

Paris City Commission  
Commission Chambers  
Paris, Kentucky  
January 26, 2016

The Paris City Commission met in regular session at 9:00 a.m. on Tuesday, January 26, 2016. Mayor 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 Beauman, and City Clerk/Treasurer Stephanie Settles.

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

**Approve Agenda**

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

**Approve Minutes**

Motion made by Brooks, seconded by Thornton and unanimously carried to approve minutes of January 12, 2016 regular meeting.

**New Business/Action Items**

Motion by Galbraith, seconded by Perraut and unanimously carried to approve a Resolution concerning job description for Finance Director.

CITY OF PARIS  
ORDER NO. 2016-6

A MUNICIPAL ORDER CONCERNING A JOB DESCRIPTION  
FOR THE POSITION OF FINANCE DIRECTOR

WHEREAS, the City desires to memorialize the job description for the position of Finance Director

**NOW THEREFORE**, be it resolved by the City Commission of the City of Paris, Kentucky that the attached job description for the position of Finance Director is approved.

This Order shall become effective upon its passage and publication.

Dated this 26<sup>th</sup> day of January, 2016.

APPROVED:  
Mike Thornton, Mayor

ATTESTED BY:  
Stephanie Settles, Clerk/Treasurer

Fire Chief Roe submitted request for purchase of a Bullard Eclipse LDX Thermal Imager. Cost of the Imager exceeded the purchase threshold; council requested the city ordinance to be followed requiring request for multiple quotations.

Beauman discussed the current city procurement code; all were in agreement that Beauman will begin updating the procurement code.

Motion by Brooks, seconded by Perraut and unanimously carried to approve Brown Thornton with NewGen Strategies and Solutions, LLC to provide guidance with The City of Paris power purchase contract to begin May 2017.

**Old Business/Action Items**

Erin Morton HR Director submitted a draft employee suggestion program. Thornton expressed the program would be beneficial creating the opportunity for employees to ask various questions as well as make suggestions.

Erin Morton HR Director submitted a draft Travel Policy and Procedure for review.

**Financial Business**

Motion made by Galbraith, seconded by Brooks and unanimously carried to approve payment of invoices as presented.

**General Fund**

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION OF PURCHASE</u>
ADGRAPHICS PRINTING, INC	\$ 103.57	PERMITS - ENGINEERING/IT
ADVANCED FIRE GEAR REPAIR	\$ 579.00	FIRE GEAR - FIRE DEPARTMENT
ASCAP	\$ 336.00	LICENSE FEE - COMMISSION
ASSURANT EMPLOYEE BENEFITS	\$ 6.00	LIFE INSURANCE - MAIN STREET PROGRAM
	\$ 28.08	LIFE INSURANCE - COMMISSION
	\$ 12.00	LIFE INSURANCE -
	\$ 10.08	LIFE INSURANCE - CITY MGR/BUILDING
	\$ 168.00	LIFE INSURANCE - POLICE DEPARTMENT
	\$ 167.00	LIFE INSURANCE - FIRE DEPARTMENT
	\$ 36.00	LIFE INSURANCE - E911
	\$ 55.00	LIFE INSURANCE - EMS
	\$ 48.00	LIFE INSURANCE - STREETS
	\$ 6.00	LIFE INSURANCE - ENGINEERING/IT
	\$ 34.08	LIFE INSURANCE - MISC A/R
AT&T CLUB SERVICE	\$ 193.32	COMMUNICATIONS - CITY MGR/BUILDING
	\$ 303.95	COMMUNICATIONS - FIRE DEPARTMENT
	\$ 134.55	COMMUNICATIONS - STREETS
	\$ 30.74	COMMUNICATIONS - MISC A/R
AT&T ONENET SERVICE	\$ 7.93	COMMUNICATIONS - FIRE DEPARTMENT
	\$ 7.71	COMMUNICATIONS - STREETS
	\$ 7.23	COMMUNICATIONS - EMS
AT&T MOBILITY - 707-9765	\$ 77.79	COMMUNICATIONS - POLICE DEPARTMENT
AT&T (5019)	\$ 20.98	COMMUNICATIONS - EDA
	\$ 104.89	COMMUNICATIONS - E911
	\$ 51.45	COMMUNICATIONS - CLERK/TREASURER
	\$ 54.77	COMMUNICATIONS - CITY MGR/BUILDING
	\$ 251.20	COMMUNICATIONS - POLICE DEPARTMENT
	\$ 56.48	COMMUNICATIONS - ENGINEERING/IT
AT&T 105068	\$ 105.90	COMMUNICATIONS - FIRE DEPARTMENT
AT & T (859) 987-8712	\$ 115.62	COMMUNICATIONS - POLICE DEPARTMENT
BB&T GOVERNMENTAL FINANCE	\$ 6,756.80	LEASE - POLICE DEPARTMENT
BEHELER HART	\$ 250.00	PARKING LOT RENT - STREETS
BERRYMAN, JAMES	\$ 859.32	VEHICLE MAINTENANCE - FIRE DEPARTMENT
BLUEGRASS UNIFORMS	\$ 9,726.00	UNIFORMS - FIRE DEPARTMENT
BME INC	\$ 2,106.65	EQUIPMENT MAINTENANCE - CITY MGR/BUILDING
BOURBON COUNTY COMMUNITY HOSPITAL	\$ 45.00	DRUG SCREENING - POLICE DEPARTMENT
BURKE CONTRACTING	\$ 4,200.00	CONTRACT SERVICES - CITY MGR/BUILDING
CARDMEMBER SERVICE	\$ 399.00	CONTRACT SERVICES - CLERK/TREASURER
CCP INDUSTRIES	\$ 1,341.73	EQUIPMENT PARTS - FIRE DEPARTMENT
CENTRAL PARTS WAREHOUSE	\$ 814.17	EQUIPMENT PARTS - STREETS
CHRYSLER DODGE JEEP RAM PARIS	\$ 53.80	VEHICLE MAINTENANCE - POLICE DEPARTMENT
CINTAS CORPORATION	\$ 780.26	UNIFORMS - STREETS
	\$ 753.22	CLEANING SUPPLIES - CITY MGR/BUILDING
CITY OF PARIS UTILITIES	\$ 375.37	UTILITILES - COMMISSION
	\$ 5,661.87	UTILITIES - CITY MGR/BUILDING
	\$ 1,111.11	UTILITIES - FIRE DEPARTMENT
	\$ 382.02	UTILITIES - STREETS
CITIZEN ADVERTISER	\$ 783.00	ADVERTISEMENTS - COMMISSION
COLUMBIA GAS OF KENTUCKY	\$ 802.15	UTILITIES - CITY MGR/BUILDING
	\$ 804.80	UTILITIES - FIRE DEPARTMENT
	\$ 86.11	UTILITIES - STREETS
COMPUTERAID INTERNATIONAL	\$ 125.00	WEB HOSTING - CLERK/TREASURER
COVINGTON, RICK	\$ 23.28	TRAVEL & MEALS REIMBURSEMENT - FIRE
DUFFY FIRE PROTECTION	\$ 130.00	SPECIFIC SUPPLIES - STREETS
	\$ 335.90	SPECIFIC SUPPLIES -CITY MGR/BUILDING
ENSITE LLC	\$ 456.00	DRUG SCREENING - POLICE DEPARTMENT
	\$ 304.00	DRUG SCREENING - FIRE DEPARTMENT
	\$ 93.50	DRUG SCREENING - CLERK/TREASURER

FRENCH, DOUG	\$	2,795.00	LAWN CARE - CITY MGR/BUILDING
GUARDIAN	\$	2,025.64	DENTAL INSURANCE -GENERAL FUND
	\$	37.76	DENTAL INSURANCE - SECTION 8
	\$	98.81	DENTAL INSURANCE - COBRA
HOPEWELL COMPANY INC	\$	2,500.00	CONTRIBUTION - COMMISSION
INTERNATIONAL SPREADERS INC	\$	404.50	EQUIPMENT PARTS - STREETS
KENTUCKY BANK - VISA	\$	302.82	SUPPLIES - POLICE DEPARTMENT
KENTUCKY UNIFORMS INC	\$	208.98	UNIFORMS - FIRE DEPARTMENT
KLC PREMIUM FINANCE CO	\$	5,210.84	VARIOUS INSURANCE - COMMISSION
	\$	44.54	VARIOUS INSURANCE - CLERK/TREASURER
	\$	929.46	VARIOUS INSURANCE
	\$	86.89	VARIOUS INSURANCE - CITY MGR/BUILDING
	\$	10,834.24	VARIOUS INSURANCE - POLICE DEPARTMENT
	\$	4,523.42	VARIOUS INSURANCE - FIRE DEPARTMENT
	\$	1,524.68	VARIOUS INSURANCE - E911
	\$	7,400.56	VARIOUS INSURANCE - EMS
	\$	3,152.77	VARIOUS INSURANCE - STREETS, DPW, PARKS&REC
	\$	213.81	VARIOUS INSURANCE -
MARTIN'S SANITATION SERVICE	\$	375.00	ENGINEERING/INSPECTION/IT
MASTIN'S AUTO SERVICE	\$	640.30	CONTRACT SERVICES - COMMISSION
NURSING HOME OMBUDSMAN	\$	1,000.00	VEHICLE MAINTENANCE - POLICE DEPARTMENT
OFFICE DEPOT INC	\$	92.18	CONTRIBUTION - COMMISSION
	\$	25.40	OFFICE SUPPLIES - CLERK/TREASURER
	\$	252.00	OFFICE SUPPLIES - CITY MGR/BUILDING
PARIS-BOURBON COUNTY EMS	\$	191,982.12	OFFICE SUPPLIES - ENGINEERING/IT
PARIS-BOURBON COUNTY E911	\$	16,000.00	GENERAL ADMIN
RILEY OIL COMPANY	\$	39.91	GENERAL ADMIN
	\$	3,280.72	MOTOR FUEL - CITY MGR/BUILDING
	\$	2,144.33	MOTOR FUEL - POLICE DEPARTMENT
	\$	102.01	MOTOR FUEL - FIRE DEPARTMENT
	\$	1,142.99	MOTOR FUEL - ENGINEERING/IT
	\$	106.03	MOTOR FUEL - STREETS
	\$	2,423.08	MOTOR FUEL - E911
SIMPLEXGRINNELL LP	\$	87.39	CONTRACT SERVICES - CITY MGR/BUILDING
SOPHICITY	\$	39.00	CONTRACT SERVICES - COMMISSION
SOUTH MAIN BP	\$	82.44	MOTOR FUEL - STREETS
SOUTHERN COMMUNICATIONS	\$	45.80	EQUIPMENT PARTS - FIRE DEPARTMENT
TIM SHORT AUTOMOTIVE	\$	602.21	VEHICLE MAINTENANCE - FIRE DEPARTMENT
UK POLICE	\$	38,339.62	UNIFORM - POLICE DEPARTMENT
UNITED HEALTHCARE INSURANCE	\$	1,096.00	MEDICAL INSURANCE - GENERAL FUND
	\$	3,302.88	MEDICAL INSURANCE - SECTION 8
	\$	4.61	MEDICAL INSURANCE - HOUSING AUTHORITY
VERIZON WIRELESS	\$	14.12	MEDICAL INSURANCE - COBRA
	\$	1,166.88	COMMUNICATIONS - CITY MGR/BUILDING
	\$	131.88	COMMUNICATIONS - POLICE DEPARTMENT
	\$	2.17	COMMUNICATIONS - FIRE DEPARTMENT
	\$	5.73	COMMUNICATIONS - STREETS
WALMART COMMUNITY/GECRB	\$	164.64	COMMUNICATIONS - EMS
WITMER PUBLIC SAFETY GROUP	\$	40.00	OFFICE SUPPLIES - FIRE DEPARTMENT
<b>TOTAL</b>	<b>\$</b>	<b>349,699.54</b>	UNIFORMS - FIRE DEPARTMENT

### Utility Fund

<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION OF PURCHASE</u>
ASPLUNDH TREE EXPERT CO	\$ 2,955.00	CONTRACT SERVICES - ELECTRIC DISTRIBUTION
ASSURANT EMPLOYEE BENEFITS	\$ 213.20	INSURANCE - ALL UF DEPARTMENTS
AT&T (5014)	\$ 142.00	COMMUNICATIONS - SANITATION
AT&T CLUB SERVICES INC	\$ 375.97	COMMUNICATIONS - ALL UF DEPARTMENTS
BB&T GOVERNMENTAL FINANCE	\$ 2,899.33	PYMT 36 OF 48 - SANITATION/RECYCLING
BRENNTAG MIDSOUTH INC	\$ 2,466.47	TREATMENT CHEMICALS - WATER & WWTP
BROWNSTOWN ELECTRIC	\$ 1,880.38	TECHNICAL SUPPLIES - ELECTRIC DISTRIBUTION
CENTRAL KY MECHANICAL	\$ 6,775.82	VEHICLE MAINTENANCE - SANITATION
CENTRAL KY QUICKLUBE	\$ 71.16	VEHICLE MAINTENANCE - WATER
COLUMBIA GAS	\$ 92.88	UTILITIES - RECYCLING CENTER
COLUMBIA GAS	\$ 640.14	UTILITIES - WWTP
DUFFY FIRE PROTECTION	\$ 112.95	CONTRACT SERVICES - WATER
ENSITE LLC	\$ 69.00	DRUG SCREEN/PHYSICALS - WWTP
	\$ 69.00	DRUG SCREEN/PHYSICALS - ELECTRIC DISTRIBUTION
FARWEST LINE SPECIALTIES	\$ 447.02	SMALL TOOLS - ELECTRIC DISTRIBUTION
FOUSER ENVIRONMENTAL	\$ 607.00	LAB TESTING - WATER & WWTP
GUARDIAN INSURANCE	\$ 732.53	DENTAL INSURANCE - UTILITY ADMINISTRATINO
JON AYERS	\$ 100.00	REIMBURSE SAFETY BOOTS - SANITATION

KENTUCKY BANK	\$	1,096.88	BOBCAT PAYMENT - UTILITY ADMINISTRATION
KENTUCKY BANK - VISA	\$	74.19	FIELD LAPTOP COMPUTERS - WWTP
KLC PREMIUM FINANCE CO	\$	25,506.61	WORKER'S COMP/LIABILITY INS - UTILITY ADMINISTRATION
KY STATE TREASURER/KY SALES	\$	36,352.59	12/2015 KY SALES/SCHOOL TAX - UTILITY ADMINISTRATION
KENTUCKY UTILITIES	\$	280,762.42	POWER PURCHASE - UTILITY ADMINISTRATION
LIVING WATERS CO INC	\$	5,613.16	EQUIPMENT UPGRADE - WATER
LYNN IMAGING	\$	4,920.75	OFFICE EQUIPMENT - ALL UF DEPARTMENTS
MECHANIC MASTERS LLC	\$	6,947.69	VECHICLE MAINTENANCE - ELECTRIC DISTRIBUTION
MITCHELL'S GARAGE	\$	319.75	VEHICLE MAINTENANCE - UTILITY ADMINISTRATION
OFFICE DEPOT CREDIT PLAN	\$	70.65	OFFICE SUPPLIES - WATER
	\$	365.20	OFFICE SUPPLIES - UTILITY ADMINISTRATION
OFFICE TEAM	\$	792.19	UTILITY TEMP - UTILITY ADMINISTRATION
PARTSMASTER	\$	1,156.93	SMALL TOOLS - WWTP
QUILL	\$	31.98	OFFICE SUPPLIES - WWTP
REFUSE PARTS DEPOT LLC	\$	36.06	VEHICLE PARTS - SANITATION
RILEY OIL COMPANY	\$	1,528.14	GAS/DIESEL - ALL UF DEPARTMENTS
ROBERTW HEAVY DUTY TOWING	\$	274.73	VEHICLE MAINTENANCE - SANITATION
SOPHICITY	\$	104.94	CONTRACT SERVICES - WATER
STANDARD BUSINESS MACHINE	\$	73.05	EQUIPMENT MAINTENANCE - UTILITY ADMINISTRATION
TRADITIONAL BANK - VISA	\$	287.94	OFFICE SUPPLIES - ELECTRIC PRODUCTION
	\$	77.78	EQUIPMENT PARTS - ELECTRIC DISTRIBUTION
	\$	69.51	LATE CHARGE/INTEREST - UTILITY ADMINISTRATION
UNITED HEALTHCARE INS	\$	22,691.39	MEDICAL INSURANCE - UTILITY FUND
US GEOLOGICAL SURVEY	\$	7,375.00	CONTRACT SERVICES - UTILITY ADMINISTRATION
VERIZON WIRELESS	\$	1,056.93	COMMUNICATIONS - ALL UF DEPARTMENTS
WALMART CREDIT CARD	\$	7.88	VEHICLE PARTS - ELECTRIC DISTRIBUTION
	\$	11.94	SPECIFIC SUPPLIES - WWTP
	\$	0.58	LATE CHARGE/INTEREST - UTILITY ADMINISTRATION
<b><u>TOTAL</u></b>		<b><u>\$ 418,256.71</u></b>	

### **Communication**

Motion by Galbraith, seconded by Brooks to accept and file a communication letter supporting the tax exempt status under I.R.C. 501(c)(3) for The Farmers Market of Paris and Bourbon County, Inc.

### **Staff Reports**

Plummer expressed his appreciation to all departments for extended efforts during the winter weather related occurrence on Friday, January 22, 2016.

Plummer provided results of the SEER Analysis from NECO suggesting all turbine meters to be replaced with compound water meters to ensure water flows are being captured with accuracy.

Fire Chief Roe announced Insurance Services Organization is scheduled to perform a safety risk evaluation on inventory, equipment, personnel and hydrants at 1:00 p.m. on January 20, 2016.

HR Director Erin Morton announced the resignations of the City Engineer Duane Curry and Fire Fighter Lincoln Arnold.

Debra Hamelback announced the Work Ready meeting is scheduled for 6:00p.m. on January 26, 2016 at the Public Library and Sannie Overly will speak at the Public Policy Breakfast at the Oasis Production building on February 25, 2016 at 8:00 a.m.

Patrick Harney Waste Water/Water Distribution Superintendent discussed the criteria for a boil water advisory stating when water drops below 20 psi the city would declare boil water advisory.

Galbraith inquired on the Elizabeth Street lift station status. Harney stated the pumps would be set into place by the end of the week.

Thornton inquired how hours will be paid for the snow day the city was closed. Plummer stated employees would be required to use vacation hours.

**Executive Session**

Motion by Galbraith, seconded by Perraut to go into executive session to discuss pending litigation for which disclosure of details might compromise litigation posture, pursuant to KRS 61.810(1)(c). Time being 10:46 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 11:19 a.m.

**Adjournment**

Motion by Galbraith, seconded by Brooks and unanimously carried to adjourn the meeting at 11:19 a.m.

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Mayor

Attest:

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City Clerk/Treasurer