

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held DECEMBER 3, 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 December 3, 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 Sue Parrigin, Commissioner Dana Beasley-Brown, Commissioner Joe W. Denning and Mayor Bruce Wilkerson. Absent: Commissioner Brian "Slim" Nash. There was a quorum of the Board of Commissioners.

**AWARDS AND RECOGNITIONS**

Mayor Wilkerson congratulated the following members of the Public Works Operations Division for completing the Roads Scholar and Road Master Training Program: Jacob Boose, Derrick Sanders, Charles Gray, Russell Smith, Eric Joiner, David Wood and Bryon Kinser.

Commissioner Sue Parrigin recognized the WKU Women's Volleyball team for hosting the first NCAA Tournament.

City Manager Jeffery B. Meisel reminded everyone of the Annual City Hall Open House and Downtown Lights Up events on Friday, December 6<sup>th</sup>.

**CITY MANAGER**

Meisel requested a closed session for the purpose of discussions of which might lead to the discipline or dismissal of employees without restricting the employees right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret. Motion was made by Parrigin and seconded by Beasley-Brown to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (f). Mayor Wilkerson called for roll call vote.

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

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

**APPROVAL OF MINUTES**

Minutes of Regular Meeting November 19, 2019.

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

Motion to approve the minutes of the regular meeting of November 19, 2019 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2019 – 203

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF RICKY PARKER TO THE POSITION OF LABORER II IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2019 – 203 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Manager Tiger Tooley reviewed and recommended the appointment. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 – 203 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 204

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF JENNIFER FRANKLIN AND KATHERINE SOFIELD TO THE POSITION OF COMMUNICATIONS DISPATCHER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2019 – 204 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Manager Tiger Tooley reviewed and recommended the appointments. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 – 204 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 205

MUNICIPAL ORDER APPROVING A CONTRACT THROUGH COOPERATIVE PURCHASE WITH KENNEY MACHINERY CORPORATION OF INDIANAPOLIS, INDIANA UNDER KENTUCKY STATE PRICING CONTRACT FOR THE PURCHASE OF THREE (3) TORO WORKMAN HDX TRUCKSTERS IN THE TOTAL AMOUNT OF \$78,830.94

Summary of Municipal Order No. 2019 – 205 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended the bid to purchase three (3) Toro Workman HDX trucksters through Kentucky State Pricing Contract. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 – 205 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 - 206

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER FOLLOWING NEGOTIATIONS AFTER SEALED BIDDING RELATED TO THE CONTRACT WITH BREAKFIELD METAL WORKS OF BOWLING GREEN, KENTUCKY FOR ROOF REPLACEMENT AT PUBLIC WORKS OPERATIONS DIVISION (BID #2020-07) IN THE AMOUNT OF \$3,500, FOR A TOTAL PROJECT COST OF \$53,495

Summary of Municipal Order No. 2019 - 206 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel explained the need for a change order to complete the roof replacement at the Public Works Operations Division. He stated the initial bid was under \$50,000 and approved administratively, however with the additional \$3,500 necessary to finish the project, the bid award was over \$50,000 and required approval. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 - 206 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 - 207

MUNICIPAL ORDER ACCEPTING THE INTER-MODAL TRANSPORTATION AUTHORITY, INC. FINANCIAL STATEMENTS ENDING JUNE 30, 2019

Summary of Municipal Order No. 2019 - 207 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel explained the financial statements require 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 and indicated there was an unqualified and clean opinion from the auditor. She also added there was about \$18 million in total assets and \$9 million in the bank account. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 - 207 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 - 208

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE U. S. DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT FOR FUNDING UNDER THE FISCAL YEAR 2019 MAINSTREAM VOUCHER PROGRAM

Summary of Municipal Order No. 2019 - 208 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Parrigin for consideration of said Municipal Order. Meisel

reviewed and recommended approval of the grant award for thirty (30) vouchers designated for low income, disabled and non-elderly persons between the ages of 18-62 for an annual total cost of \$144,868. He further said the City had 616 existing vouchers, and with the (thirty) 30 new vouchers, there would be a total of 646. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 – 208 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 209**

**MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF AN AWARD FOR HOMELAND SECURITY GRANT FUNDS RELATED TO THE FIRST RESPONDER EQUIPMENT PROJECT THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR THE PURCHASE OF HAZARDOUS MATERIALS EQUIPMENT FOR THE FIRE DEPARTMENT IN AN AMOUNT UP TO \$14,400**

Summary of Municipal Order No. 2019 – 209 was read by the City Clerk. Motion was made by Parrigin and seconded by Denning for consideration of said Municipal Order. Meisel reviewed and recommended approval of the grant award through the Kentucky Office of Homeland Security in an amount up to \$14,400 to purchase personal protective equipment and hazmat suits for the Fire Department, with no required matching funds. In addition, Meisel reviewed and recommended approval of Municipal Order No. 2019 – 210, a grant award also through the Kentucky Office of Homeland Security, in the amount of \$256,200 to purchase a multipurpose response and rescue vehicle for the Police Department, with no required matching funds. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 – 209 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2019 – 210**

**MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF AN AWARD FOR HOMELAND SECURITY GRANT FUNDS RELATED TO THE FIRST RESPONDER EQUIPMENT PROJECT THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR THE PURCHASE OF A MULTIPURPOSE RESPONSE AND RESCUE VEHICLE FOR THE POLICE DEPARTMENT IN AN AMOUNT UP TO \$256,200**

Summary of Municipal Order No. 2019 – 210 was read by the City Clerk. Motion was made by Parrigin and seconded by Denning for consideration of said Municipal Order. In response to a question, Assistant Chief Brian Harrell described the multipurpose response and rescue vehicle to include a frame similar to an ambulance vehicle, and explained the vehicle would offer more safety and protection for personnel. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Parrigin, Beasley-Brown, Denning and Wilkerson  
Voting Nay: None  
Municipal Order No. 2019 – 210 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 211

MUNICIPAL ORDER AUTHORIZING THE CONTINUATION OF AN AGREEMENT WITH MEDBEN RELATING TO EMPLOYEE HEALTH AND THIRD PARTY ADMINISTRATOR (TPA) SERVICES FOR CALENDAR YEAR 2020

Summary of Municipal Order No. 2019 – 211 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval to continue with MedBen for employee health and Third Party Administrator (TPA) services for Calendar Year 2020. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Parrigin, Beasley-Brown, Denning and Wilkerson  
Voting Nay: None  
Municipal Order No. 2019 – 211 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 212

MUNICIPAL ORDER APPROVING AMENDMENTS TO THE SENIOR OFFICE ASSOCIATE CAREER PATH PROGRAM

Summary of Municipal Order No. 2019 – 212 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Manager Tiger Tooley reviewed and recommended the amendments to the Senior Office Associate Career Path Program. She explained the amendments included: lowering the experience of an Office Associate from four (4) years to two (2) years; no disciplinary notice in personnel records from twelve (12) months to six (6) months; testing offered now twice per year rather than once; recognition of the differential positions within departments; updated and added testing standards, and revisions to passing scores and time limits. In response to a question from Commissioner Denning, Tooley confirmed if a Senior Office Associate later applied for another Office Associate position, the applicant would be required to take the entry level testing for the open position. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Parrigin, Beasley-Brown, Denning and Wilkerson  
Voting Nay: None  
Municipal Order No. 2019 – 212 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 – 213

MUNICIPAL ORDER APPROVING AGREEMENTS BETWEEN THE CITY OF BOWLING GREEN AND THE COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET, DEPARTMENT OF HIGHWAYS AND WARREN COUNTY FISCAL COURT RELATED TO BEECH BEND ROAD IMPROVEMENTS

Summary of Municipal Order No. 2019 – 213 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel explained the City submitted a Discretionary Funding Request to the Kentucky Transportation Cabinet to widen and resurface Beech Bend Road and the funding request was approved for an amount up to \$252,500. He recommended approval of the agreement with the Kentucky Transportation Cabinet for the funding, as well as an agreement between the City and Warren County in which Warren County would assume all responsibilities of the project, including all construction costs and submissions of all requests for reimbursement. Public Works Director Greg Meredith responded to questions and confirmed there was no traffic impact study completed, however the proposal was the most cost efficient solution, and explained a portion of Beech Bend Road would be changed from a two (2) lane to a three (3) lane roadway. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2019 – 213 was approved by unanimous vote.

**ORDINANCE NO. BG2019 – 52**

(First Reading)

**ORDINANCE REZONING REAL ESTATE**

**ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.54 ACRE FROM CB (CENTRAL BUSINESS) AND OP-R (OFFICE/PROFESSIONAL- RESIDENTIAL) TO GB (GENERAL BUSINESS) LOCATED AT 0 CHESTNUT STREET, PRESENTLY OWNED BY DEAN WARREN WITH TRIDENT PROPERTIES OF BOWLING GREEN, LLC C/O MITCH WRIGHT AS CONTRACT VENDEE**

Title and summary of Ordinance No. BG2019 – 52 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for first reading of said Ordinance. Mayor Wilkerson stated this rezoning was unanimously recommended for approval by the City-County Planning Commission. City-County Planning Commission Director Ben Peterson provided a brief description of the plan for the property. The Mayor asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2019 - 52 was approved by unanimous vote.

**ORDINANCE NO. BG2019 – 53**

(First Reading)

**ORDINANCE AMENDING CODE OF ORDINANCES**

**ORDINANCE AMENDING CHAPTER 15 (BUSINESS AND GENERAL REGULATIONS) AND CHAPTER 22 (TRAFFIC AND MOTOR VEHICLES) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES**

Title and summary of Ordinance No. BG2019 – 53 was read by the City Clerk. Motion was made by Parrigin and seconded by Denning for first reading of said Ordinance. Meisel explained the

amendments to Chapters 15 and 22 was part of a housekeeping initiative, as well as necessary administrative changes to mirror Kentucky Revised Statute language. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2019 - 53 was approved by unanimous vote.

ORDINANCE NO. BG2019 - 51

(Second Reading)

ORDINANCE RELATING TO CLASSIFICATION/PAY SCHEDULE

ORDINANCE AMENDING THE CLASSIFICATION/PAY  
SCHEDULE "G" FOR GENERAL CLASSIFIED EMPLOYEES OF  
THE CITY OF BOWLING GREEN FOR FISCAL YEAR 2020

Title and summary of Ordinance No. BG2019 - 51 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for second reading of said Ordinance. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2019 - 51 was adopted by unanimous vote.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:25 p.m. in closed session pursuant to KRS 61.810 (1) (f) as previously approved.

RECONVENE IN OPEN SESSION

Once all discussion concluded in closed session, the Board of Commissioners reconvened in open session at approximately 5:55 p.m. to consider action. Motion was made by Denning and seconded by Parrigin to add Municipal Order Nos. 2019 - 214 and 2019 - 215 to the agenda for consideration. With no discussion, a roll call vote was taken.

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

Motion to add Municipal Order Nos. 2019 - 214 and 2019 - 215 to the agenda was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 - 214

MUNICIPAL ORDER APPROVING THE VOLUNTARY TRANSFER  
OF DUSTIN JONES TO THE POSITION OF FIREFIGHTER IN THE  
FIRE DEPARTMENT

Summary of Municipal Order No. 2019 - 214 was read by the City Clerk. Motion was made by Denning and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

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ROLL CALL:           Voting Yea: Parrigin, Beasley-Brown, Denning and Wilkerson  
                          Voting Nay: None  
Municipal Order No. 2019 - 214 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2019 - 215

MUNICIPAL ORDER APPROVING THE DEMOTION OF EVAN HENDERSON TO THE POSITION OF FIRE APPARATUS OPERATOR IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2019 - 215 was read by the City Clerk. Motion was made by Parrigin and seconded by Denning for consideration of said Municipal Order. Mayor Wilkerson asked for discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Parrigin, Beasley-Brown, Denning and Wilkerson  
                          Voting Nay: None  
Municipal Order No. 2019 - 215 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:00 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: December 17, 2019

APPROVED: Bruce Wilkerson  
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson  
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*