

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held NOVEMBER 21, 2017**

The Board of Commissioners of the City of Bowling Green, Kentucky met in regular session in the Commission Chamber of City Hall, Bowling Green, Kentucky at 4:30 p.m. on November 21, 2017. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Fire Chaplain Kevin Lashley, and all present recited the Pledge of Allegiance. Assistant City Manager/City Clerk Katie Schaller-Ward called the roll, and the following members were present: Commissioner Brian "Slim" Nash, Commissioner Sue Parrigin, Commissioner Rick Williams, Commissioner Joe W. Denning and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

AWARDS & RECOGNITIONS

Mayor Wilkerson proclaimed November 21, 2017 as "Joe and Vera Pruitt Day" recognizing their years of service, contributions and dedication to the annual National Corvette Homecoming event since 2001. Mr. Pruitt thanked the City for its support and commented about their plans for retirement.

CITY MANAGER

City Manager Kevin D. DeFebbo withdrew item number 6 (Municipal Order No. 2017 - 234) from the agenda to allow more time for the Board to review the materials.

APPROVAL OF MINUTES

Minutes of Regular Meeting November 7, 2017

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for their review. Motion was made by Parrigin and seconded by Nash to approve said minutes as written. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Motion to approve the minutes of the regular meeting of November 7, 2017 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2017 - 229

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF BRIAN E. CHAMBERS TO THE POSITION OF ASSISTANT FIRE CHIEF, MARK E. CARVER TO THE POSITION OF COMPANY COMMANDER/EMT, AND CHRISTOPHER M. CARTAS AND MERVIN D. HOCHSTETLER TO THE POSITION OF FIRE APPARATUS OPERATOR/EMT IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2017 - 229 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order.

Fire Chief Jason Colson reviewed the qualifications for each recommended promotion. Commissioner Denning remarked about having the finest Fire Department in the Commonwealth of Kentucky. Once the discussion ended, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 229 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 230

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF AMANDA C. CANNON TO THE POSITION OF FINANCIAL SPECIALIST IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2017 - 230 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Denning for consideration of said Municipal Order. DeFebbo reviewed and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 230 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 231

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF MARCOS A. GONZALEZ TO THE POSITION OF LABORER II IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2017 - 231 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. DeFebbo reviewed and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 231 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 232

MUNICIPAL ORDER APPROVING REVISIONS TO THE RISK MANAGEMENT MANUAL FOR THE CITY OF BOWLING GREEN, KENTUCKY

Summary of Municipal Order No. 2017 - 232 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. DeFebbo indicated the City uses standard operating procedures to help manage risk. Safety/Risk Manager David Weisbrodt outlined the proposed revision to the Risk Management Manual to add new provisions addressing airborne pathogens. With no additional discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 232 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 233

MUNICIPAL ORDER ACCEPTING THE CITY OF BOWLING GREEN, KENTUCKY COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE PERIOD ENDED JUNE 30, 2017 AS PREPARED BY THE DEPARTMENT OF FINANCE AND AUDITED BY MOUNTJOY CHILTON MEDLEY, LLP

Summary of Municipal Order No. 2017 - 233 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order. DeFebbo recounted the creation of the Internal Auditor position and Audit Committee in 2006. Internal Auditor Deborah Jenkins summarized the process of the external auditor and involvement by the Audit Committee to review and approve the annual financial audit. Audit Committee Chair Tony Witty stated the Audit Committee met on November 13, 2017 for a presentation of the CAFR. He reported the City received a clean opinion and the external auditors were very complimentary of City staff. He also stated the Audit Committee recommended approval of the Fiscal Year (FY) 2017 annual audit.

Commissioner Denning commented about the outstanding work performed by the Internal Auditor and Audit Committee members. Commissioner Williams agreed and stated equally impressive was the CAFR document prepared by the Finance Department. Chief Financial Officer Jeff Meisel commended Assistant Chief Financial Officer Erin Ballou for all her work on preparing the CAFR. He also reported FY2017 was a good year for the City with an overall increase in fund balance despite an increase in pension liability, and the City has been able to pay down 37% of its outstanding debt over the past nine years.

Commissioner Denning stated he wants the City to always take care of its retirees and make sure they get what they were entitled to. Mr. Meisel reported the City has made every employer required contribution to the County Employees Retirement System (CERS) through the years and everything else was out of the City's control as a State administered pension program. He acknowledged the City was doing its part and would continue to do so, even looking at a significant increase in CERS employer contribution costs going into FY2019.

Commissioner Nash asked if the audit could be posted online and placed in the list of featured links on the front page of the website for a period of time. Mr. Meisel confirmed the audits are posted on the website and a condensed version, called the Popular Annual Financial Report or PAFR, would also be developed and posted on the website for a "reader's digest" version. Following the discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 233 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 234

MUNICIPAL ORDER ACCEPTING RESPONSE FROM MARSH & MCLENNAN AGENCY, LLC OF LEXINGTON, KENTUCKY RELATED TO BID #2018-11 FOR A REQUEST FOR

QUALIFICATIONS FOR PROPERTY AND CASUALTY AND WORKERS' COMPENSATION INSURANCE BROKER SERVICES, AND AUTHORIZING STAFF TO NEGOTIATE AN AGREEMENT FOR THESE SERVICES

Municipal Order No. 2017 - 234 was previously withdrawn from the agenda.

MUNICIPAL ORDER NO. 2017 - 235

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2018-05 FOR PADDOCK WAY DRAINAGE IMPROVEMENTS PROJECT FROM SCOTT AND RITTER, INC. OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$93,235

Summary of Municipal Order No. 2017 - 235 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Denning for consideration of said Municipal Order. As one of the City's three top priorities (paving, sidewalks and stormwater), DeFebbo recommended approval of the bid award related to stormwater improvements. Public Works Director Greg Meredith described the project location and provided more details about the scope of work to be completed. With no additional discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 235 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 236

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2018-15 FOR BROWNFIELDS ASSESSMENT GRANT FROM ENSAFE, INC. OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$286,000

Summary of Municipal Order No. 2017 - 236 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Nash for consideration of said Municipal Order. DeFebbo stated this bid was tied to grant funds which were recently received. Grants Coordinator Nick Cook explained the scope of work to include environmental assessments of industrial and commercial properties within a designated area and recommended the bid award based on the best evaluated response. In reply to a question from Commissioner Denning, Ms. Schaller-Ward confirmed amounts were not included on the bid tabulation form for request for proposals as price was not the only factor used in the evaluation process. When the discussion ended, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin and Williams
 Voting Nay: None
 Abstaining: Wilkerson

Municipal Order No. 2017 - 236 was approved by majority vote. Mayor Wilkerson said he had a conflict of interest.

MUNICIPAL ORDER NO. 2017 - 237

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2018-28 FOR LAMPKIN PARK ASPHALT PATH FROM SCOTTY'S CONTRACTING & STONE, LLC OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$251,197.50

Summary of Municipal Order No. 2017 - 237 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. At the request of the City Manager, Neighborhood and Community Services Director Brent Childers indicated this was the first project to be completed in Census Tract 112 as part of the Neighborhood Improvements Plan (NIP) for use of Community Development Block Grant (CDBG) funds. He described the project which would provide pathways within the Park and connect to the neighborhood. After the discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 237 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 238

MUNICIPAL ORDER AUTHORIZING THE PURCHASE OF TITLEIST GOLF PRODUCTS FOR CROSSWINDS, PAUL WALKER AND RIVERVIEW GOLF COURSES THROUGH NONCOMPETITIVE NEGOTIATIONS WITH TITLEIST OF CHICAGO, ILLINOIS IN AN AMOUNT NOT TO EXCEED \$80,000

Summary of Municipal Order No. 2017 - 238 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order. DeFebbo recommended the noncompetitive purchase for resale items at the three pro shops. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 238 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 239

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR THE 2017 HOMELAND SECURITY GRANT PROGRAM IN THE AMOUNT OF \$15,600 FOR THE PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT FOR THE FIRE DEPARTMENT

Summary of Municipal Order No. 2017 - 239 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. DeFebbo recommended acceptance of the grant funds to purchase specialized technical rescue gear for the Fire Department. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
Voting Nay: None
Municipal Order No. 2017 - 239 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 240

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE THROUGH THE BULLETPROOF VEST PARTNERSHIP PROGRAM IN THE AMOUNT OF \$17,460.17

Summary of Municipal Order No. 2017 - 240 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order. DeFebbo recommended acceptance of the grant funds to purchase up to 42 bulletproof vests with a 50% match requirement. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
Voting Nay: None
Municipal Order No. 2017 - 240 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 52

(First Reading)

ORDINANCE CLOSING A PUBLIC RIGHT-OF-WAY

ORDINANCE APPROVING THE CLOSING OF AN UNNAMED ALLEY LOCATED OFF PARK STREET ADJACENT TO 946 PARK STREET

Title and summary of Ordinance No. BG2017 - 52 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Parrigin for first reading of said Ordinance. Mayor Wilkerson stated this item received unanimous approval by the City-County Planning Commission. He asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
Voting Nay: None
First reading of Ordinance No. BG2017 - 52 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 53

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 0.72 ACRE FROM GB (GENERAL BUSINESS) TO CB (CENTRAL BUSINESS) LOCATED AT 850 AND A PORTION OF 866 BROADWAY AVENUE, PRESENTLY OWNED BY COBBLESTONE CAPITAL, LLC

Title and summary of Ordinance No. BG2017 - 53 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance.

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Mayor Wilkerson stated this item received unanimous approval by the City-County Planning Commission. He asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

First reading of Ordinance No. BG2017 - 53 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 54

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 60.71 ACRES FROM RM-3 (MULTI-FAMILY RESIDENTIAL) AND F (FLOODPLAIN) TO RS-1D (SINGLE FAMILY RESIDENTIAL) AND F (FLOODPLAIN) LOCATED ON MCFADIN STATION STREET, PRESENTLY OWNED BY RIVER'S LANDING EDGE, LLC

Title and summary of Ordinance No. BG2017 - 54 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Nash for first reading of said Ordinance. Mayor Wilkerson stated this item received unanimous approval by the City-County Planning Commission. City-County Planning Commission Director Ben Peterson responded to questions about the enforcement of binding elements and plat restrictions which typically fall to a homeowners association or neighborhood residents. Commissioner Nash expressed concerns with having neighbors being responsible for enforcing rules put in place by a government body, and he said he would like to see the Planning Commission or another government entity responsible for enforcement. Mr. Peterson agreed this was an issue across the nation as the Planning Commission could not require binding elements, but simply encourage them. He also confirmed the Planning Commission was continuing to look at the issue while crafting other changes to the Zoning Ordinance which should be ready in the spring of 2018. Once the discussion ended, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

First reading of Ordinance No. BG2017 - 54 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 55

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 0.2516 ACRE FROM RM-3 (MULTI-FAMILY RESIDENTIAL) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 1438 KENTON STREET, PRESENTLY OWNED BY LAN AND HONG NGUYEN

Title and summary of Ordinance No. BG2017 - 55 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Parrigin for first reading of said Ordinance. Mayor Wilkerson stated this item received unanimous approval by the City-County Planning Commission. He asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

First reading of Ordinance No. BG2017 - 55 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 56

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.74 ACRE FROM AG (AGRICULTURE) TO HB (HIGHWAY BUSINESS) LOCATED AT 397 THREE SPRINGS ROAD, PRESENTLY OWNED BY LE REVE OF KENTUCKY, LLC

Title and summary of Ordinance No. BG2017 - 56 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Parrigin for first reading of said Ordinance. Mayor Wilkerson stated this item received unanimous approval by the City-County Planning Commission. In response to a question about property ownership, City-County Planning Commission Director Ben Peterson indicated the property was part of the Luxury Imports Auto Dealership. With no additional discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

First reading of Ordinance No. BG2017 - 56 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 57

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.16 ACRES FROM AG (AGRICULTURE) TO LI (LIGHT INDUSTRIAL) LOCATED AT 2361 LOUISVILLE ROAD, PRESENTLY OWNED BY PERFORMANCE FEEDS, LLC

Title and summary of Ordinance No. BG2017 - 57 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. Mayor Wilkerson stated this item received unanimous approval by the City-County Planning Commission. City-County Planning Commission Director Ben Peterson confirmed the principal owner was listed as Tony Ferguson in the packet of materials provided. Commissioner Denning requested the principles of any corporation or company identified as property owner be included in the cover memorandum from the Planning Commission. Mr. Peterson agreed to add that information for reference. When the discussion ended, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

First reading of Ordinance No. BG2017 - 57 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 241

MUNICIPAL ORDER AUTHORIZING AND APPROVING AMENDMENTS TO THE BOWLING GREEN POLICE POLICY AND PROCEDURES MANUAL (REVISION NO. 8) EFFECTIVE JANUARY 1, 2018

Summary of Municipal Order No. 2017 - 241 was read by the Assistant City Manager/City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. DeFebbo indicated that both the Police and Fire Departments have standard operating procedures which require periodic review. At the request of the City Manager, Police Chief Doug Hawkins provided a summary of the recommended revisions in the Police Manual. Commissioner Nash commended the Police Department for being willing to administer an opioid antagonist and taking lifesaving measures. Following the discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 241 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 242

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR CITY MANAGER KEVIN D. DEFEBBO TO ATTEND THE 103RD ANNUAL ICMA CONFERENCE IN SAN ANTONIO, TEXAS

Summary of Municipal Order No. 2017 - 242 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. DeFebbo stated he appreciated the opportunity to attend the conference and be able to network with contemporaries. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 242 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 243

MUNICIPAL ORDER APPROVING AN AGREEMENT WITH ROCKN B HORSE CARRIAGE, LLC TO PROVIDE HORSE CARRIAGE RIDES IN DOWNTOWN BOWLING GREEN

Summary of Municipal Order No. 2017 - 243 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Mayor Wilkerson indicated with all the improvements in Fountain Square Park, the City would be sponsoring free carriage rides for the public on December 8, 15 and 22 to help showcase and encourage visitors to downtown. Commissioner Parrigin thanked Executive Assistant/Public Information Officer Kim Lancaster for her efforts with promoting the Fountain Square Park improvements and free carriage rides being offered. DeFebbo also encouraged the public to attend the annual Downtown Lights Up event scheduled for December 1st from 5:00 to 8:00 p.m. since this was a special year with all the improvements. Following the discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Williams and Wilkerson
 Voting Nay: None

Municipal Order No. 2017 - 243 was approved by unanimous vote.

PUBLIC COMMENTS

Following the conclusion of the regular agenda, Mayor Wilkerson opened the floor for any public comments about items not included on the agenda. Brian Anderson relayed that as we are going into the week of Thanksgiving there are still many residents who live in fear of losing their jobs or being evicted from their homes because of bigotry, and it was imperative for the City to discourage such behaviors by passing a fairness ordinance to protect the rights of all Bowling Green residents.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:37 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: December 5, 2017

APPROVED: Brian Wilkerson
Mayor, Chairman of Board of Commissioners

ATTEST: Katie Schaller-Ward
City Clerk

Minutes prepared by Assistant City Manager/City Clerk Katie Schaller-Ward