



**CITY COMMISSION MEETING
AGENDA FOR AUGUST 26, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
300 SOUTH FIFTH STREET**

*Any member of the public who wishes to make comments to the Board of Commissioners is asked to fill out a Public Comment Sheet and place it in the box located at the end of the Commissioner's desk on the left side of the Commission Chambers. The Mayor will call on you to speak during the **Public Comments** section of the Agenda.*

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADDITIONS/DELETIONS

PUBLIC HEARING New Cable Franchise Public Hearing - L. PARISH

NEW EMPLOYEE INTRODUCTIONS Jennifer Adams, Recreation Supervisor - A. CLARK

PRESENTATION Convention & Visitors Bureau Update - Alyssa Phares, Executive Director

PRESENTATION Human Rights Commission - Robert Hernandez

PUBLIC COMMENTS

MAYOR'S REMARKS

Items on the Consent Agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Agenda and considered separately. The City Clerk will read the items recommended for approval.

	I.	<u>CONSENT AGENDA</u>
	A.	Approve Minutes for August 12, 2025, Board of Commissioners Meeting
	B.	Receive & File Documents
	C.	Reappointment of Buzz Vontesmar and Albert Parker and appointment of Edward Hely to the Municipal Housing Commission
	D.	Appointment of Jody Stivers to the Paducah-McCracken County Riverport Authority
	E.	Personnel Actions
	F.	Update Job Grade Schedule - S. WILCOX
	G.	Update Position and Pay Schedule - S. WILCOX

		H.	Authorize the Mayor to execute a contract for services with Murco for repairs to the pump out lines for the Transient Boat Dock in the amount of \$88,225.00 - A. CLARK
		I.	Adopt Solid Waste Rates & Fees - C. YARBER
		J.	Authorize the Application for a Delta Regional Authority Community Infrastructure Fund grant for the Branch Stormwater Project - G. GUEBERT
		K.	Resolution Appointing Hope Reasons as Designee to Administer the 2025 DRA award on behalf of the City of Paducah - H. REASONS
		L.	Acquisition of Permanent Right-of-Way Easement for Property Located at 2270 N. 8th St. for Access to Pump Station 14 - M. TOWNSEND
		M.	Acquisition of Permanent Right-of-Way Easement for Property Located at 1930 N. 8th St. for Access to Pump Station 14 - M. TOWNSEND
		N.	Authorize the Mayor to approve a contract modification in the amount of \$1,007 to TESCO for the data cable rewiring in City Hall - E. STUBER
	II.	<u>MUNICIPAL ORDER(S)</u>	
		A.	Authorize a Funding Agreement with the Paducah Riverport Authority in an amount of \$150,000 - JAMES GARRETT, RIVERPORT AUTHORITY EXECUTIVE DIRECTOR
	III.	<u>ORDINANCE(S) - ADOPTION</u>	
		A.	Consensual annexation of 1541 Olivet Church Road and 6615 Blandville Road - J. FOWLER-SOMMER
		B.	Budget Amendment - FY2025 Insurance Fund & Health Insurance Fund - A. KYLE
		C.	Authorize a Contract with Stringfellow, through Sourcewell Purchasing Agent, for the purchase of One (1) Pac-Mac Knuckle Boom at \$229,337.00 and One (1) Heil Durapack Side Arm at \$414,109.89 for use by the Public Works Refuse Division - C. YARBER
		D.	Amend Chapter 42 of the Code of Ordinances related to Solid Waste Changes - C. YARBER
		E.	Amend Chapter 94 of the Code of Ordinances related to Solid Waste Changes - C. YARBER
	IV.	<u>ORDINANCE(S) - INTRODUCTION</u>	
		A.	Business License Fee Schedule - Inflationary Adjustment - A. KYLE
	V.	<u>DISCUSSION</u>	

		A.	Hours for Alcohol Sales & Curfew Ordinance Overview - L. PARISH
	VI.	<u>COMMENTS</u>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	VII.	<u>EXECUTIVE SESSION</u>	

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Update Job Grade Schedule - **S. WILCOX**

Category: Municipal Order

Staff Work By: Stefanie Wilcox

Presentation By: Stefanie Wilcox

Background Information: The Job Grade Schedule is being updated to add a Senior Help Desk Technician and Human Relations Coordinator position and remove the Diversity Specialist position from the schedule.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the Job Grade Schedule with recommended changes.

Attachments:

1. job grade schedule FY2026 Amendment 1
2. Job Grade Schedule 08 26 2025

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Update Position and Pay Schedule - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie
Wilcox
Presentation
By: Stefanie
Wilcox

Background Information: The Position and Pay Grade Schedule is being updated to account for the newly created positions in the Job Grade Schedule. The Help Desk Technician will now be a Senior Help Desk Technician, and the Diversity Specialist will be the Human Relations Coordinator. All other updates include any vacancy and wage changes since the last schedule was approved.

Does this Agenda Action Item align with a Commission Priority? No
If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: It is recommended to approved the updated Position and Pay Grade Schedule.

Attachments:

1. Position and Pay Schedule FY2025-2026 Amendment 1
2. Position and Pay Schedule -Aug 26 2025

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Authorize the Mayor to execute a contract for services with Murtco for repairs to the pump out lines for the Transient Boat Dock in the amount of \$88,225.00 - **A. CLARK**

Category: Municipal Order

Staff Work
By: Amie Clark
Presentation
By: Amie Clark

Background Information: On July 8, the Board of Commissioners approved releasing a Request for Proposals for repairs to the sewer pump out lines for the transient boat dock. On July 9, the City released a Request for Proposals with a deadline of July 24, 2025. One proposal was received.

Authorize a contract for services with Murtco, Inc. in the amount of \$88,225.00 for repairs to the pump out lines at the Transient Boat Dock.

Does this Agenda Action Item align with a Commission Priority? Yes

If yes, please list the Commission Priority: Facility Improvements

Communications Plan:

Funds Available: Account Name: Paducah Transient Boat Dock Operations

Account Number: 53002406 533050

Staff Recommendation: Approve

Attachments:

1. contract with Murtco – repairs – sewer pump out line – Transient Boat Dock
2. Contract for Services Murtco
3. RFP 062625
4. Bid Opening Sign In 07242025
5. Bid Tab Form 07242025
6. Murtco Proposal

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Adopt Solid Waste Rates & Fees - **C. YARBER**

Category: Municipal Order

Staff Work By: Chris Yarber,
Michelle Smolen
Presentation By: Chris Yarber

Background Information: This ordinance adopts updated solid waste fees for the City of Paducah. Changes include adding a green waste pick-up fee in excess of ordinance dimension requirements of \$150. Additionally, Green Waste Tipping fees for non-city residents are being updated to account for larger trucks and trailers. Compost fees are also being increased to match rising costs.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation:

Attachments:

1. solid waste fees 2025

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Authorize the Application for a Delta Regional Authority Community Infrastructure Fund grant for the Branch Stormwater Project - **G. GUEBERT**

Category: Municipal Order

Staff Work By: Hope Reasons, Melanie
Townsend, Greg Guebert
Presentation By: Greg Guebert

Background Information: The Delta Regional Authority (DRA) works to improve regional economic opportunity by helping to create jobs, build communities, and improve the lives of the 10 million people who reside in the 252 counties and parishes of the eight-state Delta region. DRA is offering the Community Infrastructure Fund (CIF) for Fiscal Year 2025. CIF grants may be used for flood control, basic infrastructure development, and transportation improvements to benefit communities with the greatest infrastructure needs.

The Engineering Department proposes submitting a CIF application to conduct the parallel pipe replacement project at The Branch, as identified in the 2018 Comprehensive Stormwater Master Plan. The City is partnering with the Purchase Area Development District to complete the grant application.

The total preliminary project cost is estimated to be \$2,220,000.00. The DRA portion request will be \$2,000,000.00. The City's requirement will be 220,000.00. The City plans to request matching funds of up to 9% of the City's match for \$199,800.00 from a State matching grant. The City's total match requirement will be \$20,200.00.

Does this Agenda Action Item align with a Commission Priority? Yes

If yes, please list the Commission Priority: Stormwater

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Authorize and direct the mayor to execute all grant-related documents, as well as authorize the Projects and Grants Manager to submit the CIF application through the DRA grants management web portal.

Attachments:

1. app - DRA Grant – Branch Stormwater Project
2. Parallel Pipe- Paducah CSMP - Executive Summary

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Resolution Appointing Hope Reasons as Designee to Administer the 2025 DRA award on behalf of the City of Paducah - **H. REASONS**

Category: Resolution

Staff Work By: Melanie Townsend, Hope Reasons

Presentation By: Hope Reasons

Background Information: As part of the application for the Fiscal Year 2025 DRA Community Infrastructure Fund, DRA requires that a person be designated, appointed, and given the authority to perform certain duties and administration of said award for and on behalf of the Awardee.

Does this Agenda Action Item align with a Commission Priority? Yes

If yes, please list the Commission Priority: Stormwater

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Authorize and instruct the City Clerk to attest to the passage of the Resolution appointing Hope Reasons as Designee to administer the 2025 DRA Community Infrastructure Fund award on behalf of the City of Paducah.

Attachments:

1. CIF Resolution - Paducah

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Acquisition of Permanent Right-of-Way Easement for Property Located at 2270 N. 8th St. for Access to Pump Station 14 - **M. TOWNSEND**

Category: Municipal Order

Staff Work
By: Melanie
Townsend
Presentation
By: Melanie
Townsend

Background Information: Negotiations have been conducted in good faith with the property owner at 2270 N 8th St regarding acquiring a portion of a permanent Right-of-Way easement (Tract A) as required for access to Pump Station 14. Subsequently, Stephen and Doloris Sevenski agreed to grant the City of Paducah a permanent right-of-way easement totaling 0.05 acres (1988.00 sq. ft.).

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: To adopt a Municipal Order authorizing the Mayor to execute a Deed of Conveyance and all related documents on behalf of the City of Paducah with Steven and Doris Sevenski to acquire a portion of real property located at 2270 N 8th St as a permanent right-of-way easement for access to Pump Station 14.

Attachments:

1. Permanent ROW easement – 2270 North Eighth Street – Access to Pump Station 14
2. 2025-037 - PS14 ROW ACQUISITION
3. Tract A Legal Description

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Acquisition of Permanent Right-of-Way Easement for Property Located at 1930 N. 8th St. for Access to Pump Station 14 - **M. TOWNSEND**

Category: Municipal Order

Staff Work
By: Melanie
Townsend
Presentation
By: Melanie
Townsend

Background Information: Negotiations have been conducted in good faith with the property owner at 1930 N 8th St regarding acquiring a portion of a permanent Right-of-Way easement (Tracts B and D) as required for access to Pump Station 14. Subsequently, Wagner Leasing LTD agreed to grant the City of Paducah a permanent right-of-way easement totaling 0.18 acres (8149.00 sq. ft.).

Does this Agenda Action Item align with a Commission Priority? No
If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: To adopt a Municipal Order authorizing the Mayor to execute a Deed of Conveyance and all related documents on behalf of the City of Paducah with Bob Wagner to acquire a portion of real property located at 1930 N 8th St as a permanent right-of-way easement for access to Pump Station 14.

Attachments:

1. Permanent ROW easement – 1930 North Eighth Street – Access to Pump Station 14
2. 2025-037 - PS14 ROW ACQUISITION
3. Tract B Legal Description
4. Tract D Legal Description

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Authorize the Mayor to approve a contract modification in the amount of \$1,007 to TESCO for the data cable rewiring in City Hall - **E. STUBER**

Category: Municipal Order

Staff Work By: Eric Stuber
Presentation By: Eric Stuber

Background Information: TESCO was awarded the data cable rewiring project for City Hall on MO 3034 on April 21, 2025 in the amount of \$122,754.

Through the project we realized that 4 data port locations were either missed on the original drawings or needed to be relocated requiring a contract modification in the amount of \$1,007.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority: [Commission Priorities List](#)

Communications Plan:

Funds Available: Account Name: City Hall Rewiring Project

Account Number: MR0108

Staff Recommendation: Authorize the Mayor to approve a contract modification in the amount of \$1,007 to TESCO for the data cable rewiring in City Hall

Attachments:

1. contract-TESCO Solutions – data cabling in City Hall Contract Mod 1

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Authorize a Funding Agreement with the Paducah Riverport Authority in an amount of \$150,000
- **JAMES GARRETT, RIVERPORT AUTHORITY EXECUTIVE DIRECTOR**

Category: Municipal Order

Staff Work By: Lindsay Parish, Michelle
Smolen, Audra Kyle
Presentation By: James Garrett

Background Information: In 2023, the Paducah-McCracken County Riverport Authority requested \$100,000 to partially fund the match of Small Project at Small Ports grant through the Port Infrastructure Development Program for Bulk Yard Revitalization and Expansion Project. The project was initially estimated at \$3,820,000. The overall project cost is now projected to be \$4,082,502. This \$262,502 overage representing a 6.9% variance in the overall project cost. This action authorizes the Mayor to enter into a Funding Agreement with the Riverport to provide an additional \$150,000 in grant match funding. The City Manager will be authorized to use Administrative Contingency (\$60,000) funding and funding from project account ED0017 (\$90,000) for the project.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approval

Attachments:

1. agree – Riverport Funding Agreement grant match 2025
2. City of Paducah Funding Agreement - PMCR

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Consensual annexation of 1541 Olivet Church Road and 6615 Blandville Road - **J. FOWLER-SOMMER**

Category: Ordinance

Staff Work By: Joshua P.
Fowler-Sommer

Presentation By: Joshua P.
Fowler-Sommer

Background Information: The property owners, Mr. Darren Hack, Mrs. Kelly Hack and Mr. Dustin Hawkins, have requested consensual annexation into the City of Paducah. The total area proposed to be annexed is 2.57 acres, which includes a real estate business and a vacant parcel. The property owners have further requested an R-4 (High Density Residential) Zoning classification to be assigned from the Paducah Planning Commission. Notice of the annexation was sent to the McCracken County Fiscal Court on June 23, 2025.

Does this Agenda Action Item align with a Commission Priority? Yes

If yes, please list the Commission Priority: Growth

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approval

Attachments:

1. ORD - Annex – Consensual 1541 Olivet Church Road and 6615 Blandville Road
2. Final Annexation Plat
3. PROPERTY DESCRIPTION
4. Signed Fiscal Court letter
5. Annexation request letter (1)
6. Kelly Hack approval.oft
7. Dustin Hawkins approval

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Budget Amendment - FY2025 Insurance Fund & Health Insurance Fund - **A. KYLE**

Category: Ordinance

Staff Work By: Audra Kyle, Kamra
Davenport

Presentation By: Audra Kyle

Background Information: As part of the closing process for fiscal year 2025, Finance conducted a final review of all budget accounts, and there are two funds that require a budget amendment to be authorized by the City Commission. A chart summarizing those changes is below:

Fund	Amount	Reason	Source of Funds
7200	\$5,300.00	Increase in premium endorsements	Insurance Fund – Fund Balance
7300	\$200,000.00	Increase in claims	Health Insurance Fund – Fund Balance

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Insurance Fund Fund Balance; Health Insurance Fund Fund Balance

Account Number:

Staff Recommendation: Approve the budget amendment as presented.

Attachments:

1. ORD budget amendment FY2025 – Health Insurance #2

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Authorize a Contract with Stringfellow, through Sourcewell Purchasing Agent, for the purchase of One (1) Pac-Mac Knuckle Boom at \$229,337.00 and One (1) Heil Durapack Side Arm at \$414,109.89 for use by the Public Works Refuse Division - **C. YARBER**

Category: Ordinance

Staff Work By: Jim
Scutt, Debbie Collins
Presentation By: Chris
Yarber

Background Information: Through Sourcewell Purchasing Agent, we have quote contract #040621-HMC from Stringfellow for the purchase of One (1) Pac-Mac Knuckle Boom at \$229,337.00 and quote contract #091219-THC for One (1) Heil Durapack Side Arm at \$414,109.89 for use by the Public Works Refuse Division.

In order to fully fund these purchases, the Finance Director is authorized to transfer \$643,446.89 from Solid Waste Fund fund balance into 50002209 540050.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Solid Waste Vehicles

Account Number: 50002209 540050

Staff Recommendation: Approve an Ordinance for contract #040621-HMC from Stringfellow for the purchase of One (1) Pac-Mac Knuckle Boom at \$229,337.00 and quote contract #091219-THC for One (1) Heil Durapack Side Arm at \$414,109.89 for use by the Public Works Refuse Division. And also to transfer the balance of \$643,446.89 from Solid Waste Fund fund balance into 50002209 540050.

Attachments:

1. ORD budget amend FY2026 – Knuckleboom & Sidearm
2. STRINGFELLOW QUOTE - KB #040621-HMC
3. STRINGFELLOW QUOTE - SIDE ARM #091219-THC

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Amend Chapter 42 of the Code of Ordinances related to Solid Waste Changes - **C. YARBER**

Category: Ordinance

Staff Work By: Chris Yarber, Michelle Smolen

Presentation By: Chris Yarber

Background Information: Amending City ordinance to reflect the service enhancements to the Solid Waste Division related to recycling, brush pick-up, and future bulk item changes as presented at the previous Commission meeting.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve.

Attachments:

1. ORD 42-Solid Waste 2025

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Amend Chapter 94 of the Code of Ordinances related to Solid Waste Changes - **C. YARBER**

Category: Ordinance

Staff Work By: Chris Yarber, Michelle Smolen

Presentation By: Chris Yarber

Background Information: Amending City ordinance to reflect the service enhancements to the Solid Waste Division related to recycling, brush pick-up, and future bulk item changes as presented at the previous Commission meeting.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve.

Attachments:

1. ORD 94 - Solid Waste 2025

Agenda Action Form

Paducah City Commission

Meeting Date: August 26, 2025

Short Title: Business License Fee Schedule - Inflationary Adjustment - **A. KYLE**

Category: Ordinance

Staff Work By: Audra Kyle,
Stephanie Millay
Presentation By: Audra Kyle

Background Information: Ordinance 1986-11-2943 established the current gross receipts threshold of \$3.5 million, subject to an excess rate of 0.0005. This threshold has not been adjusted for inflation since its adoption. The proposed legislation increases the threshold to reflect current-dollar values, with adjustments phased in over a five-year implementation period.

Does this Agenda Action Item align with a Commission Priority? Yes

If yes, please list the Commission Priority: Revenue Equity

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation:

Staff recommends increasing the gross receipts threshold to \$11.65 million over a five-year period and including language to increase the threshold with an annual CPI adjustment beginning in Year 6. In addition, an increase from \$35.00 to \$50.00 in the minimum annual license fee is recommended to maintain fairness, account for inflation, and ensure a sustainable revenue base.

Attachments:

1. 106-101 Business License Fee Schedule