

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held FEBRUARY 2, 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 February 2, 2016. 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 Joe W. Denning, Commissioner Sue Parrigin, Commissioner Rick Williams and Mayor Bruce Wilkerson. Absent: Commissioner Melinda M. Hill. There was a quorum of the Board of Commissioners.

AWARDS & RECOGNITIONS

Mayor Wilkerson said Commissioner Hill was attending government training out of town and could not attend this meeting. He also announced the retirements of Public Works Director Jeff Lashlee with 25 years of service and Senior Parks Facility Maintainer Dudley Porter with 24 years of service with the City. Mayor Wilkerson thanked Firehouse Subs for the public safety grant which would be used to purchase a simulator to help with fire training.

CITY MANAGER

City Manager Kevin D. DeFebbo reported the City received over 12 inches of snow on January 22nd, and he mentioned some lessons learned, such as needing to include more communication with the public about what it takes to battle such an event. He announced staff was working on providing information on the City's website for public access. Under the guise of continuous improvement, Mr. DeFebbo also mentioned he would be recommending the addition of two to three more trucks with requisite equipment and more staff over the next couple of years to help improve response time.

At the request of the City Manager, Operations Division Manager Bobby Phelps provided an overview of the City's response to this event. Mr. Phelps expressed his appreciation for the assistance provided by the Fleet Division and Parks Maintenance staff. He described the difference between the designated route system - A (emergency), B (school bus) and C (all other) routes - used to establish the level of importance for the snow plows to cover. With this type of event having continuous snowfall, he reported it was difficult to keep up with just the A routes. He explained they ran 24 people broken into three shifts with eight large trucks and two smaller trucks to cover 38 square miles with 271 miles of roadway, which doubles to 542 liner miles of roadway when traveling in each direction.

The Board members expressed their gratitude for a job well done. Mr. Phelps stated he appreciated their support. Commissioner Williams remarked he liked the idea of providing more information on the website. He agreed this was a very unusual event to get that much snow in such a short amount of time. In addition, he said people need to understand that the plows are going to make piles in front of their driveways as they pass by, it's simply unavoidable. Mr. Phelps agreed more effort was needed to educate the public. He also noted that the City did not plow State or County roads, but would have to travel them from time to time to get to and from the City's roadways.

APPROVAL OF MINUTES

Minutes of Regular Meeting January 19, 2016

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for their review. Motion was made by Williams and seconded by Parrigin 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, Parrigin, Williams and Wilkerson

Voting Nay: None

Motion to approve the minutes of the regular meeting of January 19, 2016 was approved by unanimous vote.

PUBLIC COMMENTS

Steve Snodgrass, speaking for the Walnut Grove Neighborhood Association, said there were two issues he would like to address which were initially presented in 2009. The first related to speeding traffic on Edgewood and South Park Drive. He advised that this issue had been handled over the past couple of years through the addition of speed limit signs and an increase in Police patrols, and he thanked the City for its response to the issue. The second issue was a request for those streets to be included on the list for new sidewalks. Mr. Snodgrass recalled a completed Project Application Form and Petition Form, per the City's guidelines, had been faxed to City Central back in 2009; however, the Association never got any direction or response from that request. He asked for the opportunity to add both streets to the list to receive sidewalks, and he provided copies of the paperwork originally submitted in 2009.

Toby Batsinger, audio engineer with FFOYA House in downtown Bowling Green, spoke in support of a fairness ordinance to guarantee equal treatment to the LGBT community. He indicated that he has lost clients because he could not assure them they would receive equal treatment in Bowling Green. As the third largest city in Kentucky he indicated he found it appalling that the fairness ordinance had not been added to the Board's agenda. He urged the Board of Commissioners to adhere to the numerous requests of local businesses and residents, and to conduct an open public discussion on the issue.

REGULAR AGENDA

ORDINANCE NO. BG2016 - 4

(Second Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TWO TRACTS OF LAND CONTAINING 0.3736 ACRE FROM LI (LIGHT INDUSTRIAL) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 101 15TH AVENUE, PRESENTLY OWNED BY PLAN B HOLDINGS, LLC

Title and summary of Ordinance No. BG2016 - 4 was read by the Assistant City Manager/City Clerk. Motion was made by Williams 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, Parrigin, Williams and Wilkerson
 Voting Nay: None
Ordinance No. BG2016 - 4 was adopted by unanimous vote.

ORDINANCE NO. BG2016 - 5
(Second Reading)
ORDINANCE RELATING TO BUDGET AMENDMENT

ORDINANCE APPROVING AMENDMENT NUMBER TWO TO
THE CITY OF BOWLING GREEN, KENTUCKY ANNUAL
OPERATING BUDGET FOR FISCAL YEAR 2016

Title and summary of Ordinance No. BG2016 - 5 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: Denning, Parrigin, Williams and Wilkerson
 Voting Nay: None
Ordinance No. BG2016 - 5 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 15

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF ZACHARY W. HURST TO THE POSITION OF
LANDSCAPE GARDENER IN THE PARKS AND RECREATION
DEPARTMENT

Summary of Municipal Order No. 2016 - 15 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Denning for consideration of said Municipal Order. DeFebbo reviewed the open position and hiring process, and he recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Denning, Parrigin, Williams and Wilkerson
 Voting Nay: None
Municipal Order No. 2016 - 15 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 16

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF STEVEN J. SMITH TO THE POSITION OF
SENIOR PARKS FACILITY MAINTAINER IN THE PARKS AND
RECREATION DEPARTMENT

Summary of Municipal Order No. 2016 - 16 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 vacant position and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2016 - 16 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 17

MUNICIPAL ORDER APPROVING THE CONTINUATION OF AGREEMENTS FOR LOCAL AND OUT-OF-TOWN CARD FUEL SERVICE WITH VALOR, LLC AND BULK FUEL SUPPLY SERVICE WITH KEY OIL COMPANY

Summary of Municipal Order No. 2016 - 17 was read by the Assistant City Manager/City Clerk. Motion was made by Denning and seconded by Williams for consideration of said Municipal Order. DeFebbo recounted the City previously collaborated with WKU and BGMU to create a consortium for the purchase of fuel. With all parties in agreement, he recommended the contracts be extended for the first of four two-year extensions. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2016 - 17 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 18

MUNICIPAL ORDER APPROVING THE BOWLING GREEN POLICE DEPARTMENT FLOORING PROJECT THROUGH NONCOMPETITIVE NEGOTIATIONS WITH CONTRACTORS FLOOR COVERING OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$51,135.67

Summary of Municipal Order No. 2016 - 18 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Denning for consideration of said Municipal Order. DeFebbo stated the City issued a public request for bids for this project, but did not receive any response. In accordance with purchasing policies, he indicated the City could obtain quotes and award the project through noncompetitive negotiation. In reply to a question about not receiving any bids, Mr. DeFebbo surmised it was because of the requirement to have a performance bond if awarded through the normal process. With no additional discussion, a roll call vote was taken.

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

Municipal Order No. 2016 - 18 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 19

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2015-30 FOR BUSINESS LICENSE SOFTWARE FROM HARRIS GOVERN, DIVISION OF HARRIS COMPUTER SYSTEMS, OF PLANO, TEXAS IN AN AMOUNT NOT TO EXCEED \$355,000

Summary of Municipal Order No. 2016 - 19 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 provided an overview of the factors which led up to replacing the existing KVS

BOLT software platform for processing occupational and net profit returns. He recommended the purchase of new software which was thoroughly vetted over several months. Chief Information Office Lynn Hartley and Chief Financial Officer Jeff Meisel responded to questions about the functionality of the new product and ability to automate processes as well as be able to offer more services on-line. Mr. Hartley clarified there was consideration of including property tax collection with this software purchase; however, he confirmed that function could be brought under New World Systems, which handles all the City's other financial processes. Commissioner Williams indicated he appreciated the amount of time spent to find the right solution. Once the discussion ended, a roll call vote was taken.

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

Voting Nay: None

Municipal Order No. 2016 - 19 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 20

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE PURCHASE OF WEBTRAC SOFTWARE FOR THE PARKS AND RECREATION DEPARTMENT FROM VERMONT SYSTEMS OF ESSEX JUNCTION, VERMONT IN AN AMOUNT NOT TO EXCEED \$30,000

Summary of Municipal Order No. 2016 - 20 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 purchase of software, which would provide for more on-line service capability, as a counter part to the existing RecTrack platform already in use by Parks and Recreation. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Voting Nay: None

Municipal Order No. 2016 - 20 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 21

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2016-34 FOR HP DESKTOP PC REPLACEMENT PROJECT FROM SOFTCHOICE CORPORATION OF CHICAGO, ILLINOIS AND CDW GOVERNMENT LLC OF VERNON HILLS, ILLINOIS IN THE TOTAL AMOUNT OF \$212,528

Summary of Municipal Order No. 2016 - 21 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. As part of the commitment to keeping up with modern information technology, DeFebbo recommended the purchase of about 200 new computers and monitors to replace older equipment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Voting Nay: None

Municipal Order No. 2016 - 21 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 22

MUNICIPAL ORDER APPROVING A CONTRACT THROUGH COOPERATIVE PURCHASE WITH SOFTWARE HOUSE INTERNATIONAL OF DALLAS, TEXAS UNDER THE KENTUCKY STATE PRICING CONTRACT FOR THE PURCHASE OF MICROSOFT OFFICE PRODUCTS IN AN AMOUNT NOT TO EXCEED \$82,548.60

Summary of Municipal Order No. 2016 - 22 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 purchase of software for the new PC's approved by the previous Municipal Order No. 2016 - 21. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2016 - 22 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 23

MUNICIPAL ORDER AUTHORIZING CITY STAFF TO OBTAIN QUOTES AND THE CITY MANAGER TO APPROVE THE EMERGENCY PURCHASE OF STRUCTURAL REPAIRS TO BOWLING GREEN FIRE STATION #1 IN AN AMOUNT NOT TO EXCEED \$50,000

Summary of Municipal Order No. 2016 - 23 was read by the Assistant City Manager/City Clerk. Motion was made by Denning and seconded by Williams for consideration of said Municipal Order. DeFebbo explained that during the recent snow storm a car struck and went through the wall of the main Fire Station. Since this repair was declared an emergency, he recommended approval to proceed with obtaining quotes instead of going through the normal bidding process. City Attorney Gene Harmon confirmed the driver was uninsured and the claim would be turned over to the City's insurance company to pursue payment for damages. Once the discussion ended, a roll call vote was taken.

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

Municipal Order No. 2016 - 23 was approved by unanimous vote.

ORDINANCE NO. BG2016 - 6

(First Reading)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 2.65 ACRES FROM HB (HIGHWAY BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 110, 124 AND 138 AUDLEY AVENUE, PRESENTLY OWNED BY CHARLES AND BARBARA ENGLISH

Title and summary of Ordinance No. BG2016 - 6 was read by the Assistant City Manager/City Clerk. Motion was made by Denning 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: Denning, Parrigin, Williams and Wilkerson

Voting Nay: None

First reading of Ordinance No. BG2016 - 6 was approved by unanimous vote.

ORDINANCE NO. BG2016 - 7

(First Reading)

ORDINANCE PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS

AN ORDINANCE OF THE CITY OF BOWLING GREEN, KENTUCKY AUTHORIZING THE ISSUANCE OF CITY OF BOWLING GREEN, KENTUCKY GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016C IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$26,310,000 FOR THE PURPOSE OF REFUNDING ALL OR A PORTION OF (I) THE OUTSTANDING CITY OF BOWLING GREEN, KENTUCKY GENERAL OBLIGATION PUBLIC PROJECT BONDS, SERIES 2008A, THE PROCEEDS OF WHICH FINANCED THE COSTS OF THE CONSTRUCTION AND INSTALLATION OF A BASEBALL STADIUM AND RELATED APPROVED PUBLIC INFRASTRUCTURE COSTS, AND (II) THE OUTSTANDING CITY OF BOWLING GREEN, KENTUCKY GENERAL OBLIGATION PUBLIC PROJECT BONDS, SERIES 2008B, THE PROCEEDS OF WHICH FINANCED THE COSTS OF THE ACQUISITION, CONSTRUCTION, INSTALLATION AND EQUIPPING OF THE GREENWOOD FIRE STATION AND THE EXPANSION OF FIRE DEPARTMENT HEADQUARTERS AND THE AIRPORT FIRE STATION; APPROVING THE FORM OF BONDS; AUTHORIZING DESIGNATED OFFICERS TO EXECUTE AND DELIVER THE BONDS; AUTHORIZING AND DIRECTING THE FILING OF NOTICE WITH THE STATE LOCAL DEBT OFFICER; PROVIDING FOR THE PAYMENT AND SECURITY OF THE BONDS; CREATING A BOND PAYMENT FUND; AUTHORIZING ACCEPTANCE OF THE BID OF THE BOND PURCHASER FOR THE PURCHASE OF THE BONDS FOLLOWING THE ADVERTISED SALE OF THE BONDS; AND REPEALING INCONSISTENT ORDINANCES

Title and summary of Ordinance No. BG2016 - 7 was read by the Assistant City Manager/City Clerk. Motion was made by Denning and seconded by Williams for first reading of said Ordinance. DeFebbo explained the City operated under a series of goals, including living within our means and seeking to minimize debt when feasible. He remarked that refinancing this debt was an opportunity to achieve one of those goals. Chief Financial Officer Jeff Meisel provided an overview of the advanced refunding to get a lower interest rate and potentially save between \$3 to \$4 million at net present value. Mayor Wilkerson confirmed this did not extend the life of the debt nor increase the debt

amount. The Board praised staff for continuing to find these opportunities. Once the discussion concluded, a roll call vote was taken.

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

First reading of Ordinance No. BG2016 - 7 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 24

MUNICIPAL ORDER APPROVING AND AUTHORIZING AGREEMENT WITH RAYMOND JAMES & ASSOCIATES, INC. TO SERVE AS FINANCIAL ADVISOR FOR THE CITY OF BOWLING GREEN RELATED TO THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CITY OF BOWLING GREEN GENERAL OBLIGATION PUBLIC PROJECT BONDS, SERIES 2008A AND THE OUTSTANDING CITY OF BOWLING GREEN GENERAL OBLIGATION PUBLIC PROJECT BONDS, SERIES 2008B

Summary of Municipal Order No. 2016 - 24 was read by the Assistant City Manager/City Clerk. Motion was made by Williams and seconded by Parrigin for consideration of said Municipal Order. In relation to Ordinance No. BG2016 - 7, DeFebbo indicated it was standard protocol to hire a financial advisor to assist with the refinancing. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2016 - 24 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 25

MUNICIPAL ORDER RATIFYING EXECUTION OF DECLARATION OF A LOCAL STATE OF EMERGENCY RELATED TO THE JANUARY 22, 2016 SEVERE SNOW STORM

Summary of Municipal Order No. 2016 - 25 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 explained the benefits of such a declaration which was made in consultation with Warren County Judge Executive Mike Buchanon and Emergency Management Services Director Ronnie Pearson. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2016 - 25 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:20 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: February 16, 2016

APPROVED: Bruce Williams
Mayor, Chairman of Board of Commissioners

ATTEST: Katie Schaller-Ward
City Clerk

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