

Paris City Commission
525 High Street
Paris, KY 40361
Meeting Minutes
March 9, 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 9:00 a.m. viewable on Facebook live at www.facebook.com/cityofparisky on Tuesday, March 9, 2021.

Mayor, John 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 Manager, Daron Jordan; Assistant City Manager, Mike Withrow; City Clerk, Stephanie Settles; Finance Director, Brad Oberlander.

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

Approval of Minutes

Motion by Brooks, seconded by Roberts, approving the minutes of February 23, 2021. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

Presentation

Joe Lakofka of RSA Advisors is a registered municipal advisory firm registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board. Joe provided information related to the services they offer with financing, the type of bonds that are available and their definitions. Joe stated as a municipal advisor they will assist with the following:

- Prior to an issuance:
 - Review project
 - Review financial reports of issuer.
 - Perform preliminary rating analysis.
 - Suggest type of issuance to best suite the issuer.
- During the issuance process:
 - Assemble financing team (bond counsel, trustee)
 - Develop plan of finance.
 - Coordinate necessary approvals with the Dept. for Local Government
 - Prepare offering documents.
 - Facilitate ratings process if needed.
 - Advertise & conduct bond sale.
 - Prepare closing information & close transaction.
- After bond issuance:
 - Monitor project fund or escrow payments.
 - Ensure continuing disclosure compliance.
 - Invoice & other administrative duties.
 - Monitor refunding opportunities.

Old Business / Action Items

Daron Jordan provided an update related to the Kentucky Transportation Cabinet project on Main and High Streets. Main Street anticipated completion date is by the end of 2021 and High Street to be completed by the end of 2022.

Motion by Brooks, seconded by Plummer, approving RSA Advisors to issue a request for proposal for a for a 5 year with the option to prepay bond for the water meter replacement project. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

Daron Jordan

- The accounts payable clerk Debbie Wright will be retiring effective March 31, 2021. Daron Jordan, Mike Withrow, and Erin Morton determined the position would be filled thru Robert Half a temporary staffing agency, for the short term, they will review the needs and how to restructure the department long term.
- Utility rate study conference call last week with NewGen Consultants are finalizing the report. Daron will follow up after the meeting to schedule a workshop date and time to review the report.
- Wage and classification survey draft is complete, with a few minor adjustments with grammar clean up. Daron stated a workshop needed to be set to review the survey. Commissioner Gibson requested the survey report be emailed out a couple weeks prior to the workshop. Daron replied it would be emailed out for review a week before the workshop.
- FY22 Budget preparation has begun with all department team leaders. The commission agreed that a workshop needed to be set for them to review the full budget. A workshop date will be set at a later time.

Motion by Gibson, seconded by Brooks, approving municipal order related to a tower lease agreement with Powertel. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

CITY OF PARIS
ORDER NO. 2021-6

A MUNICIPAL ORDER APPROVING A TOWER LEASE AGREEMENT WITH POWERTEL

WHEREAS, the City has agreed to enter into a written lease agreement concerning the placement of equipment for the use of Powertel/Kentucky, Inc (a/k/a T-Mobile) on the City's water tower;

NOW THEREFORE, be it resolved by the City Commission of the City of Paris, Kentucky that the proposed agreement with Powertel/Kentucky, Inc. be approved, and that the Mayor is directed the execute the lease.

New Business / Action Items

Motion by Brooks, seconded by Gibson, approving the recommendation of Human Resources Director Erin Morton and Chief of Police Myron Thomas recommendation to promote William “Bill” Hurst as Assistant Chief of Police. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

Daron Jordan notified the commission that Assistant City Manager Mike Withrow, Human Resources Director Erin Morton and Electric Department Foreman conducted interviews, and all agreed to promote Andrew Steele to the position of Electric Foreman.

Mike Smith announced March is Spring Clean-up for city residents. Brush and Limbs will be picked up March 22nd thru March 26th. Heavy Trash will be Thursday, March 25th. The city compactor on Stewart Street will be open Monday thru Friday 7am-4pm, and Saturdays from 8am to Noon for free dump. This does not apply to any contractors, commercial accounts, or non-City residents. Proof of residence will be required. The city reserves the right to limit excessive loads at the compactor.

Daron Jordan asked the commission for direction related to exploring moving the transfer station as it sits now it is in a subdivision. All agreed a work session and committee needs to be formed and proceed forward and explore relocating the station.

Motion by Galbraith, seconded by Roberts, cancelling the regular scheduled meeting on March 23rd, 2021 at 9:00 a.m. and scheduling a special meeting on March 23rd, 2021 at 6:00 p.m. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

Motion by Brooks, seconded by Plummer approving an RFP to be published to replace a section of water line in the Southern Hills area. Motion carried by roll call vote of 5-0 with Plummer, Brooks, Gibson, Galbraith, and Roberts voting Aye.

Financials

Brad Oberlander presented past due utility bill account update.

<u>Past Due Customers - February 28:</u>									
69	Total commercial customers	119,344.46	74,266.99	60	42,832.09	5	1,645.60	4	599.78
563	Total residential customers	269,108.73	107,157.40	346	85,298.45	89	23,511.90	128	53,140.98
<u>632</u>		<u>388,453.19</u>	<u>- 181,424.39</u>	<u>406</u>	<u>128,130.54</u>	<u>94</u>	<u>25,157.50</u>	<u>132</u>	<u>53,740.76</u>
			<u>Commercial</u>					<u>Residential</u>	
	Balances > \$5,000	5	80,744					1	5,615
	Balances - \$1,000 - \$5,000	8	14,133					52	80,708
	Balances - \$500 - \$1,000	22	15,622					123	85,126
	Balances - \$100 - \$500	34	8,845					387	97,660
	Balances < \$100								
		<u>69</u>	<u>119,344</u>					<u>563</u>	<u>269,109</u>

Payment of Invoices

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

General Fund

CHECK	VENDOR	AMOUNT
45821	At&t Club Service	\$563.14
45822	Bme Inc	\$2,175.64
45823	Bmi	\$368.00
45824	Casa Of Lexington	\$1,666.67
45825	Citizen Advertiser	\$144.00
45826	City Of Paris Utilities	\$8,327.73
45827	Collins, Ryan	\$95.00
45828	Don Crump & Son Electric, Inc	\$185.00
45829	Duplicate Sales & Service, Inc	\$3,550.00
45830	Farmers Market	\$750.00
45831	Galls, Llc	\$2,038.59
45832	Hopewell Museum	\$937.50
45833	Hurst, William	\$95.00
45834	WILLOUGHBY, JOSEPH	\$100.00
45835	KLC INSURANCE SERVICES	\$29,145.54
45836	MIKE DUFFY FIRE PROTECTION	\$690.35
45837	Newby's Economy Glass Service	\$112.13
45838	OBERLANDER FINANCIAL SERVICES, PLLC	\$3,900.00
45839	Paris-Bo Co Senior Center	\$3,937.50
45840	PARIS-BOCO CHAMBER OF COMMERCE	\$1,625.00
45841	PARIS-BOCO JOINT PLANNING	\$12,247.58
45842	PARIS-BOCO PARKS & RECREATION BOARD	\$13,044.58
45843	PARIS-BOCO TOURISM	\$1,562.50
45844	Paris-Bourbon County E911	\$18,500.00
45845	Paris-Bourbon County EDA	\$2,250.00
45846	Paris-Bourbon County EMS	\$33,333.33
45847	Sandfort, Paul	\$154.81
45848	Stevenson, Joe	\$95.00
45849	Thomas, Myron	\$95.00
45850	Time Warner Cable	\$104.98

45851	Toadvine, Scott	\$95.00
45852	Unifirst Corporation	\$71.33
45853	Berryman, James	\$2,333.28
45854	Bme Inc	\$775.00
45855	Columbia Gas Of Kentucky	\$557.50
45856	Fastenal Company	\$13.02
45857	Galls, Llc	\$669.07
45858	Grott Locksmith Center Inc	\$1,292.50
45859	Kleem, Inc.	\$330.95
45860	Local Government Corporation	\$1,341.24
45861	O'reilly Auto Parts	\$8.30
45862	Office Depot Card Plan	\$59.66
45863	Riley Oil Company	\$5,218.33
45864	SHARE CORPORATION	\$409.84
45865	Southern Communications Inc	\$686.00
45866	Southern States Lexington Coop	\$141.49
45867	Staples Business Credit	\$113.49
45868	Unifirst Corporation	\$71.33
45869	VERIZON WIRELESS	\$1,941.64
		\$157,923.54

Utility Fund

CHECK	VENDOR	AMOUNT
53502	AT&T CLUB SERVICE	\$656.46
53503	Brownstown Electric Supply Co.	\$1,601.85
53504	CITCO WATER	\$0.00
53505	CITY OF PARIS UTILITIES	\$18,583.78
53506	City Tire Of Paris	\$75.00
53507	Gates, Darren	\$30.00
53508	KLC INSURANCE SERVICES	\$26,765.96
53509	MIKE DUFFY FIRE PROTECTION	\$125.00
53510	MINUTEMAN PRESS	\$320.00
53511	O'reilly Auto Parts	\$15.99
53512	OBERLANDER FIN. SERV., PLLC	\$3,900.00
53513	Partsmaster	\$388.27
53514	T R Miller Mill Co Inc	\$8,169.00
53515	Unifirst Corporation	\$221.46
53516	Usa Blue Book	\$507.03
53517	VERIZON WIRELESS	\$129.87
53518	CITCO WATER	\$6,487.44
53519	Postmaster	\$55.00
53520	Atlas Electric Motor Svc	\$4,027.38
53521	Brenntag Mid-South, Inc	\$1,398.00
53522	Central Ky Quicklube & Tire	\$51.99
53523	CITCO WATER	\$811.05
53524	Columbia Gas Of Kentucky, Inc.	\$857.06
53525	CORE & MAIN LP	\$214.50
53526	Faust Electric Llc	\$3,013.36
53527	Fouser Environmental Services	\$2,218.00
53528	HAWKINS WATER TREATMENT	\$2,550.75
53529	John O Smits	\$2,163.31
53530	Kimball Midwest	\$120.89
53531	Kps Sales, Llc	\$182.65
53532	Living Waters Co., Inc.	\$242.21
53533	Local Govt Corporation	\$1,341.25
53534	Newgen Strategies & Solutions	\$43.71
53535	O'reilly Auto Parts	\$312.02
53536	Office Depot Credit Plan	\$251.78
53537	RICHARDS ELECTRIC SUPPLY CO., INC.	\$28.92
53538	Riley Oil Company	\$1,191.95
53539	Rumpke	\$156.00
53540	Southern Petroleum Inc	\$1,272.60
53541	Staples Advantage	\$146.03
53542	Stuart C. Irby Co.	\$43.50
53543	Tractor Supply Co	\$269.98
53544	Unifirst Corporation	\$112.95
53545	Usa Blue Book	\$649.76
53546	VERIZON WIRELESS	\$251.02
		\$91,954.73

Brad Oberlander presented outstanding accounts payables invoices with General Fund outstanding of \$ 129,693.06 and Utility Fund outstanding of \$ 88,460.16. No Action taken.

Commissioner Brooks exited the meeting at 10:40 a.m.

Commission & Staff Reports

Fire Department, Chief Duffy

- Received a \$ 1,000.00 Public Safety Grant.
- Received a grant for Auto Pulse for \$ 15,000.
- COVID vaccines are scheduled tomorrow at Fire Station 2.
 - Commissioner Gibson asked how citizens could sign up for the vaccine and if there was a waiting list.
 - Chief Duffy encouraged citizens to check the Health Department website daily to get an appointment.

Police Chief, Myron Thomas

- Inquired on the status of the financing of the police vehicles. Daron Jordan responded he is awaiting the documents from the bank once the Mayor has signed and executed the documents the vehicles can be purchased.

Commissioner, Holli Gibson

- Asked Andrea Lacy about communication outlets to report concerns or living violations.
 - Andrea stated there is an anonymous tip line, and an icon on the bourboncountyplanning.com website, and/or they can call the office direct.

Commissioner, Stan Galbraith

- Provided reading materials to Daron Jordan in relation to the 1st local private partnership, an article related to the expansion of Rumpke in Georgetown. He mentioned additional relief aid may be forth coming, to the City, from the passing of the Federal COVID-19 relief act.

Adjourn

Motion by Galbraith, seconded by Gibson, to adjourn the meeting at 10:43 a.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