

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held August 19, 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 19, 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 Carlos Bailey, Commissioner Dana Beasley-Brown, Commissioner Melinda Hill, Commissioner Sue Parrigin and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

PUBLIC HEARING

Assistant City Manager/Chief Financial Officer Katie Schaller-Ward conducted a public hearing for the purpose of obtaining comments from residents regarding the proposed 2025 property tax rates. She reported total real estate property growth was 7.6%, with existing property growing by 6.3% and new property growth at 1.3%. Ms. Schaller-Ward explained it was a requirement to hold a public hearing when the rate is set between the compensating rate and a rate with a 4% increase. She recommended the 2025 real property tax rate remain the same as the previous year at \$0.204 and personal property tax rate at \$0.204. There was some history of the new, existing and total growth rates of real property values provided, as well as comparisons of revenue calculations for Fiscal Year 2025, and the average Kentucky tax rates. The property taxes are due December 31, 2025, with a 10% penalty to be applied beginning on January 1, 2025. Since it was a public hearing, Schaller-Ward inquired if anyone from the public wished to speak on the issue. The Board of Commissioners explained the property tax increases residents may be seeing was due to property reassessments over the last year from the Warren County Property Valuation Administrator (PVA), and assessments were not determined by the City. With no further comments, the public hearing was closed.

AWARDS AND RECOGNITIONS

City Manager Jeffery B. Meisel recognized the Public Works Department as the Kentucky American Public Works Association (APWA) Chapter made history by earning the Presidential Acknowledgement of Chapter Excellence Award from the APWA for the very first time. He acknowledged Ryan Johnson, Public Works Department Operations Division Manager and Kentucky APWA Vice President, and Derrick Sanders, Crew Leader and Vice Chairman of the Southern Branch of Kentucky APWA.

CITY MANAGER

Meisel reminded the audience to sign-up in the back of the Commission Chamber in order to speak during public comments.

Tim Allen of SOKY Patriots, a non-profit organization, comprised of veterans and patriots working together to improve the lives of our veterans, Patriots, and civilians living with disabilities. He discussed the memorial garden and opportunities for sponsorship.

APPROVAL OF MINUTES

Regular Meeting August 5, 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None

Minutes of the regular meeting of August 5, 2025 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 193

MUNICIPAL ORDER APPROVING THE PROMOTION OF ERIN BALLOU TO THE POSITION OF CHIEF FINANCIAL OFFICER IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2025 – 193 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. City Manager Meisel reviewed and recommended the promotion of Erin Ballou to the position of Chief Financial Officer in the Finance Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 193 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 194

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF ERIC DRUEN TO THE POSITION OF CONSTRUCTION COORDINATOR I IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2025 – 194 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Eric Druen to the position of Construction Coordinator 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 194 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 195

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF WILLIAM “GARTH” BRAGG TO THE POSITION OF CARPENTER IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2025 – 195 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 William “Garth” Bragg to the position of Carpenter 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 195 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 196

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

Summary of Municipal Order No. 2025 – 196 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 appointment of Edward Campbell to the position of 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 196 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 197

MUNICIPAL ORDER APPROVING A CONTRACT FOR THE
PURCHASE OF TWO FIRE APPARATUS IN AN AMOUNT NOT TO
EXCEED \$2,432,174 WITH ATLANTIC EMERGENCY SOLUTIONS,
INC. THROUGH THE COOPERATIVE PURCHASING CONTRACT
WITH HOUSTON-GALVESTON AREA COUNCIL, AND FURTHER
EXPRESSING THE DESIRE AND INTENT TO FINANCE COSTS
RELATED TO THE PURCHASE

Summary of Municipal Order No. 2025 – 197 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 contract for the purchase of two (2) fire apparatus with Atlantic Emergency Solutions, Inc. through cooperative purchasing contract with Houston-Galveston Area Council in the total amount of \$2,432,174, and further expressing the desire and intent to finance costs related to the purchase. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 197 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 198

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING
SOFTWARE SUBSCRIPTION SERVICES FROM TYLER

TECHNOLOGIES, INC. IN THE AMOUNT OF \$152,039.02 FOR
FISCAL YEAR 2026

Summary of Municipal Order No. 2025 – 198 was read by the City Clerk. Motion was made by Bailey and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended accepting the software subscription services from Tyler Technologies, Inc. in the amount of \$152,039.02 for Fiscal Year 2026. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 198 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 199

MUNICIPAL ORDER APPROVING THE PURCHASE OF MULTIPLE
PIECES OF GOLF TURF MAINTENANCE EQUIPMENT WITH
KENNEY MACHINERY CORPORATION FOR THE PARKS AND
RECREATION DEPARTMENT IN THE TOTAL AMOUNT OF
\$136,475.08 THROUGH COOPERATIVE PURCHASE UNDER
KENTUCKY STATE PRICING CONTRACT

Summary of Municipal Order No. 2025 – 199 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 multiple pieces of golf turf maintenance equipment with Kenney Machinery Corporation for the Parks and Recreation Department in the total amount of \$136,475.08 through cooperative purchase under Kentucky State Pricing Contract. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 199 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 200

MUNICIPAL ORDER APPROVING THE PURCHASE OF A
KNUCKLEBOOM FOR THE PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION IN THE AMOUNT OF \$231,862.83 WITH
BEST EQUIPMENT COMPANY, INC. THROUGH SOURCEWELL
COOPERATIVE PURCHASING CONTRACT

Summary of Municipal Order No. 2025 – 200 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 purchase of a knuckleboom for the Public Works Department Operations Division with Best Equipment Company, Inc. in the amount of \$231,862.83 through Sourcewell Cooperative Purchasing Contract. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 200 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 201

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH SCOTT & RITTER, INC. FOR DEMOLITION AND SINKHOLE REPAIR SERVICES IN THE AMOUNT OF \$200,000, FOR A TOTAL PROJECT COST OF \$430,000

Summary of Municipal Order No. 2025 – 201 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 a change order to the contract with Scott & Ritter, Inc. for demolition and sinkhole repair services in the amount of \$200,000, for a total project cost of \$430,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 201 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 202

MUNICIPAL ORDER APPROVING THE PURCHASES OF PROPERTIES AT 1039 AND 1041 FAIR STREET AND AUTHORIZING THE MAYOR AND OTHER AUTHORIZED CITY OFFICIALS TO EXECUTE REAL ESTATE SALES AND PURCHASE AGREEMENTS, DEEDS AND ALL OTHER NECESSARY DOCUMENTS

Summary of Municipal Order No. 2025 – 202 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 approval of the purchases of properties at 1039 and 1041 Fair Street in anticipation of future stormwater remediation areas. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 202 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 203

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR MAYOR TODD ALCOTT TO ATTEND THE KENTUCKY LEAGUE OF CITIES ECONOMIC DEVELOPMENT ACCELERATOR IN HOPKINSVILLE, KENTUCKY

Summary of Municipal Order No. 2025 – 203 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel recommended the approval of Mayor Alcott's travel to Hopkinsville, Kentucky to attend the Kentucky League of Cities Economic Development Accelerator. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 203 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 204

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR COMMISSIONER CARLOS BAILEY TO ATTEND THE KENTUCKY LEAGUE OF CITIES ECONOMIC DEVELOPMENT ACCELERATOR IN HOPKINSVILLE, KENTUCKY

Summary of Municipal Order No. 2025 – 204 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel recommended the approval of Commissioner Carlos Bailey travel to Hopkinsville, Kentucky to attend the Kentucky League of Cities Economic Development Accelerator. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 204 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 14

(Second Reading – 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 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None

Ordinance No. BG2025 – 14 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 15

(Second Reading – 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 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None
Ordinance No. BG2025 – 15 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 16
(Second Reading – 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 Beasley-Brown 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None
Ordinance No. BG2025 – 16 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 17
(Second Reading – 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 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott
 Voting Nay: None
Ordinance No. BG2025 – 17 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 18
As Amended
(First Reading – Non-Binding)

ORDINANCE RELATING TO PROPERTY TAX RATES

ORDINANCE SETTING 2025 PROPERTY TAX RATES, FRANCHISE
TAX RATES AND IMPROVEMENT ASSESSMENT RATES, AND
SETTING FORTH GUIDELINES FOR PAYMENT, PENALTY AND
INTEREST

Title and summary of Ordinance No. BG2025 – 18 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. Following discussion regarding the proposed property tax rate of \$0.204, a motion was made by Hill and seconded by Parrigin to amend Ordinance No. BG2025 – 18 to decrease the tax rate to \$0.203. Once discussion ended, a roll call vote was taken.

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

The amendment was approved by unanimous vote.

Mayor Alcott asked for additional discussion regarding the amendment, and with none, a roll call vote was taken.


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

First Reading of Ordinance No. BG2025 – 18 (as amended) was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:10 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: September 2, 2025

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson