



## CITY OF BOWLING GREEN - OFFICE OF MUNICIPAL UTILITIES

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The Bowling Green Board of Public Utilities met in regular session on Monday, January 23, 2017, in the City Council Chambers, Third Floor, City Administrative Service Building, Bowling Green, Ohio. In attendance were:

Megan Newlove, Chairperson, Board of Public Utilities;  
Mike Frost, Member, Board of Public Utilities;  
Bill Culbertson, Member, Board of Public Utilities;  
Matt Paquette, Member, Board of Public Utilities;  
Brian O'Connell, Utility Director;  
Daryl Stockburger, Assistant Utility Director;  
John Stewart, Assistant Superintendent, Electric Division;  
Mike Fields, Assistant Superintendent, Water Treatment Division;  
Mike Johnson, Superintendent, Water Distribution & Wastewater Collection Division;  
Doug Clark, Superintendent, Water Pollution Control Division;  
Dick Edwards, Mayor;  
Lori Tretter, Municipal Administrator;  
Joe Fawcett, Assistant Municipal Administrator;  
Brian Craft, Public Works Director;  
Jason Sisco, City Engineer;  
Brian Bushong, Finance Director;  
Jason Heyman, GIS Coordinator;  
Mike Aspacher, Member, City Council;  
Bruce Jeffers, Member, City Council;  
Scott, Seeliger, Member, City Council;  
Sue Clark, Bowling Green Community Development Foundation; and  
Jan Larson McClaughin, BG Independent News

The meeting began with the Pledge of Allegiance. Four Board Members were present. Ms. Amy Craft-Ahrens was absent.

### I. **Approval of Minutes**

Ms. Newlove requested additions and/or corrections to the minutes of the regular November, 28, 2016, Board of Public Utilities meeting.

**Mr. Culbertson moved to approve the minutes from the November 28, 2016, Board of Public Utilities meeting. Mr. Paquette seconded the motion. On voice vote, the motion carried unanimously.**

### II. **Lobby Visitation**

### III. **Utilities Director Report**

#### A. **Request for Qualifications for GIS Joint Use Pole Audit**

Mr. O'Connell requested the Board's approval to seek Request for Qualifications for professional services to perform a GIS Joint-Use Pole Audit that will benefit the City and attachment owners to provide accurate billing and asset information.

Mr. Culbertson moved to approve Resolution 01-2017-01 authorizing the Utilities Director to Request Qualifications and enter into a contract(s) for professional services associated with Geographic Information System (GIS) Joint Use Pole Audit. Mr. Frost seconded the motion. On voice vote, the motion carried unanimously.

**B. Specified Companies for Work That May Exceed \$50,000 Annually**

Mr. O'Connell requested the Board's approval to enter into contract(s) with specified companies for work that may exceed \$50,000 annually for 2017.

Mr. Frost moved to approve Resolution 01-2017-02 authorizing the Utilities Director to contract with specified companies for work that may exceed \$50,000 annually.

**C. Advertise for Bids - 2017 Water Distribution & Wastewater Collection Projects**

Mr. O'Connell requested the Board's approval to advertise for bids and enter into contract(s) for Water Distribution Improvement projects and Wastewater Collection Improvement projects.

Mr. Culbertson moved to approve Resolution 01-2017-03 authorizing the Utilities Director to advertise for bids and enter into contract(s) for Water Distribution and Wastewater Collection projects. Mr. Frost seconded the motion. On voice vote, the motion carried unanimously.

**D. Advertise for Bids - Vehicles and Equipment**

Mr. O'Connell requested the Board's approval to advertise for bids, sell existing vehicles outright or trade vehicles, execute agreements and/or participate in the State of Ohio Cooperative Purchasing Program and the Ohio Department of Transportation Purchasing Program.

Mr. Paquette moved to approve Resolution 01-2017-04 authorizing the Utilities Director to advertise for bids and enter into contract(s), and/or participate in the State of Ohio Purchasing Programs for the purchase of vehicles and equipment, as well as the trade-in, transfer or sale of vehicles and equipment no longer needed for municipal purposes. Mr. Culbertson seconded the motion. On voice vote, the motion passed unanimously.

**IV. Superintendent Reports**

**A. Utility Business Office**

Mr. O'Connell reported for Ms. Spangenberg. The utility staff is working with Sawvel & Associates on the electric cost of service study.

**B. Electric Division**

Mr. Stewart reported the crews have been installing fiber on Sand Ridge Road and have also been working at the Water Treatment Plant.

**C. Water Treatment Division**

Mr. Fields reported the Intake project should be ready in approximately six weeks.

**D. Water Distribution & Wastewater Collection Division**

Mr. Johnson reported the sewer division is working on a lateral repair in the Belleville area. The water division is working on the new 12" water line on Conneaut Avenue. There have been eight water main breaks this winter.

**E. Water Pollution Control Division**

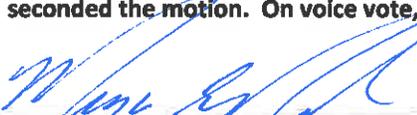
Mr. Clark reported staff has started rebuilding the second screen at the Poe/Mercer substation. Poggemeyer Design Group has prepared a preliminary drawing for the Grit project to submit to EPA. There were three combined sewer overflows in 2016 although all were above the typical rainfall event and are not expected to count towards the permit limit.

**V. Official Reports****A. Mayor - No Report****B. Municipal Administrator - No Report****C. City Attorney - Absent****D. Public Works Director**

Mr. Craft reported the traffic signal on South Main Street and Gypsy Lane Road is almost complete.

**E. City Engineer - No Report****VI. Council Member Reports****VII. Board Member Reports****VIII. New Business****IX. Unfinished Business****X. Adjournment**

Mr. Paquette moved to adjourn the Board of Public Utilities meeting at 5:17 p.m. Mr. Frost seconded the motion. On voice vote, the motion carried unanimously.



Megan Newlove, Chairperson



Mike Frost, Member



Bill Culbertson, Member



Matt Paquette, Member

  
ABSENT  
Amy Craft-Ahrens, Member