

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held December 19, 2023**

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 December 19, 2023. Mayor Todd Alcott called the meeting to order. Deputy Fire Chief Brett Smith 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

The Bowling Green High School Cheerleaders were recognized for a recent state championship win.

Also, City Manager Jeffery B. Meisel acknowledged the Public Information Division, comprised of Broadcast Specialist Reina Johnson-Smith, Graphic Designer Laura Harris and Executive Assistant/Public Information Officer Debi Highland West. The division earned two (2) first place awards at the Kentucky Association of Government Communicators annual Awards of Excellence ceremony in Frankfort, for the 2022 Annual Report and a stormwater video, both of which were completed 100% in-house.

CITY MANAGER

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 December 5, 2023.

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

Motion to approve the minutes of the regular meeting of December 5, 2023 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2023 – 277

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF
ANGELA HARP OF THE FIRE DEPARTMENT AND FARAH
WALLACE OF THE PUBLIC WORKS DEPARTMENT TO THE
POSITION OF OFFICE ASSOCIATE II

Summary of Municipal Order No. 2023 – 277 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Human Resources & Risk Management Director Erin Hulsey reviewed and recommended the promotions of Angela Harp of the Fire Department and Farah Wallace of the Public Works Department to Office Associate II. 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. 2023 – 277 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 278

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF MICHAEL BEAN, MATT FERGUSON AND CRAIG WHITE TO THE POSITION OF BATTALION CHIEF, CHAD ENNIS, DUSTIN JONES AND CHASE MCKEE TO THE POSITION OF CAPTAIN AND DYLAN BOHN, CURTIS NAPIER AND MATT REYNOLDS TO THE POSITION OF ENGINEER IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2023 – 278 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Deputy Fire Chief Brett Smith reviewed and recommended the promotions of Michael Bean, Matt Ferguson and Craig White to Battalion Chief, Chad Ennis, Dustin Jones and Chase McKee to Captain, and Dylan Bohn, Curtis Napier and Matt Reynolds to Engineer to the Fire 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. 2023 – 278 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 279

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF AMANDA JOHNSON TO THE POSITION OF FINANCIAL SPECIALIST IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2023 – 279 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Human Resources & Risk Management Director Erin Hulsey reviewed and recommended the appointment of Amanda Johnson to Financial Specialist 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. 2023 – 279 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 280

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF MICHAEL ALEXANDER TO THE POSITION OF FIRE CODE INSPECTOR IN THE FIRE DEPARTMENT

Summary of Municipal Order No. 2023 – 280 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Human Resources & Risk Management Director Erin Hulsey reviewed and recommended the appointment of Michael Alexander to Fire Code Inspector in the Fire 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. 2023 – 280 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 281

MUNICIPAL ORDER AUTHORIZING THE CONTINUATION OF AN AGREEMENT AS AMENDED WITH MEDBEN RELATING TO EMPLOYEE HEALTH AND THIRD PARTY ADMINISTRATOR (TPA) SERVICES FOR CALENDAR YEAR 2024

Summary of Municipal Order No. 2023 – 281 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel recommended the continuation of an agreement as amended with MedBen related to the Employee Health and Third Party Administrator (TPA) Services for Calendar Year 2024. 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. 2023 – 281 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 282

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM ERNST & YOUNG LLP (EY) OF LOUISVILLE, KENTUCKY RELATED TO A REQUEST FOR QUALIFICATIONS FOR CLIMATE POLLUTION REDUCTION GRANT CONSULTANT, RFQ #2024-26, IN AN AMOUNT NOT TO EXCEED \$595,000

Summary of Municipal Order No. 2023 – 282 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Public Works Director Andy Souza and Climate Pollution Reduction Grant Project Coordinator Jake Moore reviewed and recommended approval of the Request for Qualifications (RFQ) for climate pollution reduction grant consultant services from Ernst & Young LLP (EY) in an amount not to exceed \$595,000. 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. 2023 – 282 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 283

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2024-21 FOR FISCAL YEAR 2024 STREET OVERLAY PROJECT FROM SCOTTY'S CONTRACTING & STONE, LLC OF BOWLING GREEN, KENTUCKY IN AN AMOUNT NOT TO EXCEED \$1,983,157

Summary of Municipal Order No. 2023 – 283 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 of Bid #2024-21 for Fiscal Year 2024 street overlay project from Scotty's Contracting & Stone, LLC in an amount not to exceed \$1,983,157. 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. 2023 – 283 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 284

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM WEHR CONSTRUCTORS, INC. OF BOWLING GREEN, KENTUCKY RELATED TO A REQUEST FOR PROPOSALS FOR POLICE CADET OFFICE RENOVATIONS, RFP #2024-23, IN AN AMOUNT NOT TO EXCEED \$71,597

Summary of Municipal Order No. 2023 – 284 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 the Request for Proposal (RFP) for Police Cadet Office renovations from Wehr Constructors, Inc. in an amount not to exceed \$71,597. 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. 2023 – 284 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 285

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2024-25 FOR HIGH FRICTION SURFACE TREATMENT FROM RAM CONSTRUCTION SERVICES OF MICHIGAN, INC. OF LIVONIA, MICHIGAN IN AN AMOUNT NOT TO EXCEED \$80,420

Summary of Municipal Order No. 2023 – 285 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended the approval of Bid #2024-25 for high friction surface treatment from RAM Construction Services of Michigan, Inc. in an amount not to exceed \$80,420. He said the project would assist with safety improvements in the 700 block of 12th Avenue. 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. 2023 – 285 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 286

MUNICIPAL ORDER ACCEPTING THE INTER-MODAL TRANSPORTATION AUTHORITY, INC. FINANCIAL STATEMENTS ENDING JUNE 30, 2023

Summary of Municipal Order No. 2023 – 286 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended acceptance of the Inter-Modal Transportation Authority, Inc. Financial Statements ending June 30, 2023. Bowling Green Area Chamber of Commerce Chief Operating Officer/Chief Financial Officer Meredith Rozanski thanked the City for all its support and provided an overview of the latest activity in the Kentucky Transpark. 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. 2023 – 286 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 287

MUNICIPAL ORDER AUTHORIZING AND APPROVING A NEW AMERICAN WORKFORCE NAVIGATOR AGREEMENT BY AND AMONG THE CITY OF BOWLING GREEN, WARREN COUNTY AND SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

Summary of Municipal Order No. 2023 – 287 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 approval of a New American Workforce Navigator Agreement among the City, Warren County and South Central Workforce Development Board. Remarks were made by Vice President of Operations and Special Projects Brian Becker, President/CEO Jon Sowards and New American Workforce Navigator Ana Sancristoful. 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. 2023 – 287 was approved by unanimous vote.

ORDINANCE NO. BG2023 – 35
(First Reading – Non-Binding)
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.30 ACRES FROM GB (GENERAL BUSINESS) TO HB (HIGHWAY BUSINESS) LOCATED AT 1806 US 31W BYPASS PRESENTLY OWNED BY GOODWILL INDUSTRIES OF KENTUCKY, INC.

Title and summary of Ordinance No. BG2023 – 35 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for the first and non-binding reading of said Ordinance. Meisel explained the rezoning was a unanimous recommendation from the City-County Planning Commission. 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. BG2023 – 35 was approved by unanimous vote.

ORDINANCE NO. BG2023 – 36
(First Reading – Non-Binding)
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 3.5341 ACRES FROM HB (HIGHWAY BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED ON MT. VICTOR LANE AND OLD LOVERS LANE PRESENTLY OWNED BY TCP PROPERTIES, LLC

Title and summary of Ordinance No. BG2023 – 36 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. Meisel explained the rezoning was a unanimous recommendation from the City-County Planning Commission. 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. BG2023 – 36 was approved by unanimous vote.

ORDINANCE NO. BG2023 – 37
(First Reading – Non-Binding)
ORDINANCE DENYING REZONING REAL ESTATE

ORDINANCE DENYING REZONING A PORTION OF A TRACT OF LAND CONTAINING 3.22 ACRES FROM HB (HIGHWAY BUSINESS) TO RM-3 (MULTI-FAMILY RESIDENTIAL) LOCATED ON RUSSELLVILLE ROAD AND SPRINGHILL AVENUE, PRESENTLY OWNED BY SAMARPAN, LLC

Title and summary of Ordinance No. BG2023 – 37 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 denial to rezone was a unanimous recommendation from the City-County Planning Commission. City-County Planning Commission Executive Director Ben Peterson reviewed some highlights from the public hearing and explained the reason the City-County Planning Commission recommended denying the rezoning was due to the incompatibility with the Comprehensive Plan. 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. BG2023 – 37 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 288

MUNICIPAL ORDER APPROVING CONSTRUCTION AND ACCEPTING MAINTENANCE OF OTTE COMMERCIAL SUBDIVISION

Summary of Municipal Order No. 2023 – 288 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 construction and accepting maintenance of Otte Commercial Subdivision. 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. 2023 – 288 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 289

MUNICIPAL ORDER APPROVING AMENDMENTS TO THE CITY OF BOWLING GREEN PROCUREMENT CARD POLICY AND PROCEDURES, FINANCIAL POLICIES AND PROCEDURES, AND TRAVEL POLICIES AND PROCEDURES

Summary of Municipal Order No. 2023 – 289 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Assistant City Manager/Chief Financial Officer reviewed and recommended the amendments to the City of Bowling Green Procurement Card Policy and Procedures, Financial Policies and Procedures, and Travel Policies and Procedures. 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. 2023 – 289 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:40 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: January 16, 2024

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson