



**CITY COMMISSION MEETING
 AGENDA FOR OCTOBER 8, 2024
 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

PROCLAMATION Proclaiming October National Arts & Humanities Month. ROSEMARIE STEELE

ADDITIONS/DELETIONS

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 September 17, 2024, and September 30, 2024, Special Called Board of Commissioners Meetings
	B.	Receive & File Documents
	C.	Personnel Actions
	D.	Contract with WKCTC for Operation of Public and Government Access Channels
	E.	Fleet Maintenance Service Agreement between the City of Paducah Fleet Division and Crittenden County Volunteer Fire Department
	F.	Friedman Lane Pipe Replacement Project – Purchase of Reinforced Concrete Pipe from Infrastructure Precast, Inc. for \$73,728.00
	G.	Authorize the Engineering Department to Submit a Grant Application to the Kentucky Transportation Cabinet for the County Priority Projects Program
	II.	<u>ORDINANCE(S) - ADOPTION</u>

		A.	Acceptance of Permanent Utility Easement from Owner of Property located at 723 Cruse Avenue - M. TOWNSEND
	III.	<u>ORDINANCE(S) - INTRODUCTION</u>	
		A.	Adopt a new Interlocal Agreement for the Paducah/McCracken County Geographic Information System.” M. SMOLEN
		B.	Amending Chapter 78 Personnel Ordinance - S. WILCOX
		C.	Amend Interlocal Agreement for Provisions of Emergency 911 Services with McCracken County. D JORDAN
		D.	Amend Ordinance Creating a Real Estate Parcel Fee for the Funding of 911 services, Maintenance and Equipment. D JORDAN
	IV.	<u>DISCUSSION</u>	
		A.	Quarterly Grant Review - H. Reasons
	V.	<u>COMMENTS</u>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	VI.	<u>EXECUTIVE SESSION</u>	

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Contract with WKCTC for Operation of Public and Government Access Channels

Category: Municipal Order

Staff Work By: Pam
Spencer
Presentation
By: Pam Spencer

Background Information: The contract for services with WKCTC and Paducah Junior College for the operation of the Public and Government Access Channels (Comcast channels 2 and 11) is up for renewal. The contract is an annual contract effective July 1, 2024. The services provided by WKCTC include the live telecasting of the City Commission Meetings and Planning Commission Meetings, bulletin board slide programming, coverage of special events, city-related and non-profit productions, and technical assistance.

In this contract, the City will appropriate \$85,000 from the Fiscal Year 2025 General Fund budget for television services. These funds were included in the annual budget. If none of the parties has changes, the contract automatically will renew annually for an additional two years with a termination date of June 30, 2027. WKCTC is requesting an annual funding increase of 5 percent per year beginning in Fiscal Year 2026 which is included in the contract.

The contract has been reviewed by WKCTC President Dr. Anton Reece, Paducah Junior College Board of Trustees Chairman Chris Black, WKCTC Vice President of Institutional Advancement Andy Wilson, and WKCTC Director of Marketing and Communications Whitney Walker.

WKCTC has produced programming on Comcast channels 2 and 11 for the City of Paducah since 1986.

When the City provides funds to an organization, we prepare a simple Contract for Services agreement that describes the public services the organization will provide as a result of receiving City funds.

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

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

Communications Plan:

Funds Available: Account Name: Cable Authority Services

Account Number: 102811 523070

Staff Recommendation: Authorize the Mayor to enter into one-time Contract for Services by and between the City of Paducah, West Kentucky Community & Technical College (WKCTC), and Paducah Junior College for a total of \$85,000 for the operation of the public and governmental access channels by WKCTC.

Attachments:

1. MO - contract – WKCTC Public Government Access Channels 2024-2027

2. WKCTC-Contract-FY2024-2025-rev

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Fleet Maintenance Service Agreement between the City of Paducah Fleet Division and Crittenden County Volunteer Fire Department

Category: Municipal Order

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

Background Information: On September 18, 2024, a Fleet Maintenance Service Agreement was entered into for the City of Paducah Fleet Division to provide all professional labor, materials, equipment, and operations necessary for scheduled maintenance, upkeep, repair and preventive maintenance, pursuant to the fee schedule for Crittenden County Volunteer Fire Department.

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 a Municipal Order for the Fleet Maintenance Service Agreement for the City of Paducah Fleet Division to provide all professional labor, materials, equipment, and operations necessary for scheduled maintenance, upkeep, repair and preventive maintenance, pursuant to the fee schedule for Crittenden County Volunteer Fire Department.

Attachments:

1. MO - agree-fleet maintenance services – Crittenden County VFD
2. Crittenden Co VFD_agreement
3. Service Agreement labor rates

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Friedman Lane Pipe Replacement Project – Purchase of Reinforced Concrete Pipe from Infrastructure Precast, Inc. for \$73,728.00

Category: Municipal Order

Staff Work By: Brandy Topper-Curtis, Melanie
Townsend

Presentation By: Greg Guebert

Background Information: The Engineering Department published an Invitation for Bids for reinforced concrete pipe related to the Friedman Lane Pipe Replacement Project in the Paducah Sun on September 26, 2024. Bids were due on October 3, 2024. The Department received one (1) bid packet.

Infrastructure Precast, Inc.- \$288.00 per LF

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: Stormwater Materials

Account Number: 10003307 539200

Staff Recommendation: Authorize the Finance Department to pay \$73,728.00 to Infrastructure Precast, Inc. for reinforced concrete pipe for the Friedman Lane Pipe Replacement Project.

Attachments:

1. MO - contract – Infrastructure Precast, Inc. – Friedman Lane Pipe Replacement Project
2. ICast_bid docs
3. Concrete pipe bid sign in set

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Authorize the Engineering Department to Submit a Grant Application to the Kentucky Transportation Cabinet for the County Priority Projects Program

Category: Municipal Order

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

Background Information: The Kentucky State Legislature appropriated \$20M in the 2024-2026 biennial state budget to fund projects within the County Priority Projects Program. Cities are also eligible to apply for these funds to be used for street resurfacing and repair. The Legislature will select projects in the 2025 session and fund them in FY26.

The City of Paducah Engineering Department wishes to apply for funds to supplement the Street Rehabilitation Program budget in FY26.

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: MAP

Account Number: 23002217 542270

Staff Recommendation: Authorize the Engineering Department to apply to the Kentucky Transportation Cabinet for the County Priority Projects Program and authorize the Mayor to execute any and all grant documents related to the same if awarded.

Attachments:

1. MO - app-Kentucky Transportation Cabinet – County Priority Projects Program
2. TC 20-41

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Acceptance of Permanent Utility Easement from Owner of Property located at 723 Cruse Avenue
- **M. TOWNSEND**

Category: Ordinance

Staff Work By: Melanie
Townsend
Presentation By: Melanie
Townsend

Background Information: A stormwater line was discovered after an alley between 695 and 723 Cruse Avenue was closed. The property owner, TC-3 LLC, offers a permanent utility easement to allow the city to access the stormwater line for future repairs, replacements, or removal.

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: To adopt an Ordinance authorizing the acceptance of a Permanent Utility Deed on behalf of the City of Paducah from TC-3 LLC.

Attachments:

1. ORD - Permanent Utility Easement - 723 Cruse Avenue
2. TC 3 LLC utility easement_DB 1506 PG 741
3. TC 3 LLC - stormwater easement plat

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Adopt a new Interlocal Agreement for the Paducah/McCracken County Geographic Information System.”. **M. SMOLEN**

Category: Ordinance

Staff Work By: Eric Stuber,
Dallas McKinney
Presentation By: Michelle
Smolen

Background Information: On March 9, 1999, City of Paducah, McCracken County, Paducah Water Works, and Paducah Power executed an agreement to establish the McCracken County and Paducah Geographic Information System Consortium (“Original Agreement”). Since the execution of the Original Agreement, JSA and Paducah-McCracken 911 Service (hereinafter “911”) joined through separate addendums which were incorporated into the Original Agreement.

The McCracken County PVA (PVA) was approached to determine whether they would be interested in joining the consortium because they maintain records, specifically the parcel characteristics and owner information, that all consortium members would benefit from. In addition, the PVA pays \$50,000 per year to fly aerial imagery every 2 years and provides that aerial imagery to consortium members at no cost and has done so for the last 4 years.

The PVA stated that their barrier to joining the consortium is the initial funding requirement of \$120,000. However, the GIS Steering committee discussed and determined that the aerial imagery that they have provided to the consortium members to date has far exceeded \$120,000 and that we would recommend allowing the PVA to join for in-kind services.

Because PVA wishes to join as a Participating Agency with in-kind services rather than a one-time initial payment, a new Agreement allowing such is necessary. This Agreement largely incorporates the terms of the Original Agreement and its various addendums, as well as new and additional terms agreed upon by the Participating Agencies.

The other material change to the interlocal agreement is the removal of 2 at-large members from the GIS Steering Committee; one appointed by the City of Paducah and one appointed by the McCrackenc County Fiscal Court.

Historically, the City and County are unable to find citizens willing to serve on the steering committee because the committee is largely an internal operational committee that at-large members find no benefit from and therefore do not attend meetings. This can cause issues with the committee's ability to have a quorum in order to conduct business.

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: Authorize the Mayor to sign an interlocal agreement to establish Paducah/McCracken County Geographic Information System.

Attachments:

1. ORD - ILA - GIS
2. 9.19 AGREEMENT TO ESTABLISH PADUCAH MCCRACKEN COUNTY GIS 2024 (002)

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Amending Chapter 78 Personnel Ordinance - **S. WILCOX**

Category: Ordinance

Staff Work By: Stefanie Wilcox
Presentation By: Stefanie Wilcox

Background Information: **Chapter 78 Personnel - Summary of Changes**

Sec. 78-31 Holidays.

Removing section (b) – Holidays are no longer handled this way. (Adjusting remaining subsections letters.)

Changes to Section (d) – Holiday pay for Part-time / Seasonal / Temporary employees

This section used to be specific to 911 employees only and is now for all non-FT employees and how holidays are paid should they be required to work on them.

Sec. 78-32 Vacation leave.

Subsection (c) – Most of this section has been removed and refers back to the collective bargaining agreement (CBA) for the twenty-four (24) hour shift employees in how vacation accruals will be handled.

The same goes for subsection (f)

Removing Section (j) – 911 employees follow vacation leave as listed for full-time employees.

Sec. 78-33. Sick leave.

Section (a) – Listing that sick may be different according to CBA, and adding language for fire shift employees.

Section (c) – Notification should follow HR-21 Sick Leave policy.

Section (g) – Remove due to CBA covering Sick Time for Fire employees.

Sec. 78-38. Annual military leave.

Defines the total amount of time for Fire employees annually based on shift work.

Sec. 78-40. Group life medical insurance.

Updates (a) to list that any different amounts would be define in CBA's for those employees. Police, Fire, and AFSCME get different amounts.

Sec. 78-61. Deferred compensation plan.

Section (a) Updating the language to include all Deferred Comp plans the City allows employees to participate in.

Sec. 78-66. Specialty pay.

Section (a) – Language added to allow Departments to define Specialty Pay for positions they represent.

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 recommended text changes to Chapter 78 Personnel Ordinance.

Attachments:

1. ORD - Amending Chapter 78 - Personnel
2. Chapter 78 Personnel Summary of Changes for Meeting v2

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Amend Interlocal Agreement for Provisions of Emergency 911 Services with McCracken County. **D JORDAN**

Category: Ordinance

Staff Work
By: Daron
Jordan
Presentation
By: Daron
Jordan

Background Information: The ordinance amends the original interlocal agreement with McCracken County for the provision of 911 services to establish a Paducah-McCracken Joint 911 Parcel Fee Appeals Board which shall determine all appeals filed by property owners concerning the classification of their property. The Board shall consist of five (5) citizen members who shall not be elected officials nor employees of the City or County. The Mayor of the City of Paducah shall appoint two (2) members, the Judge Executive of McCracken County shall appoint two (2) members, and the Mayor and Judge-Executive shall jointly appoint one (1) member. All appointees shall serve a two (2) year term of office. Each member of the Appeals Board shall receive compensation in the amount of \$200 per meeting attended for service on the Appeals Board. The members will elect a Chairperson and Vice-Chairperson every two years.

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:

Attachments:

1. Ord - INTERLOCAL AGREEMENT WITH COUNTY 911
2. PADUCAH-MCCRACKEN 911 SERVICE AGREEMENT

Agenda Action Form

Paducah City Commission

Meeting Date: October 8, 2024

Short Title: Amend Ordinance Creating a Real Estate Parcel Fee for the Funding of 911 services, Maintenance and Equipment. **D JORDAN**

Category: Ordinance

Staff Work
By: Daron
Jordan
Presentation
By: Daron
Jordan

Background Information: The ordinance amends the real estate parcel fee ordinance creating the funding of 911 services, equipment and maintenance to update the appeals process and make minor changes to the occupied residential unit rebate form. The ordinance establishes an administrative process which authorizes City & County staff to approve an appeal on the parcel classification if sufficient evidence is provided. If no classification is deemed warranted, the appeal shall be forward to the Paducah-McCracken Joint 911 Parcel Fee Appeals Board.

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:

Attachments:

1. ORD PARCEL FEE ORDINANCE WITH TRACKED CHANGES