

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held MAY 21, 2019**

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 21, 2019. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Mayor Bruce Wilkerson, and all present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Joe W. Denning, Commissioner Brian "Slim" Nash, Commissioner Sue Parrigin, Commissioner Dana Beasley-Brown and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

**CITY MANAGER**

City Manager Jeffery B. Meisel announced the City received its 13<sup>th</sup> consecutive Certificate of Excellence in Financial Reporting for the FY2018 Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA). He expressed appreciation to the Finance Department staff and Assistant Chief Financial Officer Erin Ballou.

The Warren County Democratic Woman's Club President Margaret Groves presented the City of Bowling Green International Communities Liaison Leyda Becker with a \$500 donation for the scholarship fund for the NaturalizeBG program.

Mayor Wilkerson recognized and congratulated Police Department Deputy Chief Michael Delaney and Chief Doug Hawkins as they were featured in the Kentucky Law Enforcement Magazine.

**APPROVAL OF MINUTES**

Minutes of Regular Meeting May 7, 2019.

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for review. Motion was made by Parrigin and seconded by Nash 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, Nash, Parrigin, Beasley-Brown and Wilkerson  
                          Voting Nay: None

Motion to approve the minutes of the regular meeting of May 7, 2019 was approved by unanimous vote.

**REGULAR AGENDA**

**MUNICIPAL ORDER NO. 2019 - 67**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF MAGALLY MARTIN TO THE POSITION OF  
ADMINISTRATIVE ASSISTANT IN THE NEIGHBORHOOD AND  
COMMUNITY SERVICES DEPARTMENT**

Summary of Municipal Order No. 2019 – 67 was read by the City Clerk. Motion was made by Nash and seconded by Denning for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointment of Magally Martin to the position of Administrative Assistant. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                  Voting Nay: None

Municipal Order No. 2019 – 67 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 68**

**MUNICIPAL ORDER APPROVING THE CAREER PATH  
ADVANCEMENT OF DAVID DELP, JOSHUA MINTON AND  
MATTHEW WHITE TO THE POSITION OF OPERATIONS  
TECHNICIAN I IN THE PUBLIC WORKS DEPARTMENT**

Summary of Municipal Order No. 2019 – 68 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the career path advancements. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                  Voting Nay: None

Municipal Order No. 2019 – 68 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 69**

**MUNICIPAL ORDER APPROVING THE APPOINTMENT OF GRAY  
CAUDILL TO THE BOWLING GREEN HISTORIC PRESERVATION  
BOARD**

Summary of Municipal Order No. 2019 – 69 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Mayor Wilkerson reviewed and recommended the board appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:       Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                  Voting Nay: None

Municipal Order No. 2019 – 69 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 70**

**MUNICIPAL ORDER AUTHORIZING RENEWAL OF BID #2017-55  
FOR FIRE UNIFORMS FROM GALLS, LLC OF LEXINGTON,  
KENTUCKY AND NAT'S OUTDOOR SPORTS OF BOWLING  
GREEN, KENTUCKY BASED ON UNIT PRICES**

Summary of Municipal Order No. 2019 – 70 was read by the City Clerk. Motion was made by Nash and seconded by Denning for consideration of said Municipal Order. Meisel reviewed and

recommended the third and final renewal for fire uniforms at the same base unit prices. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
Voting Nay: None

Municipal Order No. 2019 – 70 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 71

MUNICIPAL ORDER AUTHORIZING THE CONTINUATION OF AN AGREEMENT WITH CAREHERE, PLLC FOR ADMINISTERING EMPLOYEE ON-SITE MEDICAL CLINIC SERVICES FOR FISCAL YEAR 2020

Summary of Municipal Order No. 2019 – 71 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel explained this will be the fourth year of services with CareHere. Human Resources Director Erin Hulsey reported the CareHere clinic has saved the City over an estimated \$400,000 in Calendar Year 2018 and includes high utilization and satisfaction. She recommended renewal of the agreement. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
Voting Nay: None

Municipal Order No. 2019 – 71 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 72

MUNICIPAL ORDER AUTHORIZING THE CONTINUATION OF A CONTRACT WITH J & F JANITORIAL SERVICES, INC. OF SOMERSET, KENTUCKY FOR JANITORIAL SERVICES IN THE AMOUNT OF \$211,060

Summary of Municipal Order No. 2019 – 72 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of the fifth and final year of the janitorial services contract, which includes a decrease in the amount from last year due to the removal of the Fire Department Administration building. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
Voting Nay: None

Municipal Order No. 2019 – 72 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 73

MUNICIPAL ORDER AUTHORIZING PUBLIC SAFETY SOFTWARE SUBSCRIPTION SERVICES FROM INFOR PUBLIC SECTOR, INC. IN THE AMOUNT OF \$72,473.98 FOR FISCAL YEAR 2020

Summary of Municipal Order No. 2019 – 73 was read by the City Clerk. Motion was made by Nash and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel

recommended approval to continue the annual software subscription services to provide public safety software updates. With no further discussion, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
Voting Nay: None

Municipal Order No. 2019 – 73 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 74**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE PURCHASE OF PULSAR CHLORINE BRIQUETTES AND INFINITY TABLETS FROM SPEAR CORPORATION OF ROACHDALE, INDIANA FOR FISCAL YEAR 2020 IN AN AMOUNT NOT TO EXCEED \$72,955.20 FOR THE PARKS AND RECREATION DEPARTMENT**

Summary of Municipal Order No. 2019 – 74 was read by the City Clerk. Motion was made by Nash and seconded by Denning for consideration of said Municipal Order. Meisel recommended approval of the purchase of chlorine briquettes and infinity tablets for the Russell Sims Aquatics Park, Circus Square Spray Park and Lampkin Park Sprayground. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
Voting Nay: None

Municipal Order No. 2019 – 74 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 75**

**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 \$14,438**

Summary of Municipal Order No. 2019 – 75 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval to submit a grant for thirty-five (35) bulletproof vests. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
Voting Nay: None

Municipal Order No. 2019 – 75 was approved by unanimous vote.

**ORDINANCE NO. BG2019 – 22**

**(First Reading)**

**ORDINANCE PROVIDING FOR ISSUANCE OF WATER AND SEWER REVENUE BONDS**

**ORDINANCE OF THE CITY OF BOWLING GREEN, KENTUCKY, AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF CITY OF BOWLING GREEN, KENTUCKY WATER AND SEWER**

REVENUE BONDS, SERIES 2019 FOR THE PURPOSE OF FINANCING THE ACQUISITION AND CONSTRUCTION OF ADDITIONS, EXPANSIONS AND IMPROVEMENTS TO ITS WATER TREATMENT PLANT AND THE CONSTRUCTION AND INSTALLATION OF A SEWER FORCE MAIN FROM THE SOUTHERN END OF THE SEWER SYSTEM TO THE PRESTON AVENUE WASTEWATER TREATMENT PLANT

Title and summary of Ordinance No. BG2019 – 22 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for first reading of said Ordinance. At the request of the City Manager, Water and Sewer Systems Manager Mike Gardner explained the bonds are requested for the purpose of expanding the treatment capacity of the Water Treatment Plant from 30 million gallons a day to 45 and designing and installing a wastewater force main to convey wastewater from the southern end of the service territory to the BGMU Wastewater Treatment Plant on Preston Avenue. Mr. Gardner also reviewed the bond structure and explained this is a collaborative effort with the Warren County Water District and BGMU will be responsible for about 32% of the total bond on a 20 year bond schedule, and Warren County Water District will be on a 30 year bond schedule. Additionally, there was some discussion about the wastewater plant area and the foul odor, Mr. Gardner confirmed BGMU continues to find ways to improve the odor. Chip Sutherland with Hilliard Lyons reviewed the bond and confirmed with the great credit rating, the interest rates are expected to be low and has zero impact on the City's rating. In response to a question, Attorney Charles Musson with Rubin & Hays confirmed the issuance of the revenue bonds will not affect the City's debt, and he further explained the reason why the City is required to approve the revenue bonds is because the water and sewer system is technically owned by the City and approval is required by State law. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                          Voting Nay: None

First reading of Ordinance No. BG2019 – 22 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 76

MUNICIPAL ORDER APPROVING FISCAL YEAR 2020 PARKS AND RECREATION FEES

Summary of Municipal Order No. 2019 – 76 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Parks and Recreation Director Brent Belcher reviewed the proposed Fiscal Year 2020 Parks and Recreation fees and highlighted the more significant recommended changes. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                          Voting Nay: None

Municipal Order No. 2019 – 76 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 77

MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH DOWNTOWN REDEVELOPMENT

**AUTHORITY, INC. TO LEASE CIRCUS SQUARE PARK FOR  
BB&T CONCERTS IN THE PARK**

Summary of Municipal Order No. 2019 – 77 was read by the City Clerk. Motion was made by Nash and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval of the lease agreement with DRA for Concerts in the Park and thanked BB&T for its continued efforts. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea:   Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                          Voting Nay:   None

Municipal Order No. 2019 – 77 was approved by unanimous vote.

**ORDINANCE NO. BG2019 – 23**

**(First Reading)**

**ORDINANCE AMENDING CODE OF ORDINANCES**

**ORDINANCE AMENDING CHAPTER 17 (PERSONNEL POLICIES)  
OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO  
MAKE ADMINISTRATIVE CHANGES TO COMPLY WITH  
EXISTING OR PROPOSED POLICY AMENDMENTS**

Title and summary of Ordinance No. BG2019 – 23 was read by the City Clerk. Motion was made by Parrigin and seconded by Denning for first reading of said Ordinance. Human Resources Director Erin Hulsey explained the amendments are necessary to comply with the existing language and upcoming proposed revisions of the Administrative Personnel Policy and Procedures Manual. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea:   Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                          Voting Nay:   None

First reading of Ordinance No. BG2019 – 23 was approved by unanimous vote.

**ORDINANCE NO. BG2019 – 19**

**(Second Reading)**

**ORDINANCE REZONING REAL ESTATE**

**ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.55  
ACRE FROM RM-4 (MULTI-FAMILY RESIDENTIAL) TO CB  
(CENTRAL BUSINESS) LOCATED AT 1328 ADAMS STREET,  
PRESENTLY OWNED BY J & T PROPERTY MANAGEMENT, INC.  
AND WABUCK DEVELOPMENT COMPANY, INC. AS  
CONTRACT VENDEE**

Title and summary of Ordinance No. BG2019 – 19 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for second reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea:   Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                          Voting Nay:   None

Ordinance No. BG2019 – 19 was adopted by unanimous vote.

**ORDINANCE NO. BG2019 - 20**

**(Second Reading)**

**ORDINANCE ANNEXING RIGHT-OF-WAY BY CONSENT**

**ORDINANCE ANNEXING 13.895 ACRES OF RIGHT-OF-WAY LOCATED ON U.S. 31-W BETWEEN STONE LANE AND BRISTOW ROAD, PRESENTLY OWNED BY THE COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET WITH SAID TERRITORY BEING CONTIGUOUS TO EXISTING CITY LIMITS**

Title and summary of Ordinance No. BG2019 - 20 was read by the City Clerk. Motion was made by Nash 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: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                  Voting Nay: None

Ordinance No. BG2019 - 20 was adopted by unanimous vote.

**ORDINANCE NO. BG2019 - 21**

**(Second Reading)**

**ORDINANCE ANNEXING RIGHT-OF-WAY BY CONSENT**

**ORDINANCE ANNEXING 3.436 ACRES OF RIGHT-OF-WAY LOCATED ON LOVERS LANE BETWEEN OLD LOVERS LANE AND STEEPLECHASE WAY, PRESENTLY OWNED BY THE COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET WITH SAID TERRITORY BEING CONTIGUOUS TO EXISTING CITY LIMITS**

Title and summary of Ordinance No. BG2019 - 21 was read by the City Clerk. Motion was made by Nash 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: Denning, Nash, Parrigin, Beasley-Brown and Wilkerson  
                  Voting Nay: None

Ordinance No. BG2019 - 21 was adopted by unanimous vote.

**PRESENTATION OF CITY MANAGER BUDGET RECOMMENDATION**

City Manager Jeffery B. Meisel provided an overview of the recommended Fiscal Year 2019/2020 Annual Operating Budget and thanked the Budget Team for all its efforts. He stated there were no rate increases proposed in this budget for property taxes or the occupational fees. He also highlighted some of the key components of the budget recommendation, such as using previously saved money for some of the capital projects; putting over \$900,000 aside for future CERS employee contribution rates; continuing efforts to limit and reduce debt; support workforce development and incentivize the creation of new jobs; improve traffic flow and Riverfront area; encourage strong neighborhoods through the Neighborhood Improvement Projects Program; modernized infrastructure; continuing focus on stormwater mitigation; enhancement of community walkability and sidewalks, and implementation of the Parks Master Plan.

Assistant Chief Financial Officer Sean Weeks outlined the FY2020 revenue projections for All Funds in the total amount of \$122,163,750 and General Fund in the total amount of \$72,252,000, which were developed using a conservative approach and represented current growth trends. He stated All Funds revenues had decreased 2.3% and General Fund revenues decreased 2.5% compared the FY2019 adopted budget. Assistant City Manager/Chief Financial Officer Katie Schaller-Ward provided a summary of the proposed expenditure recommendations for All Funds totaling \$124,666,895 and indicated about \$2.5 million of previously saved money would be used for specific capital improvement projects, which is 2.5% less than the FY2019 budget. She also reported the total proposed General Fund expenditure budget was \$72,252,000 and includes almost \$4.5 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 up by \$4.6 million over the FY2019 adopted operating budget, with the proposed changes in personnel costs driving most of the total amount.

Human Resources Director Erin Hulsey summarized the recommendations related to personnel included in the FY2020 budget proposal. Assistant Chief Financial Officer Erin Ballou presented the debt service requirements for FY2020, the amount of debt paid off since FY2009, and the projected General Fund fund balance level for FY2020. Ms. Schaller-Ward also provided a summary of the proposed agency funding amounts 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 FY2020 budget would be included on the agenda for the next Board meeting along with several other budget related items.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 7:35 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: June 4, 2019

APPROVED: Brian Wilkerson  
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson  
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*