

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held June 4, 2024**

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 June 4, 2024. Mayor Todd Alcott called the meeting to order. Reverend Sales of Loving Springs Baptist Church provided the invocation 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. There was a full quorum of the Board of Commissioners.

**CITY MANAGER**

City Manager Jeffery B. Meisel recognized City staff and community members, including utility companies, who worked in the recent wind and severe storm event during Memorial Day weekend. He mentioned the City Public Works Operations Division would start picking up debris in City right-of-way beginning on June 10<sup>th</sup>.

The City Manager 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 May 21, 2024.

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for review. Motion was made by Parrigin and seconded by Hill 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 21, 2024 was approved by unanimous vote.

**REGULAR AGENDA**

MUNICIPAL ORDER NO. 2024 – 99

**MUNICIPAL ORDER APPROVING THE CAREER PATH  
ADVANCEMENT OF JOSH JOHNSON TO THE POSITION OF FIRE  
EQUIPMENT TECHNICIAN IN THE PUBLIC WORKS  
DEPARTMENT**

Summary of Municipal Order No. 2024 – 99 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the career path advancement of Josh Johnson to Fire Equipment Technician in the Public Works 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. 2024 – 99 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 100

MUNICIPAL ORDER APPROVING THE PROMOTION OF RACHEL  
HALEY TO THE POSITION OF OFFICE ASSOCIATE II IN THE  
PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2024 – 100 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Tiara Britt reviewed and recommended the promotion of Rachel Haley to Office Associate II in the Parks and Recreation 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. 2024 – 100 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 101

MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF RAHEL MORFIN CASTILLO TO THE POSITION  
OF INTERNATIONAL COMMUNITY NAVIGATOR IN THE  
NEIGHBORHOOD AND COMMUNITY SERVICES DEPARTMENT

Summary of Municipal Order No. 2024 – 101 was read by the City Clerk. Motion was made by Alcott and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Rahel Morfin Castillo to International Community Navigator in the Neighborhood and Community Services 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. 2024 – 101 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 102

MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF LAURIE EPPERSON TO THE POSITION OF  
OFFICE ASSOCIATE I IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2024 – 102 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 Laurie Epperson to Office Associate 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: Beasley-Brown, Hill, Parrigin, Bailey and Alcott  
                  Voting Nay: None  
Municipal Order No. 2024 – 102 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 103

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF ANTHONY BROWN TO THE POSITION OF PARKS FACILITY MAINTAINER I IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2024 – 103 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Human Resources Manager Tiara Britt reviewed and recommended the appointment of Anthony Brown to Parks Facility Maintainer I in the Parks and Recreation 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. 2024 – 103 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 104

MUNICIPAL ORDER APPROVING AMENDMENTS TO THE ADMINISTRATIVE PERSONNEL POLICY AND PROCEDURES MANUAL

Summary of Municipal Order No. 2024 – 104 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the amendments to the Personnel Policy and Procedures Manual. 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. 2024 – 104 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 105

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2024-28 FOR FISCAL YEAR 2024 SIDEWALK CONSTRUCTION FROM BAKER CONTRACTING OF ALVATON, KENTUCKY IN AN AMOUNT NOT TO EXCEED \$920,003.95

Summary of Municipal Order No. 2024 – 105 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2024-28 for Fiscal Year 2024 sidewalk construction from Baker Contracting in an amount not to exceed \$920,003.95. The project includes 5,560 linear feet of new sidewalk located along sections of Riverview Avenue between Fairview Avenue and US 31W Bypass, Rodes Drive between Ridgecrest Way and Loving Way, Creekwood Avenue between Russellville Road and Spring Creek Avenue, Morgantown Road between Loop Street and Old Morgantown Road, and Rockingham Avenue between Karen Avenue and Bowling Green High School (BGHS) entrance. There was a suggestion to have the BGHS section completed prior to school starting in the fall, and Public Works Engineer Melissa Cansler confirmed Public Works would make the request. 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. 2024 – 105 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 106

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2024-47 FOR CLEARLANE ENHANCED DEICER FROM CARGILL, INC. OF NORTH OLMSTED, OHIO IN THE AMOUNT OF \$139.52 PER TON

Summary of Municipal Order No. 2024 – 106 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2024-47 for Clearlane Enhanced Deicer from Cargill, Inc. in the amount of \$139.52 per ton. 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. 2024 – 106 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 107

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF AN AWARD FOR KENTUCKY COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY FUNDING FROM THE KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT IN THE AMOUNT OF \$17,192

Summary of Municipal Order No. 2024 – 107 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 the acceptance of grant funds for Kentucky Community Development Block Grant Disaster Recovery funding from the Kentucky Department for Local Government in the amount of \$17,192. The grant funds were allocated to assist small businesses impacted by disaster events and this grant would assist Umoja International Market, LLC located off the 31W Bypass. 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. 2024 – 107 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 108

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDS IN THE AMOUNT OF \$205,876

Summary of Municipal Order No. 2024 – 108 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended the submission of an application to the Kentucky Transportation Cabinet for

Transportation Alternatives Program (TAP) funds in the amount of \$205,876. He further said there was a 20% match in the amount of \$51,469.25 and funds would be used to install the Creekwood Greenway extension to close the gap between Jennings Creek Elementary and Warren Elementary schools. 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. 2024 – 108 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 109

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDS IN THE AMOUNT OF \$440,000

Summary of Municipal Order No. 2024 – 109 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended the submission of an application to the Kentucky Transportation Cabinet for Transportation Alternatives Program (TAP) funds in the amount of \$440,000. He explained there was a 20% match and the funds would be used for a five (5) foot sidewalk on the west side of KY 884 Three Springs Road from Wheatstone Avenue to the Fieldstone Farms entrance across the street from Flealand. 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. 2024 – 109 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 110

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR FUNDING THROUGH THE 2024 COMMUNITY ORIENTED POLICING SERVICES (COPS) HIRING PROGRAM FROM THE U.S. DEPARTMENT OF JUSTICE IN AN AMOUNT UP TO \$125,000

Summary of Municipal Order No. 2024 – 110 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended the submission of an application for funding through the 2024 Community Oriented Policing Services (COPS) hiring program from the U.S. Department of Justice in an amount up to \$125,000. 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. 2024 – 110 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 111

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF AN AWARD AND CONTRACT FOR STATE AND LOCAL CYBERSECURITY GRANT FUNDS THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR A PASSWORD

MANAGEMENT SYSTEM AND SECURITY ASSESSMENT FOR  
THE INFORMATION TECHNOLOGY DEPARTMENT IN THE  
AMOUNT OF \$165,500

Summary of Municipal Order No. 2024 – 111 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended the acceptance of a grant award and contract for state and local cybersecurity grant funds through the Kentucky Office of Homeland Security for a password management system and security assessment for the Information Technology Department in the amount of \$165,500. 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. 2024 – 111 was approved by unanimous vote.

ORDINANCE NO. BG2024 – 12  
(First Reading – Non-Binding)  
ORDINANCE ADOPTING ANNUAL CITY BUDGET

ORDINANCE ADOPTING THE CITY OF BOWLING GREEN,  
KENTUCKY ANNUAL OPERATING BUDGET FOR FISCAL YEAR  
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025, BY  
ESTIMATING REVENUES AND APPROPRIATING FUNDS FOR  
THE OPERATION OF CITY GOVERNMENT

Title and summary of Ordinance No. BG2024 – 12 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for the first and non-binding reading of said Ordinance. Meisel reviewed and highlighted the Fiscal Year 2025 budget. 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

First Reading of Ordinance No. BG2024 – 12 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 112

MUNICIPAL ORDER RATIFYING EXECUTION OF DECLARATION  
OF A LOCAL STATE OF EMERGENCY RELATED TO THE HIGH  
WIND/STORM EVENT ON MAY 25-26, 2024

Summary of Municipal Order No. 2024 – 112 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 the approval to ratify execution of the Declaration of a Local State of Emergency related to the high wind/storm event on May 25-26, 2024. 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. 2024 – 112 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 113

MUNICIPAL ORDER APPROVING CONSTRUCTION AND  
ACCEPTING MAINTENANCE OF SPRINGWATER COVE  
SUBDIVISION PHASE I

Summary of Municipal Order No. 2024 – 113 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended approval and acceptance of construction and maintenance of 5,337 linear feet of roadway and associated sidewalk and storm sewer in Springwater Cove Subdivision Phase I. It was said the specifications met all standards by the City-County Planning Commission and City Public Works 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. 2024 – 113 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 114

MUNICIPAL ORDER APPROVING CONSTRUCTION AND  
ACCEPTING MAINTENANCE OF KEYSTONE COMMONS  
SUBDIVISION

Summary of Municipal Order No. 2024 – 114 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel recommended approval and acceptance of construction and maintenance of 2,848 linear feet of roadway and associated sidewalk and storm sewer in Keystone Commons Subdivision. It was said the specifications met all standards by the City-County Planning Commission and City Public Works 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. 2024 – 114 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 115

MUNICIPAL ORDER APPROVING A DONATION FROM UNITED  
WAY OF SOUTHERN KENTUCKY FOR THE CONSTRUCTION OF  
THE JENNINGS CREEK NATURAL PLAYGROUND AND BORN  
LEARNING TRAIL

Summary of Municipal Order No. 2024 – 115 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel explained United Way of Southern Kentucky donated \$343,500 in 2023 for the Jennings Creek Natural Playground and Born Learning Trail, and now wishing to donate an additional \$100,000 to the City to finalize the project, and construct a play tunnel. 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. 2024 – 115 was approved by unanimous vote.

ORDINANCE NO. BG2024 – 11  
(Second Reading – Binding)  
ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 4 (ALCOHOLIC BEVERAGE CONTROL) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES RELATED TO RESTRICTIONS ON PACKAGE LIQUOR LICENSE

Title and summary of Ordinance No. BG2024 – 11 was read by the City Clerk. Motion was made by Hill and seconded by Bailey 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:   Beasley-Brown, Hill, Parrigin, Bailey and Alcott  
                          Voting Nay:   None

Ordinance No. BG2024 – 11 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 116

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR KENTUCKY COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY SINGLE-FAMILY HOUSING FUNDING TO THE KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT IN AN AMOUNT UP TO \$5,000,000

Summary of Municipal Order No. 2024 – 116 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 the submission of an application for the Kentucky Community Development Block Grant Disaster Recovery Single-Family Housing funding to the Kentucky Department for Local Government in an amount up to \$5,000,000. The grant would provide a partnership between the City and Habitat for Humanity of Bowling Green/Warren County to acquire 24.47 acres and install infrastructure for 59 single-family housing units over the next six (6) years. 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. 2024 – 116 was approved by unanimous vote.

PUBLIC COMMENTS


Mayor Alcott opened the floor for any public comments. William Stinson expressed concern about vehicles cutting through and speeding on Sunrise Drive. He requested more visible signage and solutions to keep the neighborhood safe.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:00 p.m., Mayor Alcott declared this meeting adjourned.



ADOPTED: June 18, 2024

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*