



**CITY COMMISSION MEETING
AGENDA FOR JUNE 24, 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

EMPLOYEE INTRODUCTIONS Wes Banks, Planning Dept. Intern - C. GAULT

EMPLOYEE INTRODUCTIONS Alyssa Blanchard, Engineering Intern - G. GUEBERT

PRESENTATION Citizens' Academy Graduation - Cathy Bryant-Quimby

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 June 10, 2025
	B.	Receive & File Documents
	C.	Personnel Actions
	D.	Approve the Job Grade Schedule for FY2026 - S. WILCOX
	E.	Approve the Position and Pay Schedule for FY2026 - S. WILCOX
	F.	City of Paducah FY2026 Title VI Program Plan Adoption - S. WILCOX
	G.	Employment Agreement with Matthew Wentworth - B. LAIRD
	H.	Authorize the City Manager to release a Request for Bids for a Non-Exclusive Telecommunications Franchise - L. PARISH

		I.	Approve Contract For Services with Paducah Junior College, Inc., for the Community Scholarship Program in the amount of \$100,000.00 - D. JORDAN
	II.	<u>MUNICIPAL ORDER(S)</u>	
		A.	Authorize the City Manager to release a Request for Proposals for Design and Construction Administration Services for the design of a new Maintenance Building for the Parks and Recreation Department - A. CLARK
		B.	Authorize the City Manager to release a Request for Proposals for the construction of a restroom facility at Robert Coleman Park - A. CLARK
		C.	School Resource Officer Agreement with Paducah Public Schools - B. LAIRD
	III.	<u>ORDINANCE(S) - ADOPTION</u>	
		A.	Health Insurance Fund - budget amendment for FY2025 - J. PERKINS
	IV.	<u>COMMENTS</u>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	V.	<u>EXECUTIVE SESSION</u>	

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Approve the Job Grade Schedule for FY2026 - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie Wilcox
Presentation
By: Stefanie Wilcox

Background Information: Each grade in the Job Grade Schedule is being increased to coincide with the fiscal year 3% cost of living adjustment provided for all non-union positions. The schedule also creates an Assistant Director of Planning position in the Planning Department at grade 14.

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

If yes, please list the Commission Priority: City Staffing Needs

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the updated Job Grade Schedule to be effective June 26, 2025, with recommended changes.

Attachments:

1. MO job grade schedule FY2026
2. Job Grade Schedule 06 26 2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Approve the Position and Pay Schedule for FY2026 - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie
Wilcox
Presentation
By: Stefanie
Wilcox

Background Information: Approve the Position and Pay Schedule for all City personnel to include the budgeted 3.0% cost of living adjustment effective June 26th, per negotiated terms of labor contracts with AFSCME, Police, and Fire, as well as an adjustment for all other non-union City employees. The Position and Pay schedule adds the following newly budgeted positions; an Assistant Director of Planning in the Planning Department, three Firefighters in the Suppression Division of Fire, a Code Enforcement Officer in the Prevention Division of Fire, three Right of Way Maintenance positions in the Street Division of Public Works, and one new Recreation Specialist for the Recreation Division of the Parks Department. The Pay and Position Schedule also includes newly filled positions, new vacancies, and other position changes over the last few months.

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

If yes, please list the Commission Priority: City Staffing Needs

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approved the recommended changes for the Fiscal Year 2026 Position and Pay Schedule to be effective June 26, 2025.

Attachments:

1. MO Position and Pay Schedule FY2025-2026
2. Position and Pay Schedule -Jun 26 2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: City of Paducah FY2026 Title VI Program Plan Adoption - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie
Wilcox
Presentation
By: Stefanie
Wilcox

Background Information: The City of Paducah (City), as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments with a new Program Plan Adoption each year. Section 601 of Title VI of the Civil Rights Act of 1964 requires that “No person in the United States, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance.” Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. The City is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with the agency. The city’s commitment includes following all applicable laws and regulations that affect the region and those organizations, both public and private, which participate and benefit through our programs. The City will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate. Along with the Title VI Program, a Disability Nondiscrimination Policy and an accommodation request process will be created as well.

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 and renew the City of Paducah Title VI Program Plan effective July 1, 2025.

Attachments:

1. MO Title VI Program Plan FY26
2. FINAL COP Title VI Plan FY26

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Employment Agreement with Matthew Wentworth - **B. LAIRD**

Category: Municipal Order

Staff Work
By: Brian Laird
Presentation
By: Brian Laird

Background Information: Matt Wentworth is a retired Paducah police officer who returned to work with us last year. He currently serves as part of our deflection team. Kentucky Retirement Systems requires an annual contract for retired police officers to return to work.

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 employment agreement.

Attachments:

1. MO agree-employment – Matthew Wentworth – PD 2025-2026
2. 2025 Wentworth contract

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Authorize the City Manager to release a Request for Bids for a Non-Exclusive Telecommunications Franchise - **L. PARISH**

Category: Municipal Order

Staff Work By: Lindsay Parish,
Michelle Smolen
Presentation By: Lindsay Parish

Background Information: This Municipal Order authorizes and directs the City Manager to issue and advertise a Request for Proposals for non-exclusive telecommunications franchises in accordance with Code of Ordinances Chapter 108. All recommended franchise agreements will be brought back to the City Commission for approval and execution at the conclusion of the RFP review process.

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. MO RFP – Telecommunications Franchise 2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Approve Contract For Services with Paducah Junior College, Inc., for the Community Scholarship Program in the amount of \$100,000.00 - **D. JORDAN**

Category: Municipal Order

Staff Work By: Claudia
Meeks, Daron Jordan
Presentation By: Daron
Jordan

Background Information: The FY2025 Budget was approved on June 11, 2024, by Ordinance No. 2024-06-8815. The budget included payment to Paducah Junior College, Inc., for continued support of the Community Scholarship Program , in the amount of \$100,000. The Board of Commissioners is now desirous of entering into a contract with Paducah Junior College, Inc. for FY2025 services in the amount of \$100,000 payable by June 30, 2025.

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

Communications Plan:

Funds Available: Account Name: Investment Fund

Account Number: 2400 0401 580790

Staff Recommendation: Approve Contract with Paducah Junior College, Inc., in the amount of \$100,000.

Attachments:

1. mo - contract - Paducah Junior College FY25 - community scholarship
2. Contract For Services - PJC Community Scholarship FY2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Authorize the City Manager to release a Request for Proposals for Design and Construction Administration Services for the design of a new Maintenance Building for the Parks and Recreation Department - **A. CLARK**

Category: Municipal Order

Staff Work By: Amie Clark
Presentation By: Amie Clark

Background Information: Authorize the City Manager to release a Request for Proposals for the Design and Construction Administration Services for a new maintenance building for the Parks and Recreation Department.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Maintenance Bldg Design

Account Number: PA0137

Staff Recommendation: Approve

Attachments:

1. RFP – Parks & Rec Maintenance Building Design and Management

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Authorize the City Manager to release a Request for Proposals for the construction of a restroom facility at Robert Coleman Park - **A. CLARK**

Category: Municipal Order

Staff Work By: Amie Clark

Presentation By: Amie Clark

Background Information: Authorize the City Manager to release a Request for Proposals for the construction of a public restroom facility to be located in Robert Coleman Park.

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

If yes, please list the Commission Priority: Southside Improvements.

Communications Plan:

Funds Available: Account Name: Robert Coleman Spray Ground Project

Account Number: PA0134

Staff Recommendation: Approve

Attachments:

1. MO RFB – Restroom Robert Coleman Park

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: School Resource Officer Agreement with Paducah Public Schools - **B. LAIRD**

Category: Municipal Order

Staff Work
By: Brian Laird
Presentation
By: Brian Laird

Background Information: In 2021, the Paducah Police Department and Paducah Public Schools entered a partnership for school resource officers. This agreement was funded partially by a COPS grant which has expired. The current agreement between the City of Paducah and Paducah Public Schools expires June 30, 2025. This new one-year agreement outlines cost sharing for the continued partnership. Paducah Public Schools will reimburse the City for 70% of the cost for each police officer.

This agreement was approved by the Paducah Public School Board on May 12, 2025.

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 agreement

Attachments:

1. MO Paducah Independent School District – Resource Officers 2025
2. sro agreement signed

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Health Insurance Fund - budget amendment for FY2025 - **J. PERKINS**

Category: Ordinance

Staff Work By: Kristi Gray, Audra Herndon,
Jonathan Perkins

Presentation By: Jonathan Perkins

Background Information: In order for the City to cover all 'health insurance fund claims' it will be necessary for a budget amendment to be authorized by the City Commission. The FY2025 'Claims' account will be increased by \$710 thousand and fully funded by the Health Insurance Funds' fund balance for the same.

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 the budget amendment

Attachments:

1. ORD budget amend FY2025 – Health Insurance
2. FY2025 Claims projection