



**CITY COMMISSION MEETING
AGENDA FOR DECEMBER 9, 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

NEW EMPLOYEE INTRODUCTIONS LaMiira Askew, Recreation Specialist and Kobin Gray, Parks Supervisor - A. CLARK

PRESENTATION Christmas Parade Awards - Taylor Morsching

PRESENTATION Paducah Power Audit Report - Doug Handley

EMPLOYEE GRIEVANCE APPEAL - Brandy Garrett

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 November 25, 2025
	B.	Receive & File Documents
	C.	Reappointment of Greg McKeel to the Brooks Stadium Commission
	D.	Personnel Actions
	E.	Approve a Professional Services Contract with Bacon Farmer Workman Engineering and Testing, Inc. for the Greenway Trail Phase VII Project - M. TOWNSEND
	F.	Ratifying the Mayor's signature on an Access Agreement and Addendum with Terracon Consultants, Inc. - M. TOWNSEND
	II.	<u>MUNICIPAL ORDER(S)</u>

		A.	Employment Agreement with Audra Kyle to be the Director of Finance for the City - D. JORDAN
	III.	<u>ORDINANCE(S) - ADOPTION</u>	
		A.	Adopt an Ordinance Creating a New Article of Chapter 106 related to Taxation of Abandoned Urban Properties - L. PARISH
		B.	Adopt Southside Revitalization Plan Housing Incentives - C. GAULT & P. STROUP
	IV.	<u>ORDINANCE(S) - INTRODUCTION</u>	
		A.	Rental Occupancy Ordinance Amendment - G. CHERRY
	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: December 9, 2025

Short Title: Approve a Professional Services Contract with Bacon Farmer Workman Engineering and Testing, Inc. for the Greenway Trail Phase VII Project - **M. TOWNSEND**

Category: Municipal Order

Staff Work
By: Melanie
Townsend
Presentation
By: Melanie
Townsend

Background Information: On June 27, 2023, the City of Paducah, through approval of Municipal Order #2752, accepted the National Parks Service - Rivers, Trails and Conservation Program Technical Assistance Grant to aid in the planning and community input for further expansion of the Greenway Trail. Through a series of steering committee and public input meetings, a general scope and route for expanding the Greenway Trail were developed.

On Friday, September 26, 2025, the City of Paducah Engineering Department opened sealed Requests for Qualification for the Greenway Trail Phase 7 — Southside Expansion Project — Design, Engineering, and Construction Inspection.

The City received two (2) submittals. After careful deliberation, the review team selected Bacon Farmer and Workman Engineering and Testing, Inc. (BFW) as the most qualified, responsive, and responsible firm. The two (2) firms were BFW and GAI Consultants as ranked below:

Paducah Greenway Trail Phase 7 Project

RFQ-2025 GWT 7

RFQ DUE FRIDAY, SEPTEMBER 26, 2025 @ 2:30 p.m. CST

Selection Matrix

Criteria	Value	FirmFirm	
		#1	#2
		GAI	BFW
Project Experience	30	17	30
Past Performance	10	9	10
Key Personnel	30	26	29
Method of Approach	30	22	28
TOTAL	100	74	97

Average scores by 5-member selection team: Greg Guebert, Michelle Smolen, Hope Reasons, Brandy Topper-Curtiss, and Melanie Townsend

On November 17, 2025, BFW submitted a Not-To-Exceed proposal cost of \$153,000.00. After deliberation, the selection team recommends accepting BFW's cost proposal.

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: GWT 7- Southside Expansion

Account Number: PA0138

Staff Recommendation: Authorize the Mayor to execute an agreement with Bacon Farmer Workman Engineering and Testing, Inc. for a Not-To-Exceed amount of \$153,000 for the Design and Engineering Services for the Greenway Trail Phase 7 - Southside Expansion Project.

Attachments:

1. MO - contract-BFW Greenway Trail Phase 7
2. GWT 7 Initial Fee Proposal Packet_11-17-25
3. BFW Proposal for GWT Design
4. GAI Consultants Proposal for GWT Design
5. RFQ 2025 GWT Selection Criteria Matrix_FINAL
6. Paducah_GWT-7_RFQ

Agenda Action Form

Paducah City Commission

Meeting Date: December 9, 2025

Short Title: Ratifying the Mayor's signature on an Access Agreement and Addendum with Terracon Consultants, Inc. - **M. TOWNSEND**

Category: Municipal Order

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

Background Information: Terracon Consultants, Inc., contractor for GROWMARK, Inc., requested an access agreement with the City of Paducah to perform monitoring activities on city property adjacent to the GROWMARK, Inc. property located at 110 Locust Dr. The Kentucky Division of Waste Management requires GROWMARK, Inc. to monitor groundwater after a prior urea ammonium nitrate (UAN) release. .

After consultation with the City Manager's Office, the Engineering Department worked with KKHB to draft an Access Agreement allowing Terracon Consultants, Inc. to construct four (4) additional monitoring wells. Terracon provided the most recent groundwater monitoring report, the work plan provided to the Kentucky Department of Environmental Protection, KDEP's approval of the work plan, and the GPS coordinates of the proposed wells. The Engineering Department consulted the US Army Corps of Engineers about the placement of the wells. The wells were determined to be outside the Influence Zone of the Paducah levee.

As part of the Access Agreement, Terracon must return the site to pre-construction condition, carry workers' comp insurance, maintain liability insurance naming the city as an additional insured, and ensure that Terracon and all subcontractors have a valid City of Paducah business license. The City Manager must be supplied with all reports generated as part of the monitoring.

KKHB subsequently prepared an addendum to address the discovery of archeological or human remains as per KRS 72.020.

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 ratification of the Mayor's signature on the Access Agreement and Addendum with Terracon Consultants, Inc., and authorize the Mayor to sign all other documents related to same.

Attachments:

1. MO - Access Agreement and Addendum - Terracon Consultants, Inc.
2. 2025-08-11_Access Agreement_Terracon
3. 2025-12-02_Addendum_executed

4. AI 39242 Growmark Paducah_Site Characterization Plan_2.6.2025
5. AI-39242-GROWMARK August 2024 Groundwater Monitoring Report_9.30.2024 - signed
6. CITY OF PADUCAH KENTUCKY 22259219
7. KDEP_workplan-approval

Agenda Action Form

Paducah City Commission

Meeting Date: December 9, 2025

Short Title: Employment Agreement with Audra Kyle to be the Director of Finance for the City - **D. JORDAN**

Category: Municipal Order

Staff Work By: Stefanie Wilcox

Presentation By: Daron Jordan

Background Information: Authorize the Mayor to sign an Employment Agreement with Audra Kyle to move her from Interim Finance Director to full-time Finance Director for the City.

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 with Audra Kyle for full-time Finance Director.

Attachments:

1. MO - agree-employment – Audra Kyle - Director of Finance
2. 12 02 2025 Signed Agreement

Agenda Action Form

Paducah City Commission

Meeting Date: December 9, 2025

Short Title: Adopt an Ordinance Creating a New Article of Chapter 106 related to Taxation of Abandoned Urban Properties - **L. PARISH**

Category: Ordinance

Staff Work By: Lindsay Parish, Laura Cowles, Greg Cherry, Audra Kyle,
Stephanie Millay, Eric Stuber, April Tinsman
Presentation By: Lindsay Parish

Background Information: The City of Paducah is considering an ordinance that would create a new tax category for properties classified as “abandoned urban property” under Kentucky law. This tool, authorized by KRS 92.305 and KRS 132.012, is intended to address long-term vacant and neglected properties that create safety hazards and negatively affect neighborhoods. A property is considered abandoned urban property if it has been vacant or unimproved for at least one year **and** meets at least one additional condition: being unfit for human habitation; unsafe or unsanitary; declared an unsafe structure by the City; contaminated (such as meth contamination); or tax delinquent for three or more years. These criteria apply to both residential and commercial properties, including vacant lots, if they meet the statutory definition.

If adopted, the ordinance would apply a tax rate of \$1.50 per \$100 of assessed value to qualifying properties. Each year, the City would compile a draft list of properties that meet the definition and notify affected owners. Property owners would have the opportunity to file an appeal before the rate is applied to their tax bill. Revenue from the tax would help offset the City’s costs associated with addressing unsafe structures, code enforcement, and property remediation.

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. Abandoned Urban Property Ordinance 2025

Agenda Action Form

Paducah City Commission

Meeting Date: December 9, 2025

Short Title: Adopt Southside Revitalization Plan Housing Incentives - **C. GAULT & P. STROUP**

Category: Ordinance

Staff Work By: Carol Gault, Nancy Upchurch,
Palmer Stroup

Presentation By: Carol Gault, Palmer Stroup

Background Information: Outlines the repeal of the existing pilot Southside Housing and Business Incentive Grants and their corresponding Ordinance. Introduces the expanded Homeowner and Developer Incentive Grants for new housing redevelopment and construction as part of the Southside Revitalization Plan.

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

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

Southside Revitalization

Quality Housing

Quality of Life

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation:

Attachments:

1. 2025 Southside Incentive Ordinance Planning - 11-17 Final Draft

Agenda Action Form

Paducah City Commission

Meeting Date: December 9, 2025

Short Title: Rental Occupancy Ordinance Amendment - **G. CHERRY**

Category: Ordinance

Staff Work
By:
Presentation
By:

Background Information: The updates to Paducah's Residential Rental Occupancy Permit Ordinance (Chapter 42, Article III) aim to improve safety, clarify enforcement procedures, and enhance transparency for both landlords and tenants. Changes include redefining inspection timelines, expanding the authority of the Code Official, introducing a Certificate of Compliance for code-abiding properties, and creating a public list of compliant rental units. The update emphasizes tenant privacy rights and removes the requirement for an occupancy permit before utility service can be established.

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. Rental Ordinance Amendment