

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held September 16, 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 September 16, 2025. Mayor Todd Alcott called the meeting to order. An invocation was provided by Antonio Santoyo 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 Sue 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

City Manager Jeffery B. Meisel congratulated Recreation Division Manager Cameron Levis on being named a WellCare Community Health Champion and as a recipient, WellCare was giving a \$3,000 grant to the City. He also announced the City Finance Department received the Government Finance Officers Association (GFOA) Award for Outstanding Achievement in Popular Annual Financial Reporting for its Popular Annual Financial Report for the 14th consecutive year.

CITY MANAGER

Meisel requested the addition of two late-file items. Motion was made by Hill and seconded by Bailey to add Municipal Order Nos. 2025 – 229 and 2025 – 230 to the end of the agenda.

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

Motion to add Municipal Order Nos. 2025 – 229 and 2025 – 230 to the agenda for the consideration was approved by unanimous vote.

He also requested a closed session for the purpose of deliberations on the future acquisition of real property by the City as publicity would likely affect the value of the specific piece of property to be acquired and sold by the City. Action was expected to follow. Motion was made by Hill and seconded by Bailey to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (b). Mayor Alcott called for a roll call vote.

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

Motion to convene in closed session pursuant to KRS 61.810 (1) (b) 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 September 2, 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None

Minutes of the regular meeting of September 2, 2025 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 221

MUNICIPAL ORDER APPROVING THE PROMOTION OF
BENJAMIN CRAIG TO THE POSITION OF POLICE SERGEANT IN
THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 221 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Police Chief Michael Delaney reviewed and recommended the promotion of Benjamin Craig to the position of Police Sergeant 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 – 221 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 222

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENTS OF ALLISON BAILEY TO THE POSITION OF
OFFICE ASSOCIATE I IN THE HUMAN RESOURCES AND RISK
MANAGEMENT DEPARTMENT AND JENNIFER GRAVES AND
JILLIAN JOHNSON TO THE POSITION OF OFFICE ASSOCIATE I IN
THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2025 – 222 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 appointments of Allison Bailey, Jennifer Graves and Jillian Johnson to the position of Office Associate I in the Human Resources and Risk Management Department and Parks and Recreation 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 – 222 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 223

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF JORDAN MILLER TO THE POSITION OF
SYSTEM ANALYST I IN THE INFORMATION TECHNOLOGY
DEPARTMENT

Summary of Municipal Order No. 2025 – 223 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources

Manager Tiara Britt reviewed and recommended the appointment of Jordan Miller to the position of System Analyst I in the Information Technology 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 – 223 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 224

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF AARON BRITTON TO THE POSITION OF LANDSCAPE GARDENER IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2025 – 224 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Tiara Britt reviewed and recommended the appointment of Aaron Britton to the position of Landscape Gardner 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 224 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 225

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE PURCHASE OF FIBER FOR RADIO TOWER SITES FROM BOWLING GREEN MUNICIPAL UTILITIES AND SERVICE AGGREGATION ROUTERS FROM MOTOROLA SOLUTIONS, INC. THROUGH SOLE SOURCE IN THE TOTAL AMOUNT OF \$279,386.25

Summary of Municipal Order No. 2025 – 225 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel and IT Manager Stephen Epley reviewed and recommended the purchase of fiber for radio tower sites from Bowling Green Municipal Utilities (BGMU) and service aggregation routers from Motorola Solutions, Inc. in the total amount of \$279,386.25 through sole source. Also, Warren County was expected to reimburse the City 50% of the cost associated with the project in the amount of \$139,693.12. 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 – 225 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 226

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR COUNTY PRIORITY PROJECTS PROGRAM FUNDS IN THE AMOUNT OF \$669,586.14

Summary of Municipal Order No. 2025 – 226 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended submission of a grant to the Kentucky Transportation Cabinet for County Priority Projects Program (CPPP) funds in the amount of \$669,586.14. He explained it would include 1.1 miles of resurfacing at Riverview Drive and Plum Springs Loop and the grant required a 20% local match. 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 – 226 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 227

MUNICIPAL ORDER DESIGNATING AND AUTHORIZING CITY
OFFICIALS TO EXECUTE CHECKS AND TO OPEN NEW
INVESTMENT ACCOUNTS ON BEHALF OF THE CITY OF
BOWLING GREEN

Summary of Municipal Order No. 2025 – 227 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel explained with the recent personnel changes in the Finance and City Manager Departments, there was a need to amend the authorized signatories on the checking and investment accounts at bank. The authorized individuals would include the Assistant Chief Financial Officer Sean Weeks, Assistant City Manager Katie Schaller-Ward and Chief Financial Officer Erin Ballou. 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 – 227 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 228

MUNICIPAL ORDER APPROVING AMENDMENTS TO THE CITY
OF BOWLING GREEN FINANCIAL POLICIES AND PROCEDURES
AND MANUAL OF PURCHASING POLICIES AND PROCEDURES

Summary of Municipal Order No. 2025 – 228 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Assistant City Manager Katie Schaller-Ward reviewed and recommended approval of the amendments to the City of Bowling Green Financial Policies and Procedures and Manual of Purchasing Policies and Procedures. 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 – 228 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 23

(First Reading – Non-Binding)

ORDINANCE CREATING CABLE FRANCHISE

ORDINANCE SETTING FORTH THE REQUIREMENTS FOR
OBTAINING A FRANCHISE FOR THE OPERATION AND

MAINTENANCE OF A CABLE SYSTEM IN THE CITY OF
BOWLING GREEN, KENTUCKY, SETTING FORTH CONDITIONS
ACCOMPANYING THE GRANT OF SAID FRANCHISE, AND
PROVIDING FOR THE REGULATION AND USE OF SAID SYSTEM

Title and summary of Ordinance No. BG2025 – 23 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 said the City had been working on preparations of the franchise for approximately twelve (12) years and recommended approval for the operation and maintenance of a cable system in the City of Bowling Green. City Attorney Hillary Hightower explained the ordinance sets forth the requirements and included language such as, a guaranteed office in Bowling Green for an additional three (3) years, as well as no longer offering free cable service for City facilities, and repairs of the cable lines would be at the responsibility of the cable company. She confirmed the City would only be responsible for infrastructure replacement or relocation. It was further said a bid would follow after the second reading of the ordinance, as well as Chapter 7 (Cable) of the City Code of Ordinances would be repealed, as this ordinance would serve as the regulatory guidelines for a cable franchise. 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 – 23 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 19

(Second Reading – Binding)

ORDINANCE CREATING INTERLOCAL AGREEMENT WITH WARREN COUNTY AND
BARREN RIVER AREA DEVELOPMENT DISTRICT

ORDINANCE CREATING AND APPROVING INTERLOCAL
COOPERATION AGREEMENT WITH WARREN COUNTY AND
BARREN RIVER AREA DEVELOPMENT DISTRICT REGARDING
USE OF OPIOID SETTLEMENT FUNDS

Title and summary of Ordinance No. BG2025 – 19 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None

Ordinance No. BG2025 – 19 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 20

(Second Reading – Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 15 (BUSINESS AND
GENERAL REGULATIONS) TO ADD SUBCHAPTER 15-10
(REGULATION OF MASSAGE FACILITIES) AND FURTHER
AMENDING CHAPTER 24 (SEXUALLY EXPLICIT BUSINESS
LICENSING REGULATION) RELATED TO SUBCHAPTER 24-2
(DEFINITIONS) OF THE CITY OF BOWLING GREEN CODE OF
ORDINANCES

Title and summary of Ordinance No. BG2025 – 20 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for the second and binding reading of said Ordinance. Commissioner Beasley-Brown made remarks about working with local massage therapists to perfect the ordinance language and meet the needs of the community. City Attorney Hillary Hightower reviewed the minor changes made to the ordinance since the first reading. 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

Ordinance No. BG2025 – 20 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 21

(Second Reading – Binding)

ORDINANCE CLOSING A PUBLIC RIGHT-OF-WAY

ORDINANCE APPROVING THE CLOSING OF AN UNIMPROVED
RIGHT-OF-WAY LOCATED BETWEEN 1418 AND 1422 MT. AYR
CIRCLE

Title and summary of Ordinance No. BG2025 – 21 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None

Ordinance No. BG2025 – 21 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 22

(Second Reading – Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING VARIOUS CHAPTERS OF THE CITY OF
BOWLING GREEN CODE OF ORDINANCES TO MAKE REVISIONS
IDENTIFIED IN THE JUDICIAL REVIEW AND ADMINISTRATIVE
REVISIONS

Title and summary of Ordinance No. BG2025 – 22 was read by the City Clerk. Motion was made by Beasley-Brown 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None

Ordinance No. BG2025 – 22 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 229

MUNICIPAL ORDER APPROVING LOVERS LANE PLAYGROUND
IMPROVEMENTS IN THE AMOUNT OF \$549,378.49 WITH
GAMETIME THROUGH OMNIA PARTNERS COOPERATIVE
PURCHASING CONTRACT

Summary of Municipal Order No. 2025 – 229 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 approval of the Lovers Lane playground improvements in the amount of \$549,378.49 with GameTime through Omnia Partners Cooperative Purchasing Contract. 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 – 229 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 230

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH SCOTTY'S CONTRACTING & STONE, LLC FOR PURCHASING ASPHALT THROUGH A SOLE SOURCE IN THE AMOUNT OF \$196,000, FOR A TOTAL PROJECT COST OF \$237,500

Summary of Municipal Order No. 2025 – 230 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of a change order to the contract with Scotty's Contracting & Stone, LLC for purchasing asphalt through sole source in the amount of \$196,000, a total project cost of \$237,500. 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 – 230 was approved by unanimous vote.

PUBLIC COMMENTS

Mayor Alcott opened the floor for any public comments. Leigh Ann Kerr, Hannah Tibbs and John Williams expressed concerns in Eastland Park Subdivision. The homeowners requested Menards complete a fence that they believed was agreed upon during the rezoning, which would extend behind some additional properties. All explained they were dealing with trespassing and illegal activities, which had been reported to the Police Department and City Law Department.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:40 p.m. in closed session pursuant to KRS 61.810 (1) (b) as previously approved.

RECONVENE IN OPEN SESSION

Once all discussion concluded in closed session, the Board of Commissioners reconvened in open session at approximately 5:55 p.m. to consider action. Motion was made by Parrigin and seconded by Beasley-Brown to add Municipal Order No. 2025 – 231 to the agenda for consideration. 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 add Municipal Order No. 2025 – 231 to the agenda was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 231

MUNICIPAL ORDER APPROVING AN OPTION TO PURCHASE PROPERTY AT 500 EAST MAIN AVENUE OWNED BY U.S. BANK, LEASE TO U.S. BANK, AND AUTHORIZING THE MAYOR AND OTHER AUTHORIZED CITY OFFICIALS TO EXECUTE THE OPTION AGREEMENT, DEED, LEASE AND ALL OTHER NECESSARY DOCUMENTS

Summary of Municipal Order No. 2025 – 231 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Mayor Alcott explained over the last several years the City had grown its services and staffing to meet the demands of a developing community, and many departments were spread out in various buildings and locations. He recommended the option to purchase property at 500 East Main Avenue, including a lease. With no further discussion, a roll call vote was taken.

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

Municipal Order No. 2025 – 231 was approved by unanimous vote.

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: October 21, 2025

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson