

Paris City Commission  
525 High Street  
Paris, KY 40361  
Meeting Minutes  
March 22, 2022

The Paris City Commission met in special session at 6:00 p.m. viewable on Facebook live at [www.facebook.com/cityofparisky](https://www.facebook.com/cityofparisky) on Tuesday, March 22, 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 (arrived at 6:04 p.m.)

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 March 8, 2022, meeting. Motion carried by roll call vote of 4-0 with Plummer, Brooks, Roberts, and Galbraith, voting Aye.

Motion by Galbraith, seconded by Roberts, to approve the meeting minutes of March 8, 2022, special meeting. Motion carried by roll call vote of 4-0 with Plummer, Brooks, Roberts, and Galbraith, voting Aye.

Motion by Brooks, seconded by Roberts, to approve the meeting minutes of March 12, 2022, special meeting. Motion carried by roll call vote of 4-0 with Plummer, Brooks, Roberts, and Galbraith, voting Aye.

Motion by Galbraith, seconded by Brooks, to approve the meeting minutes of March 18, 2022, meeting. Motion carried by roll call vote of 4-0 with Plummer, Brooks, Roberts, and Galbraith, voting Aye.

Commissioner Gibson arrived.

#### **Audit Presentation**

Andy DeMoss with RFH, PLLC presented the 2021-2022 Audit report. The report recommended the following:

- All bank account reconciliations be reviewed and that the individual doing so initial/sign and date them to indicate the review was performed.
- Utility fund should not charge itself internally for utility services.
- Purchase orders lacking appropriate approvals, recommending following the city procurement policy. Recommending to follow the procurement policy.
- The city procurement policy does not include the standards contained in the uniform guidance. Recommending the city to adopt these standards and modify its purchasing policy to be in compliance.
- To strengthen internal controls over financial reporting throughout the year and prior commencement of audit work.

#### **Special Requests**

Motion by Galbraith, seconded by Brooks, approving the closure of Fifth Street for the Festival on Fifth summer concert series on May 20<sup>th</sup>, June 17<sup>th</sup>, July 15<sup>th</sup>, August 19<sup>th</sup>. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, and Gibson voting Aye.

Lauren Biddle discussed she would have a more formal Retail Strategies update at the next meeting. Several conversations are taking place for another restaurant, and a business looking at the former Gordmans building.

Lauren Biddle discussed a new event on the First Friday of each month for April, May, June, July, and August. The streets will not be closed, requesting the city parking lot to be closed from 6:00 to 9:00 p.m. for food trucks and other activities.

Motion by Gibson, seconded by Roberts, approving the closure and use of the city 8<sup>th</sup> Street parking lot for First Friday events during the months of April, May, June, July, and August. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, and Gibson voting Aye.

#### **Old Business**

Motion by Brooks, seconded by Roberts, approving a municipal order regarding the American Rescue Plan Act. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, and Gibson voting Aye.

### CITY OF PARIS ORDER NO. 2022-4

#### A MUNICIPAL ORDER APPROVING AN AGREEMENT CONCERNING THE AMERICAN RESCUE PLAN ACT STATE AND LOCAL FISCAL RECOVERY FUND EXPENDITURE POLICY

WHEREAS, the City desires to enter into an agreement concerning an American Rescue Plan Act State and Local Fiscal Recovery Fund Expenditure Policy and for professional services regarding compliance with the City's obligations to the federal and state government, as may be applicable for this Program;

**NOW THEREFORE**, be it resolved by the City Commission of the City of Paris, Kentucky that the proposed American Rescue Plan Act State and Local Fiscal Recovery Fund Expenditure Policy Agreement with Oberlander Financial Services, PLLC and Sturgill, Turner, Barker & Moloney PLLC be approved, and that the mayor is directed the execute the Policy Agreement and engagement agreements with the parties.

Brad Oberlander discussed he and Erin Morton had been working together with applying a cost of living across the step and grade system. In comparison to other communities, they are reporting between 3 % and 7% increase. The current step and grade system is wages as of 2020 and they are looking at projections into 2023 for a possible slight increase around 3% to the scale. ClearGov has personnel add-on feature where all employees can be loaded into the financial site and a report can be generated for financial impacts per department based on wage changes etc. All data should be entered in the system by the time of the first April meeting and reports can be generated, a workshop should be set to discuss further. Brad also discussed speaking with the Police and Fire Chief about increasing the new hire starting wage between 3% to 5% and potentially phase the increases into the more senior staff as well while remaining within the budget.

Commissioner Gibson stated now the annual financial audit is complete an HR audit needs to take place to make sure files are in order. Stating all files need to be checked by an outside source to make sure the city is compliant with our own policies. Commissioner Gibson asked Erin Morton how long it has been since the city had an HR audit. Erin was not aware of the city having an audit, she has been with the city for 12 years. Brad

Oberlander recommended to complete the employee handbook before performing and HR Audit. Brad will search for a scope of work for an HR Audit RFP and bring back to the next meeting for review.

**New Business**

Motion by Brooks, seconded by Roberts, approving a bank account with Traditional Bank be opened for the sole purpose of funds related to the K-9 police dog in the Police Department. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, and Gibson voting Aye.

Bryan Beaman and Aaron Sparkman discussed a request received for attachment of lines to city electric poles. No action was taken.

**Financials**

Motion by Brooks, seconded by Gibson, approving February financials as presented by Brad Oberlander, reflecting General Fund Revenues of \$ 7,460,384.00 with expenditures of \$ 6,831,534.00 Utility Fund Revenues of \$ 9,341,727.00 with expenditures of \$9,745,585.00 . Motion carried by roll call vote of 5-0 with Plummer, Brooks, Roberts, Galbraith, Gibson voting Aye.

Motion by Plummer, seconded by Galbraith, 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>
47440	1st RESPONSE TECHNOLOGIES LLC	3/11/2022	2,691.94
47441	BAPTIST HEALTH OCCUPATIONAL MEDICINE	3/11/2022	35.00
47442	City of Paris Utilities	3/11/2022	9,964.86
47443	Columbia Gas of Kentucky	3/11/2022	3,326.08
47444	Computeraid International	3/11/2022	125.00
47445	Ensite Llc	3/11/2022	712.58
47446	Fastenal Company	3/11/2022	109.84
47447	Galls, Llc	3/11/2022	181.27
47448	KENTUCKY STATE TREASURER	3/11/2022	65.00
47449	KLC INSURANCE SERVICES	3/11/2022	20.00
47450	KOI	3/11/2022	36.31
47451	Konica Minolta Business	3/11/2022	4.87
47452	Municipal Equipment Company	3/11/2022	2,591.51
47453	O'reilly Auto Parts	3/11/2022	205.31
47454	OBERLANDER FINANCIAL SERVICES, PLLC	3/11/2022	3,900.00
47455	Riley Oil Company	3/11/2022	6,352.96
47456	Standard Business Machines	3/11/2022	88.75
47457	Staples Business Credit	3/11/2022	14.68
47458	Sturgill, Turner, Barker &	3/11/2022	4,236.90
47459	THE STANDARD/VISION	3/11/2022	84.85
47460	Traditional Bank, Inc	3/11/2022	11,364.92
47461	Tri-State Mailing Systems, Inc	3/11/2022	298.00
47462	Unifirst Corporation	3/11/2022	609.14
47463	VC3, INC.	3/11/2022	6,037.98
47464	1st RESPONSE TECHNOLOGIES LLC	3/18/2022	1,010.00
47465	Advance Auto Parts	3/18/2022	70.80
47466	At&t Mobility - (6463)	3/18/2022	526.24
47467	Baptist Health Medical Group	3/18/2022	35.00
47468	Bluegrass Kesco	3/18/2022	200.00
47469	CHARTER COMMUNICATIONS	3/18/2022	127.97
47470	Columbia Gas Of Kentucky	3/18/2022	804.40
47471	DATAMAX CORPORATION	3/18/2022	1,658.55
47472	J P Cooke Co	3/18/2022	38.35
47473	LINCOLN TRAIL MUNICIPAL CLERK ASSOC.	3/18/2022	50.00
47474	Midwest Radar & Equipment	3/18/2022	560.00
47475	MUNICIPAL EMERGENCY SERVICES	3/18/2022	136.74
47476	VERIZON WIRELESS	3/18/2022	80.04
<b>Total Claims - March 8, 2022</b>			<b>\$ 58,355.84</b>

**Utility Fund**

<u>Ck Number</u>	<u>Vendor</u>	<u>Ck Date</u>	<u>Ck Amount</u>
31022	Kentucky State Treasurer/Sales	3/10/2022	53,677.11
55288	Brenntag Mid-South, Inc	3/11/2022	1,712.30
55289	Brownstown Electric Supply Co.	3/11/2022	839.50
55290	Cape Electrical Supply Llc	3/11/2022	1,576.00
55291	ZACHARY CARPENTER	3/11/2022	16.98
55292	CITCO WATER	3/11/2022	1,604.52
55293	CITY OF PARIS UTILITIES	3/11/2022	29,417.21
55294	City Tire Of Paris	3/11/2022	70.00

55295 Columbia Gas Of Kentucky, Inc.	3/11/2022	2,017.75
55296 CORE & MAIN LP	3/11/2022	2,448.02
55297 Ensite Llc	3/11/2022	594.42
55298 Fairbanks Scales	3/11/2022	860.00
55299 JASON ERIC FITE	3/11/2022	74.59
55300 CYNTHIA HARP	3/11/2022	100.00
55301 Hmb Professional Engineers Inc	3/11/2022	7,894.48
55302 SAMUEL T. HOWARD	3/11/2022	41.98
55303 Independent Excavating, Inc	3/11/2022	188,330.46
55304 Kentucky Petroleum SUPPLY	3/11/2022	286.65
55305 KOI	3/11/2022	329.80
55306 LITTRELL BROTHERS TREE SERVICE	3/11/2022	1,200.00
55307 WARREN LYSTER	3/11/2022	24.77
55308 MICHAEL S. MITCHELL	3/11/2022	69.92
55309 Newgen Strategies & Solutions	3/11/2022	1,347.28
55310 OBERLANDER FIN. SERV., PLLC	3/11/2022	3,900.00
55311 Office Depot Credit Plan	3/11/2022	113.99
55312 MARCIA RATLIFF	3/11/2022	50.32
55313 ANGELIA REED	3/11/2022	9.58
55314 Riley Oil Company	3/11/2022	2,309.47
55315 Riley's Tire	3/11/2022	72.95
55316 Rumpke	3/11/2022	168.38
55317 SIGMA-ALDRICH INC	3/11/2022	275.79
55318 AUDREY SMITH	3/11/2022	52.98
55319 Staples Advantage	3/11/2022	83.39
55320 LUCILLE TERRELL	3/11/2022	34.55
55321 Tractor Supply Co	3/11/2022	284.97
55322 Unifirst Corporation	3/11/2022	503.17
55323 Usa Blue Book	3/11/2022	747.45
55324 VC3 INC	3/11/2022	1,364.62
55325 ELIZABETH WHITAKER	3/11/2022	74.59
55326 Mynear, Michael	3/14/2022	385.30
2529 KYMEA	3/15/2022	275.29
55327 At&t Mobility - 6463	3/18/2022	659.29
55328 Bluegrass International Trucks	3/18/2022	1,392.56
55329 Bourbon Limestone Co.	3/18/2022	122.92
55330 CHARTER COMMUNICATIONS	3/18/2022	129.99
55331 Columbia Gas Of Kentucky, Inc.	3/18/2022	845.73
55332 CRYSTAL SPRINGS/ PRIMO WATER	3/18/2022	41.92
55333 Fairbanks Scales	3/18/2022	860.00
55334 Hayes Pipe Supply, Inc	3/18/2022	1,224.00
55335 IDEXX DISTRIBUTION, INC	3/18/2022	376.67
55336 legacy mechanical llc	3/18/2022	139.55
55337 Luthan Electric Meter Testing	3/18/2022	4,890.27
55338 Perfection Goup, Inc	3/18/2022	140,883.89
55339 Southern Petroleum Inc	3/18/2022	9,060.00
55340 US DEPARTMENT OF ENERGY	3/18/2022	6,835.85
55341 Wesco Distribution, Inc.	3/18/2022	1,071.55
<b>Total Claims - 3/22/2022</b>		<b>\$ 473,774.72</b>

Brad Oberlander presented outstanding accounts payables invoices with General Fund outstanding of \$ 58,355.84 and Utility Fund outstanding of \$ 473,774.72 no action was taken.

#### Staff Reports

Tourism Director, Betty Ann Allen

- Bourbon County is featured on 3 pages in Travel Host.
- Artwalk is April 22, 2022, from 6:00 to 9:00 p.m.
- Applying for a Hometown grant up to \$ 50,000 and will likely need letters of support from the commission.
- April the new Paris commercials will air on news channel 36.
- Garrett Morgain mural was painted on the shelter at Chief Reed Park, story board of accomplishments, inventions etc. Will be displayed.

Superintendent of Electric Department, Aaron Sparkman

- Will begin working with Walker Construction with moving the electric poles on High Street.
- Next meeting will present the Bucket Truck and Digger Derrick bids for request to purchase.
- Asked if Bryan Beauman could send a letter to Windstream over a broken pole that needs replaced.

Assistant Chief of Police, Bill Hurst

- Sold three of the surplus police cruisers to Jackson County Sheriff's office.

Erin Morton, Human Resources

- Jeannette Benson is retiring on March 31, 2022.

Commissioner, Holli Gibson

- Extended appreciation to Mike Smith in the Streets Department for hanging the flower baskets downtown.
- The commission had three zoom call interviews. All three will be brought in for in person interviews next week.

Commissioner, Stan Galbraith

- Mike Smith, Harry Parks, and the board completed the RFP for the transfer station and will be published soon.

Commissioner, Angela Roberts

- Attended the Women in City Government Summit in Lexington along with Commissioner Holli Gibson and City Clerk Stephanie Settles.

Mayor, John A. Plummer

- Asked Mike Smith about the Sidewalk replacement project. Mike stated will to obtain new concrete bids due to price increases and provide and update at the next meeting.

**Executive Session**

Motion by Brooks, seconded by Roberts 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 7:00 p.m.

With no action taken during executive session. Motion by Brooks, seconded by Roberts the motion unanimously carried to exit executive session and resume regular session at 8:15 p.m.

Motion by Brooks, seconded by Galbraith, motion unanimously carried to approve and offer a last chance agreement to Erin Morton.

**Adjourn**

Motion by Brooks, seconded by Plummer, to adjourn the meeting at 8:24 p.m. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

Mayor, John A. Plummer

Attest:

City Clerk, Stephanie Settles