

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held March 18, 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 March 18, 2025. Mayor Todd Alcott called the meeting to order. The invocation was provided by Donnie Hatchett and all present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Melinda Hill, Commissioner Parrigin, Commissioner Carlos Bailey, Commissioner Dana Beasley-Brown and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS AND RECOGNITIONS**

The City Manager Jeffery B. Meisel recognized Bowling Green Police Officers Jeff Ward and Miranda Rone as Honorable Mentions for the National Association of Police Organizations (NAPO) TOP COPS Awards.

**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 March 4, 2025.

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 Bailey 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 March 4, 2025 was approved by unanimous vote.

**REGULAR AGENDA**

**MUNICIPAL ORDER NO. 2025 – 59**

**MUNICIPAL ORDER APPROVING THE PROMOTION OF  
COURTENAY HOWELL TO THE POSITION OF ENVIRONMENTAL  
COMPLIANCE COORDINATOR IN THE PUBLIC WORKS  
DEPARTMENT**

Summary of Municipal Order No. 2025 – 59 was read by the City Clerk. Motion was made by Bailey and seconded by Hill for consideration of said Municipal Order. Environmental Manager Matt Powell reviewed and recommended the promotion of Courtenay Howell to Environmental Compliance Coordinator in the Public Works 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 – 59 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 60

MUNICIPAL ORDER APPROVING THE PROMOTION OF TYLER  
PHELPS TO THE POSITION OF SURVEYOR I IN THE PUBLIC  
WORKS DEPARTMENT

Summary of Municipal Order No. 2025 – 60 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. City Engineer Melissa Cansler reviewed and recommended the promotion of Tyler Phelps to Surveyor I in the Public Works 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 – 60 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 61

MUNICIPAL ORDER APPROVING THE PROMOTION OF JENNIFER  
LIGHTFOOT TO THE POSITION OF ADMINISTRATIVE  
ASSISTANT IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2025 – 61 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Assistant City Manager/Chief Financial Officer Katie Schaller-Ward reviewed and recommended the promotion of Jennifer Lightfoot to Administrative Assistant in the Finance 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 – 61 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 62

MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF LINDA LAN TO THE POSITION OF  
COMMUNICATIONS DISPATCHER I IN THE POLICE  
DEPARTMENT

Summary of Municipal Order No. 2025 – 62 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Linda Lan 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 – 62 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 63

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING ANNUAL ONBASE CONTENT MANAGEMENT SOFTWARE MAINTENANCE THROUGH A SOLE SOURCE FROM I3-IMAGESOFT, LLC IN THE AMOUNT OF \$52,454.11

Summary of Municipal Order No. 2025 – 63 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval to continue annual OnBase content management software maintenance through a sole source from I3-Imagesoft, LLC in the amount of \$52,454.11. 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 – 63 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 64

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-11 FOR AQUATIC CHEMICALS FROM SPEAR AQUATICS, LLC IN AN AMOUNT NOT TO EXCEED \$99,469.94

Summary of Municipal Order No. 2025 – 64 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2025-11 for aquatic chemicals from Spear Aquatics, LLC in an amount not to exceed \$99,469.94. 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 – 64 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 65

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM COMMONWEALTH ENGINEERS, INC. RELATED TO A REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR EWING FORD PUMP STATION IMPROVEMENTS, RFQ #2025-23, IN AN AMOUNT NOT TO EXCEED \$162,250

Summary of Municipal Order No. 2025 – 65 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of the proposal from Commonwealth Engineers, Inc. related to RFQ #2025-23 for professional services for Ewing Ford pump station improvements in an amount not to exceed \$162,250. 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 – 65 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 66

MUNICIPAL ORDER AUTHORIZING RENEWAL OF BID #2023-45  
FOR POLICE DEPARTMENT UNIFORMS FROM CMS UNIFORMS &  
EQUIPMENT, INC., GALLS, LLC AND NAT'S OUTDOOR SPORTS

Summary of Municipal Order No. 2025 – 66 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval to renew Bid #2023-45 for Police Department uniforms from CMS Uniforms & Equipment, Inc., Galls, LLC and Nat's Outdoor Sports. 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 – 66 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 67

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-  
29 FOR FIRE STATION #4 KITCHEN RENOVATIONS FROM  
PROPERTY RENOVATION SERVICES LLC IN AN AMOUNT NOT  
TO EXCEED \$85,000

Summary of Municipal Order No. 2025 – 67 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2025-29 for Fire Station #4 kitchen renovations from Property Renovation Services LLC in an amount not to exceed \$85,000. 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 – 67 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 68

MUNICIPAL ORDER ACCEPTING AND ADOPTING THE BOWLING  
GREEN FIRE DEPARTMENT POLICY AND PROCEDURES  
MANUAL

Summary of Municipal Order No. 2025 – 68 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of the amended Bowling Green Fire Department Policy and Procedures Manual. 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 – 68 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 69

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE KENTUCKY ENERGY AND ENVIRONMENT CABINET 2025 CRUMB RUBBER/TIRE-DERIVED PRODUCTS GRANT PROGRAM IN THE AMOUNT OF \$181,413

Summary of Municipal Order No. 2025 – 69 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel recommended submission of a grant application to the Kentucky Energy and Environment Cabinet 2025 Crumb Rubber/Tire-Derived Products Grant Program in the amount of \$181,413. 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 – 69 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 70

MUNICIPAL ORDER APPROVING AN ADDENDUM TO THE CITIZEN PARTICIPATION PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY FUNDS

Summary of Municipal Order No. 2025 – 70 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel recommended approval of an addendum to the Citizen Participation Plan for Community Development Block Grant Disaster Recovery funds. 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 – 70 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 71

MUNICIPAL ORDER ACCEPTING AND RATIFYING ACTIONS OF THE MAYOR IN EXECUTING AN AGREEMENT WITH THE COMMONWEALTH OF KENTUCKY, DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION RELATED TO THE GRANTING OF ADDITIONAL RESPONSIBILITY FOR BUILDING AND ELECTRICAL PERMITS, PLAN REVIEW, INSPECTIONS AND ENFORCEMENT

Summary of Municipal Order No. 2025 – 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 acceptance and ratifying actions of the Mayor in executing an agreement with the state Department of Housing, Buildings and Construction related to the granting of additional responsibility for Building and Electrical permits, plan review, inspections and enforcement. 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 – 71 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 72

MUNICIPAL ORDER APPROVING THE CONVENTION CENTER  
MANAGEMENT AND CATERING AGREEMENT BETWEEN THE  
CITY OF BOWLING GREEN AND ATRIUM HOSPITALITY, LP FOR  
THE SLOAN CONVENTION CENTER

Summary of Municipal Order No. 2025 – 72 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel recommended approval to renew the Convention Center Management and Catering Agreement between the City and Atrium Hospitality, LP for the Sloan Convention Center. The agreement was revised to include up to a 50% discount on food for City events. 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 – 72 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 73

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-  
TOWN TRAVEL EXPENSES FOR CITY MANAGER JEFF MEISEL  
TO ATTEND THE KENTUCKY CITY/COUNTY MANAGEMENT  
ASSOCIATION WINTER CONFERENCE IN LEXINGTON,  
KENTUCKY

Summary of Municipal Order No. 2025 – 73 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel thanked the Board of Commissioners for allowing his travel and recommended approval of out-of-town travel expenses to attend the Kentucky City/County Management Association Winter Conference in Lexington. 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 – 73 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 4

(First Reading – Non-Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 15 (BUSINESS AND  
GENERAL REGULATIONS), SUBCHAPTER 15-1 (ALARMS)  
RELATED TO RESIDENTIAL PERMIT RENEWALS OF THE CITY  
OF BOWLING GREEN CODE OF ORDINANCES

Title and summary of Ordinance No. BG2025 – 4 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for the first and non-binding reading of said Ordinance. Meisel

recommended the amendment to Chapter 15 (Business and General Regulations), Subchapter 15-1 (Alarms) related to residential permit renewals, to remove the residential permit renewal. 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

First Reading of Ordinance No. BG2025 – 4 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 3

(Second Reading – Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGE CONTROL), SUBCHAPTER 4-4 (CAUSES FOR REFUSAL TO ISSUE OR RENEW LICENSE AND FOR SUSPENSION OR REVOCATION OF LICENSE) TO REMOVE SECTION 4-4.03 (RESTRICTIONS ON PACKAGE LIQUOR LICENSE) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES

Title and summary of Ordinance No. BG2025 – 3 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for the first and non-binding reading of said Ordinance. Commissioner Bailey stated he agreed with certain portions of the previous meeting discussions, but wished the city would have found other restriction options. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Beasley-Brown, Hill, Parrigin and Alcott  
                          Voting Nay: Bailey

Ordinance No. BG2025 – 3 was adopted by a majority vote.

WORK SESSION

A work session was held to discuss the fee-in-lieu of construction (FILOC) and stormwater utility fee proposal from the Public Works Department, Stormwater Division. Environmental Manager Matt Powell provided a brief history of the Clean Water Act, provided information regarding municipal separate storm sewer system permit, and municipal separate storm sewer system. Mr. Powell reported there are over 202 miles of pipes/culverts, over 14,000 inlets, over 1,250 Class V injection wells, over 650 retention/detention basins, over 1,000 post-construction BMPs and untold surface drainage channels, sinkholes, and cave passages. Fee-in-Lieu of Construction (FILOC) program was first discussed and highly favored by developers who benefit from the following: lower overall development cost, no longer term maintenance requirements and smaller footprint for stormwater system. The FILOC program was described to be separate from the stormwater utility in that it only applied to new projects and only offsets the water quality requirements. The FILOC would be applicable to all projects that disturb over one (1) acre and create 10,000 square feet of new impervious surface. In addition, Mr. Powell discussed the stormwater utility which would be a municipal program that collects revenue fees from residential and commercial properties to fund stormwater management programs. The fees were reported to be calculated based on Equivalent Residential Unit (ERU) and is the amount of impervious surfaces, such as roofs, asphalt and concrete, on the average residential lot. He proposed the program rates to be \$4 per month for residential on all water bills, which was how Warren County currently handled the stormwater utility fee, and as for commercial it would also be \$4 per month per ERU, and ERU would be set at 3,100 feet of impervious surfaces initially. The program would include an added fee for Bowling Green Municipal Utilities (BGMU) and Warren County Water District (WCWD) to

implement the fee on the billing, as they both already handle Warren County's. Mr. Powell reviewed some exemptions and discounts that could be taken into consideration, and further reported on other cities or counties that have already implemented the stormwater utility and gave examples of fees for commercial and residential. In summary, the funding utilization for the stormwater utility would be to allow for infrastructure assessment and repairs and cover existing costs associated with compliance and continuing maintenance. The implementation of the FILOC would be used to complete large scale water quality improvements to offset on-site treatment deferred by participating developments. Following discussion, the Board of Commissioners unanimously determined more time and information was necessary to make a decision, and requested a second work session in the future.


#### PUBLIC COMMENTS

Jace Caldwell, Thad Lucas and Rodney Rogers all spoke in support of the fee-in-lieu of construction (FILOC) and stormwater utility fee proposed during the work session.

#### ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:50 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: April 1, 2025

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*