

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held MARCH 17, 2020**

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 March 17, 2020. Mayor Bruce Wilkerson called the meeting to order. City Clerk Ashley Jackson 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.

CITY MANAGER

City Manager Jeffery B. Meisel requested the addition of a late-filed item to the agenda. Motion was made by Denning and seconded by Nash to add Municipal Order No. 2020 - 48 to the regular agenda. Mayor Wilkerson called for a roll call vote.

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

Motion to add Municipal Order No. 2020 - 48 to the agenda was approved by unanimous vote.

APPROVAL OF MINUTES

Minutes of Regular Meeting March 3, 2020.

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for review. Motion was made by Nash 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 regular meeting of March 3, 2020 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2020 - 40

**MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID
#2020-45 FOR A RIGHT-OF-WAY MOWING CONTRACT FROM
AFFORDABLE LAWN CARE & PRESSURE WASHING, LLC OF
BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$54,482.40**

Summary of Municipal Order No. 2020 - 40 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel reviewed and recommended acceptance of the bid for right-of-way mowing for the Public Works Department Operations Division. 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 – 40 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 41

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2020-36 FOR THE PURCHASE OF AN ARMORED RESPONSE VEHICLE FOR THE POLICE DEPARTMENT FROM LENCO INDUSTRIES, INC. OF PITTSFIELD, MASSACHUSETTS IN THE AMOUNT OF \$243,643.50

Summary of Municipal Order No. 2020 – 41 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended acceptance of the bid to purchase an armored response vehicle for the Police Department. Mayor Wilkerson asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2020 – 41 was approved by majority vote.

MUNICIPAL ORDER NO. 2020 – 42

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR HOMELAND SECURITY GRANT FUNDS RELATED TO THE CBRNE 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 \$29,064

Summary of Municipal Order No. 2020 – 42 was read by the City Clerk. Motion was made by Nash and seconded by Denning for consideration of said Municipal Order. Meisel recommended approval to submit a grant application through the Kentucky Office of Homeland Security for hazardous materials equipment for the Fire Department and confirmed there was no local match. 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 – 42 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 43

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR HOMELAND SECURITY GRANT FUNDS RELATED TO THE COMMUNICATIONS PROJECT THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR THE PURCHASE OF AN UNINTERRUPTIBLE POWER SUPPLY FOR THE POLICE DEPARTMENT IN AN AMOUNT UP TO \$100,633

Summary of Municipal Order No. 2020 – 43 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel recommended approval to submit a grant application through the Kentucky Office of Homeland Security for an uninterruptible power supply for the Police Department and confirmed there was no local match. 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 – 43 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 44

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE 2020 KENTUCKY WASTE TIRE CRUMB RUBBER/TIRE DERIVED PRODUCTS GRANT PROGRAM THROUGH THE KENTUCKY ENERGY AND ENVIRONMENT CABINET IN AN AMOUNT UP TO \$75,400 FOR THE PURCHASE AND TRANSPORTATION OF SHREDDED RUBBER MULCH AT ROLAND BLAND PARK

Summary of Municipal Order No. 2020 – 44 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel recommended approval to submit a grant application through the Kentucky Energy and Environment Cabinet for the purchase and transportation of shredded rubber mulch to be used at Roland Bland Park. 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 – 44 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 45

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE 2020 QUALITY OF LIFE GRANT PROGRAM THROUGH THE CHRISTOPHER & DANA REEVE FOUNDATION IN AN AMOUNT UP TO \$23,848 FOR THE PURCHASE OF PLAYGROUND EQUIPMENT AT ROLAND BLAND PARK

Summary of Municipal Order No. 2020 – 45 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel recommended approval to submit a grant application through the Christopher & Dana Reeve Foundation for the purchase of playground equipment at Roland Bland Park and confirmed there was no local match. 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 – 45 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 46

MUNICIPAL ORDER APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE THE SECOND AMENDMENT TO THE MOTORCYCLE LEASE AGREEMENT WITH MOTOR SPORTS OF BOWLING GREEN, INC. TO EXTEND THE LEASE TERM TO FEBRUARY 28, 2022, FOR LEASE OF FOUR STANDARD POLICE PACKAGE HARLEY-DAVIDSON MOTORCYCLES FOR THE SUM OF ONE DOLLAR (\$1.00) EACH

Summary of Municipal Order No. 2020 - 46 was read by the City Clerk. Motion was made by Parrigin and seconded by Denning for consideration of said Municipal Order. Meisel recommended approval of the Motorcycle Lease Agreement with Motor Sports of Bowling Green, Inc. for the sixteenth year. 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 - 46 was approved by unanimous vote.

ORDINANCE NO. BG2020 - 5

(First Reading - Non-Binding)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TWO TRACTS OF LAND CONTAINING 1.22 ACRES FROM HI (HEAVY INDUSTRIAL) AND RM-4 (MULTI-FAMILY RESIDENTIAL TO HB (HIGHWAY BUSINESS) LOCATED AT 701 AND 711 BOATLANDING ROAD, PRESENTLY OWNED BY MUGAT RAM, INC. (FIRST READING - NON-BINDING)

Title and summary of Ordinance No. BG2020 - 5 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for the first and non-binding reading of said Ordinance. There was discussion related to the cow mural on the building at the Boatlanding Road location, and Commissioner Nash requested utilizing it within the City. Meisel explained there was a private entity considering a location for the mural, however there was interest from majority of the Commissioners to consider displaying the mural on City property if a private entity did not. 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 - 5 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 47

MUNICIPAL ORDER APPROVING A JOB DEVELOPMENT INCENTIVE PROGRAM EMPLOYEE WITHHOLDINGS CREDIT AGREEMENT WITH CROWN CORK & SEAL USA, INC.

Summary of Municipal Order No. 2020 - 47 was read by the City Clerk. Motion was made by Nash and seconded by Parrigin for consideration of said Municipal Order. At the request of the City Manager, Assistant City Manager/Chief Financial Officer Katie Schaller-Ward reviewed the incentive agreement which was estimated to create 126 new jobs with a total capital investment estimated at \$147,550,000. Also, she outlined the incentive program and explained the job development incentive was worth approximately \$704,864 over a ten (10) year period and the City would retain about \$599,000. 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 - 47 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 48

MUNICIPAL ORDER AUTHORIZING THE CITY MANAGER AND DESIGNATED CITY STAFF TO MODIFY PERSONNEL POLICIES AND PROCEDURES RELATED TO THE CURRENT CORONAVIRUS (COVID-19) SITUATION

Summary of Municipal Order No. 2020 - 48 was read by the City Clerk. Motion was made by Parrigin and seconded by Nash for consideration of said Municipal Order. Meisel explained the City and other local officials, including the Barren River Area Health Department, recently formed a Coronavirus Workgroup. He indicated conference calls with the workgroup representatives and reports were provided to citizens daily. It was further said Meisel was working closely with Senior Management staff and he planned to continue providing services to the City and remain open. He believed staff would be safe by practicing social distancing and good hygiene, and further mentioned the protective glass which serves as a barrier to help protect office staff. The municipal order was explained to allow for flexibility in allowing the City Manager and his staff to modify the personnel policies and procedures, and his main goal was for staff to not be off without pay due to the Coronavirus (COVID-19). Commissioner Nash made the following recommendations which included: all non-essential employees stop reporting to work effective today, with approval by a department head, and non-essential employees should be able to work normal hours and have the ability to work remotely from home. Furthermore, the non-essential employee working remotely should be paid normal wages and for any non-worked hours the employee should log hours for emergency leave if necessary; essential employees should continue reporting to work as usual and any non-worked hours related to the Coronavirus should be considered paid emergency leave per the recently signed emergency declaration, and City owned buildings should close its doors to the public at the conclusion of the meeting. Also, he encouraged all employees to report any possible exposures of the virus to their supervisor. Commissioner Denning recognized Commissioner Nash made some excellent points and he named various cities in the State which had closed its doors which he supported, and further suggested rotating shifts of employees, allowing employees to work from home with pay, as well as keeping groups limited to ten (10) or less as recommended by the Governor. He further recommended all churches cancel services for the next couple of weeks. Commissioner Parrigin stated she did not disagree with what the Commissioners said, but reiterated the municipal order was to allow the City Manager to modify the policy, and agreed with allowing the City Manager to collaborate with Senior Management staff to make decisions. Barren River Health Department District Director Matt Hunt made some remarks and stated it was key to limit exposure and lower the bell curve, and he didn't think the ideas presented were extreme. Commissioner Beasley-Brown

explained she would like for the City to follow the State and public health professionals directive and keep social distancing a priority, flexibility on bills and allow access to pay online, allow employees to work from home and reduce exposure for a minimum of two (2) weeks. She added employees taking care of children should be considered, and due to the unusual circumstances, it would be her opinion to not ask employees to give up sick time or exhaust any leave in order to care for children while school and childcare was closed. The Mayor explained his position was to continue to serve the public and he would like to see the City Manager be allowed flexibility to make some decisions and he would support a crafted response by the City Manager. There was further mention of collection of taxes and revenue, and Assistant City Manager/Chief Financial Officer Katie Schaller-Ward confirmed the City needed to collect revenues to pay employees, bills and debt payments, but the City had enough contingency funds to cover during a short-term duration. Commissioner Nash believed revenues would continue to come in and the City would be financially solid to sustain. There was further discussion amongst the Commissioners on policies and procedures related to leave time and plans for employees during the Coronavirus (COVID-19) pandemic. Commissioners Beasley-Brown, Denning, Nash and Parrigin agreed if staff or a family member of a staff person becomes exposed to the Coronavirus, the employee should be able to work from home if possible and get paid. Commissioner Beasley-Brown reiterated due to extraordinary times the City should be flexible with staff that have children, and Commissioner Parrigin confirmed she did not disagree with Commissioner Beasley-Brown. However, Commissioner Parrigin and Mayor Wilkerson restated the municipal order to be considered was to provide the City Manager freedom to come up with a response to the situation alongside with the Senior Management staff. Once discussion ended, the Mayor asked for a roll call.

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

Municipal Order No. 2020 – 48 was approved by unanimous vote.

Discussion continued on the specific protocols during the pandemic situation and Commissioners Beasley-Brown, Denning and Nash agreed to closing doors to the public and redirect citizens to reach out to the City by phone or electronically. The Mayor did not agree to closing City buildings since the City had protective glass and partitions, Commissioner Nash stated he didn't believe that was enough. It was reconfirmed the City Manager had the opportunity to make a decision to close buildings and determine essential vs. non-essential employees. It was also decided on by the Commissioners to have access to emergency leave if an employee or someone in an employee's family had been exposed to the Coronavirus. Commissioners Beasley-Brown, Denning and Nash were in agreement to allowing emergency leave to employees regardless of essential or non-essential for childcare needs. Karen Foley made mention of high risk categories and requested consideration of high risk employees during the emergency leave. The discussion ended and the City Manager was provided some guidance and direction to collaborate with Senior Managers to make appropriate decisions.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:30 p.m., Mayor Wilkerson declared this meeting adjourned.

(Minutes-Board of Commissioners-March 17, 2020)

ADOPTED: April 21, 2020

APPROVED: Bruce Weckman
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson
City Clerk

Minutes prepared by City Clerk Ashley Jackson