

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held February 4, 2025**

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 February 4, 2025. Mayor Todd Alcott called the meeting to order and provided the invocation. All present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Melinda Hill, Commissioner Sue Parrigin, Commissioner Carlos Bailey, Commissioner Dana Beasley-Brown and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

Retired Western Kentucky University (WKU) Professor Dr. Luther Hughes made remarks on the history of the City's leaf composting program with WKU, and as the original founder of the program, he encouraged the City to continue composting for the betterment of the community and environment.

AWARDS AND RECOGNITIONS

City Manager Jeffery B. Meisel recognized the recent retirement of Accounting Technician Jean Hurt after 67 years of service to the City. A proclamation was read and farewell video from staff was presented.

He also recognized Police Records Associate Bonnie Hendrick after 28 years of service to the City.

CITY MANAGER

Meisel reminded the audience to sign-up in the back of the Commission Chamber in order to speak during public comments.

APPROVAL OF MINUTES

Regular Meeting January 21, 2025 and Special Work Session/Strategic Goal Planning January 30, 2025.

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

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

Motion to approve the minutes of the regular meeting of January 21, 2025 and Special Work Session/Strategic Goal Planning of January 30, 2025 were approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 28

**MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF DAVONNE SOUZA TO THE POSITION OF**

COMMUNICATIONS DISPATCHER I IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 28 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Davonne Souza to Communications Dispatcher I in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 28 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 29

MUNICIPAL ORDER AUTHORIZING A CONTRACT THROUGH NONCOMPETITIVE NEGOTIATIONS WITH MAGELLAN HEALTHCARE, INC. FOR PROFESSIONAL SERVICES FOR AN EMPLOYEE ASSISTANCE PROGRAM IN AN AMOUNT NOT TO EXCEED \$64,630.44

Summary of Municipal Order No. 2025 – 29 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Benefits Coordinator Kirsten Homer recommended a contract through noncompetitive negotiations with Magellan Healthcare, Inc. for professional services for an Employee Assistance Program (EAP) in an amount not to exceed \$64,630.44. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 29 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 30

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM SEWELL AND SEWELL ARCHITECTS, PLLC RELATED TO A REQUEST FOR QUALIFICATIONS FOR ENGINEERING AND DESIGN SERVICES FOR TORNADO SAFE ROOMS AND COMMUNITY CENTER, BID #2025-26, IN AN AMOUNT NOT TO EXCEED \$207,500

Summary of Municipal Order No. 2025 – 30 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval of a proposal from Sewell and Sewell Architects, PLLC for engineering and design services for tornado safe rooms and community center in an amount not to exceed \$207,500. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 30 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 31

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD) PROGRAM FUNDS IN AN AMOUNT UP TO \$2,200,000

Summary of Municipal Order No. 2025 – 31 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel recommended the submission of an application to the U.S. Department of Transportation Better Utilizing Investments to Leverage Development Program funds in an amount up to \$2,200,000. The funding would be used for the Russellville Road corridor improvement project, including roundabouts at two key intersections and reconstruction of the railroad overpass to accommodate bicycle and pedestrian facilities along Russellville Road. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 31 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 32

MUNICIPAL ORDER APPROVING A DONATION FROM KIWANIS CLUB OF BOWLING GREEN THROUGH A BETTER BGKY INC. FOR THE PARKS AND RECREATION DEPARTMENT ADAPTIVE RECREATION INITIATIVES AND PROGRAMS

Summary of Municipal Order No. 2025 – 32 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval of a donation from Kiwanis Club of Bowling Green through A BETTER BGKY INC. for the Parks and Recreation Department Adaptive Recreation initiatives and programs in the amount of \$12,556. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 32 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 33

MUNICIPAL ORDER AUTHORIZING AN AMENDMENT TO THE CITY OF BOWLING GREEN, KENTUCKY CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FISCAL YEARS 2024/2025 THROUGH 2027/2028

Summary of Municipal Order No. 2025 – 33 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 an amendment to the Capital Improvement Program (CIP) for Fiscal Years 2024/2025 through 2027/2028. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None
Municipal Order No. 2025 – 33 was approved by unanimous vote.

RESOLUTION NO. 2025 – 1

RESOLUTION OPPOSING ANY BILLS BROUGHT FORTH DURING THE 2025 KENTUCKY GENERAL ASSEMBLY SESSION BY ANY MEMBER OF THE KENTUCKY LEGISLATURE, IN FULL OR IN PART, THAT PROVIDE FOR THE MANDATED CENTRALIZED COLLECTION OF LOCAL OCCUPATIONAL FEES OR TAXES BY THE COMMONWEALTH OF KENTUCKY OR OTHER THIRD PARTIES

Summary of Resolution No. 2025 – 1 was read by the City Clerk. Motion was made by Beasley-Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval of a resolution opposing any bill brought forth during the 2025 Kentucky General Assembly Session that provide for the mandated centralized collection of local occupational fees or taxes by the Commonwealth of Kentucky or other third parties. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None
Resolution No. 2025 – 1 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 34

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR MAYOR TODD ALCOTT TO ATTEND THE KENTUCKY LEAGUE OF CITIES CITY OFFICIALS ACADEMY IN LEXINGTON, KENTUCKY

Summary of Municipal Order No. 2025 – 34 was read by the City Clerk. Motion was made by Bailey and seconded by Parrigin for consideration of said Municipal Order. Mayor Alcott recommended approval out-of-town travel expenses for him to attend the Kentucky League of Cities City Officials Academy in Lexington. He asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None
Municipal Order No. 2025 – 34 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 1
(Second Reading – Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 15 (BUSINESS AND GENERAL REGULATIONS) TO ADD SUBCHAPTER 15-9 (MEDICINAL CANNABIS BUSINESSES) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES

Title and summary of Ordinance No. BG2025 – 1 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 additional discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2025 – 1 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 35

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION AND ACCEPTANCE OF GRANT FUNDS FROM THE KENTUCKY TRANSPORTATION CABINET HIGHWAY CONTINGENCY FUND IN THE AMOUNT OF \$100,000

Summary of Municipal Order No. 2025 – 35 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel recommended the submission of an application and acceptance of grant funds from the Kentucky Transportation Cabinet Highway Contingency fund in the amount of \$100,000, to be used for the Single Tree Way sinkhole repair. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 35 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:30 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: February 18, 2025

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson