

**MINUTES of SPECIAL MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held May 19, 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 May 19, 2020. Mayor Bruce Wilkerson called the meeting to order and called the roll, and the following members were present: Commissioner Sue Parrigin, Commissioner Dana Beasley-Brown, Commissioner Joe W. Denning, Commissioner Brian "Slim" Nash and Mayor Bruce Wilkerson. Absent: none. There was a full quorum of the Board of Commissioners.

**APPROVAL OF MINUTES**

Minutes of Special Meeting May 5, 2020.

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

Motion to approve the minutes of the special meeting of May 5, 2020 was approved by unanimous vote.

**SPECIAL AGENDA**

**MUNICIPAL ORDER NO. 2020 - 68**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENTS OF SAM HARMAN AND TREVOR KIRBY TO  
THE POSITION OF PARKS FACILITY MAINTAINER IN THE  
PARKS AND RECREATION DEPARTMENT**

Summary of Municipal Order No. 2020 - 68 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. City Manager Jeffery B. Meisel reviewed and recommended the probationary appointments of Sam Harman and Trevor Kirby to Parks Facility Maintainer in the Parks and Recreation Department. 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

Municipal Order No. 2020 - 68 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 - 69**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF LEAH GLASSCOCK TO THE POSITION OF  
FINANCIAL SPECIALIST IN THE FINANCE DEPARTMENT**

Summary of Municipal Order No. 2020 – 69 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the probationary appointment of Leah Glasscock to Financial Specialist in the Finance Department. 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

Municipal Order No. 2020 – 69 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 – 70**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF LIZETTE GARCIA TO THE POSITION OF OFFICE ASSOCIATE IN THE PUBLIC WORKS DEPARTMENT**

Summary of Municipal Order No. 2020 – 70 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the probationary appointment of Lizette Garcia to Office Associate in the Public Works Department. 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

Municipal Order No. 2020 – 70 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 – 71**

**MUNICIPAL ORDER APPROVING THE APPOINTMENT OF TERRY DANIELS TO THE BOWLING GREEN MUNICIPAL UTILITIES BOARD**

Summary of Municipal Order No. 2020 – 71 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson reviewed and recommended the appointment of Terry Daniels to the Bowling Green Municipal Utilities Board. He 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

Municipal Order No. 2020 – 71 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 – 72**

**MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF GRAY CAUDILL TO THE BOWLING GREEN HISTORIC PRESERVATION BOARD**

Summary of Municipal Order No. 2020 – 72 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson reviewed and recommended the reappointment of Gray Caudill to the Bowling Green Historic Preservation Board. He 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  
Municipal Order No. 2020 – 72 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 73

MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF  
ELAINE PRICE TO THE CITY-COUNTY BOARD OF  
ADJUSTMENTS

Summary of Municipal Order No. 2020 – 73 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson reviewed and recommended the reappointment of Elaine Price to the City-County Board of Adjustments. He 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  
Municipal Order No. 2020 – 73 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 74

MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF  
STEPHEN SKINNER TO THE HOUSING AUTHORITY OF  
BOWLING GREEN

Summary of Municipal Order No. 2020 – 74 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson reviewed and recommended the reappointment of Stephen Skinner to the Housing Authority of Bowling Green. He 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  
Municipal Order No. 2020 – 74 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 75

MUNICIPAL ORDER APPROVING THE REAPPOINTMENT OF  
DR. RANDY DEERE TO THE CITY OF BOWLING GREEN CODE  
ENFORCEMENT AND NUISANCE BOARD

Summary of Municipal Order No. 2020 – 75 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Mayor Wilkerson reviewed and recommended the reappointment of Dr. Randy Deere to the Bowling Green Code Enforcement and Nuisance Board. He 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  
Municipal Order No. 2020 – 75 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 - 76**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2020-53 FOR A MOBILE VENTILATION PROP FOR THE FIRE DEPARTMENT FROM FIRE VENT, LLC OF CARSON CITY, NEVADA IN THE AMOUNT OF \$71,610**

Summary of Municipal Order No. 2020 - 76 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of the bid for a mobile ventilation prop for the Fire Department from Fire Vent, LLC. 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

Municipal Order No. 2020 - 76 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 - 77**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2020-33 FOR CENSUS BLOCK GROUPS 103.3 AND 103.4 NEW HOUSING OPPORTUNITIES FROM LIVE THE DREAM DEVELOPMENT, INC. OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$480,000 AND HOTEL INC OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$260,000**

Summary of Municipal Order No. 2020 - 77 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of the bid for Census Block Groups 103.3 and 103.4 new housing opportunities from Live the Dream Development, Inc. and HOTEL INC. 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

Municipal Order No. 2020 - 77 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 - 78**

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2020-54 FOR TRANSIT MANAGEMENT AND OPERATIONAL SERVICES, WITH THE MANAGEMENT SERVICES FROM RATP DEV USA OF FORT WORTH, TEXAS FOR A MONTHLY AMOUNT OF \$17,905.35, AND THE OPERATIONAL SERVICES FROM COMMUNITY ACTION OF SOUTHERN KENTUCKY OF BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$73.50 PER REVENUE HOUR**

Summary of Municipal Order No. 2020 - 78 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. At the request of the City Manager, Neighborhood and Community Services Director Brent Childers recapped a discussion on a triennial review of the transit program and the Michael Baker International Operational Efficiency and

Management Analysis of the transit system, at a June 2019 Board of Commissioners meeting. Following the discussion in June 2019, the Board of Commissioners directed staff to work on a Request for Proposal (RFP) to hire a transit manager and a transit operator. The City hired a consultant and a RFP was issued, there were five (5) proposals received from three (3) companies and it was recommended to award the bid to RATP Dev USA for the management services and Community Action of Southern Kentucky for the operational services. In addition, Childers reviewed the structure and said RATP would have a local manager in Bowling Green to oversee things such as the handling of routes, times, types of buses, as well as managing grants, reporting and future triennial reviews; however, the operations contract with Community Action would oversee the day-to-day functions such as bus drivers, run routes, vehicle maintenance, bus stops and shelters. Additionally, it was said since RATP was also the transit manager for Western Kentucky University (WKU), there could be a collaboration of services at some point in the future. Following some comments, Childers confirmed City staff would not be supervising the RATP manager, however RATP would provide recommendations which would require City approval. There was mention of reporting requirements from the management and operations contractors, and Commissioner Parrigin suggested an update every six (6) months the first year. Once discussion ended, a roll call vote was taken.

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

Municipal Order No. 2020 – 78 was approved by unanimous vote.

**ORDINANCE NO. BG2020 – 7**

(First Reading – Non-Binding)

**ORDINANCE GRANTING FRANCHISE RELATED TO TELECOMMUNICATIONS SYSTEM**

ORDINANCE GRANTING A NON-EXCLUSIVE TELECOMMUNICATIONS (OR RELATED NON-CABLE) FRANCHISE TO COMCAST OF INDIANA/KENTUCKY/UTAH, LLC D/B/A COMCAST CABLE, HEARTLAND REGION FOR THE USE OF RIGHTS-OF-WAY FOR THE OPERATION AND MAINTENANCE OF A TELECOMMUNICATIONS (OR RELATED NON-CABLE) SYSTEM WITHIN THE CITY OF BOWLING GREEN, KENTUCKY

Title and summary of Ordinance No. BG2020 – 7 was read. Motion was made by Wilkerson and seconded by Parrigin for the first and non-binding reading of said Ordinance. City Attorney Gene Harmon reviewed and recommended approval of an additional non-exclusive telecommunications franchise with Comcast in order to use the City's rights-of-way and as of now there would be no services provided in the City as it was said Bowling Green was simply a connection site. Mayor Wilkerson asked for additional discussion, 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 – 7 was approved by unanimous vote.

**MUNICIPAL ORDER NO. 2020 – 79**

**MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND ACCEPTANCE OF GRANT FUNDS**

FROM THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, OFFICE OF JUSTICE PROGRAMS FOR FISCAL YEAR 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) PROGRAM FUNDS IN THE AMOUNT OF \$98,376

Summary of Municipal Order No. 2020 – 79 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval to submit, and accept a grant related to the Coronavirus Emergency Supplemental Funding Program for Police. 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

Municipal Order No. 2020 – 79 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 8

(First Reading – Non-Binding)

ORDINANCE RELATING TO BUDGET AMENDMENT

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

Title and summary of Ordinance No. BG2020 – 8 was read. Motion was made by Wilkerson and seconded by Parrigin for the first and non-binding reading of said Ordinance. Meisel recommended approval of Budget Amendment Number Three. 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 – 8 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 9

(First Reading – Non-Binding)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 0.124 ACRE FROM RM-3 (TOWNHOUSE/MULTI-FAMILY RESIDENTIAL) TO OP-R (OFFICE-PROFESSIONAL/RESIDENTIAL) LOCATED AT 0 EAST 13<sup>TH</sup> AVENUE, PRESENTLY OWNED BY KEVIN AND BETHANY CROSLIN

Title and summary of Ordinance No. BG2020 – 9 was read. Motion was made by Wilkerson and seconded by Parrigin for the first and non-binding reading of said Ordinance. Mayor Wilkerson stated the rezoning was a unanimous recommendation from the City-County Planning Commission and 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 – 9 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 10  
(First Reading – Non-Binding)  
ORDINANCE CLOSING A PUBLIC RIGHT-OF-WAY

ORDINANCE APPROVING THE CLOSING OF A PORTION OF  
MIZPAH ROAD RIGHT-OF-WAY LOCATED 1,965 FEET NORTH  
ALONG MIZPAH ROAD FROM COMMONWEALTH BOULEVARD  
CONTINUING APPROXIMATELY 2,215 FEET SOUTH TO  
LOUISVILLE ROAD (U.S. HIGHWAY 31-W)

Title and summary of Ordinance No. BG2020 – 10 was read. Motion was made by Wilkerson and seconded by Parrigin for the first and non-binding reading of said Ordinance. Meisel recommended approval to close a portion of Mizpah Road right-of-way and said it was located next to the new company CROWN Cork & Seal. 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 – 10 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 80

MUNICIPAL ORDER SUSPENDING CERTAIN CITY CODE OF  
ORDINANCES AND REGULATIONS REGARDING RESTAURANT  
OPERATIONS DURING THE CORONAVIRUS (COVID-19)

Summary of Municipal Order No. 2020 – 80 was read. Motion was made by Nash and seconded by Wilkerson for consideration of said Municipal Order. As the sponsor of the municipal order, Commissioner Nash reviewed and recommended approval of the municipal order. He referenced an article that originally appeared in Restaurant Business Magazine, which reported 18% of adults said they would not feel comfortable going to restaurants, however a larger percentage of citizens would feel more comfortable dining outside. He added it is difficult for restaurants to comply with the 33% capacity guidelines and the municipal order was designed to assist local restaurants to open up while following the Governor's guidelines. It was further said the language in the municipal order would allow a restaurant to submit an application to the City to have temporary outdoor seating, such as expanding into a parking lot, and the City would waive any necessary fees. Nash further remarked safety was important and all restaurants should be ADA compliant for the outdoor seating as well. The Mayor confirmed the municipal order would expire thirty (30) days following the lifting of the COVID-19 emergency. At the conclusion of the discussion, a roll call vote was taken.

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

Municipal Order No. 2020 – 80 was approved by unanimous vote.

Commissioner Denning expressed condolences to the Oldham family following the recent passing of Herbert Oldham.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 3:05 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: June 2, 2020

APPROVED: Bruce Wilkerson  
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson  
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*