

**MINUTES of REGULAR MEETING
of the BOARD of COMMISSIONERS
of the CITY of BOWLING GREEN, KENTUCKY
held May 6, 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 May 6, 2025. Mayor Todd Alcott called the meeting to order and provided the invocation. All present recited the Pledge of Allegiance. City Clerk Ashley Jackson called the roll, and the following members were present: Commissioner Dana Beasley-Brown, Commissioner Carlos Bailey and Mayor Todd Alcott. Absent: Commissioner Melinda Hill and Commissioner Sue Parrigin. There was a quorum of the Board of Commissioners.

CITY MANAGER

City Manager Jeffery B. Meisel requested a closed session for the purpose of deliberations on the future acquisition of real property by the City as publicity would likely affect the value of the specific piece of property to be acquired by the City, and for discussions or hearings which might lead to the appointment, discipline or dismissal of an individual employee without restricting the employee's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret. Action may follow. Motion was made by Beasley-Brown and seconded by Bailey to convene in closed session following the regular meeting pursuant to KRS 61.810 (1) (b) and (f). Mayor Alcott called for a roll call vote.

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

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

Meisel 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 April 15, 2025.

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 Bailey to approve said minutes. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

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

Motion to approve the minutes of the regular meeting of April 15, 2025 was approved by unanimous vote.

REGULAR AGENDA

MUNICIPAL ORDER NO. 2025 – 98

**MUNICIPAL ORDER APPROVING THE PROMOTION OF BRETT
PITCHFORD TO THE POSITION OF ENGINEER IN THE FIRE
DEPARTMENT**

Summary of Municipal Order No. 2025 – 98 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel congratulated Caleb Hulseley on his recent retirement. Fire Chief Justin Brooks reviewed and recommended the promotion of Brett Pitchford to Engineer in the Fire Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 98 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 99

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF JENNIE MCSHANE TO THE POSITION OF POLICE CAPTAIN AND DEVIN MITCHELL TO THE POSITION OF POLICE SERGEANT IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 99 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel congratulated Michael Myrick on his recent retirement. Police Chief Michael Delaney reviewed and recommended the promotions of Jennie McShane to Police Captain and Devin Mitchell to Police Sergeant in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 99 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 100

MUNICIPAL ORDER APPROVING THE PROMOTIONS OF RYAN BURNAM TO THE POSITION OF DEPUTY POLICE CHIEF, ERIC HOUCHINS TO THE POSITION OF ASSISTANT POLICE CHIEF AND TODD PORTER TO THE POSITION OF POLICE CAPTAIN IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 100 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Police Chief Michael Delaney reviewed and recommended the promotions of Ryan Burnam to Deputy Police Chief, Eric Houchins to Assistant Police Chief and Todd Porter to Police Captain in the Police Department. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 100 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 101

MUNICIPAL ORDER APPROVING THE PROBATIONARY APPOINTMENT OF SASHY RAMIREZ TO THE POSITION OF COMMUNICATIONS DISPATCHER I IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 – 101 was read by the City Clerk. Motion was made by Bailey and seconded by Beasley-Brown for consideration of said Municipal Order. Human Resources Manager Lori Gray reviewed and recommended the appointment of Sashy Ramirez 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: Beasley-Brown, Bailey and Alcott
 Voting Nay: None

Municipal Order No. 2025 – 101 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 102

MUNICIPAL ORDER APPROVING THE YEAR 22 ANNUAL ACTION PLAN OF THE CONSOLIDATED PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING AND AUTHORIZING ITS SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Summary of Municipal Order No. 2025 – 102 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 approval of the Year 22 Annual Action Plan of the Consolidated Plan for Community Development Block Grant Entitlement and Home Investment Partnerships Program funding and further authorizing submission to the U.S. Department of Housing and Urban Development. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 102 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 103

MUNICIPAL ORDER ADOPTING THE 2025 BARREN RIVER AREA DEVELOPMENT DISTRICT TITLE VI IMPLEMENTATION PLAN UPDATE FOR THE CITY OF BOWLING GREEN, KENTUCKY

Summary of Municipal Order No. 2025 – 103 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 the 2025 Barren River Area Development District Title VI Implementation Plan update. He explained the City was a subrecipient of federal financial assistance from the Kentucky Transportation Cabinet and approval of the plan was required. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 103 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 104

MUNICIPAL ORDER AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR GRANT FUNDING THROUGH THE KENTUCKY ATTORNEY GENERAL BODY ARMOR GRANT

PROGRAM FOR THE PURCHASE OF BODY ARMOR FOR THE
BOWLING GREEN POLICE DEPARTMENT IN THE AMOUNT OF
\$104,411.65

Summary of Municipal Order No. 2025 – 104 was read by the City Clerk. Motion was made by Alcott and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended approval to submit an application for grant funding through the Kentucky Attorney General Body Armor Grant Program for the purchase of body armor for the Police Department in the amount of \$104,411.65. He stated there was no local match required. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 104 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 105

MUNICIPAL ORDER AUTHORIZING RENEWAL OF BID #2023-48
FOR FIRE DEPARTMENT EQUIPMENT FROM VARIOUS
VENDORS IN THE TOTAL AMOUNT NOT TO EXCEED \$200,000

Summary of Municipal Order No. 2025 – 105 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 to renew Bid #2023-48 for Fire Department equipment from various vendors in the total amount not to exceed \$200,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 105 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 106

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING THE
PURCHASE OF VARIOUS RAINBIRD IRRIGATION SUPPLIES FOR
HOBSON GOLF COURSE IRRIGATION PROJECT THROUGH A
SOLE SOURCE FROM SITEONE LANDSCAPE SUPPLY IN AN
AMOUNT NOT TO EXCEED \$119,000

Summary of Municipal Order No. 2025 – 106 was read by the City Clerk. Motion was made by Alcott and seconded by Bailey for consideration of said Municipal Order. Meisel reviewed and recommended approval to purchase various Rainbird irrigation supplies for Hobson Golf Course irrigation project through a Sole Source from SiteOne Landscape Supply in an amount not to exceed \$119,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 106 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 107

MUNICIPAL ORDER AUTHORIZING CHANGE ORDER NO. THREE TO THE CONTRACT WITH SCOTT & RITTER, INC. FOR DEMOLITION AND SINKHOLE REPAIR SERVICES IN THE AMOUNT OF \$900,000, FOR A TOTAL PROJECT COST OF \$1,285,286.58

Summary of Municipal Order No. 2025 – 107 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. Meisel explained the change order was required to allow for repairs of several sinkholes that opened up due to the significant rainfall during April 3-7. He recommended approval of Change Order No. Three to the contract with Scott & Ritter, Inc. for demolition and sinkhole repair services in the amount of \$900,000, for a total project cost of \$1,285,286.58. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 107 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 108

MUNICIPAL ORDER AUTHORIZING AND ACCEPTING A PROPOSAL FROM STRAND ASSOCIATES, INC. RELATED TO A REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR STORM SEWER REPLACEMENT, REPAIR AND REHABILITATION PROJECT, RFQ #2025-22, IN AN AMOUNT NOT TO EXCEED \$850,000

Summary of Municipal Order No. 2025 – 108 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 a proposal from Strand Associates, Inc. related to a Request for Qualifications (RFQ) for professional services for storm water replacement, repair and rehabilitation project, RFQ #2025-22, in an amount not to exceed \$850,000. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

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

Municipal Order No. 2025 – 108 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 109

MUNICIPAL ORDER AUTHORIZING AND APPROVING THE TERMINATION OF THE ST. JOSEPH CEMETERY AGREEMENT WITH ST. JOSEPH CEMETERY FOUNDATION, INC.

Summary of Municipal Order No. 2025 – 109 was read by the City Clerk. Motion was made by Alcott and seconded by Beasley-Brown for consideration of said Municipal Order. Meisel reviewed and recommended approval to terminate the St. Joseph Cemetery Agreement with St. Joseph Cemetery Foundation, Inc. He explained the City was required to provide a 180 day notice of termination. Mayor Alcott asked for additional discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2025 – 109 was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 110

MUNICIPAL ORDER APPROVING THE REAPPOINTMENTS OF
LEYDA BECKER AND ALEX DOWNING TO THE UNIVERSITY
DISTRICT REVIEW COMMITTEE

Summary of Municipal Order No. 2025 – 110 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 Leyda Becker and Alex Downing to the University District Review Committee. He asked for discussion, and with none, a roll call vote was taken.

ROLL CALL: Voting Yea: Beasley-Brown, Bailey and Alcott
 Voting Nay: None
Municipal Order No. 2025 – 110 was approved by unanimous vote.

ORDINANCE NO. BG2025 – 5
(Second Reading – Binding)
ORDINANCE ANNEXING PROPERTY BY CONSENT

ORDINANCE ANNEXING A TOTAL OF APPROXIMATELY 5.0269
ACRES OF PROPERTY LOCATED AT 5165 SCOTTSVILLE ROAD,
WITH PROPERTY PRESENTLY OWNED BY GREENWOOD
BAPTIST CHURCH OF BOWLING GREEN, KENTUCKY, INC.,
WITH SAID TERRITORY BEING CONTIGUOUS TO EXISTING
CITY LIMITS

Title and summary of Ordinance No. BG2025 – 5 was read by the City Clerk. Motion was made by Bailey 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: Beasley-Brown, Bailey and Alcott
 Voting Nay: None
Ordinance No. BG2025 – 5 was adopted by unanimous vote.

ORDINANCE NO. BG2025 – 6
(Second Reading – Binding)
ORDINANCE RELATING TO BUDGET AMENDMENT

ORDINANCE APPROVING AMENDMENT NUMBER THREE TO
THE CITY OF BOWLING GREEN, KENTUCKY ANNUAL
OPERATING BUDGET FOR FISCAL YEAR 2025

Title and summary of Ordinance No. BG2025 – 6 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey 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: Beasley-Brown, Bailey and Alcott
 Voting Nay: None
Ordinance No. BG2025 – 6 was adopted by unanimous vote.

WORK SESSION

A work session was held to continue discussion regarding the fee-in-lieu of construction (FILOC) and stormwater utility fee proposal from the Public Works Department, Stormwater Division. Dr. Warren Campbell of Western Kentucky University provided a presentation with statistics of stormwater financing and indicated he supported a FILOC and stormwater utility fee, and believed it was in the best interest of the city as well. Environmental Manager Matt Powell explained the recommended stormwater utility fee would be included with the resident's monthly water bill. Residential fees were proposed at \$4.00 for single family residential users, \$2.00 for multi-family residential users, including duplexes, apartments and mobile home communities. Additionally, commercial fees were recommended at \$4.00 monthly per Equivalent Residential Unit (ERU) and an ERU was equal to 3,100 square feet. Bowling Green Municipal Utilities (BGMU) and Warren County Water District (WCWD) had indicated the fees for providing the billing for the City of Bowling Green stormwater utility would be equivalent to the fees they were already earning for providing the same service for the Warren County stormwater utility. He also explained Public Works discussed all infrastructure repairs with a very capable local vendor who evaluated storm assets and reported that a complete inspection of the known system would take approximately seven (7) years to complete at a current estimated cost of \$1,875,000. Over the last 24 months, the City inspected less than 1% of the existing system and identified \$5,650,000 in needed repairs that were considered urgent or critical and were being addressed through a combination of grants and the General Fund in Fiscal Year 2025. Powell further stated staff was confident the stormwater utility fee program fees would generate in excess of \$4,000,000 annually and the Public Works Department would create opportunities for community stakeholder input on the proposed programs and fees.

Mr. Powell further stated the City could no longer rely on the karst system to carryout excessive water from flooding, therefore a need for future infrastructure and development was necessary to help mitigate and lower the risk of flooding, as well as provide some preventable protections for City residents. Once discussion concluded, there was a consensus of the Board of Commissioners to proceed with drafting an ordinance to include the FILOC and stormwater utility fee.

CLOSED SESSION

Following a brief recess to clear the Commission Chamber, the Board of Commissioners met at approximately 6:20 p.m. in closed session pursuant to KRS 61.810 (1) (b) and (f) as previously approved.

RECONVENE IN OPEN SESSION

Once all discussion concluded in closed session, the Board of Commissioners reconvened in open session at approximately 7:30 p.m. to consider action. Motion was made by Beasley-Brown and seconded by Bailey to add Municipal Order No. 2025 – 111 to the agenda for consideration. Mayor Alcott asked for discussion, and with none, a roll call vote was taken.

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

Motion to add Municipal Order No. 2025 – 111 to the agenda was approved by unanimous vote.

MUNICIPAL ORDER NO. 2025 – 111

MUNICIPAL ORDER APPROVING THE TERMINATION OF
JACKSON MILLER IN THE POLICE DEPARTMENT

Summary of Municipal Order No. 2025 - 111 was read by the City Clerk. Motion was made by Beasley-Brown and seconded by Bailey for consideration of said Municipal Order. With no further discussion, a roll call vote was taken.

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

Municipal Order No. 2025 - 111 was approved by unanimous vote.

ADJOURNMENT

There being no further business to come before the Board of Commissioners, at approximately 7:30 p.m., Mayor Alcott declared this meeting adjourned.

ADOPTED: May 20, 2025

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: Hope Spiller
Assistant City Clerk

Minutes prepared by City Clerk Ashley Jackson