

**MINUTES of SPECIAL MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held JULY 7, 2015**

The Board of Commissioners of the City of Bowling Green, Kentucky met in special session in the Fiscal Courtroom at the Warren County Courthouse, Bowling Green, Kentucky at 4:30 p.m. on July 7, 2015. Mayor Bruce Wilkerson called the meeting to order. Assistant City Manager/City Clerk Katie Schaller called the roll, and the following members were present: Commissioner Rick Williams, Commissioner Joe W. Denning, Commissioner Melinda M. Hill, Commissioner Sue Parrigin and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

AWARDS & RECOGNITIONS

Mayor Wilkerson invited Interim Superintendent Rick Bard with Bowling Green District United Methodist Church to come forward for a check presentation to the City to acknowledge the Church's \$15,000 contribution toward the West End Soccer Field development project at The Foundry. Mr. Bard expressed his appreciation for being able to partner together for the betterment of the neighborhood. Commissioner Denning gave credit to former Commissioner Bill Waltrip who spearheaded the project from the beginning.

Mayor Wilkerson also announced the recent retirement of Master Police Officer Ernie Steff with 18 years of service with the City.

APPROVAL OF MINUTES

Minutes of Regular Meeting June 16, 2015

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: Williams, Denning, Hill, Parrigin and Wilkerson
 Voting Nay: None

Motion to approve the minutes of the regular meeting of June 16, 2015 was approved by unanimous vote.

SPECIAL AGENDA

ORDINANCE NO. BG2015 - 19

(Second Reading)

ORDINANCE RELATING TO BUDGET AMENDMENT

**ORDINANCE APPROVING AMENDMENT NUMBER FOUR TO
THE CITY OF BOWLING GREEN, KENTUCKY ANNUAL
OPERATING BUDGET FOR FISCAL YEAR 2015**

Title and summary of Ordinance No. BG2015 - 19 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for second reading of said Ordinance. DeFebbo explained the process for managing the budget throughout the year. Chief Financial Officer Jeff Meisel mentioned there may be one more budget amendment before the final close out of FY2015. Once the discussion ended, a roll call vote was taken.

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

Ordinance No. BG2015 - 19 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 119

MUNICIPAL ORDER APPROVING THE PROMOTION OF SEAN A. WEEKS AND THE PROBATIONARY APPOINTMENT OF ERIN L. BALLOU TO THE POSITION OF ASSISTANT CHIEF FINANCIAL OFFICER IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2015 - 119 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 recounted the recent plan to reorganize the Finance Department. Chief Financial Officer Jeff Meisel reviewed the qualifications for the recommended promotion and appointment. He also mentioned Ms. Ballou had twelve years' experience from having been previously employed in the Finance Department. After the discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 119 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 120

MUNICIPAL ORDER APPROVING THE CAREER PATH ADVANCEMENT OF JACOB A. BOOSE TO THE POSITION OF OPERATIONS TECHNICIAN I IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2015 - 120 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for consideration of said Municipal Order. DeFebbo reviewed the career path program and qualifications for promotion. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 120 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 121

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF MATTHEW B. IRVIN AND ROY D. RODGERS TO THE POSITION OF POLICE OFFICER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2015 - 121 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. DeFebbo remarked the City had an opportunity to hire two certified officers, and he recommended the appointments. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 121 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 122

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF BRADFORD L. SCHARGORODSKI TO THE POSITION OF CODE ENFORCEMENT INSPECTOR IN THE NEIGHBORHOOD AND COMMUNITY SERVICES DEPARTMENT

Summary of Municipal Order No. 2015 - 122 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 appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 122 was approved by unanimous vote.

ORDINANCE NO. BG2015 - 20

(First Reading)

ORDINANCE RELATING TO CLASSIFICATION/PAY SCHEDULE

ORDINANCE AMENDING THE CLASSIFICATION/PAY SCHEDULE "G" FOR GENERAL CLASSIFIED EMPLOYEES OF THE CITY OF BOWLING GREEN FOR FISCAL YEAR 2016

Title and summary of Ordinance No. BG2015 - 20 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for first reading of said Ordinance. DeFebbo indicated there was an art form to matching the appropriate pay with the right skill level and following further review, a downgrade was recommended for the Citizen Information and Assistance Specialist position, which was recently created. He noted this position will replace the City Central Coordinator position following an upcoming retirement at the end of August. With no additional discussion, a roll call vote was taken.

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

First reading of Ordinance No. BG2015 - 20 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 123

MUNICIPAL ORDER APPROVING THE REAPPOINTMENTS OF BRENDA CARVER, ROBERT DEANE, GINA DZELIL AND ANGELA TOWNSEND AND THE APPOINTMENT OF REBECCA ADAMS SIMPSON TO THE HUMAN RIGHTS COMMISSION

Summary of Municipal Order No. 2015 - 123 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 reviewed and recommended the appointments. He asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 123 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 124

MUNICIPAL ORDER AUTHORIZING THE SALE OF APPROXIMATELY 0.91 ACRE OF CITY-OWNED SURPLUS PROPERTY LOCATED AT 707 E. MAIN AVENUE AND THE ADJACENT PROPERTY LOCATED ON 10TH AVENUE, AND APPROVING A REAL ESTATE SALE AND PURCHASE AGREEMENT WITH GEMINI HOMES, INC.

Summary of Municipal Order No. 2015 - 124 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 indicated the City had some surplus property for which there was no specific need and a request for proposals was issued to seek interested parties for development of the land to increase housing stock in the downtown area. Neighborhood and Community Services Director Brent Childers provided an overview of the two proposals received and the differences between the two, most notably the design style for single-family housing. He also outlined how the proposals were evaluated which took into consideration the impact to the neighborhood. Mr. Childers explained the more traditional design proposal received from Gemini Homes seemed to fit better with the existing style of the neighborhood. He also reviewed the agreement established to protect the City by setting specific parameters for the development. Mr. Childers responded to questions about when the impacted neighbors would be notified of the development and the process used to meet with both developers when evaluating the proposals.

Brion Holland, realtor and partner with Brian Clements who submitted a more modern design proposal, expressed his disappointment with not having an opportunity to present their design directly to the Board of Commissioners. He stated he originally brought the idea to the City about developing this property and felt he was not being given a fair chance. He also said each of the houses proposed were already pre-sold and they had secured the funding for the project. Mr. Holland asked that the Board table this Municipal Order until such time both parties could present their proposals at an open meeting and the Board could then make an independent decision and not rely on a three person staff committee to make the decision. Mr. Holland also responded to questions and confirmed the proposed modern design style had not changed.

In response to a statement made by Mr. Holland, Commissioner Hill affirmed each of the Board members had received and reviewed both proposals and was not rubber stamping a staff recommendation.

Based on the request by Mr. Holland, Mayor Wilkerson asked if there was any desire by the Board to table this Municipal Order. Since there was no motion made and no further discussion about the item, a roll call vote was taken.

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

Voting Nay: None

Municipal Order No. 2015 - 124 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 125

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE PURCHASE OF PULSAR CHLORINE BRIQUETTES FROM SPEAR CORPORATION OF ROACHDALE, INDIANA FOR FISCAL YEAR 2016 IN AN AMOUNT NOT TO EXCEED \$60,000 FOR THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2015 - 125 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. DeFebbo reviewed and recommended the sole source purchase. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Voting Nay: None

Municipal Order No. 2015 - 125 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 126

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2015-48 FOR PROFESSIONAL CLEANING SERVICES FROM J & F JANITORIAL SERVICES, INC. OF SOMERSET, KENTUCKY IN THE AMOUNT OF \$206,260

Summary of Municipal Order No. 2015 - 126 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 explained there were eight office buildings for which the City contracted janitorial services. He recommended the bid award and acknowledged this was a company the City had contracted with in the past. Public Works Administrative Assistant Laura Dewalt-Brown and Public Works Director Jeff Lashlee responded to questions about the cost and development of the specifications. Mr. Lashlee reported additional square footage was added with the new NCS building as well as an increase in frequency of several cleaning items which caused an increase in price compared with the most recent contracted services. Once the discussion ended, a roll call vote was taken.

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

Voting Nay: None

Municipal Order No. 2015 - 126 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 127

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2015-50 FOR WAKEFIELD POND MITIGATION FROM TPM, INC. OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$152,835.48

Summary of Municipal Order No. 2015 - 127 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. DeFebbo remarked the ecological system of Wakefield Pond was slowly dying. Although privately owned, he explained there was a sufficient public purpose established for the City to intervene to address the problem for the neighborhood. He recommended approval of the bid award to turn the pond into a drainage basin. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 127 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 128

MUNICIPAL ORDER APPROVING LEASE AGREEMENT WITH BLISS AVE BREWING COMPANY, LLC FOR LEASE OF A PORTION OF THE PUBLIC SIDEWALK LOCATED IN FRONT OF 401 PARK ROW

Summary of Municipal Order No. 2015 - 128 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. City Attorney Gene Harmon reviewed the request for a sidewalk lease to allow operations inside and outside of the business. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 128 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 129

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A 2015 GRANT APPLICATION TO THE GEORGIA-PACIFIC BUCKET BRIGADE FOR FIRE RESCUE EQUIPMENT IN THE AMOUNT UP TO \$5,000

Summary of Municipal Order No. 2015 - 129 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 recommended the submission of the grant application to provide funds for fire equipment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Voting Nay: None
Municipal Order No. 2015 - 129 was approved by unanimous vote.

NEXT MEETING

Mayor Wilkerson thanked Warren County Fiscal Court for allowing the Board of Commissioners to use the Fiscal Courtroom for this meeting. Since City Hall and the Commission Chamber were expected to still be under renovation, he announced the cancelation of the Board's next regularly scheduled meeting on July 21st.

CLOSED SESSION

Mayor Wilkerson requested a closed session pursuant to KRS 61.810 (1) (b) for discussion of property acquisition by the City and pursuant to KRS 61.810 (1) (c) for discussion of pending litigation against and on behalf of the City. Motion was made by Hill and seconded by Parrigin to convene in closed session pursuant to KRS 61.810 (1) (b) and (c). Mayor Wilkerson called for roll call vote.

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

Motion to convene in closed session pursuant to KRS 61.810 (1) (b) and (c) was approved by unanimous vote. Following a brief recess to clear the Fiscal Courtroom, the Board of Commissioners met at approximately 5:30 p.m. in closed session.

ADJOURNMENT

Once all discussion concluded in closed session and with no further business to come before the Board of Commissioners, at approximately 6:45 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