

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held MAY 5, 2015**

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 May 5, 2015. Mayor Bruce Wilkerson called the meeting to order and gave an 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 Sue Parrigin, 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 congratulated Michelle Gorman of U. S. Bank for being named the 2015 Kentucky Woman Small Business Advocate of the Year by the U. S. Small Business Administration.

**CITY MANAGER**

City Manager Kevin D. DeFebbo had no comments at the beginning of the meeting. At the end of the meeting, he mentioned future work sessions would need to be handled differently under the new meeting schedule and would be placed at the end or beginning of a regular meeting agenda depending on need, or a special work session meeting may be necessary from time to time.

**APPROVAL OF MINUTES**

Minutes of Regular Meeting April 21, 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 Parrigin to approve said minutes as written. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

Motion to approve the minutes of the regular meeting of April 21, 2015 was approved by unanimous vote.

**PUBLIC COMMENTS**

Gina Dzelil spoke on behalf of the Bosnian-American community to raise awareness of the brutalities and injustice that occurred in Srebrenica on July 11, 1995. She announced a memorial walk would be held on July 11, 2015 to commemorate the 20<sup>th</sup> anniversary of the massacre and to remember the lives that were lost. Ms. Dzelil also encouraged interested participants to bring a backpack to donate. She reported they have partnered with local schools to distribute the collected backpacks to area children.

REGULAR AGENDA

ORDINANCE NO. BG2015 - 8

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A PORTION OF A TRACT OF LAND CONTAINING 17.7759 ACRES FROM AG (AGRICULTURE) TO HB (HIGHWAY BUSINESS) AND RM-4 (MULTI - FAMILY RESIDENTIAL) LOCATED ON LOUISVILLE ROAD AND BRISTOW ROAD, PRESENTLY OWNED BY HILDA JENKINS

Title and summary of Ordinance No. BG2015 - 8 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for second reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

Voting Nay: None

Ordinance No. BG2015 - 8 was adopted by unanimous vote.

ORDINANCE NO. BG2015 - 9

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 0.998 ACRE FROM GB (GENERAL BUSINESS), RM-4 (MULTI - FAMILY RESIDENTIAL) AND LI (LIGHT INDUSTRIAL) TO OP-C (OFFICE PROFESSIONAL - COMMERCIAL) LOCATED AT 501, 525 AND 529 PARK STREET, PRESENTLY OWNED BY DWC PROPERTIES, LLC, WALTER AND DEBBIE YORK AND COMMONWEALTH HEALTH CORPORATION

Title and summary of Ordinance No. BG2015 - 9 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: Parrigin, Williams, Denning, Hill and Wilkerson

Voting Nay: None

Ordinance No. BG2015 - 9 was adopted by unanimous vote.

ORDINANCE NO. BG2015 - 10

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.30 ACRES FROM AG (AGRICULTURE) TO HB (HIGHWAY

BUSINESS) LOCATED AT 2724 NASHVILLE ROAD, PRESENTLY OWNED BY GILBERT, BARBEE, MOORE AND MCILVOY, PSC

Title and summary of Ordinance No. BG2015 - 10 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: Parrigin, Williams, Denning, Hill and Wilkerson  
Voting Nay: None

Ordinance No. BG2015 - 10 was adopted by unanimous vote.

ORDINANCE NO. BG2015 - 11

(Second Reading)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 25 (CODE OF ETHICS) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO AMEND SUBCHAPTERS RELATED TO GIFTS AND OTHER ADMINISTRATIVE REVISIONS AS RECOMMENDED BY THE BOARD OF ETHICS

Title and summary of Ordinance No. BG2015 - 11 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for second reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2015 - 11 was adopted by unanimous vote.

ORDINANCE NO. BG2015 - 12

(Second Reading)

ORDINANCE RELATING TO BUDGET AMENDMENT

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

Title and summary of Ordinance No. BG2015 - 12 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for second reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2015 - 12 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 65

MUNICIPAL ORDER APPROVING THE PROMOTION OF MARK G. ABSHER TO THE POSITION OF CIVIL ENGINEER II IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2015 - 65 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for consideration of said Municipal Order. In the absence of Public Works Director, Human Resources Director Michael Grubbs reviewed the career path opportunity and requirements for promotion. He stated Mr. Absher has met all the requirements and obtained his certification as a Professional Engineer (PE) and was recommended for promotion. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 65 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2015 - 66**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF JEREMY S. SEGUR TO THE POSITION OF BUILDING SERVICES MANAGER IN THE NEIGHBORHOOD AND COMMUNITY SERVICES DEPARTMENT**

Summary of Municipal Order No. 2015 - 66 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. At the request of the City Manager, Neighborhood and Community Services Director Brent Childers reviewed the application process and the difficulty with finding qualified applicants who already had required certifications to be a Chief Building Inspector. In an effort to open the potential applicant pool, he explained the position was revised to remove the certification requirements and to create the position of Building Services Manager, which would allow the necessary time to achieve the certifications while on the job. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 66 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2015 - 67**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF HOLLY M. VINCENT TO THE POSITION OF SPECIAL POPULATIONS INSTRUCTOR IN THE PARKS AND RECREATION DEPARTMENT**

Summary of Municipal Order No. 2015 - 67 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 the application process and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 67 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 68

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF ADAM D. JEPSON TO THE POSITION OF LABORER II IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2015 - 68 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 application process and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 68 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 69

MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF JOE DAVIS AND APPOINTMENT OF JEFF ANDERSON TO THE BOWLING GREEN AREA CONVENTION AND VISITORS BUREAU

Summary of Municipal Order No. 2015 - 69 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson recommended the appointments which also required approval by Warren County. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 69 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 70

MUNICIPAL ORDER APPROVING AMENDED FIREFIGHTER II CAREER PATH PROGRAM FOR THE FIRE DEPARTMENT

Summary of Municipal Order No. 2015 - 70 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. Human Resources Director Michael Grubbs stated this career path program began in 1997. He explained the proposed revisions would allow a Firefighter to obtain assignment pay as soon as all the qualifications were met instead of having to wait until the first of the new fiscal year. He noted this change was similar to the career path program for Police Officers. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 70 was approved by unanimous vote.

ORDINANCE NO. BG2015 - 13

(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 2015

Title and summary of Ordinance No. BG2015 - 13 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for first reading of said Ordinance. DeFebbo indicated periodic revisions to the organizational structure were necessary to keep up with demand. Human Resources Director Michael Grubbs outlined the proposed revisions to add the position titles for Assistant Chief Financial Officer (ACFO) and Financial Specialist. Chief Financial Officer Jeff Meisel described the changes being made to the Finance Department to balance the structure with two ACFO positions, with one to oversee the accounting/revenue functions and the other to oversee the accounts payable functions. He also explained the ability to cross train several Associate type positions as recommended in a recent internal audit of the Licensing Division, and to place them all under the same title of Financial Specialist. By doing this, he reported they could maintain segregation of duties and equalize pay for all of those essentially performing similar work. Commissioners Hill and Denning voiced appreciation for the work of Mr. Meisel and supported the reorganization. Once the discussion ended, a roll call vote was taken.

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

First reading of Ordinance No. BG2015 - 13 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 71

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID  
#2015-43 FOR WEST END SOCCER FIELD LIGHTING FROM  
KNIGHT ELECTRIC, INC. OF RUSSELLVILLE, KENTUCKY IN  
THE AMOUNT OF \$128,200

Summary of Municipal Order No. 2015 - 71 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 approval of the bid award for the next phase of construction at the new soccer field. Commissioner Hill inquired about the ability to apply local preference for services. Ms. Schaller responded the current policy only applied to the purchase of goods and materials. She specified a review of the Purchasing Policy was completed each year and further discussion of the local preference policy could be considered at that time.

A representative of Knight Electric came forward to confirm the business operated an office on Dishman Lane in Bowling Green with 14 employees. He also confirmed the business was headquartered in Russellville. Commissioner Hill said she felt better about approving this bid knowing that information. Following the discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 71 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 72

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2015-42 FOR CLEARLANE ENHANCED DEICER FROM CARGILL, INC., DEICING TECHNOLOGY BUSINESS UNIT, OF NORTH OLMSTED, OHIO IN THE AMOUNT OF \$127,032

Summary of Municipal Order No. 2015 - 72 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 the bid process to move forward with restocking deicer to avoid a potential shortage later in the year. He also noted the ability to receive a better price per ton by purchasing now. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Parrigin, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None  
Municipal Order No. 2015 - 72 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 73

MUNICIPAL ORDER APPROVING THE YEAR 12 ANNUAL ACTION PLAN AND YEAR 11 ANNUAL ACTION PLAN AMENDMENT OF THE CONSOLIDATED PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDING AND AUTHORIZING ITS SUBMISSION TO THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Summary of Municipal Order No. 2015 - 73 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 recounted the Annual Action Plans for Year 11 and 12 were discussed at a public hearing on April 21<sup>st</sup>. Based on that presentation, he recommended approval for submission to HUD. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Parrigin, Williams, Denning, Hill and Wilkerson  
                          Voting Nay: None  
Municipal Order No. 2015 - 73 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 74

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U. S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE FOR THE PURCHASE OF BULLETPROOF VESTS FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$21,000

Summary of Municipal Order No. 2015 - 74 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 recommended approval of the application to receive funding to cover 50% of the

cost to purchase 25 new vests. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 74 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2015 - 75**

**MUNICIPAL ORDER DECLARING TRACT OF PROPERTY CONTAINING APPROXIMATELY 0.0084 ACRE OR 367 SQUARE FEET LOCATED IN THE CITY PUBLIC PARKING LOT NEAR THE CORNER OF 8<sup>TH</sup> AVENUE AND STATE STREET SURPLUS AND AUTHORIZING CONVEYANCE OF THIS PROPERTY TO STEAMER SEAFOOD BOWLING GREEN, LLC FOR ECONOMIC DEVELOPMENT PURPOSES**

Summary of Municipal Order No. 2015 - 75 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 the request to provide a small piece of property to improve the layout and allow for outdoor seating at the new restaurant moving into the former Mariah Moore House. He also confirmed this was a strip of land containing about three feet which would not affect the parking lot or cause any safety concerns. Mayor Wilkerson mentioned the organization was planning to bring its headquarters to the same location. Commissioner Parrigin expressed her appreciation to Dale Augustine, restaurant owner, for investing in the community. Following the discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 75 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2015 - 76**

**MUNICIPAL ORDER APPROVING AND AUTHORIZING THE SUBMISSION OF A REQUEST TO THE KENTUCKY ALCOHOLIC BEVERAGE CONTROL BOARD TO INCREASE THE NUMBER OF QUOTA RETAIL PACKAGE STORE LICENSES AND QUOTA RETAIL DRINK LICENSES IN THE CITY TO FORTY-ONE (41) FOR EACH LICENSE**

Summary of Municipal Order No. 2015 - 76 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 recounted how surprised everyone was to learn the number of quota licenses allowable for the City to issue was substantially reduced. He recommended the City follow the appeal process to request more quota licenses. City Attorney Gene Harmon provided an overview of the appeal process and the ability to request up to a maximum of one quota license for every 1,500 people which was based on the population figures established by the State Data Center, Urban Studies Center of the University of Louisville. He also responded to questions about how the license count was determined previously which took all of Warren County into consideration and not just the residents of the City.



Mayor Wilkerson said he spoke to an ABC Administrator who told him that they were forced by the Kentucky Legislature to require the changes. With no further discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 76 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 77

MUNICIPAL ORDER APPROVING PARKS AND RECREATION FEES

Summary of Municipal Order No. 2015 - 77 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 approval of the fee schedule which established ten new fees related to the batting facility at Kereiakes Park and made changes to 21 others to help compete in the recreational market. Parks and Recreation Director Brent Belcher responded to questions about the new fee structure for the batting facility. Once the discussion ended, a roll call vote was taken.

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

Municipal Order No. 2015 - 77 was approved by unanimous vote.

PROCLAMATION

At the prior request of BGMU, Mayor Wilkerson proclaimed May 3-9, 2015 as *Drinking Water Week* and urged everyone to recognize the importance of our tap water and to help protect the source waters from pollution.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:30 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*