

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

Minutes of

Meeting

BEAR GRAPHICS 800-925-8094 FORM NO. 10148

Held

**MONDAY, APRIL 6, 2020**

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 Hollenbaugh. The meeting began with the Pledge of Allegiance.

On roll call, Council Members Herald, Hollenbaugh, Leontis, Robinette, and Zanfardino were present at the meeting. Council Members Phipps and Rowland were present via teleconferencing. Also present were Mayor Mike Aspacher, Municipal Administrator Lori Tretter, Assistant Municipal Administrator Joe Fawcett, and 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 were not present.

Council Member Herald moved, Leontis seconded, to approve the minutes of the regular meeting held March 16, 2020 as distributed. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

**CORRESPONDENCE**

There was no correspondence.

**SPECIAL RECOGNITIONS – MAYOR ASPACHER**

There were no special recognitions by Mayor Aspacher.

**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 Finance Committee, introduced a resolution authorizing the Municipal Administrator to participate in the HGACBuy Cooperative Purchasing Program, and other similar governmental cooperative purchasing programs, for the purpose of purchasing machinery, materials, emergency vehicles, supplies, or other articles and building supplies.

Council Member Robinette, 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, 2020 and ending December 31, 2020.

Council Member Robinette, for the Planning, Zoning and Economic Development Committee, introduced an ordinance changing the name of Bay Harbor Court East to East Bay Harbor Court and the street name of Bay Harbor Court West to West Bay Harbor Court.

Council Member Robinette, for the Planning, Zoning and Economic Development Committee, introduced an ordinance accepting annexation of approximately 40.586 acres of land in Center Township, Wood County, Ohio, from the City of Bowling Green, petitioner.

Council Member Robinette, for the Planning, Zoning and Economic Development Committee, introduced an ordinance establishing interim zoning for approximately 40.586 acres of land at the southwest corner of Carter Road and East Poe Road, recently annexed to the City as petitioned for by the City of Bowling Green, of M-1 Light Industrial zoning.

### OFFICIAL REPORTS

Mayor Mike Aspacher reported that he took an executive action this afternoon by issuing an Emergency Declaration due to the Coronavirus (COVID-19). Mayor Aspacher explained that he felt it was prudent to take this action at this time in order for the City to be in the position to apply for Federal relief funds once they become available. A copy of the Mayor's Emergency Declaration is attached to and made a part of these minutes. In response to a question from Council Member Leontis, Mayor Aspacher indicated that the emergency declaration would mostly likely expire when the state's declaration issued by Governor DeWine expires. The Mayor continued to encourage citizens to follow the guidance issued by the CDC, Ohio Department of Health and the Wood County Health Department.

Municipal Administrator Lori Tretter reported that throughout this crisis, the City's website is being kept up to date, essential services are being provided, such as police, fire, refuse pickup and utility services, and phones are still being answered. Tretter explained that in areas where staff continues to work the state's orders regarding spacing, hand washing, and other safety considerations are being followed. Employees are working independently when possible and modifying operations. She asked for the continued patience of the citizens.

Council President Hollenbaugh recommended that if Council Members have any questions for other members of the Administrative staff that are not present tonight, that those questions be emailed directly to the Municipal Administrator.

Council Member Herald complimented the City's website for the information it provides regarding the pandemic and City related issues and services.

City Attorney Michael Marsh had no report.

### COUNCIL COMMITTEE REPORTS

Council Member Zanfardino reported that the Community Improvement Committee held its final meeting earlier this evening to discuss rental registration, licensing and inspections. Zanfardino explained that the Committee worked from two proposals and have derived a document that will be finalized and forwarded to City Council and the Administration with recommendations for consideration.

Council Member Herald commended his fellow Community Improvement Committee members, especially Leontis, for the detailed work that was done to collect information from the previous meetings held by the Committee. Herald also complimented Zanfardino for his leadership displayed for the committee.

Council Member Robinette noted that he had previously scheduled a meeting of the Finance Committee for Monday, April 20, at 6:00 p.m. and plans to hold that meeting if it can be held online in a virtual setting. Robinette also made a statement regarding the COVID-19 situation indicating that while the full scope of effects that this will have on the local economy are not yet known, it is clear that everyone will face some sort of an economic impact from the fight to contain the virus. Robinette encouraged Council to accept this new reality and focus its energy on three broad areas:

- Safety – that the Police and Fire Divisions have the resources needed to keep citizens safe and to keep themselves protected;
- Utilities
- Council needs to look beyond its traditional role as City government and find ways to help existing county and state agencies and private agencies in their efforts to identify those in need and most economically affected in the community.

Robinette indicated that he is proud of the City in its response to this crisis. He also said that the level of communication from the Administration and the Mayor has been outstanding. Robinette said that he is confident that this will be defeated as long as there is adherence to the advice of the national, state and county officials, and he is equally confident that we will rebuild the economy at both the national and state levels. Most importantly, he believes that Bowling Green can also recover in the months ahead but we need to stay focused on the economic development of the City and stay the course on the zoning code update that will provide the foundation for these important efforts so that the City will be in the position of taking advantage of opportunities as they are presented.

Council President Hollenbaugh noted that a Committee-of-the-Whole meeting had been anticipated for May 4 to discuss the findings and recommendations of the Community Improvement Committee. However, he announced that that meeting will be pushed back to some point in the future when meetings can be held in a more normal setting so that the public may attend. President Hollenbaugh noted that Council will meet at its next regularly scheduled time of April 20, but if possible, the May 4 meeting will be canceled. He indicated that that decision would be made as the time gets closer.

### READING OF LEGISLATION

Clerk read Resolution #3760 authorizing the Municipal Administrator to participate in the HGACBuy Cooperative Purchasing Program, and other similar governmental cooperative purchasing programs, for the purpose of purchasing machinery, materials, emergency vehicles, supplies, or other articles and building supplies, for first reading.

Council Member Robinette moved, Herald seconded, to suspend the rules and give Resolution #3760 its second and third reading. On roll call vote, Council Members Hollenbaugh, Leontis, Phipps, Robinette, Rowland, Zanfardino, and Herald voted yes. Council President Hollenbaugh declared motion carried, and rules suspended.

Clerk read Resolution #3760 for second and third reading by number and title only.

Council Member Robinette moved, Herald seconded, to adopt Resolution #3760. On roll call vote, Council Members Leontis, Phipps, Robinette, Rowland, Zanfardino, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and Resolution #3760 adopted.

Clerk read Ordinance #8843 providing supplemental appropriations for the current expenses and other expenditures of the City of Bowling Green, Ohio, during the fiscal year beginning January 1, 2020 and ending December 31, 2020, for first reading.

Council Member Robinette moved, Herald seconded, to suspend the rules and give Ordinance #8843 its second and third reading. On roll call vote, Council Members Phipps, Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, and Leontis voted yes. Council President Hollenbaugh declared motion carried, and rules suspended.

Clerk read Ordinance #8843 for second and third reading by number and title only.

Council Member Robinette moved, Herald seconded, to adopt Ordinance #8843. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, and Phipps voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8843 adopted.

Clerk read Ordinance #8844 changing the name of Bay Harbor Court East to East Bay Harbor Court and the street name of Bay Harbor Court West to West Bay Harbor Court, for first reading.

Clerk read Ordinance #8845 accepting annexation of approximately 40.586 acres of land in Center Township, Wood County, Ohio, from the City of Bowling Green, petitioner, for first reading.

Clerk read Ordinance #8846 establishing interim zoning for approximately 40.586 acres of land at the southwest corner of Carter Road and East Poe Road, recently annexed to the City as petitioned for by the City of Bowling Green, of M-1 Light Industrial zoning, for first reading.

Council Member Robinette scheduled a public hearing for Ordinance #8846 for Monday, May 18, 2020, at 6:45 p.m. in the Council Chamber.

Clerk read Ordinance #8832 to provide for the issuance and sale of not to exceed \$1,010,000 of notes in anticipation of the issuance of bond for the purpose of paying costs of improving the City's park and recreation facilities by construction, furnishing and equipping a new City Park community building, and including landscaping, paving an entry drive and parking lot and constructing a patio, together with necessary and incidental appurtenances and such other costs of those improvements as are permitted by Revised Code Section 133.15 to be funded from the proceeds of securities, and declaring an emergency, for second reading.

Clerk read Ordinance #8833 provide for the issuance and sale of not to exceed \$505,000 of notes in anticipation of the issuance of bonds for the purpose of paying costs of acquiring real estate for city purpose, and declaring an emergency, for second reading.

Clerk read Ordinance #8835 authorizing the Utilities Director to apply for a loan and execute an agreement with the Ohio EPA/Ohio Water Development Authority for water supply revolving loan account funding for the design, equipment, and construction of the Low Service Pump Station No. 1 improvements at the Water Treatment Plant, for second reading.

Clerk read Ordinance #8836 authorizing the Utilities Director to request qualifications and enter into a contract or contracts for engineering services related to the Low Service Pump Station No. 1 improvements at the Water Treatment Plant, for second reading.

Clerk read Ordinance #8837 authorizing the Utilities Director to advertise for bids and enter into a contract or contracts for construction of the aeration and biosolids improvements at the Water Pollution Control facility, for second reading.

Clerk read Ordinance #8838 authorizing the Utilities Director to advertise for bids and enter into a contract or contracts for sewer relining projects, for second reading.

Clerk read Ordinance #8839 authorizing the Utilities Director to enter into an amendment to the Northwestern Water and Sewer District Wholesale Water Contract, for second reading.

Clerk read Ordinance #8840 amending and adopting Chapter 50 of the Codified Ordinances of the City of Bowling Green, relating to sewer service, for second reading.

Clerk read Ordinance #8841 authorizing the Municipal Administrator to enter into a contract or contracts with Calfee Strategic Solutions, LLC, dba Calfee Zoning for professional services for a zoning code update, for second reading.

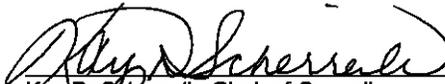
Clerk read Ordinance #8842 amending the Zoning District Map of the City of Bowling Green for approximately 18.29 acres of land in the 600 block of South Dunbridge Road from A-1 Agricultural to I-1 Institutional zoning, for second reading.

Clerk read Ordinance #8834 authorizing participation in the ODOT road salt contracts awarded in 2020, for third reading.

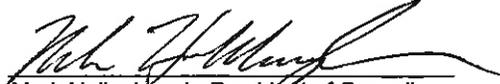
Council Member Robinette moved, Herald seconded, to adopt Ordinance #8834. On roll call vote, Council Members Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, Phipps, and Robinette voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8834 adopted.

Council President Hollenbaugh commended the members of the Community Improvement Committee for their work on the rental registration, licensing and inspections project. President Hollenbaugh agreed with Council Member Robinette that the safety of our citizens, keeping services and utilities functioning, and working to reach out and help those among us in need of assistance is a top priority at this time. President Hollenbaugh said that he has been impressed with the City Administration and department heads in this constantly changing situation and their ability to adapt to keep employees working to serve the citizens in a manner that not only protects their own safety, but the safety of the citizens. President Hollenbaugh encouraged all the citizens of Bowling Green to please adhere to all of the recommendations from the Governor and the Health Department so that we can end this situation as rapidly as possible.

Council Member Leontis moved, Robinette seconded, to adjourn. On unanimous voice vote, Council President Hollenbaugh adjourned the April 6, 2020 regular meeting of the City Council at 7:40 p.m., subject to call.



Kay D. Scherreik, Clerk of Council



Mark Hollenbaugh, President of Council



## City of Bowling Green Emergency Declaration

WHEREAS, The Coronavirus Disease (COVID -19), caused by the SARS-Co V-2 virus, is a respiratory disease that can result in serious illness or death and can easily spread from person to person; and

WHEREAS, Ohio Governor DeWine issued Executive Order #2020-13 on March 9, 2020 declaring a State of Emergency for the COVID-19 pandemic; and

WHEREAS, on March 31, 2020, the State of Ohio received a Major Disaster Declaration from President Trump for a period beginning on January 20, 2020 and continuing to an unspecified date and ordered Federal assistance, administered by the Federal Emergency Management Agency (FEMA), to supplement State and local recovery efforts in areas affected by the Coronavirus Disease 2019 (COVID-19) pandemic; and

WHEREAS, the Wood County Board of Commissioners, on March 31, 2020, declared a state of emergency in Wood County.

NOW, THEREFORE, I, Michael Aspacher, Mayor of the City of Bowling Green, by virtue of the authority vested in me by Section 3.05 of the Bowling Green Charter, which declares the Mayor as the chief conservator of the peace within the municipality, do hereby order and direct that:

1. A State of Emergency is declared for the City of Bowling Green to protect the lives and well-being of the citizens of the City as well as those who work, attend school, and visit the City, from the dangerous effect of COVID-19.
2. All public offices and employees of the City of Bowling Green are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives.
3. All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials, disaster services agencies and those assigned to execute emergency management measures and obey and comply with the lawful directions of those designated to carry out emergency orders.
4. All regularly provisions of the Bowling Green City Code related to seeking, procuring, and administered funding and purchases related to the COVID-19 are suspended to allow for the timely execution of such duties.
5. This Executive Order shall take effect immediately and remain in full force and effect until the emergency no longer exists.

4.6.2020

Michael Aspacher, Mayor