

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held AUGUST 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 August 2, 2016. Mayor Bruce Wilkerson called the meeting to order. An invocation was given by Retired Police Captain Danny Vickous, 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 Melinda M. Hill, Commissioner Sue Parrigin, Commissioner Rick Williams and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS & RECOGNITIONS**

Mayor Wilkerson announced the retirements of Police Captain Glen Bratcher (29 years), Fire Company Commander J. Eric Smith (28 years), Fire Company Commander Stephen Daniel (23 years), Firefighter/EMT II Mark Smith (21 years), Assistant Police Chief James Hyde (18 years), Firefighter/EMT II David Newman (18 years) and Public Works Crew Leader Glenn Lamastus (16 years). He wished them all the very best and thanked them for their years of service to the City.

**CITY MANAGER**

City Manager Kevin D. DeFebbo requested a closed session for the purpose of discussion of pending litigation against the City. Motion was made by Hill and seconded by Parrigin to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (c). Mayor Wilkerson called for roll call vote.

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

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

**APPROVAL OF MINUTES**

Minutes of Regular Meeting July 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 Hill 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:   Denning, Hill, Parrigin, Williams and Wilkerson  
                          Voting Nay:   None

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

PUBLIC COMMENTS

Jennifer Morlan once again boasted about the lower DWI (driving while intoxicated) rate in Bowling Green compared to the dry counties, and she contributed that success to the local bars for taking care of their patrons. She also thanked the Mayor for doing a good job.

CHANGE ORDER OF AGENDA

Without objection, Mayor Wilkerson changed the order of the agenda to consider the two promotional items first.

MUNICIPAL ORDER NO. 2016 - 144

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF MATTHEW A. EDWARDS TO THE POSITION OF ASSISTANT POLICE CHIEF, RYAN C. BURNAM AND JONATHAN D. VICKOUS TO THE POSITION OF POLICE CAPTAIN, AND MICHAEL A. ELLIOTT AND ERIC T. HOUCHINS TO THE POSITION OF POLICE SERGEANT IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2016 - 144 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for consideration of said Municipal Order. DeFebbo pointed out the retirements just announced opened the line for these promotions to take place. Police Chief Doug Hawkins reviewed the qualifications for and recommended each promotion. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2016 - 144 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 145

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF CHRISTOPHER J. BUCHANON AND G. MICHAEL BEAN TO THE POSITION OF COMPANY COMMANDER/EMT, AND JUSTIN A. REESY AND CHRISTOPHER S. DURBIN TO THE POSITION OF FIRE APPARATUS OPERATOR/EMT IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2016 - 145 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Denning for consideration of said Municipal Order. DeFebbo reiterated the retirements created an opportunity for these promotions. Deputy Fire Chief Dustin Rockrohr reviewed the qualifications for and recommended each promotion. Commissioner Williams commented about the caliber of personnel in both the Fire and Police Departments. Commissioner Denning concurred and commented about how far the departments had come since his time on the force in 1968. Once the discussion ended, a roll call vote was taken.

ROLL CALL:           Voting Yea: Denning, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None  
Municipal Order No. 2016 - 145 was approved by unanimous vote.

RESUME REGULAR AGENDA

Following a delay in proceedings while family and friends of those promoted cleared the Commission Chamber, the Board resumed its consideration of items.

ORDINANCE NO. BG2016 - 22  
(Second Reading)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 61.68 +/- ACRES FROM RM-3 AND RM-4 (MULTI-FAMILY RESIDENTIAL) TO RS-1A (SINGLE FAMILY RESIDENTIAL) LOCATED AT CROSSRIDGE SUBDIVISION WITH VARIOUS OWNERS

Title and summary of Ordinance No. BG2016 - 22 was read by the Assistant City Manager/City Clerk. Motion was made by Hill 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, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None  
Ordinance No. BG2016 - 22 was adopted by unanimous vote.

ORDINANCE NO. BG2016 - 23  
(Second Reading)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 6.05 ACRES FROM GB (GENERAL BUSINESS) AND LI (LIGHT INDUSTRIAL) TO HI (HEAVY INDUSTRIAL) LOCATED AT 140 WAFFLE COURT, PRESENTLY OWNED BY J. DAVID AND DONNA FIELDS

Title and summary of Ordinance No. BG2016 - 23 was read by the Assistant City Manager/City Clerk. Motion was made by Hill 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, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None  
Ordinance No. BG2016 - 23 was adopted by unanimous vote.

ORDINANCE NO. BG2016 - 24  
(Second Reading)  
ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE REPEALING THE EXISTING CHAPTER 21 (STREETS AND SIDEWALKS) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES AND APPROVING A REVISED VERSION TITLED PUBLIC INFRASTRUCTURE, RIGHTS-OF-WAY AND STORMWATER, AND FURTHER AMENDING CHAPTER 27 (PROPERTY CODE) TO MAKE RELATED ADMINISTRATIVE REVISIONS

Title and summary of Ordinance No. BG2016 - 24 was read by the Assistant City Manager/City Clerk. Motion was made by Hill 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, Hill, Parrigin, Williams and Wilkerson  
                  Voting Nay: None

Ordinance No. BG2016 - 24 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 146

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2016-56 FOR PARKS AND RECREATION CAMERA PROJECT FROM JBK NETWORK CONSULTING, LTD OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$48,641.10

Summary of Municipal Order No. 2016 - 146 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for consideration of said Municipal Order. DeFebbo recommended approval of the bid award to purchase 14 security cameras for Kereiakes Park and 11 security cameras for Lovers Lane Soccer Complex (LLSC). In response to a question from the Mayor, Chief Information Officer Lynn Hartley confirmed there were approximately 300 security cameras now in operation across City facilities. With no other discussion, a roll call vote was taken.

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

Municipal Order No. 2016 - 146 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 147

MUNICIPAL ORDER AUTHORIZING CHANGE ORDERS TO THE CONTRACT WITH TPM, INC. OF BOWLING GREEN, KENTUCKY IN THE TOTAL AMOUNT OF \$42,515 RELATED TO BID #2015-50

Summary of Municipal Order No. 2016 - 147 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. DeFebbo recounted the Wakefield Pond mitigation project which was mostly completed last summer. He recommended approval of the latest change order, as well as a previously approved administrative change order, to make additional improvements to address erosion issues. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2016 - 147 was approved by unanimous vote.

ORDINANCE NO. BG2016 - 25  
(First Reading)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 6.17 ACRES FROM RS-1A (SINGLE FAMILY RESIDENTIAL) AND HB (HIGHWAY BUSINESS) TO HB (HIGHWAY BUSINESS) LOCATED AT 1818 CAMPBELL LANE, PRESENTLY OWNED BY PARK STREET CHURCH OF CHRIST, INC.

Title and summary of Ordinance No. BG2016 - 25 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Williams for first reading of said Ordinance. Mayor Wilkerson commented about the Church's need to expand parking and the associated binding elements. He asked for additional discussion, and with none, a roll call vote was taken.

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

First reading of Ordinance No. BG2016 - 25 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 148

MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH BOWLING GREEN INTERNATIONAL FESTIVAL, INC. TO LEASE CIRCUS SQUARE PARK AND DESIGNATED STREETS FOR SEPTEMBER 23 AND 24, 2016, AND FURTHER WAIVING THE NORMAL RENTAL FEES FOR THE RENTAL OF CIRCUS SQUARE PARK FOR THIS EVENT

Summary of Municipal Order No. 2016 - 148 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. DeFebbo reviewed and recommended approval of the lease agreement and waiver of rental fee. Mayor Wilkerson said he was pleased to be able to do this for the 27<sup>th</sup> year. Once the discussion ended, a roll call vote was taken.

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

Municipal Order No. 2016 - 148 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2016 - 149

MUNICIPAL ORDER APPROVING THE AGREEMENT TO PROVIDE FIREFIGHTING ASSISTANCE BETWEEN THE CITY OF BOWLING GREEN AND THE BOWLING GREEN-WARREN COUNTY REGIONAL AIRPORT BOARD RELATED TO COMMERCIAL AIR SERVICE

Summary of Municipal Order No. 2016 - 149 was read by the Assistant City Manager/City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order.

DeFebbo mentioned it was an exciting time to have airline services back in Bowling Green. He explained this agreement provided for one year of fire services at no cost to the Airport Board as part of the City's support for this introductory year. In order to meet the Federal Aviation Administration (FAA) requirements, DeFebbo explained the City would hire part-time staff made up of retired Bowling Green Firefighters. He further reported that after the first year of service the Airport Board would need to take on the costs to provide this fire service.

Commissioner Hill said she was glad to see airline services finally being offered in Bowling Green. However, she expressed frustration with the Airport Board overlooking the costs of providing firefighting services and not having brought the City in on this conversation before its announcement. Airport Board Manager Rob Barnett agreed the City should have been brought to the table sooner and an agreement formalized before now. He said they made an assumption about fire services being made available based on the sporadic charter flights where they just called up the Fire Department when they were needed. Commissioner Williams inquired how the Airport planned to fund the fire services after the first year. Mr. Barnett indicated they would utilize ticket sales in the future as well as the use of federal and other funds obtained to support the airline service.

In response to other questions, Mr. Barnett explained the process undertaken to determine a viable catchment area for potential ticket sales, the partnership with Contour Airlines, and the type of airplanes to be used, Jetstream 41. He noted the Jetstream 41 is a quieter plane compared to the corporate jets and cargo planes currently operating out of the Airport. Mr. Barnett also confirmed he was 100% sure that nothing else should come up that could impact the City. He also indicated the flight schedule and ticket prices would be released soon with flights starting toward the end of the month. In addition, he noted the Airport Board was looking down the road at taking security and fire services in-house. Once the discussion ended, a roll call vote was taken.

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

Municipal Order No. 2016 - 149 was approved by unanimous vote.

#### MUTUAL AID POLICY, PROTOCOL AND PRACTICE DISCUSSION

Fire Chief Jason Colson provided an overview of the three existing mutual aid agreements related to the Bowling Green Fire Department (BGFD) and proposed revisions to those agreements, plus the addition of a new agreement. First, he outlined the mutual aid agreement to assist Warren County Fire Departments (WCFD) which was approved in 1995 and the purpose of which was to "furnish mutual aid to each other in the event of a major fire or disaster with which neither party might have sufficient equipment and personnel to cope." He provided mutual aid response data by incident type for the past five years related to the number of times BGFD assisted WCFD and vice versa. Based on this data, Mayor Wilkerson indicated it did not appear the BGFD was being used just because the WCFD did not have personnel available. Chief Colson confirmed and responded to questions about the process by which BGFD may be dispatched to provide mutual aid. He then continued by presenting the proposed revisions to the agreement to bring liability language up to date, to expand the scope to cover natural, human caused or technological disasters, to add the ability to recall equipment and personnel as necessary, to further define obligation to respond and to address unified command.

Commissioner Hill expressed concern about providing services to Warren County residents for which City residents are stuck paying the bill. She indicated she has received a number of complaints

from City residents who do not think the BGFDF should be providing these services to County residents who do not want to be annexed and have to pay city taxes. Commissioner Williams stated the City cannot be a clearing house for WCFDF that do not have adequate personnel, training or equipment. He also stated he wanted to keep the word "major" in front of "emergency situations" to maintain the distinction so BGFDF is not taken advantage of. Chief Colson acknowledged the concerns and remarked he did not want to shut the door on receiving or giving aid when needed.

Second, Chief Colson presented a newly proposed Technical Rescue Mutual Aid Agreement for the purpose of coordinating "a joint response in the event of an emergency incident requiring technical rescue that endangers life in the Warren County Volunteer Fire Department Districts" to include "vehicle and machinery rescue, rope rescue, water rescue, trench rescue, confined space rescue or structural collapse rescue." He pointed out this agreement proposes compensation of \$10,000 annually or the equivalent in equipment and would only be for technical rescue incidents endangering life. Commissioner Williams expressed concern with the BGFDF being called upon to provide these services when the Warren County Rescue Squad should be doing it. He again pointed out Warren County needed to step up and not look at BGFDF to be the clearing house for specialty incidents. Chief Colson indicated such incidents rarely occur, however, he wanted to have a plan in place if/when they did. He reiterated this type of service would not be provided free of charge. He also explained it was not uncommon for larger sized departments to provide such assistance to smaller area departments which lack the technical expertise. Commissioner Williams suggested a time limit be placed on the BGFDF to provide technical rescues so that the Warren County Rescue Squad would be expected to take the process over.

Third, Chief Colson reviewed the Tiered Medical Response Agreement with The Medical Center, Division of Emergency Management Services (EMS). He reported this agreement was established in 1998 for the purpose of providing EMS (also referred to as First Responder) and extrication services on a tiered response inside and outside city limits. He provided data from the past five years showing the number of county extrication incidents and average length of time spent by the BGFDF for such incidents as well as the number of BGFDF EMS responses over the same period. Chief Colson outlined the proposed changes to this agreement to expand the scope to pick up other technical rescue incidents, give the Fire Chief the discretion to dispatch more than one unit into the County at a time, make other changes to reflect current practices and update liability language. Mayor Wilkerson inquired if the WCFDF were responding to Med Center requests why would the City need to respond. Chief Colson relayed the BGFDF was more reliable. Mayor Wilkerson reiterated he was not in favor of doing the County's work for them.

Following a quick review of the Statewide Emergency Management Mutual Aid and Assistance Agreement with the Commonwealth of Kentucky, Mayor Wilkerson suggested the details in this agreement could also work for Warren County potentially replacing the other agreements. Chief Colson again acknowledged the Board's concerns. He stated he believed these proposals addressed the future needs of the BGFDF as well as reciprocal needs to mutually benefit all parties.

Commissioner Hill thanked Chief Colson for reviewing all of this information. She asserted Warren County should have to pay when they receive City services and, since everyone in the City pays County taxes any services provided by WCFDF should be at no additional cost.

At the conclusion of the discussion, Mr. DeFebbo asked the Board to take some time to think about all of this information. He agreed there was a concern the City may artificially handicap itself by giving away fire services. He suggested the discussion be revisited at a future meeting.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 6:20 p.m. in closed session pursuant to KRS 61.810 (1) (c) as previously approved. DeFebbo confirmed no action was expected to following the discussion.

ADJOURNMENT

Once all discussion concluded in closed session and there being no further business to come before the Board of Commissioners, at approximately 6:30 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: August 16, 2016

APPROVED: Bruce Wilkerson  
Mayor, Chairman of Board of Commissioners

ATTEST: Katie Schaller Ward  
City Clerk

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