

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held May 19, 2026**

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 May 19, 2026. Mayor Todd Alcott called the meeting to order and Bowling Green High School 2026 Graduate Lilah Alcott provided the invocation. All present recited the Pledge of Allegiance. Assistant City Clerk Hope Spiller 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. Absent: none. There was a full quorum of the Board of Commissioners.

CITY MANAGER

City Manager Jeffery B. Meisel requested item number 2, Municipal Order No. 2026-111, be withdrawn from the agenda.

He also requested the audience to sign up at the back of the Commission Chamber to speak during public comments.

APPROVAL OF MINUTES

Regular Meeting May 5, 2026.

Minutes of the above-referenced regular meeting 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: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None

Minutes of the regular meeting of May 5, 2026 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2026 – 110

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF JOSHUA PHELPS TO THE POSITION OF
OPERATIONS MAINTENANCE TECHNICIAN I IN THE PUBLIC
WORKS DEPARTMENT

Summary of Municipal Order No. 2026 – 110 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Human Resources Manager Lori Gray recommended the appointment of Joshua Phelps to the position of Operations Maintenance Technician 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. 2026 – 110 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 111

MUNICIPAL ORDER APPROVING THE TRANSFER OF BRITTANY RICH TO THE POSITION OF FIRE INSPECTOR IN THE FIRE DEPARTMENT

Municipal Order No. 2026-111 was previously withdrawn from the agenda.

MUNICIPAL ORDER NO. 2026 – 112

MUNICIPAL ORDER AUTHORIZING THE ACCEPTANCE OF 2026 GRANT FUNDS FROM THE APPALACHIA HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) PROGRAM THROUGH THE OFFICE OF NATIONAL DRUG CONTROL POLICY IN THE AMOUNT OF \$57,000

Summary of Municipal Order No. 2026 – 112 was read by the Assistant City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel recommended the acceptance of grant funds from the Appalachia High Intensity Drug Trafficking Area (HIDTA) Program in the amount of \$57,000, with no local match required, through the Office of National Drug Control Policy. 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. 2026 – 112 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 113

MUNICIPAL ORDER ADOPTING THE 2026 BARREN RIVER AREA DEVELOPMENT DISTRICT TITLE VI IMPLEMENTATION PLAN UPDATE FOR THE CITY OF BOWLING GREEN, KENTUCKY

Summary of Municipal Order No. 2026 – 113 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of the 2026 Barren River Area Development District (BRADD) Title VI Implementation Plan update. He explained the City was a subrecipient of federal financial assistance from the Kentucky Transportation Cabinet and approval of the plan was required. 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. 2026 – 113 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 114

MUNICIPAL ORDER APPROVING THE TITLE VI CIVIL RIGHTS PLAN FOR THE CITY OF BOWLING GREEN TRANSIT PROGRAM AND AUTHORIZING ITS SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION (FTA)

Summary of Municipal Order No. 2026 – 114 was read by the Assistant City Clerk. Motion was made by Bailey and seconded by Hill for consideration of said Municipal Order. Meisel recommended approval of the Title VI Civil Rights Plan for the Transit Program as required by the FTA every three (3) 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. 2026 – 114 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 115

MUNICIPAL ORDER AUTHORIZING AND APPROVING
COVERAGE BY CRUM & FORSTER FOR EMPLOYEE HEALTH
CARE SPECIFIC STOP-LOSS INSURANCE COVERAGE FOR FISCAL
YEAR 2027

Summary of Municipal Order No. 2026 – 115 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval of coverage by Crum & Forster for employee health care specific stop-loss insurance coverage for Fiscal Year 2027. 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. 2026 – 115 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 116

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

Summary of Municipal Order No. 2026 – 116 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Human Resources and Risk Management Director Erin Hulseley reviewed and recommended approval of the amendments to the Administrative 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. 2026 – 116 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 117

MUNICIPAL ORDER AUTHORIZING THE CONTINUATION OF AN
AGREEMENT WITH MEDBEN RELATING TO EMPLOYEE HEALTH
AND THIRD PARTY ADMINISTRATOR (TPA) SERVICES

Summary of Municipal Order No. 2026 – 117 was read by the Assistant City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended the continuation of the agreement with MedBen relating to employee health and Third Party Administrator

(TPA) services with a 2% increase over the prior fiscal year. 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. 2026 – 117 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 118

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2026-48 FOR THE PARKS AND RECREATION LANDSCAPE DIVISION KAZ ABE MAINTENANCE SHOP IMPROVEMENT PROJECT FROM RITEWAY CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$106,350

Summary of Municipal Order No. 2026 – 118 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2026-48 for the Parks and Recreation Division Kaz Abe maintenance shop improvement project from Riteway Construction, Inc. in an amount not to exceed \$106,350. 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. 2026 – 118 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 119

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM SCOTT, MURPHY & DANIEL, LLC RELATED TO A REQUEST FOR PROPOSALS FOR PHASE II OF BOWLING GREEN RIVERFRONT PARK, RFP #2026-54, IN THE AMOUNT OF \$984,665.10, AND FURTHER APPROVING A CONSTRUCTION MANAGER AT RISK FEE OF 4%

Summary of Municipal Order No. 2026 – 119 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Neighborhood and Community Services Director Brent Childers reviewed and recommended acceptance of a proposal from Scott, Murphy & Daniel, LLC related to a request for proposals for Phase II of Bowling Green Riverfront Park related to RFP #2026-54, in the amount of \$984,665.10, and further approving a construction manager at risk fee of 4%. He provided an overview of the responsibilities of a construction manager which included assisting in cost estimating, engineering, product sourcing, construction schedule planning and participating in all design meetings. Additionally, he stated Scott, Murphy & Daniel, LLC would lead daily construction activities, coordinate subcontractors and bidding, oversee site safety and manage all construction communications. He further stated Phase II includes the construction of observation mound, play structures, spray ground, food truck areas, performance lawn and restrooms. 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. 2026 – 119 was approved by unanimous vote.

ORDINANCE NO. BG2026 – 9
(First Reading – Non-Binding)
ORDINANCE APPROVING PROMISSORY NOTE AND LOAN AGREEMENT

ORDINANCE APPROVING A PROMISSORY NOTE AND LOAN AGREEMENT FOR THE FINANCING OF A PROJECT; PROVIDING FOR THE PAYMENT AND SECURITY OF THE PROMISSORY NOTE; CREATING A SINKING FUND; AUTHORIZING THE EXECUTION OF VARIOUS DOCUMENTS RELATED TO SUCH PROMISSORY NOTE; AND MAKING CERTAIN DESIGNATIONS REGARDING SUCH PROMISSORY NOTE

Title and summary of Ordinance No. BG2026 – 9 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for the first and non-binding reading of said Ordinance. Meisel recommended approval pursuant to KRS 66.011 of a promissory note and loan agreement for the financing of a project located at 940 Bryant Way related to the construction of an East Precinct for the Police Department, as well as providing for the payment and security of the promissory note; creating a sinking fund; authorizing the execution of various documents related to such promissory note; and making certain designations of such promissory note. 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. BG2026 – 9 was approved by unanimous vote.

ORDINANCE NO. BG2026 – 8
(Second Reading – Binding)
ORDINANCE CLOSING A PUBLIC RIGHT-OF-WAY

ORDINANCE APPROVING THE CLOSING OF UNIMPROVED RIGHT-OF-WAY LOCATED ON SCOTT LANE

Title and summary of Ordinance No. BG2026 – 8 was read by the Assistant City Clerk. Motion was made by Hill and seconded by Beasley-Brown for the second and binding reading of said Ordinance. 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

Ordinance No. BG2026 – 8 was adopted by unanimous vote.

PUBLIC COMMENTS

Mayor Alcott opened the floor for any public comments. Barbara Stewart Interiors owner Susan Hoechner expressed concerns related to free parking within downtown. Also, Mark Davis spoke about vehicles speeding in the Crossridge Subdivision.

ADJOURNMENT


There being no further business to come before the Board of Commissioners, at approximately 5:15 p.m., Mayor Alcott declared this meeting adjourned.

(Minutes-Board of Commissioners-May 19, 2026)

ADOPTED: June 2, 2026

APPROVED: 

Mayor, Chairman of Board of Commissioners

ATTEST: 

City Clerk

Minutes prepared by Assistant City Clerk Hope Spiller