

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held DECEMBER 4, 2018**

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 December 4, 2018. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Commissioner Rick Williams, and the Pledge of Allegiance was led by his grandsons Hunter and Easton. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Sue Parrigin, Commissioner Rick Williams, Commissioner Brian "Slim" Nash and Mayor Bruce Wilkerson. Absent: Commissioner Joe W. Denning. There was a quorum of the Board of Commissioners.

**AWARDS & RECOGNITIONS**

City Manager Jeffery B. Meisel recognized the City of Bowling Green was designated as one of the top 25 cities you absolutely have to see at Christmastime by The Active Times. Mr. Meisel also reminded everyone of the City Hall Christmas Open House on Friday from 3:30 p.m. - 5:30 p.m., followed by the Downtown Lights Up event.

**CITY MANAGER**

The City Manager Mr. Meisel had no further comments.

**APPROVAL OF MINUTES**

Minutes of Regular Meeting November 20, 2018

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 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, Nash and Wilkerson  
                          Voting Nay: None

Motion to approve the minutes of the regular meeting of November 20, 2018 was approved by unanimous vote.

**REGULAR AGENDA**

**ORDINANCE NO. BG2018 - 46**

(Second Reading)

**ORDINANCE AMENDING CODE OF ORDINANCES**

**ORDINANCE AMENDING CHAPTERS 2 (ADMINISTRATION),  
CHAPTER 15 (BUSINESS AND GENERAL REGULATIONS) AND  
CHAPTER 17 (PERSONNEL POLICIES) OF THE CITY OF  
BOWLING GREEN CODE OF ORDINANCES TO RESCIND  
LANGUAGE RELATED TO THE ADMINISTRATIVE APPEALS  
BOARD AND TO REVISE LANGUAGE PROVIDING FOR  
APPEALS TO THE BOARD**

Title and summary of Ordinance No. BG2018 - 46 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 additional discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2018 - 46 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 240

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF CHAD HALEY TO THE POSITION OF PARKS FACILITY MAINTAINER SENIOR AND MITCHELL DAVENPORT TO THE POSITION OF CREW SUPERVISOR I IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2018 - 240 was read by the City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order. Parks and Recreation Director Brent Belcher reviewed and recommended the promotions. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 240 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 241

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF JOSEPH SCHMIDT TO THE POSITION OF PARKS FACILITY MAINTAINER IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2018 - 241 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointment of Joseph Schmidt. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 241 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 242

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF PHILLIP TARRANCE TO THE POSITION OF COMPANY COMMANDER AND LARRY WEHR TO THE POSITION OF FIRE APPARATUS OPERATOR IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2018 - 242 was read by the City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order. Meisel thanked Chris Gray for his service and recent retirement. Fire Chief Jason Colson reviewed and recommended the

promotions of Phillip Tarrance and Larry Wehr. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 242 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 243

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF ALEX COOK TO THE POSITION OF SYSTEM ANALYST IN THE INFORMATION TECHNOLOGY DEPARTMENT

Summary of Municipal Order No. 2018 - 243 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointment of Alex Cook. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 243 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 244

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF KELLY FOUST, JAMIE HOLTON, WHITNEY LINDSEY, MCKENNA MEREDITH, KATHERINE NEELY, ALAYNA OWENS AND LEDONA SANFORD TO THE POSITION OF COMMUNICATIONS DISPATCHER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2018 - 244 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointments of seven (7) Communications Dispatchers. 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. 2018 - 244 was approved by unanimous vote. Commissioner Nash had previously left the meeting and was absent during the vote.

MUNICIPAL ORDER NO. 2018 - 245

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF JOHN BAILEY TO THE BOWLING GREEN-WARREN COUNTY REGIONAL AIRPORT BOARD

Summary of Municipal Order No. 2018 - 245 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Mayor Wilkerson

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explained this was an appointment to replace the unexpired term of Dr. Jerry Cohron and asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 245 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2018 - 246**

**MUNICIPAL ORDER APPROVING THE APPOINTMENT OF  
DEBORAH PEEPLES TO THE CITY OF BOWLING GREEN BOARD  
OF ETHICS**

Summary of Municipal Order No. 2018 - 246 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Mayor Wilkerson explained this was an appointment to replace the expiring term of Dan Rudloff and thanked Mr. Rudloff for his service to the Board. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2018 - 246 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2018 - 247**

**MUNICIPAL ORDER ACCEPTING THE INTER-MODAL  
TRANSPORTATION AUTHORITY, INC. FINANCIAL  
STATEMENTS ENDING JUNE 30, 2018**

Summary of Municipal Order No. 2018 - 247 was read by the City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. Meisel explained the financial statements are required for approval by an Interlocal Agreement between the City, County and ITA. At the request of the City Manager, Bowling Green Area Chamber of Commerce Chief Operating Officer Meredith Rozanski provided a brief overview of the financials. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 247 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2018 - 248**

**MUNICIPAL ORDER AUTHORIZING AND APPROVING A  
CONTRACT THROUGH NONCOMPETITIVE NEGOTIATIONS  
WITH DB COMMUNICATIONS, INC. OF BOWLING GREEN,  
KENTUCKY FOR PROFESSIONAL SERVICES IN AN AMOUNT  
NOT TO EXCEED \$50,000**

Summary of Municipal Order No. 2018 - 248 was read by the City Clerk. Motion was made by Nash and seconded by Williams for consideration of said Municipal Order. Meisel recommended the contract through noncompetitive negotiations with DB Communications, Inc. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:        Voting Yea: Parrigin, Williams, Nash and Wilkerson  
                      Voting Nay: None  
Municipal Order No. 2018 - 248 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 249

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2019-22 FOR PRESTON MILLER PARK OUTDOOR FITNESS AREA FROM PLAYWORLD MIDSTATES, LLC OF NEW ALBANY, OHIO IN THE AMOUNT OF \$250,200

Summary of Municipal Order No. 2018 - 249 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Meisel recommended the approval of the outdoor fitness equipment. Parks and Recreation Director Brent Belcher reviewed the equipment and was pleased to recommend the purchase from Playworld Midstates, LLC. He further added there is handicap accessible equipment. Based on some questions, Mr. Belcher confirmed the equipment will not be installed until Spring or Summer, and there will be handicap accessible walkways. It was further said equipment will be regularly inspected and the bid includes partial shade. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:        Voting Yea: Parrigin, Williams, Nash and Wilkerson  
                      Voting Nay: None  
Municipal Order No. 2018 - 249 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 250

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER TO THE CONTRACT THROUGH COOPERATIVE PURCHASE WITH AT&T CORPORATION OF CONYERS, GEORGIA UNDER THE KENTUCKY STATE PRICING CONTRACT FOR THE AIRBUS VESTA 911 PHONE SYSTEM IN THE AMOUNT OF \$85,331, FOR A TOTAL PROJECT COST TO \$505,331

Summary of Municipal Order No. 2018 - 250 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended the change order to purchase a recorder for the communication back-up center which includes software upgrades to the current recorder, as well as additional capabilities to record text messages. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:        Voting Yea: Parrigin, Williams, Nash and Wilkerson  
                      Voting Nay: None  
Municipal Order No. 2018 - 250 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 251

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2019-29 FOR A CITYWIDE STORM SEWER GIS DATA VALIDATION AND COLLECTION PROJECT FROM CIVIC

ENGINEERING AND INFORMATION TECHNOLOGIES, INC. OF  
NASHVILLE, TENNESSEE IN THE AMOUNT OF \$298,812

Summary of Municipal Order No. 2018 – 251 was read by the City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended the award of a citywide storm sewer GIS data validation and collection project, as required by federal and state regulations, with Civic Engineering and Information Technologies in partnership with DDS Engineering. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 251 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 – 252

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING  
NEGOTIATIONS AFTER SEALED BIDDING FOR BID #2019-34  
FOR THE PURCHASE OF A TRUCK FOR THE PARKS AND  
RECREATION DEPARTMENT, LANDSCAPE DIVISION, FROM  
GILLIE HYDE FORD, INC. OF GLASGOW, KENTUCKY IN THE  
AMOUNT OF \$63,234

Summary of Municipal Order No. 2018 – 252 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel recommended the purchase of the truck for the Landscape Division. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 252 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 – 253

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID  
#2019-40 FOR THE PURCHASE OF A GENERATOR AND  
TRANSFER SWITCH FROM NIXON POWER SERVICES, LLC OF  
BRENTWOOD, TENNESSEE IN THE AMOUNT OF \$31,980

Summary of Municipal Order No. 2018 – 253 was read by the City Clerk. Motion was made by Williams and seconded by Nash for consideration of said Municipal Order. Meisel recommended the purchase of a generator for the Neighborhood and Community Services Department building. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 253 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 254

MUNICIPAL ORDER APPROVING AND AUTHORIZING THE MAYOR TO SIGN A BEVERAGE AGREEMENT BETWEEN THE CITY OF BOWLING GREEN AND CLARK BEVERAGE GROUP, INC. - KENTUCKY DIVISION

Summary of Municipal Order No. 2018 - 254 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel reviewed and recommended the Beverage Agreement for an additional three years. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 254 was approved by unanimous vote.

ORDINANCE NO. BG2018 - 47

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.83 ACRES FROM HI (HIGHWAY INDUSTRIAL) TO GB (GENERAL BUSINESS) LOCATED AT 3031 NASHVILLE ROAD, PRESENTLY OWNED BY PROVIDENCE HOMES KY, LLC AND MATTHEW CRABTREE

Title and summary of Ordinance No. BG2018 - 47 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for first reading of said Ordinance. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 47 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2018 - 255

MUNICIPAL ORDER APPROVING AND AUTHORIZING THE MAYOR TO SIGN THE DOWNTOWN SIGNS PROJECT MANAGEMENT AGREEMENT BETWEEN THE CITY OF BOWLING GREEN AND THE BOWLING GREEN AREA CONVENTION & VISITORS BUREAU

Summary of Municipal Order No. 2018 - 255 was read by the City Clerk. Motion was made by Parrigin and seconded by Williams for consideration of said Municipal Order. Meisel recommended the approval of the agreement to include Phase II and III of the wayfinding sign project. Project Manager Jeff Moore reported on the completion of Phase I which included a total of 93 wayfinding signs placed throughout the City and County. He further explained Phase II includes five (5) welcome to Bowling Green downtown gateway signs, and Phase III will consist of static and kiosk signage. In response to a question by Commissioner Nash, Mr. Moore confirmed any new attraction

that is interested in being included on wayfinding signage, should contact the Convention and Visitors Bureau. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2018 - 255 was approved by unanimous vote.

**ORDINANCE NO. BG2018 - 48**

**(First Reading)**

**ORDINANCE AMENDING CODE OF ORDINANCES**

**ORDINANCE AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGE CONTROL) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO AUTHORIZE ADDITIONAL CLASSES OF LICENSES AUTHORIZED BY STATE LAW, TO REVISE ONE FEE TO COMPLY WITH STATE LAW, AND FURTHER AUTHORIZE THE CITY ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR TO OBTAIN CRIMINAL BACKGROUNDS ON APPLICANTS FOR LICENSES**

Title and summary of Ordinance No. BG2018 - 48 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for first reading of said Ordinance. City Attorney Gene Harmon reviewed the revisions related to alcoholic beverage control and explained the need to comply with state statute. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2018 - 48 was approved by unanimous vote.

**ORDINANCE NO. BG2018 - 49**

**(First Reading)**

**ORDINANCE AMENDING CODE OF ORDINANCES**

**ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES MAKING VARIOUS ADMINISTRATIVE CHANGES**

Title and summary of Ordinance No. BG2018 - 49 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for first reading of said Ordinance. Meisel recommended the administrative revisions to Chapter 2 (Administration). Assistant City Manager/Chief Financial Officer Katie Schaller-Ward reviewed amendments to include an increase of City Manager purchasing approvals from up to and including \$25,000 to \$50,000, with purchases above \$50,000 going to the Board of Commissioners for approval. However, it was made clear this amendment would not prevent the City Manager from bringing a purchasing item to the Board of Commissioners under \$50,000. Also, the Procurement Manager's approval is recommended to be increased from \$20,000 to \$25,000. Schaller-Ward confirmed there would be no changes to the procurement processes such as bidding procedures based on state statute. City Attorney Gene Harmon added the Police Department is recommending a division name change, and the need for additional language allowing



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the Assistant City Clerk to attest to documents in the absence of the City Clerk. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Parrigin, Williams, Nash and Wilkerson

                          Voting Nay: None

First reading of Ordinance No. BG2018 - 49 was approved by unanimous vote.

PUBLIC COMMENTS

Following the regular agenda, Mayor Wilkerson opened the floor for any public comments about items not included on the agenda. Jennifer Morlan spoke in favor of additional funding for Lifeskills, public transportation on Lovers Lane at 5:00 p.m., fairness ordinance, additional pay on holidays and dinner for Police Officers on Christmas. Jeremy McFarland and Dr. Patricia Minter expressed support of a fairness ordinance.

ADJOURNMENT

Once all discussion concluded and there being no further business to come before the Board of Commissioners, at approximately 5:45 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: December 18, 2018

APPROVED: Bruce Wilkerson  
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson  
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*