

City of Henderson, Kentucky  
NOTICE OF SPECIAL CALLED MEETING  
FOR TUESDAY, AUGUST 2, 2022  
BEGINNING AT 2:30 P.M.

Revision #1

August 1, 2022

Commissioner Austin P. Vowels  
Commissioner Robert N. Pruitt  
Commissioner Bradley S. Staton  
Commissioner Rodney Thomas

Dear Board Members:

Please take notice that as Mayor of the City of Henderson, Kentucky, I hereby call a special called meeting of the Board of Commissioners to be held on **Tuesday, August 2, 2022, at 2:30 p.m.** One or more members of the Board of Commissioners may participate via Zoom and the meeting will be broadcast to the public. The meeting will be broadcast live to the public on Zoom (call in number/webinar ID – 1 312 626 6799 / 835 1426 8803 Password: 8311200) or <https://us02web.zoom.us/j/83514268803> Password: 8311200; live streamed on the city’s website: <https://www.cityofhendersonky.org/CivicMedia>; Facebook and Twitter.

This meeting will be conducted as a video teleconference meeting as allowed under KRS61.826. 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 primary location for public attendance shall be the third-floor assembly room, 222 First Street, Henderson, Kentucky. The purpose of this meeting is for the following:

AGENDA

1. Roll Call:
2. Ordinance: Ordinance Amending Chapter 23, *Utilities – Employment of General Manager and Management Employees*
3. Resolution: Resolution Authorizing Acceptance of Economic Development Administration Grant in the Amount of \$3,000,000.00 for Gas Pipeline Extension  
  
Resolution Approving Contract with Green River Area Development District (GRADD) for EDA Grant Administration Services
4. Executive Session: Executive Session Pursuant to the Provisions of KRS 61.810(1) for the Purpose of Deliberation Relating to Pending Litigation on Behalf of the City
5. Municipal Order: Possible Action Relating to Pending Litigation
6. Adjournment:

Respectfully,

\_\_\_\_\_  
Steve Austin, Mayor

A copy of the foregoing notice received, and service thereof waived this 2<sup>nd</sup> day of August, 2022.

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Commissioner Austin P. Vowels

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Commissioner Robert N. Pruitt Sr.

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Commissioner Bradley S. Staton

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Commissioner Rodney Thomas

City of Henderson, Kentucky  
NOTICE OF SPECIAL CALLED MEETING  
FOR TUESDAY, AUGUST 2, 2022  
BEGINNING AT 2:30 P.M.

July 28, 2022

Commissioner Austin P. Vowels  
Commissioner Robert N. Pruitt  
Commissioner Bradley S. Staton  
Commissioner Rodney Thomas

Dear Board Members:

Please take notice that as Mayor of the City of Henderson, Kentucky, I hereby call a special called meeting of the Board of Commissioners to be held on **Tuesday, August 2, 2022, at 2:30 p.m.** One or more members of the Board of Commissioners may participate via Zoom and the meeting will be broadcast to the public. The meeting will be broadcast live to the public on Zoom (call in number/webinar ID – 1 312 626 6799 / 835 1426 8803 Password: 8311200) or <https://us02web.zoom.us/j/83514268803> Password: 8311200; live streamed on the city’s website: <https://www.cityofhendersonky.org/CivicMedia>; Facebook and Twitter.

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1. Roll Call:
2. Resolution:           Resolution Authorizing Acceptance of Economic Development Administration Grant in the Amount of \$3,000,000.00 for Gas Pipeline Extension  
  
                                  Resolution Approving Contract with Green River Area Development District (GRADD) for EDA Grant Administration Services
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4. Municipal Order: Possible Action Relating to Pending Litigation
5. Adjournment:

Respectfully,

\_\_\_\_\_  
Steve Austin, Mayor

A copy of the foregoing notice received, and service thereof waived this 2<sup>nd</sup> day of August, 2022.

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Commissioner Austin P. Vowels

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Commissioner Robert N. Pruitt Sr.

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Commissioner Bradley S. Staton


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Commissioner Rodney Thomas

**City Commission Memorandum**  
**22-271**

July 27, 2022

TO: Mayor Steve Austin and the Board of Commissioners

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

SUBJECT: Acceptance of Economic Development Administration Grant  
Funds for Henderson Municipal Gas Pipeline Extension

The accompanying resolution authorizes the acceptance of Economic Development Administration American Rescue Plan Economic Adjustment Assistance and Coal Communities Commitment Funds Grant in the amount of \$3,000,000.00 for a natural gas pipeline extension.

As you may recall, submittal of the grant application for this project was authorized in September 2021. Grant funds will be utilized to extend the City's natural gas pipeline from Henderson Municipal Gas Station 3 on Madison Street to the Pratt Paper, LLC location on KY 425. The extension of this pipeline will service not only Pratt, but other customers in the area.

Your approval of the attached resolution is requested.

c: Robert Gunter  
Tim Clayton

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

RESOLUTION ACCEPTING GRANT AWARD FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION'S AMERICAN RESCUE PLAN ECONOMIC ADJUSTMENT ASSISTANCE AND COAL COMMUNITIES COMMITMENT FUNDS IN THE AMOUNT OF \$3,000,000 FOR THE HENDERSON MUNICIPAL GAS PIPELINE EXTENSION TO PRATT PAPER (3.0) LLC PROJECT; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS

WHEREAS, the City of Henderson applied for a grant to the Economic Development Administration's American Rescue Plan Economic Adjustment Assistance and Coal Communities Commitment Funds in the amount of \$3,000,000 for the Henderson Municipal Gas Pipeline Extension to Pratt Paper (3.0) LLC project; and

WHEREAS, a grant in the amount of \$3,000,000 to be utilized for the Henderson Municipal Gas Pipeline Extension to Pratt Paper (3.0) LLC project has been awarded and the City Manager recommends acceptance of said grant funds.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that a grant in the amount of \$3,000,000 from the Economic Development Administration's American Rescue Plan Economic Adjustment Assistance and Coal Communities Commitment Funds is hereby accepted; and the City Manager is authorized to execute all necessary documents.

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

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

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

\_\_\_\_\_  
Steve Austin, Mayor

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

ATTEST:

\_\_\_\_\_  
Maree Collins, CKMC  
City Clerk

**APPROVED AS TO FORM AND  
LEGALITY THIS 27TH DAY OF  
JULY 2022**

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

**City Commission Memorandum**  
**22-272**

July 28, 2022

TO: Mayor Steve Austin and the Board of Commissioners

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

SUBJECT: Grant Administration Services – EDA American Rescue Plan Economic Adjustment Assistance and Coal Communities Commitment Funds

The accompanying resolution authorizes the approval of an agreement with Green River Area Development District (GRADD) for professional services in connection with Economic Development Administration Project Number 04-79-07711.

This service contract is for administrative services of the Economic Development Administration American Rescue Plan Economic Adjustment Assistance and Coal Communities Commitment Funds grant for the Henderson Municipal Gas Pipeline Extension.

Services to be provided will include but are not limited to: developing and maintaining a record keeping and filing system consistent with program guidelines, completion of all progress reports and reporting forms, to serve as liaison for the project, review invoices, prepare and submit all reporting for funded and scheduled drawdowns of project funds, and general advice and technical assistance on implementation of the EDA project and regulatory matters pertaining thereto.

Your approval of the Resolution is requested.

c: Robert Gunter  
Tim Clayton



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

RESOLUTION APPROVING PROFESSIONAL SERVICES CONTRACT AGREEMENT BETWEEN THE CITY OF HENDERSON AND THE GREEN RIVER AREA DEVELOPMENT DISTRICT IN THE AMOUNT OF \$35,000.00 FOR MANAGEMENT OF EDA PROJECT NUMBER 04-79-07711; AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS

WHEREAS, the City of Henderson (“Grantee”) desires to implement EDA Project Number 04-79-07711, a Public Works Program project funded by the U. S. Department of Commerce and administered by the Atlanta Regional Office of the Economic Development Administration; and

WHEREAS, the Grantee is and will act with authority as the Fiscal Agent for the EDA funded project identified above, and

WHEREAS, the Grantee desires to engage the Green River Area Development District to render certain project management, reporting and support services in connection with the EDA project; and

WHEREAS, the City Manager recommends approving the attached Professional Service Contract Agreement between the City of Henderson and the Green River Area Development District outlines the terms and provisions of said project management of EDA Project Number 04-79-07711, with compensation and reimbursement not to exceed \$35,000.00; and authorizing the Mayor to execute all necessary documents.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the City Manager’s recommendation is accepted and the Professional Service Contract Agreement between the City of Henderson and the Green River Area Development District outlining the terms and provisions of project management of EDA Project Number 04-79-07711 with compensation and reimbursement not to exceed \$35,000.00, is approved; and the Mayor is authorized to execute all necessary documents.

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

Commissioner Vowels: _____	Commissioner Thomas: _____
Commissioner Pruitt: _____	Mayor Austin: _____
Commissioner Staton: _____	

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

\_\_\_\_\_  
Steve Austin, Mayor

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

ATTEST:

\_\_\_\_\_  
Maree Collins, CKMC  
City Clerk

**DRAFT**  
APPROVED AS TO FORM AND  
LEGALITY THIS 28TH DAY OF  
JULY 2022

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

## PROFESSIONAL SERVICES CONTRACT

### PART I - AGREEMENT

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **Green River Area Development District**, hereinafter called the "**District**," acting herein by Joanna Shake, Executive Director of the District, hereunto duly authorized, and City of Henderson, hereinafter called the "**Grantee**," acting herein by Steve Austin, Mayor, for Grantee.

#### WITNESSETH THAT:

**WHEREAS**, the Grantee desires to implement EDA Project Number **04-79-07711**, a Public Works Program project funded by the U. S. Department of Commerce and administered by the Atlanta Regional Office of the Economic Development Administration; and

**WHEREAS**, the Grantee is and will act with authority as the Fiscal Agent for the EDA funded project identified above, and

**WHEREAS**, the Grantee desires to engage the District to render certain project management, reporting and support services in connection with the EDA project.

**NOW THEREFORE**, the parties do mutually agree as follows:

1. **Scope of Services**  
Part II, Scope of Services, is hereby incorporated by reference into this Agreement.
2. **Time of Performance** - The services of the District shall commence on **August 15, 2021**. All of the services required and performed hereunder shall be completed no later than **July 26, 2025**.
3. **Access to Information** - It is agreed that all information, data, reports and records and/or other information as is existing, available and necessary for the carrying out of the work outlined above shall be furnished to the District by the Grantee and its agents. No charge will be made to the District for such information and the Grantee, and its agents will cooperate with the District in every way possible to facilitate the performance of the work described in the Agreement.
4. **Compensation and Method of Payment** – The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed **Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00)**. Payment to the District shall be based on satisfactory completion of identified milestones in Part III – Payment Schedule of this Agreement, which is hereby incorporated by reference into this Agreement. Should the Project be completed in its entirety prior to the period allowed for its completion, all of the District's responsibilities and services required under this Agreement be fully completed, and all obligations to the EDA are met, full compensation to the District in the amount **Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00)** shall be completed at that time. Interim payment to the District shall be upon percentage completion of the Scope of Services.
5. **Indemnification** – The District shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the Grantee and its agents from and against them, and shall assume full responsibility for administering the project identified above.

6. **Miscellaneous Provisions**

1. This Agreement shall be construed under and in accord with the laws of the State of Kentucky, and all obligations of the parties created hereunder are performable in Henderson County, Kentucky.
2. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
3. If one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. All other terms hereof shall remain in full force and effect.
4. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
5. This Agreement may be amended by mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement.

7. **Terms and Conditions** - This Agreement is subject to the provisions titled, "Part IV Terms and Conditions" and attached hereto and incorporated by reference herein.

**IN WITNESSETH HEREOF**, the parties have hereunto set their hands and seals as of the date first affixed above.

**(Recipient)**

**(District)**

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**Steve Austin,**

**Mayor**

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**Joanna Shake,**

**Executive Director**

## PROFESSIONAL SERVICES CONTRACT

### PART II - SCOPE OF SERVICES

The District shall provide the following scope of services:

1. **Project Management**

1. Develop a record keeping and filing system consistent with program guidelines.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to Grantee personnel on implementation of the EDA project and regulatory matters pertaining thereto.
4. Furnish the Grantee with necessary completed forms and reporting required for implementation of the EDA project.
5. Assist the Grantee in meeting all specific award condition requirements that may be stipulated in the EDA Financial Assistance Award between the Grantee and U. S. Department of Commerce, Economic Development Administration, Atlanta Regional Office.
6. Prepare and submit all required project reporting required by EDA Project Number 04-79-07711, including but not limited to progress reporting, quarterly reporting, and other reporting included in the EDA Financial Assistance Award between the Grantee and the EDA Atlanta Regional Office.
7. Establish internal procedures to document expenditures associated with local administration of the project.
8. Serve as liaison for the Grantee during the implementation and completion of the EDA project with any monitoring visit by staff representatives from EDA or its Atlanta Regional Office.

2. **Financial Management**

1. Assist the Grantee by improving its ability to manage and report progress and use of funds from federal sources through the Atlanta Regional Office of the EDA for the project identified above.
2. Assist the Grantee in compliance with all EDA rules, regulations, specifications, or other directives pertinent to the identified project.
3. Prepare and submit all reporting for all funded and scheduled drawdowns of project funds on behalf of the Grantee, in order to ensure orderly, timely allocation and disbursement of funds within the period of this agreement.
4. Review invoices received for payment and file back-up documentation.
5. Provide general advice and technical assistance to the Grantee and its agents on implementation of the EDA project and regulatory matters pertaining thereto.

6. Assist the Grantee in interpreting and complying with established procedures for the EDA project and reporting to the Atlanta Regional Office.
7. Provide general advice and technical assistance to the Grantee and its agents on implementation of the EDA project and associated regulatory matters.

**PROFESSIONAL SERVICES CONTRACT**

**PART III - PAYMENT SCHEDULE**

The Grantee shall reimburse the District for grant administration services provided for completion of the Scope of Services in the amount of **Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00)**, based upon milestones depicting percentage completion of the Scope of Services. The payments to the District will be made from funds provided by the Economic Development Administration. Milestones established for payment and the amounts paid are as follows:

**Payment Schedule**

Payment	Amount	Basis of Payment
I	\$ <u>17,500.00</u>	Completion of twenty percent (20%) of the Scope of Services identified herein.
II	\$ <u>17,500.00</u>	Completion of forty percent (40%) of the Scope of Services identified herein.
Total Payment	\$ <u>35,000.00</u>	

All payments shall be determined by the District from its estimates of completion of the entire EDA project. Payment to the District shall be made from those estimates and in the amounts prescribed above.

## PROFESSIONAL SERVICES CONTRACT

### PART IV - TERMS AND CONDITIONS

1. **Termination of Contract.** If, through any cause, the District shall fail to fulfill in a timely and proper manner its obligation under this Contract, or if the District shall violate any of the covenants, agreements, or stipulations of this Contract, the Grantee shall thereupon have the right to terminate this Contract by giving written notice to the District of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. If the Contract is terminated by the Grantee as provided herein, the District will be paid for the time provided and expenses incurred up to the termination date.

If the Contract is terminated by the Grantee as provided herein, all finished or unfinished documents, information or reports prepared by the District under this Contract shall, at the option of the Grantee, become its property and the District shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the District shall not be relieved of liability to the Grantee for damages sustained by the Grantee by virtue of any breach of the Contract by the District, and the Grantee may withhold any payments to the District for the purpose of set-off until such time as the exact amount of damages due the Grantee from the District is determined.

2. **Termination for Convenience of the Grantee.** The Grantee may terminate this Contract at any time by giving at least ten (10) days notice in writing to the District. If the Contract is terminated by the Grantee as provided herein, the District will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the District, Paragraph 1 hereof relative to termination shall apply.
3. **Changes.** The Grantee may, from time to time, request changes in the Scope of Services of the District to be performed hereunder. Such changes, including any increase or decrease in the amount of the District's compensation which are mutually agreed upon by and between the and the District shall be incorporated in written amendments to this Contract.
4. **Personnel.**
  1. The District represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Grantee.
  2. All of the services required hereunder will be performed by the District or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
  3. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the Grantee. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.
5. **Assignment of Contract.** The District shall not assign any interest in this Contract and shall not



transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Grantee thereto: Provided, however, that claims for money by the District from the Grantee under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the Grantee.

6. **Reports and Information.** The District, at such times and in such forms as the Grantee may require, shall furnish the Grantee such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.
7. **Findings Confidential.** All of the reports, information, data, etc., prepared or assembled by the District under this Contract are confidential, and the District agrees that they shall not be made available to any individual or organization without the prior written approval of the Grantee.
8. **Compliance with Local Laws.** The District shall comply with applicable laws, ordinances and codes of the State of Kentucky and its local governments.
9. **Equal Employment Opportunity.** During the performance of this Contract, the District agrees as follows:
  1. The District will not discriminate against any employee or applicant for employment because of race, religion, sex, sexual orientation, gender identity, color, handicap, or national origin. The District will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, sexual orientation, gender identity, color, handicap or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The District agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Grantee setting forth the provisions of this non-discrimination clause.
  2. The District will, in all solicitation or advertisements for employees placed by or on behalf of the District, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, handicap or national origin.
  3. The District will cause the foregoing provisions to be inserted in all subcontracts for any work or services covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
  4. The District will include the provisions 9.1, 9.2, and 9.3 in every subcontract or purchase order unless exempted.
10. **Civil Rights Act of 1964.** Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

11. **Section 109 of the Housing and Community Development Act of 1974.** No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
12. **Public Works and Economic Development Act of 1965, as amended:** The work to be performed under this Contract is on a project assisted under a program providing direct Federal financial assistance from the U. S. Department of Commerce, Economic Development Administration. For Public Works and Development Facilities under the Public Works and Economic Development Act of 1965, as amended, the Financial Assistance Award to the Grantee, Award Number 04-79-07711, supports the project and effort described herein, which is incorporated into this agreement by reference. Where terms of this agreement differ, the terms of the Financial Assistance Award shall prevail.
13. **Government Performance and Results Act of 1993 (GPRA) Reporting Requirements – Performance Measures.** The District agrees to report to the Grantee on program performance measures and program outcomes in such form and at such intervals as may be prescribed by the EDA, Award Number 04-79-07711, in compliance with the Government Performance and Results Act of 1993. Performance measures and reporting requirements that apply to program activities funded by the Financial Assistance Award to the Grantee will be provided in a separate GPRA information collection document. EDA will advise the Grantee in writing within a reasonable period prior to the time of submission of the reports and in the event that there are any modifications in the performance measures.
14. **Interest of Members of the District.** No member of the governing body of the District and no other officer, employee, or agent of the District who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract and the Grantee shall take appropriate steps to assure compliance.
15. **Interest of Other Local Public Officials.** No member of the governing body of the District and no other public official of the District, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the Grantee shall take appropriate steps to assure compliance.
16. **Interest of Firm and Employees.** The District covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the project area, study area, site, or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The District further covenants that in the performance of this Contract, no person having any such interest shall be employed.