



**PARIS CITY COMMISSION
SPECIAL MEETING AGENDA**

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

A. Regular Meeting - October 28, 2025

5. ORDINANCES

A. Second Reading: Ordinance 2025-29; First Quarter - Fiscal Year 2026
Budget Amendment

B. First Reading: Ordinance 2025-28; Ordinance Enacting and Adopting a
Supplement to the Code of Ordinances

C. First Reading: Ordinance 2025-31; Net Energy Metering

6. CONSENT AGENDA

A. Municipal Order 2025-79; Creation of a New Position: GIS Coordinator

B. Municipal Order 2025-80; Contract Award: Dynamic Air Solutions

C. Municipal Order 2025-81; Personnel Order: Promotion; Utility Billing
Supervisor

D. Municipal Order 2025-83; Personnel Order: Internal Transfer: GIS
Coordinator

E. Change Order #1; Power Plant: Farabee Mechanical, Inc.- Engine 7 Repair

F. Payment of Invoices: General and Utility Fund

7. REGULAR AGENDA

A. Municipal Order 2025-82; Lease Renewal: Commonwealth of Kentucky

8. REPORTS

A. Outside Agencies

B. City Staff

C. Mayor & Commissioners

9. ADJOURNMENT



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Regular Meeting - October 28, 2025

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to approve the October 28, 2025 regular meeting minutes as presented.

DESCRIPTION: October 28, 2025 meeting minutes.

REQUESTED BY:

Name: Stephanie Settles, City Clerk

Paris City Commission
525 High Street Paris, KY 40361
Commission Chambers – Room 121
Meeting Minutes
October 28, 2025

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 October 28, 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, Wallis Brooks; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Stan Galbraith.

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

APPROVE MINUTES

Motion by Brooks, seconded by Plummer, the motion unanimously carried approving the regular meeting minutes of the October 14, 2025 meeting.

ORDINANCES

Motion: Move to approve ordinance 2025-25 amending the compensation scale.

By: Gray

Seconded: Plummer

Yes: Plummer, Brooks, Fields, Gray, Galbraith

No: None

Abstain: None

Motion by Plummer, seconded by Brooks, the motion unanimously carried approving municipal order 2025-79 for the creation of a new GIS Coordinator position.

Motion: Move to approve ordinance 2025-26 ordinance relating to building inspection permits and fees.

By: Fields

Seconded: Brooks

Yes: Plummer, Brooks, Fields, Gray, Galbraith

No: None

Abstain: None

Motion: Move to approve ordinance 2025-27 amending a section within the utility billing ordinance related to late fees.

By: Brooks

Seconded: Galbraith

Yes: Plummer, Brooks, Fields, Gray, Galbraith

No: None

Abstain: None

First reading of ordinance 2025-28 was read by Bryan Beauman Enacting and Adopting a Supplement to the Code of Ordinance.

First reading of ordinance 2025-29 was read by Brad Oberlander, related to the First Quarter fiscal year 2026 budget amendment.

CONSENT AGENDA

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving a street lighting contract with Kentucky Utilities for outdoor lighting service on Cleveland Drive for twelve light poles.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving the street closure of Main St. from Bourbon County High School to the Courthouse on Saturday, December 6, 2025, from approximately 5:30 p.m. until the conclusion of the parade for the Chamber of Commerce Holiday Parade. Further move to approve the use of police and other staff to assist with the event.

Motion by Galbraith, seconded by Plummer, the motion unanimously carried approving the payment of invoices for the period October 7 through October 17, 2025, totaling \$49,192.19 for the General Fund and \$36,941.54 for the Utility Fund.

REGULAR AGENDA

Motion by Galbraith, seconded by Brooks, the motion unanimously carried approving June financial reports as presented reflecting General Fund revenues of \$2,998,336 with expenses of \$3,017,106 and Utility Fund revenues of \$4,199,904 with expenses of \$3,792,098.

REPORTS

Allyson Wellman, Chamber of Commerce

As of February 10, 2025, she has recruited 52 new Chamber members.

Attendance at Coffee and Commerce meetings continues to increase.

Día de los Muertos will take place this coming weekend.

New business programs, titled “Level Up Local”, will begin in January. The series will include courses on topics such as creating online content and preparing business budgets.

Betty Ann Allen, Tourism

The Trunk or Treat event had an estimated attendance of 1,000 people.

WTVQ will be filming a holiday commercial downtown soon.

The Mustard Seed Hill Gingerbread Contest is scheduled for November 21, 2025.

The Holiday Hop Downtown will take place on November 22, 2025.

Shop Small Saturday is scheduled for November 29, 2025.

Matt Belcher, City Manager

Announced that the Chief of Police will retire effective January 1, 2026.

Reported that the Paris Independent Board has approved installation of the Western School Monument on school grounds.

Commissioner, Tim Gray

Inquired about the turn lanes on the Bypass. Mike Withrow responded that KYTC is consulting with traffic engineering.

EXECUTIVE SESSION

Motion by Galbraith, seconded by Brooks, the motion unanimously carried to enter into executive session pursuant to KRS 61.810(1)(c) for discussions of pending litigation on behalf of the public agency at 10:00 a.m.

With no action taken during the executive session, a motion by Brooks, seconded by Fields, the motion unanimously carried to exit the executive session and resume regular session at 10:22 p.m.

City Manager Belcher discussed that the next meeting will be a special meeting on Wednesday, November 12th due to the observance of Veterans Day on Tuesday, November 11th.

ADJOURNMENT

Motion by Brooks, seconded by Fields, the motion unanimously carried to adjourn the meeting at 10:23 a.m.

John A. Plummer, Mayor

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Second Reading: Ordinance 2025-29; First Quarter - Fiscal Year 2026 Budget Amendment
DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve second reading of Ordinance 2025-29; First Quarter Fiscal Year 2026 Budget Amendment.

DESCRIPTION: For the end of the first quarter, staff seek to bring recommendations forward to amend the annual budget. The proposed amendment includes recognition of unanticipated revenues and other changes that occurred during the quarter.

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

Ordinance 2025–25 Amendments to the Compensation Scale: With the second reading of Ordinance 2025-25 approved, the attached budget is being amended to reflect changes in these budgeted positions. The Fiscal Year 2026 budget will be amended to eliminate the Assistance City Manager (ACM) position, and add the positions of GIS Coordinator and Executive Assistant. See the attached Compensation Scale Amendment for further detail. With the elimination of the ACM position, the actual budget figures for salaries, wages and benefits will not need to be adjusted, as the addition of the other positions do not exceed the original estimates for an ACM.

General Fund: The total proposed increase in revenues equals \$55,500. The Fire Department has received additional grant funding in the amount of \$10,000. Also, the City has received several large requests for refunds of net profits fees. Currently, the City has paid one refund in the amount of \$24,292 and is currently in the process of reviewing an additional refund request of approximately \$20,000. These refunds will be used out of the City's carry-forward from the prior year.

Utility Fund: The total proposed increase in revenues equals \$52,332. These will bring in additional revenues from KYMEA that assist with covering the cost of additional fuel when required to supply additional power during peak demand periods as required by the contractual agreement. A couple of revenue line items are being moved from one category to another to be consistent with how the financial reports are presented.

REQUESTED BY:

Name: Brad Oberlander, CPA

**CITY OF PARIS
ORDINANCE 2025 - 29**

AN ORDINANCE OF THE CITY OF PARIS, KENTUCKY AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026 ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF THE CITY OF PARIS.

WHEREAS, the Board of Commissioners has reviewed the budgetary revenues and expenses for the City of Paris for the 2026 fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PARIS, KENTUCKY, that the annual budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026 be amended as follows:

<u>Governmental Funds:</u>	Year ended 6/30/2026 <u>Original Budget</u>	FY 26 QTR Ending 09/30/2026 <u>Amended Budget</u>
BEGINNING FUND BALANCE - JULY 1, 2025	\$ <u>10,327,557</u>	\$ <u>11,310,561</u>
<u>Revenues:</u>		
Taxation	1,372,500	1,372,500
Licenses and Permits	8,503,689	8,503,689
Fines and Forfeitures	1,500	1,500
Intergovernmental	658,080	658,080
Municipal Road Aid	230,000	230,000
Fees for Services	483,000	483,000
Miscellaneous Revenues	585,125	585,125
Grant Revenues	66,000	76,000
Loan Proceeds	1,220,000	1,220,000
Deferred outflows	925,320	970,820
<i>Total Revenues:</i>	<u>14,045,214</u>	<u>14,100,714</u>
<i>TOTAL FUNDS AVAILABLE:</i>	<u>24,372,771</u>	<u>25,411,275</u>
<u>Expenditures:</u>		
Community Partners	1,808,796	1,808,796
Commission	209,275	254,775
General Admin	1,068,987	1,068,987
Police Department	4,791,045	4,791,045
Fire Department	3,737,245	3,747,245
Public Works	1,736,529	1,736,529
Maintenance Fund	693,337	693,337
<i>Total Expenditures:</i>	<u>14,045,214</u>	<u>14,100,714</u>
ESTIMATED ENDING FUND BALANCE - JUNE 30, 2026	\$ <u><u>10,327,557</u></u>	\$ <u><u>11,310,561</u></u>

<u>Proprietary Fund:</u>	Year ended 6/30/2025 <u>Original Budget</u>	FY 26 QTR Ending 09/30/2026 <u>Amended Budget</u>
BEGINNING FUND BALANCE - JULY 1, 2025	\$ 5,157,460	\$ 5,190,601
<u>Revenues:</u>		
Electric	6,537,562	6,769,894
Sewer	2,920,350	2,920,350
Water	2,961,998	2,961,998
Solid Waste & Recycling	175,000	176,500
Grants:		
Cleaner Water Project (23FO06)	2,079,956	2,079,956
Federal Appropriation / Halo Meters	430,000	430,000
Total Grants	<u>2,509,956</u>	<u>2,509,956</u>
Loan Proceeds:		
2024 General Obligation Bond	2,612,495	2,612,495
KIA Water Projects (23WA01)	3,221,811	3,221,811
KIA Fords Mill Rd (25FO01)	1,400,000	1,400,000
Bank Notes	1,015,000	1,015,000
Total Loan Proceeds	<u>8,249,306</u>	<u>8,249,306</u>
Miscellaneous	1,074,500	893,000
Deferred Outflows	1,015,044	1,015,044
<i>Total Revenues:</i>	<u>25,443,716</u>	<u>25,496,048</u>
TOTAL FUNDS AVAILABLE:	<u>30,601,176</u>	<u>30,686,649</u>
<u>Expenditures:</u>		
Power Production	4,972,177	5,024,509
Electric Distribution	2,649,266	2,649,266
Field Operations:		
Operating Expenditures	1,221,602	1,221,602
Capital Improvement Projects	4,850,000	4,850,000
	<u>6,071,602</u>	<u>6,071,602</u>
Water Plant:		
Operating Expenditures	1,449,364	1,449,364
Capital Outlay - Water Plant Projects	5,063,593	5,063,593
	<u>6,512,957</u>	<u>6,512,957</u>
Wastewater Treatment Plant	1,602,783	1,602,783
Solid Waste & Recycling Depot		
Operating Expenditures	458,382	458,382
Capital Outlay - Convenience/Transfer Station	415,713	415,713
	<u>874,095</u>	<u>874,095</u>
Utility Administration:	985,686	985,686
Utility Fund	1,775,150	1,775,150
<i>Total Expenditures:</i>	<u>25,443,716</u>	<u>25,496,048</u>
ESTIMATED ENDING FUND BALANCE - JUNE 30, 2026	<u>\$ 5,157,460</u>	<u>\$ 5,190,601</u>

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

The foregoing ordinance was introduced and read for the first time at the City Commission’s regular meeting on October 28, 2025. Read for the second time, adopted and approved at its special meeting of November 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

Attest:

Stephanie Settles, City Clerk / Treasurer



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: First Reading: Ordinance 2025-28; Ordinance Enacting and Adopting a Supplement to the Code of Ordinances

DEPARTMENT: City Clerk

RECOMMENDED MOTION: First Reading. No motion required.

DESCRIPTION: The City of Paris Code of Ordinances is updated with newly adopted ordinances during the fiscal year and referred to as a "Supplement" to the City of Paris Code of Ordinances. Attached you will find the 2024-19 supplement that includes all ordinances adopted from January 1, 2024, to March 26, 2024. By adopting this ordinance, it keeps the city in compliance with KRS 83A.060 - Enactment of ordinances.

Periodically, we may have ordinances that are updated earlier than the typical year-end process, especially if they are related to fees, fines, or other daily-used ordinances, which in this case has occurred, noting that the parking fines and fees, and transfer station fees were within this supplement update.

REQUESTED BY:

Name: Administration

**CITY OF PARIS
ORDINANCE 2025-28**

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

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio has completed the 2025 S-22 supplement to the Code of Ordinances of the City of Paris, Kentucky, which supplement contains all ordinances of a general nature enacted since the prior supplement to the Code of Ordinances of the City; and

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

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

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

Section 1. The 2025 S-22 supplement to the Code of Ordinances of the City of Paris, Kentucky, as submitted by American Legal Publishing Corporation of Cincinnati, and attached to this Ordinance is adopted by reference as if set out in its entirety.

Section 2. In a recent supplement to the Code of Ordinances, Ordinance 2022-11 was inadvertently included as one of the Ordinances to be codified in the Code of Ordinances. Ordinance 2022-11 is an ordinance creating an employment position and should not be included within the Code of Ordinances. Therefore, Section 21.500 through 21.503 should be deleted from the City of Paris Code of Ordinances. Ordinance 2022-11 otherwise remains in effect.

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 special meeting of November 12, 2025. Read for the second time, adopted and approved at its regular meeting of November 25, 2025.

CITY OF PARIS, KENTUCKY

Mayor John A. Plummer

ATTEST:

City Clerk, Stephanie Settles

CITY OF PARIS

KENTUCKY

CODE OF ORDINANCES

2025 S-22 Supplement
Current through Ord. 2025-17, dated 6-24-25; and
State legislation current through the 2025 KRS Pamphlet

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PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: First Reading: Ordinance 2025-31; Net Energy Metering

DEPARTMENT: Administration

RECOMMENDED MOTION: First Reading. No motion required.

DESCRIPTION:

The proposed ordinance establishes a Net Energy Metering (NEM) program for the City of Paris Electric Department. This program allows residential, commercial, and industrial customers to install small solar energy systems that generate electricity for their own use and provide any excess power back to the City's electric system.

The goal of this ordinance is to give customers the option to use renewable energy while ensuring the safety, reliability, and financial stability of the City's electric grid.

Eligible systems are limited to 10 kW for residential and 30 kW for commercial or industrial customers. Participation is available on a first-come, first-served basis up to 1% of the City's annual peak load. Customers will be billed for power received from the City and receive a credit of \$0.07534 per kWh for power sent back to the grid. A \$150 administrative fee applies for applications, and customers must meet all safety, metering, and insurance requirements.

This ordinance provides a clear and fair process for customers interested in solar energy while protecting the City's utility operations and all ratepayers.

REQUESTED BY:

Name: Administration

**CITY OF PARIS
ORDINANCE NO. 2025-31**

AN ORDINANCE CONCERNING NET ENERGY METERING

WHEREAS, the City of Paris desires to provide a rate available to permanent residential, general services, or industrial Net Energy Metering customers in areas served by the City of Paris Electric Department.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS CITY COMMISSION THAT THE FOLLOWING SECTIONS OF THE CODE OF ORDINANCES BE ADDED TO CHAPTER 34 OF THE CODE OF ORDINANCES:

Section 1. Policy and Terms

(A) Availability

The Net Energy Metering (“NEM”) rate is available to any permanent residential, general service, or industrial NEM customer in any area served by the City of Paris Electric Department electric system in accordance with The City’s terms and conditions for providing electric service. NEM is available only by request, and on a first-come, first-served basis up to a cumulative capacity of one percent (1%) of the City's single hour peak load during the previous year. An eligible NEM customer shall mean a retail electric NEM customer of the City with a generating facility that:

1. Generates electricity using solar energy only.
2. Has a rated capacity of not greater than (10) kilowatts residential; (30) kilowatts commercial/industrial
3. Is located on the NEM customer's premises.
4. Is owned and operated by the NEM customer.
5. Is connected in parallel with the City's electric distribution system; and
6. Has the primary purpose of supplying all or part of the NEM customer's own electricity requirements.

The term "NEM customer" hereinafter shall refer to any NEM customer requesting or receiving NEM services in accordance with the City’s terms and conditions for providing electric service.

(B) Limitations

At its sole discretion the City may discontinue this NEM schedule and application with ninety (90) days written notification. The City shall not be liable for any expense incurred as a result of the determination to discontinue this schedule.

Generation facility sizing is restricted to the average annual load of customer as determined by KWh usage. The City has the right to restrict installation size to less than maximum allowances based on customer load requirements.

- (C) Metering
The City requires any NEM customer, who wishes to install a generator that meets the criteria above or has been approved by the City for the NEM rate, to allow the installation of a meter for the sole purpose of separately monitoring (i) the flow of power and energy, as applicable, from the City to the NEM customer and from the NEM customer to the City and (ii) the flow of power and energy, as applicable, from the NEM customer generation. The meter will be owned and installed by the City in accordance with the City's Policies and Procedures for Electric Service. The cost for the materials and installation of this meter base and any associated facilities are the responsibility of the NEM customer.
- (D) Measurement of Energy
Energy supplied by the City to the NEM customer shall be determined by appropriate meter(s) located at one delivery point. Such meter(s) shall be capable of determining energy associated with the City providing energy to the NEM customer under the rate schedule appropriate for such deliveries. The energy generated by the NEM customer shall be metered separately for billing purposes.

Section 2. Rates and Credits

- (A) Rates for Charges
Charges for energy delivered by the City to the NEM customer shall be determined according to the rate schedule appropriate or applicable for the NEM customer per the City's standard rate classifications.

In addition to the City's standard rates, a second monthly service charge will be assessed. This monthly service charge will be associated with the meter measuring NEM customer generation.

- (B) Credits
An energy credit rate from the City to the NEM customer shall be applied to any electrical energy generated by the NEM customer. The NEM customer credit may be revised in the future at any time.

For purposes of determining monthly bills for NEM customers, the monthly credit for energy generated that flows into the City's system and delivered by the NEM customer will be subtracted from charges for all energy delivered (NEM and the City) to the NEM customer. If the net kWh amount is greater than zero, then the NEM customer will be billed for the net amount. If the net kWh amount is less than zero, then the City will credit the charges to the NEM customer's bill. On an annual basis, an adjustment will be made to the account to remove any accumulated credit. This annual review will be completed in March and will not impact the customer until the customer completes 12 months of active service. The City will read NEM customer meters and calculate the appropriate billing for each meter on a monthly basis when feasible. If an account is

closed and has a credit balance, any existing credit will be transferred to another active account with the City of Paris if applicable.

The current billing credit shall be \$0.07534 per kWh

Section 3. Application and Approval Process

(A) Process

The NEM customer shall submit an Application for Interconnection and Net Metering (Application) and receive approval from the City prior to installing the generator facility to the City's system. Applications will be submitted by the NEM customer and reviewed and processed by the City of Paris. Applications must contain approved drawings and plans and be approved by a Kentucky licensed electrical engineer prior to the City approval. The City may reject any Application for violations of any code, standard, or regulation related to reliability or safety; however, the City will work with the NEM customer to resolve those issues to the extent practicable. The City may also reject any application that it determines to be detrimental to the City electric distribution system.

(B) Administrative Fee

Upon submission of the required application to the City, the NEM customer shall pay a non-refundable administrative fee of \$150.00.

(C) Terms and Conditions

To interconnect to the City's distribution system, the NEM customer's generating facility shall comply with the following terms and conditions:

- 1) The City shall provide the NEM customer metering services through standard kilowatt-hour metering capable of separately measuring (i) the power and energy, as applicable for billing purposes, from the City to the NEM customer and from the NEM customer to the City and (ii) the energy generated by the NEM customer. If the NEM customer requests any additional metering or distribution upgrades, such installations shall be at the NEM customer's expense.
- 2) The NEM customer shall install, operate, and maintain, at NEM customer's sole cost and expense, any control, protective, or other equipment associated with the generating facility. The customer's system must meet the City's technical interconnection requirements, which are based on IEEE 1547 standards, the National Electrical Code (NEC), guidelines from accredited testing labs like Underwriters Laboratories, and the manufacturer's recommended practices. These ensure the generating facility operates safely, efficiently, and reliably in parallel with the City's electric system. The NEM customer shall bear full responsibility for the installation, maintenance and safe operation of the generating facility. Upon reasonable request from the City, the NEM customer shall fully demonstrate generating facility compliance. Should the NEM customer request assistance related to the generation

system performance or safety those cost will be at the customer's expense at the current City hourly rate as stated in the City's rate ordinance.

- 3) The generating facility shall comply with, and the NEM customer shall represent and warrant its compliance with: (a) any applicable safety and power quality standards established by IEEE and accredited testing laboratories such as Underwriters Laboratories; (b) the NEC as may be revised from time to time; (c) the City's rules, regulations, and the City's Service Regulations as contained in the City's Code of Ordinances as may be revised from time to time (d) all other applicable local, state, and federal codes and laws, as the same may be in effect from time to time. Where required by law or regulation, the NEM customer shall pass an electrical inspection of the generating facility by a local authority having jurisdiction over the installation.
- 4) Any changes or additions to the City's system, including special metering installations, required to accommodate the generating facility shall be considered excess facilities. The NEM customer shall pay the City for actual costs incurred for all such excess facilities prior to construction.
- 5) The NEM customer shall operate the generating facility in such a manner as not to cause undue fluctuations in voltage, intermittent load characteristics or otherwise interfere with the operation of the City's electric system. At all times when the generating facility is being operated in parallel with the City's electric system, the NEM customer shall so operate the generating facility in such a manner that no adverse impacts will be produced thereby to the service quality rendered by the City to any of its other NEM customers or to any electric system interconnected with the City's electric system. The NEM customer shall agree that the interconnection and operation of the generating facility is secondary to, and shall not interfere with, the City's ability to meet its primary responsibility of furnishing reasonably adequate service to its customers.
- 6) NEM customer shall be responsible for protecting, at NEM customer's sole cost and expense, the generating facility from any condition or disturbance on the City's electric system, including, but not limited to, voltage sags or swells, system faults, outages, loss of a single phase of supply, equipment failures, and lightning or switching surges. Should such condition or disturbance be determined to be NEM equipment, the NEM customer shall reimburse the City for any and all expenses incurred to determine such disturbance.
- 7) After initial installation, the City shall have the right to inspect and/or witness commissioning tests. Following the initial testing and inspection of the generating facility and upon reasonable advance notice to the NEM customer, the City shall have access at reasonable times to the generating facility to perform reasonable on-site inspections to verify that the installation, maintenance, and operation of the generating facility comply with the requirements of this NEM policy.

- 8) When required by the City's electric operators, an eligible NEM customer shall furnish and install on the NEM customer's side of the point of common coupling a safety disconnect switch which shall be capable of fully disconnecting the NEM customer's energy generating equipment from the City's electric service under the full rated conditions of the NEM customer's generating facility. The external disconnect switch (EDS) location will be determined by the City and shall be located adjacent to the City's meters. If the location of the EDS is not at the customer's master meter, it shall be noted by placing a permanent sticker on the master meter indicating the EDS location. The EDS shall be of the visible break type in a metal enclosure which can be secured by a padlock. If the EDS is not located directly adjacent to the master meter but at the NEM generator meter, the NEM customer shall be responsible for ensuring that the location of the EDS is properly and legibly identified for so long as the generating facility is operational. The disconnect switch shall be promptly accessible to City personnel at all times. In the event the City disconnects customer generation the City will not be held liable for any damages or revenue loss as a result from such disconnect.

- 9) The City shall have the right and authority at the City's sole discretion to isolate the generating facility or require the NEM customer to discontinue operation of the generating facility if the City believes that: (a) continued interconnection and parallel operation of the generating facility with the City's electric system creates or contributes (or may create or contribute) to a system emergency on either the City's or NEM customer's electric system; (b) the generating facility is not in compliance with the requirements of this ordinance, and the noncompliance adversely affects the safety, reliability, or power quality of the City's electric system; or (c) the generating facility interferes with the operation of the City's electric system. In non-emergency situations, the City shall give the NEM customer notice of noncompliance including a description of the specific noncompliance condition and allow NEM customer a reasonable time to cure the noncompliance prior to isolating the generating facilities. In emergency situations, when the City is unable to immediately isolate or cause the NEM customer to isolate only the generating facility, the City may isolate the NEM customer's entire facility. Any cost incurred by the City because of the improper performance of NEM equipment or operation shall be charged to the NEM customer's billing account and paid along with the next service bill due. Any such unpaid expense shall be grounds for service termination at any of the NEM customer's facilities.

- 10) The NEM customer shall agree that, without prior written permission from the City, no changes shall be made to the generating facility as initially approved. Increases in generating facility capacity will require a new Application which will be evaluated on the same basis as any other new application. Repair and replacement of existing generating facility components with like components that meet UL 1741 certification requirements and not resulting in increases in generating facility capacity is allowed without written approval. However, the City must be notified to inspect the repaired

component/operation prior to continued operation. Failure to do so will result in termination of NEM service.

- 11) To the extent permitted by law, the NEM customer shall protect, indemnify, and hold harmless the City and its directors, officers, employees, agents, representatives and contractors against and from all loss, claims, actions or suits, including costs and attorney’s fees, for or on account of any injury or death of persons or damage to property caused by the NEM customer or the NEM customer's employees, agents, representatives and contractors in tampering with, repairing, maintaining, or operating the NEM customer's generating facility or any related equipment or any facilities owned by the City.
- 12) The NEM customer shall always maintain general liability insurance coverage (through a standard homeowner's, commercial, or other policy) for a generating facility. NEM customer shall, upon request, provide the City with proof of such insurance at the time that application is made for NEM service and provide a certificate of liability insurance on an annual basis in accordance with City requirements. Such certificate shall name the City of Paris Combined Utilities as “Certificate Holder”. All of the policies of insurance so required to be purchased and maintained for the certificates or other evidence thereof shall contain a provision or endorsement that the coverage afforded will not be cancelled, materially changed or renewal refused until at least thirty (30) days’ prior written notice has been given to the City by certified mail. All such insurance shall remain in effect until written notice and verification that NEM facilities are rendered inoperative and completely disconnected from the City’s utility system. The limits of liability for the insurance required above shall provide coverage for not less than the following amounts or greater amounts where required by Laws and/or Regulations:

General Liability

Commercial General Liability (each occurrence)	\$1,000,000
General Aggregate	\$1,000,000
Products – Comp/Op AGG	\$1,000,000
Personal and Adv Injury	\$1,000,000
Fire Damage (each occurrence)	\$ 500,000
Medical Expense (any one person)	\$ 100,000

Excess Liability

Umbrella Form (each occurrence)	\$1,000,000
Aggregate	\$1,000,000

If at any time it is determined that such insurance is invalid, the City shall immediately disconnect NEM generating facilities from the electric distribution system.

- 13) By entering into an Interconnection Agreement, or by inspection, if any, or by non-rejection, or by approval, or in any other way, the City does not give any warranty, express or implied, as to the adequacy, safety, compliance with applicable codes or requirements, or as to any other characteristics, of the generating facility equipment, controls, and protective relays and equipment.

- 14) A NEM customer's generating facility is transferable to other persons or service locations only after written notification to the City has been made and verification that the installation is in strict compliance with this NEM policy. Upon written notification that an approved generating facility is being transferred to another person, NEM customer, or location, the City will verify that the installation is in compliance with the City's policies and standards and provide written notification to the NEM customer(s) within 20 business days. If the installation is no longer in compliance with policy or standard, the City will render it inoperative and notify the NEM customer in writing and identify what must be done to place the facility in compliance.

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

The foregoing ordinance was introduced and read for the first time as the City Commission's special meeting of November 12, 2025. Read for the second time, adopted and approved at its regular meeting of November 25, 2025.

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Municipal Order 2025-79; Creation of a New Position: GIS Coordinator

DEPARTMENT: Administration

RECOMMENDED MOTION: Move to approve Municipal Order 2025-79; creating a new position of GIS Coordinator.

DESCRIPTION:

This municipal order was included on the October 28, 2025, Commission agenda; however, the incorrect document was inadvertently attached to the request. The write-up and municipal order content remain unchanged. To ensure transparency, we are resubmitting the request with the correct attached order.

The GIS Coordinator will be responsible for developing, maintaining, and administering the City's Geographic Information System (GIS). This includes updating and analyzing infrastructure data, coordinating research and field data collection, providing mapping and analysis services to City departments, and ensuring data quality and cartographic standards. The role will also serve as a resource to departments such as Planning & Zoning, Public Works, and Utilities for mapping, asset management, and development review. The GIS Coordinator will support interdepartmental projects, assist with TRC (Technical Review Committee) coordination, and serve as a point of contact with developers and engineers regarding new development. The position is also designated as essential for emergency response to provide mapping and data support during citywide incidents.

REQUESTED BY:

Name: Jorell Flora, Human Resources
Matt Belcher, City Manager

**CITY OF PARIS
ORDER NO. 2025-79**

**A MUNICIPAL ORDER AUTHORIZING THE CREATION OF THE POSITION OF
GIS COORDINATOR**

WHEREAS, the City of Paris Board of Commissioners recognizes the need to enhance the City’s ability to manage and utilize geographic and spatial data for planning, infrastructure management, and service delivery; and

WHEREAS, the Board of Commissioners desires to formally establish the position of GIS Coordinator within the City’s organizational structure;

THEREFORE, be it ordered by the City of Paris board of commissioners that the position of GIS Coordinator is hereby created.

This Order shall take effect upon its passage and approval.

Enacted and approved at the Board of Commissioners special meeting of November 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Municipal Order 2025-80; Contract Award: Dynamic Air Solutions

DEPARTMENT: Public Works

RECOMMENDED MOTION: Move to approve Municipal Order 2025-80 awarding a contract to Dynamic Air Solutions

DESCRIPTION: The Commission approved staff's recommendation to accept Dynamic Air Solutions' bid in the amount of \$230,270.47. Staff is requesting that the Mayor, City Manager, City Clerk, and City Attorney be authorized to sign any documents related to the project.

The existing 200-ton cooling tower located at 525 High Street, which serves the City's administrative and operational facilities, has reached the end of its useful life and requires full replacement. The current system has exhibited signs of wear and inefficiency, resulting in reduced performance and increased maintenance costs.

To ensure continued reliability and energy efficiency, staff solicited a proposal from Dynamic Air Solutions for a turnkey replacement of the existing cooling tower with a new BAC 200-ton cooling tower.

Dynamic Air Solutions will furnish all labor, materials, equipment, and supervision necessary for a complete turnkey replacement, including:

- Powering down and isolating the existing tower.
- Draining and disconnecting electrical and water connections.
- Removal of the existing tower via crane.
- Setting and installing the new BAC 200-ton cooling tower.
- Reconnection of electrical and water lines.
- Startup, testing, and commissioning of the new unit.

The installation includes a single-speed control panel and standard basin configuration. All work will be performed during regular business hours, and any additional work outside of the stated scope will require an approved change order.

- Total Contract: \$230,270.47

- Down Payment (Equipment/Materials): \$58,000
- Contractor: Dynamic Air Solutions
- Bid Validity: 30 days from submission (dated October 28, 2025)

Work will commence upon receipt of a signed contract and purchase order.

This contract does not include new electrical work beyond the defined scope, engineering design or stamped drawings, permitting or third-party fees, or other services not specifically identified.

Staff recommends approval of the Contract for Services with Dynamic Air Solutions in the amount of \$230,270.47 for the turnkey replacement of the existing 200-ton cooling tower located at 525 High Street.

REQUESTED BY:

Name: Mike Smith, Public Works Superintendent

**CITY OF PARIS
ORDER NO. 2025-80**

A MUNICIPAL ORDER APPROVING A CONTRACT WITH DYNAMIC AIR SOLUTIONS

WHEREAS, the existing 200-ton cooling tower located at 525 High Street, which serves the City’s administrative and operational facilities, has reached the end of its useful life and requires full replacement;

WHEREAS, the City has previously determined Dynamic Air Solutions to have submitted the best bid; and

WHEREAS, Dynamic Air Solutions has submitted a proposal to perform the necessary work for the turnkey replacement of the existing cooling tower, including all labor, materials, and installation; and

WHEREAS, the City desires to enter into a written contract with Dynamic Air Solutions for said replacement project;

NOW THEREFORE, be it resolved by the Board of Commissioners of the City of Paris, Kentucky, that the proposed contract with Dynamic Air Solutions be approved, and that the Mayor, City Manager, City Clerk, and City Attorney are authorized to execute all documents related to the project.

Enacted at the Board of Commissioners special meeting of November 12, 2025.

APPROVED:

John Plummer, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk



CONTRACT FOR SERVICES RENDERED

200-TON COOLING TOWER REPLACEMENT

Customer:

City of Paris

Property Location:

525 High Street, Paris, KY 40361

Contractor:

Dynamic Air Solutions

Project:

Replacement of Existing 200-Ton Cooling Tower (Single-Speed Control Panel & Standard Basin)

1. Scope of Work

Dynamic Air Solutions agrees to furnish all labor, materials, equipment, and supervision necessary to complete the following scope of work for a turnkey replacement of the existing cooling tower with a new BAC 200-ton cooling tower:

- Power down existing tower and perform lockout/tagout for safety.
- Valve off water piping entering and leaving the tower.
- Drain existing tower of all water.
- Disconnect all electrical connections to tower and associated pump.
- Remove any loose components to prepare for crane lift.
- Utilize crane to lift and remove old cooling tower from concrete pad.
- Utilize crane to set new BAC cooling tower in place.
- Provide and install new 200-ton BAC cooling tower.
- Provide all necessary pipe fittings and insulation for a complete installation.
- Connect new tower to existing primary voltage outside.
- Fill new tower with water and confirm proper water levels.
- Provide factory start-up and commissioning for new cooling tower.

This contract represents a complete, turnkey replacement of the existing cooling tower system. Any additional work not described herein shall require written authorization via an approved change order or purchase order.

2. Contract Amount

Dynamic Air Solutions will perform the work described above for the total sum of: \$230,270.47 (Two Hundred Thirty Thousand, Two Hundred Seventy Dollars and Forty-Seven Cents)

A 25% down payment (\$58,000) is required to secure equipment and/or materials prior to commencement.

3. Conditions

- All work shall be performed during regular business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.
- Invoices will be issued as work progresses and are payable upon receipt.
- Service charges at the rate of 1.5% per month will be assessed on all past-due accounts.
- This bid shall remain valid for thirty (30) days from the date of submission.
- Work will commence upon receipt of a signed contract and purchase order.

4. Exclusions

- New electrical work beyond the stated scope.
- Engineering design services and/or stamped drawings.
- Permitting or third-party engineering fees.
- Any work not specifically listed in the above scope.

5. Acceptance

This document constitutes the entire agreement between the City of Paris and Dynamic Air Solutions for the services described. Any modifications must be in writing and signed by both parties.

Approved By (City of Paris):

Print Name: _____

Title: _____

Signature: _____

Date: _____

Approved By (Dynamic Air Solutions):

Print Name: Damion Wibbels

Title: Commercial HVAC Estimator

Signature: *Damion Wibbels*

Date: 10-28-2025



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Municipal Order 2025-81; Personnel Order: Promotion; Utility Billing Supervisor

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2025-81 for the promotion of Marshella Hunt to Utility Billing Supervisor, payscale A7-1.

DESCRIPTION: In June 2025, City staff identified a need to fill the position of Utility Billing Supervisor due to a resignation. The position was posted to solicit applicants. The posting received more than 200 interested applicants. That initial applicant pool was screened based on experience to around 25 potential qualified applicants. Further, staff conducted 10 interviews, including both internal and external candidates.

Staff is recommending the promotion of Marshella Hunt from Utility Admin II to Utility Billing Supervisor at a Grade A 7 -1.

Ms. Hunt has been with the City for more than two years and has demonstrated an in-depth understanding of the City's utility systems, policies, and procedures.

Her experience and strong working knowledge make her well-suited to assume supervisory responsibilities within the Utility Billing Department.

REQUESTED BY:

Name: Jorell Flora, Human Resources

**CITY OF PARIS
ORDER NO. 2025-81**

**A MUNICIPAL ORDER APPROVING THE PROMOTION OF MARSELLA HUNT TO
THE FULL-TIME POSITION OF UTILITY BILLING SUPERVISOR**

WHEREAS, the City of Paris conducted an external application and internal interview process to fill the position of Utility Billing Supervisor; and

WHEREAS, Marshella Hunt has applied for the position and was selected as the most suitable candidate based on the interview process;

NOW THEREFORE, be it ordered by the Board of Commissioners of the City of Paris, Kentucky to approve the promotion of Marshella Hunt to the full-time position of Utility Billing Supervisor at a grade A 7-1 effective November 17, 2025

Enacted at the City Commission's special meeting of November 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Municipal Order 2025-83; Personnel Order: Internal Transfer: GIS Coordinator
DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2025 - 83 for the internal transfer of Micheal Mynear to the position of GIS Coordinator, pay scale A13-17.

DESCRIPTION: Upon approval, Mr. Mynear will be transferring to fill the position of GIS Coordinator due to retirement. The position was posted internally to solicit internal applicants.

Staff is recommending the transfer of Michael Mynear from Field Operations Superintendent to GIS Coordinator at A13-17 effective November 17, 2025. Mr. Mynear was selected as an internal candidate after the interview process. He has served with the Paris Wastewater and Field Operations department(s) for more than 14 years and is currently the Field Operations Superintendent. The experience gained while working within these departments and the assistance he has provided to our utility operations as a whole, over the years will serve him well in this new role. Mr. Mynear will assume duties of the newly established job description of GIS Coordinator.

His experience and strong working knowledge of the Paris Combined Utilities system, current City staff, P&Z, developers, businesses, and the community at large make him well-suited to assume GIS responsibilities within the Administration Department.

REQUESTED BY:

Name: Jorell Flora, Human Resources

**CITY OF PARIS
ORDER NO. 2025-83**

A MUNICIPAL ORDER APPROVING THE INTERNAL TRANSFER OF MICHEAL MYNEAR TO THE FULL-TIME POSITION OF GIS COORDINATOR

WHEREAS, the City of Paris conducted an interview process to fill the position of GIS Coordinator; and

WHEREAS, Micheal Mynear has applied for the position and was selected as the most suitable candidate based on the interview process; and

NOW THEREFORE, be it ordered by the Board of Commissioners of the City of Paris, Kentucky to approve the transfer of Micheal Mynear to the full-time position of GIS Coordinator at a grade A13-17 effective November 17, 2025.

Enacted at the City Commission's special meeting of November 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Change Order #1; Power Plant: Farabee Mechanical, Inc.- Engine 7 Repair

DEPARTMENT: Power Plant

RECOMMENDED MOTION: Move to approve change order #1 to Farabee Mechanical, Inc. for an increase of \$12,847.10 to the agreement. Further, authorize the Mayor, City Manager and City Clerk to execute any documents necessary to complete this change order.

DESCRIPTION:

On October 14, 2025, the City entered into an Engine Repair Agreement with Farabee Mechanical, Inc. (FMI) in the amount of \$50,158.40 to address issues related to the turbo OP engine #7. FMI technicians arrived on-site on October 28, 2025, to investigate the source of a water leak. During this inspection, it was discovered that the jacket water pump shaft was broken and inoperative.

Further investigation revealed additional damage to the pump drive gear and the flexible drive gear on the lower crankshaft. These gears are critical to the function of both the water pumps and the oil pump. Without repair, the lack of proper oil pressure could result in catastrophic engine failure.

Based on these findings, FMI recommended a change order to refocus work on the flex drive and related components, as well as replacement of damaged O-rings and gaskets in the fuel deck and exhaust manifold areas.

REQUESTED BY:

Name: Corbin Dale, Power Plant Superintendent



Farabee Mechanical Inc.

P.O. Box 1748 • Hickman, NE 68372-1748
Phone (402) 792-2612 • Fax (402) 792-2712
farabee@farabeemechanical.com

October 30, 2025

City of Paris
525 High Street
Paris, KY 40361

RE: Engine Repair Agreement Signed 10/14/25

FMI technicians arrived on-site 10/28/25 to determine the cause of the water leak on your turbo OP. In the course of that investigation, they discovered that the jacket water pump shaft was broken and the pump was therefore inoperative. They removed the pump from the water piping, installed blanks, and pressurized the jacket water system to 40 psi. It was determined that it was unlikely that a liner is cracked. The source of the water leak is most likely the O-rings in the fuel deck and exhaust areas that were damaged when the engine overheated.

Upon discovery of the damaged water pump, one was immediately ordered from FMI's Nebraska facility and shipped to Kentucky. It should arrive on Thursday (today) or tomorrow at the latest.

Further investigation of the water pump revealed substantial damage to the pump drive gear. Damage was also found on the flexible drive gear which is on the lower crankshaft. In addition to driving the two water pumps (jacket water and intercooler) the flex drive also drives the oil pump. The oil pump is critical to engine operation. Without proper oil pressure, the aluminum bearings within the engine will quickly fail; resulting in catastrophic damage to the engine.

Because there is not a cracked liner to change, the nature of our work on-site should be refocused to address two different areas:

1)The flex drive and associated components at the front of the engine. This will involve removal of the turbos and associated piping. Removal of the front cover. Removal of the oil pump. Removal of the pump mounting plate. Removal and replacement of the flex drive gear assembly on the lower crankshaft (this can be accomplished without removing the shaft from the engine). Replacement of the oil pump drive gear. Inspection and probable replacement of the governor drive assembly gears. Re-installation of all components with new gasketing.

2)Replacement of the O-rings and gaskets in the fuel deck and exhaust manifold areas. This will replace all the gaskets and O-rings that were damaged when the engine was overheated. It will also replace the gaskets between the exhaust belts and exhaust manifold sections; the manifold sections and extension tubes; the extension tubes and ring catchers, and the ring catchers and turbos.

WARRANTY

FMI will warranty the materials and labor described above for 1 years or 1,000 operating hours, whichever comes first, successful test operation. This warranty specifically excludes damages due to operator negligence, improper operation, sabotage, failure to provide scheduled maintenance, or any forces beyond human control (flood, fire, tornado, etc.). This warranty is limited to only the parts and equipment furnished by FMI, and does not cover any collateral damage to other parts or equipment in the facility.

FMI shall in no event be liable to the purchaser, owner, successor in interest, beneficiary or any assignee for any losses or damages claim based on any of the following: lost profits, lost revenue, lost goodwill, interest payments, work stoppages, impairment of other goods, loss by reason of shutdown or non-operation, increased operating expenses, loss of power system, costs to purchase replacement power, or other claims by anyone for service interruption, whether or not the claim asserted is based upon contract, warranty, negligence, indemnity, strict liability or otherwise.

The Owner/Customer warrants that the unit will be used for intended purposes only by qualified and properly trained personnel; that the unit will be properly maintained as scheduled; and that the owner will not fix or attempt to fix and/or install any substitute parts on the unit without the express written permission of FMI.

TIMELINE

This proposal is valid until December 31, 2025. Upon receipt of the attached agreement and/or a purchase order, the work will continue. FMI personnel are already on-site. Should the City wish not to proceed, we will install the water pump when it arrives, refill the engine with water and test run the engine to make a final test for water leaks. If none are found, our technicians will depart. If leaks are found, repairs will be made as necessary to correct them.

Thank you for the opportunity to work with the City of Paris.
Should you have any questions, please feel free to give us a call.

Thank you,

Kevin L DeValkenaere

Kevin L. DeValkenaere
Systems Manager
Farabee Mechanical, Inc.

Attachment: Acceptance

Terms and Acceptance Agreement

RE: Engine Repair Agreement 10/14/25 Update

October 30, 2025

Base Contract:	\$50,158.40 (excludes any applicable taxes)
Amount Spent to date -	\$18,077.50
Balance:	\$32,080.90
Proposed Flex Drive	
Repairs:	\$44,928.00
Required Additional Funds:	\$12,847.10
Project Grand Total:	\$62,005.50

To be invoiced upon completion of the work described.

Proposed Additional Work accepted by:

Signature: _____

Title: _____

Date: _____ Purchase Order Number: _____

FMI

Signature: _____

Title: FMI President Printed Name: Christopher D. Farabee

Date: October 30, 2025

To be returned to:

Farabee Mechanical, Inc.

PO Box 1748

Hickman, NE 68372

(402) 792-2612

farabee@farabeemechanical.com



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Payment of Invoices: General and Utility Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve the payment of invoices for the period October 18 through October 31, 2025, totaling \$97,114.43 for the General Fund and \$205,326.89 for the Utility Fund.

DESCRIPTION: Attached is the summary of invoices for the General Fund (97,114.43) and Utility Fund (\$205,326.89). Both claims reports include data from the period October 18 through October 31, 2025.

REQUESTED BY:

Name: Brad Oberlander, CPA



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: November 12, 2025

AGENDA ITEM: Municipal Order 2025-82; Lease Renewal: Commonwealth of Kentucky

DEPARTMENT: Administration

RECOMMENDED MOTION: Move to approve Municipal Order 2025-82 authorizing a lease renewal with the Commonwealth of Kentucky and authorizing the Mayor, City Manager, and City Clerk to execute all necessary documents.

DESCRIPTION: The Cabinet for Health and Family Services is currently under Lease with the City of Paris for building space on the Second Floor of 525 High St. The current lease is a two-year renewal from July 1, 2024 thru June 30, 2026.

The Finance and Administration Cabinet, Department for Facilities and Support Services has sent the City a notice indicating their desire to remain at this location. The annual amount of the revenue is \$109,230.00. The cabinet is requesting the renewal be at the same rate, and the initial term of this renewal could be considered for between one and eight years.

Our intent has to be delivered to the State by the December 3, 2025, so if we are requesting a rate adjustment or choosing not to renew, they have sufficient time to go through their processes by June. The staff recommend the lease agreement be renewed.

The staff is recommending a maximum of a two-year renewal term, which is the same as what was done in the prior agreement on the current terms and conditions. This will allow for continued review of the future of the use of the building.

REQUESTED BY:

Name: Merissa Williamson

**CITY OF PARIS
MUNICIPAL ORDER 2025-82**

A MUNICIPAL ORDER APPROVING A LEASE AGREEMENT RENEWAL WITH THE COMMONWEALTH OF KENTUCKY

WHEREAS, the City of Paris has determined it is in the public interest to renew a lease agreement with the Commonwealth of Kentucky for office space located at 525 High Street for the continued operations of the Cabinet for Health and Family Services;

WHEREAS, the new lease term shall begin July 1, 2026, and expire June 30, 2028;

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF PARIS BOARD OF COMMISSIONERS that the Mayor is hereby authorized to execute the lease renewal agreement with the Commonwealth of Kentucky.

Enacted at a special meeting of the City Commission on November 12, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



Andy Beshear
GOVERNOR

**FINANCE AND ADMINISTRATION CABINET
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF REAL PROPERTIES**

Bush Building, 3rd Floor
403 Wapping Street
Frankfort, Kentucky 40601
Phone: (502) 564-2205
Fax: (502) 564-8108

Holly M. Johnson
SECRETARY

Charles O. Bush, Jr.
COMMISSIONER

Natalie W. Brawner
DIRECTOR

October 24, 2025

CITY OF PARIS
525 HIGH ST, STE 108
PARIS, KY 40361

Dear Property Owner(s):

Re: Renewal of Expiring Lease Agreements

On or before June 30, 2026, the final extension of your lease agreement will expire. If a satisfactory agreement can be reached, the occupying agency plans to remain at this location. If agreeable, the simplest way to proceed is to renew the lease at the present terms and conditions. For renewal instructions, please see section "A." If you intend to seek a rental rate increase, please see section "B."

A. Renewal at the Same Terms and Conditions Execution of a lease renewal document extends your current lease contract at the same terms and conditions for a(n) additional year(s). The required document is enclosed along with a return envelope. If you wish to renew at the same terms and conditions, please read the accompanying instruction sheet carefully before signing the contract. When completed and signed by all parties, it will serve as the lease renewal document. A fully executed copy will be returned for your records when all signatures are applied.

B. General Procedure if a Rental Increase and/or Termination of Lease is Requested
Please refer to the "*Statement of Intention Concerning Lease Renewal*." Please indicate your intent by checking either item "B" or "C," sign the statement, and return the form to the Division of Real Properties in the enclosed return envelope. Please include the lease PR number and county as noted on the form.

If you request a rental rate increase, an Invitation to Lease may be publicly advertised to evaluate other property in the area available for lease. Subject to the discretion of the Finance & Administration Cabinet, potential replacement space available under applicable provisions of KRS 56.805 and KRS 56.813 may also be considered. If an Invitation is posted, you must respond to the Invitation in writing to have your property considered for lease. Failure to respond as specified in the Invitation will prevent consideration of available property in accordance with KRS 56.803.6.

The process of awarding a new lease agreement subject to an Invitation will conform with statutes found in Chapter 56 of the Kentucky Revised Statutes under Section 803. The Kentucky Revised Statutes may be accessed at <https://legislature.ky.gov/>.

C. Additional Information As part of a life safety and ADA accessibility program, most leased properties are inspected by the State Fire Marshall, the Kentucky Division of Building Codes Enforcement, and/or local code enforcement authorities for compliance with applicable requirements. Inspections of leased properties generally occur prior to occupancy and may reoccur at any time during the term of occupancy. If deficiencies are cited, the property owner must promptly correct all cited deficiencies.

Instruction Sheet

In an effort to simplify and expedite the lease renewal process, you will find attached a *Lease Renewal Agreement* for your lease with the Commonwealth of Kentucky. Please note: **FILL OUT ONLY THE FIELDS INDICATED BY BLANKS. DO NOT WRITE IN ANY INFORMATION OTHER THAN WHAT IS REQUIRED. DOCUMENTS THAT ARE ALTERED CANNOT BE PROCESSED. IF THERE ARE ERRORS ON THE RENEWAL DOCUMENT (I.E., SQUARE FOOTAGE, RENTAL RATE, ANNUAL RENT, ETC.), PLEASE RETURN THE ORIGINAL FORM TO OUR OFFICE WITH CORRESPONDENCE DESCRIBING THE ERROR(S).**

By following the directions below, return the required documents to our office as soon as possible and not later than **December 3, 2025.**

1. You have the option to extend the lease provisions for one to eight additional years at the same terms and conditions. If you decide to, please indicate same in paragraph #1 of the attached Lease Renewal Form by placing a **check** in the box next to the year in which you prefer to have your lease agreement expire, and placing your **initials** on the blank line next to the year. For example, if you wish to continue the lease at the same terms and conditions for three years, you will check and initial the year 2029.
2. After designating your initialed expiration date, sign the document in the space designated as “Lessor” on both the Renewal form and Statement of Intent and return the completed documents to the Division of Real Properties in the return envelope. Do not put an address on the signature block unless the one at the top of the contract is incorrect. When all necessary signatures are applied, a fully executed copy will be returned for your records.
3. By signing the attached Lease Renewal Form and Statement of Intent, you will extend your present lease. **Please note that an addendum identifying building repairs is not attached to the lease renewal agreement. This action is being taken to reduce the number of requests for rate increases; however, it does not relieve property owners of the obligation to maintain the property in accordance with the general terms of the lease agreement. This may include items such as painting and carpeting when normal lifespans have been exceeded.**

If you have any questions or need additional information, please contact Morgan Meyer of the Leased Properties Branch, Division of Real Properties at (502) 564-2205 or by email at fin.leasedproperties@ky.gov for assistance. Please include the lease identification (PR) number and county on all correspondence.

YOUR RESPONSE / RENEWAL CONTRACT SHOULD
BE RECEIVED IN OUR OFFICE NO LATER THAN
December 3, 2025

Statement of Intention Concerning Lease Renewal

Check one of the following and return this sheet, and if applicable, the renewal form, in the enclosed return envelope:

- A. I wish to renew under the same terms and conditions; please sign the attached Renewal Form and return it along with this Statement of Intent.
- B. I wish to renew with a rate increase and acknowledge review of the information contained on Page 1, Item B (*do not sign or return the Renewal Form; please enter the information noted below, sign, and return the Statement of Intent*).
- C. I do not wish to renew this lease agreement (*do not sign or return the Renewal Form; please enter the information noted below, sign, and return the Statement of Intent*).

(Lessor Signature)

(____)-____-____ / (____)-____-____
(Office Phone) (Home Phone)

(Date)

PR-3855 - BOURBON COUNTY

COMMONWEALTH OF KENTUCKY LEASE RENEWAL AGREEMENT

1. Subject to the limitations imposed by law and the terms set forth in the original Lease Agreement, and as designated below by signature of the parties (or their representatives), the following described Lease Agreement by and between **HEALTH AND FAMILY SERVICES** and **CITY OF PARIS**, by mutual agreement, is hereby renewed at the same terms and conditions for further periods of twelve (12) months not to extend beyond June 30 (please check and initial your choice on the appropriate line):

<input type="checkbox"/>	2027	<input type="checkbox"/>	2028	<input type="checkbox"/>	2029	<input type="checkbox"/>	2030
<input type="checkbox"/>	2031	<input type="checkbox"/>	2032	<input type="checkbox"/>	2033	<input type="checkbox"/>	2034

The annual base rental rate shall remain **\$13.20** per square foot for **8,275** rentable square feet.

LEASE NUMBER: PR-3855	VENDOR NUMBER: KY0033656
COUNTY: BOURBON	VENDOR ADDRESS: 525 HIGH ST, STE 108 PARIS, KY 40361
LEASE PROPERTY ADDRESS: 525 HIGH ST, PARIS	
BUILDING NUMBER: 90192001	
ADDENDUM ATTACHED: NO (Lessor must sign Addendum if attached)	

- The Lessor agrees to notify the Commonwealth of all persons owning, or upon any change or transfer of ownership involving five percent (5%) or more in stock, in partnership, in business trust, or in corporation, including silent or limited partners. Non-compliance may result in termination of the Lease Agreement.
- The Lessor acknowledges that his property may be reinspected by the Division of Building Codes Enforcement and must comply with all applicable standards (life safety and ADA accessibility).
- The Contractor, as defined in KRS 45A.030(7), agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Furthermore, any books, documents, papers, records, or other evidence provided to the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, or the Legislative Research Commission which are directly pertinent to the contract shall be subject to public disclosure regardless of the proprietary nature of the information, unless specific information is identified and exempted and agreed to by the Secretary of the Finance and Administration Cabinet as meeting the provisions of KRS 61.878(1)(c) prior to the execution of the contract. The Secretary of the Finance and Administration Cabinet shall not restrict the public release of any information which would otherwise be subject to public release if a state government agency provides the service.
- The Lessor certifies by his signature hereinafter affixed that he ("he" is construed to mean "they" if more than one person is involved; and, if a firm, partnership, corporation, business trust or other organization is involved, then "he" is construed to mean any person with an interest therein) is legally entitled to enter into contracts with the Commonwealth of Kentucky and that by holding and performing this contract will not be violating either any conflict of interest statute (KRS 45A.330 - 45A.340 or 45A.990) of the Executive Branch Code of Ethics, KRS Chapter 11A, or any other applicable statute or principle by the performance of this Lease, or will he realize any unlawful benefit or gain directly or indirectly from it. The Lessor further certifies that he has not knowingly violated any provision of the campaign finance law of the Commonwealth, and that by entering into this Lease Modification Agreement he will not be in violation of the campaign finance laws of the Commonwealth.

Annual Amount \$109,230.00

Commonwealth of Kentucky - LEASING AGENCY REPRESENTATIVE

LESSOR

LESSOR'S CURRENT PHONE NUMBER

ATTORNEY, FINANCE & ADMINISTRATION CABINET

LESSOR ADDRESS Only *If the above Address Is Incorrect*

SECRETARY, FINANCE & ADMINISTRATION CABINET

LESSOR'S CURRENT EMAIL ADDRESS

All correspondence and inquiries regarding this Lease Modification Agreement are to be directed to the Division of Real Properties, Bush Building, 3rd Floor, 403 Wapping Street, Frankfort, Kentucky 40601-2607, phone 502/564-2205.