

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held May 18, 2021**

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 May 18, 2021. Mayor Todd Alcott called the meeting to order. An invocation was given by Senior Pastor of First Baptist Church Dr. Jeff Reynolds and all present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Dana Beasley-Brown, Commissioner Melinda Hill, Commissioner Sue Parrigin, Commissioner Carlos Bailey and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

AWARDS & RECOGNITIONS

Mayor Todd Alcott recognized National Police Week and Public Works Week, and thanked all City law enforcement and Public Works personnel for their hard work and dedication to the City. Commissioners Parrigin and Bailey also acknowledged law enforcement agencies and personnel.

Mayor Alcott also congratulated City Manager Jeff Meisel on receiving his Credentialed Manager designation through the International City/County Management Association (ICMA). Meisel is one (1) of four (4) City Manager's in Kentucky with the designation.

CITY MANAGER

City Manager Meisel requested a closed session for the purpose of discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, as open discussions would jeopardize the siting, retention, expansion or upgrading of the business. Motion was made by Hill and seconded by Parrigin to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (g). Mayor Alcott called for a roll call vote.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None

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

APPROVAL OF MINUTES

Minutes of Regular Meeting May 4, 2021.

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for review. Motion was made by Hill and seconded by Beasley-Brown to approve said minutes. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None

Motion to approve the minutes of the regular meeting of May 4, 2021 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2021 – 68

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF ANDY EMBRY, SCOTTY SHEHAN AND JEFF WOOSLEY TO THE POSITION OF CAPTAIN AND BRYAN FULTON, BRANDON GILLIAM, WILLIAM ROSS GRAVES, SEAN HAMILTON, MARIO IBARRA AND BILLY MEINHARDT TO THE POSITION OF ENGINEER IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2021 – 68 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Interim Fire Chief Jim Morrow reviewed and recommended the promotions of Andy Embry, Scotty Shehan and Jeff Woosley to Captain and Bryan Fulton, Brandon Gilliam, William Ross Graves, Sean Hamilton, Mario Ibarra and Billy Meinhardt to Engineer in the Fire Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None

Municipal Order No. 2021 – 68 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 69

MUNICIPAL ORDER APPROVING THE CAREER PATH ADVANCEMENT OF MATTHEW JOHNSON TO THE POSITION OF FIRE EQUIPMENT MECHANIC IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2021 – 69 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Public Works Director Greg Meredith reviewed and recommended the career path advancement of Matthew Johnson to Fire Equipment Mechanic in the Public Works Department Fleet Division. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None

Municipal Order No. 2021 – 69 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 70

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF LACY HARROD, MEREDITH LOPEZ AND LAUREN UNDERWOOD TO THE POSITION OF COMMUNICATIONS DISPATCHER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2021 – 70 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointments of Lacy Harrod, Meredith Lopez and Lauren Underwood to Communications Dispatcher in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2021 – 70 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 63

MUNICIPAL ORDER AUTHORIZING ADOPTION OF THE REVISED
CITY OF BOWLING GREEN FIRE PROMOTIONAL PROCEDURES

Summary of Municipal Order No. 2021 – 63 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel explained this item was previously tabled at the last Board of Commissioners meeting. Human Resources Director Erin Hulsey reviewed the revisions and recommended approval of the Fire Promotional Procedures. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2021 – 63 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 71

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2021-
18 FOR FISCAL YEAR 2021 SIDEWALK CONSTRUCTION FROM
INFINITY PIPELINE, INC. OF BOWLING GREEN, KENTUCKY IN
THE AMOUNT OF \$441,272

Summary of Municipal Order No. 2021 – 71 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel recommended approval of the bid for Fiscal Year 2021 sidewalk construction to the lowest responsive bidder. He indicated the locations included sections of Loving Way from the 31W-Bypass to Rhodes Drive, Holley Drive from Catherine Drive to Dennis Way, Highland Way from Smallhouse Road to Westen Street, and North Lee Drive from Trent Way to Old Barren River Road. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2021 – 71 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 72

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF A
2021 GRANT FROM THE KENTUCKY 911 SERVICES BOARD FOR
911 SYSTEM RADIO AND PHONE DISPATCH CONSOLE
EQUIPMENT IN THE AMOUNT OF \$186,408.75

Summary of Municipal Order No. 2021 – 72 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended acceptance of the 911 system radio and phone dispatch console equipment. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2021 – 72 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 73

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U. S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE FOR THE PURCHASE OF BULLETPROOF VESTS FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$18,700

Summary of Municipal Order No. 2021 – 73 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval of a grant submission for the purchase of forty-four (44) bulletproof vests for the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2021 – 73 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 74

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF A GRANT THROUGH THE KENTUCKY FIRE COMMISSION THERMAL IMAGING CAMERA GRANT PROGRAM IN THE AMOUNT OF \$3,200 FOR THE FIRE DEPARTMENT

Summary of Municipal Order No. 2021 – 74 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended acceptance of a grant for the purchase of a thermal imaging camera for the Fire Department, and he indicated a 50% match was required. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2021 – 74 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2021 – 75

MUNICIPAL ORDER AUTHORIZING THE REQUEST AND ACCEPTANCE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS FROM THE U. S. DEPARTMENT OF THE TREASURY UNDER THE 2021 AMERICAN RESCUE PLAN ACT IN THE AMOUNT OF \$16,584,849

Summary of Municipal Order No. 2021 – 75 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel recommended acceptance of a grant of Coronavirus recovery funds from the U. S. Department of the Treasury under the 2021 American Rescue Plan Act (ARPA). Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
Voting Nay: None
Municipal Order No. 2021 – 75 was approved by unanimous vote.

ORDINANCE NO. BG2021 – 21
(Second Reading – Binding)

ORDINANCE APPROVING AMENDMENT TO AMENDED AND RESTATED GROUND LEASE

AN ORDINANCE OF THE CITY OF BOWLING GREEN, KENTUCKY
AUTHORIZING AN AMENDED AND RESTATED GROUND LEASE
WITH THE INTER-MODAL TRANSPORTATION AUTHORITY, INC.

Title and summary of Ordinance No. BG2021 – 21 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for the second and binding reading of said Ordinance. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
Voting Nay: None
Ordinance No. BG2021 – 21 was adopted by unanimous vote.

ORDINANCE NO. BG2021 – 22
(Second Reading – Binding)

ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING
15.7146 ACRES FROM AG (AGRICULTURE), RM-3
(TOWNHOUSE/MULTI-FAMILY RESIDENTIAL) AND HB
(HIGHWAY BUSINESS) TO RM-3 (TOWNHOUSE/MULTI-FAMILY
RESIDENTIAL) LOCATED AT 0 CHERRY FARM LANE,
PRESENTLY OWNED BY FAWBUSH PROPERTIES, LLC WITH A
HIMALAYA KY PROPERTIES, LLC AS THE APPLICANT

Title and summary of Ordinance No. BG2021 – 22 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for the second and binding reading of said Ordinance. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
Voting Nay: None
Ordinance No. BG2021 – 22 was adopted by unanimous vote.

PRESENTATION OF ANNUAL OPERATING BUDGET RECOMMENDATION

City Manager Jeffery B. Meisel provided an overview of the recommended Fiscal Year 2021/2022 Annual Operating Budget and thanked the Budget Team for all its efforts, as well as Graphic Designer Laura Harris for the budget graphics. He stated there were no rate increases proposed in the budget for property taxes or occupational fees and no new debt. He also highlighted some of the key components of the budget recommendation, such as increasing retirement contributions; capital projects; debt service; 1.4% COLA for all employees and merit raises, and the elimination of job classifications below \$15 an hour, as well as some other personnel changes. Meisel further acknowledged the City has three (3) accredited departments, is the third largest and fastest growing City, and recommended the Budget Team's recommendation.

Assistant Chief Financial Officer Sean Weeks outlined the FY2022 revenue projections for All Funds in the total amount of \$122,340,267 and General Fund in the total amount of \$75,633,000, which were developed using a conservative approach and represented current growth trends. He stated All Funds revenues had increased 10.9% and General Fund revenues increase 13% compared to the FY2021 adopted budget. He explained the City was seeing the economy recover from effects of COVID-19. Weeks added it was projected the FY2021 General Fund Revenue ending balance was \$74,400,000, which was a 1.7% gain.

Assistant City Manager/Chief Financial Officer Katie Schaller-Ward provided a summary of the proposed expenditure recommendations for FY2022 All Funds totaling \$122,710,381, which was an increase of 7.4% compared to FY2021. She also reported approximately \$4.4 million of current funds would be set aside for specific purposes and for the 8th consecutive year, it was proposed to not use any fund balance in the General Fund. Ms. Schaller-Ward stated similarly to revenues, expenses for FY2022 would be \$8.7 million or 13% more than the FY2021 adopted operating budget. Additionally, she reviewed the comparison of all funds expenditures by type, General Fund expenditure history, personnel and non-personnel expenses, ten (10) eligible agencies funding and other agency funding, and stated total agency funding represents 1.5% of General Fund expenditures.

Human Resources Director Erin Hulsey explained the FY2021 budget was very conservative and included a freeze in the CERS contribution rates and step increase program, no new changes to the healthcare fund, and very few changes to the Classification Pay Schedules. The recommendations for FY2022 included a conservative approach to the Cost of Living Adjustment (COLA), while providing a step increase, adding new positions and updating the full-time General Classification Pay Schedule, and commencement of CERS rate contributions at a 12% increase. She further reviewed retirement system costs, employee medical benefits plan and personnel expenditures.

Assistant Chief Financial Officer Erin Ballou reviewed the Capital Improvement Program (CIP) annual plan for City projects costing over \$25,000, with an estimated useful life of over five (5) years. The recommended FY2022 total CIP budget totals over \$21.4 million and includes \$10.1 million in debt service payments and \$5.8 million of General Fund support, and the total CIP budget was \$800,000 more compared to FY2021, however the General Fund contribution increased by \$4.6 million, which was captured from underspending in prior years. She further reviewed the CIP Strategic Plan goals including municipal facilities and equipment, technology improvements, community livability and traffic and roads. Ballou briefly discussed the debt service funding and outstanding debt history.

Ms. Schaller-Ward made some closing remarks and extended special thanks to Erin Ballou and Office Assistant Jennifer Lightfoot of the Finance Department for assisting with the budget summary and documents.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 6:45 p.m. in closed session pursuant to KRS 61.810 (1) (g) as previously approved.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 7:00 p.m., Mayor Alcott declared this meeting adjourned.

() ADOPTED: June 1, 2021

APPROVED: 
Mayor, Chairman of Board of Commissioners

() ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson

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