

**August**  
**2025**

# Caretaker REPORT

## DEPARTMENT OF PUBLIC WORKS



**68**

Professionals



Admin  
3

Planning &  
Design  
10

Environmental  
Compliance  
4

Facilities  
3

Operations  
35

Fleet  
13



In February 2002, a section of the roadway on [Dishman Lane](#) collapsed due to the failure of part of State Trooper Cave. Although the roadway was subsequently repaired, it was essential to assess the integrity of those repairs. Our Environmental Compliance Team conducted an inspection of the subterranean area. The repair remains intact and is functioning as intended. (1 August)

**PUBLIC WORKS DIRECTOR**  
**ANDY SOUZA**



**(270) 393-3657**   **ANDY.SOUZA@BGKY.ORG**

Available on our website  
[www.bgky.org/publicworks](http://www.bgky.org/publicworks)





# Operations

Ryan Johnson, Manager  
(270) 393-3204

Street Maintenance \* Sidewalks \* Signals \* Signs \* Plowing \* Road Closures  
Leaf Pick-up \* Dead Animal Removal \* Curb Painting \* ROW Trimming \* Storm Drains

Summary: Operations completed **104 work orders** in August. Operations repaired/installed **4** traffic signals and **76** signs. Zero injection wells were drilled. There were 1.96 miles of added maintenance from subdivision acceptance this year (6.53 miles for 2024). **Operations ordered 1000 tons of deicer this month in preparation for the coming winter months for a total of \$140,000.00 or \$149.98 per ton.**

## August 2025



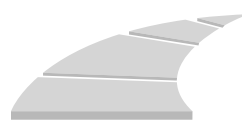
Potholes  
Repaired

**20**



Street  
Sweeping  
Hours/Miles

**84/233**



L/ft  
Sidewalks  
Repaired

**66**



Tons of  
Asphalt Used

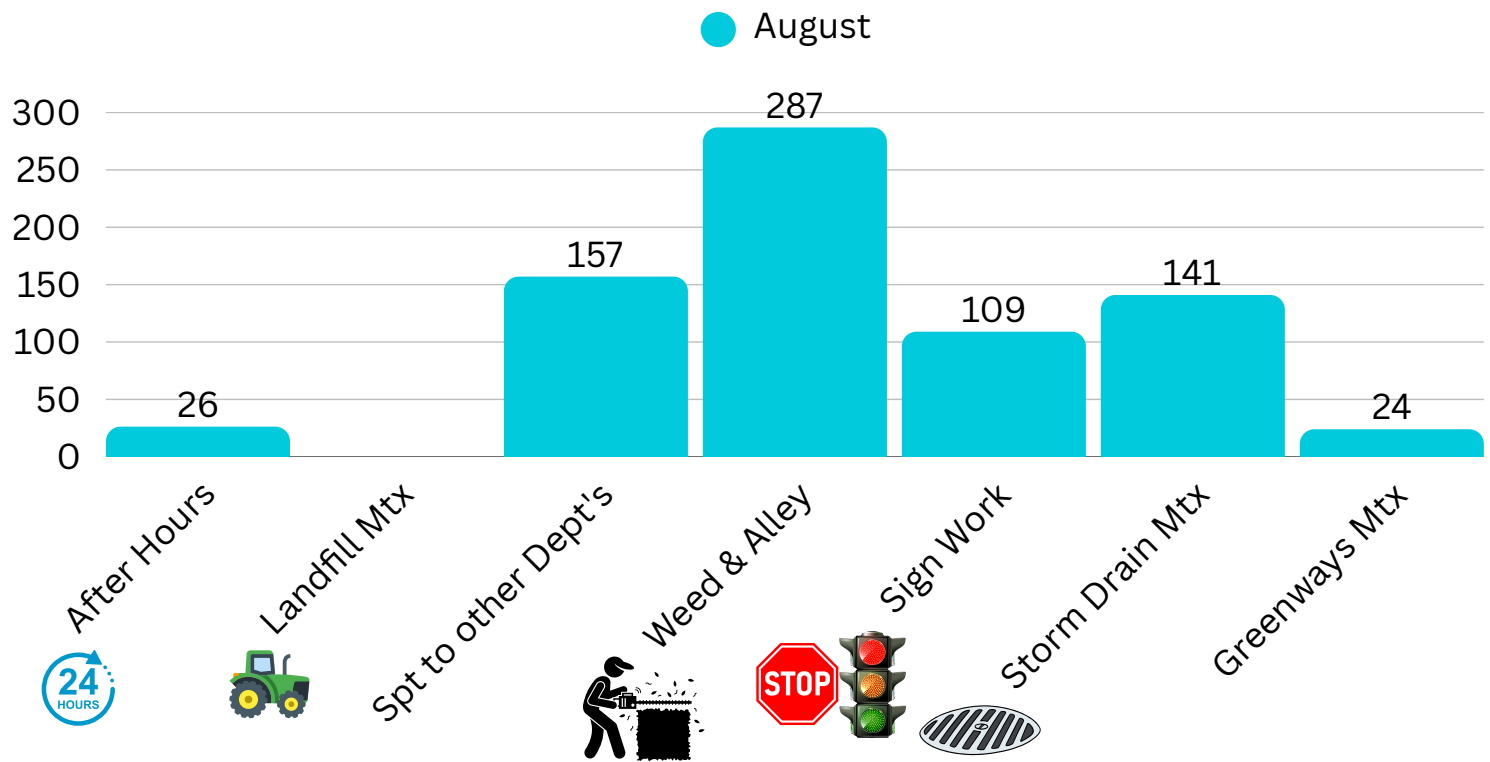
**306**



Operations crews clear a downed tree on **Cottonwood Drive** and open the Right-of-Way back within a few hours of the call. A combination of hand crews, a bucket truck and a knuckle boom were needed to remove the tree. (8 August)



## Operations Hours



Signal Technicians Josh Minton and Eric Joiner install water-activated, solar-powered warning signs in the [Fairview Plaza parking lot](#). The equipment was funded through a private cooperative with the city. Three flashing signs were installed to help warn drivers of the potential flooding hazards in the parking lot during heavy rains. (12 August)



# 5 Years

Every five years, a critical component of the city's stormwater mitigation system require a thorough cleaning. Located on the WKU campus in the Egypt parking lot, this device is known as a vortex hydrodynamic separator. This stormwater management tool utilizes a swirling vortex motion to effectively remove pollutants from runoff. By leveraging centrifugal force, it separates and captures sediment, debris, and hydrocarbons, thereby enhancing water quality before it flows into natural waterways. Such separators are commonly employed in urban areas to manage stormwater runoff from impervious surfaces. Our Public Works Operations Team expertly removed significant amounts of mud, debris, and trash, ensuring the system is prepared for storm events in the coming years. (4-8 August)







Crew Leader Josh Miller and Operations Maintenance Technician III Wes Jackson cleared storm ditches along **Josephine Street**. Regular maintenance of the city's stormwater infrastructure is vital for alleviating flooding. Citizens can contribute to this effort by ensuring that ditches remain free of debris and mowed. Ops seeded with a contractor seed and 10/25/5 fertilizer starter to finish the project. (11-14 August)



Operations crews pave the alley between **Nutwood St** and **Covington St**, next to **Lehman Ave** (12-13 August)




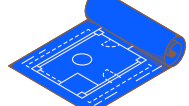




# Planning & Design

Melissa Cansler, City Engineer  
(270) 393-3212

Plat Reviews \* CDR Reviews \* Surveyor  
Subdivision Inspections \* Traffic Planning  
Capitol Improvement Programs

			
Plats Reviewed	Site Inspections	ROW Permits	CDR Reviews
10	60 Initial 293 Reinspections	23	11

Capital Improvement Program (CIP) - Property Acquisition Update: With many public infrastructure projects, such as roadway widening, new sidewalks/greenways or stormwater improvements, additional property and/or easements are needed to have room to complete the necessary work. The City works with real estate professionals to determine fair market value for property purchases whether it be a small piece of land that is needed or an entire parcel. Currently staff is working to secure property to allow for construction on the following projects. The number of properties acquired versus needed are listed as well as the amount spent to date.

- [Smallhouse Rd. Greenway](#) - \$7,500 (market study & acquisition services) - 1/6 acquired
- [Lovers Lane Greenway](#) - \$10,000 (market study & acquisition services) - 4/5 acquired
- [Highland Way Greenway](#) - \$40,500 (market study & acquisition services) - 23/31 acquired
- [Jackson St. Sidewalk](#) - \$500 (market study only) - 3/7 acquired
- [Tomblinson Roundabout](#) - \$4,400 (market study and 1 residential appraisal) - 0/2 acquired

Transportation Planning Update: The Bowling Green-Warren County Metropolitan Planning Organization (MPO) has been working with the consultant, Gresham Smith, to update our long-range transportation plan, the 2050 Metropolitan Transportation Plan (MTP). The MTP identifies the use of federal funds for transportation priorities and projects that improve safety and mobility for everyone. Planning and Design staff are heavily involved throughout the process in identifying and prioritizing transportation needs on behalf of the City. A public comment period was open from June 24, 2025 to July 25, 2025 for public review and to solicit input on the Draft 2050 MTP. Comments from the public as well as review by FTA, KYTC, and FHWA were incorporated into the final draft 2050 MTP. The draft was presented to the MPO Policy Committee for final approval this month. The document can be found on the MPO's website. <https://www.warrenpc.org/mpo/>





# Planning & Design



New Hire Eric Druen, Construction Coordinator I, observing a flow test at a sinkhole repair with Nick Lawhon, City Geologist. (27 August)



Newly completed greenway along [Pearl Street](#), part of the second phase of West End Greenway Project. This section ties into the new greenway section along [Church Street](#). (28 August)



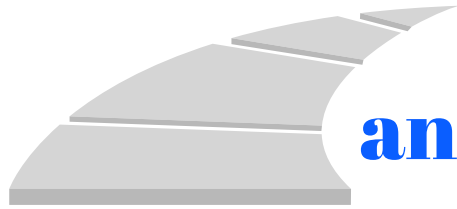
Construction Coordinator II, Melanie Shy, deploying a speed trailer along [State Street](#) (19 August)





# New Sidewalk Program

**17.7 Miles**



**and Growing...**

The City of Bowling Green's New Sidewalk Construction Program, initiated in 2008, aims to enhance walkability by adding new sidewalks in areas lacking them. Managed by the Planning & Design Division, it allocates approximately \$500,000 annually, resulting in about ½ mile of new sidewalk each year. By the end of Fiscal Year 2025, 17.7 miles of new sidewalks have been constructed across the city.

The program is request-driven, collecting citizen and official requests for new sidewalks via various channels. Each fiscal year, requests are reviewed and ranked based on five criteria:



**35 points**

Proximity- closeness to walking needs like homes, schools, and parks

**20 points**

Constructability- feasibility and impacts to drainage, property and utilities

**20 points**

Connectivity- priority placed on closing short gaps within the sidewalk network

**20 points**

Pedestrian Comfort- locations along higher volume/speed roads receive higher scores

**5 points**

Demonstrated Need-observed pedestrian usage (BGPD, PW, etc.)



Morgantown Rd  
Rockingham Dr  
Riverwood Ave  
Rodes Dr  
Creekwood Ave

**2025**

## Planned

Ridecrest Way 2,577' (Score: 71)  
Wheatstone Ave 1,329' (Score 69)  
Sherwood Way 2,805' (Score 66)  
Rock Creek 2,717' (Score 64)  
Rodes Dr 269' (Score 63)

**2026**





# Bluegrass Farms Boulevard Extension Project

Completed-August 28, 2025



The [Bluegrass Farms Boulevard](#) Extension project represents an extension of the existing Bluegrass Farms Boulevard, which previously concluded at a dead-end near Camping World. This new roadway traverses existing farmland and connects to Plano Road. This initiative was a collaborative effort between the city and a private developer. The design contract was awarded in 2023, and construction commenced in July of the previous year, with a budget allocated at \$7,072,042.23. The cost was evenly shared between both parties. The extension spans a length of 6,900 feet, equivalent to approximately 1.31 miles, and features curb and gutter systems, storm sewers, sidewalks, and streetlights. The new road should help attract future retail businesses and add to the quality of life for the citizens of Bowling Green. The Public Works Project Manager for this effort was Survey Technician Tyler Phelps.



# EMPLOYEE

## Spotlight

Melanie Shy is our Construction Coordinator II in the Planning & Design Division of Public Works. She has been with Public Works for 12 Years & she has worked 29 years total for the City.

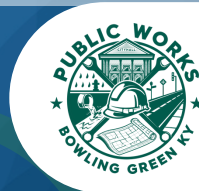
### Get to Know You:

- **Favorite Movie:** Gone with the Wind
- **Favorite Food:** Anything Mexican
- **Favorite Place to Travel:** Anywhere that's warm, with a beach
- **Favorite Quote:** Everyday is a new day with new challenges to overcome.
- **One Fun Fact About Melanie:** She has been an assistant coach for the Bowling Green High Swim and dive team for the last 5 years!



### Personal Message to our team from Melanie:

"I am lucky to work with the best of the best in their respective fields and to be such a small part of such an awesome team that works hard every day to make Bowling Green the best city to live in and work for!"



# MELANIE





# Environmental Compliance

Geologist \* Sinkholes \* Spills \* Education \* Water Sampling  
Matt Powell, Manager  
(270) 393-3071



Compliance Coordinator Courtenay Howell (left) and Construction Coordinator Journee Waggener (right) visited Medical Center Health's Adult Day Center, bringing along the watershed model and some live animals. Using the model, Courtenay demonstrated how various land uses contribute to pollution and explained the role every individual plays in maintaining clean, healthy waterways. Journee introduced live aquatic insects and amphibians found in local ecosystems, offering a close-up look at the creatures affected by water quality and environmental changes. There were approximately 60 participants at the event. (8 August)



Compliance Coordinator Courtenay Howell and Construction Coordinator Journee Waggener kicked off site preparations for the 2025 Muddy Water Blues EPSC Field Day at the Glen Lily Landfill. Construction site stormwater runoff controls are being refreshed and re-installed where needed. These efforts ensure the site is ready to demonstrate best management practices in erosion prevention and sediment control (EPSC) at the event on November 6. This annual event offers valuable continuing education for contractors, municipal separate storm sewer system (MS4) staff, and environmental professionals from across the state—and beyond. (18-27 August)





# Facilities

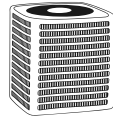
Dave Hehner, Manager  
(270) 393-3055

Facilities Management \* CIP Construction Projects \* Climate Control  
Pest Management \* Snow Removal

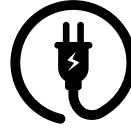
Work Orders  
87



Plumbing



HVAC



Electrical



Carpentry



Cleaning



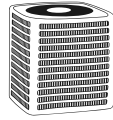
Other

1945	PW Admin	1					
1992	PW Ops						
1992	PW Fleet		1			3	
1907	City Hall	3	7			2	
1946	CH Annex		4				
1974	NCS	7	1			3	
1997	BGPD	3	1		1	1	
2009	Fire HQ					1	
1980	Fire #1				1		
1980	Fire #2	3		2			
2001	Fire #3		2			1	





# Facilities



Plumbing

HVAC

Electrical

Carpentry

Cleaning

Other

2001	Fire #4	1	1			2	
2025	Fire #5		2	1	5	6	
2008	Fire #6		1				
2020	Fire #7	1	6	2			
2024	Fire #8		1			2	
1995	Convention Ctr		4				
1872	Hobson House					1	
1930	White House		3				
1987	Transit Building						
	BGPD Tower Spt						





# Fleet

Denise Gilland, Manager  
(270) 393-3201

Heavy Duty Truck \* Light Duty Trucks & Cars \* Police  
Fire \* ASE Certified Mechanics \* Enterprise Fleet Management

## Summary

- A purchase order was approved in the amount of \$13,381.70 for a new scissor lift on **7 August**. This purchase was approved as part of the FY26 budget.
- A purchase order was approved in the amount of \$40,877.65 for a new forklift on **7 August**. This purchase was approved as part of the FY26 budget and will be assigned to the Fleet Division.
- A purchase order was approved in the amount of \$4,011.79 for BGPD Unit 3377 (2025 Chevy Silverado 1500 Work Truck ) for bumper, grille and fender repairs on **20 August**.

## August 2025



Filled  
Parts Requests  
**226**



Preventative  
Work Order  
**64**



Repair  
Work Orders  
**48**



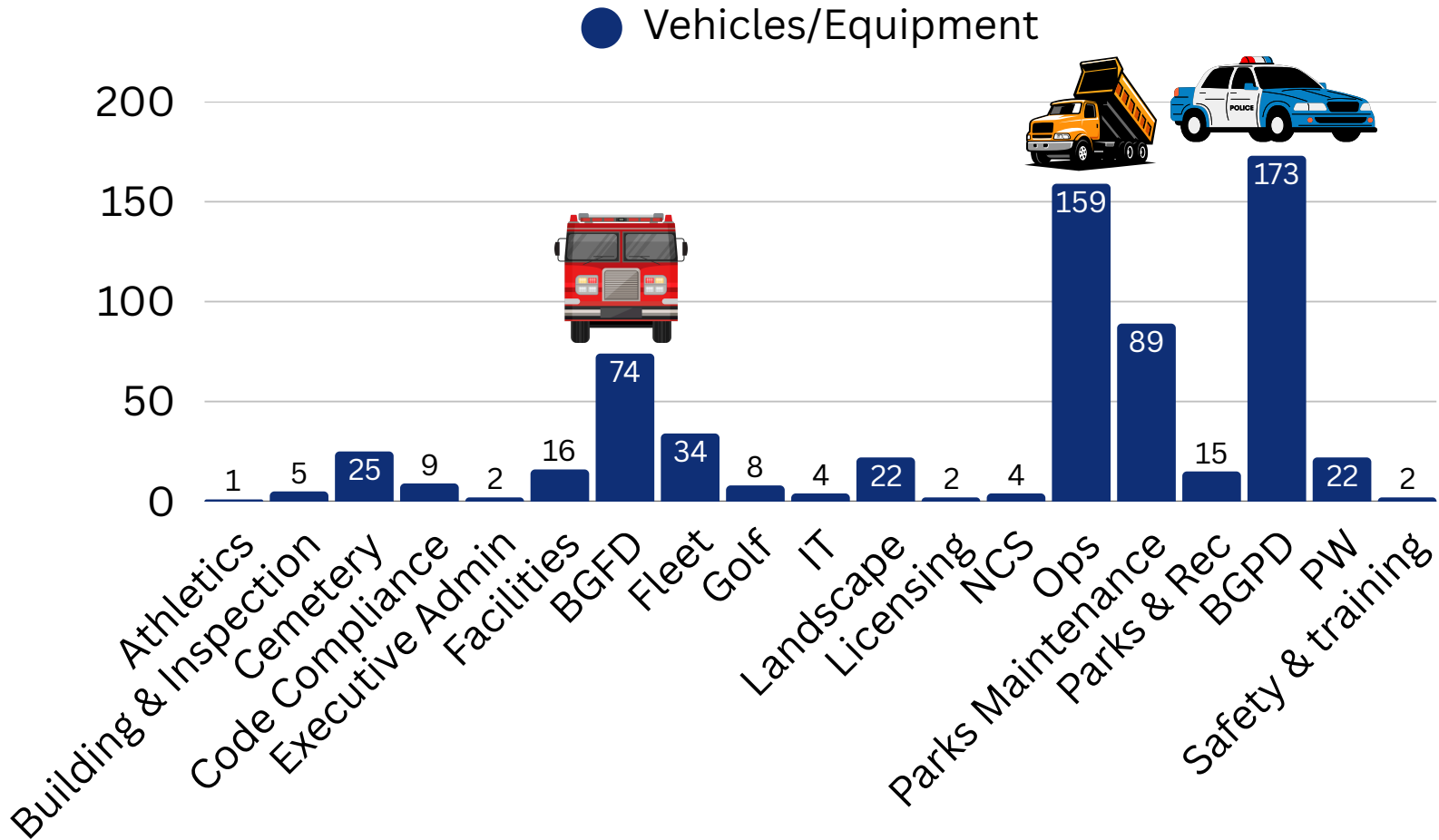
Emergency Vehicle Technician Josh Johnson prepares to service a Bowling Green Fire Department aerial truck at Fleet (13 August)





# Fleet

Denise Gilland, Manager  
(270) 393-3201

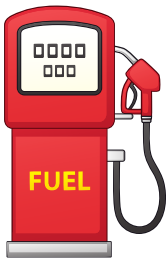


## CITY FLEET USAGE

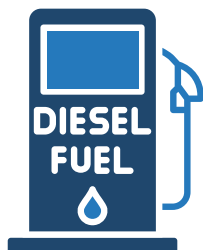


**JULY 2025**

Last Month



**19.4K**  
Gallons



**4.6K**  
Gallons



**583**  
Gallons



**\$61,832**

# EMPLOYEE

## Spotlight

Terry Roberts is our Master Automotive Technician in our Fleet Division of Public Works. He has been with Public Works for 2 years.

### Get to Know You:

- **Favorite Movie:** Convoy
- **Favorite Food:** Donuts & Ribs
- **Favorite Place to Travel:** Indiana
- **Favorite Quote:** "Get R Done"
- **One Fun Fact About Terry:** He is a Harley Davidson enthusiast and wild & crazy
























### Personal Message to our team from Terry:

"With a 'Get R Done' attitude and being certified in electric, hydraulics, and as high as you can go in Stihl products, and having many other certifications under my belt, I love coming to work for the challenge that gets put in front of us and having a really good group of people to work with. I look forward to more years to come."



## TERRY



Athletics		1 	
Building Inspection	1 		
Cemetery		2 	
Code Compliance	2 		
BGFD	1 	4 	
Fleet	1 	2 	
Golf		2 	
IT	1 		
Landscape		3 	
NCS			1 
Operations		1 	1 
Parks Maintenance		4 	
Parks & Rec.		7 	3 
BGPD	2 	3 	4 
Public Works	4 	4 	
Safety & Training	1 		

55

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# Administration

Andy Souza, Director  
(270) 393-3657



Once a year, the American Public Works Association hosts its Public Works Expo (PWX). This year, the event took place in Chicago, Illinois, from August 17 to 20. Staff from Bowling Green Public Works attended a variety of classes, listened to motivational speakers, and had the opportunity to explore some of the latest products and equipment available in the market.







# Administration

Andy Souza, Director  
(270) 393-3657

New Hire	Fleet Division	The Board of Commissioners approved Municipal Order 2025-183 approving the probationary appointment of Tyler Meadors to the position of Medium/Heavy Truck Technician on <b><u>5 August 2025</u></b> .
New Purchase	Administration Division	The Board of Commissioners approved the purchase of greenway solar lights in the amount of \$112,000 with EngoPlanet Products through the cooperative purchasing contract with Houston-Galveston Area Council with Municipal Order 2025-188 on <b><u>5 August 2025</u></b> .
Bid Acceptance	Fleet Division	The Board of Commissioners authorized the acceptance of Bid #2026-01 for police vehicles from Don Franklin Somerset in an amount not to exceed \$1,109,3790 with Municipal Order 2025-190 on <b><u>5 August 2025</u></b> .
New Hire	Planning & Design Division	The Board of Commissioners approved Municipal Order 2025-194 approving the probationary appointment of Eric Druen to the position of Construction Coordinator I on <b><u>19 August 2025</u></b> .
New Purchase	Fleet Division	The Board of Commissioners approved the purchase of a knuckle boom/grapple truck for Public Works Operations Division in the amount of \$231,862.83 with Best Equipment Company, Inc. through Sourcewell Cooperative Purchasing Contract with Municipal Order 2025-200 on <b><u>19 August</u></b> .
Property Purchase	Enviromenal Compliance Division	The Board of Commissioners approved Municipal Order 2025-202 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 on <b><u>19 August 2025</u></b> .



# In the Media

Leaf Machine Naming Contest (5 August)	Spectrum 1 News	<a href="#"><u>Click for Story</u></a>
Fairview Lake Warning System (13 August)	WNKY	<a href="#"><u>Click for Story</u></a>

