

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held MAY 16, 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 May 16, 2017. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Commissioner Rick Williams, 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 Sue Parrigin, Commissioner Rick Williams and Mayor Bruce Wilkerson. Absent: Commissioner Brian "Slim" Nash and Commissioner Joe W. Denning. There was a quorum of the Board of Commissioners.

**POTENTIAL SALE OF SURPLUS PROPERTY AT RESERVOIR HILL PARK**

Neighborhood and Community Services Director Brent Childers presented information regarding the response to a recent request for proposals (RFP) for the sale of surplus City property located at the base of Reservoir Hill Park on the other side of Cherry Drive. He reported one response was received from a local developer, Gemini Homes, who proposed constructing three single family homes on the property. He provided a rendering of the proposal and stated these homes would be similar to the homes the developer has constructed on 10<sup>th</sup> Avenue and is constructing on Park Street. Mr. Childers also confirmed he would contact neighborhood residents to advise of the potential sale and proposed use of the property and, after which, a Municipal Order would be placed on an upcoming agenda for consideration to accept the proposal and authorize the sale.

**AWARDS & RECOGNITIONS**

Mayor Wilkerson thanked BGMU for recognizing the City as one of the good water users in town.

**CITY MANAGER**

City Manager Kevin D. DeFebbo requested a closed session for the purpose of discussion on the future acquisition and sale of real property by the City as publicity would likely affect the value of the specific piece of property to be acquired for public use and sold by the City. Motion was made by Williams and seconded by Parrigin to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (b). Mayor Wilkerson called for roll call vote.

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

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

**APPROVAL OF MINUTES**

Minutes of Regular Meeting May 2, 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 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: Parrigin, Williams and Wilkerson  
                  Voting Nay: None

Motion to approve the minutes of the regular meeting of May 2, 2017 was approved by unanimous vote.

REGULAR AGENDA

ORDINANCE NO. BG2017 - 16  
(Second 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 2017

Title and summary of Ordinance No. BG2017 - 16 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for second reading of said Ordinance. DeFebbo reiterated this item related to the reorganization of the Cemetery Division. With no other discussion, a roll call vote was taken.

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

Ordinance No. BG2017 - 16 was adopted by unanimous vote.

ORDINANCE NO. BG2017 - 17  
(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 9.64 ACRES FROM GB (GENERAL BUSINESS), RM-4 (MULTI-FAMILY RESIDENTIAL), P (PUBLIC), OP-R (OFFICE AND PROFESSIONAL-RESIDENTIAL), OP-C (OFFICE AND PROFESSIONAL-COMMERCIAL) AND HB (HIGHWAY BUSINESS) TO HB (HIGHWAY BUSINESS) LOCATED AT 0 EAST 2<sup>ND</sup> AVENUE, 825 EAST 2<sup>ND</sup> AVENUE, 0 U.S. 31W BYPASS, 347 U.S. 31W BYPASS AND A PORTION OF 250 PARK STREET, PRESENTLY OWNED BY BOWLING GREEN-WARREN COUNTY COMMUNITY HOSPITAL CORPORATION D/B/A THE MEDICAL CENTER AND RIVERSIDE PROFESSIONAL CENTER OWNERS ASSOCIATION, INC.

Title and summary of Ordinance No. BG2017 - 17 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin 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 and Wilkerson  
                  Voting Nay: None

Ordinance No. BG2017 - 17 was adopted by unanimous vote.

ORDINANCE NO. BG2017 - 18

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.3099 ACRE FROM RM-3 (MULTI-FAMILY RESIDENTIAL) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 216 GAYLE WAY, PRESENTLY OWNED BY PLAN B HOLDINGS, LLC

Title and summary of Ordinance No. BG2017 - 18 was read by the Assistant City Manager/City Clerk. Motion was made by Williams 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 and Wilkerson  
                  Voting Nay: None

Ordinance No. BG2017 - 18 was adopted by unanimous vote.

ORDINANCE NO. BG2017 - 19

(Second Reading)

ORDINANCE CLOSING A PUBLIC RIGHT-OF-WAY

ORDINANCE APPROVING THE CLOSING OF AN UNIMPROVED RIGHT-OF-WAY WITH FRONTAGE ALONG THE U.S. 31W BYPASS AND LOCATED SOUTH OF PARK STREET

Title and summary of Ordinance No. BG2017 - 19 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin 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 and Wilkerson  
                  Voting Nay: None

Ordinance No. BG2017 - 19 was adopted by unanimous vote.

ORDINANCE NO. BG2017 - 20

(Second Reading)

ORDINANCE ANNEXING PROPERTY BY CONSENT

ORDINANCE ANNEXING A TOTAL OF APPROXIMATELY 101.57 ACRES OF PROPERTY LOCATED ON LOVERS LANE, WITH PROPERTY PRESENTLY OWNED BY CHANDLER RESIDENTIAL, LLC AND BOWLING GREEN-WARREN COUNTY COMMUNITY HOSPITAL CORPORATION D/B/A THE MEDICAL CENTER, WITH SAID TERRITORY BEING CONTIGUOUS TO EXISTING CITY LIMITS; AND FURTHER APPROVING AN ASSOCIATED ECONOMIC DEVELOPMENT ANNEXATION INCENTIVE AGREEMENT

Title and summary of Ordinance No. BG2017 - 20 was read by the Assistant City Manager/City Clerk. Motion was made by Williams 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 and Wilkerson  
                  Voting Nay: None  
Ordinance No. BG2017 - 20 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 68

MUNICIPAL ORDER APPROVING THE CAREER PATH  
ADVANCEMENT OF JAMES KYLE GODDARD TO THE  
POSITION OF OPERATIONS TECHNICIAN I IN THE PUBLIC  
WORKS DEPARTMENT

Summary of Municipal Order No. 2017 - 68 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 indicated all requirements were met and recommended the advancement. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2017 - 68 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 69

MUNICIPAL ORDER APPROVING THE APPOINTMENTS OF  
FRANK BUCHANON AND DONALD "MAC" MCGLOTHLIN TO  
THE BOWLING GREEN-WARREN COUNTY MILITARY LIAISON  
BOARD

Summary of Municipal Order No. 2017 - 69 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson stated these appointments were recommended by the Military Liaison Board. With no additional discussion, a roll call vote was taken.

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

Municipal Order No. 2017 - 69 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 70

MUNICIPAL ORDER AUTHORIZING A CONTRACT THROUGH  
NONCOMPETITIVE NEGOTIATIONS WITH DDS ENGINEERING,  
PLLC OF BOWLING GREEN, KENTUCKY FOR PROFESSIONAL  
SURVEY AND DESIGN SERVICES FOR PEDESTRIAN  
IMPROVEMENTS FOR THE NEIGHBORHOOD IMPROVEMENT  
PROGRAM (NIP) IN CENSUS TRACT 112 IN THE AMOUNT OF  
\$56,600

Summary of Municipal Order No. 2017 - 70 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 the need for survey and design services for projects planned in the next

NIP target area. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2017 - 70 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2017 - 71**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2017-26 FOR FISCAL YEAR 2017 SIDEWALK CONSTRUCTION PHASE 2 FROM JC BREWER CONSTRUCTION, INC. OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$275,090.65**

Summary of Municipal Order No. 2017 - 71 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. DeFebbo recommended the bid award for construction of 1,925 linear feet of new sidewalk, curb and gutter along South Sunrise Drive. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2017 - 71 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2017 - 72**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2017-56 FOR THE GENERATOR PROJECT AT THE CITY HALL ANNEX AND PUBLIC WORKS OPERATIONS DIVISION FROM STEWART RICHEY ELECTRICAL OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$78,250**

Summary of Municipal Order No. 2017 - 72 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 approval of the bid award for installation of a new generator previously purchased for the City Hall Annex and the relocation/installation of the existing generator to Public Works Operations Division. Public Works Director Greg Meredith responded to a question about the existing generator being relocated. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2017 - 72 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2017 - 73**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2017-60 FOR FISCAL YEAR 2017 STREET STRIPING FROM REYNOLDS SEALING AND STRIPING, INC. OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$28,117.72**

Summary of Municipal Order No. 2017 - 73 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. DeFebbo recommended the bid award. Public Works Director Greg Meredith summarized the two different types of striping application to be used. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2017 - 73 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2017 - 74**

**MUNICIPAL ORDER ACCEPTING DONATION FROM JOHN AND LINDA KELLY FAMILY CHARITABLE FOUNDATION TO EXPAND THE SCOPE OF SERVICE OF CAMP HAPPY DAYS**

Summary of Municipal Order No. 2017 - 74 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 the acceptance of an \$18,000 donation for disabled adults to participate in Camp Happy Days. He noted this was the tenth year to receive the donation and thanked the Kelly family for its support. Mayor Wilkerson also expressed appreciation for the donation. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2017 - 74 was approved by unanimous vote.

**ORDINANCE NO. BG2017 - 21**

**(First Reading)**

**ORDINANCE CLOSING A PUBLIC RIGHT-OF-WAY**

**ORDINANCE APPROVING THE CLOSING OF AN UNIMPROVED RIGHT-OF-WAY OF AN UNNAMED ALLEY LOCATED AT THE REAR OF 1532 CHESTNUT STREET**

Title and summary of Ordinance No. BG2017 - 21 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for first reading of said Ordinance. DeFebbo indicated this right-of-way closing was brought forth by the City-County Planning Commission and there were no issues. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2017 - 21 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2017 - 75**

**MUNICIPAL ORDER APPROVING THE TITLE VI CIVIL RIGHTS PLAN FOR THE CITY OF BOWLING GREEN TRANSIT PROGRAM AND AUTHORIZING ITS SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION**

Summary of Municipal Order No. 2017 - 75 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Grants Coordinator Nick Cook provided an overview of the Plan requirements to be updated every three years in order to receive federal transit funding. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2017 - 75 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 76

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A 2017 GRANT APPLICATION TO THE KENTUCKY 911 SERVICES BOARD FOR 911 SYSTEM UPGRADES IN THE AMOUNT OF \$245,000

Summary of Municipal Order No. 2017 - 76 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. At the request of the City Manager, Communications Center Manager Amelia Bowen reviewed the planned upgrade to implement the next generation 911 system which would allow for digital information to be used in an emergency such as text messages, and the ability to receive grant funds to help with the cost. She also responded to questions about the 911 system enhancements. Once the discussion ended, a roll call vote was taken.

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

Municipal Order No. 2017 - 76 was approved by unanimous vote.

ORDINANCE NO. BG2017 - 22

(First Reading)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 23 (WATER AND SEWER), SUBCHAPTER 23-3 (SEWER SYSTEM) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES AS PROPOSED BY BOWLING GREEN MUNICIPAL UTILITIES (BGMU)

Title and summary of Ordinance No. BG2017 - 22 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. BGMU General Manager Mark Iverson provided an overview of the proposed changes to match State and Federal regulations and complete some additional cleanup of the language. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2017 - 22 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 77

MUNICIPAL ORDER AUTHORIZING AND APPROVING THE SUBMITTAL OF A LOAN APPLICATION TO THE KENTUCKY INFRASTRUCTURE AUTHORITY (KIA) TO FUND THE WATER TREATMENT PLANT EXPANSION IN THE AMOUNT OF \$3,800,000

Summary of Municipal Order No. 2017 - 77 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. BGMU General Manager Mark Iverson reviewed the need to expand the Water Treatment Plant and the ability to apply for a KIA loan to help fund the project. He also confirmed no additional rate changes were necessary at this time because this expansion was already incorporated in the existing rate structure. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2017 - 77 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 78

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF THE OLD LOUISVILLE ROAD LANDFILL PROPERTY FROM THE COMMONWEALTH OF KENTUCKY AND FURTHER AUTHORIZING THE EXECUTION OF A SURPLUS PROPERTY NOTIFICATION OF ENVIRONMENTAL CONDITIONS FORM, A DEED OF CONVEYANCE AND ALL OTHER NECESSARY DOCUMENTS RELATED TO THE TRANSFER OF THE PROPERTY FROM THE COMMONWEALTH OF KENTUCKY TO THE CITY OF BOWLING GREEN

Summary of Municipal Order No. 2017 - 78 was read by the Assistant City Manager/City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. City Attorney Gene Harmon indicated the City had been using this land for an inert landfill for a number of years, and before the closure process could be completed the City needed to own the property. He indicated it has taken a while for the State to confirm its ownership and ability to transfer the property to the City. Mayor Wilkerson clarified the landfill was used for industrial type debris only. With no additional discussion, a roll call vote was taken.

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

Municipal Order No. 2017 - 78 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2017 - 79

MUNICIPAL ORDER APPROVING A LEASE AGREEMENT WITH THE DUBLIN GROUP LLC, D/B/A DUBLINS IRISH PUB FOR LEASE OF A PORTION OF THE PUBLIC SIDEWALK LOCATED AT 904 STATE STREET



Summary of Municipal Order No. 2017 - 79 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. DeFebbo indicated this was a typical sidewalk lease agreement. Commissioner Williams clarified there was a limited amount of sidewalk available for lease and a requirement to leave a minimum of a five foot walkway open at all times for pedestrian access. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2017 - 79 was approved by unanimous vote.

#### PRESENTATION OF CITY MANAGER BUDGET RECOMMENDATION

City Manager Kevin DeFebbo provided an overview of the recommended Fiscal Year 2017/2018 Annual Operating Budget. He stated this was the 15<sup>th</sup> year with no tax increase recommended. He also highlighted some of the key components of the budget recommendation, such as undertaking the development of a future roads improvement plan, continuing efforts to decrease debt when possible, continuing to pay half of the debt on the bonds for the Kentucky Transpark, continuing efforts to support workforce development and incentivize the creation of new jobs, and proposing \$17.6 million in capital projects, including a 17% increase in spending for road paving.

Chief Financial Officer Jeff Meisel outlined the FY2018 revenue projections for All Funds in the total amount of \$120,087,118 and General Fund in the total amount of \$69,512,000, which were developed using a conservative approach and represented current growth trends. He stated All Funds revenues were up by 6.0% and General Fund revenues increased by 6.8% compared the FY2017 adopted budget. Assistant City Manager/City Clerk Katie Schaller-Ward provided a summary of the proposed expenditure recommendations for All Funds totaling \$122,169,896 and indicated about \$2.1 million of previously saved money would be used for specific capital improvement projects and anticipated increases in the Health Care Fund. She also reported the total proposed General Fund expenditure budget was \$69,512,000 and included over \$9.8 million in new and future capital improvement projects and purchases with no impact to fund balance. Ms. Schaller-Ward stated the General Fund operating budget, excluding capital improvements, was only up by \$2.7 million over the FY2017 adopted operating budget, with the proposed changes in personnel costs driving over half of that amount. Assistant Chief Financial Officer Erin Ballou presented the debt service requirements for FY2018, the amount of debt paid off since FY2009, and the projected General Fund fund balance level for FY2018. Human Resources Director Michael Grubbs summarized the recommendations related to personnel and the capital improvement program included in the FY2018 budget proposal.

Ms. Schaller-Ward responded to questions regarding agency funding and confirmed a separate action of the Board would be required to officially allocate funds to each contract agency. Following the discussion, Ms. Schaller-Ward stated the first reading of an Ordinance adopting the FY2018 budget would be included on the agenda for the next Board meeting along with several other budget related items.

#### PUBLIC COMMENTS

Susan Davis, Jennifer Morlan and Pamela Mackenzie spoke in favor of a fairness ordinance. Ms. Morlan also expressed frustration with the City's lack of support and cutting funds for small business development.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 6:20 p.m. in closed session pursuant to KRS 61.810 (1) (b) as previously approved. DeFebbo confirmed no action was expected to follow the discussion.

ADJOURNMENT

Once all discussion concluded in closed session and there being no further business to come before the Board of Commissioners, at approximately 6:50 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: June 6, 2018

APPROVED: Bruce Wilkerson  
Mayor, Chairman of Board of Commissioners

ATTEST: Katie Schaller-Ward  
City Clerk

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