

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held September 1, 2026**

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 September 1, 2026. Mayor Todd Alcott called the meeting to order. Commissioner Sue Parrigin 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 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.

CITY MANAGER

City Manager Jeffery B. Meisel requested the audience to sign up at the back of the Commission Chamber to speak during public comments.

Meisel requested a closed session for discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the business. 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) (g). Mayor Alcott called for a 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) (g) was approved by unanimous vote.

PUBLIC HEARING

City Engineer Melissa Cansler conducted a public hearing for the purpose of reviewing the proposed Fiscal Year 2027 expenditure recommendations for the Municipal Aid Program (Liquid Fuel Tax) funds and Coal Mineral Severance Tax funds. She reported the current Liquid Fuel Tax (LFT) fund balance was made up of unencumbered funds from the previous fiscal year totaling \$1,177,000, and the Fiscal Year 2027 LFT projected expenditures totaled \$3,058,000. The balance of the fund at the end of Fiscal Year 2027 was estimated to be approximately \$857,000. Ms. Cansler reported the Municipal Aid fund included a budget of \$2,000,000 for Fiscal Year 2027 annual street resurfacing project, known as the overlay program. She explained the projects proposed included street resurfacing of approximately 10 miles of paving on City streets, as well as sidewalk, curb and gutter rehabilitation, and Wilkinson Trace safety corridor improvements and Greenhill Street extension. In addition, it was reported that the Coal Mineral Severance Tax beginning fund balance for Fiscal Year 2027 was \$189,000, with no carryover from the previous fiscal year, and the projected unencumbered balance from Fiscal Year 2026 was \$189,000. Since projected revenue was estimated at \$42,000, and budgeted expenditures at \$160,000, an estimated balance remaining would be \$71,000 at the end of Fiscal Year 2027. With no comments or questions from the public, the public hearing was closed.

APPROVAL OF MINUTES

Regular Meeting August 18, 2026.

Minutes of the above-referenced regular 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 August 18, 2026 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2026 – 194

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF DONNA RICHTER TO THE POSITION OF CODE COMPLIANCE OFFICER IN THE NEIGHBORHOOD AND COMMUNITY SERVICES DEPARTMENT

Summary of Municipal Order No. 2026 – 194 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 Donna Richter to the position of Code Compliance Officer 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. 2026 – 194 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 195

MUNICIPAL ORDER AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO GRANT AGREEMENTS FOR STRATEGIC NEIGHBORHOOD GRANTS WITH VARIOUS ORGANIZATIONS

Summary of Municipal Order No. 2026 – 195 was read by the City Clerk. Motion was made by Hill and seconded by Bailey for consideration of said Municipal Order. Community Engagement Division Manager Leyda Becker reviewed and recommended approval of nine (9) Strategic Neighborhood Grants totaling \$30,565. 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. 2026 – 195 was approved by unanimous vote.

ORDINANCE NO. BG2026 – 15

(First Reading – Non-Binding)

ORDINANCE RELATING TO PROPERTY TAX RATES

ORDINANCE SETTING 2026 PROPERTY TAX RATES, FRANCHISE TAX RATES AND IMPROVEMENT ASSESSMENT RATES, AND

SETTING FORTH GUIDELINES FOR PAYMENT, PENALTY AND
INTEREST

Title and summary of Ordinance No. BG2026 – 15 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. Meisel recommended approval of the property tax ordinance and explained the rates remained the same as the previous year, with no increases. 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. BG2026 – 15 was approved by a unanimous vote.

ORDINANCE NO. BG2026 – 16

As Amended

(First Reading – Non-Binding)

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 21 (PUBLIC
INFRASTRUCTURE, RIGHTS-OF-WAY AND STORMWATER) OF
THE CITY OF BOWLING GREEN CODE OF ORDINANCES TO ADD
SUBCHAPTER 21-7 (PEDESTRIAN SAFETY IN RIGHTS-OF-WAY)

Title and summary of Ordinance No. BG2026 – 16 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. Commissioner Parrigin sponsored the ordinance and explained during the 2026 legislative session House Bill 189 was enacted prohibiting pedestrians from remaining physically stationary in state-maintained rights-of-way not intended for pedestrian use. The priority of the House Bill and ordinance was to keep the community safe, Parrigin stated. She added the House Bill allowed cities to adopt an ordinance and at her request the City Clerk and City Attorney prepared an ordinance, alongside the Kentucky League of Cities (KLC), which was expected to become a model for KLC and other cities. It was said the ordinance did not restrict use of sidewalks or private property, rather it was intended to improve driving and pedestrian safety on heavily trafficked roads. As requested, City Attorney Hillary Hightower reviewed highlights of the ordinance including the regulations, permit and fees, as well as enforcement. Commissioner Hill stated if the city did not adopt an ordinance, state law would prevail and currently it prohibits any activity in rights-of-way, which would affect car washes and other school or community events. Commissioners Beasley-Brown and Bailey asked about the possibility of waiving the application fee and questioned some of the major collector roadways included in the ordinance, which were determined by the City Public Works Department. There was concern expressed regarding private property owners or guests standing or being in rights-of-way, as it would appear to be prohibited per the ordinance language, and Commissioner Parrigin confirmed that was not the intention of the ordinance. Following some discussion a motion was made by Beasley-Brown and seconded by Bailey to add an exemption under Section 21-7.03 (Required Permit; Fee; Exceptions) to include individuals residing on the property and guests.

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

Amendment to add an exception was approved by a unanimous vote.

A motion was made by Beasley-Brown and seconded by Bailey to remove the \$20 permit fee under Section 21-7.03 (Required Permit; Fee; Exceptions).

ROLL CALL: Voting Yea: Bailey, Beasley-Brown and Alcott
 Voting Nay: Parrigin and Hill

Amendment to remove the permit fee was approved by a majority vote.

Mayor Alcott asked for additional discussion regarding the amendments, 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. BG2026 – 16 (as amended) was approved by a unanimous vote.

MUNICIPAL ORDER NO. 2026 – 196

MUNICIPAL ORDER APPROVING A CONTRACT WITH TRACE3 LLC FOR CISCO NETWORK ENTERPRISE AGREEMENT IN THE TOTAL AMOUNT OF \$306,743.98 OVER A FIVE (5) YEAR PERIOD UNDER NASPO VALUEPOINT COOPERATIVE PURCHASING CONTRACT THROUGH KENTUCKY STATE PRICING CONTRACT

Summary of Municipal Order No. 2026 – 196 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Parrigin for consideration of said Municipal Order. Meisel reviewed and recommended the approval of a contract with Trace3 LLC for Cisco Network Enterprise Agreement in the total amount of \$306,743.98 over a five (5) year period under NASPO ValuePoint Cooperative Purchasing Contract through Kentucky State Pricing 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. 2026 – 196 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 197

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE PURCHASE OF UPGRADED TRANSIT ROUTE MANAGEMENT TECHNOLOGY THROUGH A SOLE SOURCE FROM TRANSLOC, INC. IN THE AMOUNT OF \$143,720

Summary of Municipal Order No. 2026 – 197 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 the purchase of upgraded transit route management technology through a sole source from TransLoc, Inc. in the amount of \$143,720. 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. 2026 – 197 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 198

MUNICIPAL ORDER AUTHORIZING CHANGE ORDER NO. THREE TO THE CONTRACT WITH SCOTT & RITTER, INC. FOR DEMOLITION AND SINKHOLE REPAIR SERVICES IN THE AMOUNT OF \$462,550, FOR A TOTAL PROJECT COST OF \$1,642,550

Summary of Municipal Order No. 2026 – 198 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 Change Order No. Three to the contract with Scott & Ritter, Inc. for demolition and sinkhole repair services in the amount of \$462,550, for a total project cost of \$1,642,550. Geologist Nick Lawhon indicated there were currently eleven (11) sinkholes. 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. 2026 – 198 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2026 – 199

MUNICIPAL ORDER APPROVING THE PURCHASE OF PARKS EQUIPMENT FROM HOBODY, DYE & READ, INC. IN THE AMOUNT OF \$94,225 THROUGH COOPERATIVE PURCHASE UNDER KENTUCKY STATE PRICING CONTRACT

Summary of Municipal Order No. 2026 – 199 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 the purchase of parks equipment from Hobdy, Dye & Read, Inc. in the amount of \$94,225 through cooperative purchase under Kentucky State Pricing 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. 2026 – 199 was approved by unanimous vote.

ORDINANCE NO. BG2026 – 14
(Second Reading – Binding)
ORDINANCE REZONING REAL ESTATE

ORDINANCE REZONING A PORTION OF A TRACT OF LAND CONTAINING 2.67 ACRES FROM P (PUBLIC) TO HB (HIGHWAY BUSINESS) LOCATED AT 1000 WOODHURST STREET PRESENTLY OWNED BY THE BOWLING GREEN-WARREN COUNTY REGIONAL AIRPORT WITH LEACHMAN HARRY MOTORS, INC. AS THE APPLICANT

Title and summary of Ordinance No. BG2026 – 14 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 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
Ordinance No. BG2026 – 14 was adopted by a unanimous vote.

PUBLIC COMMENTS

Mayor Alcott opened the floor for any public comments. Cyndie Doney indicated there was a stop sign missing near the Scholar House Apartments on Brownslock Road and further mentioned the smell of the sewage in the area.

CLOSED SESSION

Following a brief recess, the Board of Commissioners met at approximately 6:10 p.m. in closed session pursuant to KRS 61.810 (1) (g) as previously approved.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 7:00 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: September 15, 2026

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

Minutes prepared by City Clerk Ashley Jackson