

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held September 17, 2024**

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 17, 2024. Mayor Todd Alcott 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 Dana Beasley-Brown, Commissioner Melinda Hill, Commissioner Sue Parrigin, Commissioner Carlos Bailey and Mayor Todd Alcott. There was a full quorum of the Board of Commissioners.

City Manager Jeffery B. Meisel acknowledged the recent passing of long time community member and leader Wathetta Buford. He recognized her involvement in various organizations and the contributions she made to the city.

PUBLIC HEARING

City Engineer Melissa Cansler conducted a public hearing for the purpose of reviewing the proposed Fiscal Year 2025 expenditure recommendations for the Municipal Aid Program (Liquid Fuel Tax) funds and Coal Mineral Severance Tax funds. She reported the current Liquid Fuel Tax (LFT) fund balance made up unencumbered funds from the previous fiscal year was \$1,306,000. The Fiscal Year 2025 LFT projected revenues were estimated at \$3,341,000 and projected expenditures were to total \$2,950,000. Ms. Cansler further explained the projects proposed include street resurfacing of approximately 12 miles of paving on City streets, as well as sidewalk, curb and gutter rehabilitation and other various transportation and intersection spot improvements. In addition it was reported the unencumbered Coal Mineral Severance Tax fund balance was \$148,000, which included carryover funds from the previous fiscal year. The projected revenues would be approximately \$50,000, while expenditures were \$40,000, with a projected ending balance of \$158,000. With no comments or questions from the public, the public hearing was closed.

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 September 3, 2024 and Special Work Session September 5, 2024.

Minutes of the above-referenced meetings 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: Beasley-Brown, Hill, Parrigin, Bailey and Alcott
 Voting Nay: None

Motion to approve the minutes of the regular meeting of September 3, 2024 and special work session of September 5, 2024 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2024 – 208

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF JAKE MOORE TO THE POSITION OF GRANTS COORDINATOR IN THE NEIGHBORHOOD AND COMMUNITY SERVICES DEPARTMENT

Summary of Municipal Order No. 2024 – 208 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Parrigin for consideration of said Municipal Order. Neighborhood and Community Services Director Brent Childers reviewed and recommended the appointment of Jake Moore to Grants Coordinator in the Neighborhood and Community Services Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 208 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 209

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF WANDA TRIMM TO THE POSITION OF HOUSING SUPPORT SPECIALIST IN THE NEIGHBORHOOD AND COMMUNITY SERVICES DEPARTMENT

Summary of Municipal Order No. 2024 – 209 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 appointment of Wanda Trimm to Housing Support Specialist in the Neighborhood and Community Services Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 209 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 210

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF RACHEL DUNN TO THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2024 – 210 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 Rachel Dunn to Administrative Assistant in Communications Division of the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 210 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 211

MUNICIPAL ORDER APPROVING A DONATION AGREEMENT
FOR PLAYGROUND IMPROVEMENTS AT COVINGTON WOODS
PARK FROM THE TERESA WILSON ENDOWMENT FUND

Summary of Municipal Order No. 2024 – 211 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Parks and Recreation Director Brent Belcher recommended approval of the donation for playground improvements at Covington Woods Park from the Teresa Wilson Endowment Fund in the amount of \$40,000. Rick Wilson made remarks and was pleased to know a musical garden would be named in honor of his late wife, Teresa Wilson. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 211 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 212

MUNICIPAL ORDER ACCEPTING AND RATIFYING ACTIONS OF
CITY OFFICIALS IN EXECUTING GRANT AGREEMENTS AMONG
THE BOWLING GREEN-WARREN COUNTY REGIONAL AIRPORT
BOARD, THE CITY OF BOWLING GREEN, WARREN COUNTY
AND THE FEDERAL AVIATION ADMINISTRATION FOR THE
TERMINAL APRON REHABILITATION CONSTRUCTION PROJECT

Summary of Municipal Order No. 2024 – 212 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel recommended the ratifying action of the Mayor in executing grant agreements between the City, Bowling Green-Warren County Regional Airport Board, Warren County and the Federal Aviation Administration (FAA) for design of the terminal apron rehabilitation project. He explained the project was being funded through three (3) grants, including entitlement money, 100% funded by the FAA, Bipartisan Infrastructure Law (BIL) and community grant funds. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 212 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 213

MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A
LEASE AGREEMENT WITH BOWLING GREEN INTERNATIONAL
FESTIVAL, INC. TO LEASE CIRCUS SQUARE PARK AND
DESIGNATED STREETS FOR SEPTEMBER 27 AND 28, 2024, AND
FURTHER WAIVING THE NORMAL RENTAL FEES FOR THE
RENTAL OF CIRCUS SQUARE PARK FOR THIS EVENT

Summary of Municipal Order No. 2024 – 213 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel

recommended the lease agreement with the Bowling Green International Festival, Inc. to lease Circus Square Park and designated streets for September 29th and 30th, and further waiving the rental fees for use of Circus Square Park. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 213 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 214

MUNICIPAL ORDER APPROVING REVISIONS TO THE
EMPLOYEE MEDICAL AND DENTAL BENEFIT PLANS FOR THE
CITY OF BOWLING GREEN

Summary of Municipal Order No. 2024 – 214 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. At the request of the City Manager, Human Resources and Risk Management Director Erin Hulsey reviewed and recommended approval of the Employee Medical and Dental Benefit Plans for City employees. The major changes included the removal of the PPO Medical Plan and addition of a 2nd tier Dental Plan. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 214 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 215

MUNICIPAL ORDER APPROVING A COMPREHENSIVE CLIMATE
ACTION PLAN CONTRACT BETWEEN THE CITY OF BOWLING
GREEN AND WESTERN KENTUCKY UNIVERSITY CENTER FOR
HUMAN GEOENVIRONMENTAL STUDIES

Summary of Municipal Order No. 2024 – 215 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 approval of a Comprehensive Climate Action Plan Contract between the City of Bowling Green and Western Kentucky University Center for Human GeoEnvironmental Studies. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 215 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 216

MUNICIPAL ORDER APPROVING AN AMENDMENT TO THE FIVE
YEAR CONSOLIDATED PLAN FOR COMMUNITY DEVELOPMENT
BLOCK GRANT AND ENTITLEMENT AND HOME INVESTMENT
PARTNERSHIPS PROGRAM FUNDING AND AUTHORIZING
SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT

Summary of Municipal Order No. 2024 – 216 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 of a Comprehensive Climate Action Plan Contract between the City of Bowling Green and Western Kentucky University Center for Human GeoEnvironmental Studies in the amount of \$57,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 216 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 217

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT FROM THE 2025 KENTUCKY HIGHWAY SAFETY PROGRAM IN THE AMOUNT OF \$50,500

Summary of Municipal Order No. 2024 – 217 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval to submit and accept the 2025 Kentucky Highway Safety Program in the amount of \$50,500. The funding would be used for Police Department traffic enforcement. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 217 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 218

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION AND ACCEPTANCE OF A GRANT WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL FISCAL YEAR 2024 TRANSPORTATION ASSISTANCE UNDER THE SECTION 5307 AND 5339 PROGRAMS, AND FURTHER APPROVING STATE MATCHING FUNDS

Summary of Municipal Order No. 2024 – 218 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 approval of the submission and acceptance of a grant with the Federal Transit Administration (FTA) for transportation assistance under the Section 5307 and 5339 programs, including state matching funds. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 218 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 219

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-07 FOR THE PURCHASE OF A GENERATOR AND INSTALLATION AT FIRE STATION #2 FROM STEWART RICHEY ELECTRICAL OF

BOWLING GREEN, KENTUCKY IN AN AMOUNT NOT TO EXCEED \$84,850

Summary of Municipal Order No. 2024 – 219 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 approval of Bid #2025-07 for the purchase of a generator and installation at Fire Station #2 from Stewart and Richey in an amount not to exceed \$84,850. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 219 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 220

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-08 FOR POLICE DEPARTMENT AMMUNITION FROM KIESLER POLICE SUPPLY, INC. OF JEFFERSONVILLE, INDIANA AND TXAT LLC OF HOUSTON, TEXAS BASED ON UNIT PRICES IN AN AMOUNT NOT TO EXCEED \$135,810

Summary of Municipal Order No. 2024 – 220 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 Bid #2025-08 for Police Department ammunition from Kiesler Police Supply, Inc. and TXAT LLC based on unit prices in an amount not to exceed \$135,810. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 220 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 221

MUNICIPAL ORDER AUTHORIZING AN AGREEMENT THROUGH NONCOMPETITIVE NEGOTIATIONS WITH HELP THE HELPERS, LLC OF BOWLING GREEN, KENTUCKY TO PROVIDE A MENTAL HEALTH AND RESILIENCY WELLNESS PROGRAM FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$61,100

Summary of Municipal Order No. 2024 – 221 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 a Mental Health and Resiliency Wellness Program for the Police Department through noncompetitive negotiations with Help the Helpers, LLC in the amount of \$61,100. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 221 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 222

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH SPORTS FLOORS, INC. OF MEMPHIS, TENNESSEE FOR COURT REFINISHING IN THE AMOUNT OF \$42,712.59, FOR A TOTAL PROJECT COST OF \$88,619.96

Summary of Municipal Order No. 2024 – 222 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 change order to the contract with Sports Floors, Inc. for court refinishing in the amount of \$42,712.59, for a total project cost \$88,619.96. The change order was specific to F.O. Moxley Gymnasium. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 222 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 223

MUNICIPAL ORDER APPROVING FISCAL YEARS 2024/2025 THROUGH 2027/2028 CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE CITY OF BOWLING GREEN, KENTUCKY

Summary of Municipal Order No. 2024 – 223 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 Fiscal Years 2024/2025 through 2027/2028 Capital Improvement Program (CIP). Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 223 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:45 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: October 1, 2024

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson