

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held August 5, 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 August 5, 2025. Mayor Todd Alcott called the meeting to order. Commissioner Carlos Bailey 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 Sue Parrigin, Commissioner Carlos Bailey, Commissioner Dana Beasley-Brown, Commissioner Melinda Hill and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

AWARDS AND RECOGNITIONS

Bowling Green East Little League 8-10 year old baseball team was recognized for being named the 2025 Kentucky State Champions.

Assistant City Manager/Chief Financial Officer Katie Schaller-Ward was acknowledged for obtaining the Certified Municipal Officer (CMO) designation from the Kentucky League of Cities (KLC).

GoBG Transit recently had a triennial review by the Federal Transit Administration (FTA) and received a great report, no findings or concerns were found, and GoBG Transit General Manager Tim McWhorter and Operations Manager Austin Sims were recognized for their efforts.

CITY MANAGER

City Manager Jeffery B. Meisel requested a closed session for the purpose of discussion related to negotiations of a contract. Motion was made by Hill and seconded by Bailey to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (n). Mayor Alcott called for a roll call vote.

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

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

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 July 15, 2025.

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

Minutes of the regular meeting of July 15, 2025 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 180

MUNICIPAL ORDER APPROVING THE PROMOTION OF
DANIELLE PIPER TO THE POSITION OF ASSISTANT
COMMUNICATIONS MANAGER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 180 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Police Department Communications Manager Ashley Rimington reviewed and recommended the promotion of Danielle Piper to the position of Assistant Communications Manager in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 180 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 181

MUNICIPAL ORDER APPROVING THE PROMOTION OF EMILY
CREWS TO THE POSITION OF INSPECTIONS SUPPORT
SPECIALIST IN THE NEIGHBORHOOD AND COMMUNITY
SERVICES DEPARTMENT

Summary of Municipal Order No. 2025 – 181 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recognized the recent retirement of Tabitha Joiner, which resulted in a vacancy. Human Resources Manager Lori Gray reviewed and recommended the promotion of Emily Crews to the position of Inspections Support Specialist 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: Parrigin, Bailey, Beasley-Brown, Hill and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 181 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 182

MUNICIPAL ORDER APPROVING THE PROMOTION OF KARISSA
WALDROP TO THE POSITION OF STAFF ACCOUNTANT I IN THE
FINANCE DEPARTMENT

Summary of Municipal Order No. 2025 – 182 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 Tiara Britt reviewed and recommended the promotion of Karissa Waldrop to the position of Staff Accountant I in the Finance Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 182 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 183

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF TYLER MEADORS TO THE POSITION OF
MEDIUM/HEAVY TRUCK TECHNICIAN IN THE PUBLIC WORKS
DEPARTMENT

Summary of Municipal Order No. 2025 – 183 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 Tyler Meadors to the position of Medium/Heavy Truck 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: Parrigin, Bailey, Beasley-Brown, Hill and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 183 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 184

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENTS OF AUDREY BROWNING AND BRYANNA
GATES TO THE POSITION OF COMMUNICATIONS DISPATCHER I
IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 184 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 Lori Gray reviewed and recommended the appointments of Audrey Browning and Bryanna Gates to the position of 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: Parrigin, Bailey, Beasley-Brown, Hill and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 184 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 185

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENTS OF ZADRA HILL AND DEANDRE WILSON TO
THE POSITION OF POLICE CADET II IN THE POLICE
DEPARTMENT

Summary of Municipal Order No. 2025 – 185 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 appointments of Zadra Hill and DeAndre Wilson to the position of Police Cadet II in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 185 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 186

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF MADELYNE TAYLOR TO THE POSITION OF
PARKS FORESTER/ARBORIST IN THE PARKS AND RECREATION
DEPARTMENT

Summary of Municipal Order No. 2025 – 186 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 Tiara Britt reviewed and recommended the appointment of Madelyne Taylor to the position of Parks Forester/Arborist 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: Parrigin, Bailey, Beasley-Brown, Hill and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 186 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 14

(First Reading – Non-Binding)

ORDINANCE GRANTING FRANCHISE RELATED TO TELECOMMUNICATIONS SYSTEM

ORDINANCE GRANTING A NON-EXCLUSIVE
TELECOMMUNICATIONS (OR RELATED NON-CABLE)
FRANCHISE TO LUMOS FIBER OF KENTUCKY, LLC, FOR THE
USE OF RIGHTS-OF-WAY FOR THE OPERATION AND
MAINTENANCE OF A TELECOMMUNICATIONS (OR RELATED
NON-CABLE) SYSTEM WITHIN THE CITY OF BOWLING GREEN,
KENTUCKY AND FURTHER AUTHORIZING THE EXECUTION OF
A FRANCHISE AGREEMENT

Title and summary of Ordinance No. BG2025 – 14 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. City Attorney Hillary Hightower reviewed and recommended the approval of a non-exclusive telecommunications franchise with Lumos Fiber of Kentucky, LLC in order to use the City's rights-of-way for the operation and maintenance of a telecommunications system, not related to cable. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2025 – 14 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 187

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A
GRANT APPLICATION AND ACCEPTANCE OF GRANT FUNDS
WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL
FISCAL YEAR 2023 & 2024 TRANSPORTATION ASSISTANCE
UNDER THE SECTION 5310 PROGRAM

Summary of Municipal Order No. 2025 – 187 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 the submission of a grant application and acceptance of grant funds with the Federal Transit Administration (FTA) for Federal Fiscal Year 2023 and 2024 Transportation Assistance under the Section 5310 Program. The grant requires a 20% match in the amount of \$77,518. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 187 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 188

MUNICIPAL ORDER APPROVING THE PURCHASE OF
GREENWAY SOLAR LIGHTING IN THE AMOUNT OF \$112,000
WITH ENGOPLANET PRODUCTS THROUGH THE COOPERATIVE
PURCHASING CONTRACT WITH HOUSTON-GALVESTON AREA
COUNCIL

Summary of Municipal Order No. 2025 – 188 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 purchase of greenway solar lighting in the amount of \$112,000 with EnGoPlanet Products through cooperative purchasing contract with Houston-Galveston Area Council. The lighting would be installed on Cemetery Road, from Briteway Drive to Lovers Lane, Sandra Street, from Veterans Memorial to Loop Avenue, and Atlanta Way, connecting to Scottsville Road. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 188 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 189

MUNICIPAL ORDER AUTHORIZING AGREEMENTS BETWEEN
THE CITY OF BOWLING GREEN, ENVIRONMENTAL SYSTEMS
RESEARCH INSTITUTE, INC., WARREN COUNTY AND CITY-
COUNTY PLANNING COMMISSION FOR THE INFORMATION
TECHNOLOGY DEPARTMENT IN THE TOTAL AMOUNT OF
\$270,900

Summary of Municipal Order No. 2025 – 189 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 the agreements between the City, Environmental Systems Research Institute, Inc., Warren County and City-County Planning Commission for the Information Technology Department in the total amount of \$270,900. He said the agreement was for three (3) years and the City would be responsible for 60% of the cost, and the County would be responsible for 40%. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 189 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 190

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2026-01 FOR POLICE VEHICLES FROM DON FRANKLIN SOMERSET IN AN AMOUNT NOT TO EXCEED \$1,109,370

Summary of Municipal Order No. 2025 – 190 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 #2026-01 for police vehicles from Don Franklin Somerset in an amount not to exceed \$1,109,370. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 190 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 15

(First Reading – Non-Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 11 (FINANCE, TAXATION AND ECONOMIC DEVELOPMENT) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES

Title and summary of Ordinance No. BG2025 – 15 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. Assistant City Manager/Chief Financial Officer Katie Schaller-Ward explained the amendments to Chapter 11 (Finance, Taxation and Economic Development) was due to administrative revisions and necessary cleanup. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2025 – 15 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 16

(First Reading – Non-Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTERS 2 (ADMINISTRATION), 15 (BUSINESS AND GENERAL REGULATIONS), 22 (TRAFFIC AND MOTOR VEHICLES) AND 25 (CODE OF ETHICS) OF THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO MAKE ADMINISTRATIVE REVISIONS

Title and summary of Ordinance No. BG2025 – 16 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for the first and non-binding reading of said Ordinance. Meisel explained the amendments to the various chapters were needed to make administrative revisions and cleanup of language due to the upcoming changes in the Finance and City Manager's Departments, as well as the recent move of the City Clerk's Office to the Department of Law

and renaming of a position in Neighborhood and Community Services Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2025 – 16 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 17

(First Reading – Non-Binding)

ORDINANCE RELATING TO CLASSIFICATION/PAY SCHEDULE

ORDINANCE AMENDING THE CLASSIFICATION/PAY SCHEDULE
“D” FOR DEPARTMENT HEAD / MANAGEMENT OF THE CITY OF
BOWLING GREEN FOR FISCAL YEAR 2026

Title and summary of Ordinance No. BG2025 – 17 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 stated the Classification/Pay Schedule “D” for Department Head/Management was recommended for amendment in order to remove the title of Assistant City Manager/Chief Financial Officer in Grade D3, and add two (2) new titles to include Assistant City Manager in Grade D3 and Chief Financial Officer in Grade D2. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2025 – 17 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 191

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR CITY MANAGER JEFF MEISEL TO ATTEND THE KENTUCKY CPA SUMMER EDUCATION CONFERENCE IN GULF SHORES, ALABAMA

Summary of Municipal Order No. 2025 – 191 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended the approval of his travel to Gulf Shores, Alabama to attend the Kentucky CPA Summer Education Conference. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 191 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 192

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR MAYOR TODD ALCOTT TO ATTEND LEADERSHIP KENTUCKY IN PIKEVILLE, KENTUCKY

Summary of Municipal Order No. 2025 – 192 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 approval of Mayor Alcott's travel to Pikeville, Kentucky to attend Leadership Kentucky. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 192 was approved by unanimous vote.

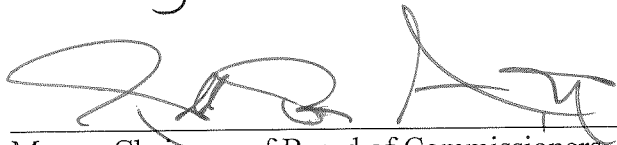
CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:35 p.m. in closed session pursuant to KRS 61.810 (1) (n) as previously approved.

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: August 19, 2025

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson