

NOTICE OF SPECIAL CALLED MEETING OF THE
BOARD OF COMMISSIONERS
OF THE
CITY OF PADUCAH, KENTUCKY

TO: Commission/Media/Public

There will be a Special Called Meeting of the Board of Commissioners of the City of Paducah at 5:00 p.m., on Tuesday, April 9, 2024, held at The National Quilt Museum located at 215 Jefferson Street, Paducah, KY 42001. The Agenda for the meeting is attached to this notice.

George Bray, Mayor

CERTIFICATE OF SERVICE

Executed by electronic mail and facsimile of a copy to
Commission/Media on April 5, 2024.

Lindsay Parish, City Clerk



**SPECIAL CALLED CITY COMMISSION MEETING
AGENDA FOR APRIL 9, 2024
5:00 PM
THE NATIONAL QUILT MUSEUM
215 JEFFERSON STREET
PADUCAH, KY 42001**

*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

DELETIONS

PROCLAMATION Fair Housing Proclamation - Robert Hernandez, Human Rights Chairperson

PRESENTATION Community Scholarship Program (CSP) Update - Dr. Anton Reece, West Kentucky Community and Technical College

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 March 26, 2024 Board of Commissioners Meeting
	B.	Receive & File Documents
	C.	Personnel Actions
	D.	Approval of the 2024 Annual Plan and Administrative Plan for Section 8 Program - Lasica McEwen & Joseph Anderson
	E.	Declaration and Sale of Surplus Property-815 South 5th Street - N. HUTCHISON
	F.	Authorize City Manager to issue a request for proposals for Custodial Services in City park restroom and rental facilities - A. CLARK
	G.	Approve the Application for a Kentucky Office of Homeland Security Grant in the amount of \$45,120 - E. STUBER
	II.	<u>MUNICIPAL ORDER(S)</u>

		A.	Approve the Application for a FEMA SAFER Grant in the amount of \$760,140. - S. KYLE
		B.	Supporting the Uppertown Heritage Foundation's Application for a Mellon Foundation Grant with the City of Paducah Serving as the Fiscal Agent and Pledging Matching Funds - H. REASONS
	III.	<u>ORDINANCE(S) - ADOPTION</u>	
		A.	Closure of an Alley west of South 16th Street between Kentucky Avenue and Washington Street - M. TOWNSEND
	IV.	<u>ORDINANCE(S) - INTRODUCTION</u>	
		A.	Amend the FY24 City Budget to Increase Revenues and Expenditures for the Community Development Block Grant Fund by \$200,000 - H. REASONS
		B.	Amend Code of Ordinances Chapter 14 Related to the Keeping of Fowl - L. PARISH & S. KYLE
	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: April 9, 2024

Short Title: Approval of the 2024 Annual Plan and Administrative Plan for Section 8 Program - **Lasica McEwen & Joseph Anderson**

Category: Municipal Order

Staff Work By: Lasica McEwen,
Joseph Anderson
Presentation By: Lasica McEwen ,
Joseph Anderson

Background Information: Required annually, this Administrative Plan outlines how the Housing Choice Voucher program, also known as Section 8, is to operate. While most of the program's regulations are established by HUD, a few local preferences can be made, however these elements must be found in the Administrative Plan. Current FMR and adjusted Utility Allowances are also included.

Paralleling the preferences of previous years, the 2024 plan gives local preference to recent victims of domestic violence, full-time students, families displaced by a federally declared disaster, working families, disabled and elderly households. Also, a local customization, the 2024 plan continues to require a minimum payment by the tenant of at least \$50.00.

Local preferences include continued participation in the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program which continues to house 18 veterans, and continued promotion of both the Scholar House and the Merryman House Initiative.

The 2024 Administrative Plan includes a more detailed description and procedures regarding the VASH program. The Plan outlines the Emergency Transfer Plan for families under VAWA protection or may be a victim of VAWA crimes and use supporting documents: HUD-5382, LEP availability non-English speaking families , and update language to include eligibility determination based on arrest records, authorization and consent of release of records, background checks including criminal history and sex offender registry for all household members over 18 and the disclosure of all states in which the members have resided. Also, language for applicant denials and documentation to support the denial and an opportunity to dispute criminal records and confidential policy and procedures.

A public hearing for this Administrative Plan will be held on March 29, 2024.

Comment:

Requested information by member of Resident Advisory Board. What is the Fair Market Rent (FMR) for 1-bedroom voucher holder?

*Agency contacted RAB member to provide information about the FMR's. FMR's updated in the Admin Plan draft which was mailed to RAB members prior to Public Hearing held on 3/29/2024 for review of updates and comments

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. MO - sec8-annual plan & utility allowance 2024
2. 50077-ST-HCV-HP
3. 50077-SL
4. 50075-HCV
5. 2024 Admin Plan

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Declaration and Sale of Surplus Property-815 South 5th Street - N. HUTCHISON

Category: Municipal Order

Staff Work
By: Nancy
Upchurch
Presentation
By: Nicholas
Hutchison

Background Information: The City of Paducah acquired this property in June 2017. The structure on the lot was demolished. The intended use for the property was to market to a developer that would construct a home on the lot.

This property has been advertised several times, the last time being in May 2022. There has never been a bid submitted on this property. KRS 82.083(5) states “If a city receives no bids for real or personal property, either at public or electronic auction or by sealed bid the property may be disposed of, consistent with the public interest, in any manner deemed appropriate by the City. In those instances, a written description of the property, the method of disposal, and the amount of compensation, if any, shall be made.”

Typically, it is in the best interest of the City to transfer ownership of underutilized parcels to a responsible citizen, thereby placing the property back on the tax rolls and eliminating the maintenance and liability costs. Property disposal method: Accept the sole offer and transfer as recommended by Planning Staff.

Donald Hollowell of Black Owl Home Builders LLC submitted a request to purchase the property for \$1 to construct an energy-efficient 3-bedroom 2-bath home on the vacant lot. Landscaping will be provided upon completion of the home. The value of the proposed investment is \$200,000. Mr. Hollowell stated that he hopes to begin construction in May with completion in 6 months, but it could take up to one year as allowed by the surplus property disposal guidelines. He plans to use one of the available plans offered by the City, a specific plan to be determined later.

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

If yes, please list the Commission Priority: Housing

Continued investment in the improvement of our housing stock to help grow our community.

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: It is recommended to determine that the property is surplus and accept the request of the Black Owl Home Builders LLC and transfer the vacant lot for \$1, subject to the standard clause applied in the Fountain Avenue Revitalization Area stating that the property would revert back to the City if the owner fails to comply with the submitted proposal and fails to substantially complete the project within one year.

Attachments:

1. MO prop sale– 815 South Fifth Street
2. SOA2024-0001 Staff Report 815 S 5th Street
3. SOA2024-0001 Bid 815 S 5th St

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Authorize City Manager to issue a request for proposals for Custodial Services in City park restroom and rental facilities - **A. CLARK**

Category: Municipal Order

Staff Work
By: Amie Clark
Presentation
By: Amie Clark

Background Information: Contract for Custodial Services for FY24, expires June 30, 2024. Request for authorizing the CM to issue an RFP for Custodial Services for city park facilities for FY25. Custodial Contract includes and is not limited to cleaning 7 public restroom facilities located in city parks, as well as additional service needs for city co-sponsored events.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Operations

Account Number: 1000-24-2402-523070

Staff Recommendation: Approve

Attachments:

1. MO - RFQ Custodial Services – Parks FY2025

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Approve the Application for a Kentucky Office of Homeland Security Grant in the amount of \$45,120 - **E. STUBER**

Category: Municipal Order

Staff Work By: Eric Stuber, Chris Yarber,
Hope Reasons
Presentation By: Eric Stuber

Background Information: The State Homeland Security Grant Program (SHSGP) assist states to build, sustain, and deliver capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. To be funded, projects MUST (1) demonstrate a terroristic preparedness nexus, (2) address threats and hazards identified in the State’s Threatand Hazards Identification and Risk Assessments (THIRAs) and the corresponding National Core Capabilities, and (3) fall under an identified National Priority Area or Enduring Security Need. The Technology Department is requesting \$45,120 in funding for security cameras and systems for the Public Works Department. The Department would receive an Access Control System for their building, a security and access system for their gates, and four security cameras. There is no match required for this grant.

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 application for a Kentucky Office of Homeland Security grant and authorize the Mayor to sign all documents related to same.

Attachments:

1. MO - app-Homeland Security Grant – Public Works

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Approve the Application for a FEMA SAFER Grant in the amount of \$760,140. - **S. KYLE**

Category: Municipal Order

Staff Work By: Hope Reasons, Steve
Kyle, Chris Owen
Presentation By: Steve Kyle

Background Information: The SAFER Grant Program is one of three grant programs that constitute FEMA's focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

The Paducah Fire Department is requesting \$760,140 for three additional firefighters for a three-year period. There is no match required for this grant.

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 application for a FEMA SAFER Grant and authorize the Mayor to sign all documents related to same.

Attachments:

1. MO APP - SAFER Grant – Fire FY2023-2024

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Supporting the Uppertown Heritage Foundation's Application for a Mellon Foundation Grant with the City of Paducah Serving as the Fiscal Agent and Pledging Matching Funds - **H. REASONS**

Category: Municipal Order

Staff Work
By: Hope
Reasons
Presentation
By: Hope
Reasons

Background Information: In February of this year, the Uppertown Heritage Foundation was invited to submit a proposal to the Mellon Foundation for a grant in the amount of \$1.34 million. The Mellon Foundation Humanities in Place Grant Program "supports a fuller, more complex telling of American histories and lived experiences by deepening the range of how and where our stories are told and by bringing a wider variety of voices into the public dialogue. Working with media, heritage and public spaces, history museums and other institutions, and conveners of shared experiences—including the digital or ephemeral—we strive to expand the public expression of the histories that have made us and the values we hold. Our program works across and within diverse communities, encouraging bold, innovative rethinking of past practice, as well as visionary new approaches for how to collectively understand, uplift, and celebrate more complete stories about who we are."

The Uppertown Heritage Foundation is requesting \$1.34 million for capital improvements to the Hotel Metropolitan and Purple Room and to build the capacity of their Board and organization. As part of this grant agreement, the City of Paducah would serve as the fiscal agent for the grant and would be jointly responsible for the programmatic oversight of the grant program. The details of this partnership will be further defined by the completion of a co-stewardship agreement if the grant is awarded. The City of Paducah is also pledging a \$250,000 match for the grant for FY25 contingent upon the award of the grant and completion of the co-stewardship agreement. Further, the City pledges additional funding in an amount of \$250,000 in FY26 and FY27 contingent upon approval through the annual budgeting process and approval of a co-stewardship agreement.

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. MO grant support – Mellon Foundation

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Closure of an Alley west of South 16th Street between Kentucky Avenue and Washington Street -
M. TOWNSEND

Category:

Staff Work By: Josh Sommer, Melanie
Townsend
Presentation By: Melanie Townsend

Background Information: Background Information: The following adjacent property owner has submitted an executed application requesting the closure of 2,105 square feet of a 13.25' alley west of South 16th Street between Kentucky Avenue and Washington Street

- David Troutman

On March 4, 2024, the Paducah Planning Commission held a public hearing and positively recommended these closures to the City Commission. All of the utility companies have agreed to this closure.

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 an ordinance authorizing the closing of a of 2,105 square feet of a 13.25' alley west of South 16th Street between Kentucky Avenue and Washington Street, and authorizing the Mayor to execute the closure plat and all necessary documents to complete the transfer of property to the adjacent property owner.

Attachments:

1. ORD - alley – West of South 16th Street between Kentucky Avenue and Washington Street
2. Alley Closure_16th_btw Washington-Kentucky_Appl
3. 23101 Paducah McCracken Co Senior Center - proposed alley closure
4. Alley Closure_16th_btw Washington-Kentucky_PC Res

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Amend the FY24 City Budget to Increase Revenues and Expenditures for the Community Development Block Grant Fund by \$200,000 - **H. REASONS**

Category: Ordinance

Staff Work By: Hope
Reasons
Presentation
By: Hope Reasons

Background Information: The City of Paducah applied for and received a Community Development Block Grant in the amount of \$200,000 on behalf of Four Rivers Centerpoint Recovery Center to assist with inpatient substance abuse treatment. The Commission authorized Municipal Order 2852 on February 13, 2024 to accept the grant award.

The Grant Agreement between the Commonwealth of Kentucky and City of Paducah requires:

- Evidence of a budget ordinance/amendment indicating inclusion of CDBG-CV funds into the City's budget

This ordinance will satisfy the Grant Agreement requirement for the budget amendment.

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 an ordinance to amend the FY24 City of Paducah budget to increase revenue and expenses for the CDBG fund by \$200,000.

Attachments:

1. ORD - budget amend FY2024 – CDBG Four Rivers Centerpoint Recovery

Agenda Action Form

Paducah City Commission

Meeting Date: April 9, 2024

Short Title: Amend Code of Ordinances Chapter 14 Related to the Keeping of Fowl - **L. PARISH & S. KYLE**

Category: Ordinance

Staff Work By: Lindsay
Parish, Greg Cherry
Presentation By: Lindsay
Parish, Steve Kyle

Background Information: On February 27, 2024, the City Commission was asked to review the City's ordinance regarding the keeping of fowl in the City of Paducah. Staff compared the Paducah Ordinance with the ordinances of 6 other Kentucky cities and also researched best practices related to keeping fowl inside city limits. Based on this research, staff has made certain recommendations for changes if the City Commission wishes to amend the ordinance. The goal of the recommended changes is to allow people to keep fowl on smaller lots by reducing the distance requirement but strengthening wording around noise, maximum fowl numbers, and cleanliness, to make sure that the keeping of fowl does not become a nuisance to neighbors.

Recommended changes include:

- **Proximity** - Reduce the distance requirement from another residence from 300 feet to 100 feet.
- **Maximum Number of Fowl** - Most cities set a maximum number of fowl that can be kept on a property (typically between 5 and 8). Paducah currently does not have any limit on this number. Since we are reducing proximity requirements, staff recommends limiting the number of fowl to eight (8).
- **Noise** - Noise is already addressed in the current Code section 14-1. Animals that emit excessive noise are considered a nuisance.
- **Cleanliness** - Strengthen language around cleanliness and maintenance of coops to address any neighbor concerns about odor and pests. Language has been added that only allows coops in the rear yard of a property.
- **Penalty & Abatement** - The recommended ordinance updates the penalty section to include a notice of violation, followed by 30 days to remedy, a fine of not more than \$500, and another 30 days to remedy the issue. If the violation still exists after 60 days from the initial notification, there is an additional fine of not more than \$500 and abatement procedures. A new section has been added for the abatement of pens and coops. Abatement of fowl-related issues will be in accordance with the McCracken County Animal Control Ordinance. The City will conduct follow-up inspections every thirty days until the violation is remedied, with each subsequent inspection incurring an additional \$500 fine, not to exceed \$2,500 in total fines. Appeals to violations would be routed to the Code Enforcement Board.

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. 14-3 Fowl Ordinance