

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held July 15, 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 July 15, 2025. Mayor Pro Tem Dana Beasley-Brown called the meeting to order and provided the invocation. 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 and Mayor Pro Tem Dana Beasley-Brown. Absent: Mayor Todd Alcott. There was a quorum of the Board of Commissioners.

**CITY MANAGER**

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

The Public Works Department provided a brief update of the stormwater utility program, to include the stormwater utility fee and fee-in-lieu of construction (FILOC). The ordinance was expected to be approved by the end of the year and launched January 1, 2026.

**APPROVAL OF MINUTES**

Regular Meeting July 1, 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 Pro Tem Beasley-Brown asked for discussion, and with none, a roll call vote was taken.

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

Minutes of the regular meeting of July 1, 2025 was approved by unanimous vote.

**REGULAR AGENDA**

**MUNICIPAL ORDER NO. 2025 – 171**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENTS OF SKYLER CHAVOEN, KAMRYN MARSH AND  
LUKE ROCHÉ TO THE POSITION OF POLICE CADET II IN THE  
POLICE DEPARTMENT**

Summary of Municipal Order No. 2025 – 171 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointments of Skyler Chavoen, Kamryn Marsh and Luke Roché to the position of Police Cadet II in the Police Department. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 171 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 172

MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF ALESSA GARCIA LOPEZ TO THE POSITION  
OF FINANCIAL SPECIALIST IN THE FINANCE DEPARTMENT

Summary of Municipal Order No. 2025 – 172 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Human Resources Manager Tiara Britt reviewed and recommended the appointment of Alessa Garcia Lopez to the position of Financial Specialist in the Finance Department. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 172 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 173

MUNICIPAL ORDER AUTHORIZING RENEWAL OF BID #2023-47  
FOR ARBORICULTURAL SERVICES FROM THE TREE COMPANY  
LLC IN AN AMOUNT NOT TO EXCEED \$80,000

Summary of Municipal Order No. 2025 – 173 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended renewal of Bid #2023-47 for arboricultural services from Tree Company LLC in an amount not to exceed \$80,000. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 173 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 174

MUNICIPAL ORDER AUTHORIZING AN AGREEMENT THROUGH  
NONCOMPETITIVE NEGOTIATIONS WITH HELP THE HELPERS,  
LLC TO PROVIDE A MENTAL HEALTH AND RESILIENCY  
WELLNESS PROGRAM FOR THE FIRE, HUMAN RESOURCES AND  
RISK MANAGEMENT AND POLICE DEPARTMENTS IN THE  
TOTAL AMOUNT OF \$165,500

Summary of Municipal Order No. 2025 – 174 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 approval of an agreement through noncompetitive negotiations with Help the Helpers, LLC to provide a Mental Health and Resiliency Wellness Program for the Fire, Human Resources and Risk Management and Police Departments in the total amount of \$165,500. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 174 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 175

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE PURCHASE OF MOTOR FUEL THROUGH A SOLE SOURCE FROM KEY OIL COMPANY IN THE AMOUNT OF \$250,000

Summary of Municipal Order No. 2025 – 175 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval to purchase of motor fuel through a sole source from Key Oil Company in the amount of \$250,000. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 175 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 176

MUNICIPAL ORDER APPROVING THE PURCHASE OF PROPERTY AT 1112 CAVE MILL ROAD AND AUTHORIZING THE MAYOR AND OTHER AUTHORIZED CITY OFFICIALS TO EXECUTE A REAL ESTATE SALE AND PURCHASE AGREEMENT, DEED AND ALL OTHER NECESSARY DOCUMENTS

Summary of Municipal Order No. 2025 – 176 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 approval to purchase of motor fuel through a sole source from Key Oil Company in the amount of \$250,000. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 176 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 177

MUNICIPAL ORDER APPROVING THE DESIGN, PROCUREMENT AND CONSTRUCTION MANAGEMENT FOR THE INSTALLATION OF OVERHEAD PRIMARY ELECTRICAL WORK AT THE BUTLER COUNTY LANDFILL AND APPROVING AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH THE COMMONWEALTH OF KENTUCKY, ENERGY AND ENVIRONMENTAL CABINET, DIVISION OF WASTE MANAGEMENT TO PROVIDE UP TO \$196,000 TO REIMBURSE THE CITY OF BOWLING GREEN FOR A PORTION OF THE COSTS

Summary of Municipal Order No. 2025 – 177 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 approval of a Memorandum of Agreement with the Commonwealth of Kentucky, Energy and Environmental Cabinet, Division of Waste Management to provide up to \$196,000 to reimburse the City for a portion of the costs related to the design, procurement and construction

management for the installation of overhead primary electrical work at the Butler County Landfill. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 177 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 178

MUNICIPAL ORDER APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF BOWLING GREEN, COUNTY OF WARREN AND WARREN COUNTY BOARD OF EDUCATION REGARDING THE FUNDING OF EDUCATIONAL PATHWAY AT THE WARREN COUNTY AREA TECHNOLOGY CENTER AND FURTHER APPROVING FUNDING IN THE AMOUNT OF \$33,817.20

Summary of Municipal Order No. 2025 – 178 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 approval of a Memorandum of Agreement between the City, Warren County and Warren County Board of Education regarding the funding of educational pathway at the Warren County Area Technology Center and further approving funding in the amount of \$33,817.20. The program would be a recruitment tool for the Bowling Green Police Department and Warren County Sheriff's Office. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 178 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 179

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-TOWN TRAVEL EXPENSES FOR MAYOR TODD ALCOTT TO ATTEND LEADERSHIP KENTUCKY IN BERE, KENTUCKY

Summary of Municipal Order No. 2025 – 179 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 Mayor Alcott's travel to Berea, Kentucky to attend Leadership Kentucky. Mayor Pro Tem Beasley-Brown asked for additional discussion, and with none, a roll call vote was taken.

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


Municipal Order No. 2025 – 179 was approved by unanimous vote.


ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:20 p.m., Mayor Alcott declared this meeting adjourned.

*(Minutes-Board of Commissioners-July 15, 2025)*

ADOPTED: August 5, 2025

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*