

AGENDA
BOARD OF COMMISSIONERS
CITY OF BOWLING GREEN, KENTUCKY
REGULAR MEETING - CITY HALL
December 16, 2025, 4:30 p.m.

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS & RECOGNITIONS

CITY MANAGER COMMENTS

APPROVAL OF MINUTES Regular Meeting December 2, 2025

ITEMS FOR CONSIDERATION:

Municipal Orders require one reading and vote

1. Municipal Order No. 2025 – 308 Municipal Order approving the promotion of Elyse Jonker to the position of Executive Assistant/Public Information Officer in the Fire Department

2. Municipal Order No. 2025 – 309 Municipal Order approving the probationary appointment of Georgia Mayhew to the position of Office Associate I in the Parks and Recreation Department

3. Municipal Order No. 2025 – 310 Municipal Order authorizing Change Order No. Three to the contract with American Engineers, Inc. for professional services for Cave Mill Road corridor improvements in the amount of \$363,137, for a total project cost of \$1,610,650

4. Municipal Order No. 2025 – 311 Municipal Order authorizing the submission of a grant application to the Kentucky Transportation Cabinet for Transportation Alternatives Program (TAP) funds in the amount of \$1,521,265 related to the Bryant Way greenway project

(Agenda-December 16, 2025)

5. Municipal Order No. 2025 – 312 Municipal Order authorizing the submission of a grant application for funding through the 2024 Government Resources Accelerating Needed Transformation Program from the Kentucky Economic Development Cabinet in an amount up to \$361,300.44 related to the Bryant Way greenway project
6. Municipal Order No. 2025 – 313 Municipal Order approving and authorizing execution of a Lease Agreement for a portion of the Glen Lily Landfill property
7. Municipal Order No. 2025 – 314 Municipal Order approving Fiscal Year 2026 Parks and Recreation fees
8. Municipal Order No. 2025 – 315 Municipal Order approving an Exchange of Information Agreement with the Kentucky Department of Revenue and authorizing specified employees of the City of Bowling Green to request and receive information
9. Ordinance No. BG2025 – 32
(First Reading – Non-Binding) ORDINANCE AMENDING CODE OF ORDINANCES
Ordinance amending Chapter 2 (Administration), Subchapter 2-17 (Human Rights Commission) of the City of Bowling Green Code of Ordinances
10. Municipal Order No. 2025 – 316 Municipal Order approving the appointment of Susan Oliver Lewis as an alternate member to the City of Bowling Green Code Enforcement and Nuisance Board
11. Municipal Order No. 2025 – 317 Municipal Order approving the appointment of Dr. Shane Spiller and reappointments of Vicki Fitch and Donna Harmon to the City of Bowling Green Board of Ethics
12. Municipal Order No. 2025 – 318 Municipal Order approving the reappointments of Sue Parrigin, Eric Walker and Rick Wilson to serve on the Inter-Modal Transportation Authority, Inc. Board of Directors, and authorizing the submission of reappointments to the Warren County Judge Executive
13. Municipal Order No. 2025 – 319 Municipal Order approving and authorizing out-of-town travel expenses for Mayor Todd Alcott to attend Leadership Kentucky in Covington, Kentucky

(Agenda-December 16, 2025)

14. Ordinance No. BG2025 – 31
(Second Reading – Binding)

ORDINANCE RELATING TO CABLE FRANCHISE
Ordinance of the City of Bowling Green approving a non-exclusive cable franchise agreement with Spectrum Mid-America, LLC

PUBLIC COMMENTS

NEXT SCHEDULED MEETING January 6, 2026

ADJOURNMENT

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held December 2, 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 December 2, 2025. Mayor Todd Alcott called the meeting to order and provided an invocation, and 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, Commissioner Dana Beasley-Brown and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

CITY MANAGER

City Manager Jeffery B. Meisel encouraged the community to attend Christmas on College at City Hall and Downtown Lights Up event on December 5th. He also reminded the audience to sign-up in the back of the Commission Chamber in order to speak during public comments.

PUBLIC HEARING

Student Life Foundation, Inc. Attorney Laura Theilmann of Frost Brown Todd LLP conducted a public hearing related to the proposed issuance of \$55,000,000 principal amount (subject to a permitted upward adjustment of 10% and a downward adjustment of any amount) of Industrial Building Revenue Bonds for the WKU Student Life Foundation, Inc., Series 2025. Ms. Theilmann confirmed the City would have no financial obligation or outstanding debt for the bond, rather a governmental agency was required as a pass through for the funding. With no comments or questions from the public, the public hearing was closed.

APPROVAL OF MINUTES

Regular Meeting November 18, 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 November 18, 2025 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 292

**MUNICIPAL ORDER APPROVING THE PROMOTION OF JKEYAH
PATTERSON TO THE POSITION OF COMMUNITY CENTER
SUPERVISOR IN THE PARKS AND RECREATION DEPARTMENT**

Summary of Municipal Order No. 2025 – 292 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Recreation Division

*Note: Minutes are a summary of the discussions; a video recording of this entire meeting is maintained by the Office of City Clerk.

Manager Cameron Levis recommended the promotion of Jkeyah Patterson to the position of Community Center Supervisor 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 – 292 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 293

MUNICIPAL ORDER APPROVING THE PROMOTION OF JOSHUA
LEE TO THE POSITION OF TRADES WORKER - ELECTRICIAN IN
THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2025 – 293 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Tiara Britt recommended the promotion of Joshua Lee to the position of Trades Worker – Electrician 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 – 293 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 294

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF ANDREW PRINCE TO THE POSITION OF
CONSTRUCTION COORDINATOR II IN THE PUBLIC WORKS
DEPARTMENT

Summary of Municipal Order No. 2025 – 294 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 Andrew Prince to the position of Construction Coordinator II in the Public Works 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 – 294 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 295

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF KAYLEE COOKE TO THE POSITION OF
COMMUNICATIONS DISPATCHER I IN THE POLICE
DEPARTMENT

Summary of Municipal Order No. 2025 – 295 was read by the 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 Kaylee Cooke to the position of

Communications Dispatcher I 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 – 295 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 296

MUNICIPAL ORDER APPROVING THE PROBATIONARY
APPOINTMENT OF ANDREA KITCHENS TO THE POSITION OF
PROPERTY CUSTODIAN IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 296 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Andrea Kitchens to the position of Property Custodian 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 – 296 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 297

MUNICIPAL ORDER APPROVING THE REAPPOINTMENTS OF
ERIC GILL, SUE PARRIGIN, STEVE SPEAKMAN AND DAVID
SOWDERS TO THE CONTRACTORS LICENSING BOARD

Summary of Municipal Order No. 2025 – 297 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Mayor Alcott recommended the reappointments of Eric Gill, Sue Parrigin, Steve Speakman and David Sowders to the Contractors Licensing Board. He 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 – 297 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 298

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF JAMIE
JOHNSON TO THE BOWLING GREEN AREA CONVENTION AND
VISITORS BUREAU

Summary of Municipal Order No. 2025 – 298 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Mayor Alcott recommended the appointment of Jamie Johnson to the Bowling Green Area Convention and Visitors Bureau. He 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 – 298 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 299

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF FRAN BOWEN TO THE CITY-COUNTY BOARD OF ADJUSTMENTS

Summary of Municipal Order No. 2025 – 299 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 Fran Bowen to the City-County Board of Adjustments. He 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 – 299 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 300

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2026-16 FOR CROSSWINDS GOLF COURSE MAINTENANCE SHOP IMPROVEMENT PROJECT FROM STAG CONSTRUCTION & DEVELOPMENT LLC IN AN AMOUNT NOT TO EXCEED \$110,200

Summary of Municipal Order No. 2025 – 300 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 Bid #2026-16 for CrossWinds Golf Course maintenance shop improvement project from Stag Construction & Development LLC in an amount not to exceed \$110,200. 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 – 300 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 301

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2026-21 FOR SMALLHOUSE ROAD GREENWAY FROM APEX DESIGN GROUP INC. IN AN AMOUNT NOT TO EXCEED \$231,069.54

Summary of Municipal Order No. 2025 – 301 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 #2026-21 for Smallhouse Road greenway from Apex Design Group Inc. in an amount not to exceed \$231,069.54. 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 – 301 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 302

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2026-23 FOR BOILER REPLACEMENT PROJECT AT THE SLOAN CONVENTION CENTER FROM SCHARDEIN MECHANICAL IN AN AMOUNT NOT TO EXCEED \$79,225

Summary of Municipal Order No. 2025 – 302 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 Bid #2026-23 for boiler replacement project at the Sloan Convention Center from Schardein Mechanical in an amount not to exceed \$79,225. 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 – 302 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 31

(First Reading – Non-Binding)

ORDINANCE RELATING TO CABLE FRANCHISE

ORDINANCE OF THE CITY OF BOWLING GREEN APPROVING A NON-EXCLUSIVE CABLE FRANCHISE AGREEMENT WITH SPECTRUM MID-AMERICA, LLC

Title and summary of Ordinance No. BG2025 – 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. At the request of the City Manager, City Attorney Hillary Hightower reviewed and recommended the approval of the ten (10) year non-exclusive franchise agreement with Spectrum Mid-America, LLC. 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

First Reading of Ordinance No. BG2025 – 31 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 303

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR FUNDING THROUGH THE 2024 GOVERNMENT RESOURCES ACCELERATING NEEDED TRANSFORMATION PROGRAM FROM THE KENTUCKY ECONOMIC DEVELOPMENT CABINET IN AN AMOUNT UP TO \$712,500

Summary of Municipal Order No. 2025 – 303 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 the submission of a grant application for funding through the 2024 Government Resources Accelerating Needed Transformation (GRANT) Program from the Kentucky Economic Development Cabinet in an amount up to \$712,500. The funds would be used for the Riverfront Park project. 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 – 303 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 304

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR FUNDING THROUGH THE 2024 GOVERNMENT RESOURCES ACCELERATING NEEDED TRANSFORMATION PROGRAM FROM THE KENTUCKY ECONOMIC DEVELOPMENT CABINET IN AN AMOUNT UP TO \$104,500

Summary of Municipal Order No. 2025 – 304 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 the submission of a grant application for funding through the 2024 Government Resources Accelerating Needed Transformation (GRANT) Program from the Kentucky Economic Development Cabinet in an amount up to \$104,500. The funds would be used for the Three Springs Road sidewalk project. 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 – 304 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 305

MUNICIPAL ORDER APPROVING TAX INCREMENT FINANCING DISTRICT SUMMARY OF 2024 INCREMENTAL REVENUE AND AUTHORIZING DISTRIBUTIONS TO THE APPROPRIATE RECIPIENTS

Summary of Municipal Order No. 2025 – 305 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Staff Accountant II Zane Martin provided an overview and explained the 50 block Tax Increment Financing (TIF) District included a \$2.5 million distribution to the Warren County Downtown Economic Development Authority, which was a \$770,000 increase from last year. It was recommended to approve the TIF District Summary of 2024 incremental revenue as submitted and further authorize the distributions to the appropriate recipients. 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 – 305 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 306

MUNICIPAL ORDER APPROVING A JOB DEVELOPMENT INCENTIVE PROGRAM EMPLOYEE WITHHOLDINGS CREDIT AGREEMENT WITH AIR HYDRO POWER LLC

Summary of Municipal Order No. 2025 – 306 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Assistant City Manager Schaller-Ward reviewed the incentive agreement which was estimated to create 52 new jobs with a total capital investment estimated at \$13.2 million. She also outlined the incentive program which provides up to 1% return of the withholdings from the creation of new jobs to maximize the 3% credit from the State, making the job development incentive worth \$300,000 over a ten (10) 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 – 306 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 307

MUNICIPAL ORDER APPROVING A JOB DEVELOPMENT
INCENTIVE PROGRAM EMPLOYEE WITHHOLDINGS CREDIT
AGREEMENT WITH PAN-OSTON COMPANY

Summary of Municipal Order No. 2025 – 307 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Assistant City Manager Schaller-Ward reviewed the incentive agreement which was estimated to create 20 new jobs with a total capital investment estimated at \$6 million. She also outlined the incentive program which provides up to 1% return of the withholdings from the creation of new jobs to maximize the 3% credit from the State, making the job development incentive worth about \$100,000 over a ten (10) 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 – 307 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 30

(Second Reading – Binding)

ORDINANCE PROVIDING FOR ISSUANCE OF INDUSTRIAL BUILDING REVENUE BONDS

AN ORDINANCE OF THE CITY OF BOWLING GREEN, KENTUCKY, AUTHORIZING THE ISSUANCE OF ITS INDUSTRIAL BUILDING REVENUE BONDS, SERIES 2025 (WKU STUDENT LIFE FOUNDATION, INC.), IN ONE OR MORE SERIES, IN AN AGGREGATE PRINCIPAL AMOUNT OF \$55,000,000 (SUBJECT TO A PERMITTED UPWARD ADJUSTMENT OF 10% AND A DOWNWARD ADJUSTMENT OF ANY AMOUNT), THE PROCEEDS OF WHICH SHALL BE LOANED TO THE WKU STUDENT LIFE FOUNDATION, INC. TO (I) FINANCE CAPITAL ADDITIONS AND IMPROVEMENTS AND (II) TAKE OTHER RELATED ACTION

Title and summary of Ordinance No. BG2025 – 30 was read by the City Clerk. Motion was made by Parrigin 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: Hill, Parrigin, Bailey, Beasley-Brown and Alcott
 Voting Nay: None

Ordinance No. BG2025 – 30 was adopted by unanimous vote.

PUBLIC COMMENTS

Mayor Alcott opened the floor for any public comments. Mary Steele spoke about mental health.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:30 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

Minutes prepared by City Clerk Ashley Jackson

MUNICIPAL ORDER NO. **2025 - 308**

MUNICIPAL ORDER APPROVING THE PROMOTION
OF ELYSE JONKER TO THE POSITION OF
EXECUTIVE ASSISTANT/PUBLIC INFORMATION
OFFICER IN THE FIRE DEPARTMENT

BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

In accordance with recommendation by the City Manager, pursuant to Section 2-3.05(c) of the City Code of Ordinances and KRS 83A.150, the following promotion is hereby confirmed and ratified.

FIRE DEPARTMENT

Promotion	Elyse Jonker	Executive Assistant/Public Information Officer
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This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager



Bret Smith
Deputy Chief

Bowling Green Fire Department

625 East Sixth Street
Bowling Green, Kentucky, 42101
Phone (270) 393-3702
www.bgky.org

Justin Brooks
Fire Chief



Doug Morris
Deputy Chief

Memo

To: City Manager Jeff Meisel
From: Fire Chief Justin Brooks
CC: HR Director Erin Hulsey
Date: December 9, 2025
Subject: Promotional recommendation for Elyse Jonker

The Bowling Green Fire Department currently has roles of an Executive Assistant and Public Information Officer, and it is being recommended to combine the positions to one title and offer a promotional opportunity to the current Executive Assistant, Elyse Jonker.

Mrs. Elyse Jonker is being recommended for promotion to Executive Assistant / PIO based on her efforts brought forward to date, and her desire to not only maintain, but to exceed the standards of both positions with the BGFD.

This promotion to combine both job titles is also found in the current Classification/Pay Schedule "G" for General Classified employees, pay grade 12.

Thank you for considering this recommended promotion and as always, I am available for any questions or comments.

Justin Brooks
Fire Chief

MUNICIPAL ORDER NO. 2025 - 309

MUNICIPAL ORDER APPROVING THE
PROBATIONARY APPOINTMENT OF GEORGIA
MAYHEW TO THE POSITION OF OFFICE
ASSOCIATE I IN THE PARKS AND RECREATION
DEPARTMENT

BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

In accordance with recommendation by the City Manager, pursuant to Section 2-3.05(c) of the City Code of Ordinances and KRS 83A.150, the following probationary appointment is hereby confirmed and ratified:

PARKS AND RECREATION DEPARTMENT

Appointment

Georgia Mayhew

Office Associate I

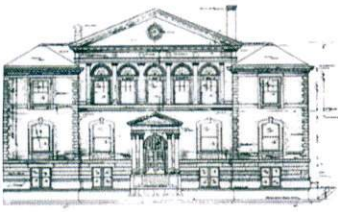
This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager



City of Bowling Green

Human Resources & Risk Management

TO: Jeff Meisel, City Manager

FROM: Tiara Britt, HR Manager

DATE: 12/9/2025

SUBJECT: Recommendation for appointment of Georgia Mayhew to the position of Office Associate I

I recommend that Georgia Mayhew be appointed to the position of Office Associate I in the Administrative Division of the Parks & Recreation Department. This position is on the G Schedule in Grade G1. The starting pay for this position is \$20.58 hourly, and \$42,608 annually. This position is vacant due to a promotion.

This position is responsible for serving as the first point of contact for visitors, assisting with applications and inquiries, and overseeing office operations, including scheduling, recordkeeping, and meeting coordination. It also manages documents, including scanning and indexing, prepares reports, processes payroll and financial transactions, and monitors budgets to support overall departmental efficiency.

The Human Resources Department recruited for this position both externally and internally.

201 Applications Received
136 Applications reviewed by the department
10 Candidates interviewed

The Interview panel consisted of Brent Belcher, Jennifer Coleman, Cameron Levis, and Tiara Britt.

Georgia is being recommended for appointment. She is a graduate of JGS Praise Hymn Academy and holds an Associate's degree in Culinary Arts from SKYCTC, as well as a Bachelor's degree in Hospitality Management and Tourism from Western Kentucky University. Georgia's professional experience includes positions with Holiday Inn, Aramark, and Chuck E. Cheese, where she has served as a cashier, chef, assistant manager, and most recently, as the general manager of Chuck E. Cheese.

City of Bowling Green Online Application

Mayhew, Georgia - AppNo: 31419

Date Submitted: 11/8/2025

Personal Data

Name: Georgia Carolyn Mayhew
(First) (Middle Name) (Last)

Employment Desired

Closed Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 1037 City of Bowling Green Jobs: Office Associate I - Parks Admin at Parks & Recreation - Admin	11/8/2025	years

Education

Please tell us about your educational background.

High School Attended: JGS Praise Hymn Academy (Homeschool)
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Graduation Date or Expected
KY - Western Kentucky University	Hospitality Management Hrs:	Hrs:	Bachelor's of Science	05/2016
KY - Southcentral Kentucky Community & Technical College	Culinary Arts Hrs:	Hrs:	Associates in Applied Science	05/2014

City of Bowling Green Online Application

Mayhew, Georgia - AppNo: 31419

Date Submitted: 11/8/2025

Experience

Give complete record of employment history including part-time work, military service and volunteer service. Start with your present or most recent position and work back.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Chuck E Cheese General Manager					
Date From - Date To:	12/2018 - 11/2025	Full or Part Time:		Last Annual Salary/Hourly Rate:	
Reason for Leaving:	Unstable work schedule.				
May we contact this employer?	Yes				
Responsibilities/Accomplishments & Equipment/Machines Used at this Position	General Manager 10/2021-Current Sr. Assistant Manager 6/2020-10/2021 Assistant Manager 3/2019-6/2020 Team 2 Trainer 12/2018-3/2019				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Securitas Security Services USA, Inc Security Guard					
Date From - Date To:	01/2018 - 02/2019	Full or Part Time:		Last Annual Salary/Hourly Rate:	
Reason for Leaving:	Birth of daughter, needed a change of schedule.				
May we contact this employer?	Yes				
Responsibilities/Accomplishments & Equipment/Machines Used at this Position	Controlled access points and guard stations at Kobe Aluminum. Monitored and logged incoming and outgoing traffic. Answered and monitored incoming calls and emails for factory departments. Maintained security camera footage and completed footage requests by factory management. Created and maintained security profiles and access codes for all factory employees. Assisted Guard manager in administrative tasks for guard team.				
Responsibilities/Accomplishments & Equipment/Machines Used at this Position continued...	Completed daily and weekly safety audits.				

City of Bowling Green Online Application

Mayhew, Georgia - AppNo: 31419

Date Submitted: 11/8/2025

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Canteen Dining Services 3rd Shift Lead Manager					
Date From - Date To:	06/2016 - 01/2018	Full or Part Time:		Last Annual Salary/Hourly Rate:	
Reason for Leaving:	Needed off of night shifts				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments & Equipment/Machines Used at this Position	Perform essential cafe tasks including cooking, serving, and cleaning. Perform cashier tasks including ringing up orders and completing safe money handling procedures. Organize nightly shift procedures including managing menu, food production, and nightly paperwork. Organize and direct employees and temporary workers in the completion of all shift tasks. Created and managed schedule for 3rd shift team of 5-10 people including temporary worker requests.				

Legal Information

The City of Bowling Green, KY is an Equal Opportunity Employer ensuring equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age or disability.

Applicant's Acknowledgement and Agreement

The facts set forth in my application for employment are true and complete; I understand that false statements on this application may be considered to be sufficient cause for disqualification, or if employed, dismissal. The City is hereby authorized to make any investigation of my personal history, police, employment, and financial records. I understand that only information pertinent to the position(s) for which I am applying will be considered in making an employment decision, and that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature, scope, and result of any investigation. I also understand that the City reserves the right to require a medical Doctor's examination upon employment, as well as periodic examinations and random drug and alcohol testing during employment, and that results satisfactory to the City would be required for continued employment.

I, Georgia Mayhew, agree to all of the terms above.

☒ I agree

MUNICIPAL ORDER NO. 2025 - 310

MUNICIPAL ORDER AUTHORIZING CHANGE
ORDER NO. THREE TO THE CONTRACT WITH
AMERICAN ENGINEERS, INC. FOR
PROFESSIONAL SERVICES FOR CAVE MILL
ROAD CORRIDOR IMPROVEMENTS IN THE
AMOUNT OF \$363,137, FOR A TOTAL PROJECT
COST OF \$1,610,650

WHEREAS, the City of Bowling Green appropriately advertised for professional services for Cave Mill Road corridor improvements (Bid #2023-11) pursuant to applicable state statutes; and,

WHEREAS, one (1) bid was received and publicly opened on December 21, 2022; and,

WHEREAS, Change Order No. One was approved administratively in the amount of \$11,840 for the rental of mobile LiDAR equipment to aid in surveying and to perform detailed mapping prior to design, bringing the total project cost to \$1,221,713; and,

WHEREAS, Change Order No. Two was approved administratively in the amount of \$25,800 due to the need to obtain elevation information of existing utilities in order to refine the roadway and storm sewer design, bringing the total project cost to \$1,247,513; and,

WHEREAS, Change Order No. Three in the amount of \$363,137 is now recommended to address flood mitigation following the April 2025 flooding event, structural review and geotechnical exploration for the expansion of an existing culvert, and traffic signal design for an additional east bound lane, bringing the total project cost to \$1,610,650; and,

WHEREAS, by Municipal Order No. 2022-158, the City entered into an agreement with the Commonwealth of Kentucky, Transportation Cabinet, Department of Highways for the reimbursement of funds in an amount up to \$1,860,000 for the completion of the Cave Mill Road corridor improvements; and,

WHEREAS, it is in the best interest of the City to accept the change order.

(Municipal Order No. 2025 - 310)

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. Change Order No. Three to the contract with American Engineers, Inc. in the amount of \$363,137, for a total project cost of \$1,610,650, for professional services for Cave Mill Road corridor improvements, Bid #2023-11, is hereby approved.
2. The Mayor and all other appropriate City officials are hereby authorized and directed to execute any documents necessary to complete and perfect the acceptance of same for and on behalf of the City, and the City Manager is to act for and in the name of the City throughout the administration and performance thereof.
3. A copy of this Municipal Order shall be provided to the Procurement Manager for issuance of a purchase order on behalf of the City.
4. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

CITY OF BOWLING GREEN, KENTUCKY
Change Order Authorization

Bid No: 2023-11 Bid Opening Date: December 21, 2022

Bid Title: Professional Services for Cave Mill Road Corridor Improvements

Vendor: American Engineers, Inc.

Award Amount:	\$1,209,873.00
Change Order #1:	\$11,840.00
Change Order #2:	\$25,800.00
Change Order #3:	\$363,137.00
Total Award Amount:	\$1,610,650.00

Explanation of Change Order:

Requested by Public Works – To address flood mitigation after the April 2025 flooding, structural review/geotechnical exploration for the expansion of an existing culvert, and traffic signal design for an additional east-bound lane.

Account number: 315-3111-503020

Comments: Funds will be available in the account listed.

Procurement Manager: Meghan VanMeter Date: 12 / 8 / 25

Approval:

City Manager: Jeff Merrill Date: 12 / 10 / 25



To: Jeff Meisel, City Manager
Through: Andy Souza, Public Works Director *AS*
From: Kyle Hunt, PE, City Engineer
Date: December 4, 2025
RE: Recommendation for Change Order #3 for 2023-11 Cave Mill Road Corridor Professional Services

In 2022 the City of Bowling Green and the Kentucky Transportation Cabinet (KYTC) executed a Memorandum of Agreement (MOA) to fund design for improvements to the Cave Mill Rd. corridor. As described in the MOA, the purpose of this project is to *"reduce congestion and increase safety on Cave Mill Rd. from the end of the three lane section near Rain Tree Ave. to just east of Grider Pond Road"*. This MOA provided funding from KYTC in an amount not to exceed \$1,860,000 on a reimbursement basis.

American Engineers, Inc. (AEI) was awarded the design contract in March 2023 in the amount of \$1,209,873 and are currently working on plans to effectively address our concerns regarding roadway design, drainage mitigation, and traffic analysis. AEI was nearing completion of the design earlier this year; however, the rain event that occurred in April caused substantial flooding along the corridor and the need for significant re-design to portions of the roadway. At our request, AEI has prepared a change order to address the following items:

- **Flood Mitigation:** The 1000 block of Cave Mill Rd. is located within an established FEMA flood zone. The roadway in this area is several feet lower than the FEMA 100-year flood elevation, resulting in this section of Cave Mill being closed for multiple days during heavy rain events, including the April event earlier this year. Under our direction, AEI addressed this issue with their original design by raising the elevation of the road approximately 1.5 feet above the FEMA flood elevation. However, during the April event, Public Works staff observed the flood elevation was nearly identical to the road elevation AEI proposed with their design. To reduce future flooding impacts, we requested a re-design to increase the road elevation several feet above the April flood elevation. This will also result in revisions to the proposed storm sewer system as well as changes to proposed grading within the FEMA flood zone.

The 1200 block of Cave Mill Rd. near the intersection with Hunting Creek Drive also experienced flooding impacts from the April event. A separate FEMA flood zone is located in this area and the flood elevation during the April storm was observed to be approximately six feet above the established 100-year flood elevation. This area also has a history of road closures during significant rains, including the April event. The road elevation at this location cannot be adjusted without substantial impacts to private property on the north side of Cave Mill; therefore, we have asked AEI

Andy Souza
Public Works Director

Matt Powell
Environmental Manager

Melissa Cansler, P.E.
City Engineer

David Hehner
Facilities Manager

(270) 393-3628

Ryan Johnson
Operations Manager

Denise Gilland
Fleet Manager

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Bowling Green, KY

to design a basin on the south side of Cave Mill with adequate capacity to lower the flood elevation below the existing road. This design change will also result in additional revisions to the proposed storm sewer system, but will allow us to utilize the property at 1231 Cave Mill Rd., which the City purchased soon after the April flooding.

- **Structural Review / Geotechnical Exploration:** Included in AEI's original design is the extension of an existing 6' x 3' box culvert that allows Hunting Creek to flow under Cave Mill Rd. The design changes recommended for the 1000 block of Cave Mill will result in a further extension of the box culvert as well as placement of additional fill material over the structure in order to bring the roadway to the desired elevation. AEI recommends a design review of the culvert to ensure it is structurally sufficient to support the weight of additional fill material. A re-design of the culvert (if needed) is also included with this change order.

In addition to the structural review, a geotechnical investigation is proposed in the area of the culvert extension. It is KYTC standard practice to perform this work for a culvert of this size. The investigation will involve multiple drilling locations where soil and rock samples will be obtained. Laboratory testing will be performed to determine soil conditions where the culvert extension will be constructed. A geotechnical report will also be provided that summarizes data collected during drilling activities as well as laboratory testing results.

- **Traffic Signal Design:** During preliminary design we asked AEI to evaluate an additional east-bound lane for Cave Mill between Crossings Blvd. and Scottsville Rd. This will help reduce congestion and delay for a section of Cave Mill that currently experiences heavy traffic, especially during peak hours. AEI was able to show this is a feasible option that can be constructed within KYTC's projected budget while requiring minimal property acquisition. However, widening in this area will necessitate the relocation of traffic signal hardware at the intersections with Crossings Blvd., Chandler Drive, and the Greenwood Mall entrance. Additionally, the signalized intersection at Smallhouse Rd. will be converted to a roundabout as part of this project. To minimize disruptions to motorists, roundabout construction will occur while the intersection is open to traffic. Therefore, AEI recommends up to three temporary signal designs to account for shifts in traffic that may impact signal hardware prior to the roundabout becoming operational. At our request, AEI has provided a cost to re-design the layout/placement of signal hardware at each of these locations based on impacts from proposed roadway improvements

AEI's quote to perform the design revisions described above is \$363,137. Two previous change orders were approved administratively totaling \$37,640, for a total contract amount of \$1,610,650. Once this change order is executed, a balance of \$249,350 will remain from the original agreement. KYTC has previously confirmed any unused funds from the design MOA can be applied toward future phases of the project (property acquisition, utility relocation, and construction). Through this change order, AEI will be able to complete a design for Cave Mill Rd. that will reduce flooding and road closures as well as prepare the corridor for long-term growth. Therefore, I recommend increasing the professional services contract for American Engineers. Funds are available in account 315-3111-503020.

Enc: AEI Change Order Quote
Location Exhibit

Pc: Melissa Cansler, PE, City Engineer
Lizette Garcia, Administrative Assistant



**Cave Mill Road
For City of Bowling Green
Amendment #3
Scope Change for Preliminary and Final Roadway Design and Signal Design**

Project Scope and Initial Fee:

Roadway Design:

The consultant was directed to develop Phase I Preliminary alignment studies using a urban curb and gutter typical template for the redesign of a section of roadway that recently flooded over the 100 HW FEMA recorded flood elevation in the location of "the Curve" – approx. 1500' or 0.3 miles. Once Phase I plans are complete and a preferred alignment is selected with input from stakeholders, the consultant will begin on the final plans production. This phase II design will include revising ROW Plans, Final Construction design / plans, drainage design (development of added basins (one near the "curve" and one on P# 29 – Feldman and P#30 – city of BG) for retention based on the spring 2025 flooding, construction plans, traffic control plans, and final cost estimates. Additional scope change includes drainage to replace ditching on Small House Rd. and Hunt Master Dr. cul-de-sac area, geotechnical investigation of the culverts, re-design of the culverts in the "curve", and other design change request per the Joint inspection meeting held August 14th, 2025.

Subtotal: \$269,009

Geotechnical Exploration: Culvert extension project located on Cave Mill Road.

Two (2) soil test borings are proposed for the site and will extend to twenty (20) feet or auger refusal, whichever is encountered first. If shallow refusal is encountered (defined in this case as occurring five feet or less beneath the existing gravel surface), five (5) feet of rock core will be obtained. Standard penetration samples will be obtained on 2 ½-foot intervals in the upper ten (10) feet and every five (5) feet thereafter. Undisturbed samples will be obtained at select depth intervals representative of the predominant soil horizons. All field drilling will be performed under the direct supervision of a Geotechnical Engineer that will interact with STV's drill crews to obtain the necessary geotechnical data. All holes will be backfilled with drill cuttings. In our laboratory, moisture content tests will be performed on all recovered samples. The Shelby tube samples will be extruded and one sample per tube will be subjected to unconfined compressive strength testing. Samples representative of the predominant soil types will be subjected to soil classification tests including soil plasticity (Atterberg limits).

A geotechnical report will be prepared upon completion of drilling activities. The final report will provide a site and project description, site geology, results of the exploration and laboratory testing including soil bearing capacity and general conclusions and recommendations for foundation design. Typed boring logs and a boring layout will be provided in the Appendices to the report.

Subtotal: \$15,000

Signal Design as scoped on the following pages.

Subtotal: \$79,128

Total: \$363,137

SCOPE OF SERVICES
for
Signal Design Services
Cave Mill Road Widening Project

Located in
Bowling Green, KY
March 2025

PROJECT DESCRIPTION

The City of Bowling Green (City) has an ongoing project to widen Cave Mill Road from Covington Grove Boulevard to US 231 (Scottsville Road). As part of the project, three existing traffic signals will need to be upgraded and designed. This scope of services is for the work that will be needed to design these signal plans.

This scope of services includes final signal designs for the following intersections:

- Cave Mill Road at Crossings Boulevard
- Cave Mill Road at Chandler Drive
- Cave Mill Road at Greenwood Mall Entrance

This scope of services includes:

A. SIGNAL DESIGN

- (1) STV will prepare final traffic signal plans to account for the final layout of the project. This scope of services includes signal plans for new installations at the following intersection:
 - Cave Mill Road at Crossings Boulevard
 - Cave Mill Road at Chandler Drive
 - Cave Mill Road at Greenwood Mall Entrance
- (2) The existing signalized intersection at Cave Mill Road and Smallhouse Road is being converted to a roundabout as part of the project. It is assumed that temporary signal designs will be necessary as traffic is maintained during construction and prior the roundabout being operational. At the time of scoping, traffic management plans have yet to be developed, therefore, up to three (3) signal design layouts are included in this scope of services to include relocation of equipment impacted by construction and to account for shifts in traffic that may impact detection or signal head arrangement.
- (3) The traffic signal plans for the above intersections will include at a minimum, equipment placement, general and intersection specific notes, phasing diagrams, signal head assemblies figure, traffic markings plan, standard notes sheet, and standard details sheet.
- (4) STV will coordinate the signal design and review with the City and KYTC (as applicable). Signal plans, signed and sealed by a Kentucky Registered Professional Engineer, will be submitted.
- (5) Meetings – STV will participate in up to two (2) virtual meetings with the City and other pertinent project stakeholders to discuss the project as necessary. Meetings are assumed to be 1 hour in duration and consist of 2 STV staff members.
- (6) STV will coordinate internally with various disciplines as needed in development of the signal designs (roadway and work zone traffic control)
- (7) QA/QC Documentation – STV will perform regular on-going review of QA/QC activities on the project

Deliverables:

- *Signal plans including cover sheet, plan sheet, notes sheet, and details sheet for each intersection.*

Assumptions/Exclusions:

- *The signal designs will be developed per direction given via markups from the PDF dated 2-21-25 that include summaries of discussions from the on-site meeting on 9-17-24.*
- *The existing signalized intersection at Cave Mill Road and Smallhouse Road is being converted to a roundabout as part of the project. Should temporary signal plans be necessary beyond the number of designs referenced herein (up to 3), they will be provided as an additional service.*
- *Signal communications plans and signal timing plans are not included in this scope of services.*
- *This scope assumes up to three (3) submittals for review and comment of signal plans*

B. REGULATORY REVIEWS AND PERMITS

Agency

Type of Review/Permit

City of Bowling Green/KYTC

Signal plans



PROPERTIES PURCHASED
AFTER APRIL FLOODING

CAVE MILL RD.

SECTION OF CAVE MILL
TO BE RAISED ABOVE
APRIL FLOOD ELEVATION

PROPOSED BASIN - 1200
BLOCK OF CAVE MILL
(INCLUDING BEACH
PROPERTY)

HUNTING CREEK DR.



LOCATIONS OF TRAFFIC
SIGNAL RE-DESIGNS

NORTH MILL AVE

CHANDLER DR

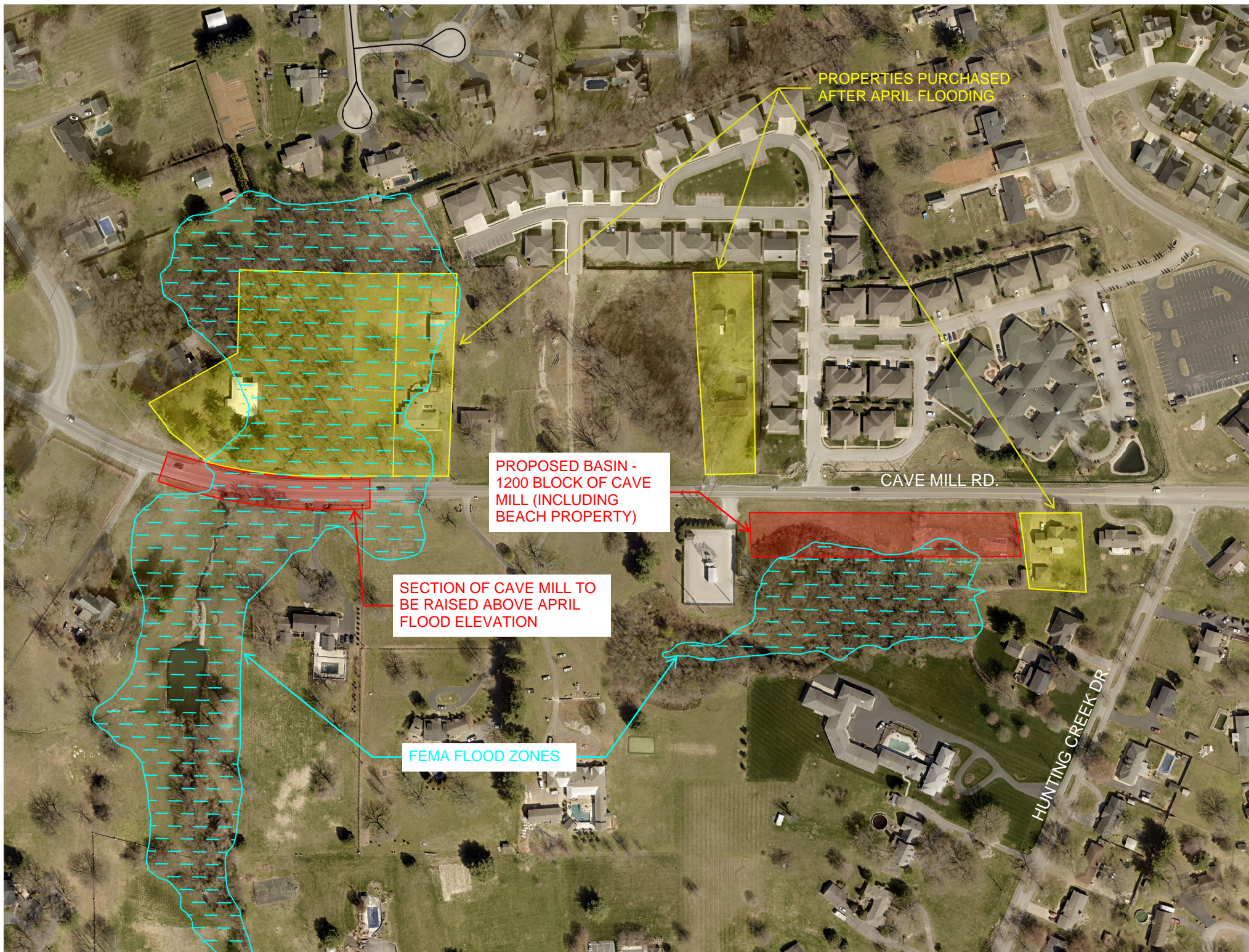
CAVE MILL RD.

MALL
ENTRANCE

SCOTTSVILLE RD

CROSSINGS BLVD.

AREA OF WIDENING
FOR ADDITIONAL
EAST-BOUND LANE



PROPERTIES PURCHASED
AFTER APRIL FLOODING

PROPOSED BASIN -
1200 BLOCK OF CAVE
MILL (INCLUDING
BEACH PROPERTY)

SECTION OF CAVE MILL TO
BE RAISED ABOVE APRIL
FLOOD ELEVATION

FEMA FLOOD ZONES

CAVE MILL RD.

HUNTING CREEK DR.



LOCATIONS OF TRAFFIC
SIGNAL RE-DESIGNS

NORTH MILL AVE.

CHANDLER DR.

CAVE MILL RD.

MALL
ENTRANCE

SCOTTSDALE RD.

CROSSINGS BLVD.

AREA OF WIDENING
FOR ADDITIONAL
EAST-BOUND LANE

MUNICIPAL ORDER NO. 2025 - 311

MUNICIPAL ORDER AUTHORIZING THE
SUBMISSION OF A GRANT APPLICATION TO
THE KENTUCKY TRANSPORTATION CABINET
FOR TRANSPORTATION ALTERNATIVES
PROGRAM (TAP) FUNDS IN THE AMOUNT OF
\$1,521,265 RELATED TO THE BRYANT WAY
GREENWAY PROJECT

WHEREAS, the City of Bowling Green is seeking grant funds through the FY26 Transportation Alternatives Program (TAP) for the Bryant Way greenway project; and,

WHEREAS, the project consists of acquisition and construction costs for a multi-use path on Bryant Way between Scottsville Road and Ken Bale Boulevard; and,

WHEREAS, the project is located within the City limits of Bowling Green; and,

WHEREAS, the TAP is limited to funding a maximum of eighty percent (80%), in the amount of \$1,521,265, of the total project cost estimated at \$1,901,581.25; and,

WHEREAS, twenty percent (20%) of matching funds are required in the amount of \$380,316.25; and,

WHEREAS, it is in the best interest of the City to submit this application and to provide the match requirement.

THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The application to the Kentucky Transportation Cabinet for Transportation Alternative Program (TAP) funding for the Bryant Way greenway project in the amount of \$1,521,265 is hereby approved.
2. The City of Bowling Green agrees to provide the twenty percent (20%) match requirement in the amount of \$380,316.25.
3. The Mayor and all other appropriate City officials are hereby authorized and directed to execute any and all documents necessary for the submission of this grant, and the City Manager is to

(Municipal Order No. 2025 - 311)

act for and in the name of the City throughout the administration and performance thereof.

4. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

Brent Childers
NCS Director
Telephone: 270.393.3658
Fax: 270.901.3126
Brent.Childers@bgky.org



707 E. Main Ave
PO Box 430
Bowling Green, Kentucky 42102
www.bgky.org

Neighborhood & Community Services Department

MEMORANDUM

TO: Jeff Meisel
City Manager

THROUGH: Brent Childers
NCS Director

FROM: Jake Moore
Grants Coordinator

DATE: December 9, 2025

RE: FY26 TAP Application – Bryant Way Greenway Project

NCS is requesting the Board of Commissioners to approve a grant application for the FY26 Transportation Alternatives Program (TAP) through the Kentucky Transportation Cabinet (KYTC) in the amount of \$1,521,265 to construct a new greenway on Bryant Way.

The TAP program requires a 20%, or \$380,316.25, local match for a total project cost of \$1,901,581.25. If awarded, funds would be used to assist in purchasing nine temporary easements and to construct approximately 2,300 linear feet of 8' concrete multi-use path along Bryant Way from Ken Bale Blvd. to Scottsville Road.

The project would include the striping of new crosswalks on tan access road at the end of Bryant Way and also across Scottsville Road to improve pedestrian access and safety. This greenway connection would tie into the existing Scottsville Road Multi-Use Path Project and would contribute towards the completion of a pedestrian loop around Bowling Green.

We are recommending the Board of Commissioners approve this grant application at their Dec. 16 meeting. If you have any questions, please feel free to contact me at 270-393-3656.

Bryant Way

FY26 TAP Grant Application

Legend

- Multi-Use Path
- Planned Crosswalk Striping

Google Earth

1000 ft



MUNICIPAL ORDER NO. 2025 - 312

MUNICIPAL ORDER AUTHORIZING THE
SUBMISSION OF A GRANT APPLICATION FOR
FUNDING THROUGH THE 2024 GOVERNMENT
RESOURCES ACCELERATING NEEDED
TRANSFORMATION PROGRAM FROM THE
KENTUCKY ECONOMIC DEVELOPMENT
CABINET IN AN AMOUNT UP TO \$361,300.44
RELATED TO THE BRYANT WAY GREENWAY
PROJECT

WHEREAS, the Kentucky Cabinet for Economic Development (CED) has grant funds available for the 2024 Government Resources Accelerating Needed Transformation (GRANT) Program; and,

WHEREAS, the purpose of the 2024 GRANT Program is to provide matching funds to local governments seeking federal grants which require matching funds; and,

WHEREAS, by Municipal Order No. 2025-311, the City of Bowling Green submitted an application to the federally sponsored Transportation Alternatives Program (TAP) through the Kentucky Transportation Cabinet (KYTC) for the Bryant Way greenway project; and,

WHEREAS, if awarded, the TAP grant would require a 20%, or \$380,316.25 local match, for a total project cost of \$1,901,581.25; and,

WHEREAS, the City of Bowling Green wishes to submit an application for 2024 GRANT Program funds in an amount up to \$361,300.44 for the Bryant Way greenway project; and,

WHEREAS, this grant requires matching funds up to \$19,015.81, or 5%; and,

WHEREAS, the City of Bowling Green recognizes that the available 2024 GRANT Program monies, pursuant to KRS 147A.150 to 147A.166, impose certain obligations and responsibilities upon the City and will require among other things:

1. Approval of a satisfactory application submitted to CED for approval; and,
2. Proper registration to do business within the Commonwealth of Kentucky, and,
3. Other obligations of the entity in connection with receiving the 2024 GRANT Program

2025-312

(Municipal Order No. 2025 - 312)

monies for the purposes stated herein.

WHEREAS, it is in the best interest of the City to approve this grant submission.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The application to the Kentucky Cabinet for Economic Development (CED) for the 2024 Government Resources Accelerating Needed Transformation (GRANT) Program funds in an amount up to \$361,300.44, and matching funds in the amount up to \$19,015.81, for the Bryant Way greenway project is hereby approved.
2. The City of Bowling Green shall provide such information and furnish such documentation as may be required.
3. The Mayor and all other appropriate City officials are hereby authorized and directed to execute any and all documents necessary for the submission of this grant, and the City Manager is to act for and in the name of the City throughout the administration and performance thereof.
4. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

Brent Childers
NCS Director
Telephone: 270.393.3658
Fax: 270.901.3126
Brent.Childers@bgky.org



707 E. Main Ave
PO Box 430
Bowling Green, Kentucky 42102
www.bgky.org

Neighborhood & Community Services Department

MEMORANDUM

TO: Jeff Meisel
City Manager

THROUGH: Brent Childers
NCS Director

FROM: Jake Moore
Grants Coordinator

DATE: December 9, 2025

RE: GRANT Application – Bryant Way Greenway Project

NCS wishes to submit a grant application to the Kentucky Cabinet for Economic Development's Government Resources Accelerating Needed Transformation (GRANT) program to acquire matching funds in the amount of \$361,300.44. The GRANT program requires a 5%, or \$19,015.81, local match for a total project cost of \$380,316.25. We ask the Board of Commissioners to approve this application at their Dec. 16 meeting.

NCS previously requested the Commissioners' approval on a \$1,521,265 grant application to the Transportation Alternatives Program (TAP) to construct a greenway on Bryant Way. If awarded, the City would be required to provide 20% of the total project cost in local funds. NCS wishes to use GRANT funding to satisfy this requirement.

Below is a breakdown of funding sources if the Bryant Way TAP and GRANT applications are both selected for award:

TAP Award:	\$1,521,265
GRANT Award:	\$361,300.44
Local Obligation:	\$19,015.81
TOTAL:	\$1,901,581.25

If you have any questions, please feel free to contact me at 270-393-3656.

MUNICIPAL ORDER NO. 2025 - 313

MUNICIPAL ORDER APPROVING AND
AUTHORIZING EXECUTION OF A LEASE
AGREEMENT FOR A PORTION OF THE GLEN
LILY LANDFILL PROPERTY

WHEREAS, the City of Bowling Green is the owner of approximately 266 acres of property off Glen Lily Road with a portion of the property previously used as a municipal landfill; and,

WHEREAS, David Morgan (the “Tenant”) has approached the City about leasing approximately 10 acres of property to grow crops; and,

WHEREAS, the leased premises adjoins property the Tenant is currently using to grow crops and the leased premises would not be used for landfill purposes; and,

WHEREAS, the Tenant’s occupation of the leased premises would reduce the area required to be mowed by the City, as well as improve the quality of the soil on the leased premises; and,

WHEREAS, it is in the best interest of the City to approve the terms as set out in the attached Lease Agreement.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The Lease Agreement between the City of Bowling Green and David Morgan, a copy of which is attached to and made a part of this Municipal Order as if copied in full herein, is hereby approved in substantially the form as attached.
2. The City Manager and all other appropriate City officials are authorized and directed to execute this Lease Agreement and all other documents necessary to carry out this transaction on behalf of the City.
3. This Municipal Order shall be in full force and effect upon signature and recordation.

(Municipal Order No. 2025 - 313)

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager



To: Jeff Meisel, City Manager
Through: Andy Souza, Public Works Director
From: Matt Powell, Environmental Manager
Date: 09 DEC 2025

A handwritten signature in black ink, appearing to be "Matt Powell", is written over the "Through:" and "From:" lines of the header.

RE: Approval Requested – Transfer of Glen Lily Landfill Farming Lease

I am requesting approval to transfer the existing lease for a portion of the Glen Lily Landfill (approximately 10 acres) to a new lessee, Mr. David Morgan. The current lessee Mark Mayes has completed his term and does not wish to renew. The current active terms, conditions, and responsibilities outlined in the existing agreement will remain unchanged.

This property:

- Was never used for landfill operations,
- Is not currently needed for any City purpose,
- Contains soils and drainage conditions that can be improved through farming use,
- Does not conflict with any other potential lease arrangements, and while being farmed does not have to be mowed by City staff.

Under the existing lease terms:

- The City receives \$100/acre/year,
- The lessee must meet all insurance requirements, and the land must be returned to grass at the end of the lease.

Given the small acreage and its direct connection to the surrounding farmland already under production, it only makes sense to lease this area to the person farming the rest of the field on the adjoining property.

With your approval, we will execute a lease with Mr. David Morgan.

Andy Souza
Public Works Director

Matt Powell
Environmental Manager

Melissa Cansler, P.E.
City Engineer

David Hehner
Facilities Manager

(270) 393-3628

Ryan Johnson
Operations Manager

Denise Gilland
Fleet Manager

www.bgky.org/publicworks
Bowling Green, KY



LEASE AGREEMENT FOR PORTION OF GLEN LILY PROPERTY

THIS LEASE AGREEMENT FOR PORTION OF GLEN LILY PROPERTY (the “Lease Agreement”) is made and entered into as of _____, 2025, by and between the City of Bowling Green, Kentucky, (hereinafter referred to as the “City”) and David Morgan (“Tenant”).

WITNESSETH:

WHEREAS, the City is the owner of approximately 266 acres of property off of Glen Lily Road with a portion of the property previously used as a municipal landfill; and,

WHEREAS, Mark Mayes previously leased the area in question but does not wish to renew his lease; and,

WHEREAS, David Morgan would like to lease the area, which contains approximately 10 acres (“Leased Premises”); and,

WHEREAS, the Leased Premises adjoins property the Tenant currently leases for farming; and,

WHEREAS, the Leased Premises was not used for landfill purposes; and,

WHEREAS, the City is not using the Leased Premises, and Tenant’s occupation of the Leased Premises would reduce the area required to be mowed by the City as well as improve the quality of the soil on the Leased Premises; and,

WHEREAS, the City Manager has determined that a lease of the Leased Premises is in the best interests of the City and the parties now wish to set out in writing the agreement between the parties.

NOW, THEREFORE, for and in consideration of the terms set forth hereinafter, the parties agree as follows:

1. **SCOPE OF LEASE AGREEMENT:** The City, in consideration of the covenants and agreements hereinafter contained, does hereby lease to Tenant a portion of the

Glen Lily property owned by the City with the designated Leased Premises identified in Attachment A to this Lease Agreement, attached hereto and incorporated herein, subject to the provisions below.

2. **TERM:** The term of this Lease Agreement shall be for a period of 5 years, beginning with the 2026 crop season and extending through the 2030 crop season. Following the 2030 crop season, the parties may agree to renew this lease on an annual basis.

3. **RENTAL AMOUNT:** Tenant agrees to pay to City as rent the sum of \$100.00 per acre, payable annually on or before December 31, beginning December 31, 2025.

4. **LEASE CONDITIONS:** The parties acknowledge and agree that the Leased Premises shall be used solely for farming purposes. Tenant shall operate the Leased Premises consistent with all applicable City, State, and Federal laws, statutes, ordinances, and policies, including, but not limited to, federal and state environmental laws, rules and regulations. Tenant assumes all risk of loss and damage to any of its property and Tenant also assumes all risk of loss due to personal injury or death.

Tenant agrees not to sell harvested produce from the Leased Premises on City property. Anyone selling items on City property without a permit/license will be subject to fines and/or court costs. Tenant agrees to maintain the Leased Premises in good condition and to notify Public Works if Tenant decides not to use the Leased Premises to grow crops. Tenant will not receive a refund for nonuse of the Leased Premises during any growing season. Tenant agrees that no live trees on the Leased Premises will be cut without permission, and no crop residue, such as straw or cornstalks, will be burned on the premises without prior written permission from the Public Works Department and application for a permit, if applicable, as required by Chapter 12 of the City of Bowling Green Code of Ordinances. Tenant further agrees not to remove sand, gravel, topsoil, or minerals from the Leased Premises.

Tenant shall enter and exit the Leased Premises through the gate off of Price's Chapel Road. Tenant shall enter onto the Leased Premises only; and shall not enter onto any other portion of the Landfill.

Tenant agrees that the City, its agents or employees, may enter upon the Leased Premises at any time for the purpose of inspections for compliance with this Lease Agreement. Any material violation of any laws, regulations or the terms of this Lease Agreement may subject this Lease Agreement to immediate termination

5. **IMPROVEMENTS:** Tenant understands that the soil in this area is of very poor quality; and that, in order to grow crops, Tenant will have to improve the quality of the soil. Tenant may, at Tenant's sole cost and expense, amend and improve the soil quality in order to get good production from his crops. Improved soil shall remain the property of the City and Tenant shall not be entitled to compensation for any such improvement.

6. **TERMINATION:** Should Tenant breach any of the terms, covenants and/or conditions of this Lease Agreement or should Tenant abandon and cease to operate and manage the Leased Premises, the City shall provide Tenant written notice of the nature of the breach and shall grant Tenant fourteen (14) days to correct the breach. If the breach is not corrected within fourteen (14) days to the City's satisfaction, the City may terminate this Lease Agreement immediately with no further written notice required. Either party may terminate this Agreement, with or without cause, with 90 days written notice, except that in the event the City wishes to terminate the Lease Agreement without cause after Tenant has planted crops, the City shall not be entitled to surrender of the Leased Premises until such time as Tenant has harvested his crops.

7. **INDEPENDENT CONTRACTOR / INDEMNIFICATION / INSURANCE:**

a. The parties agree that Tenant is an independent contractor under this Lease Agreement and that none of its officers, officials, agents or employees shall be deemed to

be officers, officials, agents or employees of the City. The City assumes no liability arising from the acts, conduct or work of Tenant.

b. Tenant agrees to procure and maintain, at his own expense during the term of this Agreement, liability insurance as specified in Exhibit B, attached hereto and incorporated herewith. Such insurance shall list the City of Bowling Green, its elected and appointed officials, employees, agents, and successors as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the City and may not include terms which make the coverage excess to other insurance on which the City may also qualify as an additional insured.

c. Tenant agrees that the City of Bowling Green, Kentucky, and its agents, officers, elected officials, and employees are not responsible for any injury, loss or damage to any person or property resulting from Tenant's use of the Leased Premises. Tenant agrees to hold harmless, indemnify and release the City of Bowling Green, Kentucky, its officers, officials, agents and employees from any and all claims, demands and causes of action, known or unknown, past, present or future, which may arise in any manner from or in relation to Tenant's use of the Leased Premises.

8. **WARRANTY:** Tenant understands and acknowledges that the City does not warrant in any way, express or implied, that the Leased Premises is suitable for crop production. Tenant acknowledges that the soil at the Leased Premises is of poor quality, that it may not produce crops, and that improvement of the soil by Tenant may be necessary to have a productive crop.

9. **ASSIGNMENT:** It is agreed that this Lease Agreement shall not be assigned, transferred or the Leased Premises, or any part thereof, sublet or subleased without the written consent of the City and any attempt to assign or transfer the Leased Premises without such written consent shall be null and void.

10. **COMPLIANCE WITH LAWS:** Tenant agrees to conform with and fully comply with all ordinances, rules, regulations and laws of all public authorities and Tenant further agrees not to use or permit the use of the Leased Premises for any purpose or use in violation of any law, statute or ordinance during the term of this Lease Agreement.

11. **WAIVER:** The waiver of the City of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained.

12. **SURRENDER OF PROPERTY:** Upon termination, Tenant shall surrender up and deliver the Leased Premises, in as good order and repair as when first received by it, reasonable wear and tear for the uses thereof excluded. Tenant agrees to plant fescue grass upon termination of the Lease.

The City and Tenant have read the entire contents of this Lease Agreement and acknowledge receipt of an executed copy hereof. It is agreed that all terms and conditions pertinent hereto are included in this writing, and no verbal agreements or understandings of any kind shall be binding upon the City or Tenant. This Lease Agreement may only be altered in writing executed by all parties. If any provisions of this Lease Agreement shall be found to be invalid, void, illegal or unenforceable, it shall in no way affect, impair or invalidate any other provisions of the Lease Agreement. This Lease Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Kentucky. This Lease Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, administrators, executors, successors and assigns as the case may be.

IN TESTIMONY WHEREOF, witness the signatures of the City and Tenant on this day and date first above written.

BY: _____
TODD ALCOTT, MAYOR

COMMONWEALTH OF KENTUCKY)
) SS
COUNTY OF WARREN)

NOTARY PUBLIC
NOTARY ID NO. _____
My Commission Expires: _____

COMMONWEALTH OF KENTUCKY)
) SS
COUNTY OF WARREN)

NOTARY PUBLIC
NOTARY ID NO. _____
My Commission Expires: _____

Glen Lily Landfill Lease Area



12/11/2025, 11:22:59 AM

1:3,520

0 0.04 0.07 0.14 mi
0 0.05 0.1 0.2 km



MUNICIPAL ORDER NO. 2025 - 314

MUNICIPAL ORDER APPROVING FISCAL YEAR
2026 PARKS AND RECREATION FEES

WHEREAS, the Director of the Department of Parks and Recreation is responsible for the proper administration, operation and maintenance of all the City's parks, playgrounds, golf courses, swimming pools, cemeteries and all other recreational facilities; and,

WHEREAS, the Director, subject to the approval of the City Manager, is also authorized and instructed to adopt all necessary rules and regulations for the proper use of all the City's parks, playgrounds, golf courses, swimming pools, recreational centers, cemeteries and all other recreational properties of the City; and,

WHEREAS, the Director has recommended user fees for all appropriate parks and recreational activities and facilities; and,

WHEREAS, the Board of Commissioners hereby determines that these fees are appropriate and are in the best interest of the City.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The recommended user fees for various Parks and Recreation facilities and activities for Fiscal Year 2026, as recommended by the Parks and Recreation Director, a copy of which are attached to and made a part of this Municipal Order as if copied in full herein, are hereby approved.

2. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

2025-314

Brent Belcher
Director
brent.belcher@bgky.org

Jennifer Coleman
Administrative Manager
jennifer.coleman@bgky.org

Jay Dougherty
Landscape Manager
jay.dougherty@bgky.org

Cameron Levis
Recreation Division Manager
cameron.levis@bgky.org

Cathy Maroney
Cemetery Division Manager
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Mike Mitchum
Parks and Golf Maintenance
Superintendent
mike.mitchum@bgky.org

Haley Parrett
Parks Planner
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Pete Samios
Sports & Wellness Manager
pete.samios@bgky.org

BOARD OF PARK COMMISSIONERS
Bill Carter
Lisa Cook
Stan England
Thomas Richards
Dee Savage
Alonzo Webb
Chip Winger

MISSION STATEMENT

Our mission is to offer a comprehensive variety of excellent recreational programs and facilities that promote wellness and enhance quality of life in our diverse community and represent our commitment to a safe and sustainable future.



225 East Third Avenue
Bowling Green, Kentucky 42101
270.393.3249
fax: 270.393.3603
www.bgky.org

MEMORANDUM

December 5, 2025

To: Jeff Meisel, City Manager
From: Brent Belcher, BGPR Director
Subject: 2026 Fees and Charges Recommendations

As 2026 approaches, Bowling Green Parks and Recreation (BGPR) would like to respectfully submit our recommended fees and charges associated with programs and facilities for consideration by the City of Bowling Green Board of Commissioners.

Please find accompanying this memorandum, BGPR's FY26 Fee Booklet. This document is a comprehensive guide to all BGPR fees and charges excluding daily concession and resale merchandise prices, which fluctuate based on market cost necessitating more regular updates. As part of this booklet, BGPR would like to highlight the following changes:

Athletics

- ▲ Adult – Volleyball Indoor & Outdoor – COED League Team Fee
 - \$160 per season (+ \$10)
- ▲ Adult Kickball League Team Fee
 - \$200 per season (+ \$50)
- ▲ Adult Dodgeball League Team Fee
 - \$175 per season (+ \$25)

Sims Aquatic Center

- | | |
|--|----------------|
| ▲ Family of 4 Season Pass (Early Bird) | \$215 (+ \$15) |
| ▲ Family of 4 Season Pass (Regular) | \$240 (+ \$10) |
| ▲ Lifeguard Certification | \$240 (+ \$15) |
| ▲ Lifeguard Recertification | \$85 (+ \$10) |

PARKS & RECREATION - THE BENEFITS ARE ENDLESS

Golf

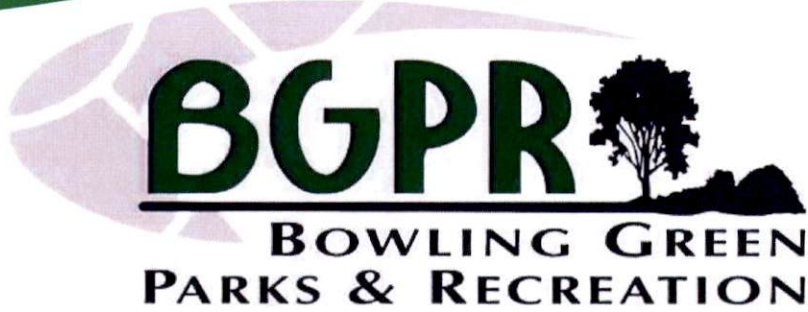
- ▲ CrossWinds = Outing Pricing increased \$100 per proposal.
- ▲ Walker/Hobson Outings Prices
 - Proposal A (1/2 day morning) = \$1,248 (+ \$248)
 - Proposal C (full day) = \$2,100 (+ \$300)

Park Rentals

- ▲ Downtown Parks – Circus Square
 - 4 hours rental = \$750 (+ \$150)
 - 8 hours rental = \$1,500 (+ \$300)
- ▲ Shelters
 - Increased \$5 per shelter
- ▲ Athletic Facilities
 - Increased 5% per facility/hour

BGPR divisions review their fees annually and consider multiple factors when recommending adjustments. These include operational needs, participation trends, and comparisons to industry standards. BGPR staff strives to keep fees reasonable, competitive, and supportive of sustainable service delivery while also holding close our obligation to operate in the most efficient and effective manner possible.

As we look ahead, 2026 promises to be a big year for BGPR, and we are excited about the opportunities to improve the Quality of Life of our residents and visitors.



FY26 Fee Booklet



 playbgpr.bgky.org

Effective January 1st, 2026 unless otherwise noted

*If sales tax is incurred, it is included.

About Us

Mission Statement

Our mission is to offer a comprehensive variety of excellent recreational programs and facilities that promote wellness and enhance quality of life in our diverse community and represent our commitment to a safe and sustainable future.



Philosophy

Our philosophy is to offer a system of conveniently located neighborhood and community parks, attractive modern facilities and family oriented activities, which are affordable and accessible to all users.

Vision

Our vision is to provide a wide range of park and recreational services that are balanced and inclusive for all residents and visitors. These services will encourage community health through the provision of welcoming parks, facilities, and programs, including athletics, that are clean, safe, and consistent in delivery. Services and facilities will be enhanced through collaboration and investment for a future that connects the community and embraces the City's diversity, both in terms of its residents and its resources.

Values

Our organization values excellent service to our customers and coworkers, innovative recreational programming, professional behavior and development, maintaining attractive parks, and program evaluations to ensure continuous improvements.

Our Services

4-5

Rentals/Reservations

6-7

Fairview Cemetery

8

Russell Sims Aquatic Center

9

Athletics

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Landscape

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Fitness

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Community Centers

13-18

Golf Courses & Programs

****Any City Intern wanting to receive the employee discount will need to have their supervisor email bgpr@bgky.org what department they are in, their total amount of hours in the internship, and the start/end date.**



Rentals/Reservations

Downtown Park Facility Rental

Employee/City Intern Discount

Circus Square Park (minimum 4 hours)	\$750.00
Circus Square Park Per Hour Rate (hour 5, 6, 7)	\$187.50
Circus Square Park (8 hours +) Park hours: 7a-11p	\$1,500.00
Fountain Square Park Per Hour Rental (upto 8 hours)	\$125.00
Fountain Square Park (8 hours +) Park hours: 7a-11p	\$1,000.00
Mitch McConnell Park Per Hour Rental	\$110.00
Mitch McConnell Park (8 Hours+)	\$880.00
Deposit	25% deposit, minimum \$250
Non-Profit Rate	50% discount

Outdoor Facility Rental

Shelter - Large: Daily Rental (12 hours 8a-8p) (Covington Woods #1, Kereiakes #1, Lampkin #1, HP Thomas, Lovers Lane Loops, Preston Miller)	\$50.00
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Shelter - Small: Daily Rental (12 hours 8a-8p) (Covington Woods #2 & #3, Kereiakes #2, Lampkin #2, Reservoir Hill)	\$40.00
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Gazebo: Daily Rental (12 hours 8a-8p) (Covington Woods)	\$40.00
--	---------

City Employees/Interns/Retirees (Personal Use), Non-profit Organizations	50% discount
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Softball/Baseball Field for Practice (per hour)	\$20.00
Softball/Baseball Field for Game (per hour)	\$30.00
Past 11:00 p.m. (per hour per field)	\$25.00
Trail without Shelter (4 hour minimum)	\$110.00
Trail without Shelter (additional hours)	\$30.00
Sand Volleyball Courts (per hour per court)	\$25.00
Outdoor Tennis Courts (4 hour minimum)	\$48.00
Outdoor Tennis Courts (additional hours)	\$6.00
Outdoor Basketball Courts (per hour per court)	\$25.00
Soccer Field Bermuda (4 hour minimum)**	\$100.00
Soccer Field Bermuda (additional hours)**	\$30.00
Soccer Field Fescue (4 hour minimum)**	\$65.00
Soccer Field Fescue (additional hours)**	\$25.00
Disc Golf Course (per day)	\$100.00
Turf Field (per hour)**	\$75.00
Covington Woods Croquet Court (per hour)	\$18.00
Outdoor Pickleball Complex (all 6 courts) (4 hour minimum)	\$144.00
Outdoor Pickleball Complex (additional hours)	\$36.00
Outdoor Sand Volleyball Complex (all 3 courts) (4 hour minimum)	\$300.00
Outdoor Sand Volleyball Complex (additional hours)	\$48.00
Deposit	25% deposit, minimum \$250
Non-Profit Rate	50% discount
Field Painting	\$175.00 per field
League Partner Contract Discount (cannot be combined with other discounts)	35% discount

**To be a partner with BGPR, send a request to BGPR@bgky.org.

(All other locations: Chuck Crume Nature Park, Crossings
Neighborhood Park, Fort Webb Historic Park, James
Hines Boatlanding Park, Lee Square Park, Odgen Park,
Pedigo Park, Reservoir Hill, Riverbend Park, H.D.
Carpenter Park)

Upto 4 hours	\$75.00
Each Additional Hour	\$20.00

**Effective January 1st, 2026

Rentals/Reservations

Indoor Facility Rentals

Large Conference Room & Community Room at BGCC,
Multipurpose Room at KLC, Commons Area at KLC,
Parker Bennett Community Center

Employee/City Intern Discount

	\$35.00 per hour	
Gymnasium per Court	\$40.00 per hour	
Deposit	25%, minimum \$250	
Non-Profit Facility Usage	50% discount	
Intergovernmental Agency Facility Usage	Free	
City Employee Facility Usage (personal)		50% discount

Spero Kereiakes/Pedigo Park Community Garden Rental Program

Public Garden Plots Small (30'x30') - limit 2 gardens per household	\$30.00
Public Garden Plots Large (30'x60') - limit 1 garden per household	\$60.00

Fairview Cemetery

Grave Prices

Single Grave	\$765.00
Avenue/Roadside	\$1,000.00
Baby Grave	\$185.00

Cremation Fees

Niche with Inscription	\$1,175.00
In-Ground Section P	\$515.00
In-Ground Section A	\$380.00
Scattering with Memorial Brick	\$450.00
New Columbarium Fee Structure	
*includes opening/closing and bronze plaque w/vase(limit 2 cremains)	\$1,780.00

Open & Close Fees

Weekday Burials

Weekday Burial (before 3:30 pm)	\$765.00
Weekday Burial (3:30-4:30 pm)	\$1,115.00
Weekday Burial (4:30-5:30 pm)	\$1,315.00
Weekday Burial (5:30-6:30 pm)	\$1,515.00

Saturday Burials

Saturday Burial (until 2:00 pm)	\$965.00
Saturday Burial (2:00-3:00 pm)	\$1,310.00

Weekday Baby Burial

Weekday Baby Burial (before 3:30 pm)	\$415.00
Weekday Baby Burial (3:30-4:30 pm)	\$765.00
Weekday Baby Burial (4:30-5:30 pm)	\$965.00
Weekday Baby Burial (5:30-6:30 pm)	\$1515.00

Saturday Baby Burials

Saturday Baby Burial (until 2:00 pm)	\$615.00
Saturday Baby Burial (2:00-3:30 pm)	\$965.00

Weekday Cremation In-ground

Weekday Cremation In-ground (before 3:30 pm)	\$415.00
Weekday Cremation In-ground (3:30-4:30 pm)	\$765.00
Weekday Cremation In-ground (4:30-5:30 pm)	\$965.00
Weekday Cremation In-ground (5:30 -6:30pm)	\$1,165.00

Saturday Cremation In-ground

Saturday Cremation In-ground (until 2:00 pm)	\$615.00
Saturday Cremation In-ground (2:00-3:30 pm)	\$965.00

Without Tent/Chairs	Deduct \$75.00
Dis-interment	\$1,000.00
Re-interment	\$1,000.00
Dis-interment of Cremains	\$500.00
Re-interment of Cremains	\$500.00

County Burial- Only 10:00 am Service

Monday-Friday (only)	\$100.00
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Fairview Cemetery

Mausoleum Interment

Weekday

Weekday before 3:30 pm	\$315.00
Weekday (3:30-4:30 pm)	\$665.00
Weekday (4:30-5:30 pm)	\$865.00
Weekday (5:30-6:30 pm)	\$1,065.00

Saturday

Saturday (until 2:00 pm)	\$515.00
Saturday (2:00-3:30 pm)	\$865.00

Other Fees

Open Incorrect Grave	\$275.00
Transfer Fee	\$40.00
Extra Tent & Chairs	\$205.00
Extra Chairs (8)	\$75.00
Chapel Rental (per hour 2 hour Minimum)	
\$100(FY24) /\$125 (FY25) each additional Hour	\$300.00
Chapel Deposit (non-refundable)	\$150.00
Basic Foundations per sq. ft.	\$50.00
Wet Pour Foundation per sq. ft.	\$100.00
Veterans Foundations	Free
Memorial Bricks	\$75.00

Contract Installment Payment Agreements: Requires 20% non-refundable deposit of the total cost of graves being purchased with the remaining balance to be paid in full within one year (remaining balance will be divided evenly over the next 12 months). If full payment is not received within one year, the space will revert back to the City and a refund of the amount paid over the 20% deposit will be given to the purchaser. An additional processing fee of \$5 is charged each time a payment is made.

Russell Sims Aquatic Center

General Admission

Employee/City Intern Discount

General Admission (ages 16+)	\$10.00	\$5.00
General Admission - Youth (ages 3-15)	\$8.00	\$4.00
General Admission - Child (ages 2 and under)	\$3.00	\$1.00
General Admission - Military (with current ID)	\$5.00	
Twilight Discount (after 4:00pm)	\$2 discount, excluding child	
Russell Sims Aquatic Center Off-Duty Staff	Free	
Rain Pass Admission	Free	

Season Passes (Early Bird Sale)

Individual	\$100.00	\$42.50
Family (4 members)	\$215.00	\$100.00
Family Additional Members	\$50.00	

Season Passes (Regular)

Individual	\$125.00	\$85.00
Family (4 members)	\$240.00	\$150.00
Family Additional Members	\$50.00	
Lost Keyfob	\$5.00	

Other

Party Package	\$140.00	\$25.00 off
Add to Party: General Admission	\$10.00	
Add to Party: General Admission - Youth	\$8.00	
Group Sales (15+)	\$8, \$6, \$3	
Unannounced Group Sales of 15+	\$1 off per person	
Lifeguard Certification	\$240.00	
Lifeguard Recertification/Review	\$85.00	
New Lifeguards working at RSAC	\$50.00 (deposit)	
Lifeguard Recertifications/Review working at RSAC	\$50.00 (deposit)	
Resale Items & Concessions	Cost Varies	

Swim Lessons

2 Week Session (6 classes)	\$90.00	\$15.00 off
1 Week Session (4 classes)	\$75.00	\$15.00 off
\$5 discount for additional participant or additional session.		

Athletics

*Parks Employee League
Discount: Employee must
be team manager,
discount off entire team,
not individually.

Adult Leagues

		Employee/City Intern Discount
Adult Winter Basketball	\$450.00	\$50.00
Adult Spring Basketball	\$400.00	\$50.00
3 on 3 Basketball Adult	\$200.00	\$25.00
Spring Softball Adult	\$450.00	\$50.00
Fall Softball Adult	\$450.00	\$50.00
Volleyball Indoor - Coed	\$150.00	\$25.00
Adult Volleyball Indoor - Men's	\$125.00	\$25.00
Adult Volleyball Outdoor - Coed	\$160.00	\$25.00
Adult Volleyball Outdoor - Men's	\$100.00	\$25.00
Adult Volleyball -Doubles	\$60.00	\$15.00
Adult Kickball	\$200.00	\$25.00
Adult Flag Football	\$400.00	\$50.00
Adult Dodgeball	\$175.00	\$25.00
Pickleball	\$40.00	\$25.00
Wallyball	\$150.00	\$15.00
Ultimate Frisbee	\$125.00	\$15.00

Adult Programs

Adult Tennis Camp	\$65.00	\$15.00
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Youth Programs

Youth Basketball - All Divisions	\$100.00	\$20.00
Youth Baseball/Softball - All Divisions	\$80.00	\$20.00
Youth Lacrosse - All Divisions	\$80.00	\$20.00
Youth Tennis Camp	\$65.00	\$15.00

Sports Organizations

Little League Baseball Tournaments (per team)	\$15.00	
SKY Competitive/Travel Teams Practices (per team)	\$230.00	

Volunteer Discount

Volunteer Coach Discount	one time	
(credit, not valid at golf courses or concessions, expires in 6 months)	\$25.00	
	discount	

Landscape

Memorial Tree Program

New Tree Planting with Memorial

Plaque \$375.00

New Tree Planting \$225.00

Adopt an Existing Tree with Memorial

Plaque \$200.00

Memorial Bench Program

Memorial Bench Installation \$530.00

Remembrance Program

Bricks at Fountain Square \$100.00

Fitness

Employee/City Intern Discount

Individual Fitness - Monthly	\$23.00
Individual Fitness - Yearly	\$215.00
Student/Government Individual Fitness - Monthly	\$20.00
Student/Government Individual Fitness - Yearly	\$185.00
Single Parent Fitness +1 - Monthly	\$35.00
Single Parent Fitness +1 - Yearly	\$320.00
Single Parent Fitness +2 - Monthly	\$45.00
Single Parent Fitness +2 - Yearly	\$385.00
2 Person Fitness:(Any 2 person) - Monthly	\$40.00
2 Person Fitness:(Any 2 person) - Yearly	\$385.00
3 Person Fitness:(Any 3 person) - Monthly	\$51.00
3 Person Fitness:(Any 3 person) - Yearly	\$450.00
Group Fitness (Any 5 People) - Monthly	\$65.00
Group Fitness (Any 5 People) - Yearly	\$530.00
Seniors receive 50% off the monthly & yearly for individuals.	Senior Rate \$12 per month Senior Rate \$110 per year
Seniors receive 50% off on the 2 Person Fitness (as long as both seniors are 55 and over)	Senior Rate \$20 per month Senior Rate \$193 per year
Daily Workout Fee	\$6.00
10 Visits for Weight Room	\$30.00
At your Pace (for 6 week session)	\$25.00
Racquetball Rental (per hour)	\$10.00
Guest Racquetball Rental with Member	\$5.00
Wallyball Rental (per hour)	\$15.00
Guest Wallyball Rental with Member	\$8.00
Aerobics Room Rental - with Equipment	\$20.00
Aerobics Room Rental - without Equipment	\$15.00

City Employees and Other Fees

City Employees/Retirees	Free
City Employee Family - Payroll Deduction Monthly	\$12.00
Planning & Zoning Employees	Free
Planning & Zoning Family - Payroll Deduction Monthly	\$12.00
Life Skills Monthly	\$12.00
Micro-Fit Assessment - Member	\$10.00
Micro-Fit Assessment - Non-Member	\$20.00
Micro-Fit Follow Ups - Member	\$5.00
Micro-Fit Follow Ups - Non-Member	\$10.00
Resale Items	Cost varies
Powerlifting Tournament - Pre-Registration	\$45.00
Powerlifting Tournament - Onsite Registration	\$50.00

Open House Specials

Current Member	Buy 1, Get 1 free monthly membership
New Members	Get 1/2 off monthly membership
Yearly Membership	\$50.00 off
Sr Yearly Membership	\$25.00 off
Program Booklet/Health Fair Coupons	\$6.00 off membership

Community Centers

ID Card - Per Year

		Employee/City Intern Discount
Youth (17 & under)	Free	
Adults (18 & older)	\$5.00	
Replacement Cards	\$5.00	
City Employees/Interns/Retirees	Free	

Summer Fun Camp

Early Drop Off (7:00 am)	\$330.00	
Regular Drop Off (8:00 am)	\$270.00	
Early Drop Off Fee Reduction		
Scholarship (7:00 am)	\$240.00	
Regular Drop Off Fee Reduction		
Scholarship (8:00 am)	\$200.00	
Sibling Discount	2nd Child \$10.00 off	
	3rd Child \$20.00 off	
	4th Child \$30.00 off	
	5th Child \$40.00 off	
City Employee/Intern Discount		\$25.00 off each child

Spring/Fall/Winter Break Camps

Spring/Fall Break Camp Fee	\$55.00	\$15.00 off
Scholarship Spring/Fall/Winter Break	\$45.00	
Camp After School		
Spring/Fall/Winter Break Camp	\$25.00	

Other Programs

Afterschool (per month)	\$430.00	
Youth Dodgeball	\$25.00	\$10.00 off
Youth Kickball	\$25.00	\$10.00 off
Biddy Ball**	\$55.00	\$25.00 off
Biddy Ball Cheerleaders**	\$55.00	\$25.00 off
School Field Trip (per child)	\$5.00	

Parker-Bennett Community Center

Programs Afterschool (per month)	Free
Summer Camp (per 4 week session)	\$40.00
Spring/Fall Break Camp (per week)	\$10.00
Parents Night Out	\$10.00
Padgaent Fee	\$20.00

Adaptive Recreation

Nurising Home Bingo	\$5.00
Camp Happy Days	Free

Golf Courses & Programs



Weekends and Holidays(Riding)

Morning Riding 18 (before 11:00 am)	\$45.00
Mid-Day Riding 18 (after 11:00 am)	\$ 43.00
Morning Riding 9 (before 11:00 am)	\$ 30.00
Twilight (after 3:00 pm)	\$ 30.00

Weekends and Holidays (Walking)

Morning Walking 18 (before 11:00 am)	\$30.00
Mid-Day Walking 18 (after 11:00 am)	\$26.00
Morning or Mid-Day Walking 9	\$21.00
Twilight (after 3:00 pm)	\$21.00

Weekdays (Riding- Tuesday thru Friday)

Riding 18	\$38.00
Riding 18 (Monday)	\$38.00
Riding 9	\$30.00
Twilight Riding (after 3:00 pm)	\$30.00

Weekdays (Walking- Monday thru Friday)

Walking 18	\$24.00
Walking 9	\$21.00
Twilight Walking (after 3:00 pm)	\$21.00

Specials

Seniors & Military Riding 18 Mon thru Fri. After 1:00pm on Sundays	\$30.00
Seniors & Military Riding 9 Mon thru Fri. After 1:00pm on Sundays	\$25.00
Seniors & Military Walking 18 Mon thru Fri. After 1:00pm on Sundays	\$21.00
Seniors & Military Walking Mon thru Fri. After 1:00pm on Sundays	\$18.00
Young Adult (16-23) Mon thru Fri, After 1:00pm on Sundays	\$30.00
Junior Ride (15 & Under) Mon thru Fri, & After 3:00pm on Sundays	\$15.00
Junior Walk (15 & Under) Mon thru Fri, & After 3:00pm on Sundays	\$12.00
Ladies Thursdays & After 1:00 pm on Sundays	\$30.00

VIP Discount Card

VIP Player Cards Silver	\$80.00
VIP Player Cards Gold (includes free to Walker/Hobson Members)	\$115.00

VIP Rate Weekends and Holidays (Riding)

Mornings Riding 18 (before 11 am)	\$40.00
Mid-Day Riding 18 (after 11 am)	\$38.00
Morning Riding 9 (before 11 am)	\$28.00
Twilight Riding (after 3:00 pm)	\$25.00
Dusk Riding (after 5:00 pm)	\$18.00

VIP Rate Weekends and Holidays (Walking)

VIP Morning Walking 18 (before 11:00 am) Weekends & Holidays	\$26.00
VIP Mid-Day Walking 18 (after 11:00 am) Weekends & Holidays	\$21.00
VIP Morning or Mid-Day Walking 9 Weekends & Holidays	\$19.00
VIP Twilight Walking (after 3:00 pm)	\$16.00
VIP Dusk Walking (after 6:00 pm)	\$15.00

Golf Courses & Programs



VIP Rate Weekdays (Riding)

VIP Riding 18 Monday	\$ 25.00
VIP Riding 18 Tuesday thru Fridays	\$ 32.00
VIP Riding 9 Tuesday thru Fridays	\$ 25.00
VIP Twilight Riding (after 3:00 pm)	\$ 25.00
VIP Dusk Riding Monday thru Fridays (after 5:00 pm)	\$ 18.00

VIP Rate Weekdays (Walking)

VIP Walking 18 Mondays thru Fridays	\$18.00
VIP Walking 9 Mondays thru Fridays	\$16.00
VIP Twilight Walking (after 3:00 pm)	\$16.00
VIP Dusk Walking (after 5:00 pm)	\$15.00

Winter Non-Members (Dec-March) 9 Hole Course Greens Covered

18 Holes Riding	\$30.00
9 Holes Riding	\$20.00
18 Holes Riding VIP	\$20.00
9 Holes Riding VIP	\$18.00
18 Holes Walking	\$20.00
9 Holes Walking	\$13.00
18 Holes Senior	\$26.00

VIP Specials

VIP Mondays 18 Holes with Cart	\$25.00
VIP Seniors & Military Riding 18 Mon thru Fri, After 1:00pm on Sundays	\$30.00
VIP Seniors & Military Riding 9 Mon thru Fri, After 1:00pm on Sundays	\$25.00
VIP Seniors & Military Walking 18 Mon thru Fri, After 1:00pm on Sundays	\$18.00
VIP Seniors & Military Walking 9 Mon thru Fri, After 1:00pm on Sundays	\$14.00
VIP Young Adult (16-23) Mon thru Fri, After 1:00pm on Sundays	\$30.00
VIP Ladies Thursdays & After 1:00 pm on Sundays	\$25.00

Membership Packages

Eagle	\$1,900.00
Eagle Plus	\$2,200.00
Weekday Eagle	\$1,500.00
Weekday Eagle Plus	\$1,800.00
Birdie	\$1,150.00
Weekday Birdie	\$850.00

Outing Packages (Course NOT Closed to Outside Play)

Proposal A Weekday Morning Shotgun (shotgun by 8:00 am) Maximum of 136 players Receive \$250 worth of merchandise All Additional Merchandise Monday Special	\$3,800.00
Proposal B Weekday Mid-Morning or Afternoon Shotgun (shotgun no later than 12:00 pm) Maximum of 136 players Receive \$250 worth of merchandise All Additional Merchandise Monday Special	\$4,300.00
	10% off
	\$3,350.00
	\$3,850.00

Golf Courses & Programs



Employee/City Intern Discount

Proposal C Weekday All day Course Rental (required for all shotguns starting later than 12:00 pm)	\$5,400.00
Maximum of 136 players	
Receive \$250 worth of merchandise	
All Additional Merchandise	10% off
Monday Special	\$4,950.00
Start of Time/Times Preferred	
Proposal D Weekend/ Holiday Morning Shotgun	
Shotgun by 8:00 am	\$4,700.00
Maximum of 136 players	
Receive \$250 worth of merchandise	
All Additional Merchandise	10% off
Proposal E Weekend/ Holiday All Day	
Course Rental	\$6,000.00
Maximum of 136 players	
Receive \$250 worth of merchandise	
All Additional Merchandise	10% off
Start of Time/Times Preferred	
Proposal F 100 Players or Less (Weekday - shotgun by 8:00 am)	\$40.00
Per person weekday	
Receive \$2 worth of merchandise per person	
All Additional Merchandise - 10% off	
Proposal G 100 Players or Less (Weekend - shotgun by 8:00 am)	\$47.00
Per Person weekend	
Receive \$2 worth of merchandise per person	
All Additional Merchandise - 10% off	
Proposal H Weekday Mid-Morning Shotgun	
Shotgun by 9:00 am	
Receive \$2 worth of merchandise per person	\$42.00
Shotgun by 9:30 am	
Receive \$2 worth of merchandise per person	\$43.00
Shotgun by 10:00 am	
All additional Merchandise	10%
Proposal I Weekday (12:00 pm shotgun)	
Per Person	\$44.00
Shotgun fee required	\$1,050.00
Must guarantee minimum of 50 players	
Receive \$2 worth of merchandise per person	
All additional merchandise	
Membership Daily Fees	
Winter Member Play at CrossWinds 18 Holes Riding	\$24.00
Winter Member Play at CrossWinds 18 Holes Walking	\$15.00
Winter Member Play at CrossWinds 9 Holes Riding	\$21.00
Winter Member Play at CrossWinds 9 Holes Walking	\$12.00
City Employees/Interns	
City Employee/Intern Discount	50% discount
Golf Division Employees	Free
City Retirees	50% discount

Golf Courses & Programs



Daily Fees WEEKDAY

Daily Walking 18	\$12.00
Daily Riding 18	\$25.00
Daily Walking 9	\$10.00
Daily Riding 9	\$18.00
Back 9 Riding	\$7.00
Back 9 Walking	\$2.00
Replay 18 Riding	\$12.00
Replay 18 Walking	\$5.00
Replay 9 Riding	\$9.00
Replay 9 Walking	\$3.00
Junior Rate Riding or Walking 18 (15 and Under)	\$8.00
Junior Rate Riding or Walking 9 (15 and Under)	\$7.00

Daily Fees WEEKEND/HOLIDAYS

Daily Walking 9	\$13.00
Daily Riding 9	\$21.00
Daily Walking 18	\$15.00
Daily Riding 18	\$28.00
Back 9 Riding	\$7.00
Back 9 Walking	\$2.00
Replay 18 Riding	\$12.00
Replay 18 Walking	\$5.00
Replay 9 Riding	\$9.00
Replay 9 Walking	\$3.00
Junior Rate Riding or Walking 18 (15 and under)	\$8.00
Junior Rate Riding or Walking 9 (15 and under)	\$7.00

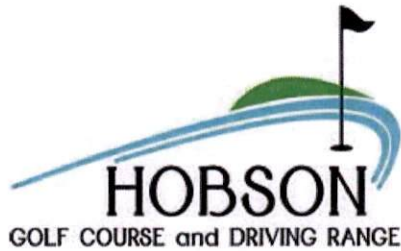
Winter Non-Members (December 15-March 15)

18 Holes Riding	\$18.00
9 Holes Riding	\$13.00
18 Holes Walking	\$8.00
9 Holes Walking	\$8.00
Junior Rate 9 & 18 Holes w/cart or w/out cart	\$7.00

Membership Packages

Yearly Single Riding	\$900.00
Yearly Single Walking	\$350.00
Senior Riding	\$800.00
Senior Walking	\$250.00
Senior Couple Riding	\$900.00
Senior Couple Riding 2nd Cart fee	\$412.50
Senior Couple Walking	\$350.00
Family Plan Riding	\$1,100.00
Family Plan Riding 2nd Cart Fee	\$412.50
Family Plan Walking	\$600.00
Youth Adult Riding	\$800.00
Youth Adult Walking	\$250.00
Yearly Cart Plan	\$550.00
Member Green Fee Surcharge Weekday (9 or 18 holes)	\$3.00
Member Green Fee Surcharge Weekend (9 or 18 holes)	\$5.00
18 Hole Daily Cart Fee with Membership	\$11.00
9 Hole Daily Cart Fee with Membership	\$9.00

Golf Courses & Programs



Membership Plan (100 round limit/150 round limit)

Yearly Single Riding	\$1,200.00/\$1,335.00
Yearly Single Walking	\$650.00/\$785.00
Senior Riding	\$1,100.00/\$1,235.00
Senior Walking	\$550.00/\$685.00
Senior Couple Riding	\$1,275.00/\$1,510.00
Senior Couple Walking	\$720.00/\$960.00
Family Plan Riding	\$1,450.00/\$1,650.00
Family Plan Walking	\$900.00/\$1,100.00
Young Adult Riding	\$1,100.00/\$1,235.00
Young Adult Walking	\$550.00/\$685.00

Hobson Grove Driving Range

Small Bucket (35 balls)	\$7.00
Large Bucket (70 balls)	\$10.00

Outing Packages ***(see note for course closure)

Group Discount (any group total of 20-30 players)	\$2.00
Receive 9 or 18 holes with cart	
Pre-ordered prize give-aways and all additional merchandise	10% discount

Outing Packages ***(see note for course closure)

PROPOSAL A: 1/2 Day (AM Rental)	\$1,250.00
Receive 9 or 18 holes with cart	
Pre-ordered prize give-aways and all additional merchandise	
PROPOSAL B: 1/2 Day (PM Rental)	\$1,500.00
Receive 9 or 18 holes with cart	
Pre-ordered prize give-aways and all additional merchandise	
PROPOSAL C: Full Day Rental	\$2,000.00
Required with 45+ total players, Receive 18 holes with cart	
Pre-ordered prize give-aways and all additional merchandise	10% discount

Youth Programs

Youth Academy (7 program dates)	\$50.00
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*** 32 players to close course

If a group wants to rent the course, but is under the 32 player threshold, they will be charged a per player "premium" price of \$30

Parks

Parks and Recreation Office/F.O. Moxley Community Center

225 E 3rd Ave
(270) 393-3249

C.W. Lampkin Park
Woodway

Chuck T. Crume Nature Park
2035 Nashville Rd

Circus Square Park
621 State St

Covington Woods Park
1044 Covington Ave
(270) 393-3821

Crossings Neighborhood Park
2507 Crossings Blvd

Crosswinds Golf Course
1031 Wilkinson Trace
(270) 393-3559

Fairview Cemetery (Cemetery Administration)
1209 Fairview Ave
(270) 393-3607

Fort Webb Historic Park
299 Ft. Webb Dr

Fountain Square Park
445 E Main St

H.R. Thomas Park
850 Cave Mill Rd

Hobson Grove Park
1200 W Main St
(270) 393-3877

James R. Hines-Boatlanding Park
1222 Boatlanding Rd

Jennings Creek Greenways Park
2617 Russellville Rd

Kaz Abe Landscape Facility
435 Brookwood Dr
(270) 393-3558

Lovers Lane Recreation/Soccer Complex

385 Lovers Lane

Ogden Park
1600 Park St

Parker Bennett Community Center
300 Jenkins Dr
(270) 393-3310

Parks Maintenance Shop
516 Maintenance Ave
(270) 393-3576

Pedigo Park
1341 Normalview Dr

Preston Miller Park
2303 Tomblinson Way

Reservoir Hill Park
900 High St

Mitch McConnell Park
426 E. Riverview Dr

Roland Bland Park
401 Center St

Spero Kereiakes Park
1220 Fairview Ave

Weldon Peete Park
1708 River St

H.D. Carpenter Park
517 Main St

Pioneer Cemetery
510 College St

Covington Cemetery
1032 Lois Ln

Kummer/Little Recreation Center
333 College St
(270) 393-3484

Lee Square Playground
225 State St



MUNICIPAL ORDER NO. 2025 - 315

MUNICIPAL ORDER APPROVING AN EXCHANGE
OF INFORMATION AGREEMENT WITH THE
KENTUCKY DEPARTMENT OF REVENUE AND
AUTHORIZING SPECIFIED EMPLOYEES OF THE
CITY OF BOWLING GREEN TO REQUEST AND
RECEIVE INFORMATION

WHEREAS, the City of Bowling Green has previously executed an Exchange of Information Agreement with the Commonwealth of Kentucky, Finance and Administration Cabinet, Department of Revenue in which the Department of Revenue agrees to share information with the City; and,

WHEREAS, the Department of Revenue Exchange of Information Agreement needs to be updated to include the most current list of City employees authorized to request and receive information from the Department of Revenue; and,

WHEREAS, the approval of the Exchange of Information Agreement is in the best interest of the City.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The Exchange of Information Agreement between the City of Bowling Green and the Commonwealth of Kentucky, Finance and Administration Cabinet, Department of Revenue, a copy of which is attached to and made a part of this Municipal Order as if copied in full herein, is hereby approved.

2. The Mayor and all other appropriate City officials are authorized and directed to execute the Exchange of Information Agreement and all other documents necessary to carry out this transaction.

3. The following specified departments and City employees are authorized to request and receive information to the Department of Revenue pursuant to this Agreement: Department of Finance: Chief Financial Officer Erin L. Ballou, Occupational License Manager David L. Lyne, Business Tax

(Municipal Order No. 2025 - 315)

Auditor Jennifer A. Phillips, Assistant Chief Financial Officer Sean Weeks and Staff Accountant II Zane D. Martin; Department of Police: Chief Michael J. Delaney, Jr.; Department of Law: City Attorney Hillary M. Hightower and City Clerk Ashley D. Jackson, and Office of City Manager: Assistant City Manager Katie E. Schaller-Ward.

4. The City Manager is hereby authorized and directed to name replacement employees should any of the above employees leave City service or their job duties no longer require access to information provided by the Department of Revenue and to update the authorized employee list as required by the Agreement.

5. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager



**COMMONWEALTH OF KENTUCKY
FINANCE AND ADMINISTRATION CABINET, DEPARTMENT OF REVENUE
AND
CITY OF BOWLING GREEN, KENTUCKY**

EXCHANGE OF INFORMATION AGREEMENT

This Agreement is entered into between the Department of Revenue, Finance and Administration Cabinet, Commonwealth of Kentucky (hereinafter referred to as "Revenue"), and the City of Bowling Green, Kentucky (hereinafter referred to as "City of BG"), collectively the "Parties," and establishes the procedures relating to an exchange of information between the Parties.

WHEREAS, Revenue exercises all administrative functions of the Commonwealth in relation to the state revenue and tax laws, including the administration of the income tax laws under KRS Chapter 141.

WHEREAS, the City of Bowling Green is a city within the Commonwealth of Kentucky that is authorized by KRS 83A.060(5) to enact a Code of Ordinances and by KRS 83A.065 to enforce those ordinances.

WHEREAS, Revenue is authorized to share certain tax information for official use only and on a confidential basis to the proper officer or agency of this city as set forth in KRS 131.190(3).

WHEREAS, City of BG has a need for certain information acquired by Revenue to assist City of BG in the administration of its duties and responsibilities. More specifically, City of BG will request data necessary for official revenue estimation through the state's consensus forecasting group process outlined in KRS 48.115 and KRS 48.120. City of BG needs detailed information regarding the General Fund and Road Fund accounts to fulfill the mandate for quarterly reports set forth in KRS 48.400(1). City of BG will request data regarding the tax credits and deductions taken by taxpayers to be included in Tax

Expenditure Reports. Additionally, City of BG will be requesting data to allow the office to detail fiscal impacts of proposed legislation.

WHEREAS, the Parties now desire to enter into an agreement to facilitate the sharing of information to assist City of BG in its ongoing efforts to improve Kentucky's education system and training programs.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the Parties hereby agree as follows:

1. This Exchange of Information Agreement complies with Finance and Administration Cabinet Standard Procedure 510.04, a copy of which is attached and incorporated herein by reference. See: Exhibit A.
2. The Parties agree that the exchange of information is subject to the limitations set forth in this Agreement as follows:
 - a. All information being made available is for official use;
 - b. All information shall be used solely for purposes directly related to City of BG's legal duties as described in this Agreement;
 - c. All information shall remain confidential; and
 - d. Information may not be:
 - i. Shared with any person not authorized to access it;
 - ii. Made public;
 - iii. Disseminated; or
 - iv. Utilized for any other purpose, including as evidence in an administrative hearing or court proceeding.
3. City of BG is requesting the use of certain tax data such as business identification numbers and net profits to aid in the administration of its duties, which include but are not limited to occupational licensing, insurance, and alcoholic beverage control.
4. Revenue shall furnish the requested information to City of BG at no cost.
5. City of BG acknowledges and understands that this Agreement authorizes City of BG and its employees to receive certain information acquired by Revenue that is

- confidential pursuant to KRS 131.190, and any unauthorized use by City of BG and its employees may subject them to the penalties imposed under KRS 131.990.
6. City of BG agrees to inform each of its employees authorized to receive and access information that it shall not be divulged to unauthorized persons or used for an unauthorized purpose. All City of BG employees shall execute an Acknowledgement of Confidentiality prior to being given authorized access to the information. See: Exhibit B.
 7. Revenue reserves the right to void this Agreement if City of BG fails to provide the safeguards described in this Agreement. It is understood that any improper or unauthorized inspection or disclosure of any of the information furnished pursuant to this Agreement may result in the immediate termination of this Agreement for cause.
 8. This Agreement may be terminated by any Party pursuant to the procedures set forth in 200 KAR 5:312.
 9. This agreement shall remain in effect unless terminated in writing by either party, but for no longer than a period of five (5) years from the date of execution.
 10. The terms and conditions of this Agreement may be amended at any time in writing by mutual agreement of the Parties.
 11. This Agreement supersedes any prior Exchange of Information Agreement between the City of BG and Revenue. All questions as to execution, validity, interpretation, and performance of this Agreement shall be governed by the laws of the Commonwealth of Kentucky. Venue shall lie in Franklin Circuit Court, Franklin County, Kentucky.
 12. All requests for information shall be submitted in writing to the Revenue Disclosure Office and may be mailed, faxed or emailed to the Revenue Exchange of Information mailbox at EOI.Revenue@ky.gov. The request shall include the following:
 - a. The information needed;
 - b. Any identifying information required;
 - c. The name of the person requesting the information; and
 - d. The intended use of the information.

13. City of BG will establish a tracking system to identify and track the location of electronic and non-electronic Revenue information received. A log of Revenue information received should include tracking elements such as:
 - a. The date requested;
 - b. The date received;
 - c. The exact location of the information;
 - d. The identity of any individual who has access to the data;
 - e. The date the data is returned to Revenue, or, in the alternative, the date and method of destruction; and
 - f. Copies of Revenue's mandatory 20A.001 Acknowledgement of Confidentiality forms completed annually by anyone who has access to the data.
14. City of BG will establish an internal written procedure on how to ensure employees are not allowed to perform work on or inspect their own information or information of an immediate family member.
15. At the completion of this Agreement, City of BG guarantees complete purging of data made available to it by Revenue during the performance of this Agreement from all data storage components of its computer facility. All output shall be retained by City of BG for ninety (90) days from the date work is completed. If immediate purging of all data storage components is not possible, City of BG guarantees the safeguarding of any such data remaining in any storage component to prevent unauthorized inspection or disclosures.
16. Work to be performed under this Agreement shall not be subcontracted without the specific written approval of Revenue.
17. City of BG shall provide a list of employees with authorized access to Revenue data, which includes authorization to request, receive and view information. City of BG shall update the list as necessary or at least annually.
18. City of BG shall not transmit data electronically by any means unless the data is encrypted. Revenue information must be secured on the internal network and kept separate from jobs not related to the purpose of carrying out the provisions of this Agreement.
19. City of BG shall provide to Revenue a written copy of their security plan, including backup plan and recovery procedures for securing and restoring printed or

electronically formatted confidential data as it pertains to confidential data received from Revenue.

20. Pursuant to KRS 131.190(4), no information received by Revenue from the Internal Revenue Service, known as Federal Tax Information or "FTI," shall be made available to City of BG.
21. Revenue reserves the right to complete an inspection of the facilities and records of City of BG, at a mutual time and date agreed upon by the parties, to ensure the requirements laid out in this agreement are followed and that the proper measures are taken to safeguard Revenue information, until all Revenue data has either been returned to Revenue or properly destroyed.
22. For purposes of maintaining and utilizing tax information obtained from Revenue under this Agreement, City of BG, and its employees, are hereby appointed and deemed agents of Revenue.
23. City of BG is an agency of the Commonwealth of Kentucky. City of BG acknowledges that the Kentucky Department of Revenue should bear no responsibility or liability of any kind for the acts or omissions of City of BG personnel, or for any damages arising from City of BG's disclosure of state tax return information in violation of applicable Kentucky state law. City of BG will accept liability for all damages arising from any disclosure in violation of state law to the maximum extent allowed by Federal law. City of BG will defend any claims arising from disclosures of information received under this agreement and will substitute City of BG for the Kentucky Department of Revenue, where applicable.

This Agreement is effective and binding upon execution by the parties. If signatures are obtained on multiple dates, the date the Commissioner of the Department of Revenue signs this document shall be deemed the effective date.

This Agreement is subject to the terms and conditions as stated. By executing this Agreement, the signatory states that he or she understands and accepts the terms and is authorized to bind the party to this Agreement.

This Exchange of Information Agreement between the Kentucky Department of Revenue and City of BG may be executed electronically in any number of copies, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.

UNDERSTOOD AND AGREED TO BY:

Thomas B. Miller, Commissioner
Department of Revenue
Kentucky Finance & Administration Cabinet
501 High Street
Frankfort, Kentucky 40601
Office: (502) 564-3226
Tom.Miller@ky.gov

Date

Todd Alcott, Mayor
City of Bowling Green
1001 College Street
Bowling Green, KY 42101
(270) 393-3640
Todd.Alcott@bgky.org

Date

REVENUE AND City of BG EOI REVIEWED AS TO FORM AND LEGALITY BY:

Bethany Atkins Rice, Executive Director
Office of Legal Services for Revenue
Kentucky Finance & Administration Cabinet
286 Mill Creek Park, Bldg. 11, Suite 130
Frankfort, Kentucky 40601
Office: (502) 782-8833
Bethany.AtkinsRice@ky.gov

Date

Hillary M. Hightower, City Attorney
City of Bowling Green
1017 College Street
Bowling Green, KY 42101
(270) 393-3038
Hillary.Hightower@bgky.org

Date

ORDINANCE NO. **BG2025 - 32**

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 2
(ADMINISTRATION), SUBCHAPTER 2-17
(HUMAN RIGHTS COMMISSION) OF THE CITY
OF BOWLING GREEN CODE OF ORDINANCES

WHEREAS, the City of Bowling Green desires to amend Chapter 2 (Administration), Subchapter 2-17 (Human Rights Commission) of its Code of Ordinances related to the composition of the Human Rights Commission; and,

WHEREAS, it is in the best interest of the City to approve this amendment.

NOW, THEREFORE, BE IT ORDAINED by the City of Bowling Green, Kentucky as follows:

1. Chapter 2 (Administration) of the Code of Ordinances is hereby amended as follows:

...

2-17 HUMAN RIGHTS COMMISSION

...

2-17.03 Composition; Appointment; Qualifications; Terms; Compensation.

The Commission shall consist of eleven [~~thirteen~~] (11[3]) members who shall be broadly representative of the general public and the protected classes as defined in state and federal law. The Mayor shall appoint members, with the advice and consent of the Board of Commissioners. Each appointed member shall serve a three year term. In the event of incapacity, death or resignation of any member, his successor shall be appointed by the Mayor, with the approval of the Board of Commissioners, for the unexpired term of the withdrawn member. Members shall be eligible for reappointment for additional terms. No elected City official shall be a member of the Commission. The members shall serve without compensation.

...

2. The provisions of this Ordinance are hereby declared to be severable, and if any section,

(Ordinance No. BG2025 - 32)

phrase or provision shall for any reason be declared invalid, such declaration of invalidity shall not affect the validity of the remainder of this Ordinance.

3. All prior Municipal Orders or Ordinances or parts of any Municipal Order or Ordinance in conflict herewith are hereby repealed.

4. This Ordinance is adopted pursuant to KRS 83A.060 in that it was introduced on _____, 2025, and given final reading on _____, 2026, and said Ordinance shall be in full force and effect upon signature, recordation and publication in summary pursuant to KRS Chapter 424.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Todd Alcott, Mayor

Bowling Green Human Rights Commission
491 Double Springs Road
Bowling Green, KY 42101

To: City of Bowling Green
Mayor, Todd Alcott

From: Alice G. Waddell

Date: December 3, 2025

Subject: Number of Commission Members

The Bowling Green Human Rights Commission has expressed interest in reducing the number of members. Currently, the number stated in the ordinance is 13. On November 18, 2025, the commission voted unanimously to reduce the number of members to 11.

The thoughts that led to this decision were based on two things.

- The availability of individuals to meet at 12:00 PM (working hours).
- A reduced number of members will aid in the assembly of a quorum.

MUNICIPAL ORDER NO. 2025 - 316

MUNICIPAL ORDER APPROVING THE
APPOINTMENT OF SUSAN OLIVER LEWIS AS
AN ALTERNATE MEMBER TO THE CITY OF
BOWLING GREEN CODE ENFORCEMENT AND
NUISANCE BOARD

BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

The following appointment as recommended by Mayor Todd Alcott and as indicated herein is hereby confirmed, approved and ratified by the Board of Commissioners of the City of Bowling Green, Kentucky:

CITY OF BOWLING GREEN CODE ENFORCEMENT AND NUISANCE BOARD
(Code of Ordinances, Chapter 2, Section 2-21; three-year terms)

Susan Oliver Lewis (alternate member)	appointment	term to expire 06/30/2028
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This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Todd Alcott, Mayor



SUSAN OLIVER LEWIS

EXP REALTY LLC

EMAIL

susanolewis0319@gmail.com

ADDRESS

706 Steeplechase Way
Bowling Green, KY 42103

I was born and raised in Bowling Green, Kentucky, and I am a proud graduate of Greenwood High School. Warren County has always been home to me, and I have been grateful for every opportunity to serve this community. I previously served as the Warren County Property Valuation Administrator, and I remain actively involved through my work as Board Chair of Kentucky Kids on the Block. I also serve as a member and board member of the Kiwanis Club of Bowling Green, where I support programs that positively impact local children and families.

I am a current member of the Realtors Association of Southern Kentucky, and my term concludes at the end of this year which will allow me to devote more time to further community service. I have been a licensed real estate agent for 12 years and I truly enjoy helping families discover what makes Warren County such a special place to call home. When speaking with those who are relocating to the area, I often highlight the natural beauty of our community and the care and attention that go into maintaining clean and well-kept neighborhoods. There is extensive work behind the scenes to ensure that our community continues to reflect the values and standards that residents appreciate.

Bowling Green is a wonderful place to live, and I am proud to call it home. I care deeply about this community and welcome every opportunity to support its continued growth and well being.

Susan Oliver Lewis

MUNICIPAL ORDER NO. 2025 - 317

MUNICIPAL ORDER APPROVING THE
APPOINTMENT OF DR. SHANE SPILLER AND
REAPPOINTMENTS OF VICKI FITCH AND
DONNA HARMON TO THE CITY OF BOWLING
GREEN BOARD OF ETHICS

BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

The following appointment and reappointments as recommended by Mayor Todd Alcott and as indicated herein are hereby confirmed, approved and ratified by the Board of Commissioners of the City of Bowling Green, Kentucky:

BOARD OF ETHICS

(Code of Ordinances, Chapter 25, Section 25-13; two-year terms)

Dr. Shane Spiller (replacing the expired term of Jeffrey Stein)	appointment	term to expire 12/31/2027
Vicki Fitch	reappointment	term to expire 12/31/2027
Donna Harmon	reappointment	term to expire 12/31/2027

This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Todd Alcott, Mayor



Shane Spiller, PhD
Western Kentucky University
Faculty Regent | Professor – Management

Shane.Spiller@wku.edu
270-791-3477

1718 Sherwood Drive
Bowling Green, KY 42103

Dr. Shane Spiller is a long-serving faculty member at Western Kentucky University in the Gordon Ford College of Business. He is also currently the elected Faculty Regent on the WKU Board of Regents, where he works on issues of governance, accountability, and long-term institutional stewardship. His professional career is built on clear decision-making, principled leadership, and a consistent focus on fairness and transparency.

Dr. Spiller has taught business ethics at four universities, and led ethics training in civic and private organizations. At WKU, Dr. Spiller teaches ethics, strategic management leadership, helping students understand how organizations make decisions, manage conflicts of interest, and uphold ethical standards in complex environments. In his governance role, he engages with budget oversight, policy clarity, and responsible public decision-making, regularly advocating for processes that are transparent, consistent, and aligned with community values.

A Bowling Green resident for more two decades, Dr. Spiller brings a grounded understanding of public service, a strong respect for ethical frameworks, and a track record of balanced, no-nonsense judgment.

MUNICIPAL ORDER NO. **2025 - 318**

MUNICIPAL ORDER APPROVING THE
REAPPOINTMENTS OF SUE PARRIGIN, ERIC
WALKER AND RICK WILSON TO SERVE ON THE
INTER-MODAL TRANSPORTATION AUTHORITY,
INC. BOARD OF DIRECTORS, AND
AUTHORIZING THE SUBMISSION OF
REAPPOINTMENTS TO THE WARREN COUNTY
JUDGE EXECUTIVE

WHEREAS, in Ordinance No. BG2001-31, the City approved an Interlocal Cooperation Agreement between the City of Bowling Green and Warren County related to the inter-modal commerce and distribution center and industrial park (the “Project”); and,

WHEREAS, language in the Agreement provided that the bylaws of the Inter-Modal Transportation Authority, Inc. (ITA), a corporation created by Warren County as the agency and instrumentality of the County to operate and manage the Project would be amended so that Warren County and the City of Bowling Green shall be entitled to equal representation on the Board of Directors of ITA; and,

WHEREAS, in December 2001, the ITA Board of Directors amended the bylaws of ITA to provide that the City and Warren County would be entitled to equal representation on the Board of Directors and that each alternating appointment or reappointment to the Board of Directors shall be selected by the Warren County Judge Executive from a list of one to three persons nominated by the Mayor of the City of Bowling Green with the consent of the City’s Board of Commissioners; and,

WHEREAS, in Ordinance No. BG2007-43, the City approved an Amended and Restated Interlocal Cooperation Agreement (hereinafter “Agreement”) which maintained that the ITA would be governed by a Board of Directors to be appointed equally by the City and Warren County; and,

WHEREAS, in 2015, the City and County determined that the ITA would act as the agency and instrumentality and constituted authority of the City and County jointly and that 50% of the Board of

(Municipal Order No. 2025 - 318)

Directors of the ITA would be appointed by the City and County, respectively; and,

WHEREAS, the Interlocal Cooperation Agreement was amended in 2015 to reflect such arrangement; and,

WHEREAS, in accordance with the Restated Bylaws of the Inter-Modal Transportation Authority, Inc., all appointments and reappointments of directors shall be for four (4) years each and all terms shall remain staggered; and,

WHEREAS, terms of expiration have arisen on the ITA Board of Directors that are available for reappointment by the City and Mayor Todd Alcott has recommended the reappointments of Sue Parrigin, Eric Walker and Rick Wilson be submitted to the Warren County Judge Executive for reappointments to the Board of Directors; and,

WHEREAS, it is in the best interest of the City to consent to these nominations.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The reappointments of Sue Parrigin, Eric Walker and Rick Wilson to serve on the ITA Board of Directors for the next four (4) years are hereby approved by the City of Bowling Green Board of Commissioners.
2. The Mayor, City Clerk or other appropriate City officials are hereby authorized and directed to submit the names of Sue Parrigin, Eric Walker and Rick Wilson to the Warren County Judge Executive for reappointment to the ITA Board of Directors.
3. This Municipal Order shall be in full force and effect upon signature and recordation.

(Municipal Order No. 2025 - 318)

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Todd Alcott, Mayor

MUNICIPAL ORDER NO. 2025 - 319

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

WHEREAS, the City of Bowling Green, Kentucky travel policy as stated in the Financial Policies and Procedures requires approval by Municipal Order of all out-of-town expenses exceeding \$50 for the City Manager and all members of the Board of Commissioners prior to any reimbursement of expenses.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. Travel expenses for Mayor Todd Alcott totaling \$813.68 for travel to Covington, Kentucky on November 12 – 14, 2025 to attend Leadership Kentucky are herein confirmed, with \$813.68 being charged directly to budgetary accounts as evidenced and reconciled by the Out-of-Town Expense Report dated December 1, 2025 attached hereto and made a part hereof.

2. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

Summary Out-Of-Town Expense Form

Board of Commissioners and City Manager

This form will be filled out by the Department of Finance (Department) upon receipt of actual expense forms and information reported by each member of the Board of Commissioners and the City Manager on City Travel Forms, filed with the Department, for each out-of-town trip. This form will then be submitted to the Board of Commissioners for retroactive approval of expenses listed below by Municipal Order

Official: Mayor, Todd Alcott

City & State: Covington, KY

Trip Dates: 11/12/2025-11/14/2025

Purpose of Trip: Leadership KY

EXPENSE SUMMARY

Transportation: Fuel	\$ 0
Airfare & Baggage:	\$ 0
Lodging:	\$ 400.68
Meals:	\$ 119.00
Registration fees:	\$ 0
Mileage reimbursement:	\$ 294.00
Car rental:	\$ 0
Parking:	\$ 0
Total expenses:	<u>\$813.68</u>

Reimbursable to Official	\$ 0
Reimbursable to City (-)	\$ 0
Net cost to City:	<u>\$ 813.68</u>

Travel expenses reconciled with Department on December 1, 2025 by: Mackenzie Strode

Received by Chief Financial Officer: 

Attachment to Municipal Order No: 2025-319

Travel Authorization Section

Travel Number:

26-64

One Day Travel? Select one: *

☐ Yes ☒ No

Estimated Total Travel Cost *

\$756.00

Will a city vehicle be used for this trip? *

☐ Yes ☒ No

Budget for this travel are available in the following Account Number:

Fund: *

001

Dept: *

1111

Project/Grant:

Location:

Destination of Travel:

COVINGTON/CINCINNATI

Purpose of Trip:

LEADERSHIP KENTUCKY

Date and Time of Departure *

11/12/2025 04:00:00 AM

Date and Time of Return *

11/14/2025 06:00:00 PM

I certify that this travel is necessary and official business connected with my City duties. I understand the City's out of town travel policy and the requirements to secure receipts and submit to the City to justify the cost of this travel. A copy of all materials, such as announcements, registration forms, etc., must be submitted with this form when filed with the Department of Finance.

I further understand that, without appropriate receipts, my charges to the department may be denied and I would be liable to the City for all ineligible expenses and would have to refund any cash advances received for this travel. I also understand that if my travel is cut short, I must refund any unused cash advances, including per-diem meal allowances, to the City.

Additionally, by signing below I understand and acknowledge Section 3-4.6 (b) of the Personnel Policy and Procedures relating to reimbursement of training costs. The policy states that any employee who leaves employment within 90 days of return from training with a registration cost greater than \$1,000 will be required to reimburse the City a pro-rated portion of the training costs.

Initial Approval

Employee

Deborah West

Status

APPROVED

Date:

07/29/2025

Department/Division Head or City

Manager

Jeff Meisel

Status

APPROVED

Date:

07/29/2025

Status

Date:

CFO (CM travel Only)

City of Bowling Green, Kentucky Travel Form

(This form must be completed and approved prior to departure date)

Employee Information

Enter your employee number and press the 'Tab' key to automatically fill out their employee information.

Employee Number

4486

Employee Name *

ALCOTT, TODD RUSSELL

Department/Division *

BOARD OF COMMISSIONERS

Traveling Employee Phone Number (Cell Preferred) *

270-792-1488

Date of Request

07/29/2025

Travel Expense Reconciliation – *Complete after Travel*

A. Total Actual Expenses (from Travel Expense Report, Sum of All Totals–Actual) \$813.680000000000

Transportation \$0.00

Registration Fee(s) \$0

Lodging \$400.68

Per Diem meal expense \$119.00

Miscellaneous \$0.00

Personal vehicle mileage \$294.000000000000

reimb 0

B. Less: Prepaid/Advanced Expenses (from Travel Expense Report, Sum of All Totals–Prepaid) \$424.73

C. Less: City Procurement Card charges \$24.05

D. Subtract Items B and C from Item A and enter here: \$413.000000000000

If Positive (+): Total due to Employee, OR if Negative (–): Total due to City

*Total will correspond to Due to Employee (City) amount from Travel Expense Report

THIS COMPLETED FORM IS DUE TO FINANCE: 10 DAYS PRIOR TO DEPARTURE FOR ADVANCES AND

RECONCILED FORM IS DUE WITHIN 10 DAYS OF RETURN FOR CLOSEOUT

Travel Advances, Prepayments, & Expense Report

	<u>PREPAID/ADVANCED</u>		<u>ACTUAL EXPENSES</u>		<u>NET DUE</u>
	<u>EXPENSES</u>				
<u>Transportation</u>	<u>Expense</u>	<u>Paid to:</u>	<u>Expense</u>	<u>Paid To:</u>	<u>(Actual – Prepaid)</u>
	<u>Amt</u>		<u>Amt</u>		
Airfare					0.00
Parking & Tolls					0.00
Taxis / Transit					0.00
Auto Rental					0.00
Gas					0.00
Total	0.00		0.00		0.00
Transportation					
Registration Fee					
Registration Total					0
Lodging					
Hotel Total	\$424.73	City Procurement Card	\$400.68	City Procurement Card	-24.05

	<u>PREPAID/ADVANCED</u>			<u>ACTUAL EXPENSES</u>			<u>NET DUE</u>
	<u>EXPENSES</u>						
<u>Meals</u>	<u>Per Diem</u>	<u># of</u>	<u>= EST</u>	<u>Per</u>	<u># of</u>	<u>= Actual</u>	
	<u>Rate X</u>	<u>Occuren</u>	<u>Per</u>	<u>Diem</u>	<u>Occuren</u>	<u>Per Diem</u>	
		<u>ces</u>	<u>Diem</u>	<u>Rate X</u>	<u>ces</u>		
Breakfast	\$22.00	0	0	\$22.00	1	22.00	22.00
Lunch	\$23.00		0	\$23.00	2	46.00	46.00
Dinner	\$36.00		0	\$36.00	1	36.00	36.00
Incidental	\$5.00	0	0	\$5.00	3	15.00	15.00
Total Per Diem	\$86.00		\$0	\$86.00		\$119.00	\$119.00

	<u>PREPAID/ADVANCED</u>		<u>ACTUAL EXPENSES</u>		<u>NET DUE</u>
	<u>EXPENSES</u>				
<u>Miscellaneous /</u>	<u>Expense</u>	<u>Paid to:</u>	<u>Expense</u>	<u>Paid To:</u>	<u>(Actual – Prepaid)</u>
<u>Other Expenses –</u>	<u>Amt</u>		<u>Amt</u>		
<i>Must Specify</i>					

0.00

0.00

Total	\$0.00	\$0.00	\$0.00
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Miscellaneous**Personal Vehicle Mileage**

Actual Miles	0.000000	420.000000	420.000000
X Rate per Mile	0.700000	0.700000	0.700000
Total Mileage	0.00	294.00	294.00

**Prepaid/Advanced
Total****

Actual Total*

SUM OF ALL	\$424.73	\$813.68	\$388.95
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TOTALS

* Line A of Travel reconciliation

Less: City PCard Charges \$24.05
made during trip (use
neg. # in cell)

** Line B of Travel reconciliation

DUE EMPLOYEE or (DUE \$413.00
CITY)

DUE \$0.00
BUSINESS/COMPANY

Prepayments / Advances Summary *(before travel has occurred):*

Paid to Employee
\$0.00

Paid to Company/Business
\$0.00

Paid by City Procurement Card
\$424.73

Reconciliation Approval *(after travel has been completed):*

Department/Division Head or City Manager
APPROVED

Date
11/21/2025

CFO (CM Travel Only)**Date**

Finance Dept Review
PENDING

Date

Supporting Documentation

Attachment(s) (3)

Document Name	Attachment Type
7/29/2025 - TODD COVINGTON.PDF	Travel Form Attachment
7/29/2025 - COVINGTONMAP.JPG	Travel Form Attachment
11/20/2025 - TODD HOTEL.PDF	Travel Form Attachment

Supporting URLs (Links to conferences, trainings, etc)

ORDINANCE NO. **BG2025 - 31**

ORDINANCE RELATING TO CABLE FRANCHISE

ORDINANCE OF THE CITY OF BOWLING
GREEN APPROVING A NON-EXCLUSIVE
CABLE FRANCHISE AGREEMENT WITH
SPECTRUM MID-AMERICA, LLC

WHEREAS, Ordinance No. BG2025-23, adopted by the City of Bowling Green Board of Commissioners on October 21, 2025, provided for the creation of a non-exclusive franchise for the privilege of the use of rights-of-way for the operation and maintenance of a cable system within the City of Bowling Green in accordance with the terms and provisions referenced below; and,

WHEREAS, Ordinance No. BG2025-23 also established a sealed bid process which includes advertising the invitation for bids, notifying the public of the date for the submission of bids to the City and awarding the franchise to the successful bidder(s); and,

WHEREAS, on November 2, 2025, the City advertised for bids, and Spectrum Mid-America, LLC (Spectrum) submitted a responsive proposal to the City for a franchise on the bid opening date of November 19, 2025; and,

WHEREAS, it is in the best interest of the City to accept the proposal from and to grant this non-exclusive cable franchise to Spectrum and authorize the Mayor to execute a Franchise Agreement.

NOW, THEREFORE, BE IT ORDAINED by the City of Bowling Green, Kentucky as follows:

1. A non-exclusive cable franchise created by Ordinance No. BG2025-23 is hereby granted to Spectrum Mid-America, LLC (Spectrum), as a result of its submission of a responsive and responsible proposal.
2. The Mayor is authorized and directed to execute the Franchise Agreement on behalf of the City.
3. All prior Municipal Orders or Ordinances, or parts of any Municipal Order or Ordinance in conflict herewith are hereby repealed.

(Ordinance No. BG2025 - 31)

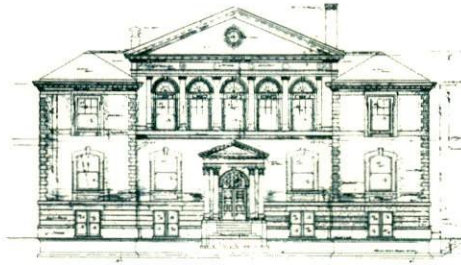
4. This Ordinance is adopted pursuant to KRS 83A.060 in that it was introduced on _____, 2025, and given final reading on _____, 2025, and said Ordinance shall be in full force and effect upon signature, recordation and publication in summary pursuant to KRS Chapter 424.

ADOPTED: _____

APPROVED: _____
Mayor, Chairman of Board of Commissioners

ATTEST: _____
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager



HILLARY M. HIGHTOWER

City Attorney

Email: Hillary.Hightower@bgky.org

Phone: (270) 393-3038

CITY OF BOWLING GREEN

F O U N D E D 1 7 9 8

DEPARTMENT OF LAW

CHRISTY MONTGOMERY

Paralegal

Email: Christy.Montgomery@bgky.org

Phone: (270) 393-3045

RACHEL E. DANNER

Paralegal

Email: Rachel.Danner@bgky.org

Phone: (270) 393-3056

TO: Mayor Todd Alcott
Commissioner Carlos Bailey
Commissioner Dana Beasley-Brown
Commissioner Melinda Hill
Commissioner Sue Parrigin
City Manager Jeff Meisel

FROM: Hillary Hightower

DATE: November 24, 2025

SUBJECT: Cable Franchise

On the agenda for December 2nd is an ordinance granting Charter a cable television franchise in the City of Bowling Green in conformance with our newly passed ordinance requirements and Charter's response to the City's request for bids. No other companies submitted a response.

The specifics of this franchise agreement have been negotiated for many years, and have been discussed as we passed new requirements for cable television franchises and repealed Chapter 7.

If you have any questions about this process or our franchise agreement, please let me know.

FRANCHISE AGREEMENT

THIS FRANCHISE AGREEMENT (this "Franchise Agreement") is made and entered into this 16th day of December, 2025, by and between the City of Bowling Green, Kentucky (hereinafter the "City"), and Spectrum Mid-America, LLC (hereinafter "Spectrum").

WITNESSETH:

WHEREAS, pursuant to Ordinance #2025-23 and Sections 163 and 164 of the Kentucky Constitution, the City solicited bid proposals from parties interested in obtaining franchises to operate cable systems in the City;

WHEREAS, Spectrum submitted a bid proposal to the City for a franchise pursuant to Ordinance #2025-23 on November 19, 2025;

WHEREAS, pursuant to Ordinance #2025-23, the City granted to Spectrum and its lawful successors, assigns, or transferees approved pursuant to Ordinance #2025-23, a non-exclusive franchise, for a period of ten years, to install and maintain a cable system and provide cable service by use of said cable system within the confines of the City pursuant to Ordinance #2025-23 and this Franchise Agreement; and

WHEREAS, the City and Spectrum are entering into this Franchise Agreement to memorialize the grant by the City to Spectrum of said franchise pursuant to the terms and conditions reflected in Ordinance #2025-23 and this Franchise Agreement.

NOW THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the City and Spectrum hereby agree to incorporate the foregoing recitals as if fully set forth herein and further agree as follows:

1. Ordinance #2025-23 is incorporated herein by reference in its entirety and shall apply as if fully set forth herein, subject to Paragraph 7 herein, and further subject to applicable law, including the Cable Act. For purposes of this Franchise Agreement, capitalized terms shall have the same meanings set forth in Ordinance #2025-23, unless separately defined in this Franchise Agreement or the context clearly indicates that another meaning is intended.

2. The bid of Spectrum for said Franchise is incorporated in this Franchise Agreement.

3. The City grants unto Spectrum a non-exclusive franchise, for a term of ten years to erect, install and maintain a Cable System and provide Cable Service by use of said Cable System within the confines of the City pursuant to Ordinance #2025-23.

4. This Franchise Agreement shall commence on December 16, 2025 and shall expire on December 31, 2035. Any cancellation, termination, or expiration of this Franchise Agreement shall be subject to the provisions of Section 626 of the Cable Act, or such successor statute, and applicable law, including judicial review and appeals.

5. Spectrum does hereby bind itself, its successors and assigns, to faithfully and fully perform each and every condition of this Franchise Agreement.

6. This Franchise Agreement memorializes the agreement between the parties and shall be binding upon and inure to the benefit of the respective successors in interest to the parties hereto, including any lawful successors, assigns, or transferees approved pursuant to Section 21 of Ordinance #2025-23.

7. The City and Spectrum agree that pursuant to Section 6 of Ordinance #2025-23, Spectrum's rights are subject to the police power of the City to adopt and enforce

general ordinances necessary to the safety and welfare of the public, including any future amendments to such general laws and ordinances which are generally applicable police-power time, place and manner regulations of the use of the rights-of-way. The City and Spectrum further agree the Franchise Agreement is a contract and neither party may take any unilateral action that materially changes the explicit mutual promises and covenants contained or incorporated by reference herein, including any action that has the effect of limiting the benefits or expanding the obligations of Spectrum that are granted by this Franchise Agreement or by the version of Ordinance #2025-23 in effect as of the date of execution of this Franchise Agreement, except as to those generally applicable changes that are the result of the City's lawful exercise of its police power. Any changes, modifications or amendments to this Franchise Agreement and/or Spectrum's rights and obligations under it, except those provided for by Section 6 of Ordinance #2025-23 pursuant to the City's lawful exercise of its police powers, must be made in writing, approved and adopted by the City Council by a majority vote, and signed by the City and Spectrum. Nothing herein shall constitute a waiver of any rights held by Spectrum or the City under applicable federal, state, and local law.

8. Notices to Spectrum pursuant to Ordinance #2025-23 shall be provided to:

Spectrum Mid-America, LLC
Attention: Director of Government Affairs
5026 Hwy 27 S
Somerset, KY 42501

With a copy to:

Charter Communications
Attention: VP, Government Affairs & Franchising
601 Massachusetts Ave., NW
Suite 400W
Washington, DC 20001

Spectrum may change such notice addresses from time to time by providing written notice to the City.

[Signature page follows.]

IN WITNESS WHEREOF, the City and Spectrum have executed this Franchise Agreement as their free and voluntary act and deed effective as of the day and year first above written.

CITY OF BOWLING GREEN _____ MAYOR APPROVED AS TO FORM AND LEGALITY: City Attorney By: _____	SPECTRUM MID-AMERICA, LLC, By: Charter Communications, Inc., its Manager BY: _____ TITLE: _____
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CITY OF BOWLING GREEN BOARD OF COMMISSIONERS MEETING PROCEDURES

(Code of Ordinances Chapter 2;
adopted by Ord. No. BG2001-12, last amended by Ord. No. BG2022-14)

2-2.12 Meetings of the Board of Commissioners.

All meetings of the Board of Commissioners shall be held in the Commission Chamber on the third floor of City Hall unless specified otherwise in a notice of special call meeting. A quorum of all meetings shall consist of not less than three (3) members of the Board of Commissioners. The quorum must be present throughout the meeting.

a. Regular Meetings. The Bowling Green Board of Commissioners shall meet in regular session on the first and third Tuesdays of each month at 4:30 p.m. The date, time and location prescribed for regular meetings shall not be changed except in accordance with the Kentucky Open Meetings Act, KRS 61.800 – 61.850.

b. Special Meetings. Special meetings of the Bowling Green Board of Commissioners may be called by the Mayor or by three (3) Commissioners. The call for a special meeting shall designate its purpose, time and place. No business other than that set forth in the call for special meeting may be considered at the meeting.

c. Work Session Meetings. A majority of three (3) or more of the Board of Commissioners may request to hold a work session meeting in accordance with the Kentucky Open Meetings Act, KRS 61.800 – 61.850, for the purpose of discussing items and issues pertinent to the operation of City government. Any action taken by the Board of Commissioners shall be procedural in nature and no final action shall be approved.

d. Closed Session Meetings. The Board of Commissioners may hold closed or executive session meetings upon a majority vote of a quorum of the Board pursuant to the Kentucky Open Meetings Act, KRS 61.800 – 61.850. No final action shall be taken in a closed or executive session meeting.

2-2.13 Minutes.

Minutes of all regular and special meetings of the Board of Commissioners shall be recorded and maintained in the Office of the City Clerk. The minutes shall reflect the date, time and place of the regular or special meeting, the members recorded as either present or absent, a general description of matters proposed, discussed or decided and a record of any votes taken. Any member of the Board of Commissioners or member of the public who reads a written statement at the regular or special meeting may request at that meeting that a copy of the written statement be included in the minutes. Approval of the minutes shall be considered at the next regular meeting of the Board. Any member of the Board of Commissioners may request an amendment or correction to the minutes to accurately reflect the substance of the prior meeting. If any other member of the Board objects to such amendment or correction, a majority vote of the Board shall be necessary to adopt the amendment or correction.

(Board of Commissioners Meeting Procedures)

2-2.14 Agenda.

a. The City Clerk's office shall prepare a proposed agenda for each meeting of the Board of Commissioners as determined by the City Manager. The deadline for placing an item on the agenda for all regular meetings shall be 12:00 p.m. (noon) on Wednesday before the Tuesday meeting. The agenda and supporting documents shall be finalized and distributed to the Board of Commissioners no later than the close of business on Thursday before the Tuesday meeting or as otherwise directed by the City Manager. No item may be placed on the agenda after its distribution without approval of the Board of Commissioners. Only the City Manager, Mayor or Commissioners may sponsor an item for the agenda. No item may be removed from the agenda after its distribution except by the person who sponsored the item on the agenda or by the Board of Commissioners.

b. The proposed agenda shall include ordinances, municipal orders and resolutions proposed to be approved by the Board of Commissioners. The order of appearance of the items placed on the agenda shall be determined by the City Manager.

c. As used in the proposed agenda, the following definitions shall apply:

“Municipal Order” shall mean an official act of the Board of Commissioners which is binding upon the officers and employees of the City of Bowling Green and any governmental agency over which the City has jurisdiction.

“Ordinance” shall mean an official act of the Board of Commissioners which is a regulation of a general and permanent nature and enforceable as a local law or is an appropriation of money.

“Resolution” shall mean an expression of the opinion or will of the Board of Commissioners including such actions as the honoring of groups or individuals or actions showing support for a public issue.

2-2.15 Order of Business.

The following order of business shall apply for regular meetings of the Board of Commissioners:

1. Call to order; invocation; pledge of allegiance
2. Roll call
3. Awards and recognitions
4. Public hearings (if applicable)
5. City Manager comments
6. Approval of minutes
7. Reading and consideration of ordinances, municipal orders and resolutions in the order as determined by the City Manager
8. Public comments (Open public forum)
9. Comments by Board of Commissioners
10. Closed session (if applicable)
11. Adjournment

(Board of Commissioners Meeting Procedures)

2-2.16 Public Address to the Board of Commissioners.

All citizens of Bowling Green are encouraged and invited to attend all meetings held by the Board of Commissioners. Members of the public wishing to address the Board of Commissioners on a question under debate or during the open public forum shall speak only from the designated podium, shall be recognized by the presiding officer and requested to state his or her name for the official minutes. Comment shall be limited to five (5) minutes unless extended by the Board of Commissioners, and the Board reserves the right to limit or stop further discussion by a majority vote of the Board. After every citizen who desires to speak has done so, any person who has already spoken may request permission from the presiding officer to speak an additional time, provided it is not repetitive of previous comments or discussions. The presiding officer may order any member of the public who refuses to comply with these procedures or who is obscene, disorderly, unruly or who intends to disrupt the proceedings to leave the Commission Chamber. The presiding officer may request the assistance of the City Police Department in enforcing those orders.

2-2.17 Public Hearings.

Public hearings may be scheduled as required by law to receive citizen comments on items under consideration by the Board. Procedures for conducting public hearings and receiving public comment may differ depending on the nature of the public hearing. If the Board of Commissioners decides to revise the procedures for a public hearing, the revised procedures will be determined and announced by the Board of Commissioners prior to the public hearing.

2-2.18 Presiding Officer.

The Mayor shall be the presiding officer at all Board of Commissioners meetings. As the presiding officer, the Mayor shall maintain order and shall decide all points of order and parliamentary procedure. The Mayor may participate in all debate and may vote on all issues. In the absence of the Mayor, the Mayor Pro Tem shall be the presiding officer. In the absence of both, the remaining members of the Board of Commissioners shall elect by majority vote of those present one of its members to preside.

2-2.19 Action by the Board of Commissioners.

Each ordinance, municipal order or resolution on the proposed agenda shall first be read in summary by the City Clerk. The Mayor, City Commissioner or City Manager who sponsored the ordinance, municipal order or resolution shall speak first on the proposed item; provided, however, discussion may not occur until the Mayor or any of the Commissioners introduce the item by orally making a motion to approve or disapprove of that item under consideration. All such motions shall require a second. If applicable, a City staff person may speak on the item to provide additional information to the Board of Commissioners and to the public. Following those comments, the remaining members of the Board of Commissioners may speak on the proposed item, followed by comments from the public. When debate is concluded, the presiding officer shall call for a roll call vote. The roll call vote shall be called in alphabetical order and shall rotate at each meeting of the Board such that the Commissioner who votes first shall vote last at the next meeting; provided, however, that the Mayor or presiding officer shall vote last on all items under consideration and shall not be included in the alphabetical rotation. The alphabetical rotation shall start at the first meeting of the Board of Commissioners following the commencement of the new term of office following the General Election. A vote of the majority of a quorum is necessary to approve the motion before the Board of

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Commissioners, unless a larger voting majority is required by State law. Every Commissioner present for the vote on a motion shall vote for the motion, against the motion or abstain on the vote.

A Commissioner shall abstain from voting on any matter that violates the City's Standards of Conduct set out in the Code of Ethics ordinance. In addition, a Commissioner shall abstain from voting on any matter in which the Commissioner is unable to fairly judge the matter before the Board of Commissioners or if the Commissioner has a financial conflict of interest. Any abstention shall be disclosed to the remaining Commissioners and to the public. If a Commissioner abstains from voting, that Commissioner shall leave the room during any open session discussion and shall not participate in any discussions involving the proposed agenda item. An abstention shall not be counted in the vote on the issue before the Board. If a Commissioner abstains from a discussion during a closed session, the Commissioner shall leave the room.

2-2.20 Rules of Debate.

a. Recognition. Any Commissioner wishing to speak on an item shall request recognition from the presiding officer. The presiding officer shall recognize any Commissioner requesting recognition unless a motion taking precedence is offered.

b. Manner of speaking. No Commissioner shall speak on an item, nor interrupt another, nor make a motion without recognition from the presiding officer. No Commissioner who has been recognized by the presiding officer shall be interrupted by another member of the Board of Commissioners without his or her consent, unless it is to call him to order. Every Commissioner shall confine himself or herself to the question and shall not use unbecoming or abusive language.

c. Motions. Every motion shall be made orally and must have a mover and a second. Once a motion has been made and seconded, it shall be disposed of by vote. The mover may withdraw a motion at any time before it has been amended or before a vote if a majority of the Board of Commissioners consents.

d. Motions taking precedence. When an item is under debate, no motions may be considered except one of the following, which motions shall take precedence in the order stated:

- (1) To adjourn
- (2) To end debate (call for question)
- (3) To postpone to a certain time
- (4) To amend
- (5) To table (postpone indefinitely)
- (6) To recess

e. Motions to amend. When an ordinance, municipal order or resolution is under debate, a motion to amend shall be in order, but no further motion to amend shall be in order until the disposition of that motion. An ordinance may be amended at second reading by a vote of a majority of the Board of Commissioners in attendance; provided, however, that a material change in the ordinance shall require a new first reading.

f. Motions to adjourn or recess. A motion to adjourn or recess shall be in order except when a Commissioner is speaking or when a roll call vote is in progress.

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g. Motions to recall. Any ordinances, municipal orders or resolutions postponed to a certain time shall be added to the proposed agenda for the designated time by the City Clerk and shall not require a motion by the Board of Commissioners to add to the agenda. Any ordinance, municipal order or resolution postponed indefinitely (tabled) shall require a motion and second to remove the item from the table and to add the item to the proposed agenda.

h. Motions not debatable. There shall be no discussion of the following motions:

- (1) To adjourn or recess
- (2) To table (postpone indefinitely)
- (3) To end debate (call for question)
- (4) To remove from the table
- (5) To withdraw a motion

2-2.21 Effect of Rules on Legislation.

No ordinance, municipal order or resolution duly passed, adopted or approved by the Board of Commissioners shall be held to be invalid because of failure of the Board of Commissioners to comply with or abide by any one or more of the provisions of these rules if such ordinance, municipal order or resolution would otherwise be valid under the Code of Ordinances or state law.

2-2.22 Waiver/Suspension of Rules.

These procedural rules may be waived or suspended by a majority vote of the Commissioners in attendance at any meeting of the Board of Commissioners. If the rules are waived or suspended, a majority of the Commissioners in attendance shall decide the procedure to follow in lieu of the waived or suspended rule or rules.

2-2.23 Appeal of Decision of Presiding Officer.

The validity of the decision of the presiding officer on any question concerning the rules of procedure or rules of debate may be appealed to the full Board of Commissioners on the request of one member. The Board may call upon the City Attorney for advice. It shall take a vote of a majority of the members present to overturn the decision of the presiding officer involving a rule of procedure or rule of debate.