KY 40361

Please submit proposals clearly labeled "2025- WTP – Chemical Tank Bid" to:

City of Paris, Purchasing Manager

525 High Street

Paris KY 40361

8. Point of Contact

Questions regarding this bid specification may be directed to:

Chad Smart

City of Paris WTP

Phone: 859-987-2118

Email: csmart@paris.ky.gov

DATE _____

8.8. 25

TIME

10:02

DEPT/ORGANIZATION

Water Plant

EQUIPMENT/SERVICES

SEALED BIDS

- Chemical Tank

[illegible]**Bids Opened By:**

Bids Opened By: M. Wills and Son



CITCO Water
740 ENTERPRISE DRIVE
LEXINGTON, KY 40510
Phone 859-255-0852
Fax 859-259-1171



Quotation

EXPIRATION DATE	QUOTE NUMBER
09/08/2025	S100308742
CITCO Water 740 ENTERPRISE DRIVE LEXINGTON, KY 40510 Phone 859-255-0852 Fax 859-259-1171	
PAGE NO. 1 of 2	

QUOTE TO:

SHIP TO:

CITY OF PARIS UTILITIES
ATTN: DEBBIE WRIGHT
525 HIGH STREET
PARIS, KY 40361

CITY OF PARIS UTILITIES
WATER PLANT
700 SCOTT AVENUE
PARIS, KY 40361

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
11210	2025-WTP-CHEMICAL TANK BID		Andrew Jackson	
WRITER		SHIP VIA	TERMS	SHIP DATE
Travis Adams		ROUTE 68 NORTH	NET 30 DAYS	07/10/2025
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
1ea	^10,000 GALLON XERXES 8' DIAMETER X 31'6-1/2" LONG FIBERGLASS SEPTIC TANK WITH ALL ITEMS LISTED BELOW: - 1 YEAR WARRANTY - LIFTINGS LUGS - VINYL ESTER LINER - 30" MANWAY W/ 30"X3' TALL FRP MANWAY EXTENSION - INTERNAL FRP LADDER - 4" LIQUID ALUM RETURN FITTING W/ INTERNAL DROP PIPE - 2" LIQUID FILL FITTING W/ INTERNAL DROP PIPE - 4" NPT FITTING FOR 2" PUMP SUCTION - 4" NPT FITTING FOR VENTING - TURNBUCKLES FOR ANCHORING - 48" MANHOLE WITH DIAMOND PLATE COVER H-20 LOAD RATED - 18" MANHOLE WATERTIGHT COVER - 2" CAM & GROOVE FITTING WITH DUST CAP - 2" FOOT VALVE FOR EXTRACTOR - 4" PVC PIPING "U" VENT W/ BUG SCREEN - INTERSTITIAL LEAK AND LEVEL TRANSMITTER SYSTEM W/ CONTROL PANEL, SENSORS, AND APPLICABLE INSTALLING HARDWARE (ENTIRE PACKAGE HAS AN ESTIMATED		95410.000/ea	95410.00

** Continued on Next Page **



Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
09/08/2025	S100308742	2 of 2

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ea	LEAD TIME OF 14-18 WEEKS) FREIGHT IS ESTIMATED ON DIRECT DELIVERY TO PARIS KY FREIGHT SUBMITTALS WILL BE DRAFTED 2-3 WEEKS FROM DATE OF ORDER, ONCE SUBMITTALS ARE APPROVED, THE ABOVE LEAD TIME WILL APPLY	4350.000/ea	4350.00

IMPORTANT NOTICE: DUE TO UNPRECEDENTED SUPPLY CHAIN DISRUPTIONS WE ARE UNABLE TO PROVIDE FIRM PRICING FOR ANY LENGTH OF TIME. ALL PRICES ARE SUBJECT TO CHANGE BASED ON AVAILABILITY AND MARKET PRICING AT TIME OF SHIPMENT. THIS NOTICE SUPERCEDES ALL PREVIOUS TERMS.

Subtotal	99760.00
S&H Charges	0.00
Estimated Tax	0.00
Amount Due	99760.00

City of Paris, Kentucky – Water Treatment Plant

Bid Specification for Underground Chemical Fiberglass Tank Installation

1. Project Overview

The City of Paris Water Treatment Plant (WTP) seeks sealed bids from qualified vendors for the purchase and delivery of (1) 10,000-gallon underground chemical fiberglass tank.

2. Scope of Work

The selected vendor shall provide the following:

- - One 10,000-gallon underground fiberglass double wall reinforced chemical storage tank suitable for Poly Aluminum Chloride (Del Pac 2020).
- Delivery of tank.
- All necessary fittings, anchors, and accessories.
- Compliance with all applicable codes, standards, and local regulations.

3. Specifications

Vendors must meet or exceed the following minimum requirements:

- - Tank Material: Fiberglass Reinforced Plastic (FRP) Vinyl Ester lined
- Capacity: 10,000 Gallon.
- Design: Underground-rated with structural support for burial.
- Accessories: Inlet/outlet fittings, manway, vents, level indicators, and any required restraining systems.
- Warranty: Minimum 1-year warranty on workmanship and materials

4. Bid Submission Requirements

Each bid must include:

- - Itemized quotation, matching or exceeding the scope and pricing.
- Technical specifications of proposed tank
- -lead times

5. Evaluation Criteria

Bids will be evaluated based on the following:

- - Compliance with specifications
- Total cost
- Warranty and service support

6. Site Location

Paris Water Treatment Plant
Paris, KY

7. Deadline and Delivery Instructions

Sealed bids must be received no later than Friday August 8, 2025 at 10:00 AM. Proposals will be opened at this time and located at:

City of Paris Municipal Building

Commission Chambers

525 High St

Paris, KY 40361

Please submit proposals clearly labeled "2025- WTP – Chemical Tank Bid" to:

City of Paris, Purchasing Manager

525 High Street

Paris KY 40361

8. Point of Contact

Questions regarding this bid specification may be directed to:

Chad Smart

City of Paris WTP

Phone: 859-987-2118

Email: csmart@paris.ky.gov



QUOTATION

TO: CITY OF PARIS, PURCHASING MANAGER
FROM: TYLER TROWBRIDGE – PELTON ENVIRONMENTAL PRODUCTS
RE: 2025-WTP – CHEMICAL TANK BID

DATE: AUGUST 8, 2025

Thank you for the opportunity to bid to supply the underground chemical fiberglass tank for the City of Paris water treatment plant.

Pelton to supply the following:

Equipment - Qty 1, 10,000 GALLON UNDERGROUND DOUBLE WALL FIBERGLASS DELPAC 2020 STORAGE TANK.

- 8 FEET DIAMETER BY 31 FEET 6 1/2 INCHES LONG
- 5900 LBS.
- 1 YEAR WARRANTY
- LIFTING LUG

Standard Scope of Supply:

- 10,000 GALLON UNDERGROUND DOUBLE WALL FIBERGLASS DELPAC 2020 STORAGE TANK
- (1) VINYL ESTER LINER FOR 10,000 GALLON 8FT DIAMETER DOUBLE WALL STORAGE TANK
- (1) 30 INCH MANWAY FOR DOUBLE WALL WATER STORAGE TANKS
- (1) 3' MANWAY EXTENSION FOR 30" MANWAY
- (1) FIBERGLASS LADDER FOR 8 FOOT DIAMETER FIBERGLASS STORAGE TANK
- (1) FIBERGLASS LADDER FOR 3 FOOT TALL FRP MANWAY EXTENSION
- (1) 4 INCH DOUBLE WALL FULL COUPLING W/ 8' FRP DROP PIPE
- (1) 2 INCH DOUBLE WALL FULL COUPLING W/ 8' FRP DROP PIPE
- (1) 4 INCH HALF COUPLING FOR DOUBLE WALL WATER STORAGE TANKS
- (4) 10,000 GALLON 8 FOOT DIAMETER FRP DOUBLE WALL TANK STRAPS
- (8) 3/4" x 12" JAW & JAW GALVANIZED TURNBUCKLES FOR 8 FOOT DIAMETER TANK
- (1) 2" STAINLESS STEEL CAMLOCK FITTING - CAM & GROOVE MALE ADAPTOR X FEMALE NPT THREAD
- (1) 2" STAINLESS STEEL DUST CAP END COUPLER
- (1) 2" FOOT VALVE EXTRACTOR FITTING-4"X4"X2"
- (1) 2" STAINLESS STEEL SINGLE POPPET FOOT VALVE
- (1) 4" PVC PIPING "U" VENT & BUG SCREEN
- (1) TANK ALARM SYSTEM FOR INTERSTITIAL LEAK/LEVEL MONITORING (Breakdown listed on quote page)

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502-356-8080
ttrowbridge@peltonenv.com





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Exclusions:

- PRICING ASSUMES THE CONCRETE HOLD DOWN PAD WILL BE RE-USED. IF CONCRETE DEADMAN ANCHORS ARE REQUIRED, THE ADDITIONAL COST WILL BE \$8,831.70 (FREIGHT INCLUDED IF SHIPPED WITH THE TANK).
- INSTALLATION
- ANY CIVIL WORK
- OFFLOADING & INSTALLATION SHALL BE PERFORMED BY OTHERS.
- TAXES, FEES AND PERMITTING COSTS ARE EXCLUDED
- ANY COSTS ASSOCIATED WITH P.E. STAMPED DRAWINGS

LEAD TIMES:

- Lead Time for submittal drawings is approximately 1.5-2 weeks from receipt of purchase order or letter of intent to award.
- Fabrication Lead Time/delivery is currently estimated to be 14-18 weeks from release. Additional terms listed on quote page.

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TERMS AND CONDITIONS

1. The Purchase Order consists of this Agreement and any Exhibits attached hereto. These documents represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or agreements, either written or oral. Any provision in any invoice, acknowledgement, or other writing furnished by the buyer subsequent to the execution of this Agreement that conflicts with any provision of this Agreement shall be null and void and of no force or effect. This Agreement may not be supplemented, amended, or modified other than by a writing executed by an authorized officer of the Buyer and Pelton Environmental Products, Inc. (PEP).
2. All claims, disputes and other matters in question arising out of, or relating to, this Purchase Order or the breach thereof, shall be decided by arbitration.
3. Item 2 shall not be deemed a limitation on any rights or remedies, which PEP may have under any Federal or State mechanics' lien laws or under any applicable material payment bonds unless such rights or remedies are expressly waived by PEP.
4. The scope of supply shall be limited to only those items specifically detailed in the proposal or exhibits.
5. PEP shall endeavor to furnish material per the original manufacturer's projected delivery times. PEP shall not be responsible for manufacturer delivery times that exceed projected time or dates.
6. This Purchase Order may not be sublet or assigned, in whole or in part (voluntarily or by operation of law), by the buyer without the prior written consent of PEP.
7. PEP shall take reasonable safety precautions with respect to on site delivery of materials and shall comply with safety measures indicated by the Buyer and with all applicable laws, ordinances, rules, regulations, and orders for the safety of persons or property. Without limiting the generality of the foregoing, PEP shall be responsible for insuring that all on site deliveries are performed in accordance with the regulations of the Occupational Safety and Health Administration and other government agencies with responsibility for health and safety. The Supplier shall report to the Buyer within three (3) days any injury to an employee or agent of the Supplier that occurs at the Project site.
8. If hazardous substances of a type of which an employer is required by law to notify its employees are being delivered to the Project site by PEP, or his agent, PEP or anyone directly or indirectly employed by them, shall, prior to harmful exposure of any employees on the Project site to such substance, give written notice of the chemical composition thereof. In order to comply with OSHA regulations and sufficient sets of MSDS reports shall be furnished to the Buyer prior to delivery and in sufficient detail and time to permit compliance with such laws by the Buyer. Without limiting the generality of the foregoing, PEP shall furnish the Buyer with a Hazardous Materials Plan including Material Safety Data Sheets with respect to all such hazardous substances and take all precautions necessary to insure that containers of such substances are properly labeled.
9. Payment terms are 100% net 30 days upon delivery. If submittals are required, payment terms shall be 20% net 30 days upon approved submittals, 80% net 30 days upon delivery.
10. If submittals are required by PEP, submittals are 4-6 weeks from approved PO unless specifically mentioned elsewhere. Resubmittals will be 3-4 weeks from receipt of returned submittal.
11. If operation and maintenance manuals are required, they will be available 4-6 weeks after submittal approval or equipment release date unless specifically mentioned elsewhere.
12. No start-up, training or installation assistance is provided unless specifically mentioned elsewhere in the documents. No video recording of startup and training sessions is included.
13. Prices shown do not include any applicable taxes, fees, bonds, duties, or tariffs. Any taxes, fees, bonds,

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- duties, or tariffs are the responsibility of the buyer to pay the state or applicable agency.
14. Prices are valid for 45 days beyond the proposal date unless specifically mentioned elsewhere.
 15. Freight terms are prepay and add unless specifically mentioned elsewhere.
 16. PEP adheres to affirmative action to comply with all current equal employment regulations, laws and executive orders of the Federal, State, and Local Governmental bodies which have made it unlawful to discriminate with respect to equal employment opportunity because of race, color, creed, sex, age, handicap, Vietnam Veteran status, or national origin, in accordance with, but not limited to PEP "Notice of EEO Policy" available upon request. This Company adheres to the State EEO Covenant Appendices A & B of the Governor's Executive Order of 1972
 17. Pricing information contained here is a trade secret of Pelton Environmental Products. Pursuant to your state's public records law (including Ohio Revised Code § 149.43(A)(1)(v), Indiana Code § 5-14-3-4(a)(4), Kentucky Revised Statutes § 61.878(1)(c)(1)), these trade secrets shall not be disclosed for public inspection or in response to a public records request. You agree to notify PEP of any request for public disclosure and provide PEP sufficient opportunity to protect its information.
 18. Place orders to Pelton Environmental Products, Inc. 8638 Cotter St., Lewis Center, OH 43035.

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502-356-8080

ttrowbridge@peltonenv.com





BID 2025

Customer:

City of Paris, Purchasing Manager
525 High Street
Paris KY 40361

Project: 2025- WTP – Chemical Tank Bid

**Furnish One (1) 8' Diameter 10,000 Gallon Underground Double Wall
Fiberglass Delpac 2020 Storage Tank w/ Related Features and**

Phone: (502)356-8080

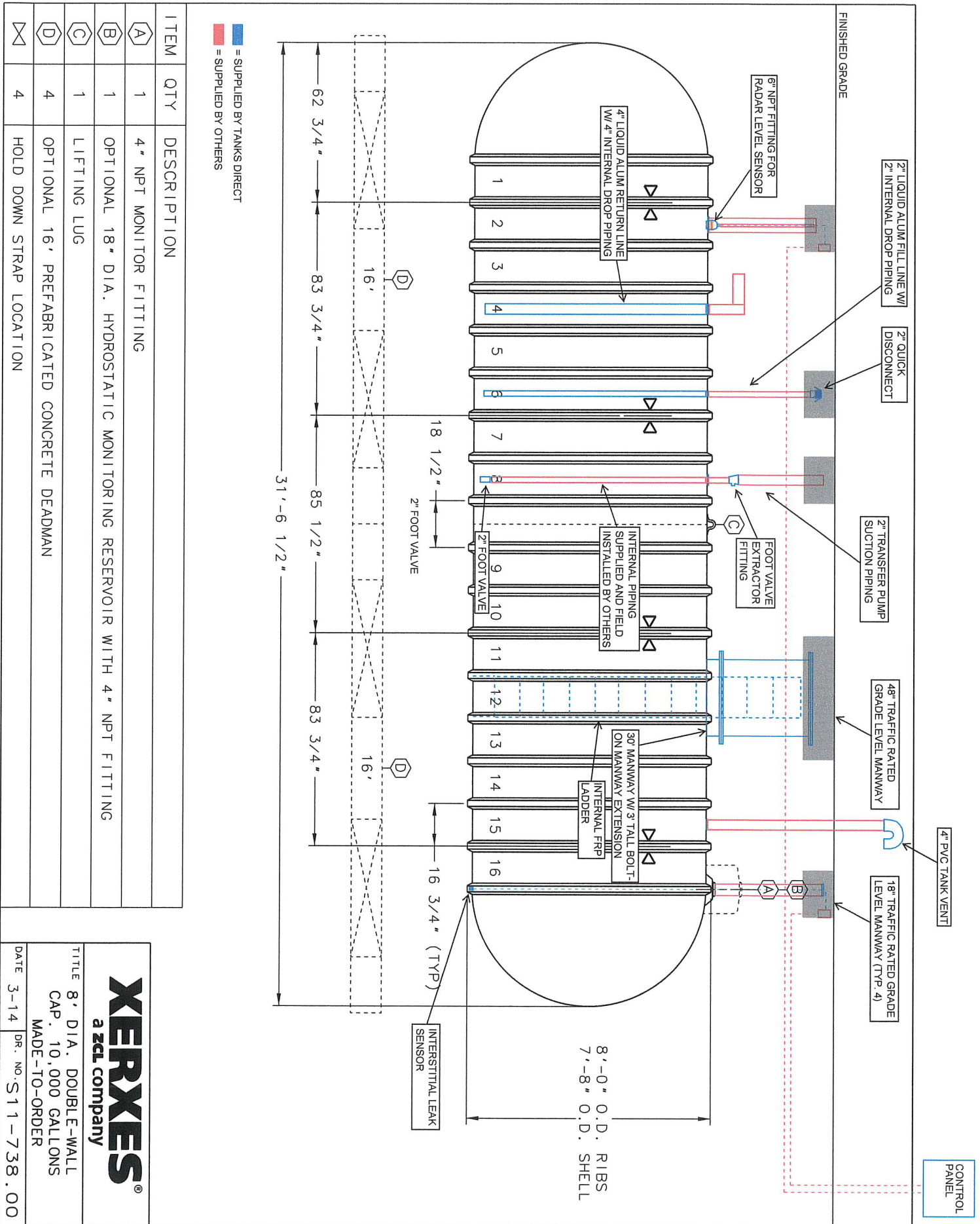
Fax:

QTY	DESCRIPTION
1	10,000 GALLON UNDERGROUND DOUBLE WALL FIBERGLASS DELPAC 2020 STORAGE TANK TANK SHELL 10,000 GALLON DOUBLE WALL MADE TO ORDER FIBERGLASS UNDERGROUND STORAGE TANK WITH THE FOLLOWING FEATURES: -8 FEET DIAMETER BY 31 FEET 6 1/2 INCHES LONG -5900 LBS. -1 YEAR WARRANTY -LIFTING LUG VINYL ESTER LINER FOR 10,000 GALLON 8FT DIAMETER DOUBLE WALL STORAGE TANK 30" MANWAY W/ 30" X 3' TALL FRP MANWAY EXTENSION 30 INCH MANWAY FOR DOUBLE WALL WATER/WASTEWATER STORAGE TANKS 3' MANWAY EXTENSION FOR 30" MANWAY <i>XERXES WILL NO LONGER BUILD TANKS WITH A 22" MANWAY AND AN INTERNAL LADDER. IF A LADDER IS REQUIRED, THE MANWAY SIZE MUST BE 30" DIAMETER OR LARGER. IF IT IS DETERMINED THAT A 22" MANWAY WILL BE SUFFICIENT, WITH NO INTERNAL LADDER, THE DEDUCT WOULD BE \$11,813.</i> INTERNAL FRP LADDER FIBERGLASS LADDER FOR 8 FOOT DIAMETER FIBERGLASS STORAGE TANK FIBERGLASS LADDER FOR 3 FOOT TALL FRP MANWAY EXTENSIONS

QTY	DESCRIPTION	
	4" LIQUID ALUM RETURN FITTING W/ INTERNAL DROP PIPE	
	4 INCH DOUBLE WALL FULL COUPLING W/ 8' FRP DROP PIPE	
	2" LIQUID ALUM FILL FITTING W/ INTERNAL DROP PIPE	
	2 INCH DOUBLE WALL FULL COUPLING W/ 8' FRP DROP PIPE	
	4" NPT FITTING FOR 2" PUMP SUCTION	
	4 INCH HALF COUPLING FOR DOUBLE WALL WATER/WASTEWATER STORAGE TANKS	
	<i>4" FITTING PROVIDED FOR CUSTOMER TO INSTALL DROP PIPING ON SITE W/ FOOT VALVE. INTERNAL PIPING SHOULD BE ACCESSIBLE FROM GRADE FOR FOOT VALVE MAINTENANCE/REPLACEMENT.</i>	
	4" NPT FITTING FOR VENT USE	
	4 INCH HALF COUPLING FOR DOUBLE WALL WATER/WASTEWATER STORAGE TANKS	
	ANCHORING SYSTEM COMPONENTS	
	10,000 GALLON 8 FOOT DIAMETER FRP DOUBLE WALL TANK STRAPS (4)	
	(8) 3/4" x 12" JAW & JAW GALVANIZED TURNBUCKLES FOR 8 FOOT DIAMETER TANK	
	<i>PRICING ASSUMES THE CONCRETE HOLD DOWN PAD WILL BE RE-USED. IF CONCRETE DEADMAN ANCHORS ARE REQUIRED, THE ADDITIONAL COST WILL BE \$8,831.70 (FREIGHT INCLUDED IF SHIPPED WITH THE TANK).</i>	
	ADDITIONAL TANK ACCESSORIES	
	48 INCH DIAMETER HEAVY DUTY MANHOLE WITH DIAMOND PLATE COVER AND 12" SKIRT - H-20 LOAD RATED	
	18 INCH DIAMETER WATERTIGHT SOLID COVER STREET ACCESS MANHOLE 53 lbs	
	2" STAINLESS STEEL CAMLOCK FITTING - CAM & GROOVE MALE ADAPTOR X FEMALE NPT THREAD	
	2" STAINLESS STEEL DUST CAP END COUPL	
	2" FOOT VALVE EXTRACTOR FITTING -4"X4"X2"	
	2" STAINLESS STEEL SINGLE POPPET FOOT VALVE	
	4" PVC PIPING "U" VENT & BUG SCREEN	

	DESCRIPTION	
	INTERSTITIAL LEAK AND LEVEL TRANSMITTER SYSTEM TANK ALARM SYSTEM FOR INTERSTITIAL LEAK/LEVEL MONITORING ELECTRONIC CONTROL CORP UL-508A LISTED INDUSTRIAL CONTROL PANEL TO CONTROL AND MONITOR THE FOLLOWING: - (1) Normally Closed Leak Sensor - (1) 4-20mA Radar Level Sensor - Tank Level Controller to Consist of: - Single Input Power Feed at 120VAC/1PH/60HZ - 14"x12"x8" NEMA 4 Wall Mount Steel Light Grey Enclosure - Indoor/Outdoor Use - Circuit Breakers - Audible/Visual Alarms - Programmable Logic Controller (PLC) - 4" HMI Screen - Modbus RTU - 24V DC Power Supply - Push to Silence/Reset - Relays/Sockets - Alarm Status Dry-Contact - Indication Lights - Field Terminal Connection with Marking Tags - Wires w/ Wire Labels - Manual and Sequence of Operations - Electrical Schematics - Miscellaneous Manufacturing Supplies - In-House Testing and Commissioning - PLC/HMI Programming to Consist of: - Control and Monitor Tank Level System Graphical Layouts - Gallons/Percent/Inches Readouts - Field Adjustable Level Setpoint Screen - Historical/Logging of Alarms - Modbus RS485/RTU Read Only Variables PNEUMERCATOR LS610 LEAK SWITCH FOR USE WITH FIBERGLASS TANK ANNULAR SPACES DISPENSER PANS AND SOME PIPING SUMP APPLICATIONS 4 INCH SENSOR CAP KIT WITH CABLE COMPRESSION FITTING AND CABLE SPLICE KIT REFLECT-W 2-WIRE RADAR LEVEL SENSOR - 63 HGz FMCW Radar - 2mm Accuracy - 8 meter measurement range - 5 meter cable length - Front Threaded Adapter (PVDF, 1.5" NPT Front Thread) - 6 degree beam angle - HART serial communication with DTM - REFLECTtilt LED installation mode - BReez patented adapter - Bluetooth enabled with secure web-based app	

QTY	DESCRIPTION		
	6 INCH DOUBLE WALL HALF COUPLING 18 INCH DIAMETER WATERTIGHT SOLID COVER STREET ACCESS MANHOLE 53 lbs COMMENTS/NOTES/EXCLUSIONS THE FOLLOWING ARE GENERAL COMMENTS IN REFERENCE TO SERVICES AND OR ACCESSORIES TO BE SUPPLIED, INSTALLED, OR PERFORMED BY OTHERS FOR THIS QUOTATION: + This quotation has been prepared based on our best interpretation of the Liquid Alum Underground Storage Tank design drawing provided by the customer. No other written specifications or plan sheets have been provided. + Lead time for submittal drawings is approximately 1.5-2 weeks from receipt of purchase order or letter of intent to award. + Fabrication lead time/delivery is currently estimated to be 14-18 weeks from release. Fabrication/delivery estimates are contingent upon receipt of approved submittals/signed tank layout drawings, purchase order or signed quote, established payment terms and deposit (if required). Fabrication lead time/delivery estimates can increase or decrease in length of time on a weekly basis and are subject to change. Release for fabrication cannot begin without approved submittals/signed tank layout drawings. If submittal approval exceeds 1 week from date provided to the purchaser, fabrication/delivery lead time will be re-confirmed at the time of release for production. + Freight has been estimated to Paris, KY. Estimated freight in this quotation is an estimate only, not a quotation. Freight will be invoiced based on market rates at the time of shipment, including possible surcharges. ***Freight estimates are based on shipment from the closest plant and are subject to change based on tank availability - a requote will be required if shipping from an alternate plant to meet requested delivery dates*** + Once shipping arrangements for an order have been confirmed, any delay or cancellation of the shipment can result in significant freight increases and/or penalties. + Offloading and installation (unless otherwise stated) shall be performed by others. Factory delivery trucks do not have the ability to unload equipment at the final destination. + All accessories that ship loose are to be installed by others. + Standard product warranties are included for equipment quoted above. Tanks Direct takes no responsibility for/offers extended warranty agreements unless otherwise noted. + It is the customer's responsibility to confirm any applicable codes are met. + Spare parts (unless specifically listed) are not included in this quote. + All piping, drop tubes, suction pipes, valves, gauges, flex connectors and other equipment necessary for the successful completion of the project that is not explicitly listed above shall be provided and installed by others. + Fabrication of fiberglass tanks with chemical compatible vinyl ester resin/liners require an industrial wastewater and chemical tank form be completed prior to fabrication. The information requested will be relative to the product(s) and concentration (specific gravity) of chemicals that will possibly come in contact with the fiberglass tank. This is an essential process that allows the factory to accurately choose the most compatible resin prior to fabrication. + Tanks that remain in inventory for 30 days or longer will be subject to storage fees in the amount of \$2,500 per month for the first 3 months. If tanks remain in inventory for more than 90 days, storage fees will increase to the amount of \$5,000 per month, per tank. + We are required to collect sales tax in this project's state. Customer to add sales tax to the subtotal, if applicable. + Proposal assumes approximately 4' of coverage over the tank. Customer to confirm burial depth. + Interstitial brine monitoring fluid has not been included in this quotation. Customer to advise if this will be required. + Pricing assumes the tank will require an internal vinyl ester lining. + Pricing is only good if the IWCT form is accepted by Xerxes' engineers.		





PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Award Bid: Backhoe - Field Operations

DEPARTMENT: Field Operations

RECOMMENDED MOTION: Move to accept the bid from Wilson Equipment Company in the amount of \$124,900 for the purchase of a 2025 Case Super N backhoe and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents related to the purchase, and authorize the Finance Director to obtain financing quotes for the acquisition.

DESCRIPTION:

On July 24, 2025, the Field Operations Department published and advertised a request for sealed bids for the purchase of a new backhoe.

Two bids were received:

McCoy Construction and Forestry: \$142,719.00 for a John Deere 320 P

Wilson Equipment Company: \$124,900.00 for a Case Super N

This purchase is included in the current fiscal year's budget. However, financing will be required to complete the acquisition. The backhoe is identified as project code 23FO02 – Fleet Replacement in the City's Capital Improvement Plan. The recommended bid award is within the approved budget allocation for this project.

Attached are the Bid Opening Summary Tab and the Bid Packet. Full bid responses are available for review in the Purchasing Manager's office upon request.

Staff recommends awarding the bid to Wilson Equipment Company in the amount of \$124,900 for the purchase of a 2025 Case Super N backhoe.

REQUESTED BY:

Name: Micheal Mynear, Field Operations Superintendent



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Award Bid: Vehicle - Public Works

DEPARTMENT: Public Works

RECOMMENDED MOTION: Move to award the bid to Bob Hook Chevrolet for the purchase of a 2026 Chevrolet 2500 HD flat bed pickup truck for \$ 53,161.00 authorizing the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: Staff published a Request for Proposals (RFP) for a new 3/4-ton flatbed pickup truck, as outlined in the 2025 Capital Improvement Plan.

Three bids were received:

Bachman Commercial: \$56,908.00

Bob Hook Chevrolet: \$53,161.00

Dan Cummins: \$57,573.00

This purchase is a budgeted item in the current fiscal year budget. After reviewing the submissions, staff recommends awarding the contract to Bob Hook Chevrolet as the lowest responsible bidder.

Staff recommends awarding the bid to Bob Hook Chevrolet in the amount of \$53,161.00.

REQUESTED BY:

Name: Mike Smith, Public Works



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Award Bid: Vehicle - Field Operations

DEPARTMENT: Field Operations

RECOMMENDED MOTION: Move to accept the bid from Bachman Commercial in the amount of \$57637.00 for the purchase of a new 1-Ton flatbed pickup and authorize the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: On July 31, 2025, the Field Operations Department published and advertised a request for sealed bids for the purchase of a new 1-ton flatbed pickup truck.

Only 1 bid was received with an alternate from Bachman Chevrolet.

Bachman Commercial- \$57,637.00 (in stock)

Bachman Commercial- \$52,857.00 (8-10 week lead time), un-skirted bed without tool boxes.

This purchase is included in the current fiscal budget and is funded through the Capital Improvement Plan under project code 23FO02 Fleet Replacement. The recommended bid award falls within the approved budget allocation.

Attached are the Bid Opening Summary Tab and the Bid Packet. Full bid responses are available for review in the Purchasing Manager's office upon request.

Staff recommends award of bid to Bachman Commercial in the amount of \$57,637.00 for a new 1-ton flatbed pickup truck.

REQUESTED BY:

Name: Micheal Myneer, Field Operations Superintendent



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Grant Acceptance: Law Enforcement Protection Program (LEPP)

DEPARTMENT: Police

RECOMMENDED MOTION: Move to approve authorizing the Mayor to sign the agreement with the Commonwealth of Kentucky for the Law Enforcement Protection Program Grant.

DESCRIPTION: In March 2025, the Police Department sought approval to apply for grant funding through the Kentucky Office of Homeland Security (KOHS), and its Law Enforcement Protection Program.

This item was brought before the Commission in accordance with AG 2-1, Grant Administration because a resolution was requested by the funding agency. At this time, approval was given through Resolution 2025-4 to make application for and upon arrival, to enter into an agreement with the Kentucky Office of Homeland Security, to execute any documents which are deemed necessary by KOHS to facilitate and administer the project to act as the authorized correspondent for this project.

While a match isn't required with this reimbursable funding, the department intends on funding the remaining cost of the project out of local department budget allocations. The initial funding request amount was \$36,329.40 and the project was estimated to be \$44,978.60. This would make the department's local allocation amount estimated at \$8,649.20.

In June of 2025, the City was award the funding. The award is in the amount of \$30,280.00. However, the contracted amount KOHS is allocating is \$31,522.

Staff is bringing this back before commission due to the difference in the funding request, the awarded amount and the contracted amount. The department budget allocation amount has increased to an estimated \$14,698.60 based on the awarded amount or \$13,456.60 based on the contracted amount to cover the entirety of this project.

This project aims to protect public health, safety and welfare.

REQUESTED BY:

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



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Street Closure Request: Farm to Table

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve street closure request of Main Street from 4th Street thru 2nd Street from 8:00 a.m. to 12:00 a.m. on September 27th, 2025 for Farm to Table Dinner Event.

DESCRIPTION: PCBDD, LLC is requesting street closure request of Main Street from 4th Street thru 2nd Street from 8:00 a.m. to 12:00 a.m. on September 27th, 2025 for Farm to Table Dinner Event.

This request is conditional upon a certificate of insurance being provided, a City permit for the event being completed, and any applicable encroachment or other necessary permits through the State being approved. Any alcohol licenses must be obtained separately.

The staff had an opportunity to review the request.

REQUESTED BY:

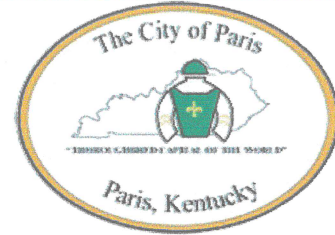
Name: Ricki Rose

City of Paris

Special Event Guidelines and Permit Application

Effective Date: January 1, 2025

Updated: 6/2/25



City of Paris Special Events

The City of Paris takes pride in the quality and safety of the special events that are hosted each year in the City. The City of Paris appreciates the cooperation of event organizers in ensuring the safety and success of all community events.

Purpose of Permit

A Special Event Permit is required by any person or group desiring to use any city property or public right-of-way including any street, avenue, boulevard, road, highway, sidewalk, alley or easement that is owned, leased, or controlled by the City of Paris unless these areas are governed by another permit or application process. Special Event Permits are also required for events held on private property that impact on the public right-of-way and are open to the public.

Responsibility of Organizers

Special Event organizers are expected to review all requirements and codes and to operate under the terms and conditions of the approved permit. Event organizers are required to follow the guidelines for all City departments and are responsible for ensuring that vendors and guests adhere to the guidelines as well. Events must begin and end at the approved times and ensure that all vendors end sales and break down their booths and that crowds disperse at the end of the event. It is the responsibility of the organizer, as part of the outreach to the community, to identify if there are conflicting permits that affect your layout.

It is crucial that the event organizer ensures compliance with City Ordinance § 50.101 Nuisance Declared: Permissible Sound Levels. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers. Event, and or Organizers must be in good standing with the City of Paris. Event and Organizers with outstanding fees, fines, taxes, licenses, and or citations will not be issued a Special Event Permit until in good standing with the City is restored.

Service Fees

The City shall be reimbursed the cost of providing services at the percentage set forth below:

- a. Private for profit and Post-Secondary Education Institutions - 100% of Service Fee Rates
- b. Outside Agencies, Non-profit organizations, and Schools located in the City- 50% of Service Fee Rates. *Requesting a Non-profit or School discount, the applicant attests that 100% net proceeds shall insure exclusively to the benefit of the sponsoring organization and not to any private shareholder or person.*

Permit Process

Special events consist of any activity which occurs upon private or public property that will affect the ordinary use of the public property, public streets, rights-of-way, on street parking, or sidewalks. Event applicants may submit applications for one of the following categories of events:

- a. **Athletic Event** - required when a competitive race or ride takes place within a public park, street, Typically requires individual or team registration and or a type of payment or entry fee.
- b. **Community Event** – Provides a public benefit and or stimulates broad economic or cultural activity within a neighborhood or business district. Organized by neighborhood-based, community-based, ad-hoc groups, or groups that do not have a geographic base.

- c. *Event Street Closures* - can serve many purposes, including sports, religion, trade, commerce, entertainment, or cultural expressions.
- d. *Festivals* - any organized festival, fair, gala, ceremony, celebration, dance, or other gathering of persons on a specified date(s) upon public right-of-way street, sidewalk, park, easement, etc.
- e. *Parade* - a public or private, procession, motorcade, walk, or parade of any kind, or any other gathering of people that occurs upon public right-of-way street, sidewalk, easement, etc., that is normally used for vehicle or pedestrian traffic.

A group or individual requesting multiple events, applicants must fill out a permit application for each individual event even those in a series and each event will require a separate permit fee. One damage deposit may be made and deposit retained for each subsequent event pending damages from any previous event.

Applications for special events must be filed with the City of Paris no later than 60 days prior to the event date. Applications filed between 60-20 days to the event date will incur an additional non-refundable \$50 late application fee and may be denied and subject to additional review fees.

All Special Event Applications must include a \$100 permit fee and may include a deposit fee if deemed required by the City Manager. Payments may be made by check or cash to the City of Paris. Following the event, if no damage or excessive cleaning of the event site is found, the deposit will be returned to the applicant if one was required. If damages or circumstances requiring excessive cleaning efforts are found, the damage deposit will be retained to cover costs and any costs in excess will be billed directly to the applicant.

If event is cancelled due to weather or any other unforeseen reason, fees and deposits "if required" may be retained, and the event may be re-scheduled within the same calendar year.

All Special Event Permits are approved by the City Manager or Designee. The City Manager and or Designee will acknowledge receipt of the application within ten days of receipt.

Event applicants must be at least 18 years old. If the event is designed to be held by and on behalf of or for a person other than the applicant, applicant must file written communication from person authorizing the applicant to apply on his/her behalf, and person authorizing must provide picture ID proof that they are 18. The applicant must also provide proof that they are over 18. Applicants for recurring events, Outside Agencies, or Non- Profit organizations are permitted to keep authorized applicants on file on an annual basis.

Applications will be processed on a first-in-time basis and based on a full and complete submission of necessary information and documentation. This process will be followed in the event that a conflict arises which would involve more than one group seeking an event during the same time and location.

General Guidelines

Neighborhood and Business Impact:

Prior to issuing a permit, the City of Paris may contact, or may require the applicant to contact, affected neighborhood businesses or residents for input on the impact the event will have. This could necessitate the issuance of variances or require changes in the event plan to prevent a negative impact on the neighborhood or business.

- a. The applicant will be responsible for notifying affected neighbors of the event type, date and time of the event, and of any partial street closures or parking restrictions in the event area. The applicant may be asked to obtain signatures of approval from affected businesses and property owners prior to application approval. The Special Event shall also not interfere with the movement of emergency response vehicles.

Permits and Licenses:

The applicant and vendors should obtain and maintain during the term of this guide all necessary permits and licenses for the event. In addition to the City of Paris Special Event permit, other types of permits or licenses may be required and are subject to inspection and restriction.

- a. These may include but are not limited to charitable gaming licenses, business or itinerant merchant licenses, and or permitting through the Bourbon County Health Department.
- b. State road encroachment permits. To determine if your project is on a state road, visit maps.kytc.ky.gov. Applicants must abide by all federal, state and municipal laws, rules and regulations.
- c. Alcohol license when required must properly complete all appropriate City and State application forms.

Supervision

The applicant must provide sufficient competent personnel to plan, implement and supervise other personnel and activities in addition to providing personnel to take proper care of the grounds and facilities. The City of Paris will not be responsible for event planning, implementation, volunteers, or event personnel supervision.

Security Plan and Reimbursement

The permittee shall cooperate with the City Manager in implementing and adhering to the emergency response plan for the parade or special event. The Special Event will not require an amount of emergency response resources that will deplete the city's available resources.

- b. The decision to use City police officers, whether on-duty or off-duty, or police cadets, shall be within the sole discretion of the City Manager or Designee.
- c. The City may require public safety personnel at the event at the sponsor's expense as a condition of the permit.

Perimeter Control

Perimeter control is required for the sale of alcoholic beverages during an event. The area where alcohol will be sold and consumed is permitted by the State and has specific boundaries. This area must be clearly defined from non-permitted areas. The applicant is responsible for marking and maintaining the perimeter and must ensure that no alcoholic beverages are removed from the area. Perimeter control must be carried out in a manner that does not damage the grounds if the event is on city property or public right-of-way.

Waste Management

The applicant must work with the City's Public Works Department to provide waste and recycling receptacles to be in the immediate area of an event. These receptacles should be delivered on the day prior to the event. Waste and recycling receptacles must be removed when full or on the next regular business day following the event. The City of Paris has 12 waste recycling receptacles, receptacle needs that exceed 12 receptacles will need to be arranged through Rumpke Waste and Recycling.

- a. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers.
- b. It is permissible for event organizers to enlist partial or full support from volunteer groups to provide trash, recycling, and waste management for the event. Written documentation of a detailed clean-up plan provided by volunteer services must be provided at the time of application.
- c. At the end of the event, all permanent trash receptacles must be left empty with new can liners. All signage, event-related supplies and equipment must be removed. All trash and waste must be picked up and hard surfaces must be clear of stains from spills. If clean-up and trash requirements are not met, event organizers will be billed and required to pay for city services necessary following the event.

Electric Department

- a. If your event requires electrical services for booths, food vendors, lighting, sound systems, or any other item, you must indicate those needs with the event application.
- b. The Event Organizer is responsible for conducting a site assessment to determine their electrical needs. The event organizer is also responsible for providing safety protection from hazards associated with any utilities.

- c. Electrical cords should be taped down. Avoid overloading and prevent rainwater or any other liquids from coming into contact with electrical equipment. Cords should be a safe distance from heat producing appliances and propane.
- d. Vendors are strongly encouraged to come prepared with 100 feet of extension cord.

Honor Guards

To request a Police Honor Guard in an event, please contact the Police Department at 859-987-2100.

Event Requirements – All event types

Proposed event map should include a route plan clearly identifying the timing and locations of proposed street closures, and the direction of movement. Applicants must provide a map with the geographic locations of all event items listed below.

- a. Outline of the entire event venue including the names of all affected streets and areas.
- b. Detour map and plan is required to be submitted with each permit application.
- c. Clear markings for street closures and a schedule for each.
- d. Location of fencing, barriers, and/or barricades. Indicate any removable fencing and exit locations for emergency purposes.
- e. Location of all stages, platforms, bleachers, grandstands, tents, booths, cooking areas, vehicles, trailers, and other temporary structures. Applicants should also clearly mark locations of food and alcohol serving or sales, if applicable.
- f. The location(s) and number of all portable toilets and wash stations.
- g. The location(s) and number of all trash and recycling containers, including dumpsters.
- h. The location of generators or any source of electricity.
- i. Traffic plan and map, including proposed loading/drop off areas, barricades, secured areas, vehicle and bicycle parking and or break areas.

Accessibility

Event organizers are asked to take care to ensure that people with physical or developmental disabilities, vision or hearing impairments will feel welcome and are able to participate, all events should be ADA compliant, as they allow.

Health Department

Food and beverage vendors are subject to inspection and permit by the Bourbon County Health Department. Every food and beverage vendor must be licensed by the City and be inspected prior to selling food or beverages. For more information regarding Temporary Food Permits please contact the Bourbon County Health Department at 859-987-1915.

Insurance Requirements

Event organizers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including set-up and breakdown, the following types of liability insurance, if applicable, at their own expense:

- a. **General Liability Insurance** – If the event is being produced by a business or non-profit organization, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000. The event organizer and its vendors must list The City of Paris as additional insured on all commercial general liability policies.
- b. **Alcohol Liability Insurance** – If the event is being produced by a business that manufactures, distributes, sells, or serves alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor liability insurance policy or properly endorsed general liability policy. If your event is serving/selling alcohol, you will also need an alcohol liability policy in the amount of \$1,000,000 from each vendor serving/selling the alcohol. The supplier of the alcohol liability policy must list The City of Paris as additional insured on the policy providing the alcohol liability insurance.

- c. *Carnival Rides, Petting Zoos, or Inflatables.* – If the event organizer or vendor intends to use carnival rides or inflatables at their event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, as described in the General Liability Insurance section above.
- d. *Fireworks or Pyrotechnics.* If the event organizer intends to display fireworks or pyrotechnics it must be approved by the Board of Commissioners prior to the event. A Certificate of Insurance is required to provide proof of a commercial general liability insurance policy with a minimum limit of liability of \$2,000,000 per occurrence, listing the date(s) of the event. The pyrotechnic vendor must list the City of Paris as additional insured. The pyrotechnic vendor's policy must list The City of Paris and any venues hosting an event as additional insured. Any person who manages, directs, or supervises the discharge of a public display of fireworks is required to obtain a permit found on the city website www.paris.ky.gov. The permit will be issued once all information has been reviewed and approved by the Fire Chief.

Miscellaneous Insurance Requirements – apply to all policies. With reasonable notice to event producers, The City of Paris reserves the right to require insurance of event organizers and or venues to increase the minimum acceptable limits of liability for their specific activity.

All Certificates of Insurance required for an event must be submitted by the applicant with the Special Event permit application.

- a. All event related insurance policies must include the following language: The City of Paris is named Additional Insured on the above referenced liability policies with exception of Workers' Compensation & Professional Liability where required by written contract. The above-referenced liability policies are Primary and Non-Contributory where required by written contract. 30-day notice of cancellation will be given to the certificate holder per policy endorsement.

Fire Code Requirements

The applicant is responsible for complying with all applicable fire codes. Any fire safety concerns or questions should be brought to the City Manager and or Designee prior to the event. The Fire Department may make site inspections and add additional requirements for safety.

Banners, Signs, and Tents

All canopies or tents must be properly secured. Canopies or tents with stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Any damage caused by tents will be the responsibility of the applicant.

- a. Tents are subject to all Fire Code requirements including, but not limited to, exit lighting, fire extinguishers and egress requirements outlined in Chapter 24 of the International Fire Code.
- b. Banners can be hung across city streets for a special event that requires approval of the City Manager. Banners hung across state streets may require a state permit. Banners may not be secured to any trees, utility poles, or street/traffic lights.
- c. Tents with an occupant load of 100 require state approval, under 100 can be approved by the City.
- d. All signs must be removed at the conclusion of the event. It is recommended to use laminated signs to withstand any weather.
- e. Signs advertising the event, or directional signs, placed in the public right-of-way are at the discretion of the City Manager and or Designee.

Portable Restroom

If permanent restroom facilities are not available at the event, event organizers must provide chemical-type toilet(s) and hand washing stations for public events. Recommendation is one restroom per 200 people if the event is for more than two hours and 10% of the toilets should be handicapped accessible.

Traffic and Parking Management

Traffic and parking should be utilized in an unobstructed and non-disruptive manner. The Special Event will not substantially interrupt the movement of traffic on nearby streets. Street/building construction or planned construction at or near the proposed site during event dates must be noted.

- a. Any stationary event should ensure that there is one continuous straight lane eleven (11) feet in width open to provide EMS and Fire access. A vertical clearance of 11 feet must be maintained and there must be a 3-foot clearance around fire hydrants.
- b. If the event requires restrictions on parking, the applicant or City Police Department will install 'No Parking' signs 24 hours prior to the event. If the event is mobile, the event must move from point of origin to point of termination without unreasonable delay.

Public Notice

Communication for your event is required to prevent issues, minimize impacts, and ensure affected neighbors and businesses are aware of events and can provide input. Clear and broad advance organizer communication is required, and your good work will ensure success for the event. The applicant is encouraged to advertise the special event at a minimum of two occasions, no less than 14 days prior to the event. The second advertisement is required to be made no less than 7 days prior to the event if the event is open to the public and engaging individuals with the intent to publicize a product, brand, company, or organization, or cause so as to increase sales or public awareness. If notification is not performed, your Special Event Permit may be revoked or canceled.

Hold Harmless Agreement

To the fullest extent permitted by law, the agency hereby agrees to defend, pay on behalf of, and hold harmless the City of Paris against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the City of Paris its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Paris, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of the agency and/or in any way connected or associated with the event in which is being sponsored by.

Acceptance

The City of Paris has established the Special Event Permit Application Process and created General Policies for permitted special events.

Special events may have an impact on property owners, businesses, residences and the general community due to the necessary changes in traffic circulation and other circumstances. These types of events also present a potential risk to the City of Paris. The City of Paris is committed to providing special events that complement the quality of life and the general function of City government.

I have read and understand the application process and the special event guidelines for a City of Paris Special Event Permit.

Ricki Rose 7-21-25
Applicant Signature Date

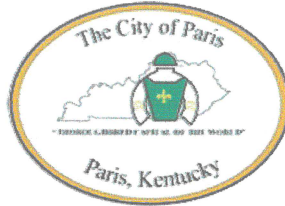
City Commission and City Manager Approval

Commission Event Approval Date (if applicable) _____

Signature Date: _____

City Manager





EVENT PERMIT APPLICATION
525 High Street - Paris, KY 40361
Phone (859) 987-2110; Fax (859) 987-3653
Permit Fee: \$ 100.00

Application must be received 60 days prior to the event date, an application is required for each event including reoccurring events. For events of anticipated attendance of 500 or more applications must be received 90 days prior to the event date.

Applying for a permit does not guarantee that your event will be approved. The City of Paris assumes no liability if an event is not approved. Selling tickets, advertising, gaining sponsorship, and other activities done prior to event approval is at the risk of the event organizer.

APPLICATION INFORMATION

Organization Type: ☐ Individual ☐ Partnership ☐ Corporation ☒ LLC ☐ Other ☐ Non-Profit
Organization Name: PBCDD, LLC Phone Number: 859-704-0302
Mailing Address: 2003 Sunset Drive, Paris, KY 40361
Start and End Date: 9/27/25 Federal ID (EIN): _____
KY State ID Number: _____ Social Security #: (If Individual): _____
Event Organizer Contact: Ricki Rose Organizer Phone Number: 859-704-0302

EVENT DETAILS

Event address/location within Paris city limits (attach map/route): 4th street through 2nd street, on main
Will a fee be charged to the public? ☒ Yes ☐ No if yes, amount: \$50 per person
Will a fee be charged to vendor/participants? ☐ Yes ☒ No if yes, amount: _____
Total attendance expected: 300 Peak attendance expected at any given time: 340
Contingency plan for inclement weather: (attach plan) none
Event Name & Description: (attach information) 2025 Paris Bourbon County Farm To Table Dinner
Will the street(s) need closed? ☒ Yes ☐ No if yes, list streets and times (attach map) main street, 4th through 2nd

Will you be closing a State Road? ☒ Yes ☐ No if yes, please attach copy of the completed State Encroachment Permit.
Will portable restrooms be utilized for this event? ☒ Yes ☐ No if yes, what are the locations, and how many are being rented (attach information/layout) three, placed in 3rd street alleyway
Name of supplying vendor: Thomson's Martin's Phone number: 859-987-2529
Arranged date/time for drop-off: 9/26/25 Arranged date/time for pick-up: 9/29/25

If permanent restroom facilities are not available at the event, event organizers must provide chemical-type toilet(s) and hand washing stations for public events. Recommendation is one restroom per 200 people if the event is for more than two hours and 10% of the toilets should be handicapped accessible.

Will your event include music ☒ Yes ☐ No *if yes, please provide a copy of your ASCAP license.*

ALCOHOL, FOOD, BEVERAGE, and MUSIC

If you plan to serve, sell, or auction alcoholic beverages at your event, you are required to obtain both a Commonwealth of Kentucky and City of Paris alcoholic beverage control (ABC) license application found at www.paris.ky.gov/Business, if not already properly licensed. It is recommended that event organizers apply for an alcohol license at least 30 days prior to the special event.

Will there be alcohol sales? ☒ Yes ☐ No

Will you be applying for a temporary alcohol license: ☐ Yes ☒ No *if yes, attach application.*

Will you be using an ABC licensed vendor ☒ Yes ☐ No *if yes, provide name and contact information.*

Alcohol Vendor Name: Turtleback Ridge Brewing, Hartfield and Co. Distilling, Equus Run Winery, Beeserker Meadery

Phone number: 606-842-0127, 859-474-0629 Email: _____

Insurance Agency: (attach policy) 859-846-9463, 859-533-7807

Number of non-food vendors: 0 Number of food and beverage vendors: 4

Are you requesting permission to have amplified sound? ☒ Yes ☐ No *if yes, please provide the following:*

Description: DJ, Live Music, Announcements DJ and Live Music

Start time: 5pm End time: 10pm

Amplified sounds must comply with City ordinance § 50.101 Nuisance Declared: Permissible. The proposed location of the sound system, a description of the sound system, and location of all speakers must be identified on your event map.

ASCAP Music Licenses Agreement: [ASCAP Music License Agreements and Reporting Forms](#)

Will your event include the use of drones? ☐ Yes ☒ No *if yes, please provide the following information:*

Purpose: _____ Drone License Certificate Number: _____

Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) for drone operation rules and requirements. Drone general liability insurance is required.

Food Vendors:

Food trucks may not provide food service unless they meet permitting requirements set forth by the Health Department. One or Multi Day event permits may be obtained in person or online at <https://bourboncohnd.org/>

Vendors must be compliant with Title 902 KRA45:005 Kentucky food code.

<https://apps.legislature.ky.gov/law/kar/titles/902/045/005/>

All temporary food vendors must have a permit to operate. All temporary food vendors must have a permit from the Bourbon County health department. Temporary food guidelines can be found here:

<https://www.chfs.ky.gov/agencies/dph/dphps/fsb/FSDocs/tempreq.pdf>

AT NO TIME should any cooking, food or waste products be poured down storm drains, into gutters, on streets, or poured directly into trash receptacles. This includes fats, oils, grease, wash water, soap, or food waste. In the event a vendor is identified with improper disposal they may be subject to a \$500 fine.

Vendors shall enclose waste products in containers and take them to appropriate garbage bins or offsite.

CITY OF PARIS EVENT SERVICES

Large events generally require some level of City of Paris support or services in order to be successful. Services may be requested, and larger events will be required to work with the City Manager or Designee, with specific service requests and fees.

The City of Paris reserves the right to charge additional fees if damage or cleanup to the property exceeds general expectations. The non-refundable fees for services will be paid in full prior to the event, unless due to unforeseen circumstances the event is cancelled. The City of Paris will provide a cost estimate of the requested and or required services. Upon receipt of the estimate, you may choose to modify your request to meet your budget needs.

Please check all Services that are requested for the event.

☐ Police Security/Crowd Control

☐ Police Honor Guard

☒ Trash Set-up including bags/liners

☒ Electrical Service

☒ Trash Pick-up and Disposal

☐ Fire Personnel

☐ Medical Personnel

☐ Rental of Traffic Cones

☒ Rental of Street Barricade Barriers

☐ Rental of Traffic Drums

☒ Rental Street Closure Sign

☐ Trash Cart Rental

☐ Other (explain): _____

***Note:** Please note that additional services selected above will incur extra fees. The total cost will be provided after your application has been reviewed.

For events with 500 or fewer attendees, it is permissible for event organizers to enlist partial or full support from volunteer groups to provide trash, recycling, and waste management for the event. Written documentation of a detailed clean-up plan provided by volunteer services must be provided at the time of application. At the end of the event, all permanent trash receptacles must be left empty with new can liners. All signage, event-related supplies and equipment must be removed. All trash and waste must be picked up and hard surfaces must be clear of stains from spills. If clean-up and trash requirements are not met, event organizers will be billed and required to pay for the city services necessary following the event.

APPLICATION AGREEMENT - Applicant agrees to comply with all material respects, applicable laws, rules, regulations, and provisions as stated within the application.

- 1. Insurance: General Liability Insurance** – If the event is being produced by a business or non-profit organization, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence/\$2,000,000. The event organizer and its vendors must list The City of Paris as an additional insured on all commercial general liability policies.
- 2. Alcohol: Alcohol Liability Insurance** – If the event is being produced by a business that manufactures, distributes, sells, or serves alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor liability insurance policy or properly endorsed general liability policy. If your event will be serving/selling alcohol, you will also need an alcohol liability policy in the amount of \$1,000,000 from each vendor serving/selling the alcohol. **NOTE:** Acceptable Insurance Certificates must be submitted with the Event Permit Application, or the event application is subject to be denied.
- 3. Accessibility:** Event organizers are asked to take care to ensure that people with physical or developmental disabilities, vision or hearing impairments will feel welcome and are able to participate.

4. **Responsibility of Event Organizer:** Special Event organizers are expected to review all requirements and codes and to operate under the terms and conditions of the approved permit. Event organizers are required to follow the guidelines for all City departments and are responsible for ensuring that vendors and guests adhere to the guidelines as well. Events must begin and end at the approved times and ensure that all vendors end sales and break down their booths and that crowds disperse at the end of the event. Event organizers are also expected to return event venues to the conditions that existed prior to the event, including the removal of trash, rental equipment, etc. Failure to abide by all of the stated requirements and conditions may result in a rejection of event permits in the future and additional costs to the event organizers.

5. **Hold Harmless Agreement and Applicant Affidavit:**

To the fullest extent permitted by law, PBCDD, LLC (*Name of Organizing Agency*) hereby agrees to defend, pay on behalf of, and hold harmless the City of Paris against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed, or recovered against or from the City of Paris its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Paris, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of PBCDD, LLC (*Name of Organizing Agency*) and/or in any way connected or associated with the event(s) known as Farm To Table (*Name of Event*) which is being sponsored by PBCDD, LLC (*Name of Organizing Agency*).

Applicant declares all information submitted on this application is true and accurate. Application approval does not imply city sponsorship. Review the instructions for further information in reference to special events. Applicants will immediately notify the City of Paris of any additions or changes that arise after application is submitted and or approved. Changes could result in denial or revocation of permit. On behalf of the organizing agency, and all members thereof, applicant agrees to abide by all policies, procedures, and instructions set forth or provided by the City of Paris, its staff, officers, and designated agents, and will comply with all local, state, and federal laws or regulations.

I further certify that I, on behalf of the organizing agency, am also authorized to commit to that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Paris.

Print Applicant Name: Ricki Rose Applicant Signature: *Ricki Rose* Date: 7/21/25

The City Manager hereby conditionally approves a Special Event Permit for the above applicant. The license may be revoked at any time if applicant fails to maintain requirements set forth.

Account Number: _____ City Manager Signature: _____ Date: _____

Return application, non-refundable \$ 100 Permit Fee, and supporting documentation to: (check, or cash only)

The City of Paris
525 High Street
Paris, KY 40361
Attn: City Clerk

APPLICATION FOR ENCROACHMENT PERMIT

KYTC KEPT #: _____

SECTION 1: APPLICANT CONTACT INFORMATION

APPLICANT Ricki Rose	ADDRESS 2003 Sunset Drive		
EMAIL Bocodinedowntown@gmail.com	CITY Paris	STATE KY	ZIP 40361
CONTACT NAME 1 Ricki Rose	EMAIL Bocodinedowntown@gmail.com	PHONE # 859-704-0302	
CONTACT NAME 2 (if applicable)	EMAIL	CELL #	

SECTION 2: PROPOSED WORK LOCATION

ADDRESS 4th & Main - 2nd & Main	CITY Paris	STATE Kentucky	ZIP 40361
COUNTY Boorbon	ROUTE # ce8	MILE POINT	LONGITUDE (X) 38.21247
			LATITUDE (Y) -84.250308

ADDITIONAL LOCATION INFORMATION:

FOR KYTC USE ONLY

PERMIT TYPE: ☐ Air Right ☐ Entrance ☐ Utilities ☐ Vegetation Removal ☐ Other: _____

ACCESS: ☐ Full ☐ Partial ☐ by Permit **LOCATION:** ☐ Left ☐ Right ☐ Crossing

SECTION 3: GENERAL DESCRIPTION OF WORK

Road to be Closed: Main Street from 4th Street through 2nd Street from 8am - Midnight, September 27, 2025 for community event

THE UNDERSIGNED APPLICANT(s), being duly authorized representative(s) or owner(s), DO AGREE TO ALL ORIGINAL UNEDITED TERMS AND CONDITIONS ON THE TC 99-1A, pages 1-4.

Ricki Rose

SIGNATURE

7-21-25

DATE

This is not a permit unless and until the applicant(s) receives an approved TC 99-1B from KYTC. This application shall become void if not approved by the cancellation date. The cancellation date shall be a minimum of one year from the date the applicant submits their application.

APPLICATION FOR ENCROACHMENT PERMIT

TERMS AND CONDITIONS

1. The permit, including this application and all related and accompanying documents and drawings making up the permit, remains in effect and is binding upon the Applicant/Permittee, its successors and assigns, as long as the encroachment(s) exists and also until the permittee is finally relieved by the Department of Highways from all its obligations.
2. Applicant shall meet all requirements of the Clean Water Act if the project will disturb one acre or more, the applicant shall obtain a KPDES KYR10 Permit from the Kentucky Division of Water. All disturbed areas shall meet the requirements of the Department of Highway's Standard Specifications, Sections 212 and 213, as amended.
3. **INDEMNITY:**
 - A. **PERFORMANCE BOND:** The permittee shall provide to the Department a performance bond according to the Permits Manual, Section PE-203 as a guarantee of conformance with the Department's Encroachment Permit requirements.
 - B. **PAYMENT BOND:** At the discretion of the department, a payment bond shall be required of the permittee to ensure payment of liquidated damages assessed to the permittee.
 - C. **LIABILITY INSURANCE:** Liability insurance shall be required of the permittee (in an amount approved by the department) to cover all liabilities associated with the encroachment.
 - D. It shall be the responsibility of the permittee, its successors and assigns, to maintain all indemnities in full force and effect until the permittee is authorized to release the indemnity by the Department.
4. A copy of this application and all related documents making up the approved permit shall be given to the applicant and shall be made readily available for review at the work site at all times.
5. Perpetual maintenance of the encroachment is the responsibility of the permittee, its successors and assigns, with the approval of the Department as required, unless otherwise stated.
6. Permittee, its successors and assigns, shall comply with and agree to be bound by the requirements and terms of (a) this application and all related documents making up the approved permit, (b) by the Department's Permits Manual, and (c) by the Manual on Uniform Traffic Control Devices, both manuals as revised to and in effect on the date of issuance of the permit, all of which documents are made a part thereof by this reference. Compliance by the permittee, its successors and assigns, with subsequent revisions to applicable provisions of either manual or other policy of the Department may be made a condition of allowing the encroachment to persist under the permit.
7. Permittee agrees that this and any encroachment may be ordered removed by the Department at any time, and for any reason, upon thirty days written notice to the last known address of the applicant or to the address at the location of the encroachment. The permittee agrees that the cost of removing and of restoring the associated right-of-way is the responsibility of the permittee, its successors and assigns.
8. Permittee, its successors and assigns, agree that if the Department determines that motor vehicular safety deficiencies develop as a result of the installation or use of the encroachment, the permittee, its successors and assigns, shall provide and bear the expenses to adjust, relocate, or reconstruct the facilities, add signs, auxiliary lanes, or other corrective measures reasonably deemed necessary by the Department within a reasonable time after receipt of a written notice of such deficiency. The period within which such adjustments, relocations, additions, modifications, or other corrective measures must be completed will be specified in the notice.
9. Where traffic signals are required as a condition of granting the requested permit or are thereafter required to correct motor vehicular safety deficiencies, as determined by the Department, the costs for signal equipment and installation(s) shall be borne by the permittee, its successors and assigns and the Department in its reasonable discretion and only in accordance with the Department's current policy set forth in the Traffic Operations Manual and Permits Manual. Any modifications to the permittee's entrance necessary to accommodate signalization (including necessary easement(s) on private property) shall be the responsibility of the permittee, its successors and assigns, at no expense to the Department.

APPLICATION FOR ENCROACHMENT PERMIT

10. The requested encroachment shall not infringe on the frontage rights of an abutting owner without their written consent as hereinafter described. Each abutting owner shall express their consent, which shall be binding on their successors and assigns, by the submission of a notarized statement as follows, "I (we), _____, hereby consent to the granting of the permit requested by the applicant along Route _____, which permit does affect frontage rights along my (our) adjacent real property." By signature(s) _____, subscribed and sworn by _____, on this date _____.
11. The permit, if approved, is subject to the agreement that it shall not interfere with any similar rights or permit(s) previously granted to any other party, except as otherwise provided by law.
12. Permittee shall include documentation which describes the facilities to be constructed. Permittee, its successors and assigns, agree as a condition of the granting of the permit to construct and maintain any and all permitted facilities or other encroachments in strict accordance with the submitted and approved permit documentation and the policies and procedures of the Department. Permittee, its successors and assigns, shall not use facilities authorized herein in any manner contrary to that prescribed by the approved permit. Only normal usage as contemplated by the parties and by this application and routine maintenance are authorized by the permit.
13. Permittee, its successors and assigns, at all times from the date permitted work is commenced until such time as all permitted facilities or other encroachments are removed from the right-of-way and the right-of-way restored, **shall defend, protect, indemnify and save harmless** the Department from any and all liability claims and demands arising out of the work, encroachment, maintenance, or other undertaking by the permittee, its successors and assigns, related or undertaken pursuant to the granted permit, due to any claimed act or omission by the permittee, its servants, agents, employees, or contractors. This provision shall not inure to the benefit of any third party nor operate to enlarge any liability of the Department beyond that existing at common law or otherwise if this right to indemnity did not exist.
14. Upon a violation of any provision of the permit, or otherwise in its reasonable discretion, the Department may require additional action by the permittee, its successors and assigns, up to and including the removal of the encroachment and restoration of the right-of-way. In the event additional actions required by the Department under the permit are not undertaken as ordered and within a reasonable time, the Department may in its discretion cause those or other additional corrective actions to be undertaken and the Department shall recover the reasonable costs of those corrective actions from the permittee, its successors and assigns.
15. Permittee, its successors and assigns, shall use the encroachment premises in compliance with all requirements of federal law and regulation, including those imposed pursuant to Title VI of the Civil Right Act of 1964 (42 U.S.C. § 2000d et seq.) and the related regulations of the U.S. Department of Transportation in Title 49 C.F.R. Part 21, all as amended.
16. Permittee, its successors and assigns, agree that if the Department determines it is necessary for the facilities or other encroachment authorized by the permit to be removed, relocated or reconstructed in connection with the reconstruction, relocation or improvement of a highway, the Department may revoke permission for the encroachment to remain under the permit and may order its removal, relocation or reconstruction by the permittee, its successors and assigns, at the expense of the permittee, except where the Department is required by law to pay any or all of those costs.

APPLICATION FOR ENCROACHMENT PERMIT

17. Permittee agrees that the authorized permit is personal to the permittee and shall remain in effect until such time as (a) the permittee's rights to the adjoining real property to have benefitted from the requested encroachment have been relinquished, (b) until all permit obligations have been assumed by appropriate successors and assigns, and (c) unless and until a written release from permit obligations has been granted by the Department. The permit and its requirements shall also bind the real property to have benefitted from the requested encroachment to the extent permitted by law. The permit and the related encroachment become the responsibility of the successors and assigns of the permittee and the successors and assigns of each property owner benefitting from the encroachment, or the encroachment may not otherwise permissibly continue to be maintained on the right-of-way. (Does not apply to utility encroachments serving the general public.)
18. If work authorized by the permit is within a highway construction project in the construction phase, it shall be the responsibility of the permittee to make personal contact with the Department's Engineer on the project in order to coordinate all permitted work with the Department's prime contractor on the project.
19. This permit is not intended to, nor shall it, affect, alter or alleviate any requirement imposed upon the permittee, its successors and assigns, by any other agency.
20. Permittee, its successors and assigns, agree to contain and maintain all dirt, mud, and other debris emanating from the encroachment away from the surrounding right-of-way and the travel way of the highway hereafter and at all times that its obligations under the permit remain in effect.
21. Before You Dig: The contractor is instructed to call 1-800-752-6007 to reach KY 811, the One-Call system for information on the location of existing underground utilities. The call is to be placed a minimum of two (2) and no more than ten (10) business days prior to excavation. The contractor should be aware that the owners of underground facilities are not required to be members of the KY 811 One-Call Before U-Dig (BUD) service. The contractor must coordinate excavation with the utility owners, including those whom do not subscribe to KY 811. It may be necessary for the contractor to contact the County Clerk to determine what utility companies have facilities in the area.
22. The undersigned Utility acknowledges ownership and control of the facilities proposed to be installed, modified, or extended by the Applicant/Permittee and agrees to be bound by the requirements and terms of this application and all related documents making up the approved permit, by the Department's Permits Guidance Manual, and by all applicable regulations and statutes in effect on the date of issuance of the permit. This information and application is certified correct to the best knowledge and belief of the undersigned Utility.

UTILITY

NAME (Utility Representative)

TITLE (Utility Representative)

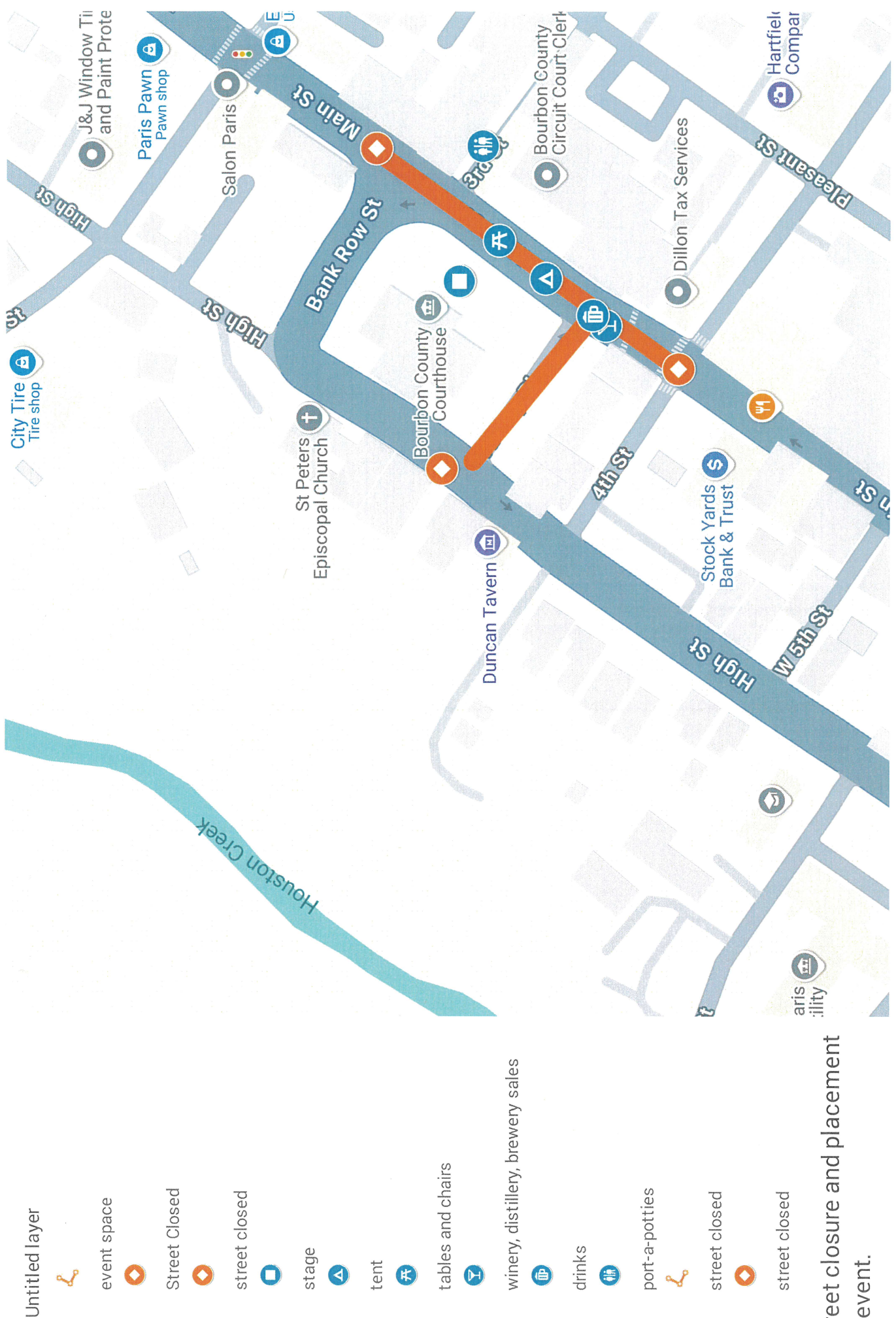
SIGNATURE (Utility Representative)

DATE



To Submit a Locate Request
24 Hours a Day, Seven Days a Week:
Call 811 or 800-752-6007

2025 Farm to Table Event Map



Untitled layer



event space



Street Closed



street closed



stage



tent



tables and chairs



winery, distillery, brewery sales



drinks



port-a-potties



street closed

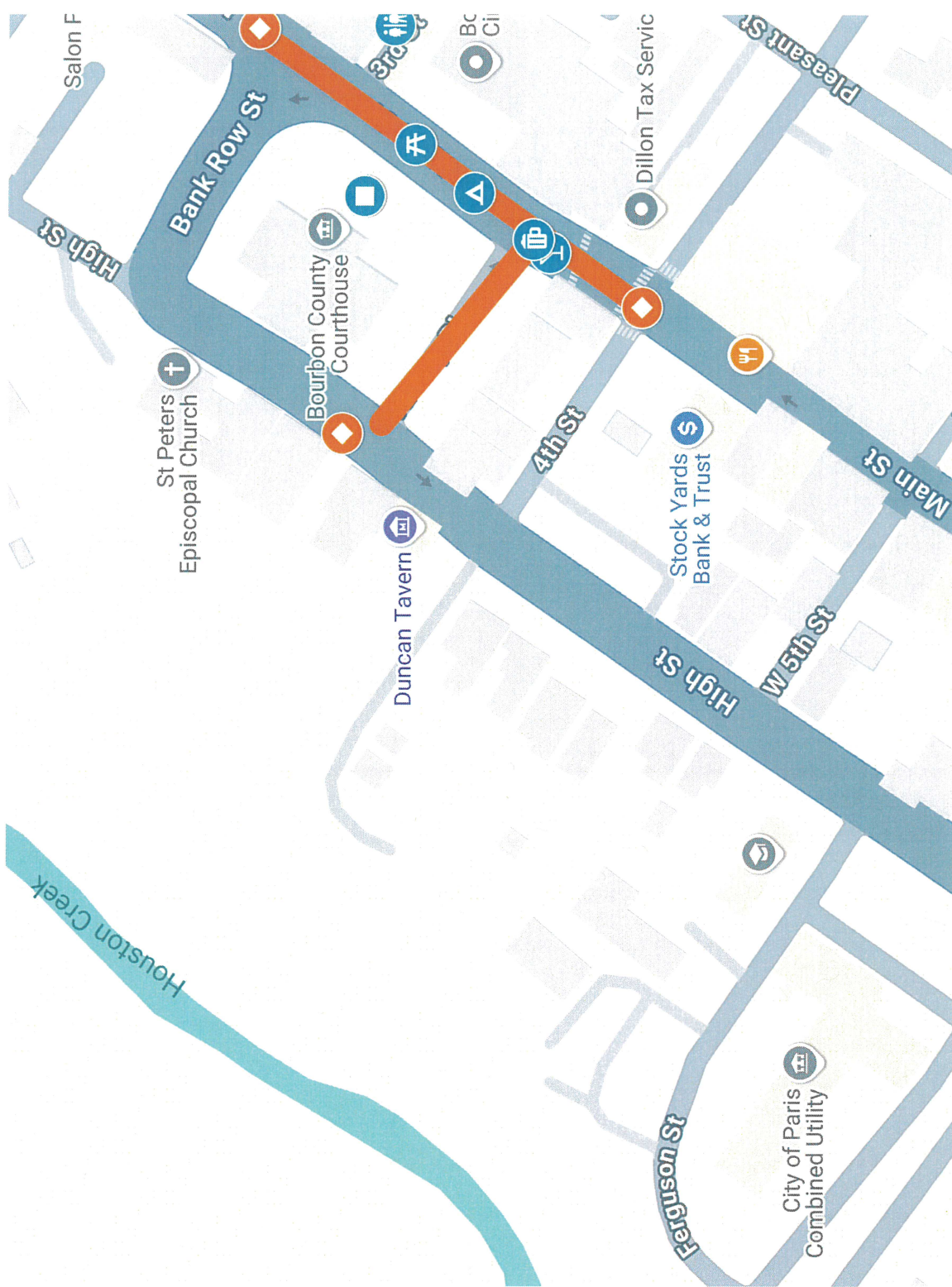


street closed



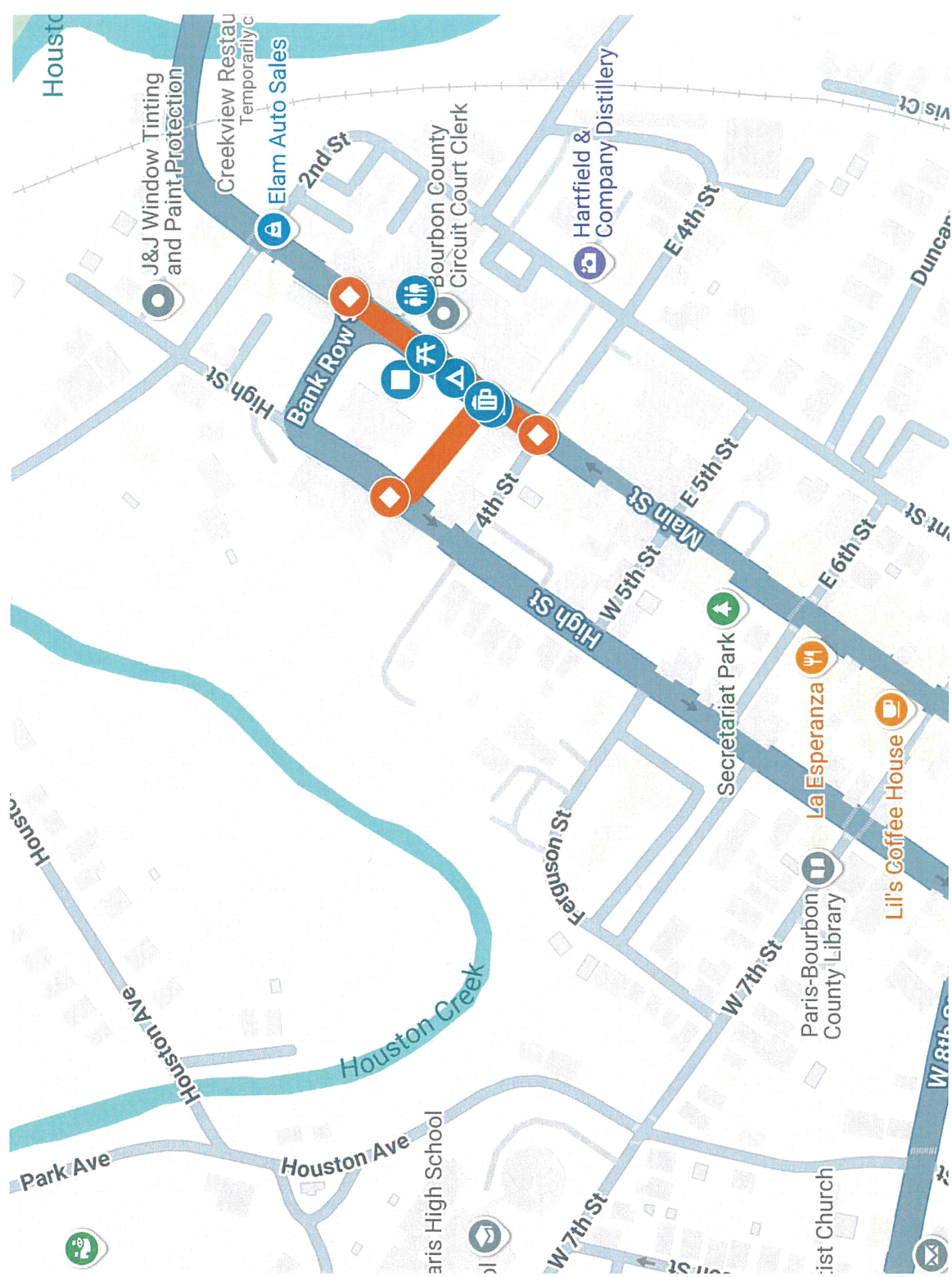
street closure and placement of event.

2025 Farm to Table Event Map



street closure and placement of event.

2025 Farm to Table Event Map



street closure and placement of event.

Untitled layer



event space



Street Closed



street closed



stage



tent



tables and chairs



winery, distillery, brewery sales



drinks



port-a-potties



street closed



street closed



street closed

Checklist

Throughout the application process you will be notified if your event requires any additional information, permits, licenses or insurance. Delays in providing the requested items often delay the ability to finish the application process and approve an application in a timely manner and could result in denial of the application.

- ☐ Attached signed acknowledgement of Special Event Guidelines
- ☐ Proof of Insurance
- ☐ State Road Encroachment Permit
- ☐ Must include names of ALL street closures and proposed times. The City of Paris requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure.
- ☐ Events with moving parade or procession, please include start/end locations and direction of travel.
- ☐ Trash collection plan (if applicable)
- ☐ ASCAP Music Licensing Agreement
- ☐ Alcohol Licensing (if applicable)
- ☐ Drone Certification (if applicable)
- ☐ Location of first aid station and emergency services (if applicable)
- ☐ Location of stage(s) (include dimensions), platforms, canopies and tents (including sizes), portable toilets, vendor/exhibitor booths, alcohol gardens, cooking areas/vendors, trash/recycle dumpsters and any other temporary structures, inflatables, animals, carnival rides, pyrotechnics, vehicles (if applicable)

HOW TO CREATE AN EVENT MAP

Go to the google maps website and sign into your google account.

1. Click the hamburger icon in the top left corner.
2. In the options menu, click "your Places".
3. Click the "maps" tab on the top Right corner of the menu. Then select the "create map" button.
4. Enter the park name or address in the search bar.
5. Using the "add marker" tool or "draw a line" tool on the toolbar at the top, place the location of each feature on the map.
6. After placing a marker or drawing a description box will be prompted. Enter a label for each item in the description box.
7. Hover over the label name on the sidebar and click on the "paint icon" that appears. Assign each point a unique color or icon.
8. When finished click on the three dots icon at the top right of the sidebar next to the map title. Select "print map".
9. In the print map menu dialogue box adjust each field to:
10. Paper size: to "tabloid (11" x 17")" Orientation: portrait -Output type: pdf. Then click the "print" button.

The map will open as a pdf file. Download and save the pdf to your computer.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Surplus Request: Police Department Vehicles

DEPARTMENT: Police

RECOMMENDED MOTION: Move to approve the surplus of vehicles by using GovDeals and authorize the Mayor, City Clerk, and City Manager to execute any necessary documents relating to the surplus vehicles.

DESCRIPTION:

The City of Paris has 6 vehicles from the Police Department that staff recommends be declared surplus and sold through GovDeals.com. These vehicles have exceeded their useful life with the City and have either been replaced or are no longer in use or needed. Declaring them surplus and disposing of them through auction serves the public interest by avoiding waste and recovering value.

GovDeals.com is an online auction platform used by government entities to sell surplus equipment to the general public. The City of Paris has successfully used this platform in previous years with positive results.

This surplus action is prompted by the recent receipt of new vehicle replacements, making it appropriate to now dispose of the outdated units.

Electronic auction is an approved method for the sale or disposition of City property under KRS 82.083(4)(d).

Staff respectfully requests approval to proceed with the sale of these surplus vehicles through the online auction and authorization for the City Clerk to transfer vehicle titles as necessary upon completion of the auction.

REQUESTED BY:

Name: Myron Thomas, Chief of Police

CITY OF PARIS - NOTICE OF SURPLUS EQUIPMENT

As authorized by KRS 82.083(3)(a) and other applicable law, the City of Paris declares the following miscellaneous equipment as surplus property:

[illegible]



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

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 \$110,913.74 and Utility Fund in the amount of \$185,835.15.

DESCRIPTION: Attached is the summary of invoices for the General Fund (\$110,913.74) and Utility Fund (\$185,835.15). Both claims reports include data from the period July 13 through August 1, 2025.

Notable disbursements in the Utility Fund include: \$99,692.30 to Judy Construction for work performed relative to the Water Plant Improvements project, \$14,481 to Achilles Excavation for excavation around water tank.

REQUESTED BY:

Name:



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: Executive session pursuant to KRS 61.810 (1)(c) Discussion of pending litigation on behalf of the public agency

DEPARTMENT: Board of Commissioners

RECOMMENDED MOTION: Move to approve the Board of Commissioners to exit open session and enter into executive session pursuant to KRS 61.810(1)(c) for discussions of pending litigation on behalf of the public agency.

DESCRIPTION: The Board of Commissioners will enter into Executive Session pursuant to KRS 61.810(1)(c) for discussions. Any action resulting from these discussions will be taken during open session.

REQUESTED BY:

Name: Board of Commissioners



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: August 12, 2025

AGENDA ITEM: POTENTIAL ACTION (if any)

DEPARTMENT: Board of Commissioners

RECOMMENDED MOTION: Move to approve to exit executive session pursuant to KRS 61.810 (1)(c) discussion of pending or pending litigation on behalf of the public agency and resume open session.

DESCRIPTION: The Board of Commissioners may take action in open session on matters discussed under KRS 61.810(1)(c), or may choose to take no action at this time.

REQUESTED BY:

Name: Board of Commissioners