

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held MARCH 20, 2018**

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 March 20, 2018. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Commissioner Rick Williams, and all present recited the Pledge of Allegiance. Acting City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Rick Williams, Commissioner Joe W. Denning, Commissioner Brian "Slim" Nash, Commissioner Sue Parrigin and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS & RECOGNITIONS**

Interim City Manager Katie Schaller-Ward announced the City received its 7<sup>th</sup> consecutive Award from the Government Finance Officers Association for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the Fiscal Year 2017 PAFR report. Chief Financial Officer Jeff Meisel made some remarks and recognized Assistant Chief Financial Officer Erin Ballou for her work on the report.

Commissioner Williams congratulated the Warren Central Boys Basketball Team for advancing to the quarterfinals.

**CITY MANAGER**

Ms. Schaller-Ward requested a closed session for the purpose of deliberations of the future acquisition of real property by the City as publicity would likely affect the value of the specific piece of property to be acquired by the City, and discussions which might lead to the appointment of an individual employee, and this exception shall not be interpreted to permit discussions of general personnel matters in secret. Motion was made by Nash and seconded by Williams to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (b) and (f). Mayor Wilkerson called for roll call vote.

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

Motion to convene in closed session pursuant to KRS 61.810 (1) (b) and (f) was approved by unanimous vote.

At the request of the Interim City Manager, Meredith Rozanski, Chief Operating Officer of the Bowling Green Area Chamber of Commerce, and South Central Kentucky Workforce Development Board President/CEO, Robert Boone discussed workforce development efforts. Ms. Rozanski provided a brief review of the South Central Kentucky Workforce Development Board. Mr. Boone was recognized as the first President/CEO and he updated the Board of Commissioners on the efforts and retooling of the Career Center, formerly known as the Employment Office, and working with State staff through the Office of Employment and Training, Office of Blind and Office of Vocation and Rehabilitation. Mr. Boone discussed the Workforce Board initiatives and explained its primary goal is customer service, including career counseling and customer service sales. He further said there are some targeted initiatives specifically related to the international community and the staff

recently partnered with the City to obtain cultural competency training, and the Workforce Center now offers language access phone lines and a point of contact. Mr. Boone added they are actively working in the high schools to offer employment post-graduation for those that are not pursuing college, with the goal of 100% employment. They also have veteran's initiatives and are usually in Fort Campbell weekly. He said ongoing career fairs are being held on a regular basis which have been well attended. Based upon a question, Mr. Boone clarified he and the Kentucky Career Center provide a limited level of management, but rather a systems approach, and explained the Workforce Board activated a non-profit organization to diversify its funding streams to aid in more innovative programming that could not use Federal money. Commissioner Nash asked how success is identified and Mr. Boone said it is based on employment and retention, and further stated his goal is for all jobs to be filled. In the ten (10) county area, Mr. Boone reported there are about 7,000 projected job openings.

In addition, Ms. Schaller-Ward explained as part of the City's downtown improvements project, staff recommended a wayfinding system, which was designed and planned in partnership with the Convention and Visitors Bureau. Convention and Visitors Bureau Executive Director Vicki Fitch provided a brief presentation of the tourist attraction wayfinding system and recognized Jeff Moore as the Project Manager. Ms. Fitch reported there would be a total of ninety-three (93) signs in the wayfinding system, seventy-seven (77) in the suburban area and sixteen (16) in downtown. Furthermore, she explained the total project cost is at \$201,281. The downtown portion of the signs, installation and production cost totaled \$27,265, and the City requested a more decorative pole for five (5) new signs and agreed to the additional cost difference which was estimated to be about \$7,170. She also reported the contractor is currently working on the final site staking and the delivery and installation is scheduled for April 2<sup>nd</sup> - 14<sup>th</sup> but appears to be ahead of schedule.

#### APPROVAL OF MINUTES

##### Minutes of Regular Meeting March 6, 2018

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

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

Motion to approve the minutes of the regular meeting of March 6, 2018 was approved by unanimous vote.

#### REGULAR AGENDA

##### ORDINANCE NO. BG2018 - 13

(Second Reading)

##### ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.7048 ACRES FROM AG (AGRICULTURE) TO RM-3 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 113 MIDDLE BRIDGE STUB ROAD, PRESENTLY OWNED BY J & T PROPERTY MANAGEMENT, INC.

Title and summary of Ordinance No. BG2018 - 13 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for second reading of said Ordinance. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2018 - 13 was adopted by unanimous vote

MUNICIPAL ORDER NO. 2018 - 41

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF COURTNEY P. HOWARD TO THE POSITION OF ADMINISTRATIVE SERVICES SUPERVISOR IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2018 - 41 was read by the Acting City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Interim City Manager Katie Schaller-Ward reviewed and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 41 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 42

MUNICIPAL ORDER APPROVING AMENDMENTS TO THE ADMINISTRATIVE PERSONNEL POLICY AND PROCEDURES MANUAL FOR CLASSIFIED EMPLOYEES

Summary of Municipal Order No. 2018 - 42 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Ms. Schaller-Ward explained the last major review of the policy was in 2014. At her request, Human Resources & Risk Management Director Mike Grubbs reviewed the amendments to the Personnel Policy and Procedures Manual and recommended approval. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 42 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 43

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF JANE BARTHELME AND REAPPOINTMENT OF LYNDIA NEALE TO THE HOBSON HOUSE COMMISSION

Summary of Municipal Order No. 2018 - 43 was read by the Acting City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson recommended the appointment and reappointment. With no other discussion, a roll call vote was taken.

ROLL CALL:       Voting Yea: Williams, Denning, Nash, Parrigin and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2018 - 43 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 44

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PORTION OF BID #2018-43 FOR SLOAN CONVENTION CENTER FISCAL YEAR 2018 CAPITAL PROJECTS FOR A REPLACEMENT MARQUEE SIGN FROM SIGNS EXPRESS OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$65,000

Summary of Municipal Order No. 2018 - 44 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Schaller-Ward recommended approval to accept a portion of the bid and indicated The Convention Center Corporation Board of Directors met earlier in the day and approved this item. She further explained the other portion of the bid was over budget and scheduled for rebid at a later date. Commissioner Nash requested further clarification on the brand and resolution of the sign. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Williams, Denning, Nash, Parrigin and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2018 - 44 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 45

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2018-48 FOR BANKING SERVICES FROM U.S. BANK FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE-YEAR PERIODS

Summary of Municipal Order No. 2018 - 45 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Schaller-Ward explained the current banking contract was up for renewal and a Request for Proposal (RFP) was sought. She reported there were three (3) proposals received, one of which was deemed non-responsive. Based on the other two (2) evaluated proposals, U.S. Bank was recommended for five (5) years with an option to renew for three (3) additional one-year periods. Chief Financial Officer Jeff Meisel reviewed the evaluation process and the benefits of using U.S. Bank. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Williams, Denning, Nash, Parrigin and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2018 - 45 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 46

MUNICIPAL ORDER APPROVING A CONTRACT THROUGH COOPERATIVE PURCHASE WITH KENNEY MACHINERY CORPORATION OF INDIANAPOLIS, INDIANA UNDER THE KENTUCKY STATE PRICING CONTRACT FOR THE PURCHASE OF SEVEN (7) PIECES OF TORO EQUIPMENT FOR THE PARKS AND RECREATION DEPARTMENT IN THE AMOUNT OF \$201,034.03

Summary of Municipal Order No. 2018 - 46 was read by the Acting City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Schaller-Ward reported these were the final pieces of budgeted equipment needed for replacement in the Parks and Recreation Department, and recommended the purchase through Kentucky State Pricing Contract. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 46 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 47

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING REPAIRS TO A SIGN TRUCK LIFTING APPARATUS FROM STAMM MANUFACTURING OF FORT PIERCE, FLORIDA IN THE AMOUNT OF \$46,600

Summary of Municipal Order No. 2018 - 47 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Denning for consideration of said Municipal Order. Schaller-Ward explained the sign truck was involved in an accident with a pole and some repairs had been made to the truck in-house, however the lifting apparatus required service from the manufacturer. She also said the City received insurance proceeds to pay for the cost. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 47 was approved by unanimous vote.

ORDINANCE NO. BG2018 - 14

(First Reading)

ORDINANCE REZONING OF REAL ESTATE

ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO REPEAL SUBCHAPTER 2-22 (GREENWAYS COMMISSION OF BOWLING GREEN AND WARREN COUNTY) AND DELEGATING DUTIES OF THE GREENWAYS COMMISSION TO THE BOWLING GREEN - WARREN COUNTY METROPOLITAN PLANNING ORGANIZATION BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Title and summary of Ordinance No. BG2018 - 14 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. Mayor Wilkerson indicated the ordinance was presented at the request of the Greenways Commission and the Metropolitan Planning Organization (MPO). He explained how the Greenways Commission was formed to distribute and use appropriated funds, however there were no funds remaining, so the Commission became more of an advisory committee, which seemed to be a better fit under the MPO. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 14 was approved by unanimous vote.

ORDINANCE NO. BG2018 - 15

(First Reading)

ORDINANCE REZONING OF REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 0.3047 ACRE FROM GB (GENERAL BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 0 AND 1213 HIGH STREET, PRESENTLY OWNED BY ARVIN G. AND CORNELIA J. VOS

Title and summary of Ordinance No. BG2018 - 15 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 15 was approved by unanimous vote.

ORDINANCE NO. BG2018 - 16

(First Reading)

ORDINANCE REZONING OF REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.45 ACRE FROM RM-4 (MULTI-FAMILY RESIDENTIAL) TO GB (GENERAL BUSINESS) LOCATED AT 986 VICTORIA STREET, PRESENTLY OWNED BY DATHAN COFER

Title and summary of Ordinance No. BG2018 - 16 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 16 was approved by unanimous vote.

ORDINANCE NO. BG2018 - 17

(First Reading)

ORDINANCE REZONING OF REAL ESTATE

**ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.17 ACRES FROM AG (AGRICULTURE) AND F (FLOODPLAIN) TO RS-1A (SINGLE FAMILY RESIDENTIAL) AND F (FLOODPLAIN) LOCATED AT 718 OLD PORTER PIKE, PRESENTLY OWNED BY MIKE AND EVON HYMER**

Title and summary of Ordinance No. BG2018 - 17 was read by the Acting City Clerk. Motion was made by Denning and seconded by Nash for first reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 17 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2018 - 48**

**MUNICIPAL ORDER AUTHORIZING A TAX-EXEMPT LOAN IN THE AMOUNT OF \$3,531,021 WITH FARMERS NATIONAL BANK IN ORDER TO PROVIDE FINANCING FOR SIX (6) FIRE TRUCKS**

Summary of Municipal Order No. 2018 - 48 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Schaller-Ward was proud to announce the City had not issued any debt since 2010 using its General Fund, and assured this loan would also not include money from the General Fund. Upon recent approval of the purchase of fire trucks, it was determined to be unfeasible to use cash. Ms. Schaller-Ward further mentioned Fire Improvement Fund money would be used to pay the ten (10) year loan at a 3.034% fixed interest rate. Commissioner Nash took a moment to thank former Commissioner Charlie Wilson for coming up with the idea of the Fire Improvement Fund and described how it has helped the Board in its decisions related to the General Fund budget and purchases for the Fire Department. Mr. Meisel stated the fund generates about \$2.2 million per year. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 48 was approved by unanimous vote.

**ORDINANCE NO. BG2018 - 18**

**(First Reading)**

**ORDINANCE ANNEXING PROPERTY BY CONSENT**

**ORDINANCE RESCINDING ORDINANCE NO. BG2018-12 AND ANNEXING 143.80 ACRES OF PROPERTY LOCATED AT 113 AND 435 BROOKWOOD DRIVE, 4701 AND 4801 MORGANTOWN ROAD AND 453 RIGELWOOD LANE, WITH PROPERTY OWNED BY JERRY E. BAKER BY AND THROUGH THE ESTATE OF JERRY E BAKER, THE JERRY E. BAKER FOUNDATION, INC., TEXAS GAS TRANSMISSION, LLC AND THE CITY OF BOWLING GREEN, AND 3.58 ACRES OF RIGHT-OF-WAY FOR A TOTAL OF 147.38 ACRES WITH SAID TERRITORY BEING CONTIGUOUS TO EXISTING CITY LIMITS**

Title and summary of Ordinance No. BG2018 - 18 was read by the Acting City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. Schaller-Ward said directly following the second reading of this annexation at the previous meeting, the City was notified there was an error in the address for the Arboretum and also recognized some discrepancies in the legal description. She further noted how vitally important it is for addresses and descriptions to be accurate and requested approval of the corrected ordinance. In addition, Schaller-Ward confirmed Police and Fire services would continue at these locations regardless of the re-approval process. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 18 was approved by unanimous vote.

#### PUBLIC COMMENTS

Following the conclusion of the regular agenda at approximately 5:40 p.m., Mayor Wilkerson opened the floor for any public comments about items not included on the agenda. Libby Kelly spoke in favor of the fairness ordinance. Jennifer Morlan explained she was interested in establishing a bus route to Lifeskills and would like for a suicide prevention class to be taught by law enforcement. She also voiced her support for small business development and the fairness ordinance. Kelly Embry spoke in favor of the legalization of cannabis and medical marijuana and asked the Board to pass a resolution to support this effort, and he outlined its potential benefits. Commissioner Denning stated he would not put his signature on anything related to the development, growth and/or sale of cannabis and medical marijuana. Cody Joe Patton, Chuck Swift and Matthew Bratcher also spoke in favor of the legalization of cannabis and medical marijuana. Daniel Johnson spoke about House Bill 166, related to legalization and tax of medical marijuana, and asked the Board of Commissioners to sponsor an item on the agenda in favor of the bill. Mayor Wilkerson suggested any matters related to House Bills, Senate Bills or national issues be discussed with State Representatives and Senators.

#### CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:45 p.m. in closed session pursuant to KRS 61.810 (1) (b) and (f) as previously approved.

#### ADJOURNMENT

Once all discussion concluded in closed session and there being no further business to come before the Board of Commissioners, at approximately 7:00 p.m., Mayor Wilkerson declared this meeting adjourned.



ADOPTED: March 28, 2018

APPROVED: Bruce Wilkinson  
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson  
Acting City Clerk

*Minutes prepared by Acting City Clerk Ashley Jackson*