

Paris City Commission  
525 High Street  
Paris, KY 40361  
Meeting Minutes  
January 12, 2021

Pursuant to KRS 61.826 and OAG 20-05, the state of emergency regarding the threats to public health presented by the novel corona virus (covid-19) pandemic and municipal order. This meeting of the Paris city commission was conducted by video conference. All city commission meetings may be attended by the public by viewing the video conference at the city's Facebook page online.

The Paris City Commission met in regular session at 9:00a.m. viewable on Facebook live at [www.facebook.com/cityofparisky/](http://www.facebook.com/cityofparisky/) on Tuesday, January 12, 2021.

City Manager Daron Jordan called the meeting to order.

Director of Human Resources, Erin Morton, conducted roll call.

Present: Commissioner, Wallis Brooks; Commissioner, Stan Galbraith; Commissioner, Angela Roberts; Commissioner Holli Gibson.

Absent: Mayor, John Plummer

Others in Attendance: City Manager, Daron Jordan; Assistant City Manager, Mike Withrow; Finance Brad Oberlander.

Upon determining a quorum was present for the transaction of business, City Manager, Daron Jordan proceeded to conduct the meeting.

Motion by Galbraith, seconded by Angela Roberts, approving the appointment of Wallis Brooks as Mayor Pro Tem for the term of the current election cycle. Motion carried by roll call vote of 4-0 with Gibson, Galbraith, Roberts, and Brooks voting Aye.

Mayor Pro Tem, Wallis Brooks lead the Pledge of Allegiance.

#### **Approval of Minutes**

Motion by Brooks, seconded by Galbraith, approving the minutes of December 22, 2020. Motion carried by roll call vote of 4-0 with Gibson, Galbraith, Roberts, and Brooks voting Aye.

#### **Old Business / Action Items**

Motion by Galbraith, seconded by Gibson, authorizing Mayor Pro Tem to execute the contract for HMB Professional Engineers, Inc to conduct the engineering services on behalf of the City of Paris. Motion carried by roll call vote of 4-0 with Gibson, Galbraith, Roberts, and Brooks voting Aye.

### **ORDER NO. 2021-1**

#### **A MUNICIPAL ORDER APPROVING A CONTRACT WITH HMB PROFESSIONAL ENGINEERS, INC.**

WHEREAS, the City has agreed to enter into a written contract regarding professional services with HMB Professional Engineers, Inc. to conduct engineering services;

**NOW THEREFORE**, be it resolved by the City Commission of the City of Paris, Kentucky that the proposed contract with HMB Professional Engineers, Inc. be approved and that the Mayor or Mayor Pro Tem is directed to execute the contract. This Order shall become effective upon its passage and publication. Dated this 12th day of January 2021.

Chris Stewart of HMB discussed the status of the US 460 Utility Relocation project:

- Updated project and budget totaling 1,514,000.00 and engineering services totaling \$203,502.36.
- Utility portion ready to go out to bid under the City of Paris.
- Revised Contract drafted for the Transportation Cabinet to approve.

#### **Project Updates:**

Utility Rate Study (M. Withrow)

- Rate study covering Water, Sewer and electric is 70% complete.
- Final steps for completion include audit details and department questionnaire.

Wastewater Asset Management (M. Withrow)

- Project is being conducted by Strand Engineering.
- Completed Manhole covers inspection, smoke testing of lines, trunk line, pumps, and route for Houston Creek interceptor, and complete review of wastewater processes.
- The City's GIS system will be updated.
- Final report and CMOM recommendations are in process and expected mid – February 2021.

Water Asset Management (M. Withrow and C Steward HMB)

- Inspection complete of plant and distribution system including intake, pumps, and lines.
- Had work groups meetings in December 2020.
- Preparing to make short- and long-term recommendations for planning.

Atlas Street Project (M. Withrow)

- Property has been leveled and seeded.
- 619 Atlas St is in process of being cleared and should be completed within the week.
- West Side group is working on recommendation for the property.

Wage and Position Classification Update (D. Jordan)

- Wage survey should be completed and prepared by mid-February 2021.
- This will provide a benchmark for all jobs with regard to pay within the City of Paris.

#### **New Business**

Water Meter asset management by Perfection Group (D Jordan)

- 70-80% of the water meters in the current system are exceeding their recommended 10-year life cycle.

- Project will upgrade the current meters to a radio signal read which will allow for leak detection and automated shut off procedures.

Lexington Road Lift Station Pump (D Jordan)

- Wastewater management is preparing a proposal for a new pump at the Lexington Rd lift station and can expect it to be between \$20 and \$30K based on past purchases.

FY'22 Budget Preparation Tentative Schedule (D. Jordan)

- Schedule of budget events presented.
- Clear Gov will continue to help with preparation and transparency.

2020 Liability Grant Received (E. Morton)

- Fall Safety grant provided by Kentucky League of Cities awarded the City of Paris \$2982.50 for upgrades to the Sewer system and metering.

Purchase of Dispatch Furniture (S. Toadvine)

- Finalizing contract for new workstations, and consoles

Motion by Galbraith, seconded by Roberts, authorizing Mayor or Mayor Pro Tem to execute the change in terms with Traditional Bank. Motion carried by roll call vote of 4-0 with Gibson, Galbraith, Roberts, and Brooks voting Aye.

**ORDER NO. 2021-2**  
A MUNICIPAL ORDER APPROVING A CHANGE IN TERMS AGREEMENT  
WITH TRADITIONAL BANK

WHEREAS, the City of Paris, Kentucky has previously determined it is necessary and prudent to seek financing from Traditional Bank, Paris, Bourbon County, Kentucky for the purchase of property at 4 Legion Drive, Paris, Kentucky and the Bank has now offered a lower interest rate for the remainder of the term of the loan;

**NOW THEREFORE**, be it resolved by the City Commission of the City of Paris, Kentucky, that the proposed change in terms agreement with Traditional Bank be approved and that the Mayor or Mayor Pro Tem is directed to execute the agreement.

Daron Jordan discussed the loan terms with Traditional Bank for 4 Legion Drive.

- The current loan will remain in place and this is not a refinance.
- Interest rate will change from 3.75% to 1.8%.

**Financials**

Brad Oberlander presented Utility Fund revenue impacts due to COVID-19. No action was taken.

City of Paris  
Utility's Outstanding Receivables  
12/31/2020

	<u>Total Due</u>	<u>Current</u>	<u>30 - 60 Days</u>	<u>60 - 90 Days</u>	<u>90+ Days</u>
<b>Past Due Customers - December 31:</b>					
49 Total commercial customers	56,779.89	20,009.74	23 21,750.83	3 3,499.17	23 11,520.15
735 Total residential customers	369,836.17	99,041.87	233 75,985.38	122 47,970.20	380 146,838.72
<b>784</b>	<b>426,616.06</b>	<b>- 119,051.61</b>	<b>256 97,736.21</b>	<b>125 51,469.37</b>	<b>403 158,358.87</b>
	<u>Commercial</u>			<u>Residential</u>	
Balances > \$5,000	2	27,526		1	6,111
Balances - \$1,000 - \$5,000	8	16,207		86	136,002
Balances - \$500 - \$1,000	11	7,045		151	106,616
Balances - \$100 - \$500	28	6,002		497	121,107
Balances < \$100					
	<b>49</b>	<b>56,780</b>		<b>735</b>	<b>369,836</b>

Brad Oberlander presented General Fund revenue projections. No action was taken.

	General Fund Revenue Impact										
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2017	FY 2018	FY 2019	FY2020	FY2021	FY2021	FY21/FY20
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Estimates	Change
Total	2,017,852	2,122,160	2,157,162	2,202,388	2,578,434	2,594,590	2,619,220	2,590,945	2,852,359	1,746,173	
Q1	1,047,605	1,114,870	1,157,455	1,060,159	1,320,162	1,329,816	1,394,200	1,328,761	1,518,630	914,192	189,869
Q2	970,247	1,007,290	999,707	1,142,229	1,258,272	1,264,774	1,225,020	1,262,184	1,333,729	831,981	71,545
Q3											
Q4											
	2,017,852	2,122,160	2,157,162	2,202,388	2,578,434	2,594,590	2,619,220	2,590,945	2,852,359	1,746,173	261,414
		5.17%	1.65%	2.10%	17.07%	0.63%	0.95%	-1.08%	10.09%	-32.60%	

Brad Oberlander presented outstanding debt schedule. No action was taken.

Long-term Debt  
Debt Analysis Schedule  
FY 6/30/2021 - Payments through 12/31/2020

	Interest Rate	Maturity Date	Outstanding				2021	2022	2023	2024	2025	Thereafter	Total
			Beginning Balance	Additions	Payments	Ending Balance							
<b>General Fund:</b>													
Kentucky Bank - Police Vehicles	1.58%	05/2022	174,624		(45,046)	129,578	45,403	84,175				129,578	
Kentucky Bank - Fire Truck	1.28%	07/2029	1,350,894		(68,105)	1,282,789	74,958	144,905	146,771	148,660	150,574	616,921	1,282,789
<b>Total General Fund</b>			<b>1,525,518</b>	<b>-</b>	<b>(113,151)</b>	<b>1,412,367</b>	<b>120,361</b>	<b>229,080</b>	<b>146,771</b>	<b>148,660</b>	<b>150,574</b>	<b>616,921</b>	<b>1,412,367</b>
<b>Utility Fund:</b>													
KIA	1.80%	12/2020	188,734		(188,734)	-							-
2014 Water Revenue Bonds	2.75%	01/2054	281,000			281,000	5,000	5,000	5,500	5,500	5,500	254,500	281,000
KBC Bond 2014	3.29%	01/2032	1,569,995		(60,000)	1,509,995	60,000	122,085	127,084	132,081	137,085	931,660	1,509,995
Traditional Bank - Legion Drive Property	3.30%	03/2027	248,116		(16,261)	231,855	16,732	34,098	35,241	36,421	37,641	71,722	231,855
Traditional Bank - Vacuum Truck	1.74%	11/2021	225,790		(74,545)	151,245	75,308	75,937					151,245
<b>Total Utility Fund</b>			<b>2,513,635</b>	<b>-</b>	<b>(339,540)</b>	<b>2,174,095</b>	<b>157,040</b>	<b>237,120</b>	<b>167,825</b>	<b>174,002</b>	<b>180,226</b>	<b>1,257,882</b>	<b>2,174,095</b>
<b>Totals:</b>			<b>4,039,153</b>	<b>-</b>	<b>(452,691)</b>	<b>3,586,462</b>	<b>277,401</b>	<b>466,200</b>	<b>314,596</b>	<b>322,662</b>	<b>330,800</b>	<b>1,874,803</b>	<b>3,586,462</b>

Brad Oberlander delayed presentation of November 2020 financials. No action was taken.

**Payment of Invoices**

Motion by Galbraith, seconded by Brooks, approving payment of invoices as presented. Motion carried by roll call vote of 4-0 with Gibson, Galbraith, Roberts, and Brooks voting Aye.

**General Fund**

CHECK	VENDOR	AMOUNT
45611	DUTTON, ANDREW	\$95.00
45612	At&t (105503)	\$740.16
45613	Autozone	\$5.99
45614	Casa Of Lexington	\$1,666.67
45615	Central Ky Quicklube & Tire	
45616	Chamber Of Commerce	\$1,625.00
45617	Citizen Advertiser	\$804.00
45618	City Of Paris Utilities	\$6,836.81
45619	Galls, Llc	\$1,352.78
45620	Hatter, Earl Iii	\$95.00
45621	Hillyard Kentucky	\$190.75
45622	Hinkle Contracting Co, Llc	\$50.85
45623	KOI	\$65.88
45624	Lowes Business Acct/SynCb	\$4,166.89
45625	OBERLANDER FINANCIAL SERVICES, PLLC	\$3,900.00
45626	PARIS-BOCO JOINT PLANNING	\$12,247.58
45627	PARIS-BOCO PARKS & RECREATION BOARD	\$13,044.58
45628	Paris-Bourbon County E911	\$18,500.00
45629	Paris-Bourbon County EDA	\$2,250.00
45630	Paris-Bourbon County EMS	\$33,333.33
45631	Paris-Bourbon County TOURISM	\$7,885.44
45632	Shred-It Usa	\$34.00
45633	Sturgill, Turner, Barker &	\$2,460.50
45634	TRANSUNION RISK DATA SOLUTIONS	\$150.00
45635	Unifirst Corporation	\$175.62
45636	VC3, INC.	\$89.46
45637	Walmart Community/Gecrb	\$94.31
45638	Xtreme Computer Performance	\$190.00
45639	CENTRAL KY MECHANICAL	\$3,368.86
45640	Central Ky Quicklube & Tire	\$199.28
45641	A Action Pest Control Of Ky	\$52.50
45642	Advance Auto Parts	\$12.74
45643	Autozone	\$57.58
45644	BLUEGRASS MUNICIPAL CLERKS ASSOCIATION	\$20.00
45645	Bourbon County Sheriff	\$1,008.77
45646	Columbia Gas Of Kentucky	\$449.10
45647	Eads Hardware	\$850.79
45648	FAIRWAY FARMS, LLC	\$2,500.00

45649	Finley Fire Equip Dba Bg Fire	\$1,200.00
45650	Galls, Llc	\$3,825.57
45651	Kaed	\$200.00
45652	KENTUCKY BANK LOAN - #1000059223	\$13,293.08
45653	Kleem, Inc.	\$856.22
45654	KOI	\$230.78
45655	Murphy Elevator Company	\$836.10
45656	Office Depot Card Plan	\$206.48
45657	Riley Oil Company	\$3,545.98
45658	Southern States Lexington Coop	\$78.46
45659	Time Warner Cable	\$113.65
45660	Tractor Supply Credit Plan	\$549.95
45661	Unifirst Corporation	\$111.12
45662	VERIZON WIRELESS	\$1,818.83
45663	Williams' Towing	\$200.00
45664	BRYAN POE & TARA WOLFENBARGER	\$230.91
45665	Xtreme Computer Performance	\$165.00
45666	At&t Mobility - (6463)	\$93.24
45667	At&t Onenet Service	\$7.17
45668	Baptist Health Medical Group	\$284.00
45669	Bourbon County Clerk	\$161.00
45670	Clean Sweep Janitorial Svc Llc	\$1,500.00
45671	Ensite Llc	\$678.51
45672	KLC INSURANCE SERVICES	\$29,145.54
45673	KOI	\$10.71
45674	Paris-Bourbon County EMS	\$107,325.00
45675	Computeraid International	\$125.00
45676	KENTUCKY BANK LOAN - #1000058134	\$7,928.98
45677	Kentucky League Of Cities	\$2,584.00
45678	Kentucky Uniforms, Inc.	\$220.05
45679	Kentucky Utilities Company	\$6,160.84
45680	KLC INSURANCE SERVICES	\$29,145.54
45681	TELECOM AUDIT GROUP	\$112.63
45682	Time Warner Cable	\$96.98
45683	Advance Auto Parts	\$75.27
45684	AMA SERVICES	\$320.00
45685	AT&T - 5019	\$1,380.24
45686	At&t Club Service	\$813.78
45687	Autozone	\$19.96
45688	Big Blue Bobcat Services	\$6,500.00
45689	Bme Inc	\$628.95
45690	Bob Sumerel Tire Company	\$1,268.00
45691	Bourbon Community Hospital	\$65.00
45692	Bourbon County Clerk	\$46.00
45693	CCP INDUSTRIES INC	\$2,679.73
45694	City Of Paris Utilities	\$7,229.71
45695	CLEARGOV INC	\$15,016.85
45696	Columbia Gas Of Kentucky	\$2,453.66
45697	CWF PRODUCTS	\$1,062.50
45698	Galls, Llc	\$1,753.00
45699	Kentucky Bank - Visa	\$3,810.79
45700	KENTUCKY BANK LOAN - #1000059223	\$13,293.08
45701	KIM MARSHALL PRINT SERVICES	\$75.75
45702	KMCA	\$45.00
45703	KRONOS SAASHR, INC	\$663.38
45704	LEXINGTON AUTO SPRING CO	\$5,470.68
45705	Morton Salt, Inc.	\$6,901.10
45706	Office Depot Card Plan	\$439.66
45707	Riley Oil Company	\$3,999.69

45708	Riley's Auto & Atv Repair Llc	\$421.23
45709	ROD LAYMAN MASONRY	\$275.00
45710	SHORT, RYAN	\$117.96
45711	S & S TIRE FIRESTONE INC.	\$215.95
45712	CATHERINE A SAGRAVES	\$86.50
45713	RAMON & REBECA SMITH	\$42.10
45714	Smits Greenhouses	\$50.00
45715	Standard Business Machines	\$525.23
45716	Time Warner Cable	\$104.98
45717	TRANSUNION RISK DATA SOLUTIONS	\$150.60
45718	Unifirst Corporation	\$87.12
45719	VC3, INC.	\$5,849.45
45720	Walmart Community/Gecrb	\$34.06
		<b>\$417,583.50</b>

**Utility Fund**

CHECK	VENDOR	AMOUNT
53289	AT&T - 105503	\$462.03
53290	Autozone Inc	\$111.94
53291	Brenntag Mid-South, Inc	
53292	Brownstown Electric Supply Co.	\$316.00
53293	Central Ky Quicklube & Tire	
53294	CITCO WATER	\$2,433.15
53295	Citizen Advertiser	\$768.00
53296	CITY OF PARIS UTILITIES	\$10,892.07
53297	Crystal Springs	\$46.26
53298	HAWKINS WATER TREATMENT GROUP	\$2,523.25
53299	John O Smits	\$1,748.33
53300	OBERLANDER FIN. SERV., PLLC	\$3,900.00
53301	Ray King	\$400.00
53302	Rumpke	\$156.00
53303	SHERWIN-WILLIAMS CO.	\$420.00
53304	Shred-It Usa Llc	\$34.00
53305	STURGILL, TURNER, BARKER & MOLONEY	\$185.00
53306	Unifirst Corporation	\$236.95
53307	Walmart Community/Rfcsllc	\$185.38
53308	CENTRAL KY MECHANICAL	\$597.56
53309	Central Ky Quicklube & Tire	\$99.80
53310	Brenntag Mid-South, Inc	\$1,398.00
53311	A Action Pest Control	\$52.50
53312	Bluegrass Kesco	\$200.00
53313	CCP INDUSTRIES INC	\$99.14
53314	CITCO WATER	\$1,622.10
53315	Columbia Gas Of Kentucky, Inc.	\$126.74
53316	CORE & MAIN LP	\$2,055.84
53317	Eads Hardware	\$192.77
53318	Fouser Environmental Services	\$3,570.00
53319	HAWKINS WATER TREATMENT GROUP	\$1,397.00
53320	Kentucky Underground Protectio	\$214.50
53321	KOI	\$439.17
53322	Lowe's Business Acct/Gecrb	\$120.93
53323	Mim Distribution	\$2,686.50
53324	Riley Oil Company	\$925.39
53325	Staples Advantage	\$267.23
53326	Time Warner Cable	\$18.02
53327	Tractor Supply Co	\$745.95
53328	Unifirst Corporation	\$324.21
53329	Us Geological Survey	\$5,100.00
53330	VERIZON WIRELESS	\$350.53

53331	At&t Onenet Service	\$8.48
53332	BOURBON PHYSICIAN, LLC	\$420.41
53333	CITCO WATER	\$811.05
53334	Ensite Llc	\$581.49
53335	Great America Financial Servs	\$69.17
53336	Kimball Midwest	\$26.40
53337	KLC INSURANCE SERVICES	\$26,765.96
53338	LITTRELL BROTHERS TREE SERVICE	\$4,800.00
53339	Patterson & Dewar Engineers	\$5,204.00
53340	Purcell, Jerry	\$30.00
53341	Time Warner Cable	\$359.97
53342	United Laboratories, Inc.	\$545.85
53343	US DEPARTMENT OF ENERGY	\$6,709.00
53344	Usa Blue Book	\$433.13
53345	CCP INDUSTRIES INC	\$170.34
53346	Fastenal Company	\$56.96
53347	Faust Electric Llc	\$4,858.97
53348	Grainger, Inc	\$794.83
53349	KLC INSURANCE SERVICES	\$26,765.96
53350	Kps Sales, Llc	\$171.28
53351	KU - KENTUCKY UTILITIES	\$9,522.01
53352	LOU'S GLOVES, INC.	\$482.00
53353	Quill	\$218.95
53354	SHARE CORPORATION	\$402.94
53355	American Industries Inc	\$435.12
53356	At&t - 5014	\$75.00
53357	At&t - 5019	\$172.60
53358	AT&T CLUB SERVICE	\$388.41
53359	Atlas Electric Motor Svc	\$13,269.17
53360	DIANA BARNETT	\$127.56
53361	Bourbon Community Hospital	\$90.00
53362	CHARLES & KATHRYN CAMPBELL	\$44.93
53363	Central Ky Quicklube & Tire	\$57.38
53364	CITCO WATER	\$4,381.05
53365	CITY OF PARIS UTILITIES	\$12,282.21
53366	Columbia Gas Of Kentucky, Inc.	\$1,472.85
53367	DYANNA EDENSTROM	\$33.31
53368	GERMAN EUSEBIO	\$45.59
53369	FERGUSON WATERWORKS	\$52.67
53370	Fite, Gilbert	\$100.00
53371	GCP ENVIRONMENTAL SOLUTIONS	\$3,305.00
53372	JOHNATHAN HARLOW	\$171.30
53373	ALEXANDRIA HAWKINS	\$25.97
53374	HAWKINS WATER TREATMENT GROUP	\$7,669.75
53375	DENISE HAYES	\$39.32
53376	Hayes Pipe Supply, Inc	\$1,390.80
53377	RICARA HUNTER	\$27.53
53378	ALAN FORBES & DARLA JACKSON	\$359.50
53379	TRENE E JACKSON	\$59.31
53380	MICHAEL JOHNSON	\$1,073.00
53381	Kentucky Bank - Visa	\$2,361.83
53382	KRONOS SAASHR, INC	\$154.70
53383	LITTRELL BROTHERS TREE SERVICE	\$3,000.00
53384	TRISTAN MCINTOSH	\$47.65
53385	SERENA MOORE	\$38.86
53386	LEE ANN MOYERS	\$42.59
53387	NSI LAB SOLUTIONS	\$204.00
53388	O'reilly Auto Parts	\$7.99
53389	MARY OAKS	\$62.59

53390	Riley Oil Company	\$556.42
53391	SIGMA-ALDRICH INC	\$258.51
53392	Standard Business Machines	\$50.47
53393	Strand Associates Inc	\$8,370.00
53394	GARY & ANGELA TACKETT	\$71.49
53395	SUSAN PARKER & SHANE TRENT	\$75.94
53396	Unifirst Corporation	\$210.25
53397	Usa Blue Book	\$19.46
53398	VC3 INC	\$1,322.05
53399	VERIZON WIRELESS	\$128.71
53400	Walmart Community/Rfcsllc	\$271.43
53401	TIFFANY & AARON WILLIAMS	\$42.59

**\$202,078.25**

Brad Oberlander presented outstanding accounts payables invoices with General Fund outstanding of \$107,309.39 and Utility Fund outstanding of \$28,574.64. No Action taken

#### **Commission & Staff Reports**

Director of Human Resources Erin Morton

- o Expressed her appreciation to all the EMS workers and their diligence to community care and safety with over 100 Covid Exposures and no workers comp claims.
- o Payroll conversion is scheduled for January 15-22 to NextGen.

Asst City Manager Mike Withrow

- o Columbia Gas pipeline upgrade for 2021 will include Higgins Ave, High Street from 12<sup>th</sup> to Sandy Bottom. Miller Pipeline will be the new contactor completing the work.

City Attorney Bryan Beauman

- o Open appointment to the Planning Commission.
- o Water Tower Lease review for T-Mobile is ongoing.
- o Qx.net lease to renew in February otherwise it will auto renew.

Commissioner, Stan Galbraith

- o Rumpke Contract to be reviewed for renewal by December 2021.

Commissioner, Angela Roberts

- o Discussion of Martin Luther King Jr Day March to be held in Paris on January 18, 2021 at 2:00 pm. Will connect organizers with Chief of Police Myron Thomas for route details.

#### **Adjourn**

Motion by Galbraith, seconded by Roberts, to adjourn the meeting at 10:18am. Motion carried by roll call vote of 4-0 with Gibson, Galbraith, Roberts, and Brooks voting Aye.

Minutes taken and prepared by:

\_\_\_\_\_  
HR Director, Erin Morton

\_\_\_\_\_  
Mayor, John A. Plummer

Attest:

\_\_\_\_\_  
City Clerk, Stephanie Settles