

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held October 18, 2022**

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 October 18, 2022. Mayor Todd Alcott called the meeting to order. An invocation was provided by Rev. John Lee of Mt. Zion Baptist Church, 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. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS & RECOGNITIONS**

Mayor Alcott recognized City staff, Warren County officials, and all those who assisted with the City Harvest Festival event and participated in the downtown activities held on October 15<sup>th</sup>.

City Manager Jeffery B. Meisel acknowledged Matthew Barrow and Josh Minton of the Public Works Department Operations Division for completing the Roads Scholar Program.

He also congratulated the Finance Department for obtaining its eleventh consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).

**CITY MANAGER**

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

As part of the City Manager comments, Meisel invited Buddy Steen of Central Region Ecosystem for Arts, Technology, and Entrepreneurship (CREATE), formerly known as Central Region Innovation and Commercialization Center (CRICC) to provide an update on the past year's accomplishments. The creation of the new name was a new brand intended to better represent the organization as it develops, manages and promotes an effective entrepreneurial ecosystem. Steen added in the scope of services, the following was accomplished: a confidential living database of talent and website were created; a new facility for technology companies was incorporated; core team created for specific metal companies to attract new jobs and companies; staff led office space at the Innovation Campus called Collaborative Smart Space was established; conducted studies to build and deliver an effective value proposition to recruit companies and talent, and created a new Workforce Innovation Lab designed to invent and pilot non-traditional talent and workforce development programs in the Bowling Green region.

Assistant Chief Financial Officer Sean Weeks explained the City had released the Small Business Tornado Relief Program for the purpose of assisting small businesses to successfully recover from the impacts of the December tornados. The Board of Commissioners previously approved to offer up to a 100% rebate on City only property taxes for commercial properties and/or net profits. He reviewed the application process, where and how to apply, guidelines and eligibility. It was said the deadline to apply was December 31, 2023 and applications were available electronically on the City's website.

Meisel requested the addition of two (2) late-file items to the agenda. Motion was made by Hill and seconded by Parrigin to add Municipal Order Nos. 2022 – 228 and 2022 – 229 to the agenda. With no discussion, a roll call vote was taken.

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

Motion to add late-filed items Municipal Order Nos. 2022 – 228 and 2022 – 229 to the end of the agenda was approved by unanimous vote.

He further requested a closed session for the purpose of discussions on the future acquisition or sale of real property by the City as publicity would likely affect the value of the specific piece of property to be acquired or sold by the City, and pending litigation against the City. Motion was made by Hill and seconded by Beasley-Brown to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (b) and (c). Mayor Alcott called for roll call vote.

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

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

#### APPROVAL OF MINUTES

##### Regular Meeting September 20, 2022.

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 Beasley-Brown 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

Motion to approve the minutes of the regular meeting of September 20, 2022 was approved by unanimous vote.

#### REGULAR AGENDA

##### MUNICIPAL ORDER NO. 2022 – 214

##### MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF TREVOR NOBLE, JR. TO THE POSITION OF SERVICE TECHNICIAN IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2022 – 214 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointment of Trevor Noble, Jr. to Service Technician in the Public Works Department Fleet Division. 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. 2022 – 214 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 215

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF JACOB ADKINS, EMILY BRYANT, JOSEPH BOTKIN, JEREMY GIBSON, AUSTIN GRIFFIN, JEREMY HARRIS, AUSTIN JONES, RICHARD KNIPP, AUSTIN LILLY, STEVEN MEADOR, JEFFREY WARD AND TYLER WEST TO THE POSITION OF POLICE OFFICER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2022 – 215 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Director Erin Hulsey reviewed and recommended the appointments of Jacob Adkins, Emily Bryant, Joseph Botkin, Jeremy Gibson, Austin Griffin, Jeremy Harris, Austin Jones, Richard Knipp, Austin Lilly, Steven Meador, Jeffrey Ward and Tyler West to Police Officer in the Police 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. 2022 – 215 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 216

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF CARWYN STEELE TO THE HUMAN RIGHTS COMMISSION

Summary of Municipal Order No. 2022 – 216 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Mayor Alcott reviewed and recommended the appointment of Carwyn Steele to the Human Rights Commission. He 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. 2022 – 216 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 217

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. 2022 – 217 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Mayor Alcott reviewed and 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: Parrigin, Bailey, Beasley-Brown, Hill and Alcott  
                          Voting Nay: None

Municipal Order No. 2022 – 217 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 218

MUNICIPAL ORDER AUTHORIZING RENEWAL OF BID #2021-05 FOR FIRE DEPARTMENT UNIFORMS FROM GALLS, LLC OF LEXINGTON, KENTUCKY AND NAT’S OUTDOOR SPORTS OF BOWLING GREEN, KENTUCKY BASED ON UNIT PRICES

Summary of Municipal Order No. 2022 – 218 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel reviewed and recommended approval to renew Bid #2021-05 contract for Fire Department uniforms from Galls, LLC and Nat’s Outdoor Sports based on unit prices. 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. 2022 – 218 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 219

MUNICIPAL ORDER APPROVING A CONTRACT THROUGH SOURCEWELL COOPERATIVE PURCHASING CONTRACT WITH HOBODY, DYE & READ, INC. OF BOWLING GREEN, KENTUCKY FOR THE PURCHASE OF A COMPACT EXCAVATOR AND ATTACHMENTS IN THE AMOUNT OF \$72,061.39

Summary of Municipal Order No. 2022 – 219 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 a contract through Sourcewell Cooperative Purchase Contract with Hobdy, Dye & Read, Inc. to purchase a compact excavator and attachments for the Parks and Recreation Department in the amount of \$72,061.39. 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. 2022 – 219 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 220

MUNICIPAL ORDER AUTHORIZING A SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF BOWLING GREEN AND BOWLING GREEN HUMAN RIGHTS COMMISSION FOR YEAR 19 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FUNDING IN THE AMOUNT OF \$35,000

Summary of Municipal Order No. 2022 – 220 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval of a subrecipient agreement between the City and Human Rights Commission for Year 19 Community Development Block Grant (CDBG) Program funding in the amount of \$35,000. 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. 2022 – 220 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 221

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR LAW ENFORCEMENT PROTECTION PROGRAM GRANT FUNDS THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR THE PURCHASE OF ELECTRO-MUSCULAR DISRUPTION TECHNOLOGY FOR THE POLICE DEPARTMENT IN AN AMOUNT UP TO \$266,614

Summary of Municipal Order No. 2022 – 221 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel recommended submission of an application for Law Enforcement Protection Program Grant funds through the Kentucky Office of Homeland Security for the purchase of electro-muscular disruption technology, better known as tasers and necessary accessories, to replace the current equipment for the Police 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. 2022 – 221 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 222

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND ACCEPTANCE OF GRANT FUNDS WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL FISCAL YEAR 2022 TRANSPORTATION ASSISTANCE UNDER THE SECTION 5310 PROGRAM

Summary of Municipal Order No. 2022 – 222 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Hill for consideration of said Municipal Order. Meisel recommended submission of an application and acceptance of grant funds with the Federal Transit Administration for Federal Fiscal Year 2022 transportation assistance under the Section 5310 Program. 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. 2022 – 222 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 223

MUNICIPAL ORDER ACCEPTING TRANSFER OF PROPERTY LOCATED AT 304 E. 11<sup>TH</sup> AVENUE AND AUTHORIZING THE MAYOR TO EXECUTE A DEED FROM COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC. TO THE CITY OF BOWLING GREEN, AND FURTHER APPROVING AN AMENDMENT TO THE FIXED-ROUTE AND PARATRANSIT TRANSPORTATION SERVICE

AGREEMENT WITH COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC.

Summary of Municipal Order No. 2022 – 223 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel recommended acceptance to transfer property located at 304 E. 11<sup>th</sup> Avenue and authorize the Mayor to execute a deed from Community Action of Southern Kentucky, Inc. to the City, and further approve the amendment to the Fixed-Route and Paratransit Transportation Service Agreement. 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. 2022 – 223 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 224

MUNICIPAL ORDER ACCEPTING A DONATION FROM HOUCHEMS FOOD GROUP FOR DUNCAN HINES DAYS

Summary of Municipal Order No. 2022 – 224 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 acceptance of a donation in the amount of \$15,000 from Houchens Food Group for Duncan Hines Days, scheduled for June 5-11, 2023. 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. 2022 – 224 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 225

MUNICIPAL ORDER ACCEPTING A DONATION FROM TYSON FOODS FOR DUNCAN HINES DAYS

Summary of Municipal Order No. 2022 – 225 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended acceptance of a donation in the amount of \$20,000 from Tyson Foods for Duncan Hines Days, scheduled for June 5-11, 2023. 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. 2022 – 225 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 226

MUNICIPAL ORDER APPROVING TAX INCREMENT FINANCING DISTRICT SUMMARY OF 2021 INCREMENTAL REVENUE AND AUTHORIZING DISTRIBUTIONS TO THE APPROPRIATE RECIPIENTS

Summary of Municipal Order No. 2022 – 226 was read by the City Clerk. Motion was made by Hill and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended approval of the Tax Increment Financing (TIF) District summary of 2021 incremental revenue and authorizing distributions to the appropriate recipients. 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. 2022 – 226 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 227

MUNICIPAL ORDER APPROVING FISCAL YEARS 2022/2023  
THROUGH 2025/2026 CAPITAL IMPROVEMENT PROGRAM (CIP)  
FOR THE CITY OF BOWLING GREEN, KENTUCKY

Summary of Municipal Order No. 2022 – 227 was read by the City Clerk. Motion was made by Bailey and seconded by Hill for consideration of said Municipal Order. Meisel recommended approval of the proposed Fiscal Years 2022/2023 through 2025/2026 Capital Improvement Program (CIP) for the City. 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. 2022 – 227 was approved by unanimous vote.

ORDINANCE NO. BG2022 – 48

(Second Reading – Binding)

ORDINANCE RELATING TO BUDGET AMENDMENT

ORDINANCE APPROVING AMENDMENT NUMBER ONE TO THE  
CITY OF BOWLING GREEN, KENTUCKY ANNUAL OPERATING  
BUDGET FOR FISCAL YEAR 2023

Title and summary of Ordinance No. BG2022 – 48 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for the second and binding reading of said Ordinance. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

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

Ordinance No. BG2022 – 48 was adopted by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 228

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN  
APPLICATION FOR STATE AND LOCAL CYBERSECURITY  
GRANT PROGRAM FUNDS THROUGH THE KENTUCKY OFFICE  
OF HOMELAND SECURITY FOR THE PURCHASE OF A  
PASSWORD MANAGEMENT SYSTEM FOR THE INFORMATION  
TECHNOLOGY DEPARTMENT IN THE AMOUNT OF \$67,211

Summary of Municipal Order No. 2022 – 228 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed

and recommended the submission of two (2) grant applications, related to this municipal order and the next item on the agenda, Municipal Order No. 2022 – 229. The applications were for State and Local Cybersecurity Grant Program funds through the Kentucky Office of Homeland Security, and the application for this municipal order would be for the purchase of a password management system in the amount of \$67,211. Municipal Order No. 2022 – 229 would be used to fund cybersecurity personnel in the Information Technology (IT) Department in the amount of \$328,598. 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. 2022 – 228 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2022 – 229

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR STATE AND LOCAL CYBERSECURITY GRANT PROGRAM FUNDS THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY FOR CYBERSECURITY PERSONNEL FOR THE INFORMATION TECHNOLOGY DEPARTMENT IN THE AMOUNT OF \$328,598

Summary of Municipal Order No. 2022 – 229 was read by the City Clerk. Motion was made by Parrigin and seconded by Beasley-Brown for consideration of said Municipal Order. The recommendation was previously discussed with the last item. 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. 2022 – 229 was approved by unanimous vote.

PUBLIC COMMENTS

Following the regular agenda, Mayor Alcott opened the floor for any public comments. Jennifer Morlan made remarks about a discount on vehicle taxes for individuals with disabilities and the need for a homeless shelter.

CLOSED SESSION

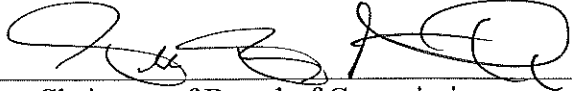
After a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 5:45 p.m. in closed session pursuant to KRS 61.810 (1) (b) and (c) as previously approved.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 6:00 p.m., Mayor Alcott declared this meeting adjourned.



ADOPTED: November 1, 2022

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*