

**MINUTES of SPECIAL MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held July 21, 2020**

The Board of Commissioners of the City of Bowling Green, Kentucky met in special session via Lifesize video teleconference due to the Coronavirus (COVID-19) pandemic at 2:00 p.m. on July 21, 2020. Mayor Bruce Wilkerson called the meeting to order and called the roll, and the following members were present: Commissioner Dana Beasley-Brown, Commissioner Joe W. Denning, Commissioner Brian "Slim" Nash, Commissioner Sue Parrigin and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

CITY MANAGER COMMENTS

City Manager Jeffery B. Meisel announced the City received the Certificate of Excellence in Financial Reporting for the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) and Award for Outstanding Achievement for the Popular Annual Financial Report (PAFR) for Fiscal Year 2019 from the Government Finance Officers Association (GFOA). He congratulated the Finance Department on the achievements.

APPROVAL OF MINUTES

Minutes of Special Meeting July 7, 2020.

Minutes of the above-referenced meeting was distributed to the Board of Commissioners with the Agenda for review. Motion was made by Parrigin and seconded by Wilkerson to approve said minutes as written. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

Motion to approve the minutes of the special meeting of July 7, 2020 was approved by unanimous vote.

SPECIAL AGENDA

MUNICIPAL ORDER NO. 2020 - 109

**MUNICIPAL ORDER APPROVING THE PROMOTIONS OF
PAMELA BOOSE OF THE PARKS AND RECREATION
DEPARTMENT AND ANGELA MCCARLEY OF THE HUMAN
RESOURCES DEPARTMENT TO THE POSITION OF OFFICE
ASSOCIATE II**

Summary of Municipal Order No. 2020 - 109 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the promotions of Pamela Boose and Angela McCarley to Office Associate II. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 - 109 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 110

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2020-62 FOR SMALLHOUSE ROAD MULTI-USE PATH PROFESSIONAL SERVICES FROM BACON/FARMER/WORKMAN ENGINEERING & TESTING, INC. OF PADUCAH, KENTUCKY IN THE AMOUNT OF \$118,090

Summary of Municipal Order No. 2020 - 110 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the approval of the bid for professional services for the Smallhouse Road multi-use path. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 - 110 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 111

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2020-63 FOR CISCO SMARTNET ANNUAL RENEWAL FROM TRACE3, LLC OF IRVINE, CALIFORNIA IN THE AMOUNT OF \$97,092.54

Summary of Municipal Order No. 2020 - 111 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the approval of the Cisco Smartnet annual maintenance to the lowest and responsive bidder. There was some discussion about local bidder preference and Commissioners Beasley-Brown and Parrigin expressed interest in offering more local preference abilities. Assistant City Manager/Chief Financial Officer Katie Schaller-Ward confirmed the current policy stated local preference applied to commodities, but not to a service or evaluated bid, therefore local preference would not have been an option for this bid. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 - 111 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 112

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL FISCAL YEAR 2020 TRANSPORTATION ASSISTANCE UNDER THE CARES ACT

Summary of Municipal Order No. 2020 - 112 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the approval of the submission and acceptance of the Transportation Assistance grant under the CARES Act. He stated the City was awarded \$3.4 million and funds would be utilized for the transit

system and no matching funds were required. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 – 112 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 113

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL FISCAL YEAR 2020 TRANSPORTATION ASSISTANCE UNDER THE SECTION 5307 AND 5339 PROGRAMS

Summary of Municipal Order No. 2020 – 113 was read: Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the approval of the submission and acceptance of the grant for transportation assistance under the Section 5307 and 5339 Programs. He added the City was awarded a total of \$1.2 million in funding with a fifty percent (50%) match for operating assistance and a twenty percent (20%) match for capital assistance. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 – 113 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 114

MUNICIPAL ORDER AUTHORIZING THE FILING OF A CORONAVIRUS RELIEF FUND (CRF) APPLICATION FOR REIMBURSEMENT OF INCURRED EXPENSES IN CRF FUNDS WITH THE DEPARTMENT FOR LOCAL GOVERNMENT (DLG), AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY DOCUMENTS WHICH ARE DEEMED NECESSARY BY DLG TO REIMBURSE THE CITY OF BOWLING GREEN, AND FURTHER AUTHORIZING THE MAYOR TO ACT AS THE AUTHORIZED CORRESPONDENT FOR REIMBURSEMENT

Summary of Municipal Order No. 2020 – 114 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the approval to file for a Coronavirus Relief Fund application with the Department for Local Government (DLG) for reimbursement on incurred expenses by the City. He added City staff was studying to determine how the funds could be used. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 – 114 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 115

MUNICIPAL ORDER APPROVING CONSTRUCTION AND
ACCEPTING MAINTENANCE OF GREENHILLS SUBDIVISION

Summary of Municipal Order No. 2020 – 115 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval to construct and accept maintenance of Greenhills Subdivision. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 – 115 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 116

MUNICIPAL ORDER APPROVING CONSTRUCTION AND
ACCEPTING MAINTENANCE OF BUHR ROCK SUBDIVISION

Summary of Municipal Order No. 2020 – 116 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval to construct and accept maintenance of Buhr Rock Subdivision. In response to a question, Public Works Director Greg Meredith confirmed if damage were to happen to a sidewalk during construction, the developer or owner would be responsible, however the City was responsible for overseeing the job. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 – 116 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 117

MUNICIPAL ORDER APPROVING BOWLING GREEN, KY SHIVE
LANE EXTENSION AGREEMENT BETWEEN THE CITY OF
BOWLING GREEN AND BALE OF KENTUCKY FAMILY LIMITED
PARTNERSHIP AND AUTHORIZING EXECUTION OF DEEDS,
EASEMENTS, AGREEMENTS AND ALL OTHER ACTIONS FOR
CONSTRUCTION AND COMPLETION OF SHIVE LANE
CORRIDOR IMPROVEMENTS PHASES 2 AND 3

Summary of Municipal Order No. 2020 – 117 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the Shive Lane Extension Agreement with the Bale Family in order to complete the corridor improvements Phases 2 and 3. In addition, he stated construction would happen within one (1) year and it would take approximately eighteen (18) months to complete the project. Furthermore, Meisel explained the project was a part of the City's Strategic Plan and funding was appropriately budgeted. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

(Minutes-Board of Commissioners-July 21, 2020)

ROLL CALL: Voting Yea: Beasley-Brown, Denning, Nash, Parrigin and Wilkerson
Voting Nay: None
Municipal Order No. 2020 – 117 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 118

MUNICIPAL ORDER ACCEPTING AND ADOPTING THE
OPERATIONS POSITION REQUIREMENTS AND PROMOTIONAL
PROCEDURES WITHIN THE OPERATIONS AND MAINTENANCE
TECHNICIAN JOB MANUAL

Summary of Municipal Order No. 2020 – 118 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval of the Public Works Operations Division Position Requirements and Promotional Procedures within the Operations and Maintenance Technician Job Manual. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Denning, Nash, Parrigin and Wilkerson
Voting Nay: None
Municipal Order No. 2020 – 118 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 19

(First Reading – Non-Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE RESCINDING CHAPTER 21 (PUBLIC
INFRASTRUCTURE, RIGHTS-OF-WAY AND STORMWATER),
SUBCHAPTER 21-4 (CUTS, EXCAVATIONS AND WORK WITHIN
RIGHT-OF-WAY) AND ADOPTING AN AMENDED SUBCHAPTER

Title and summary of Ordinance No. BG2020 – 19 was read. Motion was made by Wilkerson and seconded by Parrigin for the first and non-binding reading of said Ordinance. Meisel reviewed and recommended approval to amend Chapter 21, Subchapter 21-4. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Parrigin, Beasley-Brown, Denning, Nash and Wilkerson
Voting Nay: None
First Reading of Ordinance No. BG2020 – 19 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 20

(First Reading – Non-Binding)

ORDINANCE RELATING TO BUDGET AMENDMENT

ORDINANCE APPROVING AMENDMENT NUMBER FIVE TO
THE CITY OF BOWLING GREEN, KENTUCKY ANNUAL
OPERATING BUDGET FOR FISCAL YEAR 2020

Title and summary of Ordinance No. BG2020 – 20 was read. Motion was made by Wilkerson and seconded by Parrigin for the first and non-binding reading of said Ordinance. Meisel said because of the CARES Act funding the City received, Budget Amendment Number Five for Fiscal Year 2020

was recommended for approval. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2020 – 20 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 17
(Second Reading – Binding)
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.2433 ACRE FROM RM-2 (TWO-FAMILY RESIDENTIAL) TO RS-1D (SINGLE FAMILY RESIDENTIAL) AND HB (HIGHWAY BUSINESS) LOCATED AT 816 JOSEPHINE STREET, PRESENTLY OWNED BY FALCON OF GIRKIN, LLC

Title and summary of Ordinance No. BG2020 – 17 was read. Motion was made by Wilkerson and seconded by Parrigin for the second and binding reading of said Ordinance. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2020 – 17 was adopted by unanimous vote.

ORDINANCE NO. BG2020 – 18
(Second Reading – Binding)
ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO ADOPT FLAG STANDARDS IN SUBCHAPTER 2-1 (GENERAL PROVISIONS)

Title and summary of Ordinance No. BG2020 – 18 was read. Motion was made by Nash and seconded by Wilkerson for the second and binding reading of said Ordinance. Commissioner Nash said he was disappointed in the Mayor's response to the questions he asked at the previous meeting and he did not support unilateral action of the Board of Commissioners, and expected the same information be available to everyone. Commissioner Beasley-Brown questioned open meetings regulations and the ability to have a closed session in order to obtain sensitive information about the flag situation, and City Attorney Gene Harmon confirmed he did not know of any exemption which would allow a closed session. He also said he believed the information being referenced would not be subject to open record. Once discussion concluded, a roll call vote was taken.

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

Ordinance No. BG2020 – 18 was adopted by unanimous vote.
Commissioner Nash lost connection to the video teleconference and was unable to vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 3:10 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: August 4, 2020

APPROVED: Bruce Wilkerson
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson
City Clerk

Minutes prepared by City Clerk Ashley Jackson