

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held June 3, 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 June 3, 2025. Mayor Todd Alcott called the meeting to order. The invocation was provided by Commissioner Sue Parrigin and all present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Sue Parrigin, Commissioner Carlos Bailey, Commissioner Dana Beasley-Brown, Commissioner Melinda Hill and Mayor Todd Alcott. There was a full quorum of the Board of Commissioners.

**CITY MANAGER**

City Manager Jeffery B. Meisel reminded the audience to sign-up in the back of the Commission Chamber in order to speak during public comments.

He also reminded everyone about Duncan Hines Days being held June 2-8, 2025.

**APPROVAL OF MINUTES**

Regular Meeting May 20, 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: Parrigin, Bailey, Beasley-Brown, Hill and Alcott  
                          Voting Nay: None

Minutes of the regular meeting of May 20, 2025 was approved by unanimous vote.

**REGULAR AGENDA**

**MUNICIPAL ORDER NO. 2025 – 125**

**MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF HANNAH MINTON TO THE POSITION OF  
COMMUNITY NAVIGATOR IN THE NEIGHBORHOOD AND  
COMMUNITY SERVICES DEPARTMENT**

Summary of Municipal Order No. 2025 – 125 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 Hannah Minton to the position of Community Navigator in the Neighborhood and Community Services Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 125 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 126

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-39 FOR THE CROSSWINDS GOLF COURSE CART PATH ASPHALT OVERLAY PROJECT FROM SCOTTY'S CONTRACTING & STONE, LLC IN AN AMOUNT NOT TO EXCEED \$396,832.72

Summary of Municipal Order No. 2025 – 126 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of Bid #2025-39 for the CrossWinds Golf Course cart path asphalt overlay project from Scotty's Contracting & Stone, LLC in an amount not to exceed \$396,832.72. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 126 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 127

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-40 FOR HOBSON GROVE GOLF COURSE IRRIGATION IMPROVEMENT PROJECT FROM SIGNET GOLF ASSOCIATES II, INC. IN AN AMOUNT NOT TO EXCEED \$214,300

Summary of Municipal Order No. 2025 – 127 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 #2025-40 for Hobson Grove Golf Course irrigation improvement project from Signet Golf Associates II, Inc. in an amount not to exceed \$214,300. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 127 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 128

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2025-34 FOR PROFESSIONAL CLEANING SERVICES FROM J & F JANITORIAL SERVICES, INC. IN AN AMOUNT NOT TO EXCEED \$219,040

Summary of Municipal Order No. 2025 – 128 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 approval of Bid #2025-34 for professional cleaning services from J & F Janitorial Services, Inc. in an amount not to exceed \$219,040. He explained it was an evaluated bid and a five (5) year contract. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 128 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 7  
(First Reading – Non-Binding)  
ORDINANCE ADOPTING ANNUAL CITY BUDGET

ORDINANCE ADOPTING THE CITY OF BOWLING GREEN,  
KENTUCKY ANNUAL OPERATING BUDGET FOR FISCAL YEAR  
BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026, BY  
ESTIMATING REVENUES AND APPROPRIATING FUNDS FOR  
THE OPERATION OF CITY GOVERNMENT

Title and summary of Ordinance No. BG2025 – 7 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for the first and non-binding reading of said Ordinance. City Manager Meisel and Assistant City Manager/Chief Financial Officer Katie Schaller-Ward reviewed and recommended the Fiscal Year 2026 proposed budget and thanked the budget team and all city staff involved in the budget preparation. A brief summary was provided by Schaller-Ward and it was said the proposed budget included \$116.9 million in the General Fund and \$190.1 million in All Funds. Revenues for Fiscal Year 2026 was projected to be \$188.7 million in All Funds and \$116.9 million in the General Fund, with expenditures, personnel costs, including cost-of-living adjustments for employees, were all discussed. Additionally, agency funding was recommended in the total amount of \$1,259,010 and would be approved at the next Board of Commissioners meeting. Residents were reminded the complete budget presentation video was available for everyone to review on the City's website. Following accolades to the budget team and staff, Mayor Alcott asked for a roll call vote.

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

First Reading of Ordinance No. BG2025 – 7 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 8  
(First Reading – Non-Binding)  
ORDINANCE RELATING TO CLASSIFICATION/PAY SCHEDULES

ORDINANCE AMENDING THE CLASSIFICATION/PAY  
SCHEDULES "G" FOR GENERAL CLASSIFIED, "F" FOR FIRE, "P"  
FOR POLICE, "D" FOR DEPARTMENT HEAD / MANAGEMENT  
AND "U" FOR UNCLASSIFIED PART-TIME EMPLOYEES, AND  
AUTHORIZING PAY INCREASES FOR FISCAL YEAR 2026

Title and summary of Ordinance No. BG2025 – 8 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for the first and non-binding reading of said Ordinance. Meisel recommended the amended Classification/Pay Schedules for "G" General Classified, "F" for Fire, "P" for Police, "D" for Department Head/Management and "U" for Unclassified Part-time and pay increases for Fiscal Year 2026. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2025 – 8 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 129

MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A  
LEASE AGREEMENT WITH THE DOWNTOWN REDEVELOPMENT  
AUTHORITY, INC. TO LEASE CIRCUS SQUARE PARK FOR  
CONCERTS IN THE PARK

Summary of Municipal Order No. 2025 – 129 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of the lease agreement with the Downtown Redevelopment Authority, Inc. to lease Circus Square Park for Concerts in the Park. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 129 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 130

MUNICIPAL ORDER APPROVING THE PURCHASE OF PROPERTY  
AT 1050 CAVE MILL ROAD AND AUTHORIZING THE MAYOR  
AND OTHER AUTHORIZED CITY OFFICIALS TO EXECUTE A  
REAL ESTATE SALE AND PURCHASE AGREEMENT, DEED AND  
ALL OTHER NECESSARY DOCUMENTS

Summary of Municipal Order No. 2025 – 130 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval to purchase property at 1050 Cave Mill Road and authorize the Mayor and other authorized City Officials to execute a Real Estate Sale and Purchase Agreement, deed and all other necessary documents. The purchase would be used for future stormwater remediation. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 130 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 131

MUNICIPAL ORDER APPROVING AMENDMENTS TO THE CITY  
OF BOWLING GREEN FINANCIAL POLICIES AND PROCEDURES  
AND TRAVEL POLICIES AND PROCEDURES

Summary of Municipal Order No. 2025 – 131 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended amendments to the City of Bowling Green Financial Policies and Procedures and Travel Policies and Procedures. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 131 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 132

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF  
DANNY MUNFORD TO THE CITY-COUNTY BOARD OF  
ADJUSTMENTS

Summary of Municipal Order No. 2025 – 132 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Mayor Alcott reviewed and recommended the appointment of Danny Munford to the City-County Board of Adjustments. He asked for discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 132 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 133

MUNICIPAL ORDER APPROVING AND AUTHORIZING OUT-OF-  
TOWN TRAVEL EXPENSES FOR COMMISSIONER SUE PARRIGIN  
TO ATTEND A MEETING WITH LAWMAKERS RELATED TO  
POTENTIAL TRANSPORTATION SAFETY BILL IN FRANKFORT,  
KENTUCKY

Summary of Municipal Order No. 2025 – 133 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval of travel expenses for Commissioner Sue Parrigin to attend a meeting with Lawmakers related to potential transportation safety bill in Frankfort, Kentucky. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 133 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 5:15 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: June 17, 2025

APPROVED: \_\_\_\_\_

Mayor, Chairman of Board of Commissioners

ATTEST: \_\_\_\_\_

Assistant City Clerk

Minutes prepared by City Clerk Ashley Jackson