

**MINUTES of REGULAR MEETING  
of the BOARD of COMMISSIONERS  
of the CITY of BOWLING GREEN, KENTUCKY  
held January 16, 2024**

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 January 16, 2024. Mayor Todd Alcott called the meeting to order. Bowling Green Fire Department Chaplain Kevin Lashley provided the invocation and all present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Carlos Bailey, Commissioner Dana Beasley-Brown, Commissioner Melinda Hill, Commissioner Sue Parrigin and Mayor Todd Alcott. Absent: none. There was a full quorum of the Board of Commissioners.

**AWARDS AND RECOGNITIONS**

Bowling Green Junior High School Cheerleaders were recognized as state champions.

The City recognized its inaugural Live United Award honoring Paralegal Tammy Phelps. Staff nominations were made and this year's award recipient was City Attorney Hillary Hightower.

City Manager Jeffery B. Meisel acknowledged the Neighborhood and Community Services Housing Division for achieving a perfect score in its annual assessment in the Section Eight Management Assessment Program by the Department of Housing and Urban Development (HUD). Housing Division Manager Elvira Ramic and staff were recognized.

**CITY MANAGER**

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

**APPROVAL OF MINUTES**

Regular Meeting December 19, 2023.

Minutes of the above-referenced meeting were distributed to the Board of Commissioners with the Agenda for review. Motion was made by Beasley-Brown and seconded by Hill to approve said minutes. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

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

Motion to approve the minutes of the regular meeting of December 19, 2023 was approved by unanimous vote.

**REGULAR AGENDA**

**MUNICIPAL ORDER NO. 2024 – 1**

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF RYAN  
JOHNSON TO THE POSITION OF OPERATIONS DIVISION  
MANAGER, TONY PHELPS TO THE POSITION OF CREW

SUPERVISOR II AND ERIC JOINER TO THE POSITION OF SIGNAL  
TECHNICIAN II IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2024 – 1 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Public Works Director Andy Souza reviewed and recommended the promotions of Ryan Johnson to Operations Divisions Manager, Tony Phelps to Crew Supervisor II and Eric Joiner to Signal Technician II. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 1 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 2

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF KERRY  
PRUITT TO THE POSITION OF PARKS FACILITY MAINTAINER I  
IN THE PARKS AND RECREATION DEPARTMENT

Summary of Municipal Order No. 2024 – 2 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Human Resources Manager Tiara Britt reviewed and recommended the appointment of Kerry Pruitt to Parks Facility Maintainer I 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
                          Voting Nay: None

Municipal Order No. 2024 – 2 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 3

MUNICIPAL ORDER APPROVING THE APPOINTMENT OF  
NICHOLAS UPDEGRAFF TO THE POSITION OF SERVICE  
TECHNICIAN IN THE PUBLIC WORKS DEPARTMENT

Summary of Municipal Order No. 2024 – 3 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 Nicholas Updegraff to Service Technician in the Public Works Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 3 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 4

MUNICIPAL ORDER APPROVING THE PROBATIONARY  
APPOINTMENT OF HANNA STAPLES TO THE POSITION OF  
ADAPTIVE RECREATION COORDINATOR IN THE PARKS AND  
RECREATION DEPARTMENT

Summary of Municipal Order No. 2024 – 4 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 Tiara Britt reviewed and recommended the appointment of Hanna Staples to Adaptive Recreation Coordinator 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:   Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
                          Voting Nay:   None

Municipal Order No. 2024 – 4 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 5

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENTS OF CAELIN BURCH, JULIO DELGADO AND SARAH EPLEY TO THE POSITION OF POLICE CADET II IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2024 – 5 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointments of Caelin Burch, Julio Delgado and Sarah Epley to Police Cadet II in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 5 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 6

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF CAROLYN BRADSHAW TO THE POSITION OF COMMUNICATIONS DISPATCHER I IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2024 – 6 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 Carolyn Bradshaw to 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:   Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
                          Voting Nay:   None

Municipal Order No. 2024 – 6 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 7

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF MELISSA BAILEY TO THE POSITION OF POLICE OFFICER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2024 – 7 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 Melissa Bailey 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: Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
                          Voting Nay: None

Municipal Order No. 2024 – 7 was approved by unanimous vote.

Mayor Alcott requested Municipal Order No. 2024 – 8 be reordered on the agenda.

MUNICIPAL ORDER NO. 2024 – 9

MUNICIPAL ORDER AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH VARIOUS VENDORS FOR FIRE DEPARTMENT EQUIPMENT IN THE AMOUNT OF \$90,000, FOR A TOTAL PROJECT COST OF \$290,000

Summary of Municipal Order No. 2024 – 9 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 change order to purchase Fire Department equipment in the amount of \$90,000, for a total project cost of \$290,000. He explained the bid was previously approved in an amount not to exceed \$200,000, and the City received a grant to assist with equipment purchases, however additional funding was determined to be necessary. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 9 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 8

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM SOUTHERN QUEEN BY BELL VUE, LLC OF BOWLING GREEN, KENTUCKY RELATED TO A REQUEST FOR PROPOSALS FOR SHAKE RAG PRESERVATION PROJECT, RFP #2024-09, AND FURTHER APPROVING AN AGREEMENT FOR CONVEYANCE OF CITY PROPERTIES LOCATED AT 140 STATE STREET, 136 STATE STREET AND 533 E. 2<sup>ND</sup> AVENUE TO SOUTHERN QUEEN BY BELL VUE, LLC

Summary of Municipal Order No. 2024 – 8 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Neighborhood and Community Services Director Brent Childers reviewed the history of the properties and recommended approval of the Request for Proposal (RFP) and agreement with Southern Queen by Bell Vue, LLC related to the Shake Rag preservation project and conveyance of City properties located at 140 State Street, 136 State Street and 533 E. 2<sup>nd</sup> Avenue. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 8 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 10

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM SCOTT, MURPHY & DANIEL, LLC OF BOWLING GREEN, KENTUCKY RELATED TO A REQUEST FOR PROPOSALS FOR FIRE STATION #3 KITCHEN RENOVATIONS, RFP #2024-27, IN AN AMOUNT NOT TO EXCEED \$86,555

Summary of Municipal Order No. 2024 – 10 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 of the Request for Proposal (RFP) for Fire Station #3 kitchen renovations with Scott, Murphy & Daniel, LLC in an amount not to exceed \$86,555. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 10 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 11

MUNICIPAL ORDER AUTHORIZING CHANGE ORDER NO. TWO TO THE CONTRACT WITH BUSHEL & BLOOMS, LLC OF FRANKLIN, KENTUCKY FOR STORM DAMAGE CLEAN-UP RELATED TO BID #2023-06 IN THE AMOUNT OF \$89,590.50, FOR A TOTAL PROJECT COST OF \$694,590.50

Summary of Municipal Order No. 2024 – 11 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 Change Order No. Two for storm damage clean-up related to Bid #2023-06 with Bushels & Blooms, LLC in the amount of \$89,590.50, for a total project cost of \$694,590.50. It was reported the storm clean-up was underestimated. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 11 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 12

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING BID #2024-30 FOR TRANSIT BUS WRAPS FROM GERALD PRINTING OF BOWLING GREEN, KENTUCKY BASED ON UNIT PRICES

Summary of Municipal Order No. 2024 – 12 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 of Bid #2024-30 for transit bus wraps from Gerald Printing based on unit prices. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 12 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 13

MUNICIPAL ORDER ACCEPTING AND ADOPTING THE BOWLING GREEN FIRE DEPARTMENT POLICY AND PROCEDURES MANUAL DATED JANUARY 2024

Summary of Municipal Order No. 2024 – 13 was read by the City Clerk. Motion was made by Parrigin and seconded by Bailey for consideration of said Municipal Order. Meisel recommended approval of the amended Fire Department Policy and Procedures Manual dated January 2024. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 13 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 14

MUNICIPAL ORDER APPROVING THE DISADVANTAGED BUSINESS ENTERPRISES (DBE) PLAN FOR THE CITY OF BOWLING GREEN TRANSIT PROGRAM AND AUTHORIZING ITS SUBMISSION TO THE FEDERAL TRANSPORTATION ADMINISTRATION (FTA)

Summary of Municipal Order No. 2024 – 14 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended approval of the Disadvantaged Business Enterprises (DBE) Plan related to the City's Transit Program and authorizing submission to the Federal Transportation Administration (FTA). Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 14 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 15

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR KENTUCKY COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY SINGLE-FAMILY HOUSING FUNDING TO THE KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT IN AN AMOUNT UP TO \$2,591,634

Summary of Municipal Order No. 2024 – 15 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel recommended submission of an application for Kentucky Community Development Block Grant Disaster Recovery single-family housing funding to the Kentucky Department for Local Government (DLG) in an amount up to \$2,591,634. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2024 – 15 was approved by unanimous vote.

ORDINANCE NO. BG2024 – 1  
(First Reading – Non-Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING TRACTS OF LAND CONTAINING 1.267 ACRES FROM AG (AGRICULTURE) AND HB (HIGHWAY BUSINESS) TO HB (HIGHWAY BUSINESS) LOCATED AT 1110 AND A PORTION OF 1100 THREE SPRINGS ROAD PRESENTLY OWNED BY FLEA LAND, INC.

Title and summary of Ordinance No. BG2024 – 1 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 explained the rezoning was a unanimous recommendation from the City-County Planning Commission. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2024 – 1 was approved by unanimous vote.

ORDINANCE NO. BG2024 – 2  
(First Reading – Non-Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.58 ACRES FROM PUD (PLANNED UNIT DEVELOPMENT) TO HB (HIGHWAY BUSINESS) LOCATED ON THE PROPERTY ABUTTING THE SOUTH END OF MIDSUMMER STREET PRESENTLY OWNED BY GREENHILLS DEVELOPMENT PARTNERS, LLC

Title and summary of Ordinance No. BG2024 – 2 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for the first and non-binding reading of said Ordinance. Meisel explained the rezoning was a unanimous recommendation from the City-County Planning Commission. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

First Reading of Ordinance No. BG2024 – 2 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2024 – 16

MUNICIPAL ORDER AUTHORIZING AN AMENDMENT TO THE CITY OF BOWLING GREEN, KENTUCKY CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FISCAL YEARS 2023/2024 THROUGH 2026/2027

Summary of Municipal Order No. 2024 – 16 was read by the City Clerk. Motion was made by Parrigin and seconded by Hill for consideration of said Municipal Order. Meisel recommended an amendment to the Capital Improvement Program (CIP) for Fiscal Years 2023/2024 through 2026/2027. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
Voting Nay: None  
Municipal Order No. 2024 – 16 was approved by unanimous vote.

ORDINANCE NO. BG2023 – 35  
(Second Reading – Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 1.30 ACRES FROM GB (GENERAL BUSINESS) TO HB (HIGHWAY BUSINESS) LOCATED AT 1806 US 31W BYPASS PRESENTLY OWNED BY GOODWILL INDUSTRIES OF KENTUCKY, INC.

Title and summary of Ordinance No. BG2023 – 35 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 additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
Voting Nay: None  
Ordinance No. BG2023 – 35 was adopted by unanimous vote.

ORDINANCE NO. BG2023 – 36  
(Second Reading – Binding)  
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A TRACT OF LAND CONTAINING 3.5341 ACRES FROM HB (HIGHWAY BUSINESS) TO RM-4 (MULTI-FAMILY RESIDENTIAL) LOCATED ON MT. VICTOR LANE AND OLD LOVERS LANE PRESENTLY OWNED BY TCP PROPERTIES, LLC

Title and summary of Ordinance No. BG2023 – 36 was read by the City Clerk. Motion was made by Hill and seconded by Beasley-Brown for the second and binding reading of said Ordinance. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Bailey, Beasley-Brown, Hill, Parrigin and Alcott  
Voting Nay: None  
Ordinance No. BG2023 – 36 was adopted by unanimous vote.


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: February 6, 2024

APPROVED:   
Mayor, Chairman of Board of Commissioners

ATTEST:   
City Clerk

*Minutes prepared by City Clerk Ashley Jackson*