

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held MARCH 3, 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 7:00 p.m. on March 3, 2015. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Mayor Wilkerson, and all present recited the Pledge of Allegiance. Assistant City Manager/City Clerk Katie Schaller called the roll, and the following members were present: Commissioner Joe W. Denning, Commissioner Melinda M. Hill, Commissioner Sue Parrigin, Commissioner Rick Williams and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS & RECOGNITIONS**

City of Bowling Green Board of Ethics Chairman Walter Hawkins and member Linda Leigh presented a plaque designating the City of Bowling Green as a Certified City of Ethics. Mr. Hawkins commented about the process to become certified through the Kentucky League of Cities and noted Bowling Green is the largest city in Kentucky to achieve the designation thus far.

Mayor Wilkerson announced the month of March was proclaimed Sexual Assault Awareness Month and mentioned green ribbons were being worn in support. He also announced several 2014 Police Department employee awards which were recently presented internally by the Department as follows:

- Seatbelt Award – Officer Michael Jonker
- DUI Award – Officer Ed Pulley
- Bill Key Award – Officer David Marshall
- MVP Award – Officer Rick Bessette
- Character Counts Award – Assistant Chief Michael Delaney
- Civilian of the Year – Communications Dispatcher Stacy Hatler
- Officer of the Year – Officer Rick Bessette
- Life Saving Medal – Officer Eric Houchins
- Life Saving Medal – Officer Travis McQuern
- Life Saving Medal – Officer Jarrod Poteet

City Manager Kevin D. DeFebbo stated he wanted to recognize and honor the Public Works Operations Division staff who worked around the clock during the week of February 15-21 to clean up the streets following the snow event. He also thanked the Police and Fire departments and Emergency Management personnel for all their efforts during the storm and aftermath. Operations Division Manager Bobby Phelps introduced several of the staff who were in attendance.

Finally, Mayor Wilkerson stated the City received the Goodwill Industries of Kentucky 2015 Edgar J. Helms Extra Mile Award for the creative method used in dealing with donation boxes throughout the city.

CITY MANAGER

City Manager Kevin D. DeFebbo requested a closed session for the purpose of discussion of proposed litigation against and on behalf of the City, and for discussions between the City and a representative of a business entity and discussions concerning a specific proposal, as open discussions would jeopardize the retention, expansion or upgrading of the business. Motion was made by Hill and seconded by Williams to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (c) and (g). Mayor Wilkerson called for roll call vote.

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

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

PRESENT PROPOSED DESIGN CONCEPTS FOR COMMISSION CHAMBER

Public Works Technician David Hehner presented two proposed design concepts for the Commission Chamber to help expand the audience seating and address audio/visual needs for the space. He noted both concepts provided for an increase of about fourteen more audience seats and removed the built-in center partition/media desk, providing for the ability to place a moveable podium in the center of the room for presentations/speakers. In addition, he described the preliminary proposal for location of new projector screens and monitors as well as changes in the type of microphones to be used by Board members and staff. Mr. Hehner explained the second design concept also provided for the complete replacement of the built-in (woodwork) area currently used by the Board and staff during meetings and was by far the most expensive option.

Ms. Schaller mentioned the City had released a request for proposals for audio/visual updating in the space and needed clarification from the Board as to which design concept they preferred so the information could be shared with potential bidders as they prepare their proposals for submission. Both Commissioners Hill and Williams indicated they preferred to keep the cost of construction down, particularly since both concepts provided for the same number of audience seating, and to put more money into the audio/visual upgrades to the space. There was consensus expressed by the Board of Commissioners to proceed with design concept #1, which made minimal structural changes in the room.

APPROVAL OF MINUTES

Minutes of Special Meeting February 18, 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: Denning, Hill, Parrigin, Williams and Wilkerson  
                          Voting Nay: None

Motion to approve the minutes of the special meeting of February 18, 2015 was approved by unanimous vote.

PUBLIC COMMENTS

Bowling Green resident John Warnholt expressed concern about the potential outcome for the Parks Master Plan which was currently under development. He wanted to make sure the Board was aware of other view points and suggested creating a citizen committee to incorporate those viewpoints into the decision making process. He wanted to see additional open venues for the public to provide more input. Mr. Warnholt also urged the Board to listen to the recreation staff as to what citizens have requested. He surmised that some of those details were not getting directed in the right way. When asked for more specific details, Mr. Warnholt mentioned wanting more activities for seniors and to consider the amount of staff made available to meet the demand for those programs. Commissioner Hill commented about attending the public forum and hearing the needs of the senior community, which she thought were eloquently presented at that meeting.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2015 - 32

MUNICIPAL ORDER APPROVING THE PROMOTION OF JOSHUA A. JOHNSON TO THE POSITION OF SENIOR PARKS FACILITY MAINTAINER IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2015 - 32 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 the qualifications and recommended the promotion. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 32 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 33

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF MICHAEL L. LONG TO THE POSITION OF SENIOR EQUIPMENT MECHANIC AND CHAD A. HALEY AND KEVIN J. HOLDERMAN TO THE POSITION OF PARKS FACILITY MAINTAINER IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2015 - 33 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 recommended appointments. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 33 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 34

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF NIKOLAI V. BOYAR, THOMAS J. BUGSCH, DYLAN T. CALLISON, BROCK R. MESSINA AND JENNIFER R. OWEN TO THE POSITION OF POLICE OFFICER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2015 - 34 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 and testing process, and recommended the appointments. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2015 - 34 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 35

MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF HAROLD T. LITTLE, JR. TO THE BOWLING GREEN-WARREN COUNTY REGIONAL AIRPORT BOARD

Summary of Municipal Order No. 2015 - 35 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 reappointment. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2015 - 35 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 36

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2015-29 FOR THE TRADE-IN AND PURCHASE OF GOLF CARTS AND UTILITY VEHICLE FOR THE PARKS AND RECREATION DEPARTMENT FROM CUNNINGHAM GOLF CAR CO. OF LOUISVILLE, KENTUCKY AND DEVER, INC. OF LEXINGTON, KENTUCKY IN THE TOTAL AMOUNT OF \$108,081

Summary of Municipal Order No. 2015 - 36 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 detailed the bid to replace the old carts at Riverview Golf Course and the ability to receive a trade-in value on the existing carts to offset the total bid price. Parks and Recreation Director Brent Belcher responded to a question about potential local vendors and the fact that none of the local vendors who bid could beat the lowest bid price received. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Denning, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2015 - 36 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 37

MUNICIPAL ORDER RATIFYING EXECUTION OF  
DECLARATION OF A LOCAL STATE OF EMERGENCY  
RELATED TO THE FEBRUARY 15, 2015 SEVERE SNOW STORM

Summary of Municipal Order No. 2015 - 37 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 declaration and ratification of action in anticipation of accessing state and/or federal disaster funds. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Denning, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2015 - 37 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2015 - 38

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR CITY MANAGER KEVIN D. DEFEBBO TO ATTEND THE KENTUCKY LEAGUE OF CITIES (KLC) CITY DAY/CITY NIGHT AND KENTUCKY CITY/COUNTY MANAGEMENT ASSOCIATION 2015 WINTER CONFERENCE IN FRANKFORT, KENTUCKY

Summary of Municipal Order No. 2015 - 38 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 trip. Mayor Wilkerson also commented about the annual reception held by KLC and the ability to talk with state legislators about local issues during the General Assembly Session. With no other discussion, a roll call vote was taken.

ROLL CALL:           Voting Yea: Denning, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2015 - 38 was approved by unanimous vote.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 7:40 p.m. in closed session pursuant to KRS 61.810 (1) (c) and (g) as previously approved. Mayor Wilkerson confirmed the Board would not be taking any formal action following 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 8:10 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*