

Paris City Commission
525 High Street
Paris, KY 40361
Meeting Minutes
May 24, 2022

The Paris City Commission met in regular session at 9:00 a.m. viewable on Facebook live at www.facebook.com/cityofparisky on Tuesday, May 24, 2022.

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

City Clerk Stephanie Settles conducted roll call.

Present: Mayor, John Plummer; Commissioner, Wallis Brooks Commissioner, Stan Galbraith; Commissioner, Angela Roberts; Commissioner Holli Gibson

Others in Attendance: City Attorney, Bryan Beaman; CPA, Brad Oberlander; and City Clerk, Stephanie Settles.

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

Approval of Minutes

Motion by Brooks, seconded by Roberts, to approve the meeting minutes of May 10, 2022, regular meeting. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, and Gibson voting Aye.

Motion by Brooks, seconded by Galbraith, to approve the meeting minutes of May 20, 2022, special meeting. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

Special Requests

Motion by Brooks, seconded by Gibson, approving the use of two parking spaces in each downtown city parking lots for First Friday events for food trucks and food tents. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

Cheryl Caskey, Anna Allen Edwards, and Richard Fowler discussed the history, uses, and the need for preservation of the 8th Street Masonic Building. Richard discussed some grant funding may be available for the building preservation if the building belonged to a nonprofit organization as the building is now as a private owner, he is unsure of grant opportunities and discussed the current owner may be open to conversations to sell the building. Commissioner Brooks asked Bryan Beaman to contact the owner of the building to discuss purchase options.

Old Business

Motion by Gibson, seconded by Roberts, approving 14 locations as part of the sidewalk replacement project with an approximate cost to the City of Paris of \$ 27,955.00. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

Motion by Galbraith, seconded by Brooks, approving resolution 2022-6 Paris solid waste transfer station project. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

City of Paris
Resolution No. 2022-6

Paris Solid Waste Transfer Station Project

WHEREAS, the City of Paris wishes to relocate the Solid Waste Transfer Station from the Westside neighborhood, and

WHEREAS, the Bourbon County Fiscal Court has offered property for the Solid Waste Transfer Station to be relocated to a more practical and appropriate location.

NOW THEREFORE, be it resolved by the City of Paris as follows:

The City of Paris agrees and resolves to apply for HUD Community Development Block Grant CV funds in the amount of \$1,500,000 for use in a project entitled Paris Solid Waste Transfer Station Project and, further, authorizes Mayor John A. Plummer to sign all papers necessary to seek the federal financial support that would enable this project to move forward. The City hereby commits \$2,200,000 cash as a match toward the project.

Discussion was held relating to the approval of ratifying covid pay and the ending date. Commissioner Gibson asked when the last employee was paid COVID leave, and Erin Morton responded February 8th. Gibson suggested to stop COVID pay on February 8th. Commissioner Gibson and Roberts reiterated that moving forward and approving the order means the city commission agrees with everything that took place to arrive at \$ 93,000 spent of taxpayer dollars without commission approval and proper policies and procedure followed.

Motion by Galbraith, seconded by Brooks, approving a municipal order ratifying, and providing for COVID related leave for employees extending thru June 30, 2022. Motion carried with Plummer, Brooks, Galbraith, and Gibson voting Aye. Roberts voting Nay.

CITY OF PARIS
ORDER NO. 2022-6

A MUNICIPAL ORDER RATIFYING AND PROVIDING FOR COVID-RELATED LEAVE FOR EMPLOYEES

WHEREAS, the City of Paris provided for administrative leave for employees during the state of emergency declared for COVID-19 by way of Municipal Order 2020-6 adopted March 24, 2020;

WHEREAS, the Board of Commissioners elects to ratify such leave as may have been provided to employees since that date and extending through May 20, 2022;

WHEREAS, the Board of Commissioners elects to continue and extend that leave as was provided by Municipal Order 2020-6 until June 30, 2022;

NOW THEREFORE, be it ordered by the City of Paris, Kentucky as follows:

All employees are eligible for the maximum of two weeks of paid leave at their regular rate of pay for the reasons provided below. Eligible full-time employees will receive up to eighty (80) hours of paid sick leave. Eligible full-time members of the Fire Department will receive the commensurate hours of sick leave in accordance with their then established work schedule. It is the intent of the City to provide qualifying members of the Fire Department the typical amount of sick leave calculated under current City policy and likewise comply with all provisions of the Act. Eligible part-time employees will receive pay based on the average number of hours worked over the most recent six months of work preceding the necessary leave. The qualifying reasons for leave under this Municipal Order are when a qualifying employee is:

- a. Subject to a federal, state or local quarantine or isolation order related to COVID-19;
- b. Advised by a healthcare provider to self-quarantine due to COVID-19 concerns;
- c. Experiencing COVID-19 symptoms and seeking medical diagnosis;
- d. Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a healthcare provider to self-quarantine due to COVID-19 concerns (caring for another who is subject to an isolation order or advised to self-quarantine as described above is not limited to only family members);
- e. Caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to COVID-19 precautions; or
- f. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Nothing in this Order shall be construed as extending the maximum amount of leave permitted under and since Municipal Order 2020-6. If prior to the date of this Municipal Order any employee has exhausted the full amount of paid leave under the policy, the employee shall not accrue any additional paid leave by the adoption of this Municipal Order or any prior administrative action.

New Business

Motion by Gibson, seconded by Galbraith, approving to publish an RFP for paving of the Electric Department driveway. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

Motion by Brooks, seconded by Gibson, authorizing the mayor to sign an audit engagement letter for fiscal year ending June 30, 2022, with RFH, PLLC. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

Brad Oberlander read the fiscal year 2023 budget message into record. In keeping with the Commonwealth's statutory obligation, the following pages encompasses the City's annual Budget Message. This message is required to explain the revenue and expenditure goals for the upcoming fiscal year, important activities that are anticipated in the budget, the reasoning of any significant changes in goals and appropriations from the previous fiscal year, and any major changes in financial policy. The presentation of the draft budget and budget message are also important as these components provide foundational information for the Board of Commission to deliberate and determine the final budget to be adopted. The annual budget process is one of the major tools that a municipality has in the reflection on achieving organizational goals. It is also an important exercise in that it provides deep insight into the financial opportunities and limitations that impact the ability to lay a solid foundation for future growth.

In understanding the financial resources that are available, we are better positioned to continue the path of good financial stewardship while still creating a future for our community that is full of opportunity. Through collective efforts, the City is positioned to present a FY 2023 draft budget that allocates resources in a way to position Paris to be better tomorrow than it is today while remaining committed to the long-term financial viability as a governmental organization.

BUDGET REQUEST

The City of Paris has two distinct budgets, General Fund and Proprietary Fund, that provide for the general organizational operation and the provision of certain utility services for Paris and a portion of Bourbon County. Combined the proposed expenditures for the two funds is roughly Nineteen Million Dollars. These expenses include all proposed funding for general operations, capital improvements, and our utility operations.

General Fund	\$ 9,100,000
Proprietary Fund	\$ 13,862,000

General Fund:

This fund provides for the expenses associated with departmental operations by the Commission, City Clerk/Treasurer, General Administration, Fire Department, Police Department, and Public Works. This fund also provides for annual contributions to the following community partners:

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| <ul style="list-style-type: none"> • E911 • Joint Parks and Recreation • EDA • Chamber • Senior Citizen Center • Hopewell Museum • Story Telling Festival | <ul style="list-style-type: none"> • EMS • Joint Planning and Zoning • Tourism • CASA • YMCA • Farmers Market • OMBUDSMAN |
|--|--|

Collectively, the proposed budget allocates almost One Million One Hundred Thousand Dollars to these agencies (13% of the General Fund proposed budget). The proposed General Fund continues to invest heavily in Public Safety for our Community. With budgeted expenses of \$3,144,225 for the Police Department and \$1,973,700 for the Fire Department, these two departments make up almost Sixty Percent (60%) of the proposed General Fund budget.

Proprietary Fund:

The Proprietary fund provides for the expenses associated with utility departmental general operations that are part of the City of Paris Combined Utilities. These are operations that rely on revenue generated from the sale of services. These departments include Power Production, Electric Distribution, Water Distribution, Water Plant, Disposal Plant, Transfer Station, and Utility Administration. The Proprietary Fund also encompasses expenses such as a financial transfer to the General Fund as a Payment in Lieu of Taxes (PILOT), capital improvement projects, set aside funding for future projects, and assorted fees and debt payments. The largest expense in the Proprietary Fund is the cost associated with buying electricity for resale to Paris Electric customers. The Power Production Department represents almost Four Million Dollars of the Proprietary Fund budget.

FINANCIAL RESOURCES

The City of Paris is entrusted with taxes, and fees, to provide for general operations and services that are essential for a high quality of life for our residents and visitors. The City must continue to provide essential services such as public safety and investments in infrastructure if we are to continue to grow. However, we must always be mindful that the revenues received are limited and we are called to be prudent stewards of the public dollars. With fiscal prudence as the basis for the development of the draft budget, the city still remains on a strong financial footing by having a solid projected reserve balance to begin the next fiscal year. Through a strong commitment of fiscal prudence from our Departmental Leadership, and through approval of conservative budgets by previous City Commissions, we have been able to substantially strengthen the city's financial position since the FY 2018 budget. These efforts have allowed us to reduce tax rates and keep our utility rates as some of the lowest in the Central Kentucky region.

This commitment to fiscal prudence is evidenced by the following chart:

FY	Revenues	Expenditures	Difference
2022 *	24,081,306	22,218,455	1,862,851
2021	18,016,156	17,461,878	554,278
2020	19,440,669	19,097,934	342,735
2019	17,154,491	14,386,837	2,767,654
2018	18,396,558	16,537,688	1,858,870

The revenue basis for the FY 2023 draft General Fund budget is based on the Board of Commission taking a conservative tax approach and adopting the Compensating Tax Rate for the upcoming tax year. This is a rate that will provide roughly the same tax revenue in FY 2023 as was received in FY 2022.

The revenue projection for the Proprietary Fund is based on the soon to be adopted utility rates. It is our belief that these revenue projections will still provide the financial resources needed to meet the budgetary needs without having to rely heavily on allocations from reserves.

BUDGET HIGHLIGHTS

Overview of Items Consistent Across Both Budgets:

- Staffing levels maintained at fully approved level
- Team members retain ability to earn pay increases based on exceeding job performance goals and expectations
- Adoption of updated departmental step and grade system
- Longevity pay incentive remains
- No reduction in current benefits
- Increased city contribution towards employee health benefits
- Expands options for team member’s use of flex spending
- Investment in Capital Improvements
- Continued to build reserve funds dedicated to future Capital Improvement

General Fund Budget Overview:

- Increase of budgeted expenditures over current FY by roughly 9% due to investment in team member benefits and capital improvement projects
- Budget is based on taking Compensating Tax Rate
- Road fund budget kept level at \$200,000 even though state funding projected at only \$170,000
- Overall funding increased to community partners
- Maintains funding to address “Blight”
- Adds funding for Sidewalk Repair Program

Combined Utility Fund Budget Overview:

- Budgeted expenditures increased by about 4% over the current FY budget due to investment in team member benefits and capital improvement projects
- Revenue estimates based on updated utility rates
- Departmental fees cover actual departments expenses
- Continued investment in infrastructure

FINAL SUMMARY:

The resulting draft budget is one that adheres to fiscally sound accounting principles and provides the framework to meet the needs of our community. In reviewing the attached draft budgets one can see that these drafts are based on the understanding of having limited finances and being good stewards of public resources. Our leadership team is comprised of public servants that embody the belief of fiscal constraint while serving our community. The budget process now moves to the next phase where, statutorily, the Board of Commissioners must finalize its adoption before the end of June. Therefore, it is my recommendation to the Commission that you take the following actions: 1. Take the opportunity to review the proposed draft budgets in depth and then provide direction for any adjustments, or modifications, that should be made to these budgets prior to their final adoption; and 2. Schedule first and second readings for final budget adoption to take place during a Commission meeting on, or before, June 30, 2022.

Discussion was held related to making Juneteenth as a temporary paid holiday. Commissioner Gibson asked what the budget impact would be to add another holiday and asked if other cities are offering Juneteenth as a holiday requesting the City Clerk and HR Director to compile information on what other cities are doing and will be discussed at the next meeting.

Motion by Brooks to approve Juneteenth as a paid holiday the motion died for lack of a second.

Motion by Galbraith, seconded by Brooks, approving Victoria Patton as a full-time single role paramedic contingent upon passing the physical exam, drug screen, and background. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, and Galbraith, and Gibson voting Aye.

Communication

Reminder the June 28, 2022, meeting will be the night quarterly meeting at 6:00 p.m.

Financials

Motion by Plummer, seconded by Gibson, approving April financials as presented by Brad Oberlander, reflecting General Fund Revenues of \$ 9,585,900.00 with expenditures of \$ 8,329,089 Utility Fund Revenues of \$ 11,164,481.00 with expenditures of \$ 11,771,472.00. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, Gibson voting Aye.

Motion by Galbraith, seconded by Brooks, approving the payment of invoices as presented. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, and Gibson voting Aye.

General Fund

<u>Ck Number</u>	<u>Vendor</u>	<u>Ck Date</u>	<u>Ck Amount</u>
47670	Bourbon County Sheriff	5/13/2022	1,008.77
47671	COBRA TRANSMISSIONS, INC	5/13/2022	229.80
47672	DATAMAX CORPORATION	5/13/2022	977.98
47673	Directcare Family Health Pllc	5/13/2022	100.00
47674	Galls, Llc	5/13/2022	316.50
47675	Highbridge Spring Water Co.	5/13/2022	49.20
47676	SCOTT JOHNSON	5/13/2022	265.50
47677	KENTUCKY ASSOCIATION OF CHIEF'S OF POLICE	5/13/2022	4,117.00
47678	KIMBALL MIDWEST	5/13/2022	90.00
47679	KLC INSURANCE SERVICES	5/13/2022	25,252.58
47680	Landscapers Corner	5/13/2022	528.00
47681	Lowe's Business Acct/Syncb	5/13/2022	29.00
47682	Marty's Refrigeration, Inc	5/13/2022	499.00
47683	TODD MAYLE	5/13/2022	265.50
47684	Morton, Erin	5/13/2022	40.95

47685	MUNICIPAL EMERGENCY SERVICES	5/13/2022	136.07
47686	Municipal Equipment Company	5/13/2022	1,073.98
47687	Newby's Economy Glass Service	5/13/2022	211.03
47688	Overhead Door Co. Of Lexington	5/13/2022	778.30
47689	PUBLIC ENTITY INSURANCE	5/13/2022	2,225.35
47690	Sturgill, Turner, Barker &	5/13/2022	7,445.50
47691	Tire Discounters	5/13/2022	1,062.26
47692	Tracker Products Llc	5/13/2022	5,400.00
47693	Traditional Bank, Inc	5/13/2022	11,364.92
47694	TRANSUNION RISK DATA SOLUTIONS	5/13/2022	160.00
47695	VALVOLINE	5/13/2022	170.06
47696	VERIZON WIRELESS	5/13/2022	488.79
47697	DUTTON, ANDREW	5/20/2022	90.00
47698	ANGELICA D. TAYLOR	5/20/2022	21.50
47699	At&t Onenet Service	5/20/2022	8.28
47700	ATLANTIC EMERGENCY SOLUTIONS	5/20/2022	89.40
47701	Autozone	5/20/2022	64.95
47702	Bme Inc	5/20/2022	775.00
47703	BMS	5/20/2022	44.85
47704	Bourbon Limestone Company	5/20/2022	1,493.82
47705	CENTRAL KENTUCKY CLASSIC CARS	5/20/2022	151.93
47706	CHARTER COMMUNICATIONS	5/20/2022	127.97
47707	Columbia Gas Of Kentucky	5/20/2022	641.62
47708	Galls, Llc	5/20/2022	3,106.25
47709	Haix Usa	5/20/2022	393.00
47710	Kentucky Uniforms, Inc.	5/20/2022	228.75
47711	Mechanic Masters Llc	5/20/2022	328.24
47712	Morton, Erin	5/20/2022	41.00
47713	OBERLANDER FINANCIAL SERVICES, PLLC	5/20/2022	3,900.00
47714	PARIS-BOCO TOURISM	5/20/2022	14,278.94
47715	PUBLIC ENTITY INSURANCE	5/20/2022	969.14
47716	THE STANDARD/VISION	5/20/2022	57.77
47717	Unifirst Corporation	5/20/2022	308.66
47718	VALVOLINE	5/20/2022	431.88
47719	VC3, INC.	5/20/2022	6,043.05
47720	VERIZON WIRELESS	5/20/2022	87.58

5/24 Total Claims - General Fund

97,969.62

Utility Fund

<u>Ck Number</u>	<u>Vendor</u>	<u>Ck Date</u>	<u>Ck Amount</u>
888	KYMEA	5/16/2022	25.20
55537	AMERICAN SCALE CORPORATION	5/13/2022	600.25
55538	CITCO WATER	5/13/2022	3,693.65
55539	CORE & MAIN LP	5/13/2022	1,942.61
55540	CRYSTAL SPRINGS/ PRIMO WATER	5/13/2022	68.36
55541	Fastenal Company	5/13/2022	93.55
55542	Hayes Pipe Supply, Inc	5/13/2022	6,606.19
55543	Hmb Professional Engineers Inc	5/13/2022	8,227.72
55544	Independent Excavating, Inc	5/13/2022	50,431.56
55545	Kimball Midwest	5/13/2022	52.25
55546	KLC INSURANCE SERVICES	5/13/2022	23,311.94
55547	Kps Sales, Llc	5/13/2022	304.40
55548	Quill	5/13/2022	516.95
55549	Ray King	5/13/2022	500.00
55550	Rumpke	5/13/2022	168.38
55551	Staples Advantage	5/13/2022	261.99
55552	US DEPARTMENT OF ENERGY	5/13/2022	7,163.21
55553	Usa Blue Book	5/13/2022	338.84
55554	USALCO	5/13/2022	6,894.24
55555	VERIZON WIRELESS	5/13/2022	162.92
55556	At&t Onenet Service	5/20/2022	4.93
55557	BMS	5/20/2022	21.45
55558	Bourbon Limestone Co.	5/20/2022	461.08
55559	BROWN EQUIPMENT COMPANY	5/20/2022	8,624.10

55560	CHARTER COMMUNICATIONS	5/20/2022	369.97
55561	CITCO WATER	5/20/2022	954.72
55562	Columbia Gas Of Kentucky, Inc.	5/20/2022	277.32
55563	IDEXX DISTRIBUTION, INC	5/20/2022	753.54
55564	John O Smits	5/20/2022	2,041.86
55565	KOI	5/20/2022	26.37
55566	OBERLANDER FIN. SERV., PLLC	5/20/2022	3,900.00
55567	Office Depot Credit Plan	5/20/2022	119.02
55568	Tractor Supply Co	5/20/2022	345.93
55569	Unifirst Corporation	5/20/2022	407.42
55570	Usa Blue Book	5/20/2022	254.58
55571	VC3 INC	5/20/2022	1,364.62
55572	Wesco Distribution, Inc.	5/20/2022	535.30

5/24 Claims Total - Utility Fund \$ 131,826.42

Brad Oberlander presented outstanding accounts payables invoices with General Fund outstanding of \$ 97,969.62 and Utility Fund outstanding of \$ 131,826.42 no action was taken.

Reports

Planning Administrator, Andrea Pompei

- June 18th 10:00 a.m. to 3:00 p.m. will be a downtown Juneteenth celebration.
- June 13th is the next housing and infrastructure meeting.
- Amended development plan is in the works for the Bourbon Oaks subdivision that includes changes to the entrance of the subdivision.

Tourism Director, Betty Ann Allen

- May 27th - 29th Horsey Hundred bicyclists will be in town.
- 400 Mile yard sale is June 2nd – 5th.

City Attorney, Bryan Beauman

- Solar Panel and net metering discussions continue with the anticipation of a possible policy for review to be presented last meeting in June.

Executive Session

Motion by Gibson, seconded by Brooks, the motion unanimously carried to go into executive session pursuant to KRS 61.810(1)(f) for discussion which might lead to the discipline, or dismissal of an individual employee at 10:36 a.m.

With no action taken during executive session. Motion by Brooks, seconded by Galbraith, the motion unanimously carried to approve to exit executive session and resume regular session.

With no other business discussed the meeting moved to adjourn.

Adjourn

Motion by Gibson, seconded by Brooks, the motion unanimously carried to adjourn the meeting at 11:00 a.m.

Mayor, John A. Plummer

Attest:

City Clerk, Stephanie Settles