

**RECORD OF PROCEEDINGS**  
**CITY OF BOWLING GREEN CITY COUNCIL**

Minutes of

Meeting

BEAR GRAPHICS 800-325-3094 FORM NO. 10148

**MONDAY, AUGUST 6, 2018**

Held

20

The regular meeting of the Bowling Green City Council, held in the Council Chamber, 304 North Church Street, Bowling Green, Ohio was called to order at 7:00 p.m. by Council President Aspacher. The meeting began with the Pledge of Allegiance.

On roll call, Council Members Aspacher, Gordon, Herald Jeffers, Robinette, Rowland, and Zanfardino were present. Also present were Mayor Richard Edwards, Municipal Administrator Lori Tretter, City Attorney Michael Marsh, Public Works Director Brian Craft, Utilities Director Brian O'Connell, Planning Director Heather Saylor, and Parks and Recreation Director Kristin Otley.

**SPECIAL RECOGNITIONS - MAYOR EDWARDS**

Mayor Dick Edwards presented a Letter of Commendation to Danica Motes for her heroic efforts in saving a man's life in her apartment hallway. Ms. Motes performed chest compressions on her neighbor, Richard Hill, who had collapsed in the hallway and called 911. Once police officers, Sgt. Michael Bengela and Police Officer Ryan Sehlhorst arrived, they took over the CPR efforts to save his life until the rescue squad arrived. Bengela and Sehlhorst were presented with the Meritorious Service Award from Police Chief Tony Hetrick.

Council Member Herald moved, Gordon seconded, to approve the minutes of the regular meeting held July 16, 2018 as distributed. On unanimous voice vote, Council President Aspacher declared motion carried.

**CORRESPONDENCE**

Clerk of Council Kay Scherreik noted that a listing of budget transfers for the month of August was received from Finance Director Brian Bushong and distributed to Council prior to the meeting for approval. Council Member Rowland moved, Jeffers seconded, to approve the transfers as presented. On unanimous voice vote, Council President Aspacher declared motion carried. A copy of the transfers is attached and made a part of these minutes.

**LOBBY VISITATIONS**

There were no lobby visitations.

**NEW LEGISLATION**

The following new legislation was recommended by the Administration and presented to Council for introduction:

Council Member Robinette, for the Planning, Zoning and Economic Development Committee, introduced an ordinance amending and adopting Section 150.102(b), Section 150.104(a), and Section 151.17(a) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding zoning code fees.

Council Member Jeffers, for the Finance Committee, introduced a resolution transferring previously appropriated funds.

Council Member Jeffers, for the Finance Committee, introduced an ordinance providing supplemental appropriations for the current expenses and other expenditures of the City of Bowling Green, Ohio, during the fiscal year beginning January 1, 2018 and ending December 31, 2018.

Council Member Jeffers, for the Finance Committee, introduced an ordinance amending and adopting Section 76.23(C)(a) & (D) and Section 76.24 of the Codified Ordinances of the City of Bowling Green, Ohio, regarding operation of meters, coin deposit, and time mechanism & parking time limits and amending and adopting Section 35.70 regarding City fees and fees charged for services.

Council Member Zanfardino, for the Transportation & Safety Committee, introduced an ordinance amending and adopting Section 70.35(B)(1) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding police tow list and establishment of fees.

### OFFICIAL REPORTS

Mayor Edwards gave an update regarding an incident related to the installation of the Nexus pipeline project. He indicated that according to a statement by the Ohio EPA, the incident was characterized as a "non-toxic and non-hazardous inadvertent return of drilling fluid comprised of a naturally occurring element bentonite clay and water." Mayor Edwards noted that the incident took place upstream from the City's Water Treatment Plant, therefore, the City's water supply was never endangered. Edwards indicated that the incident was self-reported by Nexus to the Ohio EPA who stepped in immediately to monitor and assist in the cleanup efforts. An "After Action Review" was held today by the Ohio EPA with Nexus to discuss protocol and response procedures. Mayor Edwards commended the responses by the City's Water Treatment Plant Superintendent, Mike Fields, and the Wood County Emergency Management Agency. Council Member Gordon expressed his concern regarding conflicting information that was initially received. After some discussion regarding the event and questions by Council Members, it was decided that Council Members would submit a list of remaining questions to the Administration in order to get answers from Nexus and the Ohio EPA.

Municipal Administrator Lori Tretter announced that the City Engineer, Jason Sisco, has resigned from his position with the City effective August 17. Tretter also noted that legislation is on Council's agenda increasing parking rates in the downtown area. Tretter noted that this is an issue that has been discussed over the last year or so and suggested that Council's Finance Committee hold a meeting to discuss the proposed increase. A meeting was scheduled for Monday, August 20, at 6:00 p.m. Council Members asked for background information that was gathered from the downtown business owners regarding the proposed increase as a starting point for the discussion.

Tretter gave a detailed report updating City Council on progress made on the priorities identified by Council from the CAP (Community Action Plan). A copy of that report is attached to and made a part of these minutes. During that report, Tretter announced that as part of the CAP, the City made two "micro grant" awards to Firefly Nights in the amount of \$4,500 and to the Downtown Farmers' Market in the amount of \$500.

Planning Director Heather Saylor thanked those who were able to attend the Ohio Town and Gown Summit held in Bowling Green during the month of July. She noted that there were approximately 120 attendees at the conference. Next year the conference will be held in Kent, Ohio at Kent State University and then in Athens, Ohio at Ohio University the following year. Saylor reported that the issuing of permits is running very close with 2017 with 238 zoning permits versus 239 last year; 23 single family housing starts versus 17 last year; commercial zoning permits are at 6 versus 4 last year; and industrial permits are at 4 versus 3 last year. Saylor also noted that there will be a free Ohio Roundabouts Conference held Tuesday, September 18, and distributed a flyer to Council Members with information to register for the conference. Saylor also referenced upcoming NIOT (Not In Our Town) events in her report.

Parks and Recreation Director Kristin Otley announced an upcoming fundraising event for the Foundation on August 16 at the Sunset Bistro. She noted that 20% of all sales that day will be donated to the Foundation.

City Attorney Michael Marsh had no report.

Utilities Director Brian O'Connell reported that he along with other members of the staff took part in a meeting with the ISO rating agency to answer questions regarding the City's water system and other divisions of the City. Information received is taken into account to determine the City's ISO rating which is used in determining insurance rates paid by citizens.

Public Works Director Brian Craft had no report.

**COUNCIL COMMITTEE REPORTS**

Council Member Gordon reported that the Community Improvement Committee met earlier this evening to discuss a change to the preamble of the City's Charter. Gordon indicated that compromised language was agreed upon by the Committee and will be coming to Council in the form of legislation at the next meeting.

Council Member Robinette scheduled a meeting of the Planning, Zoning and Economic Development Committee to discuss the development of Council's second list of CAP priorities. The meeting was scheduled for Tuesday, September 4, at 6:00 p.m. in the Council Chamber.

**READING OF LEGISLATION**

Clerk read Resolution #3706 transferring previously appropriated funds, for first reading.

Council Member Jeffers moved, Rowland seconded, to suspend the rules and give Resolution #3706 its second and third reading. On roll call vote, Council Members Gordon, Herald, Jeffers, Robinette, Rowland, Zanfardino, and Aspacher voted yes. Council President Aspacher declared motion carried, and rules suspended.

Clerk read Resolution #3706 for second and third reading by number and title only.

Council Member Jeffers moved, Rowland seconded, to adopt Resolution #3706. On roll call vote, Council Members Herald, Jeffers, Robinette, Rowland, Zanfardino, Aspacher, and Gordon voted yes. Council President Aspacher declared motion carried, and Resolution #3706 adopted.

Clerk read Ordinance #8703 providing supplemental appropriations for the current expenses and other expenditures of the City of Bowling Green, Ohio, during the fiscal year beginning January 1, 2018 and ending December 31, 2018, for first reading.

Council Member Jeffers moved, Rowland seconded, to suspend the rules and give Ordinance #8703 its second and third reading. On roll call vote, Council Members Jeffers, Robinette, Rowland, Zanfardino, Aspacher, Gordon, and Herald voted yes. Council President Aspacher declared motion carried, and rules suspended.

Clerk read Ordinance #8703 for second and third reading by number and title only.

Council Member Jeffers moved, Rowland seconded, to adopt Ordinance #8703. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Aspacher, Gordon, Herald, and Jeffers voted yes. Council President Aspacher declared motion carried, and Ordinance #8703 adopted.

Clerk read Ordinance #8704 amending and adopting Section 76.23(C)(a) & (D) and Section 76.24 of the Codified Ordinances of the City of Bowling Green, Ohio, regarding operation of meters, coin deposit, and time mechanism & parking time limits and amending and adopting Section 35.70 regarding City fees and fees charged for services.

Clerk read Ordinance #8705 amending and adopting Section 150.102(b), Section 150.104(a), and Section 151.17(a) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding zoning code fees, for first reading.

Council Member Robinette scheduled a public hearing for Ordinance #8705 for Monday, September 17, 2018, at 6:45 p.m. in the Council Chamber.

Clerk read Ordinance #8706 amending and adopting Section 70.35(B)(1) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding police tow list and establishment of fees, for first reading.

There was no legislation for second reading.

Clerk read Ordinance #8698 amending and adopting Section 33.03(A) of the Codified Ordinances of the City of Bowling Green, Ohio, relating to pay for school police, interns, and Civil Infractions hearing officer, and declaring an emergency, for third reading.

Council Member Jeffers moved, Zanfardino seconded, to adopt the emergency clause for Ordinance #8698. On roll call vote, Council Members Rowland, Zanfardino, Aspacher, Gordon, Herald, Jeffers, and Robinette voted yes. Council President Aspacher declared motion carried, and emergency clause adopted.

Council Member Jeffers moved, Rowland seconded, to adopt Ordinance #8698. On roll call vote, Council Members Zanfardino, Aspacher, Gordon, Herald, Jeffers, Robinette, and Rowland voted yes. Council President Aspacher declared motion carried, and Ordinance #8698 adopted.

Clerk read Ordinance #8699 authorizing the Utilities Director to advertise for bids and enter into a contract or contracts for tree trimming and removal services, for third reading.

Council Member Aspacher moved, Herald seconded, to adopt Ordinance #8699. On roll call vote, Council Members Aspacher, Gordon, Herald, Jeffers, Robinette, Rowland, and Zanfardino voted yes. Council President Aspacher declared motion carried, and Ordinance #8699 adopted.

Clerk read Ordinance #8700 authorizing the Utilities Director to enter into a contract or contracts with the Village of Portage for wastewater treatment services, for third reading.

Council Member Aspacher moved, Herald seconded, to adopt Ordinance #8700. On roll call vote, Council Members Gordon, Herald, Jeffers, Robinette, Rowland, Zanfardino, and Aspacher voted yes. Council President Aspacher declared motion carried, and Ordinance #8700 adopted.

Council Member Rowland moved, Herald seconded, to adjourn. On unanimous voice vote, Council President Aspacher adjourned the August 6, 2018 regular meeting of the City Council at 8:13 p.m., subject to call.



Kay D. Scherrek, Clerk of Council



Michael Aspacher, President of Council



August 6, 2018

TO: Bowling Green City Council

FROM: Brian Bushong, Finance Director

Transfers requested for the month of August include:

| Fund | Dept. | Account | Description  | From         | To           |
|------|-------|---------|--|--------------|--------------|
| 1010 | 190   | 92400   | General, Miscellaneous, Transfer To Capital Projects                             | \$ 3,001.00  |              |
| 4030 | 000   | 69410   | Green Space Acquisition Fund, Revenue, Transfer From General                     |              | \$ 3,001.00  |
| 4030 | 710   | 92100   | Green Space Acquisition Fund, Recreation Department, Transfer To General         | \$ 2,225.00  |              |
| 1010 | 000   | 69440   | General, Revenue, Transfer From Capital Projects                                 |              | \$ 2,225.00  |
| 1010 | 190   | 92200   | General, Miscellaneous, Transfer To Special Revenue                              | \$ 2,916.67  |              |
| 2007 | 000   | 69410   | Payroll Stabilization, Revenue, Transfer From General                            |              | \$ 2,916.67  |
| 2016 | 710   | 92300   | Park, Playground and Recreation, Recreation Department, Transfer To Debt Service | \$ 25,509.44 |              |
| 3025 | 000   | 69420   | Debt Service, Revenue, Transfer From Special Revenue                             |              | \$ 25,509.44 |
| 2078 | 170   | 92300   | Municipal Court Special Projects, Municipal Court, Transfer To Debt Service      | \$ 7,500.00  |              |
| 3025 | 000   | 69420   | Debt Service, Revenue, Transfer From Special Revenue                             |              | \$ 7,500.00  |
| 4018 | 810   | 92300   | Capital Improvement, Capital Improvement, Transfer To Debt Service               | \$ 42,457.29 |              |
| 3025 | 000   | 69440   | Debt Service, Revenue, Transfer From Capital Projects                            |              | \$ 42,457.29 |
| 4018 | 810   | 92400   | Capital Improvement, Capital Improvement, Transfer To Capital Projects           | \$ 19,166.67 |              |
| 4005 | 000   | 69440   | Equipment Capital Reserve, Revenue, Transfer From Capital Projects               |              | \$ 19,166.67 |
| 4029 | 423   | 92300   | Street Repair, Street Repair, Transfer To Debt Service                           | \$ 48,878.71 |              |
| 3025 | 000   | 69440   | Debt Service, Revenue, Transfer From Capital Projects                            |              | \$ 48,878.71 |
| 1010 | 190   | 92200   | General, Miscellaneous, Transfer To Special Revenue                              | \$ 5,584.08  |              |

|              |     |       |   |                      |                      |
|--------------|-----|-------|---|----------------------|----------------------|
| 2021         | 000 | 69410 | ODOT Transportation Grant (Taxi), Revenue, Transfer From General                      |                      | \$ 5,584.08          |
| 4055         | 710 | 92300 | Aquatic Facility Capital Improvement, Recreation Department, Transfer To Debt Service | \$ 21,047.40         |                      |
| 3025         | 000 | 69440 | Debt Service, Revenue, Transfer From Capital Projects                                 |                      | \$ 21,047.40         |
| 5111         | 651 | 92500 | Electric Revenue, Administrative and General, Transfer To Enterprise                  | \$ 239,342.00        |                      |
| 5112         | 000 | 69450 | Electric Capital Reserve, Revenue, Transfer From Enterprise                           |                      | \$ 239,342.00        |
| 5221         | 651 | 92500 | Water Revenue, Administrative and General, Transfer To Enterprise                     | \$ 72,296.00         |                      |
| 5222         | 000 | 69450 | Water Capital Reserve, Revenue, Transfer From Enterprise                              |                      | \$ 72,296.00         |
| 5331         | 651 | 92500 | Sewer Revenue, Administrative and General, Transfer To Enterprise                     | \$ 17,583.00         |                      |
| 5332         | 000 | 69450 | Sewer Capital Reserve, Revenue, Transfer From Enterprise                              |                      | \$ 17,583.00         |
| <b>Total</b> |     |       |   | <b>\$ 507,507.26</b> | <b>\$ 507,507.26</b> |

## CAP Update 8-6-18

1. There are several zoning matters and considerations identified in Council's priorities. We'll start with an update on those items:
  - a. On the Council's list of priorities is to consider the zoning along the East Wooster corridor, specifically looking at the area between Thurstin/Manville and Summit where the Central Business District begins. This ties directly to our work with BGSU on a Land Development Strategy for the East Wooster Street corridor.
    - i. Development Strategies has just completed the first of four phases for the Wooster Corridor Land Development Strategy. Since the initial kickoff in June, the company has been evaluating market demand for various type of commercial and residential products, gathering data about comparable properties, conducting case studies, and evaluating economic and demographic information (locally and regionally). They also met with several stakeholders representing broad sections of the community as part of the analysis phase.
    - ii. The next stage of the project will include the development of market strategies that will enhance the economic performance, quality of place, and image of the Wooster corridor. These strategies will include the identification of initial catalyst projects, market strategies, and recommended land uses. Regular updates and communications are continuing with City and University staff. It is expected that this process will conclude by then end of the year and will include a presentation to City Council. At that time, specifics for zoning changes may be contemplated.
  - b. Buffering. Among the items being fleshed out by staff is considering buffering requirements when parking is in the front of a building. This is a recommendation from the Land Use Plan as part of the East Wooster Corridor improvements. These requirements have been utilized in many communities to create a cohesive community look along with "softening" the look from the street when parking is in the front of the building. Several drafts, considering numerous issues including the materials that would be required and the financial impact on businesses, have been considered. It is anticipated that the Planning Commission will first consider this matter and pass its recommendations along to Council. The Planning Director anticipates placing this on the Planning Commission's in September or October.
  - c. The City's off-street parking section of the Zoning Code is in need of an update. At its August meeting, the Planning Commission was asked to assign a member to work with a small committee to formulate recommendations. I am asking Council President Aspacher to do the same. This will constitute a "working

- group” who will then make recommendations to be considered by the Planning Commission and City Council.
2. As announced in May, the City was able to offer a modest micro-grant program for 2018 with plans to continue the program in 2019.
    - a. We are pleased to announce the awarding of two micro-grants:
      - i. Firefly Nights: \$4,500
      - ii. Downtown Farmer’s Market: \$500
      - iii. Organizations will be asked to report to Council.
    - b. Unknown how much money will be available for 2019, this will be discussed as part of the 2019 budget. However, since this has been identified as a priority, it is our expectation of some level of funding next year. Therefore, groups seeking to fulfill Community Action Plan goals are encouraged to consider activities for which they may seek funding. As a reminder, the plan—along with the application—are on-line. Those applying need to relate their effort with CAP goals. Applications will next be accepted in January.
  3. Regarding the items relating to the Bicycle Safety Commission. That group has continued to actively pursue several community efforts.
    - a. The Transportation/Safety Committee of Council has met jointly with the Bicycle Safety Commission and I know there are plans to meet again in the near future to discuss joint efforts.
    - b. Although not specifically listed in the CAP, the BG “Slow Roll” rides are a byproduct of the CAP and have been successful! The “Slow Roll” rides are free monthly educational bike rides for residents of all ages to learn about safe bicycling habits and other theme-related information. Each ride is approximately 5 miles long at a recreational speed comfortable for riders of all ages. To date, rides have occurred in June – titled “Just Chillin” and July – titled “Home Slice”. As you might guess, the title refers to the local business that has partnered with the City for that particular ride. In June, the ride featured City Naturalist Cinda Stutzman with a stop at the Sundae Station for a free scoop of ice cream as well as a free day pass to the City Pool. In July, the ride featured a behind the scenes tour of BGSU’s The Oaks’ rooftop herb garden and a free slice of pizza from 516 Pizza Pub. Additional rides are planned on the last Sunday of August, September, and October at 2:00 pm. To date, a total of 83 residents have participated – with each ride averaging around 40 participants.

Council may recall that the City undertook efforts through “Yay Bikes!” to better educate residents on safe bicycle habits as well as the rules (and laws) relating to safely riding bicycles around the city. The City quickly recognized that side paths, bike paths, bike lanes, and other bicycle infrastructure was not possible on every road and that a bicyclist at some point is going to have to ride on a road without

this infrastructure. As such, educating residents – including those who ride their bikes and motorists, was determined as the most logical course of action. This is a joint effort involving numerous departments and divisions including the Sustainability Coordinator, Engineering, Parks and Recreation, and others. Interested residents may get more information and sign-up for a ride on the City's homepage – [www.bgohio.org](http://www.bgohio.org) – or they can call Amanda Gamby at 419-354-6222.

4. Historic Perseveration: Waiting on Mayor
5. Council's CAP priorities included looking at Carter Park. As mentioned at the last update, the Parks and Recreation Director was tasked to identify and align the items in the Parks Master Plan with those of the CAP and see where commonalities align. To that end, a grant application to replace the older shelter houses, in the center of the park, has been submitted. We'll update you once we hear back on the status of that application.
6. The item related to considering rental registration is on-going. We don't yet have a report ready for Council but continue to work on those items requested including the resources and cost estimates for implementation.