

City of Henderson, Kentucky  
Board of Commissioners  
**Tuesday, January 13, 2026, 3:00 P.M.**

Please take notice that as Mayor of the City of Henderson, Kentucky, I hereby call a meeting of the Board of Commissioners to be held on **Tuesday, January 13, 2026, at 3:00 p.m.**, with the primary location shall be designated as the third-floor assembly room, 222 First Street, Henderson, Kentucky. One or more members of the Board of Commissioners may participate via video teleconference and the meeting will be broadcast to the public. The meeting will be live streamed on the city's website: <https://www.hendersonky.gov/CivicMedia>; Facebook and You Tube.

This meeting will be conducted as a video teleconference meeting as allowed under KRS 61.826. Any interruption in the video or audio broadcast at any location shall result in the suspension of the meeting until the broadcast is restored.

The purpose of this meeting is for the following:

## AGENDA

1. Roll Call:
2. Recognition of Visitors:
3. Appearance of Citizens:
4. Proclamations:
5. Presentations: Recognition of New Employees

## FY2025 City Audit Report

6. Public Hearing:
7. Consent Agenda:  
Minutes: December 16, 2025, Special Called Meeting  
December 22, 2025, Special Called Meeting

## Resolutions & Municipal Orders:

Resolution Approving Human Resources Report Dated January 13, 2026

## Municipal Order Authorizing Transportation Alternative Program (TAP) Grant Application and Award – Merrill Trail Extension (Phase I) Project

## Municipal Order Authorizing USTA Tennis Venue Services (TVS) Grant Application and Award – Improvements to Doc Hosbach Tennis Complex

## 8. Ordinances, Municipal Orders & Resolutions: Second Readings:

*Please mute or turn off all cell phones for the duration of this meeting.*

First Readings:

Ordinance Amending Chapter 17 – *Parks and Recreation* Relating to Parks Board Members

Ordinance Regarding Continuity of Government During State of Emergency

Ordinance Amending Chapter 7 – *Buildings and Building Regulations* Relating to Electrical Inspections

Ordinance Amending Budget and Appropriation Ordinance for FY2026

Municipal Orders:

Municipal Order Approving Change Order – *Wathen Lane*

Resolutions:

Resolution Terminating Interlocal Cooperation Agreement with Tri-County Recycling Alliance, Inc.

Resolution Accepting Quitclaim Deeds for 1400 Helm Street and 1604 Washington Street Pursuant to Forfeiture Order

9. Bids & Contracts:

Municipal Order Approving Contract – *Part-Time Engineer*

Municipal Order Rescinding Municipal Order 82-25 Authorizing Purchase of Extrication Tools for Fire Department

Municipal Order Authorizing the Purchase of Extrication Tools for the Fire Department

Municipal Order Approving Purchase of Four New 2026 Police Interceptors for the Police Department

10. City Manager's Report: Storm Siren Update

11. City Attorney's Report:

12. Unfinished Business:

13. Commissioner's Reports:

14. Appointments:

15. Miscellaneous:

16. Executive Session:

17. Adjournment:

***Please mute or turn off all cell phones for the duration of this meeting.***

**City Commission Memorandum**  
**26-03**

January 8, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Presentations

Items scheduled under the Presentations section of the January 13, 2026, regular meeting agenda are as follows:

**I. Recognition of New Employees**

The following newly hired employees will be introduced:

- Haley Guth, Communications Officer, Emergency Communications;
- Wyatt Green, Utility System Worker I, Henderson Water Utility

**II. FY2025 City Audit Report with Commission Action**

Ms. Chelsea Mills, Chief Financial Officer, and Mr. Malcolm (Mac) E. Neel, III, Alexander Thompson Arnold CPAs, will be in attendance to present the Independent Auditor's Report for the year ended June 30, 2025.

**City Commission Memorandum**  
**26-02**

January 6, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Consent Agenda

The Consent Agenda for the regular meeting of January 13, 2026, contains the following:

Minutes:

December 16, 2025, Special Called Meeting

December 22, 2025, Special Called Meeting

Resolutions and Municipal Orders:

Resolution Accepting Human Resources Report Dated January 13, 2026, Approving all Actions Contained Within, and Authorizing the Mayor to Execute any Necessary Contracts for Employment

Municipal Order Authorizing Submittal of a Transportation Alternatives Program (TAP) Application for Funding in the Amount of \$583,928.00, to the Kentucky Transportation Cabinet, Department of Rural and Municipal Aid, Office of Local Programs for the Merrill Trail Extension Project and Approving the Necessary Twenty Percent (20%) Match of \$145,982; Accepting Funds if Awarded; and Authorizing the City to Execute all Necessary Documents

Municipal Order Authorizing the City of Henderson to Apply for a USTA Tennis Venue Services (TVS) Grant for Improvements to the Doc Hosbach Tennis Complex in the Amount of \$59,519.00 with the City and the Henderson Tennis Club Each Matching 25% in the Amount of \$29,759.50; Accepting the Funds, If Awarded, and Authorizing the Execution of all Necessary Documents

# CITY OF HENDERSON – RECORD BOOK

*Record of Minutes of* A Special Called *Meeting on* December 16, 2025

A special called meeting of the Board of Commissioners of the City of Henderson, Kentucky, was held on Tuesday, December 16, 2025, at 3:00 p.m., prevailing time, in the third floor Assembly Room of the Municipal Center, 222 First Street, Henderson, Kentucky, designated as the primary location for this video teleconference meeting allowed under KRS 61.826.

SANTA led the recitation of the Pledge of Allegiance to our American Flag.

There were present Mayor Bradley S. Staton presiding:

PRESENT:

Commissioner Kelsey Hargis  
Commissioner Rodney Thomas  
Commissioner Robert N. Pruitt, Sr.

ABSENT:

Commissioner Nicholas E. Whitt

ALSO PRESENT:

Mr. Dylan Ward, City Manager  
Mr. William L. "Buzzy" Newman, Jr., Assistant City Manager  
Mr. Eric Shappell, *Acting* City Attorney  
Ms. Donna Madden, Executive Assistant  
Ms. Holli Blanford, Public Relations Director  
Ms. Jessa Brandon, City Clerk  
Mr. Brandon Nunn, Garage Superintendent  
Mr. Josh Dixon, Fire Chief  
Mr. Chad Moore, Assistant Fire Chief  
Ms. Jordan Webb, 911 Emergency Communications Director  
Mr. John Gallagher, 911 Emergency Communications Operator  
Mr. Steve Davis, Codes Administrator  
Ms. Megan McElfresh, Human Resources Director  
Ms. Karla Beckgerd, Human Resources Specialist  
Ms. Regenia Bender, Benefits Coordinator  
Ms. Karen Price, Benefits Coordinator  
Mr. Michael McFadden, Safety & Training Coordinator  
Mr. Sam Lingerfelt, Safety & Training Coordinator  
Ms. Chelsea Mills, Finance Director  
Ms. Dawn Winn, ~~Assistant~~ Finance Director  
Mr. Brian Williams, Public Works Director  
Mr. Tim Clayton, Gas Systems Director  
Mr. Thomas Kenney, Parks & Recreation Director  
Mr. Chris Stachewicz, Parks & Recreation Superintendent  
Ms. Morgan Cunningham, Parks & Recreation Senior Secretary  
Ms. Jenna Basham, Project Manager  
Ms. Breasha Pruitt, Project Coordinator  
Ms. Jeannie Quattrocchi, Project Coordinator  
Mr. Billy Bolin, Police Chief  
Mr. Robert "Bob" Shoultz, Deputy Police Chief  
Ms. Crystal Windhaus, Mass Transit Superintendent  
Mr. Joe Ringen, HART Bus Operator  
Ms. Rogena Bugg, School Crossing Guard  
Ms. Nancy Stone, Occupational Tax Technician  
Mr. Greg Nunn, IT Systems Director  
Mr. Travis Owens, Assistant IT Systems Director  
Mr. Devin Elder, IT Network Administrator II  
Mr. Briscoe Edwards, Police Officer  
Ms. Taylor Heady, Warming Box  
Rev. Charles Johnson, Henderson Human Rights Commission, Executive Director

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Ms. Rhonda Thompson, Henderson Human Rights Commission, Treasurer  
 Mr. Bart Boles, HWU General Manager  
 Mr. Todd Bowley, HWU Chief Financial Officer  
 Mr. Stan Syra, CPA, Riney Hancock CPAs PSC *via zoom*  
 Ms. Melissa Collier, Daniel Pitino Shelter Case Manager  
 Ms. Jessica Lang, Daniel Pitino Shelter  
 Mr. Santa Claus  
 Mr. Vince Tweddell, Publisher/Editor, *the Hendersonian*

PRESENTATION: Musical Performance by Garage Superintendent, Brandon Nunn.

PRESENTATION: “Community Spotlight”

MAYOR STATON presented JOHN GALLAGHER of Henderson 911 the December Community Spotlight Award in honor of his recent actions, during which he guided a family through the delivery of a newborn baby girl via emergency dispatch call.

PRESENTATION: “Community Spotlight”

MAYOR STATON presented TAYLOR HEADY the December Community Spotlight Award in recognition of her efforts to serve our community, which include the creation and maintenance of the “warming box,” a mechanism through which items such as coats, blankets, hygiene products, and non-perishable food can be distributed to those in need.

TAYLOR HEADY addressed the commission to thank Henderson’s nonprofit agencies, like the homeless coalition, and others who have come forward to share in and assist with her vision to show compassion toward the community.

PRESENTATION: “New Employee Recognition”

CRYSTAL WINDHAUS, Mass Transit Superintendent, introduced JOE RINGEN, H.A.R.T Bus Operator.

The BOARD OF COMMISSIONERS welcomed our new team member for employment with the City of Henderson.

PRESENTATION: “30-Year Service Award”

MAYOR STATON expressed appreciation to Crossing Guard ROGENA BUGG for her 30 years of service and dedication to the City of Henderson.

PRESENTATION: “Henderson-Henderson County Human Rights Commission”

REVEREND CHARLES JOHNSON, Henderson City-County Human Rights Commission Executive Director, addressed the Board of Commissioners to summarize the Commission’s 2024 data as it was reported to the City. Reverend Johnson explained that the main focus of the commission is community outreach, with a goal of assuring and ensuring for residents that their government is investing in protecting their rights and promoting fair treatment. Reverend Johnson continued by stating that housing is one of the most common complaints addressed by the commission, and thanked the Henderson Homeless Coalition for their partnership in addressing these issues; thanking the City for its investment in the hiring of Case Manager, Melissa Collier; and furthermore, thanking Henderson Emergency Management and its Director, Kenny Garrett, for their assistance in sheltering unhoused individuals as the temperatures become dangerously cold. From the report, Reverend Johnson highlighted that 238 claims in the year 2024, 60 of which were investigated, and explained that state reporting may

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reflect different numbers, as the reporting process for state includes other nearby areas' statistics grouped with Henderson's. Reverend Johnson closed by sharing his gratitude for the commission, community engagement and involvement, and the opportunity to serve, given to him by the commission, as well. He invited and encouraged everyone to attend the Dr. Martin Luther King Program on January 19, 2026 at the First United Methodist Church.

MAYOR STATON expressed his gratitude for Reverend Johnson and the Henderson Human Rights Commission.

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**PRESENTATION:** "Henderson Water Utility Audit Presentation"

TODD BOWLEY, HWU Chief Financial Officer, introduced Stan Syra, of Riney Hancock, a firm chosen to perform an external audit of the Henderson Water Utility, via zoom to deliver the audit standing of HWU. Mr. Syra explained that the objective of the audit is to obtain reasonable assurance about whether the financial statements presented by Henderson Water Utility are materially correct and to issue an opinion. Mr. Syra continued that the opinion given in the independent auditor's report is "unmodified," illustrating that the financial statements present fairly. Mr. Syra continued that the firm also issues a report on internal controls and financial reporting, and on compliance; and furthermore, that no issues in internal controls or any material weaknesses were found during the audit, nor were any issues of non-compliance found.

THE BOARD OF COMMISSIONERS congratulated HWU on their successful audit and thanked the auditor for their time and effort.

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**APPROVAL OF CONSENT AGENDA:**

MAYOR STATON asked the City Clerk to read the Consent Agenda.

Minutes: December 4, 2025 Called Work Session  
December 16, 2025 Regular Meeting

**Resolutions and Municipal Orders:**

Res. 101-25: Resolution Accepting Human Resources Report Dated December 16, 2025, Approving All Actions Contained Within, And Authorizing The Mayor To Execute Any Necessary Contracts For Employment

Res. 102-25: Resolution Adopting The 2025 Complimentary Paratransit ADA Plan For Henderson Area Rapid Transit (HART)

Res. 103-25: A Resolution Authorizing The Submission, And Acceptance If Awarded, Of A T-Mobile Hometown Grant In The Amount Of \$27,620.00 For The Purchase And Installation Of New Poured-In-Place Playground Surfacing In A Portion Of The Central Park Playground Area; And Authorizing The Execution Of All Necessary Documents

M.O. 79-25: Municipal Order Authorizing Execution Of Quitclaim Deeds Between The City Of Henderson, Kentucky By And Through Henderson Water And Sewer Commission D/B/A Henderson Water Utility And Tyson Chicken, Inc. To Correct Property Lines; And Authorizing The Mayor To Execute All Necessary Documents On Behalf Of The City

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt, to approve the items on the Consent Agenda as presented.

The vote was called.

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On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
 Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the consent agenda items approved.

/s/ Bradley S. Staton  
 Bradley S. Staton, Mayor  
 December 16, 2025

ATTEST:  
 Jessa Brandon, City Clerk

ORDINANCE NO. 39-25: SECOND READ

ORDINANCE AMENDING PORTION OF CITY OF HENDERSON FY 2026  
 BUDGET & APPROPRIATION

ORDINANCE AMENDING CITY OF HENDERSON BUDGETED POSITIONS AND  
 JOB CLASSIFICATIONS OF THE 2025-2026 BUDGET BY ADDING ONE (1) PROJECT  
 ENGINEER, PART-TIME POSITION

MOTION by Commissioner Hargis, seconded by Commissioner Pruitt, that the ordinance  
 be adopted.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
 Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the ordinance adopted, affixed his signature and  
 the date thereto and ordered that the same be recorded.

/s/ Bradley S. Staton  
 Bradley S. Staton, Mayor  
 December 16, 2025

ATTEST:  
 Jessa Brandon, City Clerk

MUNICIPAL ORDER NO. 80-25:

MUNICIPAL ORDER AMENDING ARTICLE 214 – PAY PLAN, SUBSECTION C,  
 AND ARTICLE 224 – COMPENSATION, SUBSECTION G, OF THE CITY OF  
 HENDERSON EMPLOYEE MANUAL

MOTION by Commissioner Pruitt, seconded by Commissioner Thomas, to amend  
 Article 214 – Pay Plan, Subsection C, and Article 224 – Compensation, Subsection G, of the City  
 of Henderson Employee Manual.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
 Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the municipal order adopted, affixed his  
 signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
 Bradley S. Staton, Mayor  
 December 16, 2025

ATTEST:  
 Jessa Brandon, City Clerk

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**RESOLUTION NO. 104-25:**

RESOLUTION SETTING FEES AND RENTAL RATES FOR SPORTS COMPLEX;  
AS AUTHORIZED BY CHAPTER 17 OF THE CODE OF ORDINANCES OF THE CITY OF  
HENDERSON, KENTUCKY

MOTION by Commissioner Hargis, seconded by Commissioner Pruitt, to set the rental rates for sports complex as authorized by Chapter 17 of the Code of Ordinances of the City of Henderson, Kentucky.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the resolution adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
Bradley S. Staton, Mayor  
December 16, 2025

ATTEST:

Jessa Brandon, City Clerk

**RESOLUTION NO. 105-25:**

RESOLUTION CONTINUING THE MORATORIUM ON ENFORCEMENT OF CITY OF HENDERSON CODE OF ORDINANCES SECTION 22-62 – LIMITED FREE PARKING SECTION (A) AND SECTION 22-64. – FINES FOR OVERTIME PARKING UNTIL MAY 15, 2027

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt, to continue the moratorium on enforcement of Henderson Code of Ordinances Section 22-62 – Limited Free Parking Section (A) and Section 22-64 – Fines for Overtime Parking until May 15, 2027.

MAYOR STATON clarified that the extension of the moratorium on enforcement is to allow for time to complete more studies regarding the issue, as it is a complex issue to resolve.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the resolution adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
Bradley S. Staton, Mayor  
December 16, 2025

ATTEST:

Jessa Brandon, City Clerk

**RESOLUTION NO. 106-25:**

RESOLUTION APPROVING ACCEPTANCE AND FUNDING OF A UTILITY ASSISTANCE FUND PROGRAM WITH EACH CITY UTILITY (HMG, HWU, HMPL) CONTRIBUTING \$15,000.00 AND THE CITY CONTRIBUTING \$15,000.00 FOR A TOTAL AMOUNT OF \$60,000.00 TO BE DISTRIBUTED TOWARD ACTIVE ELIGIBLE RESIDENTIAL ACCOUNTS BETWEEN JANUARY 1, 2026 AND JUNE 30, 2026

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt, to table the resolution.

MAYOR STATON clarified that he is requesting Resolutions 106-25 and 107-25 be tabled until the first meeting in January, as members of the Board of Commissioners have

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 expressed a desire to have further discussion regarding the eligibility criteria in the interest of ensuring the best success of the program's mission.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
 Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the resolution TABLED, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
 Bradley S. Staton, Mayor  
 December 16, 2025

ATTEST:

Jessa Brandon, City Clerk \_\_\_\_\_

RESOLUTION NO. 107-25:

RESOLUTION APPROVING AGREEMENT WITH HENDERSON CHRISTIAN COMMUNITY OUTREACH TO RECEIVE, REVIEW, VET, AND ISSUE VOUCHERS REGARDING CITY OF HENDERSON'S UTILITY ASSISTANCE FUND PROGRAM APPLICATIONS; AND AUTHORIZING MAYOR TO EXECUTE AGREEMENT

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt, to table the resolution.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
 Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the resolution TABLED, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
 Bradley S. Staton, Mayor  
 December 16, 2025

ATTEST:

Jessa Brandon, City Clerk \_\_\_\_\_

MUNICIPAL ORDER NO. 31-25:

MUNICIPAL ORDER AWARDING BID FOR PURCHASE ONE (1) NEW 2026 FORD F350 4X4 REGULAR CAB PICKUP TRUCK FOR THE PARKS DEPARTMENT TO HENDERSON MID-TENN FORD, NASHVILLE, TENNESSEE, IN THE AMOUNT OF \$44,831.22

MOTION by Commissioner Hargis, seconded by Commissioner Pruitt, to award the bid for purchase of a new 2026 Ford F350 4x4 regular cab pickup truck for the Parks Department to Henderson Mid-Tenn Ford of Nashville, Tennessee, in the amount of \$44,831.22.

COMMISSIONER PRUITT inquired why the City opted not to buy from a local dealer who had also submitted a bid.

MAYOR STATON, clarified that the local bid was an F250, which disqualified the bid, and the local bidder was notified in order to avoid similar circumstances moving forward.

The vote was called.

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On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
Bradley S. Staton, Mayor  
December 16, 2025

ATTEST:

Jessa Brandon, City Clerk \_\_\_\_\_

## MUNICIPAL ORDER NO. 82-25:

MUNICIPAL ORDER AUTHORIZING THE PURCHASE OF BATTERY-OPERATED EXTRICATION TOOLS FOR THE FIRE DEPARTMENT'S NEW LIGHT-DUTY RESCUE APPARATUS FROM P&L RESCUE SERVICES OF HENDERSON, KENTUCKY, IN THE AMOUNT OF \$49,275.00

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt, to authorize the purchase of battery-operated extrication tools for the fire department's new light-duty rescue apparatus from P&L Rescue Services of Henderson, Kentucky, in the amount of \$49,275.00.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
Mayor Staton ----- Aye:

WHEREUPON Mayor Staton declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
Bradley S. Staton, Mayor  
December 16, 2025

ATTEST:

Jessa Brandon, City Clerk \_\_\_\_\_

## CITY MANAGER REPORT: "Public Safety Building HVAC Update"

WILLIAM L. "BUZZY" NEWMAN, JR., Assistant City Manager, reported that the HVAC equipment has been ordered; however, a recent inspection by maintenance in response to a complaint of colder temperatures in the building discovered that five heating boxes are needing to be replaced. The plan is to incorporate the replacement of those boxes into the upcoming bid for installation of the HVAC equipment. Mr. Newman reported that the boxes will run approximately \$7,500.00-\$10,000.00 plus labor costs for installation.

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MEETING ADJOURN:

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt, to adjourn the meeting.

The vote was called. On roll call, the vote stood:

Commissioner Whitt----- Absent: Commissioner Thomas--- Aye:  
Commissioner Hargis----- Aye: Commissioner Pruitt----- Aye:  
Mayor Staton ----- Aye:

WITHOUT OBJECTION, Mayor Staton declared the Meeting adjourned at approximately 3:53 p.m.

ATTEST:

Bradley S. Staton, Mayor  
January 13, 2026

Jessa Brandon, City Clerk

*Draft*

# CITY OF HENDERSON – RECORD BOOK

*Record of Minutes of* A Special Called *Meeting on* December 22, 2025

A special called meeting of the Board of Commissioners of the City of Henderson, Kentucky, was held on Monday, December 22, 2025, at 12:00 p.m., prevailing time, in the third floor Assembly Room of the Municipal Center, 222 First Street, Henderson, Kentucky, designated as the primary location for this video teleconference meeting allowed under KRS 61.826.

There were present Mayor Bradley S. Staton presiding:

PRESENT:

Commissioner Nicholas E. Whitt *via zoom*  
 Commissioner Kelsey Hargis  
 Commissioner Robert N. Pruitt, Sr.

ABSENT:

Commissioner Rodney Thomas

ALSO PRESENT:

Mr. Dylan Ward, City Manager  
 Mr. William L. “Buzzy” Newman, Jr., Assistant City Manager  
 Mrs. Dawn Kelsey, City Attorney  
 Ms. Holli Blanford, Public Relations Director  
 Ms. Chelsea Mills, Finance Director  
 Ms. Jessa Brandon, City Clerk  
 Mr. Travis Owens, Assistant IT Systems Director  
 Mr. Devin Elder, IT Network Administrator II  
 Mr. Vince Tweddell, Publisher/Editor, *the Hendersonian*

EXECUTIVE SESSION: “Future Acquisition of Real Property”

MOTION by Commissioner Hargis, seconded by Commissioner Pruitt, that the Board of Commissioners go into Executive Session pursuant to the KRS 61.810(1)(b) for discussion leading to future acquisition of real properties in the vicinity of Washington, Atkinson, and Clay Streets.

The vote was called. On roll call, the vote stood:

Commissioner Whitt ----- Aye:      Commissioner Thomas--- Absent:  
 Commissioner Hargis----- Aye:      Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the Board adjourned into Executive Session.

MEETING RECONVENED:

MOTION by Commissioner Pruitt, seconded by Commissioner Hargis, that the Board of Commissioners reconvene into regular session.

The vote was called. On roll call, the vote stood:

Commissioner Whitt ----- Aye:      Commissioner Thomas--- Absent:  
 Commissioner Hargis----- Aye:      Commissioner Pruitt----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton reconvened the Board into regular session.

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MUNICIPAL ORDER NO. 83-25:

MUNICIPAL ORDER AUTHORIZING MAYOR TO NEGOTIATE WITH THE OWNERS FOR THE PURCHASE OF 1322 HELM STREET (PARCEL ID #2-18-8-1), HENDERSON, KENTUCKY; AND AUTHORIZING MAYOR TO EXECUTE ALL DOCUMENTS WHICH ARE DEEMED NECESSARY TO EFFECTUATE SAID NEGOTIATIONS ON BEHALF OF THE CITY WITH INTENT TO BRING A PURCHASE AND SALE CONTRACT IN THE NEAR FUTURE FOR COMMISSION CONSIDERATION

MOTION by Commissioner Pruitt, seconded by Commissioner Hargis, to authorize the mayor to negotiate with the owners for the purchase of 1322 Helm Street (Parcel ID # 2-18-8-1), Henderson, Kentucky; and to authorize the mayor to execute all documents which are deemed necessary to effectuate said negotiations on behalf of the City with intent to bring a purchase and sale contract in the near future for commission consideration.

The vote was called. On roll call, the vote stood:

Commissioner Whitt ----- Aye:      Commissioner Thomas --- Absent:  
 Commissioner Hargis ----- Aye:      Commissioner Pruitt ----- Aye:  
 Mayor Staton ----- Aye:

WHEREUPON, Mayor Staton declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Bradley S. Staton  
 Bradley S. Staton, Mayor  
 December 22, 2025

ATTEST:  
 Jessa Brandon, City Clerk

MEETING ADJOURN:

MOTION by Commissioner Hargis, seconded by Commissioner Pruitt, to adjourn the meeting.

The vote was called. On roll call, the vote stood:

Commissioner Whitt ----- Aye:      Commissioner Thomas --- Absent:  
 Commissioner Hargis ----- Aye:      Commissioner Pruitt ----- Aye:  
 Mayor Staton ----- Aye:

WITHOUT OBJECTION, Mayor Staton declared the Meeting adjourned at approximately 12:26 p.m.

Bradley S. Staton, Mayor  
 January 13, 2026

Jessa Brandon, City Clerk

**City Commission Memorandum  
26-04**

January 5, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Resolution Approving Human Resources Report

The accompanying resolution approves the Human Resources Report dated January 13, 2026.

The Human Resources Report will serve to ensure the Board of Commissioners is fully aware of the status of employment positions including new hires, position changes, recent separations, and current vacancies within the City's workforce. A draft of the Human Resources Report is attached to the Resolution.

Your approval of the attached resolution is requested.

c: Megan McElfresh  
Dawn Kelsey

**Human Resources Memorandum**  
**26 - 01**

January 7, 2026

TO: Dylan Ward, City Manager  
FROM: Megan McElfresh, Human Resources Director  
SUBJECT: HR Report for the January 13, 2026 Commission Meeting

Attached is Human Resources report for the referenced Board of Commission meeting.

Megan McElfresh  
Megan McElfresh  
Human Resources Director

Attachment

**Board of Commission HR Report - 1.13.26**

**NEW HIRES and POSITION CHANGES**

Name	Department	Job Title	Date
Wyatt Green*	HWU	Utility System Worker I	12/15/2025
Casey Green	HWU	Utility System Worker III	12/22/2025
Johnny Carrigan	HWU	AMI Technician Lead	1/5/2026
Michael Ringer	Fire	Fire Driver-Engineer	1/5/2026
Wade Powell	HWU	Utility System Superintendent	1/19/2026
Matthew Utley*	Police	Police Officer	1/26/2026
Stephen Graham*	Police	Police Officer	1/26/2026

\*delineates new employees

**SEPARATIONS**

Name	Department	Job Title	Date
Macey Corum O-Nan	Police	Police Officer	12/12/2025
Dale Fulcher	Fire	Fire Driver-Engineer	12/31/2025
Lindsey Overton Powell	HWU	HWU Field Services Coordinator	1/16/2026

**CURRENT JOB POSTINGS**

<b>Administration</b>	Mass Transit Engineering	Bus Operator Engineer
<b>Emergency Communications</b>		Communications Officer
<b>Fire</b>		Lateral Firefighter
<b>Gas</b>		Gas System Equipment Operator
<b>Henderson Water Utility</b>	Systems Operation Center	Utility System Worker I Utility System Worker II Utility System Worker III
<b>Police</b>		Lateral Police Officer Police Officer (Testing on 1/31/2026)
<b>Parks &amp; Recreations</b>	Atkinson Pool	Aquatics Supervisor - Seasonal Cashier - Seasonal Lifeguard - Seasonal Senior Lifeguard - Seasonal

**RESOLUTION NO. \_\_\_\_\_**

RESOLUTION ACCEPTING HUMAN RESOURCES REPORT  
DATED JANUARY 13, 2026, APPROVING ALL ACTIONS  
CONTAINED WITHIN, AND AUTHORIZING THE MAYOR  
TO EXECUTE ANY NECESSARY CONTRACTS FOR  
EMPLOYMENT

WHEREAS, Human Resources provides an important function for the City of Henderson in the hiring and separation of employees; and

WHEREAS, the employees of the City are the lifeline for the efficient operation of the City in the service of its citizens; and

WHEREAS, the attached Human Resources Report dated January 13, 2026, serves to ensure the Board of Commissioners is fully aware of the status of employment positions including new hires, position changes, recent separations, and current vacancies within the City's workforce.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the attached Human Resources Report dated January 13, 2026, is accepted, all actions contained within are hereby approved, and the Mayor is authorized to execute any necessary contracts for employment.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Resolution be adopted, the vote was called. On roll call the vote stood:

Commissioner Thomas: \_\_\_\_\_ Commissioner Hargis: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Whitt: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

\_\_\_\_\_  
Bradley S. Staton, Mayor

\_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jessa Brandon, City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 7TH DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey, City Attorney

**RESOLUTION NO.**

**Board of Commission HR Report - 1.13.26**

**NEW HIRES and POSITION CHANGES**

Name	Department	Job Title	Date
Wyatt Green*	HWU	Utility System Worker I	12/15/2025
Casey Green	HWU	Utility System Worker III	12/22/2025
Johnny Carrigan	HWU	AMI Technician Lead	1/5/2026
Michael Ringer	Fire	Fire Driver-Engineer	1/5/2026
Wade Powell	HWU	Utility System Superintendent	1/19/2026
Matthew Utley*	Police	Police Officer	1/26/2026
Stephen Graham*	Police	Police Officer	1/26/2026

\*delineates new employees

**SEPARATIONS**

Name	Department	Job Title	Date
Macey Corum O-Nan	Police	Police Officer	12/12/2025
Dale Fulcher	Fire	Fire Driver-Engineer	12/31/2025
Lindsey Overton Powell	HWU	HWU Field Services Coordinator	1/16/2026

**CURRENT JOB POSTINGS**

<b>Administration</b>	Mass Transit Engineering	Bus Operator Engineer
<b>Emergency Communications</b>		Communications Officer
<b>Fire</b>		Lateral Firefighter
<b>Gas</b>		Gas System Equipment Operator
<b>Henderson Water Utility</b>	Systems Operation Center	Utility System Worker I Utility System Worker II Utility System Worker III
<b>Police</b>		Lateral Police Officer Police Officer (Testing on 1/31/2026)
<b>Parks &amp; Recreations</b>	Atkinson Pool	Aquatics Supervisor - Seasonal Cashier - Seasonal Lifeguard - Seasonal Senior Lifeguard - Seasonal

**City Commission Memorandum**  
**26-12**

January 9, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Transportation Alternative Program Grant – Merrill Trail Extension (Phase I) Project

The accompanying municipal order authorizes the submission and acceptance, if awarded, of an application for the Transportation Alternative Program (TAP) grant funded by the Kentucky Transportation Cabinet, Department of Rural and Municipal Aid, Office of Local Programs, in the amount of \$583,928.00 (80% of the total project) for the Merrill Trail Extension (Phase I) Project.

The TAP grant is a federally funded, competitive grant administered by the Kentucky Transportation Cabinet that supports projects enhancing non-motorized transportation and community connectivity.

The grant funds will support Phase I of the Merrill Trail Extension Project which includes construction of approximately one-half mile of a 10-foot wide shared-use walking and bicycling trail along the north side of Van Wyk Road. This project will provide a safe connection for pedestrians, bicyclists, and other non-motorized users beneath the existing USD Highway 41 and will connect users to nearby shopping, dining, medical facilities, and other daily destinations.

This funding requires a twenty percent (20%) local match on the total project (\$729,910.00), or \$145,982.00, which will be included in the FY2027 budget. Your approval of the attached municipal order is respectfully requested.

c: Jeannie Quattrocchi  
Chelsea Mills

**Project Coordinator Memorandum**  
**26-02**

January 6, 2025

TO: Dylan H. Ward, City Manager

THROUGH: William L. "Buzzy" Newman, Assistant City Manager *WLN*  
Jenna Basham, Project Manager *JLB*

FROM: Jeannie Quattrocchi, Project Coordinator *JNQ*

SUBJECT: **Transportation Alternative Program Grant – Merrill Trail Extension (Phase I) Project**

The Transportation Alternatives Program (TAP) is a federally funded, competitive grant administered by the Kentucky Transportation Cabinet that supports projects enhancing non-motorized transportation and community connectivity. TAP requires a 20% local match. Applications are being accepted until January 19, 2026.

The proposed project will support Phase I of the Merrill Trail Extension Project, which includes construction of approximately one-half mile of a 10-foot-wide shared-use walking and bicycling trail along the north side of Van Wyk Road. The project will provide a safe connection for pedestrians, bicyclists, and other non-motorized users beneath the existing US Highway 41. This project will connect users to nearby shopping, dining, medical facilities, and other daily destinations. This extension will carry the trail further into the City of Henderson and link it with existing and planned on-street bicycle facilities. Upon completion, the Merrill Trail Extension will create a continuous connection to 5th Street and ultimately Second Street, expanding on-street bicycling options for residents.

The estimated total cost of the project is \$729,910.00, with the Transportation Alternatives Program funding 80% and the City of Henderson providing the required 20% match. This project is currently unbudgeted; if the grant is awarded, a request for permission to expend funds will be presented to the Board of Commissioners. Permission is requested to apply for the Transportation Alternative Program grant.

Transportation Alternatives Program (80%)	\$583,928
City of Henderson (20%)	\$145,982
<b>Total</b>	<b>\$729,910</b>

# Transportation Alternatives Program (TAP)

The federal Transportation Alternatives Program (TAP) provides funding for surface transportation projects such as on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, environmental mitigation and safe routes to school projects

Additional eligibility information may be found in the FHWA TAP Program Legislation ([https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/transportation\\_alternatives\\_legislation.pdf](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/transportation_alternatives_legislation.pdf)).

## Applying for Funding

### State Funding

The Kentucky Transportation Cabinet, Office of Local Programs, will hold an application cycle for Transportation Alternatives Program (TAP) funding beginning November 17, 2025 and closing on January 19, 2026.

FY26 Transportation Alternatives Program Notice of Funding Opportunity (/LocalPrograms/Documents/fy26\_tap\_nofo.pdf)

Our office is excited to announce we will be using a new platform, Submittable, for the administration of this program-from application to management of selected projects. Please note, you will need to create an account with Submittable to be able to access the application. This is the first time we are using this platform and, as with anything new, there are likely to be some hiccups in the process. Please be patient with us as we address any issues that may arise.

To apply, go to: <https://kentuckytransportationcabinet.submittable.com> (<https://kentuckytransportationcabinet.submittable.com/>)

Some things to keep in mind as you start the application process:

- You can save the application and come back to it if needed, so you do not have to complete it all in one session.
- When setting up an account, keep in mind that account will be attached to the project if it is selected for funding. Therefore we encourage applicants to have an account that will be accessible by the LPA's Person in Responsible Charge if the project is awarded.
- If you have any issues setting up an account or with the platform itself, please reach out to the Submittable Help Center.
- If you have any questions regarding the application or a potential project, please reach out to the Office of Local Programs at KYTC.OLP@ky.gov (<mailto:KYTC.OLP@ky.gov>).
- Applications submitted early during the cycle will have an initial review and may be sent back to the applicant for suggested revisions. The applicant will then have until the end of the application cycle to resubmit the application.

Given that this new, we would be happy to schedule one or more virtual sessions for applicants to ask any questions about Submittable or the application itself if there is enough interest. If interested, please let us know by e-mailing us at KYTC.OLP@ky.gov (<mailto:KYTC.OLP@ky.gov>).

Once the application cycle is complete, the applications will be scored by our TAP Application Review team. The final scores and recommendations will then be forwarded to Cabinet leadership and the Governor's Office for concurrence and approval to award. Applicants will receive a notification via Submittable as to whether or not the application was selected for funding.

**Questions regarding the application process should be e-mailed to [kytc.olp@ky.gov](mailto:kytc.olp@ky.gov) (<mailto:kytc.olp@ky.gov>).**

**Applicants are advised to keep the following in mind when applying for funding:**

- This is a federal-aid program with significant requirements. Selected projects must follow the KYTC Local Public Agency (LPA) Guide (<https://transportation.ky.gov/Program-Management/Pages/LPAGuide.aspx>).
- A twenty percent (20%) local match is required.
- The Office of Local Programs will not increase a project award due to project cost increases.
- Any Local Public Agency with an open TAP project that needs additional funding should apply for additional funds during this application cycle.
- The requirements of the LPA Guide should be considered when building the project budget. Although the application does provide for a contingency amount in the budget, applicants may increase the amount of funding requested in the application to further account for inflation, time delays and other unforeseen costs.
- Applicants should keep in mind use of federal-aid funding on a project means the entire project must follow federal guidelines, even if part of the project is being paid using state or local funds.
- Additional details on the types of projects eligible for funding are available in the F (/LocalPrograms/Pages/TAP.aspx)HWA Transportation Alternatives Legislation ([https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/transportation\\_alternatives\\_legislation.pdf](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/transportation_alternatives_legislation.pdf)).

## Metropolitan Planning Organization (MPO) Funding

Funds for areas with a population over 200,000 are suballocated to the Metropolitan Planning Organization (MPO) for that area. The MPO is responsible for holding their own competitive application cycle. Once projects are selected and eligibility is determined, the projects are then administered through the Kentucky Transportation Cabinet. The MPOs may select projects from any community within their planning boundaries, even if the community's population is less than 200,000. Please contact your MPO for questions related to the suballocated TAP funding and scheduling of application cycles.

[Ohio-Kentucky-Indiana Regional Planning Authority Council of Governments \(OKI\) \(Boone, Kenton, Campbell\)](http://www.oki.org/) (<http://www.oki.org/>)  
[Kentuckiana Regional Planning & Development Agency \(KIPDA\) \(Bullitt, Jefferson, Oldham, Shelby\)](http://www.kipda.org/) (<http://www.kipda.org/>)  
[Evansville MPO \(Henderson\)](http://www.evansvillempo.com/) (<http://www.evansvillempo.com/>)  
[Lexington Area MPO \(Fayette, Jessamine, Scott\)](http://lexareampo.org/) (<http://lexareampo.org/>)  
[KYOVA Interstate Planning Commission \(KYOVA\) \(Boyd, Greenup\)](http://www.kyovaipc.org/) (<http://www.kyovaipc.org/>)

## Resources

[FHWA TAP Website](http://www.fhwa.dot.gov/environment/transportation_alternatives/) ([http://www.fhwa.dot.gov/environment/transportation\\_alternatives/](http://www.fhwa.dot.gov/environment/transportation_alternatives/))  
The Federal Highway Administration (FHWA) website for the Transportation Alternatives Program.

[FHWA Transportation Alternatives Program](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/transportation_alternatives_legislation.pdf) ([https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/transportation\\_alternatives\\_legislation.pdf](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/transportation_alternatives_legislation.pdf))  
FHWA Transportation Alternatives Set Aside Implementation Guidance. (March 30, 2022) This includes definitions of eligible applicants and activities under the program.

KYTC Complete Streets, Roads and Highways Manual (<https://transportation.ky.gov/BikeWalk/Documents/Complete%20Streets,%20Roads,%20and%20Highways%20Manual.pdf>)

[KYTC Tools to Develop a Bicycle/Pedestrian Master Plan](/BikeWalk/Pages/Laws-and-Policy.aspx) (/BikeWalk/Pages/Laws-and-Policy.aspx)

The KYTC Division of Planning offers assistance to communities interested in developing comprehensive bicycle/pedestrian plans. This site provides links to resources and contact information.

## Contact Us

Office of Local Programs  
200 Mero Street, 6th Floor East  
Frankfort, KY 40622  
Phone: (502) 564-2060  
Fax: (502) 564-6615  
Hours: 8:00am-4:30pm EST, M-F  
E-mail (<mailto:jackie.jones@ky.gov>)  
Map It  
(<https://www.google.com/maps/place/200+Mero+St,+Frankfort,+KY+40601/@38.2014187,-84.8747799,17z/data=!3m1!4b1!4m5!3m4!1s0x884274b461372dc9:0x803455591420ab90!8m2!3d38.2014187!4d-84.8725912>)

LPA Project Administration (<https://transportation.ky.gov/LPA/Pages/default.aspx>)  
Local Programs Home (<https://transportation.ky.gov/LocalPrograms>)  
KYTC LPA Guide (<https://transportation.ky.gov/Program-Management/Pages/LPAGuide.aspx>)

## Sign up for email alerts.

Email   
 By checking this box, you consent to our [data privacy policy](#).

## Department of Highways

Construction (/Construction/Pages/default.aspx)  
Construction Procurement (/Construction-Procurement/Pages/default.aspx)  
Equipment (/Equipment/Pages/default.aspx)  
Environmental Analysis (/EnvironmentalAnalysis/Pages/default.aspx)  
Highway Design (/Highway-Design/Pages/default.aspx)  
Highway Safety (/HighwaySafety/Pages/default.aspx)  
Maintenance (/Maintenance/Pages/default.aspx)  
Materials (/Materials/Pages/default.aspx)

Planning (/Planning/Pages/default.aspx)  
Professional Services (/ProfessionalServices/Pages/default.aspx)  
Program Management (/Program-Management/Pages/default.aspx)  
Right of Way & Utilities (/RightofWay/Pages/default.aspx)  
Structural Design (/StructuralDesign/Pages/default.aspx)  
Traffic Operations (/TrafficOperations/Pages/default.aspx)

## Department of Aviation

Kentucky Department of Aviation (/Aviation/Pages/home.aspx)  
Airport Zoning Commission (/Aviation/Pages/airportzoning.aspx)

## Department of Rural and Municipal Aid

Local Programs (/LocalPrograms/Pages/default.aspx)  
Local Public Agencies (/LPA/Pages/default.aspx)  
Rural and Municipal Aid (/RuralandMunicipalAid/Pages/default.aspx)

## Department of Vehicle Regulation

Drive.ky.gov (<https://drive.ky.gov>)  
Motor Vehicle Commission (<https://mvc.ky.gov/>)

▼  
Powered by  Google Translate (<https://translate.google.com/>)

## Cabinet Offices and Services

Audits (/Audits/Pages/default.aspx)  
Budget and Fiscal Management (/BudgetFiscalManagement/Pages/default.aspx)  
Civil Rights and Small Business Development (/Civil-Rights-and-Small-Business-Development/Pages/default.aspx)  
Conference Center (/SupportServices/Pages/Conference-Center.aspx)  
Education (/Education/Pages/default.aspx)  
Human Resource Management (/HumanResourceManagement/Pages/default.aspx)  
Information Technology (/InformationTechnology/Pages/default.aspx)  
Inspector General (/InspectorGeneral/Pages/default.aspx)  
Legal Services (/LegalServices/Pages/default.aspx)  
Office of the Secretary (/Secretary/Pages/default.aspx)  
Public Affairs (/PublicAffairs/Pages/default.aspx)  
Support Services (/SupportServices/Pages/default.aspx)  
Transportation Delivery (/TransportationDelivery/Pages/default.aspx)

## Central Office Contact

200 Mero St Frankfort, KY  
(<https://www.google.com/maps/place/200+Mero+St,+Frankfort,+KY+40601/@38.201997,-84.8757469,17z/data=!3m1!4b1!4m5!3m4!1s0x884274b461372dc9:0x603455591420ah90!8m2!3d38.84.8735582>)  
 [Contact Form](https://bpm.kytc.ky.gov/appbuilder/forms?code=810A005056A2147711773738BD5BE87C&Process=PA-DV-ContactUs) (<https://bpm.kytc.ky.gov/appbuilder/forms?code=810A005056A2147711773738BD5BE87C&Process=PA-DV-ContactUs>)  
 (502) 564-4890  
 [Transportation.ky.gov](https://prod16-transportation.ky.gov/) (<https://prod16-transportation.ky.gov/>)

## Follow Us

 (<https://www.facebook.com/kytc120/>)  (<https://twitter.com/KYTC>)  (<https://www.youtube.com/user/KYTransportation>)  (<https://www.instagram.com/kytransportation/>)

[Contact Us \(/Pages/ContactUs.aspx\)](#) [Drive.ky.gov \(<https://drive.ky.gov>\)](#)

[Policies \(<https://kentucky.gov/policies/Pages/default.aspx>\)](#) [Security \(<https://kentucky.gov/policies/Pages/security.aspx>\)](#)  
[Disclaimer \(<https://kentucky.gov/policies/Pages/disclaimer.aspx>\)](#) [Accessibility \(<https://kentucky.gov/policies/Pages/accessibility.aspx>\)](#)



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[Kentucky.gov](http://www.kentucky.gov) (<http://www.kentucky.gov>)

# CONSTRUCTION BUDGET ESTIMATE - 2026

PROJECT:

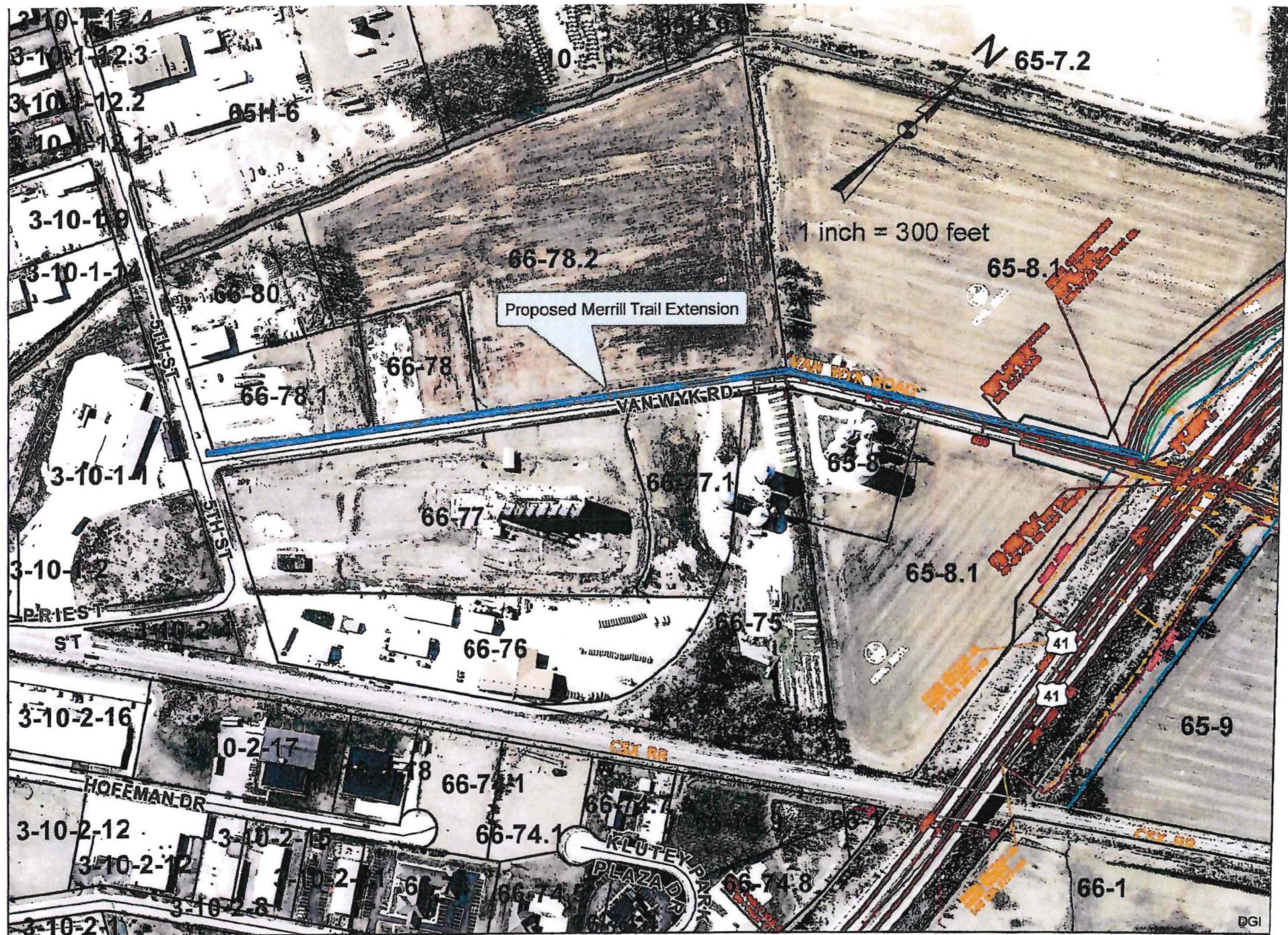
MERRILL TRAIL EXTENSION

LOCATION:

5TH TO KIMSEY LANE

DATE: 12/31/2025

Sawcutting @ SW & Pavement	<b>DEMOLITION (Streets &amp; Sidewalks)</b>	
	Linear footage 50	<b>\$133.00</b>
Path Width 10 feet	<b>ROADWAY EXCAVATION (INPLACE VOLUME)</b>	2.56 per lf
Path Width plus 4-1/2" ea side	LENGTH 2401.02	
1.5 surface, 3 inch base, 6" DGA	WIDTH 10.75	
	DEPTH FT. (as dec.) 0.875	
	CUBIC YARDS 836.47	
	COST <b>\$66,920.00</b>	\$80 per cy
Path Width 10 feet	<b>PLACING ROCK (IN PLACE VOLUME)</b>	
Path Width plus 1-1/2" ea side	LENGTH 2401.02	
6" DGA	WIDTH 10.25	
	DEPTH (INCHES) 6	
	TONS 984.42	
	COSTS <b>\$113,210.00</b>	(LxWxD/12)/27x3600/2000x1.2 Based on 133 lbs/cf <b>\$115 per Ton</b>
Path Width 10 feet	<b>ASPHALT, BASE</b>	110 lbs/sy/inch thick of pavement equals 145 Lbs/cf (LxWxD/12)x145/2000
Path Width plus 1-1/2" ea side	LENGTH 2401.02	
	WIDTH 10.25	
	DEPTH (INCHES) 3	
	TONS 446.06	
	COSTS <b>\$44,610.00</b>	<b>\$100 per Ton</b>
Path Width 10 feet	<b>ASPHALT, SURFACE</b>	110 lbs/sy/inch thick of pavement equals 145 Lbs/cf (LxWxD/12)x145/2000 <b>\$125 per Ton</b>
	LENGTH 2401.02	
	WIDTH 10	
	DEPTH (INCHES) 1.5	
	TONS 217.59	
	COSTS <b>\$27,200.00</b>	4000psi
Two drives at Ag Facility, one at 1209 5th Street, one at 746 Van Wyck Road	<b>CONCRETE DRIVES</b>	
	LENGTH 120	
	WIDTH 10	
	DEPTH (INCHES) 6	
	SQUARE Yard 133.3333333	
	YARDS OF CONCRETE 22.22	
	COST (Per Square yard) <b>\$16,000.00</b>	\$120/sqyd
At Fifth Street, Ag crossing & Realigned Kimsey includes associated concrete & Ada Pannels 10 feet wide	<b>PLACING ADA CURB RAMPS</b>	
	6	
		<b>\$8,658.04</b>
clean dirt backfill 24,010 sf at least 9" thick	<b>BACKFILL</b>	
	non Structural	
	estimated Cys 650	
		<b>\$15,600.00</b>
Flat, fine grading, & maintenance 10 feet each side	<b>SEED &amp; STRAW</b>	
	24,010	
	seed in SF	
	Cost (per Square Yard) <b>\$12,010.00</b>	SEED - 0.50 per SF
	<b>SIGNAGE &amp; STRIPPING</b>	
		<b>\$10,000.00</b>
	<b>EROSION CONTROL</b>	
	silt fence 2401	3.50 per linear foot material & lab
	inlet protection 0	300 each
	check dam 6	450each
	<b>STAKING</b>	
		<b>\$ 10,000.00</b>
	<b>DRAINAGE IMPROVEMENTS</b>	
		<b>\$75,000.00</b>
	Bare Costs	
	<b>SUBTOTAL</b> <b>\$410,444.54</b>	
	<b>Mobilization (3%)</b> <b>\$12,313.34</b>	
	<b>Demobilization (1.5%)</b> <b>\$6,155.67</b>	
	<b>Construction Inspections</b> <b>\$56,000.00</b>	
	<b>Construction Testing</b> <b>\$20,000.00</b>	
	<b>Design</b> <b>\$82,088.91</b>	20% of Construction subtotal
	<b>Right of Way</b> <b>\$61,339.88</b>	1.653595041 acres
	<b>Utilities</b> <b>\$20,000.00</b>	
	<b>Contingency (15%)</b> <b>\$61,566.68</b>	
	<b>TOTAL ESTIMATE</b> <b>\$729,910.01</b>	



## MERRILL TRAIL EXTENSION

Map by DRB  
for Illustration Purposes Only

**MUNICIPAL ORDER NO. \_\_\_\_\_**

MUNICIPAL ORDER AUTHORIZING SUBMITTAL OF A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION FOR FUNDING IN THE AMOUNT OF \$583,928, TO THE KENTUCKY TRANSPORTATION CABINET, DEPARTMENT OF RURAL AND MUNICIPAL AID, OFFICE OF LOCAL PROGRAMS FOR THE MERRILL TRAIL EXTENSION PROJECT AND APPROVING THE NECESSARY TWENTY PERCENT (20%) MATCH OF \$145,982; ACCEPTING FUNDS IF AWARDED; AND AUTHORIZING THE CITY TO EXECUTE ALL NECESSARY DOCUMENTS

WHEREAS, the Kentucky Transportation Cabinet, Department of Rural and Municipal Aid, Office of Local Programs is accepting Transportation Alternatives Program (TAP) applications for funding; and

WHEREAS, the City of Henderson desires to submit a TAP application for funding in the amount of \$583,928, with a required twenty percent (20%) local match in the amount of \$145,982, for the Merrill Trail Extension project; and

**NOW, THEREFORE, BE IT ORDERED** that the City of Henderson, Kentucky, hereby authorizes the submittal of the attached Transportation Alternatives Program (TAP) application to the Kentucky Transportation Cabinet, Department of Rural and Municipal Aid, Office of Local Programs, for funding in the amount of \$583,928, with a required twenty percent (20%) local match in the amount of \$145,982, for the Merrill Trail Extension Project; and that the City is authorized to execute all necessary documents related thereto, if awarded.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner: Hargis \_\_\_\_\_ Commissioner: Whitt \_\_\_\_\_  
Commissioner: Thomas \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner: Pruitt \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING**, this the \_\_\_\_\_ day of January 2026.

\_\_\_\_\_  
Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

---

Jessa Brandon,  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 7TH DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey  
City Attorney

**City Commission Memorandum**  
**26-13**

January 6, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: USTA Tennis Venue Services (TVS) Program Grant – Doc Hosbach Tennis Complex Improvements

The accompanying municipal order authorizes the submission and acceptance, if awarded, of an application for the USTA Tennis Venue Services (TVS) Program grant funded by the United States Tennis Association in the amount of \$59,519.00 (50% of the total project) for the Doc Hosbach Tennis Complex improvement project.

The USTA Tennis Venue Services (TVS) Program provides financial and technical assistance to improve public tennis facilities, with applications accepted on a rolling basis.

The grant funds will support resurfacing twelve (12) tennis courts at the Doc Hosbach Tennis Complex, including cleaning and repairing the court surfaces, correcting low areas and cracks, grinding and resurfacing the courts with new acrylic and color coatings, restriping the courts to USTA standards, and installing youth playing lines on all twelve (12) courts.

The Tennis Venue Services (TVS) grant would fund fifty percent (50%), or \$59,519.00, of the total project cost (\$119,038.00) with the remaining costs to be shared equally between the City of Henderson and the Henderson Tennis Club with each contributing twenty-five percent (25%), or \$29,759.50.

Your approval of the attached municipal order is respectfully requested.

c: Jeannie Quattrocchi

**Project Coordinator Memorandum**  
**26-01**

January 6, 2025

TO: Dylan H. Ward, City Manager

THROUGH: William L. "Buzzy" Newman, Assistant City Manager *WLN*  
Jenna Basham, Project Manager *JLB*

FROM: Jeannie Quattrocchi, Project Coordinator *JNQ*

SUBJECT: **USTA – Tennis Venue Services Grant**

The USTA Tennis Venue Services (TVS) Program provides financial and technical assistance to improve public tennis facilities. Applications are accepted on a rolling basis.

The proposed project will resurface the twelve tennis courts at the Doc Hosbach Tennis Complex. This includes cleaning and repairing the tennis court surface, correcting low areas and cracks, grinding and resurfacing the courts with new acrylic and color coatings, restriping the courts to USTA standards, and installing youth playing lines to all twelve courts.

The estimated total cost for the project is \$119,038. The Tennis Venue Services grant funds 50% of the project, the remaining costs will be shared between the City of Henderson and the Henderson Tennis Club.

Tennis Venue Services Grant (50%)	\$59,519.00
City of Henderson (25%)	\$29,759.50
Henderson Tennis Club (25%)	\$29,759.50
<b>Total</b>	<b>\$119,038.00</b>

Permission is requested to apply for the USTA – Tennis Venue Services grant.



Brianna Cessna  
[Brianna.williams01@hotmail.com](mailto:Brianna.williams01@hotmail.com)  
270-869-7621

January 7, 2026

**RE: Henderson Tennis Club - Commitment of Funds – Tennis Venue Services Grant**

To Tennis Venue Services Grant Selection Committee,

The Henderson Tennis Club is pleased to provide this letter of commitment in support of the proposed tennis court improvement project in the City of Henderson.

The estimated total cost for the project is \$119,038. The Tennis Venue Services (TVS) grant will fund 50% of the total project cost. The remaining balance will be shared between the City of Henderson and the Henderson Tennis Club.

The Henderson Tennis Club hereby commits to providing 25% of the total project cost, in the amount of \$29,759.50, toward the completion of this project.

The Henderson Tennis Club recognizes the importance of maintaining safe, high-quality, and accessible tennis facilities for the community and is proud to partner with the City of Henderson and USTA Tennis Venue Services to enhance recreational opportunities for residents and visitors.

Sincerely,

*Brianna Cessna*

Brianna Cessna  
Henderson Tennis Club Treasurer

**MUNICIPAL ORDER NO. \_\_\_\_\_**

MUNICIPAL ORDER AUTHORIZING THE CITY OF HENDERSON TO APPLY FOR A USTA TENNIS VENUE SERVICES (TVS) GRANT FOR IMPROVEMENTS TO THE DOC HOSBACH TENNIS COMPLEX IN THE AMOUNT OF \$59,519.00 WITH THE CITY AND THE HENDERSON TENNIS CLUB EACH MATCHING 25% IN THE AMOUNT OF \$29,759.50; ACCEPTING THE FUNDS, IF AWARDED, AND AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS.

WHEREAS, the United States Tennis Association Tennis Venue Services (TVS) Program provides financial and technical assistance to improve public tennis facilities, with applications accepted on a rolling basis; and

WHEREAS, the City of Henderson owns the Doc Hosbach Tennis Complex, which serves as an important recreational asset for the community; and

WHEREAS, the proposed project includes resurfacing twelve (12) tennis courts at the Doc Hosbach Tennis Complex, including cleaning and repairing the court surfaces, correcting low areas and cracks, grinding and resurfacing the courts with new acrylic and color coatings, restriping the courts to USTA standards, and installing youth playing lines on all twelve courts; and

WHEREAS, the estimated total cost of the project is One Hundred Nineteen Thousand Thirty-Eight Dollars (\$119,038.00); and

WHEREAS, the Tennis Venue Services grant would fund fifty percent (50%) of the total project cost in the amount of Fifty-Nine Thousand Five Hundred Nineteen Dollars (\$59,519.00), with the remaining costs to be shared equally between the City of Henderson and the Henderson Tennis Club, each contributing twenty-five percent (25%) in the amount of Twenty-Nine Thousand Seven Hundred Fifty-Nine Dollars and Fifty Cents (\$29,759.50); and

WHEREAS, the City of Henderson desires to pursue this grant opportunity to improve public tennis facilities and enhance recreational opportunities for residents of all ages;

NOW THEREFORE, BE IT ORDERED, that the City of Henderson, Kentucky, authorizes the submittal of the USTA Tennis Venue Services (TVS) Grant for improvements to the Doc Hosbach Tennis Complex and approve the City's twenty-five (25%) match; acceptance of the funds if awarded, and authorizes the execution of all necessary documents.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE  
READING, this the \_\_\_\_\_ day of January 2026.**

\_\_\_\_\_  
Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jessa Brandon, City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 7TH DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey, City Attorney

**City Commission Memorandum**  
**26-09**

January 6, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Ordinance Amending Chapter 17-*Parks and Recreation* Relating to Parks and Recreation Board

An item for the agenda of the Tuesday, January 13, 2026, regular meeting is the first reading of an ordinance amending Chapter 17-*Parks and Recreation* of the Code of Ordinances relating to the Parks and Recreation Board.

Pursuant to KRS 97.425 to 97.485, the City may establish a Board of Park Commissioners to serve in an advisory capacity to the Board of Commissioners on parks and recreation programs and projects.

The proposed amendments will be to Section 17-25, *Created; composition*, Section 17-26 *Terms of Members*, Section 17-27 *Designation and term of President, Vice-President and Secretary* of Article II-*Parks and Recreation Board* of Chapter 17-*Parks and Recreation* of the Code of Ordinances of the City of Henderson, to revise member terms to ensure staggered continuity, update officer titles to President and Vice President, add a Secretary position, and expand the Board from five (5) to seven (7) members. These changes align the ordinance with statutory terminology, enhance citizen participation, and strengthen advisory capacity. The Board will also serve as the City's Tree Board.

Your approval of the attached ordinance is respectfully requested.

c: Dawn Kelsey  
Thomas Kenney

**Park and Recreation Memorandum**  
**26-01**

January 7, 2026

TO: Dylan H. Ward, City Manager

FROM: Thomas Kenney, Park and Recreation Director *TK*

SUBJECT: Board of Parks Commissioners Ordinance Amendment Request

An item for the agenda of Tuesday, January 13, 2026, is the first reading of an ordinance amending Chapter 17 of the Code of Ordinances regarding Parks and Recreation.

It is proposed that the Parks and Recreation Board name be changed to the “Board of Park Commissioners.” Other changes requested include the following:

Sec. 17-25 Created; composition. The Board to be changed from a 5 member board to a 7 member board. These members will still need to be residents of the city and will be appointed by the mayor with approval of the board of commissioners.

Sec. 17-26 Terms of Members. Of the members first appointed to the board, two (2) members shall serve a four-year term, two (2) members shall serve a three-year term, two (2) members shall serve a two-year term, and one (1) member shall serve a one-year term. All appointments to the board will remain for terms of four (4) years

Sec. 17-27 This section shall be changed to Designation and term of president, vice president and secretary from chairperson and vice chairperson.

Your approval of the attached ordinance and supporting Exhibit A is requested.

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE AMENDING CHAPTER 17-PARKS AND RECREATION,  
ARTICLE II-PARKS AND RECREATION BOARD**

**SUMMARY:** AN ORDINANCE AMENDING SECTION 17-25, *CREATED; COMPOSITION*, SECTION 17-26 *TERMS OF MEMBERS*; SECTION 17-27 *DESIGNATION AND TERM OF PRESIDENT, VICE-PRESIDENT, AND SECRETARY* OF ARTICLE II-PARKS AND RECREATION BOARD OF CHAPTER 17-PARKS AND RECREATION OF THE CODE OF ORDINANCES OF THE CITY OF HENDERSON, KENTUCKY, INCLUDING CHANGING THE NAME OF THE PARKS AND RECREATION BOARD TO THE “BOARD OF PARK COMMISSIONERS.”

WHEREAS, KRS 97.425 to 97.485 allows the establishment of a board to be known as the “Board of Park Commissioners” to act as an advisory board to the City of Henderson Board of Commissioners on appropriate park and recreational programs and projects; and

WHEREAS, the City of Henderson deems it in the best interest of its citizens to have a workable Board of Park Commissioners advisory board to advise and assist on matters relating to parks and recreation and shall serve as the City’s Tree Board. To promote the full use of all park facilities in the interest of the public, and to serve as a mechanism for public input regarding recreational programming and park improvements in the community; and

WHEREAS, the City of Henderson has determined that expanding the Parks and Recreation Board from five (5) members to seven (7) members will enhance citizen participation, provide broader perspectives, and strengthen the Board’s ability to advise the City on parks, recreation, and parks projects; and

WHEREAS, the addition of two (2) additional members to the parks and recreation board requires an update to the terms of Board members to ensure staggered and rolling terms for continuity of service and further necessitates revising the designation of the Board’s officers from “chairperson” to “president” “vice chairperson” to “vice president” to be consistent with the terminology used in KRS 97.465 as well as add the position of secretary to be consistent with KRS 97.465..

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky, that Chapter 17 – *Parks and Recreation*, Article II – Parks and Recreation Board of the Code of Ordinances of the City of Henderson is hereby amended to rename the board as the “Board of Park Commissioners,” expand the Board’s membership from five (5) to seven (7) members, revise the terms of Board members to provide for staggered and rolling terms, and amend the designation and terms of Board officers to provide for a President, Vice-President, and Secretary in conformity with KRS 97.455 and KRS 97.465, a copy of which is attached hereto as Exhibit “A” and is incorporated herein by reference.

PUBLICATION DATE: \_\_\_\_\_

FIRST READ: \_\_\_\_\_  
SECOND READ: \_\_\_\_\_

ORDINANCE NO.

All ordinances or parts of ordinances in conflict herewith are hereby repealed and superseded to the extent of such conflict.

This ordinance shall become effective upon legal adoption.

On first reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted on first reading and ordered that it be presented for second reading at a regular meeting of the Board of Commissioners.

On second reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted.

WHEREUPON, the vote was called, on roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted, affixed his signature and the date and ordered it be recorded.

\_\_\_\_\_  
Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jessa Brandon  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 6<sup>TH</sup> DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn Kelsey  
City Attorney

ARTICLE II [PARKS AND RECREATION BOARD] BOARD OF PARKS COMMISSIONERS

**Sec. 17-25. Created; composition.**

There is hereby created a [parks and recreation board] Board of Parks Commissioners for the city consisting of [five (5)] seven (7) members who shall be residents of the city. The board shall be appointed by the mayor with approval of the board of commissioners.

**Sec. 17-26. Terms of members.**

Of the members first appointed to the board, two (2) members shall serve a four-year term, two (2) members shall serve a three-year term, two members shall serve a two year terms, and one (1) member shall serve a one year term. Thereafter, [A]ll appointments to the board shall be for terms of four (4) years. If a successor has not been named at the expiration of a member's term, the member shall continue to serve until his successor is appointed. Whenever a vacancy occurs, an appointment shall be made for the remainder of the unexpired term.

**Sec. 17-27. Designation and term of [chairperson and vice-chairperson] president, vice president and secretary.**

The board shall elect from its membership a [chairperson and vice-chairperson] president, vice president, and secretary. Such election shall occur at the first meeting of every odd-numbered year at the first scheduled meeting after July 1. For the first appointed board, an election for the [chairperson and vice-chairperson] president, vice president, and secretary shall be held at the first meeting of the board.

**City Commission Memorandum**  
**26-07**

January 6, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Continuity of Government During State of Emergency

An item has been placed on the agenda for Tuesday, January 13, 2026, for the first reading of an ordinance establishing the orderly succession of the office of Mayor and other City offices and departments identified in the Kentucky Emergency Operations Plan. The proposed ordinance would also repeal Ordinance No. 36-17, *Ordinance Regarding Continuity of Government*.

Under KRS 39A.110 and KRS 39B.070, the Mayor may declare a state of emergency when circumstances require and to exercise any emergency powers granted under the Kentucky Revised Statutes.

Additionally, KRS 39D.030 and 39D.040 require cities to enact provisions ensuring continuity of government by designating interim successors for local offices, departments and agencies specified in the Kentucky Emergency Operations Plan.

The attached ordinance provides for the orderly succession of local offices, departments and agencies in the event of the absence, disability, or inability of current officeholders and department leaders to perform their duties.

Your approval of the attached ordinance is respectfully requested.

c: Dawn Kelsey

ORDINANCE NO. \_\_\_\_

ORDINANCE REGARDING CONTINUITY OF GOVERNMENT  
DURING STATE OF EMERGENCY

**SUMMARY:** ORDINANCE PROVIDING FOR THE ORDERLY SUCCESSION OF THE OFFICE OF MAYOR AND CITY OFFICES AND DEPARTMENTS NAMED IN THE KENTUCKY EMERGENCY OPERATIONS PLAN AND REPEALING ORDINANCE NO. 36-17 ORDINANCE REGARDING CONTINUITY OF GOVERNMENT

WHEREAS, the City of Henderson, Henderson County, City of Corydon and City of Robards established an interlocal agreement establishing a county wide disaster and emergency preparedness, response and recovery program in January 2006.

WHEREAS, the Director of the Henderson Emergency Management Agency was appointed by the County Judge Executive and the Mayor to represent both the City and the County in the direction, control and management of the affairs of the Agency and the Plan to provide specific and effective mobilization of public and private resources of the City and the County;

WHEREAS, under KRS 39A.110 and KRS 39B.070, the Mayor may declare a state of emergency when required and thereafter execute any emergency power granted under the Kentucky Revised Statutes; and

WHEREAS, under KRS 39D.030 and 39D.040, cities are required to enact to provide for the continuity of government and name interim successors for local offices, department and agencies specified in the Kentucky Emergency Operations Plan.

WHEREAS, the current City of Henderson's Continuity of Government's Ordinance was enacted when the position of Assistant City Manager did not exist and

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF HENDERSON AS FOLLOWS:

Section 1. Pursuant to KRS 39D.030 and 39D.040, requires that legislative bodies enact ordinances necessary to provide for the continuity of government throughout the duration of a state of emergency. The Board of Commissioners of the City of Henderson deems that it proper and necessary to provide for the orderly succession of the office of Mayor in the event of absence or disability of the Mayor during a national, state or local state of emergency. To preserve the continuity of government in the event of the absence, disability or inability of the Mayor to effectively manage and direct local operations for response and recovery during an emergency or disaster, the duties and responsibilities of this office shall be administered by the Mayor pro tem. If neither is able to serve in the Office of Mayor in the event of absence or disability, then the office of Mayor shall be assumed temporarily by a member of the Henderson Board of Commissioners in the successive order of their vote total in the last election with the Commissioner receiving the highest number of votes serving in descending order.

Section 2. Pursuant to KRS 39D.040, the Board of Commissioners deems it proper and necessary to provide for the orderly succession of the office of City Manager in the event of absence or disability of the City Manager during a national, state or local emergency. To preserve the continuity of government in the event of the absence, disability or inability of the City Manager to effectively manage and direct local operations for response and recovery during an emergency or disaster, the duties and responsibilities of this office shall be administered temporarily by the emergency interim successor in the following succession order:

- 1) Assistant City Manager
- 2) City Attorney
- 3) Fire Chief
- 4) Chief of Police

Section 3. Pursuant to KRS 39D.040, the Board of Commissioners deems it proper and necessary to provide for the orderly succession of the offices of Chief of Police for City of Henderson and Chief of Henderson Fire Department. To preserve the continuity of government in the event of the absence, disability or inability of the Chief of Police or Chief of Henderson Fire Department to effectively manage and direct local operations for response and recovery during an emergency or disaster, the duties and responsibilities of each of these offices shall be administered temporarily according to the Chain of Command for each department.

Section 4. Pursuant to KRS 39D.040, the Board of Commissioners deems it proper and necessary to provide for the orderly succession of the office of Public Works Director. To preserve the continuity of government in the event of the absence, disability or inability of the Public Works Director to effectively manage and direct local operations for response and recovery during an emergency or disaster, the duties and responsibilities of this office shall be administered temporarily by the emergency interim successor in the following succession order:

- 1) Superintendent of Streets
- 2) Superintendent of Sanitation
- 3) Garage Superintendent

Section 5. Pursuant to KRS 39D.040, the Board of Commissioners deems it proper and necessary to provide for the orderly succession of the office of Public Relations Director. To preserve the continuity of government in the event of the absence, disability or inability of the Public Information Officer to effectively manage and direct local operations for response and recovery during an emergency or disaster, the duties and responsibilities of this office shall be administered temporarily by the emergency interim successor in the following succession order:

- 1) City Attorney
- 2) Public Information Officer for City Police
- 3) City Clerk

Section 6. Pursuant to KRS 39D.040, the Board of Commissioners deems it proper and necessary to provide for the orderly succession of the office of Henderson Municipal Gas System Director. To preserve the continuity of government in the event of the absence, disability or inability of the Gas System Director to effectively manage and direct local

operations for response and recovery during an emergency or disaster, the duties and responsibilities of this office shall be administered temporarily by the emergency interim successor in the following succession order:

- 1) Gas Distribution Engineer
- 2) Gas Compliance Engineer
- 3) Gas Distribution Superintendent

Section 7. Pursuant to KRS 39D.040, the Board of Commissioners deems it proper and necessary to provide for the orderly succession of the office of Chief Financial Officer. To preserve the continuity of government in the event of the absence, disability or inability of the Chief Financial Officer to effectively manage and direct local operations for response and recovery during an emergency or disaster, the duties and responsibilities of this office shall be administered temporarily by the emergency interim successor in the following succession order:

- 1) Assistant Chief Financial Officer (CFO)
- 2) Accounting Manager
- 3) Finance Manager

Section 8. The Emergency interim successors shall have the full power to exercise all powers of the office, department or agency and to commit its resources during a time of emergency or disaster if the person normally exercising the position is unavailable. If the preceding emergency successor becomes available, he or she shall resume the duties being performed by the emergency interim successor, unless he or she chooses to permit the emergency interim successor remains in the position until relieved.

All ordinances, including but not limited to Ordinance No. 36-17, or parts of ordinances in conflict herewith are hereby repealed and superseded to the extent of such conflict.

This ordinance shall become effective upon its legal adoption.

On first reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner Hargis: _____	Commissioner Whitt: _____
Commissioner Thomas: _____	Mayor Staton: _____
Commissioner Pruitt: _____	

WHEREUPON, Mayor Staton declared the ordinance adopted on first reading and ordered that it be presented for second reading at a regular meeting of the Board of Commissioners.

On second reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted.

WHEREUPON, the vote was called, on roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

Commissioner Whitt: \_\_\_\_\_  
Mayor Staton: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted, affixed his signature and the date and ordered it be recorded.

\_\_\_\_\_  
Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

Jessa Brandon, City Clerk

~~APPROVED AS TO FORM AND  
LEGALITY THIS 10TH DAY OF  
JANUARY, 2026.~~

By: \_\_\_\_\_

Dawn Kelsey  
City Attorney

**City Commission Memorandum**  
**26-08**

January 6, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Ordinance Amendment – Chapter 7-*Buildings and Building Regulations* Relating to Electrical Code

An item for consideration on the Tuesday, January 13, 2026, regular meeting agenda is the first reading of an ordinance amending Chapter 7-*Buildings and Building Regulations*, Article III-*Electrical Code* of the Code of Ordinances of the City of Henderson.

The purpose of this amendment to Article III-*Electrical Code* of Chapter 7-*Buildings and Building Regulations* is to update the ordinance and bring it into compliance with new and updated statutes and current practice.

Your approval of the attached ordinance is respectfully requested.

c: Dawn Kelsey

**Assistance City Manager Memorandum  
26-02**

January 7, 2026

TO: Dylan H. Ward, City Manager

FROM: William L. "Buzzy" Newman, Jr., Assistant City Manager *WZN*

SUBJECT: Update Article III Electrical Code

Attached to the proposed ordinance amendment is the updated Article III Electrical Code. The current ordinance dates back to the time in which the city employed the electrical inspector. Upon his retirement, the city had to contract for electrical inspection services. However, at that time, the ordinance was not updated.

The proposed update will bring our ordinance into compliance with KRS 227.480(1)(a).

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE AMENDING CHAPTER 7-BUILDINGS AND BUILDING REGULATIONS, ARTICLE III-ELECTRICAL CODE**

**SUMMARY: AN ORDINANCE AMENDING ARTICLE III-ELECTRICAL CODE OF CHAPTER 7-BUILDINGS AND BUILDING REGULATIONS,**

**DIVISION 2 ADMINISTRATION AND ENFORCEMENT,  
AMENDING:**

SECTION 7-52 ELECTOR INSPECTOR-EMPLOYMENT,

SECTION 7-53 SAME-QUALIFICATIONS,

SECTION 7-54 SAME-DUTIES GENERALLY;

SECTION 7-55 INSPECTION-REQUIRED

SECTION 7-58 POWER TO DISCONNECT SERVICE

SECTION 7-59 CERTIFICATE OF APPROVAL

SECTION 7-60 RIGHT OF ACCESS TO BUILDING

SECTION 7-61 TEMPORARY USE OF ELECTRIC CURRENT

SECTION 7-64 FAILURE TO PAY FEE; FAILURE CORRECT DEFECT

**REPEALING:**

SECTION 7-56 FAILURE TO INSPECT

**DIVISION 4 LICENSES,**

**AMENDING:**

SECTION 7-94 REQUIRED

**AND REPEALING:**

SECTION 7-95 EXEMPTIONS

SECTION 7-96 CERTIFICATE OF REGISTRATION PREREQUISITE

SECTION 7-97 FEES; LATE CHARGE

SECTION 7-98 DISPLAY

SECTION 7-99 TRANSFER

SECTION 7-100 EXPIRATION

**DIVISION 5 PERMITS.**

**AMENDING:**

SECTION 7-112 PERMITS REQUIRED GENERALLY

SECTION 7-113 PERMIT TO DO OWN WORK

SECTION 7-114 PERMITS FOR DECORATIVE LIGHTING

SECTION 7-115 FILING OF DRAWING AND SPECIFICATION

SECTION 7-116 SCHEDULE OF PERMIT AND INSPECTION FEES

SECTION 7-118 DISPOSITION OF FEES

OF THE CODE OF ORDINANCES OF THE CITY OF HENDERSON,  
KENTUCKY

WHEREAS, KRS 227.480(1)(a) requires each local government enforcing the Uniform State Building Code to issue an electrical permit prior to commencing construction,

PUBLICATION DATE: \_\_\_\_\_

FIRST READ: \_\_\_\_\_

SECOND READ: \_\_\_\_\_

ORDINANCE NO.

alteration, or repairs to any electrical system; and

WHEREAS, KRS 227.480(3) states that local government may by ordinance fix reasonable fees and establish other requirements for the conduct of electrical inspections within its boundaries; and

WHEREAS, the City of Henderson, Kentucky deems it in the best interest and general welfare of the City and its residence to revise Article III-*Electrical Code* of Chapter 7-*Buildings and Building Regulations* in order to better align the City's Code of Ordinances with state statutes and current practice.

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky, that Article III-*Electrical Code* of Chapter 7-*Buildings and Building Regulations* of the Code of Ordinances is hereby repealed and replaced, a copy of which is attached at Exhibit "A," and can be found in the office of the city clerk.

All ordinances or parts of ordinances in conflict herewith are hereby repealed and superseded to the extent of such conflict.

The ordinance shall become effective upon publication.

On first reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner: Hargis \_\_\_\_\_ Commissioner: Whitt \_\_\_\_\_  
Commissioner: Thomas \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner: Pruitt \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted on first reading and ordered that it be presented for second reading at a regular meeting of the Board of Commissioners.

On second reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted.

WHEREUPON, the vote was called, on roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted, affixed his signature and the date and ordered it be recorded.

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Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

---

Jessa Brandon  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 5<sup>TH</sup> DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn Kelsey  
City Attorney

## **ARTICLE III. ELECTRICAL CODE**

### **DIVISION 2. ADMINISTRATION AND ENFORCEMENT**

#### **Sec. 7-52. Electrical inspector—Employment.**

The electrical inspector may be employed by the city as a regular, full time employee thereof. The city manager may, at his/her option, contract with a qualified person or organization for inspection services, under such terms and conditions as he may deem acceptable.

#### **Sec. 7-53. Same—Qualifications.**

In addition to satisfying the definitional requirements of section 7-39, the electrical inspector shall be a legal resident of the state. He/she must not be, during the tenure of his/her office, engaged in any other activity in the electrical industry or have pecuniary or associational interests therein which constitute a conflict of interests.

#### **Sec. 7-54. Same—Duties generally.**

- (a) The administration of the provisions of this article shall be by the electrical inspector who shall inspect all electrical wires, conduits, raceways, apparatus, etc., covered by this article and administer the enforcement of the laws, rules and regulations relating to the installation, construction, maintenance and operation of electrical wire and apparatus in public and private buildings, and as otherwise provided by this article. In addition, the inspector shall have and perform the other duties provided for him herein.
- (b) In the administration of the provisions of this article, the electrical inspector shall answer any relevant question concerning, or give any desired information in the respect to, the meaning of, intent or application of the regulations and rules hereof. The inspector in his/her official capacity is not, however, empowered to and cannot lay out work or act in the capacity of a consulting engineer for inexperienced contractors, mechanics or owners.
- (c) The electrical inspector shall keep, or cause to be kept, a full complete daily report of all work permits issued and inspections made. A record of all permits issued or official work performed shall be reported to the department of housing, building and construction semi-annually regarding his/her office and performance of his/her duties hereunder.

#### **Sec. 7-55. Inspection required.**

- (a) All electrical work and installation of any electrical apparatus, material, or device whatsoever, for use in connection with electricity for light, heat or power, shall be inspected by the electrical inspector. When such installation, repair or alteration of electrical wiring or equipment has been completed the inspector shall be notified thereof and such inspection as herein provided shall be immediately made. At the time of such notification, the person making such installation, repair or alteration of electric wiring or equipment shall attach thereto a notice in substantially the following form:

---

"WARNING: This work has not been inspected and approved by the electrical inspector, and it shall not be covered or concealed until so inspected and approved."

- (b) No person other than the electrical inspector shall thereafter remove the notice, nor shall the inspector remove the same until he has attached to the work a notice stating that the same has been inspected and approved. Should the inspector condemn any such work or equipment as not being in accordance with the provisions thereof, notice in writing shall be given by him to the person engaged in the work within ten (10) days after notification thereof, or within further reasonable time as may, upon request, be prescribed; such condemned work or equipment shall be altered or removed as the case may require and the necessary changes shall be made so that all such work or equipment shall fully comply with the provisions hereof. In default thereof, the person shall be liable for the penalties as herein provided; and every owner, contractor or other person engaged in the construction of the building structure, or otherwise, covering or allowing to be covered such portion of the work or equipment, or removing any notice not to cover same placed thereon by the inspector shall be likewise liable for the penalties as herein provided.
- (c) Except for holidays and weekends, the inspector shall perform inspections in conformance with the Kentucky Building Code within 48 hours of the request made by the building owner or contractor. Holidays are defined as the following for the purpose of this section: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

#### **[Sec. 7-56. Failure to inspect.**

~~A failure of the electrical inspector to make inspections as prescribed in this article, within forty-eight (48) hours of the time he has been notified, may be construed to mean permission to the owner, contractor or other person engaged in the construction of the building, or otherwise, to proceed with the construction of the building.]~~

#### **Sec. 7-57. Reinspection.**

The electrical inspector is hereby empowered, upon request of the codes administrator of the city, or the fire marshal of the state, to reinspect all wiring, appliances, devices, fixtures or equipment coming within the scope hereof. When the installation of any such wiring, appliances, devices, fixtures or equipment is found to be in a dangerous or unsafe condition, the person owning, using or operating the same shall be notified to make the necessary repairs or changes required to place such wiring, appliances, devices, fixtures or equipment in a safe condition, and shall have such work completed within ten (10) days after notification thereof, or within such further reasonable time as may, upon request, be prescribed.

#### **Sec. 7-58. Power to disconnect service.**

The electrical inspector is hereby empowered to order, by written notice to the electric utility~~[[municipal power and light commission]]~~, the disconnection and/or discontinuance of electrical service to such conductors or apparatus found to be in a dangerous or unsafe condition, or to have been installed without a permit, or not in accordance with the provisions hereof. He shall thereupon attach a notice stating that such conductors or apparatus have been disconnected because of their having been found unsafe to life or property; and it shall be unlawful for any person to remove the notice of disconnection or to reconnect such defective conductors or apparatus until the same have been placed in a safe and secure condition and have been approved for use by the inspector.

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### **Sec. 7-59. Certificate of approval.**

If the electrical inspector approves the work done, he/she shall issue a certificate of approval when the installation is completed. A copy of such notice shall be given to the owner of the property and the electrical contractor. The inspector shall retain one copy of such notice for his/her records and also furnish a copy to the state department of housing, building and construction.

### **Sec. 7-60. Right of access to building.**

The electrical inspector shall have the right, during reasonable hours, upon the showing of proper credentials, to enter any building and to discharge his/her official duties or for the purpose of making any inspection or test of the installation of any electrical wiring, electric device, or any electrical material contained herein.

### **Sec. 7-61. Temporary use of electrical current.**

- (a) A letter requesting temporary service to any occupancy must be filed with the electric utility [municipal power and light commission] upon forms to be furnished by that commission. [An] A permit inspection fee shall be collected for inspection of each temporary service. [not installed or furnished by that commission.]
- (b) Where an urgent necessity for the use of electrical current in any installation is shown to exist, the electrical inspector may grant permission for such temporary current to any wiring or apparatus or fixture for a period not exceeding thirty (30) days, if such wiring or apparatus or fixtures are in such condition that the current may safely be used thereon without danger to life or property. Permission may be obtained for temporary use of electrical current during the construction or alteration of any building. The method of making temporary connections shall be subject to the approval of the inspector.

### **Sec. 7-62. Legal procedure.**

Upon written request by the electrical inspector, the legal department shall take charge of and conduct all legal proceedings imposed or provided for by this article; all suits or proceedings instituted for the enforcement of any of the several provisions of this article, or for the recovery of any penalty herein provided for, shall be brought, by the city, by the legal department. All notices of violations shall be returned for prosecution to the legal department, and it shall be the duty of the legal department to take charge of the prosecution of all such suits or proceedings, to collect and receipt for all moneys that may be collected upon judgments, suits or proceedings so instituted, or which may be paid by any parties who have violated any of the provisions of this article, and upon settlement of judgments or violations thereunder, to execute satisfaction therefor.

### **Sec. 7-63. Injunctions.**

In any action or proceeding for the enforcement of the provisions of this article, the city may apply to the court for an order enjoining and restraining any violation, ordering property affected vacated, and/or prohibiting use of property affected for any purpose whatsoever until the hearing and determination of such actions and the entry of final judgment thereon.

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**Sec. 7-64. Failure to pay fees; failure to correct defect.**

The failure of any person registered under the provisions hereof, to pay any fee or fees that may be charged to him within fifteen (15) calendar days after notification thereof, or within such further reasonable time as may, upon request, be granted, shall entitle the electrical inspector, without further notice, to stop the issuance of permits to such registered person until fees have been paid. The electrical inspector is further empowered to stop the issuance of permits to any person registered under the provisions hereof, who fails to correct any defect, error or deficiency in any electrical work installed by him until such time as such defects, errors and deficiencies are corrected. It shall be unlawful to perform any electrical work during the period permits are being withheld. Written requests shall be given by the inspector to the city [municipal power and light commission] for the stoppage of issuances of permits as herein provided.

**Sec. 7-65. Nonliability of city for damages.**

The provisions of this article shall not be construed to relieve from or lessen the responsibility of any person owning, operating or installing any electric wires, apparatus, appliances, construction of equipment, for damages to anyone injured by any defect therein; nor shall the city, or any agent thereof, be held as assuming any such liability by reason of the electrical inspection authorized herein, or the certificate of inspection issued by the electrical inspector.

**Secs. 7-66—7-76. Reserved.*****DIVISION 3. RESERVED*****Secs. 7-77—7-93. Reserved.*****[DIVISION 4. LICENSES]*****Sec. 7-94. Required.**

[No person shall engage in the installation, alteration or repair of electrical wiring, equipment, apparatus or fixtures in or about buildings in the city, or in any building served by the municipal utilities or any other utility company serving customers located inside the corporate limits of the city unless they have obtained a certificate of registration pursuant to KRS 227A.010 to 227A.140.]

Permits shall be issued only to certified electrical contractors that also hold a City Occupational License, except those issued to the City, or to a homeowner, or to holders of a limited license that also hold a City occupational license for their respective occupations.

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**[Sec. 7-95. Exemptions.]**

~~This division shall not apply to telephone, telegraph or electric companies, or to any employees thereof, operating under franchise within the city or with indeterminate permits under the state public service commission, in the installation, maintenance, renewal or repair of their electrical service or apparatus and equipment used in connection with their business or plants; nor shall this section apply to manufacturers of electrical appliances in conducting tests of apparatus of their own manufacture.~~

(Code 1968, § 154.51(F))

**Sec. 7-96. Certificate of registration prerequisite.**

~~No person shall be eligible for a license as a master electrician or journeyman electrician without first having obtained a certificate of registration as a master electrician or a journeyman electrician as provided in this article.~~

(Code 1968, § 154.51(A))

**Sec. 7-97. Fees; late charge.**

- (a) ~~Each holder of a certificate of registration as a master or journeyman electrician shall present such certificate to the city business licensing authority and the sum of twenty five dollars (\$25.00) for a master electrician and fifteen dollars (\$15.00) for a journeyman electrician license, and the business licensing authority shall grant to such person a license for the remaining license year (commencing on the first of each licensing year) after the date of the issuance of such license.~~
- (b) ~~Any person duly licensed as a master electrician or journeyman electrician shall have the right without further examination to renew that license for an annual fee of twenty five dollars (\$25.00) and fifteen dollars (\$15.00) respectively.~~
- (c) ~~A late charge of seventy five dollars (\$75.00) for a master electrician license and forty five dollars (\$45.00) for a journeyman electrician license shall be charged for failure to renew said license prior to expiration.~~

(Code 1968, § 154.51(D), (E); Ord. No. 31-81, § 8, 11-24-81; Ord. No. 13-00, § 1, 4-25-00; Ord. No. 30-00, § 1, 8-8-00)

**Sec. 7-98. Display.**

~~Any person granted a license as a master electrician or a renewal thereof, as provided in this division, shall display the same in a conspicuous place at the place of business of such person.~~

(Code 1968, § 154.51(G))

**Sec. 7-99. Transfer.**

~~No license granted under the provisions of this division shall be assignable or transferable, and every such license or renewal of the same shall specify the name of the person to whom it is issued.~~

(Code 1968, § 154.51(H))

**Sec. 7-100. Expiration.**

~~All licenses and renewals thereof, issued pursuant to this division shall expire on the thirtieth day of April of the year for which they are issued. A license is renewable after the thirtieth day of April provided the late charge contained in subsection 7-97(c) is paid at time of renewal.~~

**Secs. 7-[101 95]—7-111. Reserved.**

**DIVISION 5. PERMITS**

**Sec. 7-112. Permits required generally.**

No person shall install, alter or repair any electrical work covered by this article without first obtaining from the ~~municipal power and light commission, or the~~ Electrical Inspector or authorized issuing agency of the city, a permit therefor and paying the permit fees hereinafter provided; provided, however, that where the cost of an electrical installation is less than two hundred dollars (\$200.00), a permit shall be required but no permit fee shall be charged therefor. The life of the permit may be extended, if necessary, upon application, but all permits shall be void within sixty (60) days if the work contemplated under the same is not begun within that time. Where work for which a permit is required is started or proceeded with, prior to obtaining such permit, the fee hereinafter provided shall be double, but payment of such double fee shall not relieve any person from fully complying with the requirements of this article, in the execution of the work, nor from any other penalties prescribed herein. ~~[Where such permit is issued by the municipal power and light commission by means other than written permit, a written permit in verification thereof shall be obtained by the contractor within three (3) days from the original issuance of such permit.] Permits shall be issued only to an electrical contractor except those issued to the City, or to a homeowner, or to holders of a limited license that also holds a City Occupational License.~~

**Sec. 7-113. Permit to do own work.**

A permit to perform electrical work in or about his/her own home may be issued to an owner; provided that all work thereunder shall be performed by such person or a member of the immediate family of such owner. ~~[The municipal power and light commission, however, shall not issue] However, such permits shall not be issued~~ unless the person who is to perform the work be named in the permit and appear before the inspector and show by answering such questions as may be asked by the inspector, or otherwise, that he/she has sufficient knowledge of the matter to properly perform such work. If it is apparent from the character of the work performed that an owner is not competent nor qualified to do the work under any permit issued to him, the inspector may require such portion of the work that is in violation hereof to be changed, altered or repaired by a master electrician at the expense of the owner. A permit shall be issued without fee to such master electrician and the permit to the owner shall be cancelled.

**Sec. 7-114. Permits for decorative lighting.**

- (a) Permits for temporary installations for indoor or outdoor decorative lighting shall be issued only when permission has been granted as herein provided. Permits shall be required for any temporary decorative lighting installation that is hard-wired, connected to a temporary power source, installed in a commercial or public occupancy, or intended for use at a public event, including but not limited to festivals, fairs, or assemblies.
- (b) During festivals, fairs, conventions and the like, the ~~municipal power and light commission~~ electrical inspector may grant a special permit for a period not exceeding ten (10) days for the installation of approved systems of decorative lighting over roadways or sidewalk areas. If an extension of time is desired, for not more than twenty (20) days, such permit may be renewed at the discretion of the ~~municipal power and light~~

~~commission] electrical inspector~~. A special permit from the ~~municipal power and light commission~~ ~~electrical inspector~~ shall be required for any such installation to be maintained for a period of more than thirty (30) days.

(c) A special permit from the ~~municipal power and light commission~~ ~~electrical inspector~~ shall be obtained before any system of decorative lighting can be installed over any roadway or sidewalk area when installed at a time when no festival, fair, convention, or the like, is in progress.

(d) ~~A permit shall not be required for temporary decorative lighting installed at a private residential dwelling, provided the lighting consists solely of listed, portable, plug-and-play lighting systems connected to existing receptacles and does not involve alteration of the permanent electrical system.~~

(e) ~~All decorative lighting installations, whether or not a permit is required, shall comply with the Kentucky Electrical Code, the National Electrical Code (NEC) as adopted by the Commonwealth, and any applicable local amendments.~~

(f) ~~The Code Administrator or his/her designee shall have the authority to require a permit where the installation is deemed to present a life safety or fire hazard due to size, method of installation, electrical load, or location.~~

(g) The permit inspection fee for the installation of outdoor or indoor temporary lighting system shall be as determined by the board of commissioners from time to time and kept on file in the clerk's office. Inspection fees shall be charged as herein provided.

### **Sec. 7-115. Filing of drawing and specifications.**

Every person making application for any permit to do electrical work under the provisions hereof may be required by ~~the electric utility~~ ~~municipal power and light commission~~ and/or the codes department of the city to file a set of plans and specifications in sufficient details to enable the inspector to determine if the work will be in compliance with the rules, regulations and provisions of this article. A key to the symbols used shall accompany all plans. If main, feeders, branches and distributing panels are shown on the plans they shall be designated by letters or numbers.

### **Sec. 7-116. Necessity of approval.**

No person shall make any electrical connection to any electrical wiring or equipment until approval has been given by the electrical inspector. The inspector is hereby authorized to disconnect any electrical installation, or equipment, which has been connected before the approval for service has been given. ~~He/she~~ shall thereupon attach a legal notice which shall state that the wiring or equipment has been disconnected by the inspector. No person shall remove such notice or reconnect the wiring before the same has been approved by the inspector.

### **Sec. 7-117. Schedule of permit ~~[and]~~ inspection fees.**

~~(a) Permit fees. A fee to be set by the municipal power and light commission shall be charged for each electrical permit unless otherwise specified in this Code.]~~

~~(b)-a) Permit~~ Inspection fees. ~~Permit~~ Inspection fees shall be imposed by the ~~codes department~~ ~~Electrical Inspector~~ of the City of Henderson according to the following schedule, and no permanent electrical connection shall be made by the ~~municipal power and light commission~~ ~~electric utility~~ until it is notified by the inspector that ~~a certificate of approval has been issued and the permit~~ inspection fees imposed hereunder have been paid.

([e] b) [Charges and classifications] Electrical permit inspection fee schedule.

(1) All buildings and structures shall be classified with respect to use in one of the following groups:

Use Group

A—Assembly

B—Business

I—Institutional

M—Mercantile

F—Factory

H—High hazard

R—Residential

S—Storage

T—Temporary or miscellaneous structures

(2) Residential, which includes single family, duplex, and apartments with eight (8) or less units, will be charged at the rate of five cents (.05¢) per square foot for a maximum of two (2) inspections (includes new or remodeled structures).

Any apartment over eight (8) units will be charged at the rate of one and one half (1½) percent for the first one hundred thousand dollars (\$100,000.00) of electrical contract, and any contract exceeding one hundred thousand dollars (\$100,000.00) will have the charge of one half (½) percent for remainder of contract over one hundred thousand dollars (\$100,000.00).

(3) Such electrical inspection fees shall be collected by the codes department from the prime contractor when the building permit is issued.

(4) Prime contractor shall show sufficient documentation on cost of electrical contract at the time the building permit is purchased.

(5) There will be a minimum charge of thirty five dollars (\$35.00) for use groups A, B, I, M, F, H, S, and T.

(6) Other charges:

a.	Repairing of existing buildings	\$25.00 for one (1) inspection
b.	Service change	\$25.00 for one (1) inspection (to be collected by municipal power and light)
c.	Temporary service	\$16.00 (to be connected in the name of the prime contractor; includes only one (1) inspection)
d.	Additional inspections to same location	\$9.00 per trip
e.	Any work found in progress without permit and/or or any work found finished without permit will be inspected and billed double the normal rate.	
f.	Lighted signs exterior	\$35.00
g.	Portable signs	\$20.00 (with a limit of sixty (60) days)

(7) Electrical charges for use groups A, B, I, M, F, H, S, and T will be charged at the rate of one and one half (1½) percent for the first one hundred thousand dollars (\$100,000.00) of electrical contract, and any contract exceeding one hundred thousand dollars (\$100,000.00) will have the charge of one half (½) percent for remainder of contract over one hundred thousand dollars (\$100,000.00).]

(1) Residential Fee Schedule

- Residential inspections: \$ 75.00 per inspection

(2) Commercial/Industrial Fee Schedule

- \$0 - \$25,000 \$ 100.00 per inspection
- \$25,001 - \$999,999 1.5% of total electrical contract price
- \$1,000,000 ≤ 1% of total electrical contract price

(3) Solar Fee Schedule

- Residential:

<u>10 KW</u>	<u>\$ 300.00</u>
<u>10-25 KW</u>	<u>\$ 600.00</u>
<u>25 KW &lt;</u>	<u>\$1,000.00</u>

- Commercial:

<u>0-10 KW</u>	<u>\$ 400.00</u>
<u>10-25 KW</u>	<u>\$ 700.00</u>
<u>25 KW &lt;</u>	<u>1.5% of total electrical contract price</u>

(Commercial/Industrial fees based on electrical/solar contract price shall not exceed \$10,000.00 per property per year unless a written request by the inspector detailing the reasons for the increased maximum fee for a particular property is approved by the Board of Commissioners.

(4) Any work found in progress without permit and/or any work completed without permit will be inspected and billed double the normal fee.

Definitions:

Residential - single family, duplex, apartments with eight (8) or less units, and other structures on the same lot

Commercial - real property used for business, includes apartment complex over eight (8) units

Industrial - large scale facility for manufacturing, producing, and/or storage

Commercial/Industrial Fee Schedule percentage fees are based upon the total electrical contract price inclusive of labor and material costs.

**Sec. 7-118. Disposition of fees.**

[(a) All permit fees collected by the municipal power and light commission under the provisions of this article shall be retained by the municipal power and light commission to defray the expenses of the performance of its duties under this article.]

[(b)] All sums collected [by municipal power and light commission or otherwise] for permit inspection fees, as herein provided, shall be paid over at the end of each month to the [treasurer] electrical inspector or finance director of the city with sufficient accounting thereof. Except that, if the board of commissioners shall contract with an individual or an inspecting organization for electrical inspection service, all amounts collected as permit inspection fees shall be managed in accordance with the terms of such contracts.

**Secs. 7-119—7-134. Reserved.**

**City Commission Memorandum**  
**26-15**

January 7, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Ordinance Amending Fiscal 2026 Budget

An item for consideration at the meeting of Tuesday, January 13, 2026, is the first reading of an ordinance amending the Fiscal 2026 Budget and Appropriation ordinance for the fiscal year ending June 30, 2026.

Transfer to Sports Complex	<u>\$200,000.00</u>
<b>TOTAL GENERAL FUND INCREASES</b>	<b>\$200,000.00</b>

The proposed budget amendment will increase the General Fund by a total of \$200,000.00 which includes a transfer to Sports Complex Fund in the amount of \$200,000.00 needed to continue the operations efficiently for the first full year at the Sports Complex, including transferring additional funds to the Sports Complex bank account for a few months of surplus cash as reserves.

An amendment to the Police Investigations Fund in the amount of \$64,000.00 is also requested which will appropriate for the purchase of one vehicle for the Police Department and forfeiture disbursement fees to specific parties pertaining to task force activities when selling asset forfeiture items.

Finance Director, Chelsea Mills, provided a review of the changes detailed in Finance Department Memorandum 26-01 attached.

Your approval of the attached ordinance is requested.

c: Chelsea Mills

**FINANCE DEPARTMENT MEMORANDUM**  
**26-01**

January 6, 2025

TO: Dylan Ward, City Manager  
FROM: Chelsea Mills, Chief Financial Officer  
SUBJECT: FY26 Budget Amendments – Revision #1

The following are budget amendments that are needed to continue specific functions for the City.

General Fund: See the total requested adjustments below.

- Transfers to the following funds:
  - Sports Complex Fund: \$200,000 in total for capital expenditures needed during first full fiscal year in operations (\$80,000), additional subsidy to offset projected deficit of first year operations (\$70,000), and additional funding transferred to the sports complex bank account for a few months of surplus cash as reserves.

Sports Complex Fund: This will appropriate items needed to continue the operations efficiently for the first full year at the sports complex, including transferring additional funds to the sports complex bank account for a few months of surplus cash as reserves.

*Revenues:*

Transfer from General	\$200,000
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*Expenses:*

Operational Expenses	\$120,000
Minor Tools	\$20,000
Machinery & Tools	\$60,000

Police Investigations Fund: This will appropriate for the purchase of one vehicle for the police department and forfeiture disbursement fees to specific parties pertaining to task force activities when selling asset forfeiture items.

Miscellaneous Supplies	\$24,000
Vehicles	\$40,000

A revised budget ordinance is attached.

*Chelsea Mills*

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Chelsea Mills

CC: Thomas Kenney, Parks & Rec Director  
Billy Bolin, Police Chief

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE AMENDING BUDGET AND APPROPRIATION ORDINANCE**

**SUMMARY:** AN ORDINANCE AMENDING BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 FOR THE CITY OF HENDERSON, KENTUCKY

WHEREAS, on June 24, 2025, the City of Henderson adopted its annual budget and appropriation ordinance for the fiscal year commencing July 1, 2025 and ending June 30, 2026, being Ordinance No. 23-25, and,

WHEREAS, the City Manager recommends that the following additional amendments be adopted.

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky, that Ordinance No. 23-25 is amended as follows:

1. The budget submitted to the Board of Commissioners by the City Manager is hereby adopted and approved and said budget is incorporated herein by reference, and three copies thereof, signed by the Mayor, shall be kept on file in the office of the City Clerk as part of the public record of the City.

2. There is hereby appropriated from the General and Special Fund Accounts of the City of Henderson and allocated to the various Funds of the City the following amounts:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>
GENERAL FUND EXPENDITURE TOTAL	\$ 41,658,000	
TRANSFER TO PWI	1,483,000	
TRANSFER TO MASS TRANSIT	665,000	
TRANSFER TO CONSTRUCTION FUND	874,000	
TRANSFER TO EMERGENCY COMM.	887,000	
TRANSFER TO POLICE/FIRE PENSION	316,000	
TRANSFER TO CIVIL SERVICE PENSION	74,000	
TRANSFER TO CEMETERY	388,000	
TRANSFER TO SPORTS COMPLEX	[292,000]	\$ 492,000
TRANSFER TO BOND FUND	3,068,000	
TOTAL GENERAL FUND	[\$49,705,000]	\$ 49,905,000

PUBLICATION DATE: \_\_\_\_\_

FIRST READ: \_\_\_\_\_  
SECOND READ: \_\_\_\_\_

ORDINANCE NO.

	ORIGINAL BUDGET	AMENDED BUDGET
NATURAL GAS FUND	\$ 20,186,000	
HEALTH REIMBURSEMENT ARRANGE.	\$ 140,000	
CIVIL SERVICE PENSION FUND	\$ 80,000	
POLICE & FIRE PENSION FUND	\$ 316,000	
CEMETERY FUND	\$ 649,000	
HEALTH INSURANCE FUND	\$ 8,815,000	
BOND FUND	\$ 10,302,000	
PUBLIC WAY IMPROVEMENT FUND	\$ 2,315,000	
CONSTRUCTION FUND	\$ 15,764,000	
HART OPERATING FUND	\$ 1,917,000	
SANITATION FUND	\$ 5,849,000	
EMERGENCY COMMUNICATIONS FUND	\$ 2,653,000	
TOURISM COMMISSION FUND	\$ 350,000	
SPORTS COMPLEX FUND	[\$1,121,000]	\$ 1,321,000
COMMUNITY DEVELOPMENT FUND	\$ 826,000	
POLICE INVESTIGATION FUND	[\$75,000]	\$ 139,000

3. The number and classifications of City employees as recited in the Annual Budget is approved as presented.

4. The City Manager is authorized to hire an additional two (2) police officer when it is deemed necessary by the Chief of Police and the City Manager due to the length of training necessary for this position.

5. The City Manager is authorized to hire an additional one (1) firefighter when it is deemed necessary by the Fire Chief and the City Manager due to the length of training necessary for this position.

6. The City Manager is authorized to hire additional non-hazardous duty personnel for key positions when deemed necessary for succession training purposes and the expenditures for the additional hires do not exceed the appropriations granted.

7. This Ordinance shall be effective as of July 1, 2025. This ordinance of amendment shall become effective upon its legal adoption.

On first reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner: Hargis \_\_\_\_\_ Commissioner: Whitt \_\_\_\_\_  
Commissioner: Thomas \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner: Pruitt \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted on first reading and ordered that it be presented for second reading at a regular meeting of the Board of Commissioners.

On second reading of the foregoing ordinance, it was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the ordinance be adopted.

WHEREUPON, the vote was called, on roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the ordinance adopted, affixed his signature and the date and ordered it be recorded.

\_\_\_\_\_  
Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jessa Brandon  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 8<sup>TH</sup> DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn Kelsey  
City Attorney

**City Commission Memorandum**  
**26-11**

January 9, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Wathen Lane Change Order Proposal Request No. 2

The accompanying municipal order approves change order request No. 2 to the construction agreement with Hinkle Contracting Company, LLC for the Wathen Lane project.

A change order is necessary to include additional costs in the amount of \$278,889.61 to replace unsuitable materials in the pavement subgrade and curb and guttering including the excavation of the unsuitable material.

A change order is also necessary in the amount of \$35,548.10 to adjust the grade for Drop Box Inlets (DBI), installation of dissipaters at the inlet/outlet for DBI to slow the velocity of drainage, for cored hole connectors for DBI, additional sidewalk connection for connection to other sidewalks in Braxton Park, Wolf Hills, and The Hills, the use of a Temporary Traffic Signal, replacement of a pipe that was discovered during the project and replacement of thermoplastic curved arrows.

The City's budget allocation for the project in 2025 totaled \$1,771,000.00, with expenses to date totaling \$1,152,014.00.

The total proposed amount of this change order is \$314,437.71, of which the City will be responsible for 20%. The mayor is authorized to execute the change order documents on behalf of the City.

Your approval of the attached municipal order is respectfully requested.

c: Buzzy Newman  
Jenna Basham

**Assistance City Manager Memorandum  
26-01**

January 6, 2026

TO: Dylan H. Ward, City Manager

FROM: William L. "Buzzy" Newman, Jr., Assistant City Manager *WNJ*

SUBJECT: Wathen Lane Change Order Proposal Request No. 2

Attached for your review is change order proposal request No. 2 for the Wathen Lane project. Each item included in the change order is accompanied by a corresponding justification. The total proposed amount of this change order is \$314,437.71.

The final walkthrough for this project is scheduled for January 7, 2026. It should be noted that several areas of the final grading have been disturbed by fiber installation contractors operating in the area. DCI, a contractor for HMP&L, is responsible for the fiber installation work. DCI has been formally notified of the required repairs that must be completed prior to the release of their bond. HMP&L has also been notified and provided with supporting documentation.

This report also includes a summary of project expenses to date compared to the approved budget. The City's budget allocation for the project in 2025 totaled \$1,771,000.00, with expenses to date totaling \$1,152,014.00. A final pay request is forthcoming; however, it is not anticipated to be a significant amount.

**KENTUCKY TRANSPORTATION CABINET**  
**Local Public Agency (LPA)**  
**Change Order Form**

Change Order No	02	Project Sponsor	City of Henderson
Contractor	Hinkle Contracting Company LLC	County	Henderson
Contractor Address	P.O. Box 2000 Owensboro, KY 42302	Project Item Number	02-382
		Project Name	Wathen Lane Upgrade

Item No.	Description	Quantity	Unit	Unit Price	Amount
1	CRUSHED STONE BASE	1,700.000	TON	33.10	56,270.00
802	FABRIC-GEOTEXTILE CLASS I	3,378.670	SQ YD	5.25	17,738.02
803	UNDERCUT	1,976.230	CU YD	62.90	124,304.87
804	CRUSHED AGGREGATE NO 23	1,438.870	TON	56.00	80,576.72
<i>Total for this Page</i>					278,889.61
<i>Total for Continuation Page(s)</i>					
<i>Total Contract Items</i>					278,889.61

*Proposed Items of Supplemental Agreement:*

Ref. No.	Description	Quantity	Unit	Unit Price	Amount
807	ADJUST DBI TO GRADE	2.000	EACH	1052.63	2,105.26
808	HEADWALL DISSIPATORS	1.000	LS	5,263.16	5,263.16
809	CORED HOLE CONNECTORS - 6 INCH	3.000	EACH	1,578.95	4,736.85
810	SIDEWALK - 4 IN CONCRETE	122.000	SQ YD	73.68	8,988.96
811	TEMPORARY TRAFFIC SIGNAL	1.000	LS	4,748.75	4,748.75
<i>Total for this Page</i>					25,842.98
<i>Total for Continuation Page(s)</i>					9,705.12
<i>Total Supplemental Agreement</i>					35,548.10
<i>Total Increase Amount</i>					\$ 314,437.71

Reasons for Proposed Changes:

**Item 1,802, 803, 804** - These lines items are being adjusted to address unsuitable materials found in existing pavement subgrade and under proposed curb & gutter. Excavation has addressed all questionable areas and provided stable subgrade for new pavement section. The areas in question were near STA 40+60 - 44+60, 51+00-52+00, and 63+70-63+90. This work was in the critical path for curb & gutter and pavement in order to move to re-open roadway to full traffic.

**Item 807** - Adjustment in grade for DBI boxes was necessary following discovery of difference in plan elevation versus field elevation. Boxes had been previously set but when curb and gutter was being placed, discrepancies were noted.

If approved by Transportation Cabinet, the undersigned contractor agrees to do the work outlined herein and to accept as payment in full the basis of payment as set forth herein.

Requested Matthew Arlinghaus 11/26/2025  
 LPA Project Engineer DATE

Approved \_\_\_\_\_  
 LPA Person in Responsible Charge DATE

Recommended \_\_\_\_\_  
 Chief District Engineer DATE

Recommended \_\_\_\_\_  
 Assistant State Highway Engineer DATE

Hinkle Contracting Company LLC

Contractor Name

By: \_\_\_\_\_

Contractor Signature

\_\_\_\_\_ Date

Approved \_\_\_\_\_  
 State Highway Engineer DATE

**KENTUCKY TRANSPORTATION CABINET**  
Local Public Agency (LPA)

KYTC Item #	02-382
Change Order No.	02

#### Reasons for Proposed Changes:

**Item 808** - Dissipators were placed at the inlet/outlet near STA 63+80 after concern was expressed by owners of the parcel adjacent to the outlet. These are to slow the velocity of drainage coming from the outlet.

**Item 809** - Cored Hole connectors were required to connect 6 inch underdrain to the DBI's in lieu of any small headwalls. This quantity was absent from original bid.

**Item 810** - Item is being added to address areas connecting existing concrete sidewalk to new asphalt multi-use path. Specific areas were at Braxton Park, Wolf Hills and Hillmont.

**Item 811** - Temporary Traffic signal was utilized at the request of City of Henderson to allow for controlled traffic while the road was partially closed to one lane during sub-grade repair and construction.

**Item 812** - A 36 inch existing pipe was discovered on the project adjacent to the golf course within disturbed limits. The existing pipe was found to be in poor condition and full of debris. City of Henderson requested replacement.

KENTUCKY TRANSPORTATION  
CABINET  
Local Public Agency (LPA)

KYTC Item #	02-382
Change Order No.	02

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**Item 813** - Thermoplastic curved arrows were found on existing pavement. The plan set did not address the replacement of these arrows on the new surface. Quote to provide arrows was provided in order to match previously existing conditions.

## WATHEN LANE UPGRADE PROJECT STATISTICS

	<u>Budgeted</u>	<u>Actual</u>
• PALMER		
1. Design	\$388,840*	\$337,137*
• Federal	\$311,072**	\$269,709**
• Local	\$ 77,768***	\$ 67,427***
• Right of Way	\$418,750*	\$325,726*
• Federal	\$335,000**	\$260,580**
• Local	\$ 83,750***	\$ 65,145***
• Utility	\$914,975*	\$293,591*
• Federal	\$786,497**	\$234,873**
• Local	\$128,477***	\$ 58,718***
• Construction	\$6,854,146*	\$4,803,619*
• Federal	\$5,483,317**	\$3,842,895**
• Local	<u>\$1,370,829***</u>	<u>\$ 960,724***</u>
<b>TOTAL</b>	<b>\$8,576,711</b>	<b>\$5,760,073</b>

**Total Budget - \$8,576,711\***

    Federal - \$6,915,886\*\*

    Local - \$1,660,824\*\*\*

**Total Actual - \$5,760,073\***

    Federal - \$4,608,057\*\*

    Local - \$1,152,014\*\*\*

**2025 City Budget**

**\$1,771,000**

1/2/2026

Activity	Total Amount	Federal Funds	Paid by COH	Reimbursed	Local Funds	
Design Phase + Env	388,840.00	311,072.00			77,768.00	
Palmer Invoices 1-17	330,102.04	264,081.63	yes	yes	66,020.41	
Palmer Invoice 18	1,652.74	1,322.19	yes	yes	330.55	
Palmer Invoice 19	1,581.91	1,265.53	yes	yes	316.38	
Palmer Invoice 20	1,432.86	1,146.29	yes	yes	286.57	
Palmer Invoice 21	2,367.45	1,893.96	yes	yes	473.49	
Design PH subtotal	337,137.00	269,709.60	-	-	67,427.40	337,137.00 86.70%
ROW Phase	418,750.00	335,000.00			83,750.00	
EMWN	10,800.00	8,640.00	yes	yes - ROW 1	2,160.00	
Palmer R1	101,344.36	81,075.49	yes	yes - ROW 2	20,268.87	
Palmer R2	31,331.57	25,065.26	yes	yes - ROW 4	6,266.31	
Palmer R3	22,436.60	17,949.28	yes	yes - ROW 4	4,487.32	
Palmer R4	17,488.55	13,990.84	yes	yes - ROW 4	3,497.71	
Palmer R5	10,617.89	8,494.31	yes	yes - ROW 7	2,123.58	
Palmer R6	1,378.03	1,102.42	yes	yes - ROW 8	275.61	
COH Ease Cost & Record Fee #1	26,864.00	21,491.20	yes	yes - ROW 3	5,372.80	
COH Ease Cost & Record Fee #2	47,311.00	37,848.80	yes	yes - ROW 5	9,462.20	
COH Ease Cost & Record Fee #3	56,003.00	44,802.40	yes	yes - ROW 6	11,200.60	
COH (tax reimb. on Fee Simple)	150.53	120.42	Yes	yes - ROW 9	30.11	
ROW PH subtotal	325,725.53	260,580.42	-	-	65,145.11	325,725.53 77.79%
Utility + Suppl #1	914,974.75	786,497.40			128,477.35	Fed Funds added without having Local Match
HMPL #1 - Materials	49,657.29	39,725.83	yes	yes - UTL 1	9,931.46	
HMG #1 - Materials	31,200.00	24,960.00	yes	yes - UTL 2	6,240.00	
HMPL #2 - Installation	93,891.49	75,113.19	yes	yes - UTL 4	18,778.30	
HMPL #2 - Installation	77,471.44	61,977.15	yes	yes - UTL 7	15,494.29	
HMPL #3 - Relocated Light at Wolf Hills Blvd	2,739.33	2,191.46	yes	yes - UTL 8	547.87	Relocate light to island at Wolf Hills Blvd
EMA Siren-West Shore Services by HMPL	2,400.84	1,920.67	yes	yes - UTL 5	480.17	HMPL relocated EMA Siren West Shore \$8,145
Halter-Tree removal for relocated HMPL Light	1,372.88	1,098.30	yes	yes - UTL 6	274.58	Tree removal for relocated street light to island at Wolf Hills BLVD.
Palmer HWU/HMG PU#1 (5-29-22)	15,413.50	12,330.80	yes	yes - UTL 3	3,082.70	
Palmer HWU/HMG PU#2 (6-30-22)	4,640.23	3,712.18	yes	"	928.05	
Palmer HWU/HMG PU#3 (8-28-22)	11,958.47	9,566.78	yes	"	2,391.69	
Palmer HWU/HMG PU#4 (2-24-23)	2,845.80	2,276.64	yes	"	569.16	
Utility PH subtotal	293,591.27	234,873.02	-	-	58,718.25	293,591.27 32.09% Diff. is the cost of Waterline work - accomplished in Construction Phase
Construction	6,854,146.25	5,483,317.00			1,370,829.25	Conts. Reimb amt to Date
Yager - Pay App 1 -CON 1	203,794.20	163,035.36	yes	yes -CON 1	40,758.84	X 163,035.36
Palmer INSP 1 + Testing - CACI 1	14,650.15	11,720.12	yes	yes -CACI 1	2,930.03	X 174,755.48
Palmer INSP 2 - CACI 2	12,978.00	10,382.40	yes	yes -CACI 2	2,595.60	X 185,137.88
Palmer INSP 3 - CACI 3	23,088.30	18,470.64	yes	yes -CACI 3	4,617.66	X 203,608.52
Yager - Pay App 2 - CON 2	179,491.20	143,592.96	yes	yes-CON 2	35,898.24	X 347,201.48
Yager - Pay App 3 - CON 3	86,416.82	69,133.46	yes	yes-CON 3	17,283.36	X 416,334.94
Yager - Pay App 4 - CON 4	148,957.40	119,165.92	yes	yes-CON 4	29,791.48	X 535,500.86
Palmer INSP 4 - CACI 4	45,697.75	36,558.20	yes	yes-CACI 4	9,139.55	X 572,059.06
Yager - Pay App 5 - CON 5	233,029.09	186,423.27	yes	yes-CON 5	46,605.82	X 758,482.33 Issue with EFT, new Check 9-9-24, Canc. ch 9-17-24
Palmer INSP 5 - CACI 5	36,731.15	29,384.92	yes	yes-CACI 5	7,346.23	X 787,867.25
Yager - Pay App 6 - CON 6	223,130.69	178,504.55	yes	yes-CON 6	44,626.14	X 966,371.80
Palmer INSP 6 - CACI 6	41,204.45	32,963.56	yes	yes-CACI 6	8,240.89	X 999,335.36
Yager - Pay App 6 - CON 7	425,302.66	340,242.13	yes	yes-CON 7	85,060.53	X 1,339,577.49
Palmer INSP 7 - CACI 7	44,423.65	35,558.92	yes	yes-CACI 7	8,884.73	X 1,375,116.41
Hinkle - Pay App 8 - CON 8	140,945.46	112,756.37	yes	yes-CON 8	28,189.09	X 1,487,872.78
Hinkle - Pay App 9 - CON 9	341,618.18	273,294.54	yes	yes-CON 9	68,323.64	X 1,761,167.32
Palmer INSP 8 + Testing - CACI 8	65,529.45	52,423.56	yes	yes-CACI 8	13,105.89	X 1,813,590.88
Hinkle - Pay App 10 - CON 10	416,724.32	333,379.46	yes	yes-CON 10	83,344.86	X 2,146,970.34
Palmer INSP 9 + Testing - CACI 9	16,903.50	13,522.80	yes	yes-CACI 9	3,380.70	X 2,160,493.14
Hinkle - Pay App 11 - CON 11	105,537.06	84,429.65	yes	yes-CON 11	21,107.41	X 2,244,922.78
Hinkle - Pay App 12 - CON 12	691,963.04	553,570.43	yes	yes-CON 12	138,392.61	X 2,798,493.22 \$/b 2,798,483.21 per Doug
Palmer INSP 10 + Testing - CACI 10	190,947.21	152,757.77	yes	yes-CACI10	38,189.44	X 2,951,250.98
Palmer INSP 11 + Testing - CACI 11	56,553.50	45,242.80	yes	yes-CACI11	11,310.70	X 2,996,493.78
Hinkle - Pay App 13 - CON 13	390,809.18	312,647.34	yes	yes-CON13	78,161.84	X 3,309,141.13 \$/b 3,309,141.12 per Doug
Palmer INSP 12 + Testing - CACI 12	46,159.70	36,927.76	yes	yes-CACI12	9,231.94	X 3,346,068.88 calculations by rts
Palmer INSP 13 + Testing - CACI 13	32,837.29	26,269.83	yes	yes-CACI13	6,567.46	X 3,372,338.71 calculations by rts
Hinkle - Pay App 14 - CON14	212,407.84	169,926.27	yes	yes-CON14	42,481.57	X 3,542,264.98 calculations by rts
Palmer INSP 14 - CACI14	16,796.16	13,436.93	yes	in process	3,359.23	X 3,555,701.91
Hinkle - Pay App 15 - CON15	358,991.70	287,193.36	yes	in process	71,798.34	
Construction Subtotal	4,803,619.10	3,842,895.28			960,723.82	4,803,619.10 70.08% YAGER/HINKLE 2,504,947.08 CACI Fee & Testing
Total Spend Today Design -ROW-Utility-Construction-Inspection	5,760,072.90	4,608,058.32			1,152,014.58	5,760,072.90 67.16%

**MUNICIPAL ORDER NO. \_\_\_\_\_**

MUNICIPAL ORDER APPROVING CHANGE ORDER REQUEST #2 TO THE CONSTRUCTION AGREEMENT WITH HINKLE CONTRACTING LLC OF OWENSBORO FOR WATHEN LANE ROADWAY CONSTRUCTION UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$314,437.71 WITH THE CITY RESPONSIBLE FOR TWENTY PERCENT (20%) OF THE CHANGE ORDER AMOUNT

WHEREAS, the City of Henderson entered into an agreement with Yager Materials of Owensboro for bid no 02-382 "Wathen Lane Upgrade Project," and afterward, when Hinkle Construction Company, LLC (hereinafter referred to as "Hinkle") purchased Yager Material's assets and accepted the assignment of the construction contract and City of Henderson entered into an Agreement with Hinkle in Municipal Order No. 89-24; and

WHEREAS, the Project is nearing completion and requires a change order to address remaining contract-related items necessary for final acceptance; and

WHEREAS, under the Supplemental Agreement No. 4 between the City of Henderson and the Commonwealth of Kentucky Transportation Cabinet, under the Federal Highway Administration (FHWA), the City of Henderson's portion of the contract expense is twenty percent (20%); and

WHEREAS, it is necessary to amend the agreement by approval of Change Order Request #2 to include an additional cost not to exceed \$314,437.71 (with the city's portion being twenty percent (20%)) to replace unsuitable materials in the pavement subgrade and curb and guttering including the excavation of the unsuitable material, adjust the grade for Drop Box Inlets ("DBI"), the installation of dissipaters at the inlet/outlet for DBI to slow the velocity of drainage, for cored hole connectors for DBI, additional sidewalk connection for connection to other sidewalks in Braxton Park, Wolf Hills, and The Hills, the use of a Temporary Traffic Signal, replacement of a pipe that was discovered during the project and replacement of thermoplastic curved arrows.

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that Change Order Request #2 is approved for additional work including excavation and removal of unsuitable materials; grade adjustments for Drop Box Inlets (DBIs); installation of inlet and outlet energy dissipaters; construction of cored hole DBI connections; additional sidewalk connections within Braxton Park, Wolf Hills, and The Hills; implementation of a Temporary Traffic Signal; replacement of an existing pipe discovered during construction; and replacement of thermoplastic curved arrows; and the Mayor is authorized to execute all necessary documents on behalf of the City.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_

**MUNICIPAL ORDER NO.**

Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE  
READING, this the \_\_\_\_\_ day of January 2026.**

\_\_\_\_\_  
Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jessa Brandon, City Clerk  
**APPROVED AS TO FORM AND  
LEGALITY THIS 7<sup>TH</sup> DAY OF  
JANUARY 2026**  
**DRAFT**  
By: \_\_\_\_\_  
Dawn S. Kelsey  
City Attorney

**City Commission Memorandum**  
**26-06**

January 7, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Termination of Interlocal Cooperation Agreement with Tri-County Recycling Alliance, Inc.

The accompanying resolution approves the termination of an interlocal cooperation agreement between the City of Henderson, Henderson County, Webster County, and Union County which established a solid waste recycling alliance with Tri-County Recycling Alliance, Inc.

Due to economic conditions and market downturns in recyclable commodities, the Tri-County Recycling Alliance, Inc. Board met on May 16, 2016, and agreed to cease operation of the Tri-County Regional Recycling Center located in Henderson, Kentucky. Since the cessation of operations, Tri-County Recycling Alliance, Inc. has existed in name only and the Board has determined there is no further economic viability of the operation of the Tri-County Recycling Center.

The existing bank account for Tri-County Recycling Alliance shall be closed, and all funds will be equally divided between all four member parties. The bank balance as of November 30, 2025, is \$16,623.26.

The Board met on December 15, 2025, voted to terminate this Interlocal Cooperation Agreement, and to authorized the filing of Form NPD (Articles of Dissolution) to the Kentucky Secretary of State thereby dissolving Tri-County Recycling Alliance, Inc.

Your approval of the attached resolution is requested.

c: Dawn Kelsey

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING TERMINATION OF INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF HENDERSON, HENDERSON COUNTY, WEBSTER COUNTY, AND UNION COUNTY WHICH ESTABLISHED A SOLID WASTE RECYCLING ALLIANCE WITH TRI-COUNTY RECYCLING ALLIANCE, INC. AS THE ADMINISTERING AGENCY; AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS TO EFFECTUATE THE DISSOLUTION OF TRI-COUNTY RECYCLING ALLINCE, INC.

WHEREAS, the City of Henderson is a party to an Interlocal Cooperation Agreement with Henderson County, Union County, and Webster County which established a solid waste recycling alliance and designated Tri-County Recycling Alliance, Inc. as the administering agency; and

WHEREAS, due to economic conditions and market downturns in recyclable commodities, the Tri-County Recycling Alliance, Inc. Board met on May 16, 2016, and agreed to cease operation of the Tri-County Regional Recycling Center located in Henderson, Kentucky; and

WHEREAS, since the cessation of operations, Tri-County Recycling Alliance, Inc. has existed in name only and the board has determined that there is no further economic viability of the operation of the Tri-County Recycling Center; and

WHEREAS, the Tri-County Recycling Alliance, Inc. Board met on December 15, 2025, voted to terminate this Interlocal Cooperation Agreement, and to authorize the Secretary to complete and file Form NPD (Articles of Dissolution) to the Kentucky Secretary of State thereby dissolving Tri-County Recycling Alliance, Inc., subject to ratification and approval of the governing bodies of the members.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky as follows:

1. The Amended and Restated Tri-County Recycling Alliance, Inc. Interlocal Cooperation Agreement entered into by members in May 2016 shall be terminated and Tri-County Recycling Alliance deemed dissolved. A Form NPD shall be prepared and filed with the Kentucky Secretary of State.
2. All Tri-County Recycling Alliance, Inc. owned equipment listed in Exhibit "A" of the Amended and Restated Agreement will remain with the respective member party and become the property of said party.
3. The existing bank account shall be closed, and all funds therein will be equally divided between all member parties.
4. Mayor Staton is authorized to execute all necessary documents to effectuate the termination and dissolution of Tri-County Recycling Alliance, Inc. on behalf of the City of Henderson.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Resolution be adopted, the vote was called.

On roll call the vote stood:

Commissioner: Hargis \_\_\_\_\_  
Commissioner: Thomas \_\_\_\_\_  
Commissioner: Pruitt \_\_\_\_\_

Commissioner: Whitt \_\_\_\_\_  
Mayor Staton: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

ATTEST:

\_\_\_\_\_  
Bradley S. Staton, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Jessa Brandon, City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS \_\_\_\_ DAY OF  
JANUARY, 2026.**

By: \_\_\_\_\_  
Dawn Kelsey  
City Attorney

**TRI-COUNTY RECYCLING ALLIANCE  
BOARD MEETING**

**December 15, 2025**

The Tri-County Recycling Alliance board met on December 15, 2025 with all members attending by zoom. Per the Interlocal Agreement the official members of the board are the County Judge/Executives, the City of Henderson Mayor, and 5 at large members to include the Solid Waste Coordinators from the 3 counties along with 2 other members appointed.

In attendance were:

Brad Schneider (Henderson County Judge/Executive)  
Adam O'Nan (Union County Judge Executive)  
Steve Henry (Webster County Judge/Executive)  
Brad Staton (City of Henderson Mayor)  
Dylan Ward (City of Henderson Manager)  
Eric Higgs (Henderson County Solid Waste Coordinator)  
Randy Norman (Webster County Solid Waste Coordinator)  
Kurt Wiesen (Henderson County Deputy Judge)  
Brent Jacobs (Henderson County Network Administrator)

Chairperson Brad Schneider called the meeting to order.

**Previous Minutes**

Eric Higgs made a motion to accept the previous meeting's minutes. This was seconded by Judge O'Nan. All voted in favor of accepting the minutes.

**Tri-County Recycling Dissolution**

Judge Schneider asked if everyone was in agreement to terminate the interlocal cooperative agreement and dissolve Tri-County Recycling. Everyone agreed with this. Judge Schneider said he would like to get the board's vote on several items and then the final step would be the development of a resolution to be signed by the 3 county judges and the mayor. As part of the resolution a decision would need to be made as to the dispersal of the equipment that is owned by Tri-County and the disbursement of the funds remaining in the Tri-County bank account.

An excel sheet listing all the Tri-County Recycling owned equipment and current locations (exhibit "A") was sent to all to be reviewed. Randy Norman made a motion for each entity to keep the equipment in their possession. The motion was seconded by Eric Higgs. A vote was held and all agreed to keep the equipment currently assigned to them in Exhibit "A".

Currently there is \$16,623.26 in the Tri-County Recycling Alliance bank account. Judge O'Nan made a motion for the money to be divided 4 ways (City of Henderson, Henderson County, Webster County & Union County) as evenly as possible. Randy Norman seconded the motion. A vote was held and all agreed to have the remaining funds divided 4 ways as evenly as possible.

Judge Schneider said he would like someone to make a motion to have a resolution drawn up to be signed by the 3 Judges and the Mayor to effectuate the termination of the interlocal cooperative agreement and dissolution of Tri-County Recycling Alliance. Eric Higgs made the motion for the resolution to be drafted. Judge O'Nan seconded the motion. A vote was held with all in agreement.

With there being no further business, Mayor Staton made a motion to adjourn which was seconded by Judge O'Nan.

Attest:

Kurt Wiesen  
Secretary (Henderson County Deputy Judge)

TRI-COUNTY RECYCLING ALLIANCE  
RESOLUTION

AN AGREEMENT BETWEEN THE CITY OF HENDERSON, HENDERSON COUNTY, WEBSTER COUNTY, AND UNION COUNTY WHICH TERMINATES THE INTERLOCAL COOPERATIVE AGREEMENT AND DISSOLVES TRI-COUNTY RECYCLING ALLIANCE, INC

WHEREAS, in May 2016 the Tri-County Recycling Alliance, Inc. board met and agreed to cease operations due to economic conditions and market downturns in recyclable commodities.

WHEREAS, since the cessation of operations, Tri-County Recycling Alliance, Inc. (hereinafter "TCRA") has only existed in name and the board has determined that there is no further economic viability of the operation of the Tri-County Regional Recycling Center located in Henderson, Kentucky; and

WHEREAS, the parties agree that this interlocal cooperation agreement should be terminated and that TCRA be dissolved; and

WHEREAS, at its board meeting on December 15, 2025, the board of TCRA voted to terminate this interlocal cooperation agreement and to authorize the Secretary to file and send Form NPD (Articles of Dissolution) to the Kentucky Secretary of State thereby dissolving Tri-County Recycling Alliance, Inc., subject to ratification and approval of the governing bodies of the members.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of Tri-County Recycling Alliance, Inc. as follows:

1. The amended interlocal cooperation agreement entered into by members of in May 2016 shall be terminated and Tri-County Recycling Alliance deemed dissolved. A Form NPD shall be prepared and filed with the Kentucky Secretary of State.
2. All Tri-County owned equipment listed in Exhibit "A" will remain with the respective member party and become the property of said party.
3. The existing bank account shall be closed and all funds therein will be equally divided between all member parties.
4. This resolution will be forwarded to the governing bodies of each member party for final approval.

Motion to approve by: Eric Higgs

Seconded by: Judge Adam O'Nan

Upon roll call, all members voted AYE.

Resolved and entered this 15 day of December, 2025.

IN WITNESS WHEREOF, we set our hands on behalf of the corporation on this 15 day of December, 2025.

Chairperson: Brad Schneider

Secretary: Kurt Wiesen

IN WITNESS WHEREOF, the parties have executed this Resolution by their authorized representative on the date indicated below.

Date: 12-16-25



Brad Schneider, Henderson County  
Judge Executive

Henderson County Fiscal Court Clerk

ATTEST: \_\_\_\_\_

Date: \_\_\_\_\_

Steve Henry, Webster County  
Judge Executive

Webster County Fiscal Court Clerk

ATTEST: \_\_\_\_\_

Date: \_\_\_\_\_

Adam Onan, Union County  
Judge Executive

Union County Fiscal Court Clerk

ATTEST: \_\_\_\_\_

Date: \_\_\_\_\_

Brad Staton, City of Henderson  
Mayor

Henderson City Clerk

ATTEST: \_\_\_\_\_

### TRI COUNTY RECYCLING ALLIANCE EQUIPMENT LISTING

Date	Vendor	Item		
5/31/2011	Central Ky Fiber Res	Yard Ramp	Henderson County	Pride 2011 - 2012
8/8/2013	Pro Lift	Toyota 6000lb Forktruck 8FGU30-37766	Henderson County	Pride 2012 - 2013
4/24/2013	Bobcat Company	S570 Bobcat Skidsteer A7U711822	Henderson County	Pride 2012 - 2013
12/27/2012	Pro-Tainer	1 Pro-Tilt #1P9FP1928CA277452	Henderson County	Pride 2012 - 2013
		8 Gailbreath Hoppers for Sort Line	Henderson County	Pride 2012 - 2013
		Concrete Barriers	Henderson County	Pride 2012 - 2013
8/25/2015	Black Equipment	Yale Forktruck S/N B974V01840N	Henderson County	Pride 2015 - 2016
7/15/2015	Global Equipment	BJE TT25 Oil Filter Crusher	Henderson County	Pride 2015 - 2016
Date	Vendor	Item		
12/27/2012	Pro-Tainer	Recycling Trailer #1P9RG2117CA277450	Union	Pride 2012 - 2013
11/6/2013	Pro-Tainer	Recycling Trailer #1P9RG2115DA277593	Union	Pride 2013 - 2014
9/30/2013	Central Ky Fiber	Yard Ramp	Union	Pride 2013 - 2014
		Center Flow Hopper for glasss	Union	Pride 2014 - 2015
7/15/2015	Global Equipment	BJE TT25 Oil Filter Crusher	Union	Pride 2015 - 2016
12/27/2012	Pro-Tainer	Recycling Trailer #1P9RG2119CA277451	Webster	Pride 2012 - 2013
11/1/2012	Central Ky Fiber	Yard Ramp	Webster	Pride 2012 - 2013
11/6/2013	Pro-Tainer	Recycling Trailer #1P9RG2117DA277594	Webster	Pride 2013 - 2014
		40 yd Containers	Webster	Pride 2014 - 2015
		1 - Propactor Compacting Trailer		
8/25/2015	Pro-Tainer	#1P9PC2658FA277895	Webster - Transferred - 12-9-25	Pride 2015 - 2016
7/13/2015	GES INC	Titan 265 TC Cutter - Paper Cutter	Webster - Transferred- 12-9-25	Pride 2015 - 2016
			Exhibit "A"	

**City Commission Memorandum**  
**26-17**

January 8, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Acceptance of Quitclaim Deeds for 1400 Helm Street and 1604 Washington Street Pursuant to Forfeiture Order

The accompanying resolution authorizes the acceptance by the City of Henderson Quitclaim Deeds from Kane Bentley for property located at 1400 Helm Street and 1604 Washington Street.

Kane Bentley has entered into an agreement with the Henderson Circuit Court, in Civil Action No. 24-CR-00415, to transfer certain real property located at 1400 Helm Street and 1604 Washington Street to the City of Henderson on behalf of the Henderson Police Department. The Kentucky Controlled Substance Act, KRS 218A.410 et seq., authorizes law enforcement agencies to receive forfeited real property pursuant to order of forfeiture by the court.

This transfer will benefit the City as forfeited property and can either be retained for official use or sold pursuant to KRS Chapter 218A and the City's portion of the proceeds expended for specific law enforcement purposes.

Your approval of the attached resolution is respectfully requested.

c: Dawn Kelsey  
Billy Bolin

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE ACCEPTANCE BY CITY OF HENDERSON QUITCLAIM DEEDS FROM KANE BENTLEY FOR PROPERTY LOCATED AT 1400 HELM STREET AND 1604 WASHINGTON STREET PURSUANT TO THE FORFEITURE ORDER ENTERED BY THE HENDERSON CIRCUIT COURT IN CIVIL ACTION NO. 24-CR-00415

WHEREAS, the Grantor, Kane Bentley, has entered into an agreement with Henderson Circuit Court in Civil Action No. 24-CR-00415 to transfer certain real property located within the City of Henderson, Kentucky to the City of Henderson, on behalf of Henderson Police Department; and

WHEREAS, the Kentucky Controlled Substance Act, KRS 218A.410 et seq., authorizes law enforcement agencies to receive forfeited real property pursuant to order of forfeiture by the court; and

WHEREAS, Kane Bentley is willing to transfer the properties more particularly described as follows, to wit:

A certain lot of ground and house numbered 1604 E. Washington Street, being Lot No. 4 in Block 32, on the south side of Washington Street, between Maple and Burdette Streets, fronting 35 feet on Washington Street, and extending back that width 200 feet to an alley, an undivided one-fourth interest therein being inherited by said Frank B. Werner from Adam and Kate Werner, deceased, and three-fourths undivided interest being conveyed to Frank B. Werner by Amelia Kieser and others by deed of date, 22<sup>nd</sup> of October, 1929, recorded in Deed Book 78, page 492, in the Henderson County Clerk's Officer..

Being the same property conveyed to Kane Bentley and Jewell Bentley, by deed from N & J Rentals, LLC, A Kentucky Limited Liability Company, formerly R & J Rentals, LLC, dated January 17, 2024 and of record in Deed Book 672, page 997, in the Henderson County Clerk's Office. See also Quitclaim Deed from Jewell Bentley to Kane Bentley, dated the \_\_\_\_\_ day of \_\_\_\_\_, 2025 and of record in Deed Book \_\_\_\_\_, page \_\_\_\_\_ in the aforesaid Clerk's Office.

Subject to all restrictions, easements, right-of-ways and prior mineral reservations of record which affect the subject property.

And:

Beginning at the intersection of the Southwest line of Helm Street with the Southeast line of Letcher Street; thence with Helm Street, S 60° 41' E, 43.33 feet to a corner to Imogene Belcher lot as recorded in Deed Book 294, Page 200; thence with Belcher, S 29° 28" W, 83.60 feet to Jesse Hawkins lot as recorded in Deed Book 312, page 96; thence with Hawkins lot, N 60° 42' W, 15.25 feet to a corner to Don Burris lot as recorded in Deed Book 317, Page 226; thence with Burris lot, N 29° 28' E 20.66 feet and N 60° 42' W, 28.08 feet to Letcher Street; thence with Letcher Street, N 29° 28' E, 62.94 feet to the point of beginning.

A plat of the aforescribed tract us attached to the deed of Grace Larue, widow, from Anna Leigh Hughes, of record in Deed Book 328, Page 322.

Also, No. 1404 south side of Helm Street, between Letcher and Atkinson Streets: BEGINNING at a stake on the south side of Helm Street 67 feet 9 inches from the southeast intersection of Helm and Letcher Streets, thence with south line of Helm Street, in an easterly direction a distance of 32 feet 3 inches, more or less, to a stake or point in said south line of Helm Street; thence at right angles in a southerly direction a distance of 83.6 feet to a stake or point in approximate center of said 8 foot private alley or passway belonging to first party; thence at right angles in a westerly direction and with the approximate center of an 8 foot private alley or passway a distance of 32 feet 3 inches, more or less, corner to property conveyed by first parties to Douglas Ashby and wife, thence at right angles, in a northerly direction and with the west line of Ashby property a distance of 83.6 feet to the point of beginning.

Coal and mining rights in and underlying the above-described property have heretofore been sold or reserved and same are excluded from sale and transfer of property.

It is agreed and understood by and between the parties hereto that the 8 foot private alley or passway hereinbefore mentioned is to be kept open and be used for ingress and egress of the property herein described and the owners of the two lots or parcels of ground on the west of the above-described lot, also for the owner of the property on the south thereof.

ALSO: Located on the South side of Help Street, between Letcher and Atkinson Streets in the City of Henderson, Kentucky, more particularly bounded and described, to-wit: BEGINNING at a stake on the south side of Helm Street 43 and one-third feet from the Southeast intersection of Helm and Letcher Streets; Thence with the South line of Helm Street, in an easterly direction, a distance of 24 feet 5 inches to a stake or point in said south line of Helm Street; thence at right angle to Letcher Street, in a southerly direction, a distance of 83.6 feet to a stake or point in the approximate middle of an 8 foot alley or passway belonging to first party; thence at right angle to Helm Street, in a westerly direction, and with the approximate middle of said 8 foot private alley or passway, a distance of 24 feet 5 inches to a three-quarter inch iron pipe buried in the approximate middle of said 8 foot alley or passway; thence at right angle to Letcher Street, in a northerly direction a distance of 83.6 feet to the point of beginning.

Coal and mining rights are reserved.

It is agreed and understood between the parties hereof that an eight (8) foot private alley passway herein above mentioned is to be kept open and be used for ingress and egress by the owners of the property herein described and conveyed and the owners of the adjoining property on the east, west and south thereof.

A Consolidation plat of the above described real estate is of record in the Office of the Henderson County Clerk in Book 9, Page 121-B and to which plat reference is hereby made for a more particular description of the property hereby conveyed.

Being the same property conveyed to Kane Bentley, by Deed from Tony Lee Reutter, surviving spouse and joint tenant of Vickie L. Reuter, dated January 24, 2024 and of record in Deed Book 673, Page 200 in the Henderson County Court Clerk's Office.

Subject to all restrictions, easements, right-of-ways and prior mineral reservations of record which affect the subject property.

to the City pursuant to the forfeiture order entered by the Henderson Circuit Court in *Civil Action No. 24-CR-00415*; and

WHEREAS, the City has Code Enforcement Liens in excess of \$730.00 on the property located at 1604 Washington Street; and

WHEREAS, said transfer will benefit the City as forfeited property which can be either retained for official use or sold pursuant to KRS Chapter 218A and the City's portion of the proceeds expended for specific law enforcement purposes.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the release of the City of Henderson's Code Enforcement liens against the property located at 1604 Washington Street, in exchange for the acceptance by the City of the deeds for 1604 Washington Street and 1400 Helm Street, Henderson, Kentucky, from Kane Bentley is hereby authorized and approved, and the Mayor and the City Manager are authorized to execute all necessary documents to effectuate the transfer of the property to the City.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Resolution be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

WHEREUPON, Mayor Staton declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

ATTEST:

Bradley S. Staton, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Jessa Brandon, City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS \_\_\_\_\_ DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey  
City Attorney

THIS QUITCLAIM DEED, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between **KANE BENTLEY**, unmarried, 380 Borax Drive, Henderson, KY 42420, party of the first part, **GRANTOR**, and **CITY OF HENDERSON, KENTUCKY**, 222 First Street, Henderson, Kentucky 42420, party of the second part, **GRANTEE**,

WITNESSETH:

THAT FOR AND IN CONSIDERATION of and pursuant to the Forfeiture Order entered by the Henderson Circuit Court in Civil Action No. 24-CR-00415, the Grantor has bargained and sold and by these presents does hereby forever release and quitclaim unto the Grantee, in fee simple, its successors and assigns forever, all of his right, title and interest, including dower interest, if any, in the following described property located in Henderson County, Kentucky, to-wit:

A certain lot of ground with house numbered 1604 E. Washington Street, being Lot No. 4 in Block 32, on the south side of Washington Street, between Maple and Burdette Streets, fronting 35 feet on Washington Street, and extending back that width 200 feet to an alley, an undivided one-fourth interest therein being inherited by said Frank B. Werner from Adam and Kate Werner, deceased, and three-fourths undivided interest being conveyed to Frank B. Werner by Amelia Kieser and others by deed of date, 22<sup>nd</sup> of October, 1929, recorded in Deed Book 78, page 492, in the Henderson County Clerk's Office.

Being the same property conveyed to Kane Bentley and Jewell Bentley, by Deed from N & J Rentals, LLC, A Kentucky Limited Liability Company, formerly R & J Rentals, LLC, dated January 17, 2024 and of record in Deed Book 672, page 997 in the Henderson County Court Clerk's Office. See also Quitclaim Deed from Jewell Bentley to Kane Bentley, dated the \_\_\_\_\_ day of \_\_\_\_\_, 2025 and of record in Deed Book \_\_\_\_\_, page \_\_\_\_\_ in the aforesaid Clerk's Office.

Subject to all restrictions, easements, right-of-ways and prior mineral reservations of record which affect the subject property.

The draftsman assumes no responsibility for the description contained herein, nor is he the closing agent.

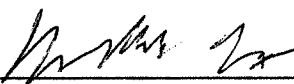
**Send Tax Bills to: City of Henderson, Kentucky, 222 First Street, Henderson, KY 42420.**

TO HAVE AND TO HOLD unto the Grantee, its successors and assigns forever with Covenant of General Warranty, except minerals, if any, which are conveyed without warranty.

**The undersigned Grantor and Grantee do hereby certify that no consideration was paid for the aforesigned property and the fair market value of the aforesigned property is THIRTY-TWO THOUSAND DOLLARS (\$32,000.00), pursuant to K.R.S. 382.135.**

IN TESTIMONY WHEREOF, witness the hands of the Grantor and Grantee, this day and date first above written.

**GRANTOR:**

  
\_\_\_\_\_  
KANE BENTLEY, unmarried

**GRANTEE:**

**CITY OF HENDERSON, KENTUCKY**

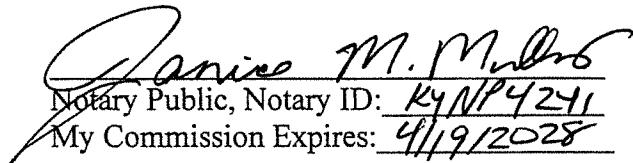
By: \_\_\_\_\_  
BRAD STATON, Mayor

**ATTEST:**

By: \_\_\_\_\_  
JESSA BRANDON, City Clerk

STATE OF KENTUCKY  
COUNTY OF HENDERSON

The foregoing instrument was subscribed, sworn to and acknowledged before me by the Grantor, **KANE BENTLEY**, unmarried, and said party being known to me, this the 13<sup>th</sup> day of March, 2025.

  
Janice M. Mullins  
Notary Public, Notary ID: KYNP4241  
My Commission Expires: 4/19/2028

STATE OF KENTUCKY  
COUNTY OF HENDERSON

The foregoing instrument was subscribed, sworn to and acknowledged before me by the Grantee, **CITY OF HENDERSON, KENTUCKY**, by **BRAD STATON**, Mayor, and **JESSA BRANDON**, City Clerk, and said party being known to me, this the \_\_\_\_\_ day of                   , 2025.

Notary Public, Notary ID: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

This Instrument Prepared By:  
**TRIMBLE, LINDSAY & SHEA, LLC**  
One South Main Street  
P. O. Box 19  
Henderson, Kentucky 42419-0019  
(270) 827-9824

By:   
Patrick Clark Shea

THIS QUITCLAIM DEED, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between **KANE BENTLEY**, unmarried, 380 Borax Drive, Henderson, KY 42420, party of the first part, **GRANTOR**, and **CITY OF HENDERSON, KENTUCKY**, 222 First Street, Henderson, Kentucky 42420, party of the second part, **GRANTEE**,

WITNESSETH:

THAT FOR AND IN CONSIDERATION of and pursuant to the Forfeiture Order entered by the Henderson Circuit Court in Civil Action No. 24-CR-00415, the Grantor has bargained and sold and by these presents does hereby forever release and quitclaim unto the Grantee, in fee simple, its successors and assigns forever, all of his right, title and interest, including dower interest, if any, in the following described property located in Henderson County, Kentucky, to-wit:

Beginning at the intersection of the Southwest line of Helm Street with the Southeast line of Letcher Street; thence with Helm Street, S 60° 42' E, 43.33 feet to a corner to Imogene Belcher lot as recorded in Deed Book 294, Page 200; thence with Belcher, S 29° 28" W, 83.60 feet to Jesse Hawkins lot as recorded in Deed Book 312, page 96; thence with Hawkins lot, N 60° 42' W, 15.25 feet to a corner to Don Burris lot as recorded in Deed Book 317, Page 226; thence with Burris lot, N 29° 28' E 20.66 feet and N 60° 42' W, 28.08 feet to Letcher Street; thence with Letcher Street, N 29° 28' E, 62.94 feet to the point of beginning.

A plat of the aforescribed tract is attached to the deed of Grace Larue, widow, from Anna Leigh Hughes, of record in Deed Book 328, Page 322.

ALSO, No. 1404 South side of Helm Street, between Letcher and Atkinson Streets: BEGINNING at a stake on the south side of Helm Street 67 feet 9 inches from the southeast intersection of Helm and Letcher Streets, thence with south line of Helm Street, in an easterly direction a distance of 32 feet 3 inches, more or less, to a stake or point in said south line of Helm Street; thence at right angles in a southerly direction a distance of 83.6 feet to a stake or point in approximate center of said 8 foot private alley or passway belonging to first party; thence at right angles in a westerly direction and with the approximate center of an 8 foot private alley or passway a distance of 32 feet 3 inches, more or less, corner to property conveyed by first parties to Douglas Ashby and wife, thence at right angles, in a northerly direction and with the west line of Ashby property a distance of 83.6 feet to the point of beginning.

Coal and mining rights in and underlying the above-described property have heretofore been sold or reserved and same are excluded from sale and transfer of property.

It is agreed and understood by and between the parties hereto that the 8 foot private alley or passway hereinbefore mentioned is to be kept open and be used for ingress and egress of the property herein described and the owners of the two lots or parcels of ground on the west of the above-described lot, also for the owners of the property on the south thereof.

ALSO: Located on the South side of Helm Street, between Letcher and Atkinson Streets in the City of Henderson, Kentucky, more particularly bounded and described, to-wit: BEGINNING at a stake on the south side of Helm Street 43 and one-third feet from the Southeast intersection of Helm and Letcher Streets; Thence with the South line of Helm St., in an easterly direction, a distance of 24 feet 5 inches to a stake or point in said south line of Helm Street; Thence at right angle to Letcher St., in a southerly direction, a distance of 83.6 feet to a stake or point in the approximate middle of an 8 foot alley or passway belonging to first party; Thence at right angle to Helm Street, in a westerly direction, and with the approximate middle of said 8 foot private alley or passway, a distance of 24 feet 5 inches to a three-quarter inch iron pipe buried in the approximate middle of said 8 foot alley or passway; Thence at right angle to Letcher Street, In a northerly direction a distance of 83.6 to the point of beginning.

Coal and mining rights are reserved.

It is agreed and understood between the parties hereof that an eight (8) foot private alley passway herein above mentioned is to be kept open and be used for Ingress and egress by the owners of the property herein described and conveyed and the owners of the adjoining property on the east, west and south thereof.

A Consolidation plat of the above described real estate is of record in the Office of the Henderson County Clerk in Book 9, Page 121-B and to which plat reference is hereby made for a more particular description of the property hereby conveyed.

Being the same property conveyed to Kane Bentley, by Deed from Tony Lee Reutter, surviving spouse and joint tenant of Vickie L. Reuter, dated January 24, 2024 and of record in Deed Book 673, page 200 in the Henderson County Court Clerk's Office.

Subject to all restrictions, easements, right-of-ways and prior mineral reservations of record which affect the subject property.

The draftsman assumes no responsibility for the description contained herein, nor is he the closing agent.

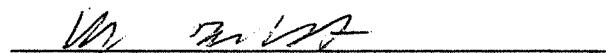
**Send Tax Bills to: City of Henderson, Kentucky, 222 First Street, Henderson, Kentucky 42420.**

TO HAVE AND TO HOLD unto the Grantee, its successors and assigns forever with Covenant of General Warranty, except minerals, if any, which are conveyed without warranty.

**The undersigned Grantor and Grantee do hereby certify that no consideration was paid for the aforesigned property and the fair market value of the aforesigned property is SEVENTY-TWO THOUSAND DOLLARS (\$72,000.00), pursuant to K.R.S. 382.135.**

IN TESTIMONY WHEREOF, witness the hands of the Grantor and Grantee, this day and date first above written.

**GRANTOR:**

  
KANE BENTLEY, unmarried

**GRANTEE:**

**CITY OF HENDERSON, KENTUCKY**

By: \_\_\_\_\_  
**BRAD STATON, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**JESSA BRANDON, City Clerk**

STATE OF KENTUCKY  
COUNTY OF HENDERSON

The foregoing instrument was subscribed, sworn to and acknowledged before me by the Grantor **KANE BENTLEY**, unmarried, and said party being known to me, this the 13<sup>th</sup> day of March, 2025.

  
Janice M. Mullis  
Notary Public, Notary ID: KYNP4241  
My Commission Expires: 7/19/2028

STATE OF KENTUCKY  
COUNTY OF HENDERSON

The foregoing instrument was subscribed, sworn to and acknowledged before me by the Grantee, **CITY OF HENDERSON, KENTUCKY**, by **BRAD STATON**, Mayor, and **JESSA BRANDON**, City Clerk, and said party being known to me, this the \_\_\_\_\_ day of , 2025.

\_\_\_\_\_  
Notary Public, Notary ID: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

This Instrument Prepared By:  
**TRIMBLE, LINDSAY & SHEA, LLC**  
One South Main Street  
P. O. Box 19  
Henderson, Kentucky 42419-0019  
(270) 827-9824

By:   
Patrick Clark Shea

THIS QUITCLAIM DEED, made and entered into this the 30<sup>th</sup> day of January, 2025, by and between JEWEL BENTLEY, unmarried, 1604 Washington Street, Henderson, KY 42420, party of the first part, GRANTOR, and KANE BENTLEY, 380 Borax Drive, Henderson, KY 42420, party of the second part, GRANTEE,

WITNESSETH:

THAT FOR AND IN CONSIDERATION of the love and affection which the Grantor has for the Grantee, being the Grantor's brother, the Grantor has bargained and sold and by these presents does hereby grant and convey to the Grantee, in fee simple, in fee simple, his heirs and assigns forever, all the Grantor's right, title and interest, in the following described property located in Henderson County, Kentucky, to-wit:

A certain lot of ground with house numbered 1604 E. Washington Street, being Lot No. 4 in Block 32, on the south side of Washington Street, between Maple and Burdette Streets, fronting 35 feet on Washington Street, and extending back that width 200 feet to an alley, an undivided one-fourth interest therein being inherited by said Frank B. Werner from Adam and Kate Werner, deceased, and three-fourths undivided interest being conveyed to Frank B. Werner by Amelia Kieser and others by deed of date, 22<sup>nd</sup> of October, 1929, recorded in Deed Book 78, page 492, in the Henderson County Clerk's Office.

Being the same property conveyed to Kane Bentley and Jewel Bentley, by Deed from N & J Rentals, LLC, A Kentucky Limited Liability Company, formerly R & J Rentals, LLC, dated January 17, 2024 and of record in Deed Book 672, page 997 in the Henderson County Court Clerk's Office.

Subject to all restrictions, easements, right-of-ways and prior mineral reservations of record which affect the subject property.

The draftsman assumes no responsibility for the description contained herein, nor is he the closing agent.

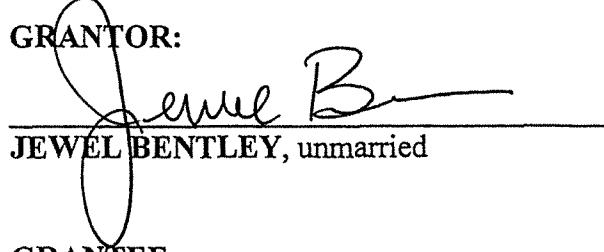
**Send Tax Bills to: Kane Bentley, 1238 Washington Street, Henderson, KY 42420.**

TO HAVE AND TO HOLD unto the Grantee, his heirs and assigns forever with Covenant of General Warranty, except minerals, if any, which are conveyed without warranty.

**The undersigned Grantor and Grantee do hereby certify that no consideration was paid for the aforedescribed property and the fair market value of the aforedescribed property is THIRTY-TWO THOUSAND DOLLARS (\$32,000.00), pursuant to K.R.S. 382.135.**

IN TESTIMONY WHEREOF, witness the hands of the Grantor and Grantee, this day and date first above written.

**GRANTOR:**

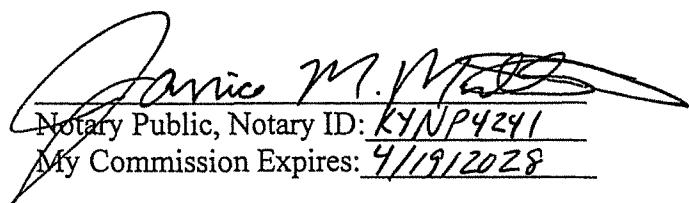
  
\_\_\_\_\_  
JEWEL BENTLEY, unmarried

**GRANTEE:**

\_\_\_\_\_  
KANE BENTLEY, unmarried

STATE OF KENTUCKY  
COUNTY OF HENDERSON

The foregoing instrument was sworn to and acknowledged before me by the Grantor,  
**JEWEL BENTLEY**, unmarried, and said party being known to me, this the 30th day of  
January, 2025.



Janice M. Madsen  
Notary Public, Notary ID: KYNP4241  
My Commission Expires: 4/19/2028

STATE OF KENTUCKY  
COUNTY OF HENDERSON

The foregoing instrument was sworn to and acknowledged before me by the Grantee,  
**KANE BENTLEY**, unmarried, and said party being known to me, this the \_\_\_\_\_ day of  
\_\_\_\_\_, 2025.

Notary Public, Notary ID: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

This Instrument Prepared By:  
**TRIMBLE, LINDSAY & SHEA, LLC**  
One South Main Street  
P. O. Box 19  
Henderson, Kentucky 42419-0019  
(270) 827-9824

By: \_\_\_\_\_  
Patrick Clark Shea

**City Commission Memorandum  
26-05**

January 9, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, Jr., City Manager *DHW*

SUBJECT: Appointment of Part-Time Project Engineer

The accompanying municipal order approves the appointment of Doug Boom to the part-time position of Project Engineer as of January 2026, and authorizes the Mayor to execute the Employment Agreement on behalf of the City.

c: Megan McElfresh  
Dawn Kelsey

**MUNICIPAL ORDER NO. \_\_\_\_\_**

MUNICIPAL ORDER APPROVING APPOINTMENT OF  
DOUG BOOM AS THE PROJECT ENGINEER AND  
AUTHORIZING MAYOR TO EXECUTE EMPLOYMENT  
AGREEMENT ON BEHALF OF CITY

WHEREAS, the City Manager recommends the appointment of Doug Boom to the part-time position of Project Engineer under an Employment Agreement dated January \_\_\_. 2026 with the term of the agreement commencing on January \_\_\_, 2026 a copy of which Employment Agreement is attached hereto as Exhibit "A"; and

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and Doug Boom is appointed to the part-time position of Project Engineer, and the Mayor is authorized to execute the attached Employment Agreement on behalf of the City.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE  
READING, this the \_\_\_\_\_ day of January 2026.**

ATTEST:

Bradley S. Staton, Mayor  
Date: \_\_\_\_\_

Jessa Brandon  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS \_\_\_\_\_ DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey  
City Attorney

## **EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the CITY OF HENDERSON, KENTUCKY, (hereinafter referred to as “Employer”), a municipal corporation, with its office located at the Municipal Center, P. O. Box 716, Henderson, Kentucky, and Doug Boom (hereinafter called “Employee”).

### **WITNESSETH:**

WHEREAS, Employer desires to employ the services of Doug Boom to serve as Project Engineer on a part-time basis; and

WHEREAS, it is the desire of the City to secure and retain the services of Employee and to provide terms when Employer may otherwise desire to terminate his employment; and

WHEREAS, Employee desires to accept employment as project engineer for the City of Henderson, Kentucky.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree that the aforesaid employment agreement is as follows:

### **Section 1. Duties**

A. Employer hereby agrees to employ said Doug Boom as the part-time Project Engineer of the City of Henderson. His job assignments are summarized in the Job Description attached hereto and marked as Exhibit “A”. In addition, the City Manager or his designee may assign additional tasks to the Project Engineer. The Project Engineer shall monitor and evaluate all project management operations, and shall perform related duties as required, necessary or assigned by the City Manager. The Project Engineer shall directly report his activities to the Assistant City Manager. Under no circumstances will the Employee work more than twenty (20) hours a week.

### **Section 2. Term**

A. The term of this agreement shall begin on or before January \_\_\_\_\_, 2026, and continue until terminated by either party in accordance with provisions set forth herein.

B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of Employee at any time, who is a non-Civil Service employee and an employee-at-will.

C. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer.

### **Section 3. Salary**

A. Employer agrees to pay Employee for his services rendered pursuant hereto Fifty Dollars (\$50.00) an hour, payable in installments at the same time as other employees of the City are paid. It is also agreed that Employee shall receive all annual cost-of-living adjustments (COLA) at

the same rate paid other employees.

B. Employee shall be eligible to receive his first merit increase in an amount authorized based on a written evaluation conducted by the City Manager on January \_\_\_, 2027. All future merit increases after this date shall be authorized on January \_\_\_ of every fiscal year thereafter.

#### **Section 4. Performance Evaluation**

A. The City Manager shall review and evaluate the performance of the Employee twelve (12) months from the beginning date of employment as Project Engineer, and if found to be satisfactory, compensation shall be increased in such amount and to such extent as the City Manager shall determine desirable. Thereafter, the City Manager or his designee shall review and evaluate the performance of the Employee at least once annually in advance of the contract anniversary date. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted from as the City Manager from time to time may determine, in consultation with Employee. Further, the City Manager, or other person designated by the City Manager, shall provide the Employee with a summary written statement of the findings of the City Manager and provide an adequate opportunity to the Employee to participate and discuss his evaluation with the City Manager. Project Engineer is eligible for a merit raise up to the amount approved in the budget, based on his performance evaluation.

#### **Section 5. Retirement / Miscellaneous Provisions**

A. Because the Project Engineer is currently receiving pension benefits from the Kentucky Retirement Systems, he acknowledges that he is ineligible to participate in or make contributions to the County Employees Retirement System (CERS) in connection with his current employment.

B. With the exception of Civil Service, all provisions of the City's Code of Ordinances, and regulations and rules of the Employer relating to personal leave, cost-of-living adjustments (COLA), vacation, and sick leave holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended shall apply to Employee as they would to other part-time employees of the City, in addition to any benefits enumerated herein specifically for the benefit of Employee.

C. It is acknowledged that the Employee is covered by the terms and under the provisions of Section 2-6 "Indemnification and Legal Representation of City Officers and Employees" of the City's Code of Ordinances.

#### **Section 6. Cellular Telephone**

The Employer will provide a cell phone. Employee agrees that he will sign all City of Henderson documents regarding cell phone use.

#### **Section 7. Life Insurance**

The Employee shall be entitled to basic life insurance and has the option to purchase additional life insurance. The Employee as a part-time employee is not entitled to participate in any other benefit programs from the City.

#### **Section 8. License and Business Expense**

A. Employer hereby agrees to budget for and pay the travel and subsistence expenses of

Employee for professional and official travel, meetings and occasions necessary for the Employee to maintain his Professional Engineer (PE) License.

B. The Employer agrees to reimburse the Employee for all ordinary expenses incurred by Employee in the performance of his duties, including registrations, travel expenses, license fees, etc. hereunder upon presentation to the Finance Director of duly executed receipts, statements or personal affidavits.

### **Section 9. Business Expense**

The Employer agrees to reimburse the Employee for all ordinary expenses incurred by Employee in the performance of his duties, including registrations, travel expenses, license fees, etc. hereunder upon presentation to the Finance Director of duly executed receipts, statements or personal affidavits.

### **Section 10. General Provisions**

- A. The text herein shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement, consisting of five pages, on the day and year first above written.

EMPLOYEE:

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Doug Boom

EMPLOYER:  
City of Henderson, Kentucky

**ATTEST:**

By: \_\_\_\_\_  
Bradley S. Staton, Mayor

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Jessa Brandon, City Clerk

**City Commission Memorandum**  
**26-14**

January 9, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Rescinding Municipal Order 82-25 Authorizing Purchase of Extrication Tools for Fire Department

The accompanying municipal order rescinds Municipal Order 82-25, which authorized the purchase of extrication tools for the Fire Department's new light-duty rescue apparatus from P&L Rescue Services of Henderson, Kentucky, in the amount of \$49,275.00.

As the Board may recall, at the December 16, 2025, Board of Commissioners meeting, Municipal Order 82-25 was adopted authorizing the purchase of battery-operated extrication tools that would be fully compatible and interchangeable with the Fire Department's existing extrication equipment.

P&L Rescue Services, the local distributor and sole source provider, submitted a quote totaling \$49,275.00, inclusive of shipping. It has come to the City's attention that because a co-owner of P&L Rescue Services is employed by the Henderson Fire Department, KRS 61.252 requires extra steps be taken during the procurement process. In an abundance of caution, it has been determined that rescinding the authorization of this purchase is in the best interest of the City.

Your approval of the attached municipal order is respectfully requested.

c: Josh Dixon  
Dawn Winn

**Fire Department Memorandum**  
**25-23**

DATE: December 30, 2025

TO: Dylan Ward, City Manager  
FROM: Josh Dixon, Fire Chief  
SUBJECT: Genesis Rescue Systems

I am seeking approval for the purchase of Genesis Rescue Systems battery-operated extrication tools for the new light-duty rescue apparatus at a total cost of \$49,275.00.

The tools will be procured through Howell Rescue Systems, the Master Distributor and sole authorized source for Genesis Rescue Systems battery-operated tools. This procurement is necessary due to our department's inability to obtain the equipment through P & L Rescue, the assigned local dealer, as the co-owner is currently employed with the City of Henderson.

The total of requested amount is as follows:

- S49-SL3 eforce: \$17,870.00
- C240-SL3 NXT-GEN Smooth Cut: \$15,960.00
- 41' SL3 RAM M28: \$12,450.00
- EFORCE RAM KIT W/12: \$2,580.00
- Shipping: \$415.00

The advantages of this purchase include:

- Enhanced efficiency in space utilization within vehicle compartments, allowing for superior organization and the transport of additional necessary equipment.
- Reduced maintenance requirements as battery-operated tools necessitate less upkeep than hydraulic models, thus ensuring increased reliability.

Howell Rescue Systems is the only viable and authorized source to fulfill this order while ensuring compliance with manufacturer authorization requirements. This includes full factory warranty, product support, access to approved configurations and specifications, and continued service and lifecycle support for the equipment.

This purchase has been approved in the Fiscal 2026 Budget and will be funded from the Machinery Tools Capital Account.



Josh Dixon  
Fire Chief

cc: Chelsea Mills  
Finance Director

MUNICIPAL ORDER \_\_\_\_\_

MUNICIPAL ORDER RESCINDING MUNICIPAL ORDER 82-25  
AUTHORIZING THE PURCHASE OF BATTERY-OPERATED  
EXTRICATION TOOLS FOR THE FIRE DEPARTMENT'S NEW LIGHT-  
DUTY RESCUE APPARATUS FROM P&L RESCUE SERVICES OF  
HENDERSON, KENTUCKY, IN THE AMOUNT OF \$49,275.00

WHEREAS, at the December 16<sup>th</sup> Board of Commissioners meeting, Municipal Order 82-25 was adopted authorizing the purchase of battery-operated extrication tools for the Fire Department's new light-duty rescue apparatus that would be fully compatible and interchangeable with the department's existing extrication equipment; and

WHEREAS, P & L Rescue Service, of Henderson, Kentucky, the local distributor and sole source provider, furnished a quote in the amount of \$49,275.00 including shipping; and

WHEREAS, upon further administrative review the City determined that a co-owner of P & L Rescue Services works for the Henderson Fire Department; and

WHEREAS, in an abundance of caution, it has been determined that it is in the City's best interest to rescind authorization of the purchase from P & L Rescue; and

WHEREAS, the City Manager recommends that Municipal Order 82-25 be rescinded and quoted from a company next level master distributor.

NOW, THEREFORE, BE IT ORDERED that the recommendation of the City Manager is approved and Municipal Order 82-25 is rescinded, and the equipment be quoted from a company master distributor.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE  
READING, this the \_\_\_\_\_ day of January 2026.**

---

Bradley S. Staton, Mayor

Date: \_\_\_\_\_

ATTEST:

---

Jessa Brandon, City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS \_\_\_\_ DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey  
City Attorney

**City Commission Memorandum**  
**26-16**

January 7, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Purchase of Extrication Tools for Fire Department

The accompanying municipal order authorizes the purchase of extrication tools for the Fire Department's new light-duty rescue apparatus from Howell Rescue Systems of Dayton, Ohio, in the amount of \$49,275.00.

Howell Rescue Systems (the Genesis Rescue Systems Master Distributor), is a sole source provider who provided a quote in the amount of \$49,275.00, inclusive of shipping. This purchase is for battery-operated extrication equipment – including one S49-SL3 eForce spreader, one C240-SL3 Next-Generation Smooth Cut Conventional Cutter, one 41" SL3 Ram with eForce Ram kit (including 12"extension and V-heads), one M28 Milwaukee 28V 5ah battery, one Milwaukee 3-bay charger, and shipping, in the amount of \$49,275.00.

These extrication tools, attachments and batteries will be compatible with the existing tools currently utilized by the Fire Department.

Funds are available in the FY2026 budget for this purchase. Your approval of the attached municipal order is requested.

c: Josh Dixon  
Dawn Winn

**Fire Department Memorandum**  
**25-23**

DATE: December 30, 2025

TO: Dylan Ward, City Manager  
FROM: Josh Dixon, Fire Chief  
SUBJECT: Genesis Rescue Systems

I am seeking approval for the purchase of Genesis Rescue Systems battery-operated extrication tools for the new light-duty rescue apparatus at a total cost of \$49,275.00.

The tools will be procured through Howell Rescue Systems, the Master Distributor and sole authorized source for Genesis Rescue Systems battery-operated tools. This procurement is necessary due to our department's inability to obtain the equipment through P & L Rescue, the assigned local dealer, as the co-owner is currently employed with the City of Henderson.

The total of requested amount is as follows:

- S49-SL3 eforce: \$17,870.00
- C240-SL3 NXT-GEN Smooth Cut: \$15,960.00
- 41' SL3 RAM M28: \$12,450.00
- EFORCE RAM KIT W/12: \$2,580.00
- Shipping: \$415.00

The advantages of this purchase include:

- Enhanced efficiency in space utilization within vehicle compartments, allowing for superior organization and the transport of additional necessary equipment.
- Reduced maintenance requirements as battery-operated tools necessitate less upkeep than hydraulic models, thus ensuring increased reliability.

Howell Rescue Systems is the only viable and authorized source to fulfill this order while ensuring compliance with manufacturer authorization requirements. This includes full factory warranty, product support, access to approved configurations and specifications, and continued service and lifecycle support for the equipment.

This purchase has been approved in the Fiscal 2026 Budget and will be funded from the Machinery Tools Capital Account.



Josh Dixon  
Fire Chief

cc: Chelsea Mills  
Finance Director



Howell Rescue Systems, Inc.  
2673 Culver Ave  
Dayton, OH 45429  
US  
937-290-0522

# Sales Invoice 23309700

Invoice Date: 12/30/2025

Due Date: 01/29/2026

Printed Date: 12/30/2025

Page: 1

*To ensure proper  
crediting include  
both your customer #  
and all invoice #'s in  
the payment.*

## Bill To:

HENDERSON FIRE DEPT  
332 WASHINGTON ST  
HENDERSON, KY 42420  
US

## Ship To:

HENDERSON FIRE DEPT  
332 WASHINGTON ST  
HENDERSON, KY 42420  
USA

SF # 00006489

Customer ID	Purchase Order		Terms		Ship Via	F.O.B.	Sales Person	Ship From	Source
HFKY05			Net 30 Days				MBP	OHMAIN	SO 23338464
Ord Qty	Ship Qty	B.O. Qty	U.O.M.	Item Number	Item Status	Net Unit Price	Tax	Extended Price	
1	1	0	EACH	ART.109.173.6	Sale	17,870.00000	N	17,870.00	
				S49-SL3 eForce (28") 28V Serial No: 325					
1	1	0	EACH	ART.110.215.1	Sale	15,960.00000	N	15,960.00	
				SC240-SL3 NXT GEN Smooth Cut Blades 28V Serial No: 238					
1.000	1.000	0.000	EACH	ART.041.903.1	Sale	12,450.00000	N	12,450.00	
				41" SL3 Push Pull Ram eForce Serial No: 9					
1	1	0	EACH	ART.105.410.9	Sale	415.00000	N	415.00	
				Genesis 3 Bay Charger 120V (M28)					
6	6	0	EACH	50-11-2855	Sale	0.00000	N	0.00	
				M28 5.0Ah ODM BATTERY					
1	1	0	EACH	ART.011.520.1	Sale	2,580.00000	N	2,580.00	
				DELUXE PUSH/PULL RAM KIT W/SLIP FIT & BOX					
<b>We encourage you to send payments electronically via ACH Credit to:</b> Howell Rescue Systems, Inc. ABA # - 021052053 Acct # - 16852176 Cust # HFKY05 Invoice # 23309700						Non Taxable Subtotal		49,275.00	
						Taxable Subtotal		0.00	
						Order Discount		0.00	
								0.00	
								0.00	
								49,275.00	

**MUNICIPAL ORDER NO. \_\_\_\_\_**

MUNICIPAL ORDER AUTHORIZING THE PURCHASE OF BATTERY-OPERATED EXTRICATION TOOLS FOR THE FIRE DEPARTMENT'S NEW LIGHT-DUTY RESCUE APPARATUS FROM HOWELL RESCUE SYSTEMS OF DAYTON, OHIO, IN THE AMOUNT OF \$49,275.00

WHEREAS, the Henderson Fire Department seeks to acquire battery-operated extrication tools for the new light-duty apparatus that will be fully compatible and interchangeable with the department's existing extrication equipment; and

WHEREAS, Howell Rescue Systems (the Genesis Rescue Systems Master Distributor), a sole source provider, provided a quote in the amount of \$49,275.00 including shipping, which the City Manager recommends be accepted.

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made Howell Rescue Systems (the Genesis Rescue Systems Master Distributor), of 2673 Culver Avenue, Dayton, Ohio, for the purchase of battery-operated extrication equipment — including one S49-SL3 eForce spreader, one C240-SL3 Next-Generation Smooth Cut Conventional Cutter, one 41" SL3 Ram with eForce Ram kit (including 12" extension and V-heads), one M28 Milwaukee 28V 5Ah battery, one Milwaukee 3-bay charger, and shipping — in the amount of \$49,275.00.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING**, this the \_\_\_\_\_ day of January 2026.

ATTEST:

Bradley S. Staton, Mayor  
Date: \_\_\_\_\_

---

Jessa Brandon  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 7<sup>th</sup> DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_

Dawn S. Kelsey  
City Attorney

**City Commission Memorandum**  
**26-18**

January 8, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: Purchase of Four New 2025 or 2026 Ford Interceptors for Police Department

The accompanying municipal order authorizes the purchase of four 2025 or 2026 Ford interceptor vehicles for the Police Department from Vogler Motor Co., of Carbondale, Illinois, in the amount of \$186,262.88.

This purchase is for four (4) 2026 Ford Explorer Police Interceptor SUV AWD vehicles with 2 extra keys/fobs per vehicle, 3.3L V6 engine, 10-speed auto transmission, a 36-month, 36,000 mile bumper to bumper warranty, and a 60 month 100,000 mile powertrain warranty, at \$46,565.72 per vehicle.

Bid packages were sent to seven (7) vendors with two vendors submitting bids. The lowest responsive bid received was from Vogler Motor Co., Carbondale, Illinois, in the total amount of \$186,262.88 and award is recommended accordingly.

This purchase is included in the FY2026 budget. Your approval of the attached municipal order is respectfully requested.

c:     Billy Bolin  
         Chelsea Mills  
         Dawn Winn

**POLICE DEPARTMENT MEMORANDUM**  
**26-01**

January 7, 2026

TO: Dylan Ward  
City Manager

FROM: Billy Bolin  
Chief of Police

SUBJECT: Police Vehicle Bid Reference No. 25-22

Bids were opened and recorded for Bid Reference No. 25-22 on December 12, 2025, in reference to four (4) new 2025 Police Interceptors for the Henderson Police Department. Two vendors submitted bids for the vehicles. The bid tabulation sheet is attached for your review.

It is my recommendation that the lowest bidder, Vogler Motor Co., receive the bid award for the vehicle purchase at a total cost of \$186,262.88. There is adequate funding in the Police Department budget for this purchase.

If you have any questions or need any additional information in reference to this matter, please do not hesitate to contact me.



---

Billy Bolin  
Chief of Police

Attachment

City of Henderson, Kentucky  
Invitation to Bid

Bid Reference No. 25-22

**SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS**

The City of Henderson is soliciting bids for one (4) 2025 or 2026 Ford Interceptors.

Each bidder shall furnish specifications, length of warranty, list of all features, and/or optional equipment and delivery time required after receipt of order.

**TECHNICAL SPECIFICATIONS:**

**All bid prices shall include delivery** to the City of Henderson, Municipal Service Center, 1449 Corporate Court, Henderson, Kentucky. Delivery shall be made within thirty (30) days of the City Commission approval.

Bids shall remain valid for a period of **thirty (30)** days after bid opening.

Bid procedure questions may be directed to Dawn Winn, Assistant CFO, at 270-831-1290, ext. 2220.

**The following are minimum specifications:**

**Four (4) 2025 or 2026 Ford Interceptors**

- 2025-2026
- All-Wheel Drive
- Power Windows
- Power Drivers Seat
- Rear Backup Camera
- Whelen Spotlight
- 285 HP Police Package
- Non-Hybrid
- 18' Steel Wheels with Polished Center Caps
- Power Locks
- Keyless Entry w/ 4 Fobs
- White Exterior
- Rear Door Handle and Lock Inoperable
- Mid-Size SUV

- End of Section -

CITY OF HENDERSON, KENTUCKY  
BID TABULATION SHEET

BID REFERENCE NO.: 25-22

DATE BID OPENED: 12/12/25

APPROVAL DATE:

**ACCEPTANCE FORM SENT:**

Vogler Motor Co.

GovMark

**Other Bidders Contacted:**

Bids Opened & Recorded By:

**Bids Reviewed By:**

Kate Faupel Ford, Town & Country Ford, Mid-Tenn Ford Trucks, Frankford Ford, Jones Auto Group

Amy Finley  
Shay Bridges

06-01-14H

**MUNICIPAL ORDER NO. \_\_\_\_\_**

MUNICIPAL ORDER AWARDING BID FOR PURCHASE OF  
FOUR (4) NEW 2026 FORD INTERCEPTORS FOR  
HENDERSON POLICE DEPARTMENT FROM VOGLER  
MOTOR COMPANY FROM 1170 E MAIN ST, CARBONDALE,  
IL 62901 IN THE AMOUNT OF \$186,262.88

**WHEREAS**, the City of Henderson has issued invitations to bid for Police Interceptors for the Henderson Police Department, and

**WHEREAS**, bids were submitted to the City pursuant to said invitations, and were publicly opened on December 12, 2025, with Vogler Motor Company submitting the best bid meeting all specifications for four (4) 2026 Ford Interceptors, which bid the City Manager recommends be accepted.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made to Vogler Motor Company, 1170 E Main Street, Carbondale, Illinois, for four (4) 2026 Ford Interceptors to meet specific needs required by Henderson Police Department, in the amount of \$186,262.88, in strict accordance with its bid as submitted pursuant to Bid Reference 25-22.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Hargis: \_\_\_\_\_ Commissioner Whitt: \_\_\_\_\_  
Commissioner Thomas: \_\_\_\_\_ Mayor Staton: \_\_\_\_\_  
Commissioner Pruitt: \_\_\_\_\_

**INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING**, this the \_\_\_\_\_ day of January 2026.

ATTEST:

Bradley S. Staton, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Jessa Brandon  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 8<sup>th</sup> DAY OF  
JANUARY 2026.**

By: \_\_\_\_\_  
Dawn S. Kelsey  
City Attorney

**City Commission Memorandum**  
**26-10**

January 6, 2026

TO: Mayor Bradley S. Staton and the Board of Commissioners

FROM: Dylan H. Ward, City Manager *DHW*

SUBJECT: City Manager's Report

**I. Update on Storm Sirens**

Kenny Garrett, Director, Henderson Office of Emergency Management, will be in attendance to give an update on the storm sirens.

**UPCOMING**  
**BOARD APPOINTMENTS**

<u>BOARD</u>	<u>EXPIRATION DATE</u>	<u>TERM</u>
<u>CIVIL SERVICE PENSION FUND BOARD OF TRUSTEES</u>		
Linda Epley	June 1, 2025	4-Year
Jason Buchanan	June 1, 2025	4-Year
<u>BOARD OF APPEALS (NET PROFITS &amp; OCCUPATIONAL TAX-CITY)</u>		
Alternate Member (Vacant-former member moved out of town)		3-Year
<u>PARKS &amp; RECREATION BOARD</u>		
Tre Perkins	September 14, 2025	3-Year
Brenna Caudill	September 14, 2025	3-Year
Donna Spencer (Resignation)	September 14, 2027	3-Year
<u>MUNICIPAL HOUSING COMMISSION</u>		
Stephanie Chrisman	September 30, 2025	4-Year
<u>CITY-COUNTY AIRPORT BOARD</u>		
Kimber Heddens, Jr. (Deceased)	January 5, 2026	4-Year
<u>WATER &amp; SEWER COMMISSION</u>		
George F. Jones, III	January 12, 2026	3-Year
<u>ETHICS BOARD</u>		
Adam Blythe	February 14, 2026	2-Year
<u>BOARD OF ZONING ADJUSTMENT (BOZA)</u>		
Tara Hunter	February 24, 2026	4-Year
Heather Knight	February 24, 2026	4-Year
<u>CITY UTILITY COMMISSION</u>		
Russell R. Sights	April 25, 2026	3-Year
Mark Weaver	April 25, 2026	3-Year
<u>TAX ASSESSMENT APPEALS BOARD</u>		
Amber Wood	May 21, 2026	3-Year
<u>HENDERSON CITY-COUNTY PLANNING COMMISSION</u>		
Mac Arnold	June 1, 2026	4-Year
<u>HENDERSON CITY-COUNTY PLANNING COMMISSION</u>		
Alan Taylor	June 30, 2026	3-Year
<u>HENDERSON CITY-COUNTY PLANNING COMMISSION</u>		
Dee Patel	June 30, 2026	3-Year