

**MINUTES of SPECIAL MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held APRIL 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 April 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.

EXECUTIVE ORDERS

Mayor Wilkerson reviewed Executive Order Nos. 2020-1 and 2020-2, which were recently executed by the Mayor due to the Coronavirus (COVID-19) pandemic. Executive Order No. 2020-1 was related to the extension of the deadline for the filing of net profit returns, payment of net profit fees and the waiver of interest and penalties if paid in full on or before July 15, 2020, and Executive Order No. 2020-2 was related to providing leave for employees under the Families First Coronavirus Response Act.

CITY MANAGER

City Manager Jeffery B. Meisel highlighted the City's operations from the last five (5) weeks during the COVID-19 pandemic. He stated the City was continuing to do business through modified and alternating schedules and explained the main switchboard was available during normal business hours, as well as essential departments such as Police and Fire. He further mentioned Parks and Recreation maintenance were doing its part to keep parks facilities maintained and cleaned, with some modifications to some parks facilities, and added Police recently started changing shifts from vehicles in order to practice social distancing. Meisel recognized the work of the Information Technology Department and Public Information office for coordinating the Board of Commissioners meeting through Lifesize video teleconference. It was noted the Finance Department was in the process of preparing a balance budget, however the budget would be presented later than usual.

APPROVAL OF MINUTES

Minutes of Regular Meeting March 17, 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: Beasley-Brown, Denning, Nash, Parrigin and Wilkerson
 Voting Nay: None

Motion to approve the minutes of the regular meeting of March 17, 2020 was approved by unanimous vote.

SPECIAL AGENDA

MUNICIPAL ORDER NO. 2020 - 49

MUNICIPAL ORDER APPROVING THE CAREER PATH
ADVANCEMENT OF MATTHEW BARROW AND MARTELL
DUNN TO THE POSITION OF OPERATIONS TECHNICIAN I IN
THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2020 - 49 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of the career path advancement of Matthew Barrow and Martell Dunn from Laborer II to Operations Technician I. 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 - 49 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 50

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF ZANE MARTIN TO THE POSITION OF STAFF
ACCOUNTANT IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2020 - 50 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel explained the Staff Accountant position was vacant following Judy Nash's retirement, and he congratulated and recognized her for the many years of service. He reviewed and recommended the appointment of Zane Martin to the position of Staff Accountant. 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 - 50 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 51

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF
CINDY PAYNE TO THE WARREN COUNTY BOARD OF
ASSESSMENT APPEALS, ALSO KNOWN AS THE LOCAL BOARD
OF PROPERTY TAX APPEALS

Summary of Municipal Order No. 2020 - 51 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 Cindy Payne to the Local Board of Property Tax Appeals. He 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 - 51 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 52

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF
PAMELA NAPIER AND REAPPOINTMENT OF JOHN WARD TO
THE BOWLING GREEN AUDIT COMMITTEE

Summary of Municipal Order No. 2020 - 52 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 Pamela Napier and reappointment of John Ward to the Audit Committee. He 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 - 52 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 53

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID
#2020-44 FOR PROFESSIONAL CLEANING SERVICES FROM J &
F JANITORIAL SERVICES, INC. OF SOMERSET, KENTUCKY IN
THE AMOUNT OF \$210,820

Summary of Municipal Order No. 2020 - 53 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 professional cleaning services with J & F Janitorial Services based on an evaluated bid for one (1) year with the option to renew an additional four (4) years. Commissioners Beasley-Brown and Nash expressed interest of bidders providing wage and benefit information on a future janitorial services bid, as well as consideration of other bid projects. 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 - 53 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 - 54

MUNICIPAL ORDER APPROVING AND RATIFYING ACTIONS OF
THE MAYOR AND CITY OFFICIALS TO ACCEPT BID #2020-48
FOR THE BUTLER COUNTY LANDFILL LEACHATE
MANAGEMENT SYSTEM FROM INFINITY PIPELINE, INC. OF
BOWLING GREEN, KENTUCKY IN THE AMOUNT OF \$187,430

Summary of Municipal Order No. 2020 - 54 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval to ratify actions of the Mayor for the Butler County Landfill leachate management system. He explained the construction and design was approved earlier by Municipal Order No. 2019 - 170, and due to time constraints and the cancellation of the April 7th Board of Commissioners meeting, the bid required immediate approval. It was further noted funding of the project would be reimbursed by the Kentucky Division of Waste Management. 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 – 54 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 55

**MUNICIPAL ORDER APPROVING CONSTRUCTION AND
ACCEPTING MAINTENANCE OF WALNUT VALLEY
SUBDIVISION**

Summary of Municipal Order No. 2020 – 55 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval of the construction and maintenance of approximately 2,193 linear feet of roadway within the right-of-way and associated sidewalk and storm sewer in Walnut Valley Subdivision. There was a request for clarification about the drainage basin located on Lot 7, and it was confirmed the basin would be maintained by the property owner. 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 – 55 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 56

**MUNICIPAL ORDER APPROVING A JOB DEVELOPMENT
INCENTIVE PROGRAM EMPLOYEE WITHHOLDINGS CREDIT
AGREEMENT WITH PERFORMANCE FEEDS, LLC**

Summary of Municipal Order No. 2020 – 56 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed the incentive agreement which was estimated to create 30 new jobs with a total capital investment estimated at approximately \$2.3 million. Also, he outlined the incentive program and explained the job development incentive was worth approximately \$140,000 over a ten (10) year period and the City's share of withholding fees was projected to be \$119,000. 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 – 56 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 57

**MUNICIPAL ORDER APPROVING AMENDED AND RESTATED
WORKFORCE COORDINATOR AGREEMENT AMONG THE CITY
OF BOWLING GREEN, WARREN COUNTY AND BOWLING
GREEN AREA CHAMBER OF COMMERCE**

Summary of Municipal Order No. 2020 – 57 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel explained the Workforce Coordinator Agreement was among the City, Warren County and the Bowling Green Area Chamber

of Commerce in order to target workforce recruitment. The agreement had expired and it was recommended to agree to the terms for another two (2) years. There was a request by Commissioners Beasley-Brown and Nash for the Workforce Board to track background information of participants such as gender and race, as well as hourly wage information. After the discussion concluded, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Denning, Nash, Parrigin and Wilkerson

Voting Nay: None

Municipal Order No. 2020 – 57 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2020 – 58

MUNICIPAL ORDER APPROVING PAYMENT IN LIEU OF TAXES (PILOT) AGREEMENT AMONG THE CITY OF BOWLING GREEN, THE COUNTY OF WARREN, THE BOARD OF EDUCATION OF WARREN COUNTY AND CROWN CORK & SEAL, USA, INC. RELATED TO THE CONSTRUCTION AND INSTALLATION OF AN INDUSTRIAL FACILITY IN THE CITY OF BOWLING GREEN

Summary of Municipal Order No. 2020 – 58 was read. Motion was made by Wilkerson and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of the PILOT Agreement between the City, Warren County, Warren County Board of Education and CROWN Cork & Seal related to the new construction and installation of an industrial facility in Bowling Green. He reviewed the adjustment table in the agreement and stated there would be consequences if CROWN Cork & Seal did not fulfill its obligations. 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 – 58 was approved by unanimous vote.

ORDINANCE NO. BG2020 – 6

(First Reading – Non-Binding)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 1.9174 ACRES FROM GB (GENERAL BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 0 WORTH WAY, PRESENTLY OWNED BY BAKER & HILLIARD, INC. AND RUSSELL & FRANCES HEARD WITH HILLVIEW PLACE, LLC AS THE APPLICANT (FIRST READING – NON-BINDING)

Title and summary of Ordinance No. BG2020 – 6 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: Beasley-Brown, Denning, Nash, Parrigin and Wilkerson

Voting Nay: None

First Reading of Ordinance No. BG2020 – 6 was approved by unanimous vote.

ORDINANCE NO. BG2020 - 5
(Second Reading - 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. 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 - 5 was adopted by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 2:45 p.m., Mayor Wilkerson declared this meeting adjourned.

ADOPTED: May 5, 2020

APPROVED: Bruce Wilkerson
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson
City Clerk

Minutes prepared by City Clerk Ashley Jackson