

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

Minutes of

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO. 10148

MONDAY, MARCH 4, 2019

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, Herald, Hollenbaugh, 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, and Utilities Director Brian O'Connell. Planning Director Heather Saylor and Parks and Recreation Director Kristin Otley were not present.

Council Member Zanfardino moved, Rowland seconded, to approve the minutes of the regular meeting held February 19, 2019 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 March was received from Finance Director Brian Bushong and distributed to Council prior to the meeting for approval. Council Member Jeffers moved, Rowland 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.

Clerk also noted for the record that copies of the Budget Summary Report for the month of January 2019 was distributed to Council prior to this evening's meeting.

Clerk reported that the 2019 Parks & Recreation fees were distributed to Council Members for approval. Council Member Rowland moved, Herald seconded, to approve the fees as presented. On unanimous voice vote, Council President Aspacher declared motion carried. Council Members Rowland, Aspacher and Herald indicated they were pleased with the amount of consideration and study that the Parks & Recreation Board put into the modest fee increases noting that the daily rate was only increased for non-residents and not for Bowling Green residents.

SPECIAL RECOGNITIONS – MAYOR EDWARDS

There were no special recognitions by Mayor Edwards.

LOBBY VISITATIONS

Mary Hinkleman, Chamber of Commerce Director, noted that the annual State of the County will be held on Wednesday, March 13, at the Wood County Courthouse Atrium at 8:00 a.m.

NEW LEGISLATION

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

Council Member Jeffers, for the Finance Committee, introduced an ordinance amending and adopting Section 35.70 of the Codified Ordinances of the City of Bowling Green, Ohio, regarding city fees and fees charged for services.

Council Member Jeffers, for the Finance Committee, introduced an ordinance authorizing the Municipal Administrator and the Utilities Director to seek qualifications and/or advertise for bids and enter into a contract or contracts for design, engineering, right-of-way acquisition, construction, and other services relating to the E. Wooster Street/Campbell Hill Road roundabout project.

Council Member Herald, for the Public Lands and Buildings Committee, introduced an ordinance amending and adopting Section 113.04(B), (D) & (E) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding mobile food vendors.

Council Member Zanfardino, for the Transportation & Safety Committee, introduced a resolution authorizing the Mayor of the City of Bowling Green, Ohio, to file a capital and operating plan for the years 2019 through 2022 with the Ohio Department of Transportation for grants through the U.S. Department of Transportation, as authorized under Federal Transit Laws, as Codified, 49 USC Section 5311, Financial Assistance for other than Urbanized Areas.

OFFICIAL REPORTS

Mayor Dick Edwards had no report.

Municipal Administrator Lori Tretter reported that the legislation increasing parking fees and the time limit for parking in City lots went into effect today. Tretter indicated that the rate for hourly parking is now \$.50 per hour and the time limit was increased from two hours to three hours. Tretter also noted that parking kiosks have been ordered for Lot #2, but until they are installed parking continues to be free in that lot. Tretter invited citizens to download the new app, Park Smarter, on their electronic devices in preparation of utilizing the new kiosks. Tretter also reported that work continues on the E. Wooster corridor plan with the consultant to update the plan in some areas to a more workable solution. Tretter requested an Executive Session of City Council at the end of this evening's meeting to discuss a property acquisition matter.

Planning Director Heather Saylor was not present.

Parks and Recreation Director Kristin Otley was not present.

City Attorney Michael Marsh had no report.

Public Utilities Director Brian O'Connell indicated noted that he was not able to attend last week's APPA Legislative Rally in Washington, D.C., but updated Council on what he learned was discussed regarding municipal utilities.

Public Works Director Brian Craft had no report.

COUNCIL COMMITTEE REPORTS

Council Member Hollenbaugh reported that the Community Improvement Committee met earlier this evening to continue its discussion regarding single use plastic bags. Hollenbaugh announced that another meeting of the committee is scheduled for Monday, April 1, at 6:00 p.m. in the Council Chamber on the same subject.

Council Member Robinette, on behalf of the Planning, Zoning and Economic Development Committee, gave Council an update regarding the Community Action Plan (CAP) implementation. A copy of the report is attached and made a part of these minutes.

READING OF LEGISLATION

Clerk read Resolution #3727 authorizing the Mayor of the City of Bowling Green, Ohio, to file a capital and operating plan for the years 2019 through 2022 with the Ohio Department of Transportation for grants through the U.S. Department of Transportation, as authorized under Federal Transit Laws, as Codified, 49 USC Section 5311, Financial Assistance for other than Urbanized Areas, for first reading.

Clerk read Ordinance #8754 authorizing the Municipal Administrator and the Utilities Director to seek qualifications and/or advertise for bids and enter into a contract or contracts for design, engineering, right-of-way acquisition, construction, and other services relating to the E. Wooster Street/Campbell Hill Road roundabout project, for first reading.

Clerk read Ordinance #8755 amending and adopting Section 35.70 of the Codified Ordinances of the City of Bowling Green, Ohio, regarding city fees and fees charged for services, for first reading.

Clerk read Ordinance #8756 amending and adopting Section 113.04(B), (D) & (E) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding mobile food vendors, for first reading.

Clerk read Ordinance #8750 amending and adopting Section 33.01(N) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding salary schedule established, for second reading.

Clerk read Ordinance #8751 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, for second reading.

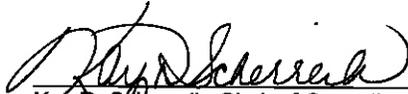
Clerk read Ordinance #8752 authorizing the exchange of real estate with the Wood County Board of Developmental Disabilities, for second reading.

Clerk read Ordinance #8753 authorizing the Utilities Director to accept an easement for utility purposes from Howard M. Gray and Linda S. Gray, for second reading.

Council Member Herald moved, Robinette seconded, to move Council into Executive Session at 7:31 p.m. for the purpose of discussion property acquisition. On unanimous voice vote, Council President Aspacher declared motion carried.

Council Member Herald moved, Rowland seconded, to move Council out of Executive Session at 7:58 p.m. On roll call vote, Council Members Herald, Hollenbaugh, Jeffers, Robinette, Rowland, Zanfardino, and Aspacher voted yes. Council President Aspacher declared motion carried.

Council Member Robinette moved, Jeffers seconded, to adjourn. On unanimous voice vote, Council President Aspacher adjourned the March 4, 2019 regular meeting of the City Council at 7:58 p.m., subject to call.



Kay D. Scherrek, Clerk of Council



Michael Aspacher, President of Council



March 4, 2019

TO: Bowling Green City Council
 FROM: Brian Bushong, Finance Director

Transfers requested for the month of March include:

Fund	Dept.	Account	Description	From	To
1010	190	92400	General, Miscellaneous, Transfer To Capital Projects	\$ 3,042.58	
4030	000	69410	Green Space Acquisition Fund, Revenue, Transfer From General		\$ 3,042.58
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
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	\$ 33,055.25	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 33,055.25
4018	810	92400	Capital Improvement, Capital Improvement, Transfer To Capital Projects	\$ 11,616.67	
4005	000	69440	Equipment Capital Reserve, Revenue, Transfer From Capital Projects		\$ 11,616.67
4055	710	92400	Aquatic Facility Capital Improvement, Recreation Department, Transfer To Capital Projects	\$ 2,083.33	
4010	000	69440	Facility Capital Reserve, Revenue, Transfer From Capital Projects		\$ 2,083.33
4029	423	92300	Street Repair, Street Repair, Transfer To Debt Service	\$ 38,481.58	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 38,481.58
1010	190	92200	General, Miscellaneous, Transfer To Special Revenue	\$ 4,542.92	

2021	000	69410	ODOT Transportation Grant (Taxi), Revenue, Transfer From General		\$ 4,542.92
4055	710	92300	Aquatic Facility Capital Improvement, Recreation Department, Transfer To Debt Service	\$ 21,001.58	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 21,001.58
2016	710	92300	Park, Playground and Recreation, Recreation Department, Transfer To Debt Service	\$ 17,389.08	
3025	000	69420	Debt Service, Revenue, Transfer From Special Revenue		\$ 17,389.08
5111	651	92500	Electric Revenue, Administrative and General, Transfer To Enterprise	\$ 184,036.00	
5112	000	69450	Electric Capital Reserve, Revenue, Transfer From Enterprise		\$ 184,036.00
5221	651	92500	Water Revenue, Administrative and General, Transfer To Enterprise	\$ 78,623.00	
5222	000	69450	Water Capital Reserve, Revenue, Transfer From Enterprise		\$ 78,623.00
5331	651	92500	Sewer Revenue, Administrative and General, Transfer To Enterprise	\$ 16,040.00	
5332	000	69450	Sewer Capital Reserve, Revenue, Transfer From Enterprise		\$ 16,040.00
Total				\$ 422,553.66	\$ 422,553.66

Actions Completed - Recommendations Implemented:

3. Ask the city administrator to work with the appropriate city department to provide to City Council a recommendation for implementing the micro-grant program outlined in CAP priority 2C.

- Program started.

6. Ask the city administrator and the Mayor to review CAP priority 3D, dealing with a Historic Preservation Ordinance and Commission, and to provide to City Council a recommendation for its implementation. Including at a minimum the structure, mission, and target completion dates for such a commission.

- Ordinance creating an Historic Preservation Commission introduced.

8. Ask the city administrator and the Parks & Recreation Director to work with the Parks & Recreation Board and any other appropriate city department to draft a plan that includes a recommendation for improvements to Carter Park in accordance with CAP priority 5H, and present the plan to City Council.

- Partially Implemented, partially deferred:

1) Shelter improvements moving forward.

2) Other improvements to Carter Park not in current Parks and Rec Five-Year Plan. Intent is to take a hard look at potential Carter Park improvements during the next Five-Year Plan process.

Implementation Started, But Not Complete:

7. Ask the city administrator to work with the appropriate city department to draft a plan that implements CAP priority 5D, dealing with bicycle infrastructure, and present the plan to City Council.

- During Joint Meeting of Bicycle Commission & Council Transportation and Safety Committee on 2/4/19, the Bicycle Commission agreed to prioritize their detail list of recommendations for Council's review.

Implementation Tabled Indefinitely:

9B. Ask the city administrator to review CAP priorities 2J and 4G, dealing with focused development areas near BGSU to: (1) determine if these goals will be addressed in the on-going BG City-BGSU joint project to develop a Land Development Strategy, and (2) if the specific projects identified in CAP priorities 2J and 4G are not addressed in the Land Development Strategy project, then prepare a recommendation for implementation that includes a structure for collaboration with BGSU and any other required stake-holders.

- L. Tretter will contact BGSU; will ask what if any plans BGSU has for the properties identified in 2J and 4G

- Update: BGSU has no immediate plans for the property identified in 2J: "Develop vacant University-owned property west of the CSX tracks between Evers Avenue and Ridge Street as well as existing parking lots between Ridge Street and Court Street."

To Be Implementation By Contractor – Request For Proposal (RFP) For "Zoning & Subdivision Ordinance Updates" Being Prepared By Planning Director:

Note 1: line 1010.522.73150 of 2019 budget includes \$25K for this project.

Note 2: Final RFP will not be published until Wooster St. Corridor Implementation Recommendations are received and reviewed by City Council.

Note 3: Priorities 1, 2, 4, & 9A will now be covered by this Zoning & Subdivision Ordinance Update project.

1. Ask the city administrator and the planning director to forward to the Planning Commission for study and review CAP priorities 1A, 1B, dealing with Zone Code issues, with the goal of providing to City Council recommendations for specific amendments to the city of Bowling Green Code of Ordinances and other recommendations necessary to implement CAP priorities 1A and 1B.

2. Ask the city administrator and the planning director to forward to the Planning Commission for study and review CAP priority 3E, with the goal of reviewing the Zoning Code for consistency of language regarding variances and conditional use requests, and if appropriate, providing to City Council recommendations for specific amendments to the city of Bowling Green Code of Ordinances to make the definitions and requirements for variances and conditional use requests consistent throughout the Bowling Green Code of Ordinances.

- Implementation in 2 parts:

1) A committee has begun a review of Off-Street Parking (Ord. §§ 150.55 – 150.59). Members: L. Tretter, H. Saylor, J. Ennis, G. Robinette – this committee will disband in favor of the RFP.

2) The Planning Director will ask the Planning Commission to review of remaining sections of the Code to identify other guidance on variances and conditional uses with an overall goal of ensuring the BG code facilitates and encourages business development. This effort is superseded by the RFP

9A. Ask the city administrator to review CAP priorities ~~2J~~ and 4G, dealing with focused development areas near BGSU to: (1) determine if these goals will be addressed in the on-going BG City-BGSU joint project to develop a Land Development Strategy, and (2) if the specific projects identified in CAP priorities ~~2J~~ and 4G are not addressed in the Land Development Strategy project, then prepare a recommendation for implementation that includes a structure for collaboration with BGSU and any other required stake-holders.

- 4G: "Possible mixed-use development including townhomes between Williams St. and Baldwin Ave. and the corner of E Wooster and State Streets and E Wooster Street and University Lane."

4. Ask the city administrator and the planning director to forward to the Bicycle Commission and/or other appropriate city department CAP priority 1F (Court St.), dealing with a grant application, for implementation.

- Any plan for the Core Development Area (1A & B) and Court Street will likely be influenced by the recommendations that will result from the Wooster Street Development Plan effort.

March 1, 2019

CAP Implementation Recommendation Update

(Numbers Indicate Original Priority As Appeared In Document Dated April 16, 2018)

Implementation Pending

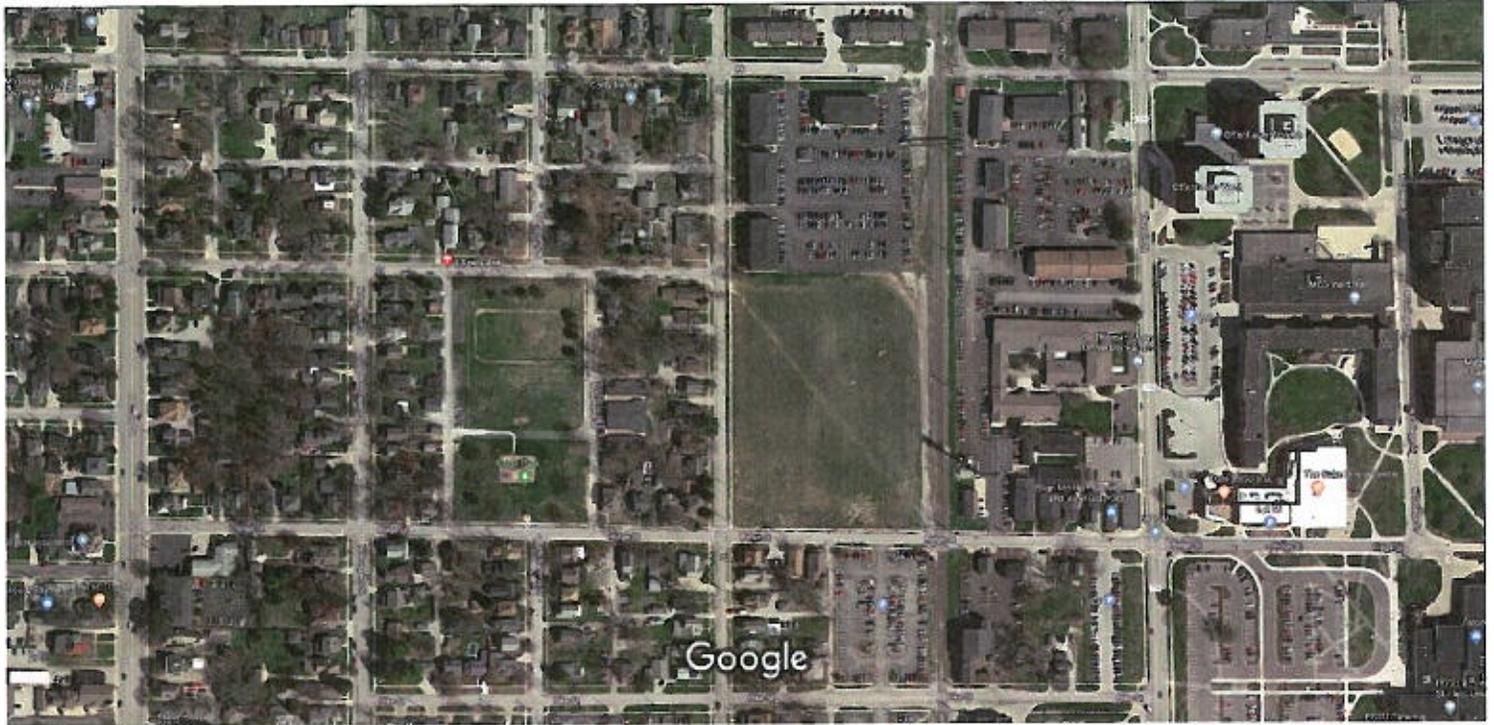
5. Ask the city administrator to provide to City Council at a future meeting an explanation of the processes and requirements for Tax Increment Financing (TIF) in the event that City Council chooses to implement CAP priority 1G to fund public infrastructure improvements within the Core Development Area.

- L. Tretter will search for a subject matter expert who can provide a tutorial on the TIF process to City Council.

10. Ask the city administrator in cooperation with the appropriate city departments to draft a preliminary inspection program in accordance with the recommendation outlined in CAP priority 2A. Specifically, CAP priority 2A recommends the creation of a city-wide rental property registration program that includes a landlord self-certification process to improve rental property conditions. This program can result in improved rental property conditions without the need for potentially intrusive home inspections conducted by code enforcement staff. The program emphasizes open communication between landlords, city staff, renters, and university representatives, along with a self-certification process conducted by landlords as part of the rental registration effort. This self-certification allows the City to develop a checklist of common violations, gives landlords discretion as to whether these violations exist on the property, and provides this information to renters to help them evaluate their current or potential apartments. CAP priority 2A specifically recommends review of the program developed and implemented by a peer community in the case study on page 49 of the CAP document, and notes that peer communities have utilized similar programs to provide benefits to landlords, tenants, and all citizens in the City.

- The Finance Committee is evaluating and preparing a specific implementation recommendation.

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E Evers Ave

Bowling Green, OH 43402



W Evers Ave

Bowling Green, OH 43402



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E Evers Ave

Bowling Green, OH 43402



W Evers Ave

Bowling Green, OH 43402



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