

**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 5<sup>th</sup>. 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.

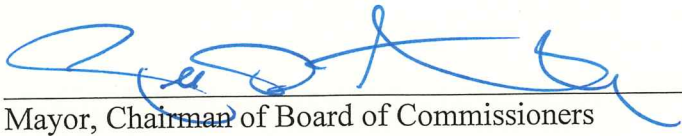
PUBLIC COMMENTS

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: December 16, 2025

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*