

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held MAY 17, 2016**

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 17, 2016. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Martha Christian with Broadway United Methodist Church, 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 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.

**CITY MANAGER**

City Manager Kevin D. DeFebbo requested a closed session for the purpose of discussion of proposed litigation against the City. Motion was made by Hill and seconded by Parrigin to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (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) (c) was approved by unanimous vote.

**APPROVAL OF MINUTES**

Minutes of Regular Meeting May 3, 2016

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 May 3, 2016 was approved by unanimous vote.

**PUBLIC COMMENTS**

Brian Howard, president of the Cedar Ridge Neighborhood Association, requested a public hearing to allow residents to voice their concerns about the closing of Robinson Avenue by CSX Railroad. He said the neighborhood was not made aware of this issue until they read about it in the newspaper and then received a letter from the City. Mr. Howard expressed concern about the circulation of misinformation and felt a public hearing would be beneficial. Mayor Wilkerson apologized for not participating in a discussion with the neighborhood prior to the Board taking action. He explained that since the railroad was established before Robinson Avenue was built, CSX had the ability to revoke access to its right-of-way. With support from the Commissioners, the Mayor agreed to set aside time at the end of the June 7<sup>th</sup> Board of Commissioners meeting to discuss this issue. He

cautioned that the residents should not expect this discussion to change the outcome, but would allow for the sharing of valid details.

Nathan Morguelan spoke in favor of a fairness ordinance. In referencing to the Pledge of Allegiance, he emphasized the Board of Commissioners should take into consideration its last phrase, "liberty and justice for all." He identified other Kentucky cities which have already acted on this issue, and urged the Board to listen to and support the over 1,000 local petitioners and 100 local businesses who have voiced their support. Mr. Morguelan said if everyone worked together, it could help grow Bowling Green.

REGULAR AGENDA

ORDINANCE NO. BG2016 - 15

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 16.11 +/- ACRES FROM RM-2 (TWO-FAMILY RESIDENTIAL) TO RS-1D (SINGLE FAMILY RESIDENTIAL) LOCATED AT FAIRGROUND ADDITION SUBDIVISION AND COLLETT ADDITION SUBDIVISION WITH VARIOUS OWNERS

Title and summary of Ordinance No. BG2016 - 15 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: Williams, Denning, Hill, Parrigin and Wilkerson  
Voting Nay: None

Ordinance No. BG2016 - 15 was adopted by unanimous vote.

ORDINANCE NO. BG2016 - 16

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 1.21 ACRES FROM GB (GENERAL BUSINESS) AND P (PUBLIC) TO HB (HIGHWAY BUSINESS) LOCATED AT 1473 KENTUCKY STREET, PRESENTLY OWNED BY KENTUCKY AND ADAMS, LLC

Title and summary of Ordinance No. BG2016 - 16 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: Williams, Denning, Hill, Parrigin and Wilkerson  
Voting Nay: None

Ordinance No. BG2016 - 16 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 78

MUNICIPAL ORDER APPROVING THE PROMOTION OF PETE A. SAMIOS TO THE POSITION OF ATHLETICS SUPERVISOR IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2016 - 78 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for consideration of said Municipal Order. Parks and Recreation Director Brent Belcher reviewed and recommended the 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. 2016 - 78 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 79

MUNICIPAL ORDER APPROVING THE CAREER PATH ADVANCEMENT OF ADAM D. JEPSON TO THE POSITION OF OPERATIONS TECHNICIAN I IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2016 - 79 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 that the requirements had been met based on the established career path program for advancement. 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. 2016 - 79 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 80

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF STACY L. SANDERS TO THE POSITION OF HUMAN RESOURCES SPECIALIST IN THE HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT

Summary of Municipal Order No. 2016 - 80 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 reiterated the need to have the appropriate staffing in Human Resources to help realize the goal of workforce diversification. He reviewed and recommended the appointment to fill the added position. 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. 2016 - 80 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 81

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF CHRISTEN N. GRAVES TO THE POSITION OF COMMUNITY CENTER COORDINATOR IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2016 - 81 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 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. 2016 - 81 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 82

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2016-30 FOR FISCAL YEAR 2015 SIDEWALK CONSTRUCTION PROGRAM, RELATED TO THE JOSEPHINE STREET AND COLLETT AVENUE PROJECT, FROM CARTER DOUGLAS COMPANY, LLC OF RUSSELLVILLE, KENTUCKY IN THE AMOUNT OF \$148,338

Summary of Municipal Order No. 2016 - 82 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 recommended approval to award the bid for the first project initiated under the Neighborhood Improvement Program Reinvestment Area. He explained Community Development Block Grant (CDBG) money would be used to construct 1,200 linear feet of sidewalk, curb and gutter. 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. 2016 - 82 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 83

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH CONTRACTORS FLOOR COVERING OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$34,737 RELATED TO BID #2016-41 AWARDED THROUGH NONCOMPETITIVE NEGOTIATIONS

Summary of Municipal Order No. 2016 - 83 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 the request and recommendation to expand the scope of work for additional vinyl tile replacement throughout the building. 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. 2016 - 83 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 84

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2016-43 FOR RECORDS RETENTION DRY SPRINKLER SYSTEM PROJECT FROM VULCAN FIRE SYSTEMS, INC. OF NASHVILLE, TENNESSEE IN THE AMOUNT OF \$99,100

Summary of Municipal Order No. 2016 - 84 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 the project to set up a new records retention facility and recommended the bid award. 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. 2016 - 84 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 85

MUNICIPAL ORDER APPROVING THE CONTINUATION OF A CONTRACT WITH COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC. (CASKY) FOR TRANSPORTATION SERVICES FOR FISCAL YEAR 2017

Summary of Municipal Order No. 2016 - 85 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 commented about the partnership with CASKY to provide transportation services and recommended approval of the annual contract. Commissioner Williams remarked about the noticeable improvement in services. With no additional discussion, a roll call vote was taken.

ROLL CALL:           Voting Yea: Williams, Denning, Hill, Parrigin and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2016 - 85 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 86

MUNICIPAL ORDER AUTHORIZING AND APPROVING AN AGREEMENT THROUGH NONCOMPETITIVE NEGOTIATIONS FOR PROFESSIONAL ENGINEERING SERVICES FOR THE PARKS AND RECREATION DEPARTMENT LOVERS LANE SOCCER COMPLEX (LLSC) RESTROOM/PAVILION EXPANSION PROJECT WITH BRANDSTETTER CARROLL, INC. OF LEXINGTON, KENTUCKY IN THE TOTAL AMOUNT NOT TO EXCEED \$31,000

Summary of Municipal Order No. 2016 - 86 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. In an effort to start work on this project to see it completed during the FY2017 budget year,

DeFebbo recommended approval of the agreement for design services to begin now. He also mentioned staff was working on designing a walking trail in-house for the LLSC. 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. 2016 - 86 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2016 - 87**

**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. 2016 - 87 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 acceptance of the annual donation to expand the camp to adults with special needs. On behalf of the City, Mayor Wilkerson expressed appreciation to the Kelly Family for their continued support. 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. 2016 - 87 was approved by unanimous vote.

**ORDINANCE NO. BG2016 - 17**

(First Reading)

**ORDINANCE REZONING REAL ESTATE**

**ORDINANCE REZONING TRACTS OF LAND CONTAINING 80.69 ACRES FROM AG (AGRICULTURE) AND OP-C (OFFICE PROFESSIONAL-COMMERCIAL), WITH A GENERAL DEVELOPMENT PLAN TO PUD (PLANNED UNIT DEVELOPMENT), WITH A GENERAL DEVELOPMENT PLAN, LOCATED ON LOVERS LANE, PRESENTLY OWNED BY GREENHILLS DEVELOPMENT PARTNERS, LLC**

Title and summary of Ordinance No. BG2016 - 17 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin 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, Hill, Parrigin and Wilkerson  
Voting Nay: None

First reading of Ordinance No. BG2016 - 17 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2016 - 88**

**MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH DOWNTOWN REDEVELOPMENT AUTHORITY, INC. (DRA) TO LEASE CIRCUS SQUARE PARK FOR CONCERTS IN THE PARK**

Summary of Municipal Order No. 2016 - 88 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 mentioned it was that time of year again for concerts to take place in the City parks. City Attorney Gene Harmon explained the agreement was necessary for DRA to be able to offer alcohol sales during the evening concerts at Circus Square Park. 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. 2016 - 88 was approved by unanimous vote.

#### PRESENTATION OF CITY MANAGER BUDGET RECOMMENDATION

City Manager Kevin DeFebbo provided an overview of the recommended Fiscal Year 2016/2017 Annual Operating Budget. He stated this was the 14<sup>th</sup> year with no tax increase recommended. He also highlighted some of the key components of the budget recommendation, such as increasing the fund balance level from 20% to 25% and proposing \$15.1 million in capital projects, with an increase in spending for road paving, sidewalks and park projects.

Chief Financial Officer Jeff Meisel outlined the FY2017 revenue projections, which were developed using a conservative approach, for All Funds in the total amount of \$110,997,906, and specifically for the General Fund in the total amount of \$65,073,000. Assistant City Manager/City Clerk Katie Schaller-Ward provided a summary of the proposed expenditure recommendations for All Funds totaling \$115,252,648 and indicated about \$4.3 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 \$65,073,000 and included several capital improvement projects as well as agency funding recommendations. Ms. Schaller-Ward stated the General Fund operating budget excluding capital improvements was only up by 2.6% over the FY2016 adopted operating budget, and personnel costs made up nearly all of that amount. Assistant Chief Financial Officer Erin Ballou presented the change in debt service requirements for FY2017 and proposed new fund balance level. Human Resources Director Michael Grubbs summarized the recommendations related to personnel and the capital improvement program included in the FY2017 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 FY2017 budget would be included on the agenda for the next Board meeting along with several other budget related items.

#### 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) (c) as previously approved. Mr. 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 7:10 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: June 7, 2016

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*