

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held FEBRUARY 18, 2014**

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 7:00 p.m. on February 18, 2014. Mayor Bruce Wilkerson called the meeting to order and gave the invocation. All present recited the Pledge of Allegiance. Assistant City Manager/City Clerk Katie Schaller called the roll, and the following members were present: Commissioner Bill Waltrip, Commissioner Rick Williams, Commissioner Joe W. Denning, Commissioner Melinda M. Hill and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS & RECOGNITIONS**

Mayor Wilkerson invited anyone who might be interested in giving the invocation at a future meeting to contact any member of the Board of Commissioners or the City Clerk's Office. He also announced that creativity and innovation would be on display February 28<sup>th</sup> at WKU's Downing University Center as Innovate Kentucky hosts the inaugural *IdeaFestival Bowling Green*.

**CITY MANAGER**

City Manager Kevin D. DeFebbo requested the addition of a late-filed item (Municipal Order No. 2014 - 28) to the agenda regarding a Workforce Coordinator Agreement which was considered at the Job Development Incentive Program (JDIP) Committee meeting earlier in the day. Motion was made by Waltrip and seconded by Hill to add Municipal Order No. 2014 - 28 to the end of the regular agenda. Mayor Wilkerson called for roll call vote.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Motion to add Municipal Order No. 2014 - 28 to the agenda for consideration was approved by unanimous vote.

**FY2014 SIDEWALK PROGRAM PROJECTS**

Assistant City Engineer Kyle Hunt provided an overview of the Sidewalk Program, including the program criteria, the revised public involvement component for neighborhood outreach and input, and the funds available for the proposed FY2014 projects. With a projected budget of around \$820,000, he identified and described each of the different project locations selected for a total of 11,619 feet (2.20 miles) of new sidewalk construction. The eight locations include:

- Covington Street from Lehman Avenue to Scottsville Road
- Pearl Street from Boatlanding Road to Beauty Avenue
- Lehman Avenue from Fairview Avenue to 31-W Bypass
- High Street from 14<sup>th</sup> Avenue to Cabell Drive
- Meredith Drive from Ogden Avenue to 31-W Bypass
- Cherry Drive from 10<sup>th</sup> Avenue to High Street
- Emmett Avenue from Russellville Road to Nashville Road
- West 11<sup>th</sup> Avenue from Vine Street to the end of right-of-way

Mr. Hunt responded to questions about the possible impact to parking along some of the identified streets. With respect to the Covington Street project, Mayor Wilkerson said he received a request from Jeff Stein, who resides at 936 Covington Street and was unable to attend the meeting, to relay his concerns and preference to stripe the road instead of construct a sidewalk. At the request of Commissioner Waltrip, Mr. Hunt reported that from most of the responses received people preferred a sidewalk be built on the existing right-of-way. However, he clarified that it was too early to know how the parking might be impacted since the project was still in the conceptual stage and design had not yet begun.

Neighborhood Services Coordinator Karen Foley provided more details about the neighborhood outreach process and request for feedback about each of the proposed projects. She reported that notices with comment cards were mailed and three open houses were held. Ms. Foley also explained how people could learn about the proposed projects from the Projects/Issues webpage on the BGCAN website and be able to contact staff to provide any comments or ask questions electronically. Finally, she reported the outcome for each project's response rate, which all obtained favorable support, and outlined any related concerns expressed for each location.

Don Langley of 714 Eastwood Street requested that white striping be implemented in neighborhoods that did not have sidewalks and in the downtown area to better define a path for walking, running and/or bicycling. In addition, he suggested more bike racks be installed and markers be placed in the downtown area to direct users to the most appropriate path and to provide a distance measurement.

Julie Small of 823 Covington Street stated that she had worked a long time to get sidewalks on her street. With such high traffic volume on Covington Street, she did not think striping would be enough to deter speeding and protect walkers. She hoped that a sidewalk might help to slow traffic down and provide a safer environment for pedestrians.

Casey Lambert of 807 Edgewood Street expressed concern about the potential loss of a tree-line along Cherry Drive which appeared to protect her property from flooding issues. She feared that if those trees were removed, her yard and home might end up with water problems from drainage moving down the hill. Commissioner Waltrip assured her that the City would construct the sidewalk with all those issues in mind.

## APPROVAL OF MINUTES

### Minutes of Regular Meeting February 4, 2014

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for their review. Motion was made by Hill 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: Waltrip, Williams, Denning, Hill and Wilkerson  
                              Voting Nay: None

Motion to approve the minutes of the regular meeting of February 4, 2014 was approved by unanimous vote.

PUBLIC COMMENTS

Mayor Wilkerson opened the floor for any public comments and there were none.

REGULAR AGENDA

ORDINANCE NO. BG2014 - 1

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.44 ACRES FROM HB (HIGHWAY BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 242 AUDLEY AVENUE, PRESENTLY OWNED BY CHARLES AND BARBARA ENGLISH

Title and summary of Ordinance No. BG2014 - 1 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for second reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Ordinance No. BG2014 - 1 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 19

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF JOE SADLER TO THE BOWLING GREEN FIRE DEPARTMENT BURN VICTIM FUND BOARD OF ADVISORS

Summary of Municipal Order No. 2014 - 19 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Municipal Order No. 2014 - 19 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 20

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF DAVID SOUTHARD TO THE BOWLING GREEN-WARREN COUNTY HISTORIC PRESERVATION BOARD

Summary of Municipal Order No. 2014 - 20 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Municipal Order No. 2014 - 20 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 21

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF DR.  
L. MICHAEL TRAPASSO TO THE HOBSON HOUSE COMMISSION

Summary of Municipal Order No. 2014 - 21 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Waltrip for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                  Voting Nay: None

Municipal Order No. 2014 - 21 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 22

MUNICIPAL ORDER APPROVING THE REAPPOINTMENTS OF  
JACKIE STRODE, BRETT HIGHTOWER AND EDWIN PHELPS TO  
THE BOWLING GREEN-WARREN COUNTY MILITARY LIAISON  
BOARD

Summary of Municipal Order No. 2014 - 22 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                  Voting Nay: None

Municipal Order No. 2014 - 22 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 23

MUNICIPAL ORDER AUTHORIZING APPOINTMENTS TO THE  
CITIZEN REVIEW COMMITTEE AS SET OUT IN THE  
COMMUNITY DEVELOPMENT BLOCK GRANT FIVE YEAR  
CONSOLIDATED PLAN

Summary of Municipal Order No. 2014 - 23 was read by the Assistant City Manager/City Clerk. Motion was made by Waltrip and seconded by Hill for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                  Voting Nay: None

Municipal Order No. 2014 - 23 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 24

MUNICIPAL ORDER AUTHORIZING CHANGE ORDER NO. 1 TO  
THE CONTRACT WITH TRANE U.S. INC. OF LOUISVILLE,  
KENTUCKY IN THE TOTAL AMOUNT OF \$28,571 RELATED TO  
BID #2013-54

Summary of Municipal Order No. 2014 - 24 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. DeFebbo reviewed and recommended the additional expenses to correct heating/air conditioning issues at the Police Department facility. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Municipal Order No. 2014 - 24 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2014 - 25**

**MUNICIPAL ORDER AUTHORIZING CHANGE ORDER NO. 5 TO THE CONTRACT WITH AMEC ENVIRONMENT AND INFRASTRUCTURE, INC. OF NASHVILLE, TENNESSEE FOR FINAL DESIGN SERVICES FOR BUTLER COUNTY LANDFILL IMPROVEMENTS (BID #2012-20) IN THE AMOUNT OF \$17,800**

Summary of Municipal Order No. 2014 - 25 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Waltrip for consideration of said Municipal Order. DeFebbo explained that the Kentucky Division of Waste Management (DWM) requested the additional work and agreed to provide about \$1.6 million for the improvement project with less than \$90,000 in cost to be paid by the City. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Municipal Order No. 2014 - 25 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2014 - 26**

**MUNICIPAL ORDER APPROVING THE FIVE YEAR CONSOLIDATED PLAN, ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE, CITIZENS PARTICIPATION PLAN AND THE RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDING AND AUTHORIZING SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Summary of Municipal Order No. 2014 - 26 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Waltrip for consideration of said Municipal Order. DeFebbo indicated that several meetings had been conducted to discuss and present the Five Year Consolidated Plan, and he recommended its approval. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Municipal Order No. 2014 - 26 was approved by unanimous vote.

ORDINANCE NO. BG2014 - 2  
(First Reading)  
ORDINANCE RELATING TO BUDGET AMENDMENT

ORDINANCE APPROVING AMENDMENT NUMBER TWO TO  
THE CITY OF BOWLING GREEN, KENTUCKY ANNUAL  
OPERATING BUDGET FOR FISCAL YEAR 2014

Title and summary of Ordinance No. BG2014 - 2 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Waltrip for first reading of said Ordinance. DeFebbo reviewed the budget amendment process and recommended its approval. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

First reading of Ordinance No. BG2014 - 2 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2014 - 27

MUNICIPAL ORDER APPROVING TAX INCREMENT FINANCING  
(TIF) DISTRICT SUMMARY OF 2012 INCREMENTAL REVENUE  
AND AUTHORIZING DISTRIBUTION OF \$318,997 TO WARREN  
COUNTY DOWNTOWN ECONOMIC DEVELOPMENT  
AUTHORITY, INC.

Summary of Municipal Order No. 2014 - 27 was read by the Assistant City Manager/City Clerk. Motion was made by Waltrip and seconded by Hill for consideration of said Municipal Order. DeFebbo indicated that an allocation of 80% of the revenues collected in the downtown TIF goes to the Chapter 58 Corporation (also known as the Warren County Downtown Economic Development Authority). However, based on some issues with the calculations which just became apparent, he requested that the item be tabled until the next meeting. In addition, he commented about a need for a budget to be developed by the Chapter 58 Corporation pursuant to the executed agreements. Motion was made by Hill and seconded by Williams to table Municipal Order No. 2014 - 27. With no discussion on a motion to table, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

Motion to table Municipal Order No. 2014 - 27 was approved by unanimous vote.

ORDINANCE NO. BG2014 - 3  
(First Reading)  
ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 6 (BUILDING  
REGULATIONS), SUBCHAPTER 6-13 (CONTRACTOR  
LICENSING) OF THE CITY OF BOWLING GREEN CODE OF  
ORDINANCES AS REQUESTED BY THE CONTRACTORS  
LICENSING BOARD

Title and summary of Ordinance No. BG2014 - 3 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for first reading of said Ordinance. At the request of the City Manager, City Attorney Gene Harmon reviewed the proposed changes. Contractors Licensing Director Bob Appling explained that they were recommending changes to clean up some old language and to clarify various requirements.

There was also discussion about how the Finance Department and Contractors Licensing Board work together to monitor subcontractors and determine compliance with the various business and contractor licensing requirements. Mr. DeFebbo admitted that there was always a possibility someone could fail to comply; however, he noted that the multi-agency approach seemed to be working. Commissioner Williams encouraged contractors to contact the City if they were aware of any issues with other contractors/subcontractors which the City needed to investigate. Once the discussion ended, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None

First reading of Ordinance No. BG2014 - 3 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2014 - 28**

**MUNICIPAL ORDER ACCEPTING RECOMMENDATION OF THE CITY OF BOWLING GREEN JOB DEVELOPMENT INCENTIVE PROGRAM (JDIP) COMMITTEE AND APPROVING WORKFORCE COORDINATOR AGREEMENT AMONG THE CITY OF BOWLING GREEN, WARREN COUNTY AND BOWLING GREEN AREA CHAMBER OF COMMERCE**

Summary of Municipal Order No. 2014 - 28 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Waltrip for consideration of said Municipal Order. DeFebbo reiterated that a new revenue source was established based on a court ruling whereby certain properties owned by an industrial authority must now start paying property taxes. He reported that approximately \$73,000 for 2013 was collected and would be placed in the Job Development Incentive Fund (JDIF), with \$6,000 already committed for lobbyist services and \$35,000 as the City's share to be spent with this Agreement. Mr. DeFebbo outlined the proposal for a Workforce Coordinator position to be managed through the Chamber for the next two years that would help local businesses locate the skilled workers they need.

Commissioner Hill indicated this was a great opportunity to help put local citizens to work. She commented that a Workforce Coordinator could help match up skilled labor to help fill over 300 job openings already identified for 40 companies in the community. Chief Financial Officer Jeff Meisel pointed out that 85% of the job growth comes from existing businesses and this was a great opportunity to support those companies. Commissioner Waltrip agreed and commented that performance measures would be closely monitored to track the success of the program.

Bowling Green Area Chamber of Commerce Chief Operating Officer/Chief Financial Officer Meredith Robinson responded to questions about the position, which would work with all the public agencies tasked with workforce development. She also remarked that the community has had great

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success with economic development efforts and this position would help speed up the process to fill the available jobs for existing businesses. Following the discussion, a roll call vote was taken.

ROLL CALL:           Voting Yea: Waltrip, Williams, Denning, Hill and Wilkerson

                          Voting Nay: None

Municipal Order No. 2014 - 28 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 8:20 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mayor, Chairman of Board of Commissioners

ATTEST: \_\_\_\_\_  
City Clerk

*Minutes prepared by Assistant City Manager/City Clerk Katie Schaller*