

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

Minutes of

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO. 10148

**MONDAY, FEBRUARY 3, 2020**

Held

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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 Hollenbaugh. The meeting began with the Pledge of Allegiance.

On roll call, Council Members Herald, Hollenbaugh, Leontis, Phipps, Robinette, Rowland, and Zanfardino were present. Also present were Mayor Mike Aspacher, Municipal Administrator Lori Tretter, City Attorney Michael Marsh, Public Works Director Brian Craft, Utilities Director Brian O'Connell, and Planning Director Heather Saylor. Parks and Recreation Director Kristin Otley was not present.

**SPECIAL RECOGNITIONS – MAYOR ASPACHER**

Mayor Mike Aspacher presented a resolution adopted by City Council to former Mayor Dick Edwards honoring his eight years of service to the City and named him Mayor Emeritus for the City of Bowling Green.

Mayor Aspacher also gave the Oath of Office to Terry Busch who was promoted to Fire Captain and Dustin Bauman who was promoted to Fire Lieutenant.

Council Member Zanfardino moved, Robinette seconded, to approve the minutes of the regular meeting held January 21, 2020 as distributed. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

**CORRESPONDENCE**

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

Clerk presented a Board and Commission appointment on behalf of Mayor Aspacher. The appointment was for Andy Wagner to the Board of Public Utilities for a term expiring May 31, 2024. Council Member Rowland moved, Leontis seconded, to confirm the appointment as requested by the Mayor. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

**LOBBY VISITATIONS**

Tony Vetter, Downtown Bowling Green, addressed City Council regarding the upcoming Chillabration Winter Fest being held in Bowling Green next weekend. Vetter gave an overview of the many activities that will be taking place throughout the City.

Victor Coleman, First Energy, introduced himself to City Council and the Administration indicating that he was the External Affairs Representative for this area.

**NEW LEGISLATION**

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

Council Member Robinette, for the Finance Committee, introduced an ordinance authorizing the Municipal Administrator and the Utilities Director to advertise for bids and enter into a contract or contracts for the supplying and cleaning of uniforms for the Public Works Department and the Utilities Department.

Council Member Herald, 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 2020 through 2023 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.

Council Member Herald, for the Transportation & Safety Committee, introduced a resolution authorizing the filing of (a) proposal(s) and/or (an) application(s) with the Ohio Department of Transportation for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as Codified, 49 USC Section 5311, Financial Assistance for Other Than Urbanized areas and funds available from the Ohio Public Transportation Grant Program executing a contract/grant for the FY 2021 Ohio Elderly and Disabled Transit Fare Assistance Program, and 5339 and/or 5311 funding for capital and/or operating assistance, and executing a contract with the Ohio Department of Transportation upon grant proposal(s) and/or application(s) approval.

Council Member Herald, for the Transportation & Safety Committee, introduced a resolution authorizing the Municipal Administrator to enter into a contract or contracts to provide fire protection outside the incorporated limits of the City.

Council Member Herald, for the Transportation & Safety Committee, introduced a resolution adopting the Bowling Green Fire Division 5-year Strategic Plan.

Council Member Herald, for the Transportation & Safety Committee, introduced a resolution adopting the Bowling Green Fire Division Standards of Cover for 2019.

Council Member Herald, for the Transportation & Safety Committee, introduced a ordinance accepting an easement from Maurer Rentals, LLC, and dedicating the property for right-of-way purposes.

#### **OFFICIAL REPORTS**

Mayor Mike Aspacher had no report.

Municipal Administrator Lori Tretter distributed to Council the 2019 Refuse and Recycling Report from Sustainability Coordinator Amanda Gamby and discussed the highlights from the report. The report is attached and made a part of these minutes. Tretter also encouraged citizens to download the Recycle Coach app for detailed information on the City's recycling program.

Tretter announced that the Montrose Group will be making a presentation on TIF (Tax Incremental Financing) on Wednesday, March 18, at 6:00 p.m. at the Simpson Building.

Planning Director Heather Saylor had no report.

Parks and Recreation Director Kristin Otley was not present.

City Attorney Michael Marsh had no report.

Utilities Director Brian O'Connell had no report.

Public Works Director Brian Craft noted that the 15% contamination level included recycle items that were bagged. He believes with education and the inclusion of glass in the curbside, comingled pickup that the contamination rate will probably go down this year.

#### **COUNCIL COMMITTEE REPORTS**

Council Member Zanfardino announced that Community Improvement Committee will meet for its second time tomorrow evening at 5:00 p.m. in the Council Chamber to continue its discussion regarding rental registration, licensing and inspection. Zanfardino noted that the committee will hear from two invited guests, Fire Chief Bill Moorman and BGSU Student Legal Services Attorney Rodney Fleming.

Council President Hollenbaugh reminded Council Members of the joint meeting with the Planning Commission on February 11 at 6:00 p.m. at the Simpson Building to hear a presentation on the zoning code study. He also reminded Council Members of the Strategic Planning Session for City Council on Saturday, February 15, at 1:00 p.m. in the Council Chamber.

### READING OF LEGISLATION

Clerk read Resolution #3755 authorizing the Mayor of the City of Bowling Green, Ohio, to file a capital and operating plan for the years 2020 through 2023 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 Resolution #3756 authorizing the filing of (a) proposal(s) and/or (an) application(s) with the Ohio Department of Transportation for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as Codified, 49 USC Section 5311, Financial Assistance for Other Than Urbanized areas and funds available from the Ohio Public Transportation Grant Program executing a contract/grant for the FY 2021 Ohio Elderly and Disabled Transit Fare Assistance Program, and 5339 and/or 5311 funding for capital and/or operating assistance, and executing a contract with the Ohio Department of Transportation upon grant proposal(s) and/or application(s) approval, for first reading.

Clerk read Resolution #3757 authorizing the Municipal Administrator to enter into a contract or contracts to provide fire protection outside the incorporated limits of the City, for first reading.

Clerk read Resolution #3758 adopting the Bowling Green Fire Division 5-year Strategic Plan, for first reading.

Clerk read Resolution #3759 adopting the Bowling Green Fire Division Standards of Cover for 2019, for first reading.

Clerk read Ordinance #8825 authorizing the Municipal Administrator and the Utilities Director to advertise for bids and enter into a contract or contracts for the supplying and cleaning of uniforms for the Public Works Department and the Utilities Department, for first reading.

Clerk read Ordinance #8826 accepting an easement from Maurer Rentals, LLC, and dedicating the property for right-of-way purposes, for first reading.

Clerk read Ordinance #8819 authorizing the Municipal Administrator to advertise for bids and enter into a contract or contracts for sidewalk improvements, pavement striping, deicing salt, and improving streets, alleys, and other public ways in the City of Bowling Green, Ohio, for second reading.

Clerk read Ordinance #8820 authorizing the Municipal Administrator and the Utilities Director to enter into a contract or contracts with specified vendors for work that may exceed \$50,000 annually for calendar year 2020, for second reading.

Clerk read Ordinance #8821 authorizing the Municipal Administrator and the Utilities Director to advertise for bids and enter into a contract or contracts and/or participate in State of Ohio or federal purchasing programs for the purchase and/or lease

Clerk read Ordinance #8823 authorizing the Utilities Director to accept a utility easement from David C. Maurer, for second reading.

Clerk read Ordinance #8817 authorizing an agreement between the City of Bowling Green, Ohio, and the Wood County Regional Airport Authority, for third reading.

Council Member Robinette moved, Rowland seconded, to adopt Ordinance #8817. Council Member Leontis commented that he distributed some information regarding the airport's finances at the last meeting and indicated that he does not have any opposition to the airport. He's simply asking whether the City can work with the airport to develop additional streams of revenue. He noted that currently the airport's chief source of income is the sale of aviation fluid, with the remaining funding coming from the City, Wood County and BGSU. He also noted that he was surprised to learn that there were no take-off or landing fees associated with usage of the airport and suggest that a Council committee be asked to look into the matter. Mayor Aspacher noted that the airport has its own governing board and to his knowledge City Council does not have the authority to influence its operations. He suggested that Council Member Leontis perhaps address his concerns to that Board. On roll call vote, Council Members Hollenbaugh, Leontis, Phipps, Robinette, Rowland, Zanfardino, and Herald voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8817 adopted.

Clerk read Ordinance #8818 amending and adopting Section 91.18(B) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding indigent burials and amending and adopting Section 35.70 regarding city fees, for third reading.

Council Member Robinette moved, Rowland seconded, to adopt Ordinance #8818. On roll call vote, Council Members Leontis, Phipps, Robinette, Rowland, Zanfardino, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8818 adopted.

Council Member Herald moved, Robinette seconded, to adjourn. On unanimous voice vote, Council President Hollenbaugh adjourned the February 3, 2020 regular meeting of the City Council at 7:47 p.m., subject to call.

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Kay D. Scherreik, Clerk of Council

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Mark Hollenbaugh, President of Council



**FINANCE DEPARTMENT  
CITY OF BOWLING GREEN**

February 3, 2020

TO: Bowling Green City Council

FROM: Brian Bushong, Finance Director

Transfers requested for the month of February include:

Fund	Dept.	Account	Description	From	To
1010	190	92400	General, Miscellaneous, Transfer To Capital Projects	\$ 2,911.67	
4030	000	69410	Green Space Acquisition Fund, Revenue, Transfer From General		\$ 2,911.67
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
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	\$ 33,621.88	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 33,621.88
4018	810	92400	Capital Improvement, Capital Improvement, Transfer To Capital Projects	\$ 28,283.33	
4005	000	69440	Equipment Capital Reserve, Revenue, Transfer From Capital Projects		\$ 28,283.33
4029	423	92300	Street Repair, Street Repair, Transfer To Debt Service	\$ 37,824.90	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 37,824.90
1010	190	92200	General, Miscellaneous, Transfer To Special Revenue	\$ 4,320.33	
2021	000	69410	ODOT Transportation Grant (Taxi), Revenue, Transfer From General		\$ 4,320.33
4055	710	92300	Aquatic Facility Capital Improvement, Recreation Department, Transfer To Debt Service	\$ 20,764.06	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 20,764.06

2016	710	92300	Park, Playground and Recreation, Recreation Department, Transfer To Debt Service	\$ 19,209.90	
3025	000	69420	Debt Service, Revenue, Transfer From Special Revenue		\$ 19,209.90
5111	651	92500	Electric Revenue, Administrative and General, Transfer To Enterprise	\$ 184,213.00	
5112	000	69450	Electric Capital Reserve, Revenue, Transfer From Enterprise		\$ 184,213.00
5221	651	92500	Water Revenue, Administrative and General, Transfer To Enterprise	\$ 91,772.50	
5222	000	69450	Water Capital Reserve, Revenue, Transfer From Enterprise		\$ 91,772.50
5331	651	92500	Sewer Revenue, Administrative and General, Transfer To Enterprise	\$ 42,064.00	
5332	000	69450	Sewer Capital Reserve, Revenue, Transfer From Enterprise		\$ 42,064.00
<b>Total</b>				<b>\$ 474,710.57</b>	<b>\$ 474,710.57</b>



**MUNICIPAL ADMINISTRATOR'S OFFICE | SUSTAINABILITY**  
CITY OF BOWLING GREEN

To: Lori Tretter, Municipal Administrator  
From: Amanda Gamby, Sustainability Coordinator  
cc: Joe Fawcett, Brian Craft, Rick Beaverson  
Date: January 30, 2020  
Subject: 2019 Refuse and Recycling Report

This report contains a summary of the refuse and recycling services provided by the City of Bowling Green Public Works Department throughout the year 2019. The City's overall residential waste diversion rate for 2019 has been calculated at 40%. For reference, the national average is 34%.

**REFUSE:**

Municipal Solid Waste (MSW) is collected curbside from 1-2 family dwellings, once per week, and sent to the Wood County Landfill for proper disposal. Residents may also schedule two free large item pick ups at their convenience throughout the year. The City also provides a special collection of mattresses for a small fee.

**2019 MSW Tonnage: 5,078.79**  
**2019 Large Item Pickups Scheduled: 611**  
**2019 Total Mattresses: 98**

**RECYCLING:**

Mixed recycling is collected curbside from 1-2 family dwellings, once per week, and was sent to the Bowling Green Recycling Center, Inc. for processing. \*Note: Beginning January 1, 2020, all mixed recycling will be delivered to a transfer station in Toledo and then transported to a Material Recovery Facility (MRF) operated by Republic Services. Residents may now recycle an expanded list of materials.

As a result, we anticipate recycling tonnage to increase during 2020. Residents who do not receive curbside collection are directed to use the 24 Hour Drop Off provided by the Bowling Green Recycling Center, Inc. The Wood County Solid Waste Management District also provides twelve (12) 24 Hour Drop Off locations throughout the County.

**2019 Mixed Curbside Recycling Tonnage: 687**  
**2019 Curbside Contamination Rate: 15.38% (National Average is 15%+)**  
**2019 Bowling Green Recycling Center 24 Hour Drop Off Tonnage: 1,183**

**ORGANICS RECYCLING:**

**BRUSH:**

Brush collections are offered in April, May, September, and October. Residents must call to be added to collection route. This maximizes efficiency and reduces fuel consumption/emissions.

Two additional collections were offered in 2019 due to heavy storm damage. Brush is delivered to Wood County's Yard Waste Recycling Facility and is ground/screened into mulch in the spring. This mulch is available to residents for purchase.

**2019 Brush Tonnage: 385.06**

**LEAVES & YARD WASTE:**

Leaves are collected curbside during a special collection in the fall/winter. 2019's collection began in November and ended in December. All leaves collected curbside are delivered to Wood County's Yard Waste Recycling Facility for composting. The County is not permitted to sell the finished compost but uses it on site. Residents are also encouraged to mulch their leaves back onto their yards or utilize them in their flowerbeds, garden, compost, etc. The City also operates a year-round Yard Waste Drop Off Site behind the Public Works Garage, off Tarragon Dr. This site accepts leaves, grass, and other yard waste materials. Brush is not accepted at this site. All yard waste is delivered to the County's Yard Waste Recycling Facility for composting.

**2019 Curbside Leaves Tonnage: 778**

**2019 Yard Waste Drop Off Tonnage: 346.17**

**CHRISTMAS TREE RECYCLING:**

Christmas Trees are collected curbside during a one-week collection in January. The trees are delivered to the County's Yard Waste Recycling Facility and, like brush, are ground/screened into mulch in the spring.

**2019 Collected Christmas Trees: 389 Trees**

**RECYCLE COACH:**

The City continues to provide Recycle Coach as a tool for residents to use. Recycle Coach is available on the City's website and can also be downloaded as an app. The "What Goes Where?" Tool provides a searchable database directing residents to proper disposal/recycling locations for televisions, household hazardous wastes, paint, plastics, electronics, common recyclables, etc. Recycle Coach also provides a collection calendar and push notifications to remind residents of collection days, schedule changes, and special collections.

**2019 Resident Interactions: 8,865**

**2019 App/Web App Users: 1,879**

**CITY'S WASTE DIVERSION RATE: 40%**

Note: National Average is 34%

Curbside Recycling Tonnage + Recycling Drop Off Tonnage + Organics Recycling Tonnage

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MSW Tonnage + Curbside Recycling Tonnage + Recycling Drop Off Tonnage + Organics Recycling Tonnage