

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held May 20, 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 May 20, 2025. Mayor Todd Alcott called the meeting to order. The invocation was provided by Sheriff Brett Hightower and all present recited the Pledge of Allegiance. Assistant City Clerk Hope Spiller called the roll, and the following members were present: Commissioner Melinda Hill, Commissioner Sue Parrigin, Commissioner Carlos Bailey, Commissioner Dana Beasley-Brown and Mayor Todd Alcott. There was a full quorum of the Board of Commissioners.

**AWARDS AND RECOGNITIONS**

Commissioner Sue Parrigin presented Mayor Todd Alcott and Sheriff Brett Hightower with a military appreciation award in honor of Military Appreciation Month on behalf of the Women's Club of Warren County.

The Board of Commissioners recognized Deputy Police Chief Penny Bowles for being named the 2025 Athena Award recipient by the Bowling Green Area Chamber of Commerce.

**CITY MANAGER**

City Manager Jeffery B. Meisel requested a closed session for the purpose of deliberations on the future acquisition of real property by the City as publicity would likely affect the value of the specific piece of property to be acquired by the City. Motion was made by Hill and seconded by Bailey to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (b). Mayor Alcott called for a roll call vote.

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

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

Meisel 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 May 6, 2025.

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

Minutes of the regular meeting of May 6, 2025 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 112

MUNICIPAL ORDER APPROVING THE PROMOTION OF THOMAS BARNES TO THE POSITION OF TURF SPECIALIST IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2025 – 112 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Human Resources and Risk Management Director Erin Hulsey reviewed and recommended the promotion of Thomas Barnes to the position of Turf Specialist 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott

Voting Nay: None

Municipal Order No. 2025 – 112 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 113

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF DELANNA MOORE TO THE POSITION OF COMMUNICATIONS DISPATCHER II IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 113 was read by the Assistant City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Delanna Moore to the position of Communications Dispatcher II in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott

Voting Nay: None

Municipal Order No. 2025 – 113 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 114

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-38 FOR PUBLIC WORKS DEPARTMENT OPERATIONS DIVISION EXTERIOR PAINTING PROJECT FROM STEWART RICHEY CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$59,000

Summary of Municipal Order No. 2025 – 114 was read by the Assistant City Clerk. Motion was made by Bailey and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2025-38 for Public Works Department Operations Division exterior painting project from Stewart Richey Construction, Inc. in an amount not to exceed \$59,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott

Voting Nay: None

Municipal Order No. 2025 – 114 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 115

MUNICIPAL ORDER APPROVING THE PURCHASE OF FIVE ABOVE GROUND STORAGE TANKS IN AN AMOUNT NOT TO EXCEED \$93,385.67 WITH ACTERRA GROUP THROUGH SOURCEWELL COOPERATIVE PURCHASING CONTRACT

Summary of Municipal Order No. 2025 – 115 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended approval of the purchase of five (5) above ground storage tanks in an amount not to exceed \$93,385.67 with Acterra Group through Sourcewell Cooperative Purchasing Contract. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 115 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 116

MUNICIPAL ORDER APPROVING THE PURCHASES OF PROPERTIES AT 324 BRIGHTON AVENUE AND 1231 AND 1144 CAVE MILL ROAD 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 – 116 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval of the purchases of properties at 324 Brighton Avenue and 1231 and 1144 Cave Mill Road in anticipation of future stormwater remediation areas such as drainage basins. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 116 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 117

MUNICIPAL ORDER APPROVING THE HOPE HOUSE TRANSPORTATION SERVICES AGREEMENT WITH HOPE HOUSE MINISTRIES, INC.

Summary of Municipal Order No. 2025 – 117 was read by the Assistant City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended the approval of an agreement for transportation services with Hope House Ministries, Inc. in a total amount not to exceed \$150,000 over a two (2) year period. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 117 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 118

MUNICIPAL ORDER AUTHORIZING AND APPROVING THE SECOND AMENDED BEAUTIFL-65 FUNDING AGREEMENT BETWEEN THE CITY OF BOWLING GREEN AND OPERATION P.R.I.D.E., INC.

Summary of Municipal Order No. 2025 – 118 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval of the Second Amended Beautifl-65 Funding Agreement between the City of Bowling Green and Operation P.R.I.D.E., Inc. in an amount not to exceed \$250,000 with automatic renewals. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 118 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 119

MUNICIPAL ORDER AUTHORIZING AND APPROVING THE SECOND NEW AMERICAN WORKFORCE NAVIGATOR AGREEMENT BY AND AMONG THE CITY OF BOWLING GREEN, WARREN COUNTY AND SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

Summary of Municipal Order No. 2025 – 119 was read by the Assistant City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of the Second New American Workforce Navigator Agreement by and among the City of Bowling Green, Warren County and South Central Workforce Development Board in the amount of \$55,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 119 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 120

MUNICIPAL ORDER APPROVING THE PATHWAY TO PROGRESS FUNDING AGREEMENT WITH THE BOWLING GREEN AREA CHAMBER OF COMMERCE, INC.

Summary of Municipal Order No. 2025 – 120 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of the Pathway to Progress Funding Agreement with the Bowling Green Area Chamber of Commerce, Inc. He stated the City would pledge \$50,000 annually for Fiscal Years 2026-2030, for a total contribution of \$250,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 120 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 121

MUNICIPAL ORDER APPROVING A MEMORANDUM OF UNDERSTANDING WITH REFUGE BOWLING GREEN RELATED TO PROVIDING MATCHING FUNDS FOR THE FISCAL YEAR 2025 KENTUCKY REFUGEE EMPLOYMENT AND WORKFORCE INTEGRATION GRANT

Summary of Municipal Order No. 2025 – 121 was read by the Assistant City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommending approval of a Memorandum of Understanding with Refuge Bowling Green to provide matching funds in the amount of \$75,000 for the Fiscal Year 2025 Kentucky Refugee Employment and Workforce Integration Grant. He stated the funds were reimbursable to the City following completion of the grant period. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 121 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 122

MUNICIPAL ORDER APPROVING THE SECOND ANOTHER WAY PROGRAM FUNDING AGREEMENT WITH GOODWILL INDUSTRIES OF KENTUCKY, INC.

Summary of Municipal Order No. 2025 – 122 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended approval of the Second Another Way Program Funding Agreement with Goodwill Industries of Kentucky, Inc. in an amount not to exceed \$120,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 122 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 123

MUNICIPAL ORDER AUTHORIZING AND APPROVING A WORKFORCE PARTICIPATION PROJECT AGREEMENT BETWEEN THE CITY OF BOWLING GREEN, WARREN COUNTY FISCAL COURT AND CROWDSOUTH, LLC

Summary of Municipal Order No. 2025 – 123 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of a Workforce Participation Project Agreement between the City of Bowling Green, Warren County Fiscal Court and CrowdSouth, LLC in the total amount of \$180,000, with the City and County splitting the cost of \$90,000 each. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott  
                          Voting Nay: None  
Municipal Order No. 2025 – 123 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 124

MUNICIPAL ORDER APPROVING AND AUTHORIZING THE  
MAYOR TO EXECUTE A LEASE AGREEMENT WITH WHITFIELD  
ENTERPRISES LLC DBA VISTRO RELATED TO THE LEASE OF A  
PORTION OF CITY SIDEWALK AT 937 COLLEGE STREET

Summary of Municipal Order No. 2025 – 124 was read by the Assistant City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of a Lease Agreement with Whitfield Enterprises LLC dba Vistro to lease a portion of City sidewalk at 937 College Street. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL:           Voting Yea: Hill, Parrigin, Bailey, Beasley-Brown and Alcott  
                          Voting Nay: None  
Municipal Order No. 2025 – 124 was approved by unanimous vote.

PUBLIC COMMENTS

Michael Zen made remarks on neighborhoods being impacted by Immigration and Customs Enforcement (ICE). Bryan Moody thanked City staff for assistance during the recent flooding event in April.

CLOSED SESSION

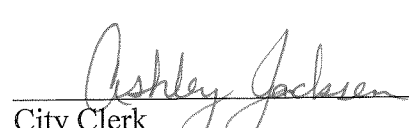
Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:50 p.m. in closed session pursuant to KRS 61.810 (1) (b) as previously approved.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:15 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: June 3, 2025

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

Minutes prepared by Assistant City Clerk Hope Spiller