

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held November 7, 2023**

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 November 7, 2023. Mayor Todd Alcott called the meeting to order. First Baptist Church Executive Pastor David Tooley 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.

**AWARDS AND RECOGNITIONS**

Police Chief Michael Delaney presented Officer Matt Davis with the Silver Cross as a result of being injured while on duty. The Silver Cross is awarded to members of the department who have been wounded or given their life in the line of duty as a result of a hostile encounter.

**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.

Meisel requested a closed session for the purpose of discussions of proposed litigation against or on behalf of the City. Motion was made by Parrigin and seconded by Hill to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (c). Mayor Alcott called for a roll call vote.

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

Motion to convene in closed session pursuant to KRS 61.810 (1) (c) was approved by unanimous vote.

Meisel introduced Captain Johnny Horton of the Salvation Army to provide an update on the LifeNav Collaborative Center. He reviewed the proposed design and amenities that would be offered at the center, and explained the project was bid and construction should begin soon. Mayor Alcott recommended continued updates from Salvation Army on the progress and results. There was concern about the construction delay, and Mr. Horton explained it was due to the final design and bid processes, as well as the remediation of asbestos. He confirmed Scott, Murphy & Daniel were the chosen contractor and they were ready to begin. It was reported Lifeskills and Room in the Inn committed to partnering with Salvation Army, and HOTEL INC. wished to wait until the project was completed before investing in the partnership.

**PUBLIC HEARING**

Assistant City Engineer Kyle Hunt conducted a public hearing for the purpose of reviewing the proposed Fiscal Year 2024 expenditure recommendations for the Municipal Aid Program (Liquid Fuel Tax) funds and Coal Mineral Severance Tax funds. He reported the current Liquid Fuel Tax (LFT) fund balance made up unencumbered funds from the previous fiscal year was \$854,000. The Fiscal Year 2024 LFT projected revenues were estimated at \$2,426,000 and projected expenditures were to total

\$2,200,000. Mr. Hunt further explained the projects proposed include street resurfacing of approximately 13 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 \$178,000, which included carryover funds from the previous fiscal year. The projected revenues would be approximately \$35,000, while expenditures were \$135,000, with a projected ending balance of \$78,000. With no comments or questions from the public, the public hearing was closed.

#### APPROVAL OF MINUTES

##### Regular Meeting October 17, 2023.

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 Beasley-Brown 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

Motion to approve the minutes of the regular meeting of October 17, 2023 was approved by unanimous vote.

#### REGULAR AGENDA

##### MUNICIPAL ORDER NO. 2023 – 252

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING ANNUAL SOFTWARE MAINTENANCE SERVICES FROM OPENGOV, INC. OF SAN JOSE, CALIFORNIA IN THE AMOUNT OF \$58,112.15

Summary of Municipal Order No. 2023 – 252 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. City Manager Meisel reviewed and recommended the annual software maintenance services from OpenGov, Inc. in the amount of \$58,112.15. 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. 2023 – 252 was approved by unanimous vote.

##### MUNICIPAL ORDER NO. 2023 – 253

MUNICIPAL ORDER APPROVING THE PURCHASE OF GPS AND DASHCAM TRACKING DEVICES IN THE TOTAL AMOUNT OF \$83,108 WITH SAMSARA OF SAN FRANCISCO, CALIFORNIA THROUGH SOURCEWELL COOPERATIVE PURCHASING CONTRACT

Summary of Municipal Order No. 2023 – 253 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 to purchase GPS and dashcam tracking devices through Sourcewell Cooperative Purchasing Contract in the amount of \$83,108. 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. 2023 – 253 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 254

MUNICIPAL ORDER AUTHORIZING A CONTRACT THROUGH NONCOMPETITIVE NEGOTIATIONS WITH AMERICAN ENGINEERS, INC. OF GLASGOW, KENTUCKY FOR PROFESSIONAL SERVICES FOR THE TOMBLINSON WAY AND BROOKSHORE AVENUE ROUNDABOUT PROJECT IN THE AMOUNT OF \$98,000

Summary of Municipal Order No. 2023 – 254 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 a contract through noncompetitive negotiations with American Engineers, Inc. for professional services for Tomblinson Way and Brookshore Avenue roundabout project in the amount of \$98,000. 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. 2023 – 254 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 255

MUNICIPAL ORDER APPROVING THE PURCHASE OF MULTIPLE PIECES OF GOLF TURF MAINTENANCE EQUIPMENT WITH KENNEY MACHINERY CORPORATION OF INDIANAPOLIS, INDIANA FOR THE PARKS AND RECREATION DEPARTMENT IN THE TOTAL AMOUNT OF \$323,001.89 THROUGH COOPERATIVE PURCHASE UNDER KENTUCKY STATE PRICING CONTRACT

Summary of Municipal Order No. 2023 – 255 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 multiple pieces of golf turn maintenance equipment with Kenney Machinery Corporation in the total amount of \$323,001.89 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. 2023 – 255 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 256

MUNICIPAL ORDER ACCEPTING THE CITY OF BOWLING GREEN, KENTUCKY ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2023 AS PREPARED BY THE DEPARTMENT OF FINANCE AND AUDITED BY MCM CPAS & ADVISORS, LLP

Summary of Municipal Order No. 2023 – 256 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recognized the Finance Department for the preparation of the Annual Comprehensive Financial Report, as well as the Audit Committee for its approval and recommendation. Audit Committee Chair Pamela Napier reported MCM CPAs & Advisors had given an unmodified and clean opinion, with no material weaknesses or deficiencies, and the financial report fairly represented the City’s financial position. Additionally, she stated the overall net position increased to \$265.5 million, or 13%, over \$234 million reported last year, primarily due to the purchase of capital assets and the reduction of liabilities. Also, the governmental fund balance was \$156.5 million, an increase of \$4.8 million from last year, and the General Fund balance increased by \$3.1 million to \$40.4 million. It was noted the General Fund balance included \$21.5 million in reserve funding. 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. 2023 – 256 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 257

MUNICIPAL ORDER APPROVING THE 2023 WARREN COUNTY EMERGENCY OPERATIONS PLAN AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS TO CARRY OUT THIS APPROVAL

Summary of Municipal Order No. 2023 – 257 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel explained pursuant to Kentucky Revised Statute, the City, County and area local governments were required to approve amendments to the Warren County Emergency Operations Plan as prepared by Warren County Emergency Management, and he recommended approval. 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. 2023 – 257 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 258

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR KENTUCKY COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY FUNDING TO THE KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT IN AN AMOUNT UP TO \$18,416.33

Summary of Municipal Order No. 2023 – 258 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval to submit an application for Kentucky Community Development Block Grant Disaster Recovery Funding to the Kentucky Department for Local Government in an amount up to \$18,416.33. 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. 2023 – 258 was approved by unanimous vote.

ORDINANCE NO. BG2023 – 31  
(First Reading – Non-Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A PORTION OF ABANDONED CSX RAILROAD RIGHT-OF-WAY FROM HI (HEAVY INDUSTRIAL) TO RM-3 (TOWNHOUSE/MULTI-FAMILY RESIDENTIAL) AND LI (LIGHT INDUSTRIAL) LOCATED ALONG BARRY STREET BETWEEN VETERANS MEMORIAL LANE AND NUGENT STREET PRESENTLY OWNED BY ST. JOSEPH CATHOLIC CHURCH OF BOWLING GREEN, INC.

Title and summary of Ordinance No. BG2023 – 31 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for the first and non-binding reading of said Ordinance. Meisel explained the rezoning was a unanimous recommendation from the City-County Planning Commission. 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

First Reading of Ordinance No. BG2023 – 31 was approved by a unanimous vote.

ORDINANCE NO. BG2023 – 32  
(First Reading – Non-Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A PORTION OF A TRACT OF LAND CONTAINING 0.9876 ACRE FROM HB (HIGHWAY BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED AT 5421 SCOTTSVILLE ROAD PRESENTLY OWNED BY SOUTHERN COMFORT APARTMENTS, LLC

Title and summary of Ordinance No. BG2023 – 32 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. Meisel explained the rezoning was a unanimous recommendation from the City-County Planning Commission. 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

First Reading of Ordinance No. BG2023 – 32 was approved by a unanimous vote.

ORDINANCE NO. BG2023 – 33  
(First Reading – Non-Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.008 ACRES FROM HB (HIGHWAY BUSINESS) TO LI (LIGHT INDUSTRIAL) LOCATED AT 55 PARKER AVENUE PRESENTLY OWNED BY JOSH PAYNE AND MAH ENTERPRISES, LLC

Title and summary of Ordinance No. BG2023 – 33 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for the first and non-binding reading of said Ordinance. Meisel

explained the rezoning was a unanimous recommendation from the City-County Planning Commission. 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

First Reading of Ordinance No. BG2023 – 33 was approved by a unanimous vote.

MUNICIPAL ORDER NO. 2023 – 259

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF  
KIMBERLY BUCKMAN TO THE BOWLING GREEN COMMUNITY  
TREE ADVISORY BOARD

Summary of Municipal Order No. 2023 – 259 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Mayor Alcott recommended the appointment of Kimberly Buckman to the Bowling Green Community Tree Advisory Board. He 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. 2023 – 259 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2023 – 260

MUNICIPAL ORDER APPROVING THE REAPPOINTMENTS OF  
RODDY GRIMES AND JIM ED HOLLAND TO THE CONTRACTORS  
LICENSING BOARD

Summary of Municipal Order No. 2023 – 260 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Parrigin for consideration of said Municipal Order. Mayor Alcott recommended the reappointments of Roddy Grimes and Jim Ed Holland to the Contractors Licensing Board. He 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. 2023 – 260 was approved by unanimous vote.

ORDINANCE NO. BG2023 – 29  
(Second Reading – Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 2.2073  
ACRES FROM RM-4 (MULTI-FAMILY RESIDENTIAL) AND HB  
(HIGHWAY BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL)  
LOCATED AT CORNERSTONE AVENUE AND VETERANS  
MEMORIAL LANE PRESENTLY OWNED BY KEYSTONE  
DEVELOPMENT GROUP, LLC

Title and summary of Ordinance No. BG2023 – 29 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 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. BG2023 – 29 was adopted by a unanimous vote.

ORDINANCE NO. BG2023 – 30  
(Second Reading – Binding)  
ORDINANCE RELATING TO BUDGET AMENDMENT

ORDINANCE APPROVING AMENDMENT NUMBER ONE TO THE  
CITY OF BOWLING GREEN, KENTUCKY ANNUAL OPERATING  
BUDGET FOR FISCAL YEAR 2024

Title and summary of Ordinance No. BG2023 – 30 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for the second and binding reading of said Ordinance. 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  
Ordinance No. BG2023 – 30 was adopted proved by a unanimous vote.

PUBLIC COMMENTS

Following the regular agenda, Mayor Alcott opened the floor for any public comments. Brian Fishback expressed dislikes with the Kentucky Transpark and TIF District.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:50 p.m. in closed session pursuant to KRS 61.810 (1) (c) as previously approved.

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: November 21, 2023

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

Minutes prepared by City Clerk Ashley Jackson