CITY COMMISSION MEETING
AGENDA FOR NOVEMBER 24, 2026
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

PRESENTATION Life Coordinated Overview - Keith Travis, Business Development Lead, Life Coordinated

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.	**CONSENT AGENDA**	
		A.	Approve Minutes for November 10, 2026
		B.	Personnel Actions
		C.	Approve updates to the FY27 Job Grade Schedule - **S. WILCOX**
		D.	Approve updates to the FY27 Position and Pay Schedule - **S. WILCOX**
		E.	Authorize Contractual Agreement with Viking USA for priority docking at the Riverfront - **A. CLARK**
		F.	Approve Contract Modification #4 for Professional Services Contract with HDR, Inc. for the Paducah Riverfront Infrastructure Improvement Project (BUILD Grant) for $25,820.00 - **G. GUEBERT**
		G.	Approve Contract Modification #4 with Jim Smith Contracting for Additional Scope of Work for the Paducah Riverfront Infrastructure Improvements Project (BUILD Grant) for $44,474.25 - **G. GUEBERT**
		H.	Employment agreement to hire retired police officer Joshua Bryant - **B. LAIRD**

		I.	Purchase One (1) 1Ton Service Truck for use by the Floodwall division - **C. YARBER**
		J.	Renew Contract with Make My Move - **C. GAULT**
		K.	Declaration and Sale of Surplus Property 1535 Park Avenue - **C. GAULT**
		L.	Declaration an Sale of Surplus Property 1533 Park Avenue - **C. GAULT**
		M.	Declaration and Sale of Surplus Property 1519 Park Avenue - **C. GAULT**
		N.	Deed in lieu of Foreclosure 1912 Clay Street - **C. GAULT**
	II.	**MUNICIPAL ORDER(S)**	
		A.	Business License Study Engagement - **A. KYLE**
	III.	**ORDINANCE(S) - ADOPTION**	
		A.	Consensual annexation of 6675 Blandville Road - **J. FOWLER-SOMMER**
		B.	Amend Paducah Code of Ordinances, Chapter 98, Article III, Street Cuts - **G. GUEBERT**
	IV.	**ORDINANCE(S) - INTRODUCTION**	
		A.	FY2027 Budget Amendment - **L. DELANEY**
	V.	**COMMENTS**	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	VI.	**EXECUTIVE SESSION**	

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Approve updates to the FY27 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 Community Engagement Coordinator position in the Police Department, add a Code Enforcement Supervisor position to a Grade 11, and move the Project Coordinator position to a Grade 12.

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

Communications Plan: Approve the Job Grade Schedule with recommended chagnes.

Funds Available: Account Name:
Account Number:

Staff Recommendation:

Attachments:
1. MO - job grade Second Amended schedule FY2027
2. Job Grade Schedule 11 24 2026

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Approve updates to the FY27 Position and Pay Schedule - **S. WILCOX**

Category: Municipal Order

Staff Work By:
Presentation By:

Background Information: The Position and Pay schedule is updated with any new wage changes and vacancies by department. It is also updated to add a Community Engagement Coordinator position in the Police Department, convert a Code Enforcement Officer position to a Code Enforcement Supervisor position, and move the Project Coordinator position to a Grade 12.

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

Communications Plan: Approve the updated Position and Pay Schedule with recommended chaanges.

Funds Available: Account Name:
Account Number:

Staff Recommendation:

Attachments:
1. MO - Position and Pay Schedule Second Amended FY2027
2. Position and Pay Schedule -Nov 24 2026

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Authorize Contractual Agreement with Viking USA for priority docking at the Riverfront - **A. CLARK**

Category: Municipal Order

Staff Work
By: Amie Clark
Presentation
By: Amie Clark

Background Information: Authorize the Mayor to execute a contractual agreement with Viking USA LLC for priority docking along the riverfront in downtown Paducah. The contractual agreement gives Viking priority docking of the pier for five (5) years, with three (3) five (5) year renewal options.

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:
Account Number:

Staff Recommendation: Approve

Attachments:

1. MO - Contract – Viking USA LLC – riverfront docking
2. Viking Agreement FINAL

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Approve Contract Modification #4 for Professional Services Contract with HDR, Inc. for the Paducah Riverfront Infrastructure Improvement Project (BUILD Grant) for $25,820.00 - **G. GUEBERT**

Category: Municipal Order

Staff Work
By: Melanie Townsend
Presentation
By: Greg Guebert

Background Information: On March 22, 2022, Ordinance 2022-03-8725 was approved by the Paducah Board of Commissioners, authorizing a professional services contract with HDR, Inc. for $2,039,500.00.

On June 25, 2024, Municipal Order No. 2911 approved Contract Modification No. 1 for $40,000.00 for a Supplemental Archaeology survey and other out-of-scope work required by MARAD.

On Tuesday, July 16, 2024, the City of Paducah Engineering Department opened sealed bids for the construction portion of the Paducah Riverfront Infrastructure Improvement Project. Jim Smith Contracting, Inc. (JSC) submitted the only bid, which was in excess of the funding available for the project.

On August 27, 2024, Municipal Order 2953 approved Contract Modification No. 2 for $30,000 for additional scope to provide additional professional services during negotiations with JSC.

On July 8, 2025, Municipal Order 3064 approved Contract Modification No. 3 for $287,100 for the redesign of the pier and other out-of-scope items.

During inspection and testing for the project, additional time and effort were needed due to the extension of the construction phase and the number of concrete pours to be tested.

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: BUILD grant

Account Number: DT0050

Staff Recommendation: Authorize and direct the Mayor to accept and execute Contract Modification #4 and any associated documents. This authorization increases HDR's contract by $25,820.00. The approval of the contract amendment will increase the total contract amount from $2,396,600.00 to a Not To Exceed fee of $2,422,420.00.

Attachments:
1. MO - contract modification 4 - HDR - BUILD Grant

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Approve Contract Modification #4 with Jim Smith Contracting for Additional Scope of Work for the Paducah Riverfront Infrastructure Improvements Project (BUILD Grant) for $44,474.25 - **G. GUEBERT**

Category: Municipal Order

Staff Work
By: Melanie Townsend
Presentation
By: Greg Guebert

Background Information: After competitive negotiation and value engineering, the City of Paducah entered into a construction contract with Jim Smith Contracting for the Paducah Riverfront Infrastructure Improvements Project for $20,413,644.87 as approved by Municipal Order #2985 on November 21, 2024.

Municipal Order #3172 approved Change Order #1 on January 14, 2026, increasing the contract by $273,093.03 to include additional electrical scope and bringing the contract price to $20,686,737.90.

Municipal Order #3227 approved Change Order #2 on April 14, 2026, increasing the contract by $41,974.00 to reflect a design change adding brackets to the landside railings on the excursion pier, bringing the contract price to $20,728,711.89.

Municipal Order #3256 approved Change Order #3 on June 9, 2026, increasing the contract by $130,382.28 to reflect a scope change from seed and straw to sod and a scope increase for a permanent underground irrigation system in the lawn area.

During finalization of the electrical work, four (4) additional items were discovered.

Proposed Scope	Cost
Electric at Dock Event Power	$4,992.75
Inground Junction Box	$5,295.00
7 Event Power Panels	$24,500.00
Waterproofing Junctions	$9,683.50
TOTAL	**$44,474.25**

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: BUILD grant

Account Number: DT0050

Staff Recommendation: Authorize the Mayor to sign Change Order #4 to the Paducah Riverfront Infrastructure Improvement Project contract with Jim Smith Contracting for $44,474.25. Approval of this change order will increase the contract amount from $20,859,094.18 to $20,903,568.43.

Attachments:

1. MO - Change Order #4- Jim Smith Contracting – BUILD Grant Project
2. JSC_CO4_BUILD_11.10.26

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Employment agreement to hire retired police officer Joshua Bryant - **B. LAIRD**

Category: Municipal Order

Staff Work
By: Brian Laird
Presentation
By: Brian Laird

Background Information: Joshua Bryant worked as a police officer for the Paducah Police Department from 2007-2026. He retired September 1, 2026, in good standing and is eligible for rehire. Kentucky Revised Statutes allow for the re-hire of retired police officers and the Kentucky Retirement System requires an annual contract for retired police officers to return to work. Upon re-hire under a contract, the City is not required to pay into the pension system for the employee.

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:
Account Number:

Staff Recommendation: Approve employment agreement

Attachments:
1. MO - agree-employment – Joshua Bryant – PD
2. Josh Bryant Re-hire Agreement 2026

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Purchase One (1) 1Ton Service Truck for use by the Floodwall division - **C. YARBER**

Category: Municipal Order

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

Background Information: On October 29, 2026, sealed written bids were opened for the purchase of One (1) 1Ton Service Truck to be used by the Floodwall division. Two bids were received. Linwood Motors was the responsive and responsible bidder in accordance with the specifications at a price of $108,465.00.

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: Rolling Stock/Vehicle Fleet Lease Trust Fund

Account Number: 71000210 540050

Staff Recommendation: To receive and file the bid and adopt a Municipal Order authorizing the Mayor to execute an agreement with LInwood Motors for the Purchase of One (1) 1Ton Service Truck for use by the Floodwall division in accordance with the specifications in the amount of $108,465.00.

Attachments:
1. MO - purchase one one-ton service truck – Floodwall Division - 2026
2. 00020 - Invitation to Bid
3. Bid Tab -1Ton Service Truck
4. 00500 - Agreement_Proposed_Linwood signed
5. SPEC PICK UP LIST
6. LINWOOD
7. ED MORSE AUTO

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Renew Contract with Make My Move - **C. GAULT**

Category: Municipal Order

Staff Work By: Nancy Upchurch
Presentation By: Carol Gault

Background Information: This action would continue the City of Paducah Remote Worker Program Contract with Make My Move through August 21, 2027.

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: ED0118 Remote Worker Incentive Program

Account Number: 000 70000 70005

Staff Recommendation: Staff recommends renewing the contract one more year.

Attachments:
1. MO - contract - Make My Move 2026-2027
2. Paducah KY Year 4 Contract - 10.30.26

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Declaration and Sale of Surplus Property 1535 Park Avenue - **C. GAULT**

Category: Municipal Order

Staff Work By: Nancy Upchurch
Presentation By: Carol Gault

Background Information: The City of Paducah acquired this property in December 2015. The structure on the lot was demolished many years ago. The intended use at the time of acquisition was to hold for possible future expansion of the cemetery. However, it has since been determined that this lot would not be used for that purpose and would be better used to address the housing shortage.

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

If yes, please list the Commission Priority: Addressing the housing shortage in Paducah.

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Staff took the bids to URCDA for review and recommendation. Upon review of the bids URCDA recommends the declaration of the property at 1535 Park Avenue and donate the lot to KY Modern Housing Development LLC for the construction of a single-family residence. URCDA further recommends the deed contain the customary reversionary clause stating the property will revert back to the city in one year if the proposed project is not substantially complete.

Attachments:

1. MO - prop sale– 1535 Park Avenue, Paducah, KY - KY Modern Housing Development
2. SOA2026-0028 1535 Park Ave Staff Report BOC

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Declaration an Sale of Surplus Property 1533 Park Avenue - **C. GAULT**

Category: Municipal Order

Staff Work By: Nancy Upchurch
Presentation By: Carol Gault

Background Information: The City of Paducah acquired this property in September 2017. The structure on the lot was demolished many years ago. The intended use at the time of acquisition was to hold for possible future expansion of the cemetery. However, it has since been determined that this lot would not be used for that purpose and would be better used to address the housing shortage.

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

If yes, please list the Commission Priority: Reducing the housing shortage in Paducah

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Staff took the bids to URCDA for review and recommendation. Upon review of the bids URCDA recommends the declaration of the property at 1533 Park Avenue and donate the lot to Habitat for Humanity for the construction of a single-family residence. URCDA further recommends the deed contain the customary reversionary clause stating the property will revert back to the city in one year if the proposed project is not substantially complete.

Attachments:

1. MO - prop sale– 1533 Park Avenue, Paducah, KY - Habitat
2. SOA2026-0030 1533 Park Ave Staff Report BOC

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Declaration and Sale of Surplus Property 1519 Park Avenue - **C. GAULT**

Category: Municipal Order

Staff Work By: Nancy Upchurch
Presentation By: Carol Gault

Background Information: The City of Paducah acquired this property in May 2016. The structure on the lot was demolished many years ago. The intended use at the time of acquisition was to hold for possible future expansion of the cemetery. However, it has since been determined that this lot would not be used for that purpose and would be better used to address the housing shortage.

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

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Staff took the bids to URCDA for review and recommendation. Upon review of the bids URCDA recommends the declaration of the property at 1519 Park Avenue and donate the lot to KY Modern Housing Development LLC for the construction of a single-family residence. URCDA further recommends the deed contain the customary reversionary clause stating the property will revert back to the city in one year if the proposed project is not substantially complete.

Attachments:
1. MO - prop sale– 1519 Park Avenue, Paducah, KY - KY Modern Housing Development
2. SOA2026-0027 1519 Park Ave Staff Report BOC

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Deed in lieu of Foreclosure 1912 Clay Street - **C. GAULT**

Category: Municipal Order

Staff Work By: Nancy Upchurch
Presentation By: Carol Gault

Background Information: Gwenette Faye Sesler has expressed her desire to donate the property located at 1912 Clay Street to the City of Paducah. Acceptance of this donation would be beneficial to the City by avoiding the costs associated with foreclosure proceedings.

Upon acceptance, the property will be added to the City's Surplus Property List for potential future redevelopment. KKHB has already completed a title search, and clear title can be obtained. Ms. Sesler has also agreed to pay all outstanding property taxes currently due.

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:
Account Number:

Staff Recommendation: Acceptance of the offer to donate the property at 1912 Clay Street to the City of Paducah and authorize the mayor to sign all documents necessary for the transfer of the property. .

Attachments:
1. MO - prop donated –1912 Clay Street
2. Deed In Lieu of Foreclosure 1912 Clay

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Business License Study Engagement - **A. KYLE**

Category: Motion

Staff Work By:
Presentation By:

Background Information: The City's modified gross receipts business license fee structure dates to 1948 and is periodically evaluated to ensure it remains relevant and appropriate. The last study was conducted in 2009, and Finance recommends a comprehensive review during the current fiscal year.
The proposed study will provide an independent, data-driven evaluation of the City's business classifications, rate schedules, allowable deductions, and overall fee structure. It will also compare Paducah's approach with those used by other Kentucky cities and evaluate potential modernization opportunities, with an emphasis on maintaining overall revenue neutrality.
The engagement will provide recommendations for consideration by the City Commission and establish a framework for conducting similar reviews on a 10-year cycle.
Finance recommends utilizing General Fund Administrative Contingency to fund the study at a cost not to exceed $75,000.

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: Administrative Contingency

Account Number: 10000106 524500

Staff Recommendation: Authorize the Mayor to execute a professional services agreement with Cherry Bekaert Advisory, LLC, for a comprehensive Business License Fee Structure Study, in an amount not to exceed $75,000, and approve the use of General Fund Administrative Contingency as the funding source.

Attachments:
1. MO - Business License Fee Structure Study - 2026
2. City of Paducah, Kentucky - Business License Fee Structure Study Proposal

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Consensual annexation of 6675 Blandville Road - **J. FOWLER-SOMMER**

Category: Ordinance

Staff Work By: Josh Fowler-Sommer
Presentation By: Josh Fowler-Sommer

Background Information: The property owners, Jamey & Jordan Brown, have requested consensual annexation into the City of Paducah for 6675 Blandville Road. Currently, the lot is vacant. The Browns' wish to construct a private garage with the possibility of single-family in the future. The lot totals 1.62 acres.

Does this Agenda Action Item align with a Commission Priority? Yes
If yes, please list the Commission Priority: Commission Priorities List Growth

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approval.

Attachments:
1. ORD - Annex – Consensual - 6675 Blandville Road
2. processed-EB4A0147-3454-4F18-A1C1-707FDEF585C6
3. Annexation Plat (Final) - 6675 Blandville Road_092226

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: Amend Paducah Code of Ordinances, Chapter 98, Article III, Street Cuts - **G. GUEBERT**

Category: Ordinance

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

Background Information: This ordinance amends Chapter 98, Article III, concerning street cuts within the city right-of-way. The City Engineer has authority to permit work within a public way. This revision expands the definition of work within the right-of-way to include complete or partial temporary closure or placement of equipment or materials within a public way. This ordinance also renames the article from "Street Cuts" to "Right of Way Encroachments" to reflect the expansion.

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:
Account Number:

Staff Recommendation: Approve

Attachments:
1. ORD 98 Right of Way

Agenda Action Form
Paducah City Commission

Meeting Date: November 24, 2026

Short Title: FY2027 Budget Amendment - **L. DELANEY**

Category: Ordinance

Staff Work By: Lauren Delaney, Audra Kyle
Presentation By: Lauren Delaney

Background Information: This agenda item presents a mid-year budget amendment to address adjustments identified since the adoption of the FY2027 budget. The proposed amendment reflects necessary changes across multiple funds and budget categories resulting from updated information, operational needs, and timing of projects. This action aligns with best practices in municipal financial management and allows staff to ensure the budget remains accurate, transparent, and aligned with Commission direction.

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:
Account Number:

Staff Recommendation: We recommend the Commission approve FY2027 budget amendment.

Attachments:
1. ORD - budget amend FY27 Midyear
2. FY27 Budget Amendment Descriptions #1