



**SPECIAL MEETING**  
**GREENWAYS COMMISSION of BOWLING GREEN and WARREN COUNTY**  
**BOARD MEETING SUMMARY MINUTES**

October 10, 2011

**ATTENDANCE**

Board Members

Jim Bullington  
Meredith Johnson  
Ed Martin  
Dino Pinerola  
Senad Veletanlic  
Nathan Phelps  
Catherine Hamilton

Ex-Officios

Mac Yowell, CCPC/Warren County Public Works  
Ron Murphy, Downtown Redevelop. Authority (DRA)

Staff Members / Others

Jonathan Britt, CCPC  
Steve Hunter, CCPC  
Josh Moore, Greenways Coordinator  
Pam Hurt, Recording Secretary

Absent

Slim Nash  
Linda Dickerson  
Jeff Stein  
Jim Salmon  
Darrell Traugher

**I. ROLL CALL / DETERMINATION OF QUORUM**

Chairman Dino Pinerola called the Greenways Commission Board meeting to order at 4:00 pm.

Roll call was taken and a quorum was determined with seven (7) members in attendance at the time.

**II. APPROVAL OF BOARD MEETING SUMMARY MINUTES**

Chairman Pinerola asked the Board if there were any discussion regarding the Summary Minutes of the September 12, 2011 Board meeting. Being none, he asked for a motion for approval.

**ACTION:**            **A motion to approve the Summary Minutes of the September 12, 2011 Greenways Commission Board Meeting was made by Meredith Johnson and seconded by Nathan Phelps. With a unanimous vote, the Summary Minutes were APPROVED.**

**III. EXECUTIVE COMMITTEE REPORT**

**A. Greenways & PC Engineering Staff Reassignments** *(a narrative of the CCPC Personnel Committee actions and position descriptions of Construction and Floodplain Coordinator and Greenways Coordinator were provided to the Board)*

Chairman Pinerola states that effective November 1, 2011, Josh Moore's duties will be reassigned and will assume the duties and position of Construction and Floodplain Coordinator; Jonathan Britt, Development Services Group Manager, will be the interim Greenways Coordinator until a replacement is hired. Mr. Moore has been the Greenways Coordinator for 3 ½ years; the Board congratulated him on his new position and thanked him for his commitment and service.

Chairman Pinerola continues by saying that the Greenways Executive Committee met with Steve Hunter and the decision was made to fill the vacant Greenways Coordinator position with a part-time person (approximately 24 hours/week; no benefits) in the spring of 2012. Plans are to post the position internally as well as advertise it publicly. The application review and interview process will be done by the Greenways Executive Committee, the CCPC Administrative Group Manager (Megan Mooney), Personnel Committee Chairman (Tim Huston) and the CCPC Executive Director (Steve Hunter).

There was discussion regarding who the part-time Greenways Coordinator works for (the CCPC or the Greenways Board) and the job description and qualifications. Steve Hunter states that if the job duties and/or required qualifications change, they must be approved by the CCPC Personnel Committee and that the Planning Commission will continue to staff the Greenways Commission Board with a coordinator and recording secretary as well as provide support with planning and engineering. The Executive Committee felt that the focus of the new part-time Greenways Coordinators position should be experience in public outreach and education, grant writing and fund raising. The Board discussed what should the priorities of the new part-time Greenways Coordinator position be and to possibly re-defining the job qualifications, description and duties. Chairman Pinerola encourages the Board to inform the Executive Committee of their thoughts and wishes for the new part-time Greenways Coordinator job duties and experience to advertise for after they are approved by the Personnel Committee.

#### IV. NOMINATING COMMITTEE

##### A. 2012 Board Officers

Chairman Pinerola appoints a Nominating Committee to nominate 2012 Board Officers. Per the By-Laws (Article 3.B), the Nominating Committee shall present to the Board a list of all officers to be considered for election by the Board. The election will be in February and the 2012 Board officers term shall commence at the Board meeting in March.

The 2012 Nominating Committee members are:

- Jim Bullington
- Linda Dickerson
- Senad Valetanlic

#### V. STAFF / PROJECT UPDATES

Josh Moore reports:

##### A. South Warren Shared Use Path, Phase 1

- Phase 1 will be from South Warren Middle/High School to Buchanan Park.
- There may be only a single property owner who maybe difficult to deal with.
- Will meet with property owner Joe Neal Ballance within the next few days.
- Plan to have a public meeting with property owners involved in Phase 1 in November.
- Woodburn Baptist Church (*who will be involved in a later phase*) is very supportive of the path.

##### B. Kereiakes Park Greenways Connector, Phase 4 (*a memorandum emailed to the Board regarding bid results for the shared use path construction was provided to the Board*)

- On September 30, 2011, bids were received from three (3) contractors:
  - 1) JC Brewer Construction
  - 2) EA Biggs of Kentucky
  - 3) Scott & Murphy, Inc.

The lowest bid was from Scott & Murphy, Inc. at \$10,825.00. Mr. Moore asked for a motion to accept the bid from Scott & Murphy.

**ACTION:** A motion was made by Meredith Johnson and seconded by Nathan Phelps to accept the bid of \$10,825.00 from Scott & Murphy, Inc. for the construction of a shared use path along Riverview Drive from Natcher Lane to the BGMU Water Treatment Plant to be paid for using TCSP Grant funds. The Board voted unanimously and the motion PASSED.

As he refers to an up-to-date report (*copies were provided to the Board*) tracking the funds of the TCSP Grant and the TE Grant funds, Mr. Moore explains that after talking to Brent Childers with the City regarding final payment of completed projects, the amount remaining in the TCSP Grant is \$69,774.71. However, the amount of \$19,725.00 has been approved by the Board to spend on three (3) other projects leaving a tentative total of \$50,049.71 remaining.

After a report determining that there is not a possible safety issue of the slickness of the painted stripes, Mr. Moore states that he will contact the contractor and get Greenways striping project underway. There was some clarification of the description of the striping itself; as determined at the September Board meeting, the stripes will be a 4" wide, 10' long stripe with a 20' gap between stripes. Striping around the WKU South Campus area will come from TE Grant funds, the rest will come from TCSP Grant funds. It was decided to start the striping with the path along Creason Street (which will come from TE Grant).

Mr. Moore asked the Board and the Greenways Projects Committee to consider some directive on where to start planning for the next Greenways project. The Board discussed several possible areas to consider.

**VI. ADJOURNMENT**

Chairman Pinerola determined the meeting adjourned at 4:50 pm.