

Paris City Commission
Commission Chambers
Paris, Kentucky
September 22, 2015

The Paris City Commission met in regular session at 9:03 a.m. on Tuesday, September 22, 2015. Mayor Michael Thornton called the meeting to order and the Pledge of Allegiance was recited.

Present: Commissioner Matt Perraut, Commissioner Tim Gray, Commissioner Wallis Brooks, Commissioner Stan Galbraith, City Manager John Plummer, Assistant City Manager Mike Withrow, City Attorney Bryan Beaman, City Clerk/Treasurer Stephanie Settles and Finance/Utilities Director Jim McCarty.

Upon determining a quorum was present for the transaction of business, Plummer proceeded to conduct the meeting.

Approve Agenda

Motion made by Brooks, seconded by Gray and unanimously carried to approve agenda as presented.

Approve Minutes

Motion made by Galbraith, seconded by Perraut and unanimously carried to approve minutes of September 8, 2015 regular meeting.

Public Comment - None

New Business/Action Items

Kentucky League of Cities submitted a proposal of IT in a Box to provide a complete network service package to The City of Paris. Services include Data Backup, Offsite Storage, Document Management, Vendor Management, Server Management, Website Management and Email support with a month to month cost of \$ 8,841.35.

Motion by Galbraith, seconded by Perraut and carried to approve Municipal Order 2015-7 Approving Kentucky League of Cities for Information Technology Services.

**CITY OF PARIS
ORDER NO. 2015-7**

**A MUNICIPAL ORDER APPROVING A CONTRACT WITH
KENTUCKY LEAGUE OF CITIES FOR INFORMATION TECHNOLOGY SERVICES**

WHEREAS, the City has agreed to enter into a written contract regarding information technology support and hosting,

NOW THEREFORE, be it resolved by the City Commission of the City of Paris, Kentucky that the proposed contract with Kentucky League of Cities is approved and that the Mayor is directed the execute the contract.

This Order shall become effective upon its passage and publication.

Dated this 22nd day of September, 2015.

APPROVED:

Mike Thornton, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk

Sweep All, Inc. submitted a three year contract agreement to provide street sweeping services for The City of Paris. Thornton requested McCarty to obtain a three year lease cost on a wet vacuum street sweeper to ensure cost effectiveness before action will be taken.

In discussion The City of Paris received a letter from Kentucky Infrastructure Authority and Kentucky Division of Water announcing Safe Drinking Water State Revolving Funds are available inviting the city to submit an application for the Paris Water Treatment Plant Improvements. The commission requested McCarty to compile a list of improvements and costs reconvening at October 13, 2015 commission meeting to determine if the improvements meet the financial criteria to apply for the funds.

Plummer discussed the Bourbon Street Cruisers increasing number of car shows blocking Downtown/ Main Street area. Thornton recommended Plummer to meet with the Bourbon Street Cruisers to develop guidelines for future events.

Old Business/Action Items

QX.net presented their site survey indicating antennas and a backhaul link would be installed on the bypass water tower and the 10th street water tower. QX.net requested additional access to the towers to finalize projected up front cost returning with a written proposal to move forward with installation.

Financial Business

Motion made by Galbraith, seconded by Brooks and unanimously carried to approve payment of the following invoices:

COMBINED UTILITIES

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION OF PURCHASE</u>
ALLIED TECHNICAL SERVICES	\$ 4,310.00	MAJOR CAPITAL OUTLAY - WWTP
AT&T - 1083	\$ 365.65	COMMUNICATIONS - WATER/WWTP/SANITATION
BOURBON LIMESTONE CO	\$ 177.99	CONSTRUCTION MATERIALS - ELECTRIC DISTRIBUTION
BRENTAG MID-SOUTH INC	\$ 9,900.69	TREATMENT CHEMICALS - WATER
BROWNSTOWN ELECTRIC	\$ 925.00	TECHNICAL SUPPLIES - ELECTRIC DISTRIBUTION
CINTAS CORPORATION	\$ 3,705.54	UNIFORMS - ALL UTILITY FUND DEPARTMENTS
C I THORNSBURG	\$ 757.05	TREATMENT CHEMICALS - WATER
CITY OF PARIS UTILITIES	\$ 11,184.51	UTILITIES - ALL UTILITY FUND DEPARTMENTS
CRANE 1 SERVICES	\$ 8,839.94	EQUIPMENT UPGRADE - ELECTRIC PRODUCTION
FASTENAL COMPANY	\$ 149.13	TECHNICAL SUPPLIES - WATER/WATER DISTRIBUTION
FLEET ONE LLC	\$ 4,614.00	GAS & DIESEL - ALL UTILITY FUND DEPARTMENTS
FOUSER ENVIRONMENTAL	\$ 988.00	LAB TESTING - WATER & WWTP
HACH	\$ 1,387.96	TECHNICAL SUPPLIES - WATER
HERRICK COMPANY INC	\$ 32,750.00	CONTRACT SERVICES - WWTP
KENTUCKY BANK	\$ 1,096.88	BOBCAT PAYMENT - UTILITY FUND
KENTUCKY BANK - VISA	\$ 192.19	TECHNICAL EQUIPMENT - ELECTRIC PRODUCTION
	\$ 31.48	TRAVEL & MEALS - WATER DISTRIBUTION
	\$ 473.48	TECHNICAL SUPPLIES - WWTP
KLS PREMIUM FINANCE COMPANY		\$ 25,506.61
KENTUCKY STATE TREASURER	\$ 40,699.30	KY SALES TAX - UTILITY FUND
KENTUCKY UTILITIES	\$ 365,306.60	POWER PURCHASE - ELECTRIC PRODUCTION
MARTIN'S PIPELINE INSPECTION	\$ 75.00	CONTRACT SERVICES - ELECTRIC DISTRIBUTION
MARTIN'S SANITATION SERVICE	\$ 250.00	CONTRACT SERVICES - WWTP
MIM DISTRIBUTION	\$ 890.00	TREATMENT CHEMICALS - WWTP
MUNICIPAL EQUIPMENT INC	\$ 40.71	VEHICLE PARTS - SANITATION
NEPTUNE EQUIPMENT	\$ 6,975.00	SPECIFIC SUPPLIES - WATER DISTRIBUTION
PARIS MACHINING LLC	\$ 110.00	EQUIPMENT MAINTENANCE - ELECTRIC DISTRIBUTION
PEARL SUPPLIES LLC	\$ 3,381.60	TREATMENT CHEMICALS - WWTP
STRAND ASSOCIATES INC	\$ 1,995.09	PROFESSIONAL FEES - WATER
STUART C IRBY COMPANY	\$ 2,761.03	TECHNICAL SUPPLIES - ELECTRIC DISTRIBUTION
VARIOUS UTILITY CUSTOMERS	\$ 56.97	DEPOSIT REFUNDS - UTILITY FUND
VERIZON WIRELESS	\$ 629.68	COMMUNICATIONS - ALL UTILITY FUND DEPARTMENTS
WALMART CREDIT CARD	\$ 93.41	COMMUNITY PROMOTION - ELECTRIC PRODUCTION
	\$ 96.66	OTHER MATERIALS - ELECTRIC DISTRIBUTION
	\$ 59.94	OTHER MATERIALS - WATER DISTRIBUTION
	\$ 65.78	OTHER MATERIALS - WATER
	\$ 35.35	SPECIFIC SUPPLIES - WWTP
	\$ 22.88	SPECIFIC SUPPLIES - RECYCLING
	\$ 107.12	OFFICE SUPPLIES - UTILITY ADMINISTRATION
WESCO DISTRIBUTION INC	\$ 2,025.00	TECHNICAL SUPPLIES - ELECTRIC DISTRIBUTION
<u>TOTAL</u>	<u>\$ 533,033.22</u>	

GENERAL FUND

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION OF PURCHASE</u>
ASPLUNDH TREE EXPERT CO	\$ 265.76	TECHNICAL SUPPLIES - STREETS
AT&T	\$ 107.56	COMMUNICATIONS - POLICE DEPARTMENT
AT&T CLUB SERVICES	\$ 674.87	COMMUNICATIONS - ALL GENERAL FUND DEPARTMENTS
BB&T GOVERNMENTAL FINANCE	\$ 6,756.80	MAJOR LEASES - POLICE DEPARTMENT
BME INC	\$ 3,180.13	EQUIPMENT MAINTENANCE/REPAIR - CITY MGR/BLDG
BOB SUMEREL TIRE COMPANY	\$ 790.12	VEHICLE MAINTENANCE - POLICE DEPARTMENT
BROWNSTOWN ELECTRIC SUPPLY	\$ 11,250.00	ST LIGHTING & TRAFFIC SIGNALS - COMMISSION
CINTAS CORPORATION	\$ 1,194.94	UNIFORMS - STREETS - CITY MGR/BUILDING
CITY OF PARIS UTILITIES	\$ 11,675.97	UTILITIES - ALL GENERAL FUND DEPARTMENTS
COMPUTERAID INTERNATIONAL	\$ 125.00	CONTRACT SERVICES - CLERK/TREASURER
GLOCK PROFESSIONAL INC	\$ 250.00	TRAINING & EDUCATION - POLICE DEPARTMENT
JENNY BOONE DESIGN STUDIO	\$ 1,200.00	CONTRACT SERVICES (WEB DESIGN) - POLICE
KENS NEW MARKET	\$ 61.44	MEALS - FIRE DEPARTMENT
KENTUCKY BANK - VISA	\$ 31.48	TRAVEL & MEALS - CLERK/TREASURER
	\$ 556.52	TRAVEL & MEALS - POLICE DEPARTMENT
	\$ 40.81	OFFICE SUPPLIES - POLICE DEPARTMENT
	\$ 1,414.16	RECEIVABLES - E911
	\$ 160.86	RECEIVABLES - EMS
KLC PREMIUM FINANCE CO	\$ 33,921.21	LIABILITY INSURANCE - ALL GENERAL FUND DEPART.
KENTUCKY UNIFORMS INC	\$ 123.90	SAFETY GEAR - FIRE DEPARTMENT
MARTIN'S SANITATION SERVICE	\$ 1,125.00	CONTRACT SERVICES - COMMISSION
VERIZON WIRELESS	\$ 2,186.92	COMMUNICATIONS - ALL GENERAL FUND DEPARTMENTS
WALMART CREDIT CARD	\$ 24.16	CLEANING SUPPLIES - CITY MGR/BUILDING
	\$ 349.80	BUILDING MAINTENANCE - FIRE DEPARTMENT
	\$ 64.08	OFFICE SUPPLIES - STREETS
	\$ 82.65	A/R RECEIVABLE - EMS
<u>TOTAL</u>	<u>\$ 77,614.14</u>	

Motion made by Galbraith, seconded by Brooks and unanimously carried to approve July and August 2015 financials for General Fund and Combined Utilities as presented.

Staff Reports

HR Director Erin Morton presented recommendation to hire Elijah Covington, Brandon Lizer, and Keith Kelly for the open full-time Fire/EMS positions and placing Chad Land on a six month alternate list.

Motion made by Thornton, seconded by Gray and unanimously carried to approve to hire Elijah Covington, Brandon Lizer and Keith Kelly for the open full-time Fire/EMS positions and placing Chad Land on a six month alternate list.

Plummer discussed the original proposal of merit pay presented during September 8, 2015 commission meeting of a one-time 2 % maximum lump sum payout. The payout was rejected unanimously by all 8 department superintendents accompanied with letter expressing in detail the reasoning. Plummer presented a proposal to resolve the rejection.

1.5% increase on the base pay rate for qualifying employees, including a one-time lump sum performance bonus up to 1.5% for qualifying employees.

Merit Base Pay Increase:

- Any employee scoring below a 2.0 will not be eligible for a base pay increase.
- Any employee scoring above an average of 2.1 will receive a 1.5 % base pay increase.
- Base pay increase will increase the hourly rate of pay.

Merit Performance Bonus:

- Any employee scoring below a 2.5 will not be eligible for the one-time bonus.
- Bonus will be determined on a sliding scale of .5 % - 1.5 % based on the overall score.
- Bonus will be based on the employee's annual salary.

Merit Scale: 1.0 = Poor 2.0 = Fair 3.0 = Satisfactory 4.0 = Good

Galbraith discussed email communications between himself and HR Director Erin Morton concerning merit pay. Morton stated one employee scored below a 2.0, One employee scored a 2.0, 123 employees scored a 2.1 and higher, 119 employees scored 2.5 or higher, 18 employees qualified for 1.25% merit bonus, 16 employees qualified for the maximum merit bonus of 1.5%

Galbraith discussed calculating the FY16 budget stating the original proposal of a 2% raise would have been equivalent to \$ 111,500.00 based on 5.5MM. Galbraith questioned if the \$ 111,500.00 would work backwards into the allotment of funds for the proposed raises. McCarty confirmed yes stating the new merit pay proposal cost will be \$ 99,000 - \$ 120,000 based on the scores the employees received.

Galbraith expressed concern having evaluated 124 employees and 123 are eligible for increases one employee not up to “par” and that employee is no longer employed by The City of Paris. Thornton discussed Morton’s comment from the September 8, 2015 commission meeting stating the city has 23 employees substandard leaving the commission to believe 23 employees would not be receiving a merit increase. Thornton and Galbraith expressed concerns with curvature of an employee’s score implying those actions do not correct performance issues. Morton responded the score was not curved 23 employees scored below 3.0. Morton stated she is nearing completion of department specific, position specific elevation forms to be implemented FY17.

Thornton recommended giving the employees the raise they deserve; giving the employee’s the option to add the performance bonus to the hourly rate of pay or taking as a lump sum payout and suggested the base scoring scale of 2.0 (Fair) to be re-evaluated.

Motion by Thornton, seconded by Gray and unanimously carried to approve FY16 Merit Base Pay Increase of 1.5% to the base pay. Employees qualifying for the Merit Performance Bonus will have the option of adding the bonus to their base pay or paid out as a one-time lump sum not to exceeded 1.5%.

Morton stated by giving the employees the option of adding the bonus to their base pay or paid out as a one-time lump sum this will delay the increase another pay cycle. Thornton questioned if the pay was retro paid to July 1, 2015. Morton responded September 7, 2015 would be in line with prior years and would retro pay back to that date.

Other Business

Duane Curry provided an update concerning the 20 feet of property located between 1417 Main Street and Wayne Avenue. Curry stated the planning commission approved the site development plan and it was determined Sarah Leer is the property owner. Joseph Williams is in contact with Sarah Leer to acquire the property. The planning commission informed Williams if he acquired the property he would be obligated to build a sidewalk down Wayne Avenue.

Duane Curry announced he has initiated an online program to allow contractors to apply for permits and inspections online creating the ability to approve or deny inspections online and responses will automatically email to the contractor.

Brooks shared drawings for the proposed Joint Bourbon County Sports Park Recreation Plan. Brooks also expressed his appreciation to the Mayor for attending and speaking to the Leadership of Kentucky group concerning regionalism and working with surrounding cities and counties.

Galbraith requested follow-up status of operation “Inasmuch” request to access to the dump, inquired status concerning water issues at First Presbyterian Church, and the water loss percentage for September. Plummer responded a letter was mailed granting operation “Inasmuch” access to the dump, the water distribution department is working to resolve the water issue at First Presbyterian Church, and September water loss was 30%.

Galbraith requested follow-up status of prohibiting parking in the drop zone in front of the YMCA. Withrow responded he is researching knock down construction cones for the area.

Galbraith inquired about progress with Kentucky American Water and requested an update on the electric plant expenses. McCarty reported no additional conversations have been had with Kentucky American Water, McCarty stated a couple of repairs would be performed at the electric plant within the next two months, and the Kentucky Utility settlement status report was filed on September 15, 2015.

Galbraith requested a title transfer for the vehicle of Gordon Wilson Executive Director of EDA. Vehicle is currently titled as The City of Paris and should be titled as EDA. Galbraith also discussed EDA and the Fire Department will be signing a lease agreement for the use of the Weaver Building basement.

Thornton inquired on remodeling of an office to accommodate hiring an accountant, and expressed concern with attentiveness to The City of Paris bank accounts. McCarty and Plummer responded no accountant was being hired. McCarty responded he would manage bank accounts more efficiently and query the bank process to convert the city bank accounts to sweep accounts.

Thornton inquired on a purchase of a police vehicle without commission's awareness. McCarty stated the funds were approved as part of the budget. Thornton and Galbraith stated prior year's formality was for purchases to be reviewed with council prior to purchase.

Thornton expressed concern with modification to the City Clerk responsibilities. Thornton emphasized upon offering the City Clerk position to Stephanie Settles is was made by motion to hire Stephanie Settles under the current City Clerk responsibilities and were not to be change without commission approval. Perraut reiterated the City Clerk responsibilities were not to be changed mid-stream while hiring for the position. Those duties could be re-evaluated and changed at a later date if needed instead of changing in mid-stream of hiring. Thornton questioned who acquired accounts payable for General Fund. McCarty responded the responsibility was given to Debbie Wright. Thornton questioned who acquired General Fund bank reconciliations. McCarty responded he is reconciling both Utilities and General Fund accounts. Thornton questioned McCarty if he was also signing checks; McCarty responded yes. Thornton expressed segregation of duties is of immediate concern. Thornton recommended the reconciliations to be returned to the City Clerk. McCarty stated taking over the General Fund reconciliations is a temporary change until Stephanie Settles is up to speed with the City Clerk position. Brooks voiced concern having the same person signing P.O.s and reconciling the bank accounts. Galbraith expressed his preference of McCarty not to reconcile the accounts if he is signing checks emphasizing the accounts need a second set of eyes. McCarty disclosed he was advised three years prior reconciling accounts was his responsibility.

Executive Session

Motion by Galbraith, seconded by Thornton to go into executive session to discuss potential purchase of real property for which publicity at present stage might or would likely affect the value, per KRS 61.810(1)(b). The time being 10:57 a.m.

With no action taken in the executive session, motion made by Galbraith, seconded by Brooks and unanimously carried to resume regular session at 11:24 a.m.

Final Business

Motion by Brooks, seconded by Gray and unanimously carried to approve acceptance of Cricket Wireless offer of \$17,500.00 including the shed and equipment for early termination of contract.

Adjournment

Motion made by Galbraith, seconded by Brooks and unanimously carried to adjourn at 11:28 a.m.

Mayor

Attest:

City Clerk/Treasurer