

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

Minutes of

Meeting

BEAR GRAPHICS 800-326-9084 FORM NO. 10148

Held MONDAY, MARCH 16, 2020

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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 7:05 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, Public Works Director Brian Craft, and Utilities Director Brian O'Connell. City Attorney Michael Marsh, Planning Director Heather Saylor and Parks and Recreation Director Kristin Otley were not present.

Council Member Rowland moved, Zanfardino seconded, to approve the minutes of the regular meeting held March 6, 2020 as distributed. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

**CORRESPONDENCE**

Clerk of Council Kay Scherreik noted that there were two fiscal officer's certificates from Finance Director Brian Bushong for the following projects:

- Issuance of not to exceed \$1,010,000 of notes in anticipation of the issuance of bonds for the purpose of paying costs of improving the City's park and recreation facilities by constructing, 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;
- 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 purposes.

Clerk presented a Board and Commission appointment on behalf of Mayor Aspacher to appoint Rob Spicer to the Human Relations Commission for a term expiring May 31, 2021. Council Member Herald moved, Leontis seconded, to confirm the appointment as requested by the Mayor. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

**SPECIAL RECOGNITIONS – MAYOR ASPACHER**

Mayor Aspacher presented a Proclamation proclaiming the month of April "Fair Housing Month" in the City of Bowling Green.

**LOBBY VISITATIONS**

Tony Vetter, Downtown BG, addressed City Council regarding the upcoming 5-year renewal of the Bowling Green Special Improvement District located in the downtown area. He indicated that he is in the process of distributing the petitions and Plan of Services to property owners for signature. Once the approved petitions reach a certain percentage, the legislative process will begin.

**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 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 Finance Committee, introduced an ordinance 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.

Council Member Robinette, for the Finance Committee, introduced an ordinance to 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.

Council Member Robinette, for the Finance Committee, introduced an ordinance authorizing participation in the ODOT road salt contracts awarded in 2020, and declaring an emergency.

Council Member Leontis, for the Public Utilities Committee, introduced an ordinance 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.

Council Member Leontis, for the Public Utilities Committee, introduced an ordinance authorizing the Utilities Director to advertise for bids and enter into a contract or contracts for sewer relining projects.

Council Member Leontis, for the Public Utilities Committee, introduced an ordinance 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.

Council Member Leontis, for Public Utilities Committee, introduced an ordinance 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.

Council Member Leontis, for the Public Utilities Committee, introduced an ordinance authorizing the Utilities Director to enter into an amendment to the Northwestern Water and Sewer District Wholesale Water Contract.

Council Member Leontis, for the Public Utilities Committee, introduced an ordinance amending and adopting Chapter 50 of the Codified Ordinances of the City of Bowling Green, relating to sewer service.

Council Member Phipps, for the Planning, Zoning and Economic Development Committee, introduced an ordinance 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.

Council Member Phipps, for the Planning, Zoning and Economic Development Committee, introduced an ordinance 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.

## **OFFICIAL REPORTS**

Mayor Mike Aspacher read a statement regarding the Coronavirus (COVID-19) and the challenges that it places on the community. A copy of that statement is attached to and made a part of these minutes.

Municipal Administrator Lori Tretter also read a statement regarding the Coronavirus (COVID-19) addressing modifications to public services and City employees. A copy of that statement is attached to and made a part of these minutes.

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 first reading.

Council Member Phipps announced that a public hearing will be held for Ordinance #8842 on Monday, April 20, 2020, at 6:45 p.m. in the Council Chamber.

Clerk noted that there was no legislation for second reading.

Clerk read Ordinance #8828 authorizing the Utilities Director to accept a utility easement from TBCH, Ltd., for third reading.

Council Member Leontis moved, Rowland seconded, to adopt Ordinance #8828. On roll call vote, Council Members Herald, Hollenbaugh, Leontis, Phipps, Robinette, Rowland, and Zanfardino voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8828 adopted.

Clerk read Ordinance #8830 authorizing the Utilities Director to lease city-owned spare conduit infrastructure not currently necessary for municipal purposes, for third reading.

Council Member Leontis moved, Zanfardino seconded, to adopt Ordinance #8830. On roll call vote, Council Members Hollenbaugh, Leontis, Phipps, Robinette, Rowland, Zanfardino, and Herald voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8830 adopted.

Council President Hollenbaugh commented that this is a time of concern, but also a time of calm. He reminded citizens that the City staff is very professional and will be following all the instructions that are given to them by the state in what has become a rapidly changing situation. He assured everyone that the lights are going to stay on and when emergency services and other City services are needed, they are going to be there.

Council Member Herald moved, Leontis seconded, to move Council into Executive Session at 8:02 p.m. for the purpose of discussing a personnel matter. On roll call vote, Council Members Leontis, Phipps, Robinette, Rowland, Zanfardino, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried and noted that no action is expected to be taken following the Executive Session.

Council Member Herald moved, Rowland seconded, to move Council out of Executive Session at 8:29 p.m. On roll call vote, Council Members Phipps, Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, and Leontis voted yes. Council President Hollenbaugh declared motion carried.

Council Member Herald moved, Robinette seconded, to adjourn. On unanimous voice vote, Council President Hollenbaugh adjourned the March 16, 2020 regular meeting of the City Council at 8:29 p.m., subject to call.



Kay D. Scherrek, Clerk of Council



Mark Hollenbaugh, President of Council

Council Member Herald commended the Administration and the Mayor for the thoroughness and professionalism demonstrated during this trying time.

Council Member Robinette commented that he took the opportunity to tour the new Veterans' Building in City Park and was very impressed. He urged other Council Members to do the same. Robinette also thanked City Attorney Mike Marsh and Planning Director Heather Saylor for adding an explanation of the City's occupancy rules to the City's website.

Council President Hollenbaugh confirmed with Tretter that the City has a link on its homepage for updates regarding the Coronavirus (COVID-19).

On behalf of the Planning Director, Tretter read a statement from the U.S. Census Bureau encouraging citizens to complete their census form online by the April 1 deadline. The statement noted that citizens will receive several reminders in the mail to encourage participation.

Planning Director Heather Saylor was not present.

Parks and Recreation Director Kristin Otley was not present.

City Attorney Michael Marsh was not present.

Utilities Director Brian O'Connell reviewed the methods that citizens can utilize to pay their utility bills while the building is closed to the public. He also noted that late fees will be waived until April 13, 2020 and there will be a temporary suspension of shut offs for nonpayment until mid-April.

Public Works Director Brian Craft had no report.

Municipal Administrator Lori Tretter requested an Executive Session of City Council at the end of the meeting to discuss a personnel matter.

#### **COUNCIL COMMITTEE REPORTS**

Council Member Zanfardino reported that the Community Improvement Committee met earlier this evening to discuss rental registration, licensing and inspections. Zanfardino noted that the committee held the last public hearing on the issue this evening and heard from two established, long-term landlords. Zanfardino also noted that Mayor Aspacher also presented a proposal that the committee will consider when making a recommendation. After the public portion of the meeting, the committee began to review a summarization of the committee's activities presented by Council Member Herald. The next meeting is scheduled for Thursday, March 26, at 5:00 p.m. which will be the last meeting before making a recommendation to Council by April 6.

Council Member Herald suggested adopting the emergency clause for those ordinances that are scheduled for first reading that include an emergency clause in case of illness and not having enough Council Members present in order to accomplish that.

#### **READING OF LEGISLATION**

Clerk read Ordinance #8831 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 #8831 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 Ordinance #8831 for second and third reading by number and title only.

Council Member Robinette moved, Rowland seconded, to adopt Ordinance #8831. On roll call vote, Council Members Leontis, Phipps, Robinette, Rowland, Zanfardino, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8831 adopted.

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 first reading.

Council Member Robinette moved, Leontis seconded, to adopt the emergency clause for Ordinance #8832. On roll call vote, Council Members Phipps, Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, and Leontis voted yes. Council President Hollenbaugh declared motion carried, and the emergency clause adopted.

Clerk read Ordinance #8833 to 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 first reading.

Council Member Robinette moved, Zanfardino seconded, to adopt the emergency clause for Ordinance #8833. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, and Phipps voted yes. Council President Hollenbaugh declared motion carried, and the emergency clause adopted.

Clerk read Ordinance #8834 authorizing participation in the ODOT road salt contracts awarded in 2020, and declaring an emergency, for first reading.

Council Member Robinette moved, Rowland seconded, to suspend the rules and give Ordinance #8834 its second reading. On roll call vote, Council Members Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, Phipps, and Robinette voted yes. Council President Hollenbaugh declared motion carried, and rules suspended.

Clerk read Ordinance #8834 for second reading by number and title only.

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

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 first 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 first 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 first 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 first 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 first 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 first 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 first reading.

Statement read by Mayor Mike Aspacher

**We find ourselves at a time of historic significance and we, as elected officials and public servants have weighty responsibilities and considerations. As providers of essential public services, there is much to balance in our decision-making process and this requires clear-headed, measured responses intended to prioritize those services which are critical to our citizens. We are also community leaders and we are well aware of—and have significant concerns for—the cascading impacts of restrictions, closures, and modifications on residents and businesses.**

**Our priority has been, and will continue to be protecting the public health. I want to emphasize that we will continue to be fully transparent in sharing relevant information that will impact the citizens of Bowling Green.**

**Fortunately, we are not alone in making decisions and navigating these days and those that lie ahead. We are actively following the regulations set forth by the State of Ohio and are fortunate to have skilled partners at the Wood County Health Department. Health Commissioner Ben Batey has been generous with his time and resources and he and the entire staff have been actively engaged with us—providing up-to-date information and helpful guidance. We know this valuable communication will continue in the days and weeks ahead and we are thankful for their guidance.**

**I've asked Lori to review some of the specific operational modifications to City services that will be implemented during her report that will follow.**

**I would like to spend a few minutes to speak with you about community well-being, changes in our community, community meetings, and considerations for moving forward.**

**I encourage all Bowling Green citizens to be mindful of the specific recommendations being disseminated by health experts. Please understand that NOW is the critical time to embrace these precautionary measures. And although you've heard it before, it's worth mentioning again—the most effective things we can all do right now is wash our hands for the recommended length of time, stay home if we are sick, keep appropriate distance from other people, don't gather in large groups and modify our behaviors.**

**As you can see here in this room, we've done our best to distance people. We are giving guidance to our boards and commissions asking them to consider canceling meetings unless there is a high priority item—one necessary for the continuance of essential government business. Ohio Attorney General Dave Yost has written to local officials and identified allowable modifications to public meetings that allow for the practice of good social distancing. There are some suggestions that we may want to consider moving forward.**

**Large community events, including the State of the City and the Interfaith breakfast have been postponed or canceled.**

**I know that all of us here share many concerns for our residents and businesses. I've been so impressed by the numerous efforts to ensure that children—and others in the community—are being fed and given needed items to help them endure these difficult**

times. This can be tricky, of course. As the caring, humanity, and compassion of our community pours out, we all must be mindful that while doing good we don't endanger others. We certainly don't want to discourage these wonderful acts— we are simply requesting that everyone exhibit mindfulness and practice safety precautions while doing so. I've asked the staff to assist in sharing opportunities to provide community support to these efforts and ask those that are offering such opportunities (places to drop off items/distribute supplies, etc.), to send those to the City for posting on our website. And we ask that you be mindful of your family, friends, and neighbors and to help those in need if you can safely do so.

With BGSU's decision to suspend in-person classes through the rest of the semester and yesterday's directive to close bars and restaurants to in-person dining, we have great concern for our local businesses. I fully recognize the devastating impact that these decisions will have on local businesses. Many of our local businesses are planning to continue to serve our community by offering carryout and delivery service. I encourage everyone to consider supporting local business by utilizing these options when appropriate. We hope that, once we've weathered this storm, efforts can be made to support this valuable segment of our community. I am encouraged that the State of Ohio already recognizes these impacts and we will work in tandem with our economic development group to assist local businesses to gain access to funds and support measures that will be made available. I was also pleased to hear Governor DeWine's announced provisions for extended unemployment assistance for employees affected by recent changes.

**I was informed last week that, at long last, the parking kiosk and app in downtown are ready to implement. I've instructed that deployment be delayed until further notice, thus extending the parking holiday already in place in city owned parking lots.**

**As previously mentioned, Lori will go over the operational modifications being made so, please, hold questions on the City's response until after her report.**

**As we've made these decisions, please know that we've prioritized those services that are most critical for our residents—police, fire, utilities, and public works. The business of government is important both now and, in the future, to support the recovery phase in the days ahead. This requires that certain portions of government operations must continue but we must be mindful in how we do so. For that to occur, modifications are needed and we ask for the patience and understanding of our residents to support these required changes.**

**Having a dispatcher at the end of the 911 call, the appropriate first responders available to answer that call, along with essentials like clean water, electricity, and trash disposal are critical services required by us all. It is important that we identify ways to ensure a safe and healthy work environment for all of our city employees that provide these essential services. We must all do our part to minimize the transmission of the COVID-19 virus. Our response to this crisis will reveal the strong character of our community. I appreciate the cooperation and support of all of our citizens as we together confront this most urgent public health crisis.**

**As the Mayor mentioned, we stand before you balancing many perspectives. With public health as the guide and the priority guiding our decisions, we recognize the impact of our decisions on the citizens of Bowling Green. I stand before you with another priority and it is that of an employer. With almost 300 employees in our organization, many of whom provide essential services and those who support those providing the services, we are mindful of the changes occurring to our employees both at work and home. Tonight I seek to update you on changes being made within our organization and also share with you some modifications to public services that are or will be occurring.**

### **City Employees**

- 1. Our employees understand their responsibilities to maintaining vital services. Police, Fire, EMS, utilities, public works and the supporting infrastructure are now more important than ever.**
- 2. Employees have been counseled on the guidance from the Wood County Health Department—hand washing, social distancing, staying home when sick, etc—and the City is reviewing its policies on employee safety. This includes an increased cleaning and sanitizing schedule for all city facilities. We are also reviewing work environments where modifications can be made—keeping people apart when possible, moving work areas, cleaning equipment/vehicles between use and the like.**
- 3. In some cases, we have the ability to be flexible with work schedules and in some cases we do not. As an organization that must have people working, literally, every minute of every day, keeping essential positions covered is a requirement. As the Mayor mentioned, having a dispatcher available, people to respond, trash collected, utilities delivered, are critical to our community.**

**With these, and numerous other factors in mind, we are implementing some operational modifications. Note that these are known modifications as of this time on March 16, 2020. As we've seen over the last several days, changes are occurring rapidly and we are doing our best to respond as quickly and effectively as possible.**

- 1. You'll notice that there are fewer staff members here than usual. We are evaluating all group meetings, meeting in different ways whenever possible (phone, web) and reducing obligations whenever possible—especially as we change priorities and address the changing environment.**
- 2. Instances where our staff interacts with the public are being examined to determine if modifications can be made to decrease those interactions. This will include some changes to Police and Fire responses to protect both responder and**

patient. Instances where a City employee enters a home or business are being reduced as much as possible

3. This building, the City Administrative Services Building, and all other city facilities (with the exception of the Municipal Court) will be operating on a modified basis and restricting public access. City staff in all of these offices will continue to work and will be available to answer phones and emails. Provisions are being made to utilize drop boxes and drop off points for the exchange of materials. With regard to utility bills, now is a good time for people to check out automatic payment options. For certain city business, e-mail can be used (don't e-mail SSN). This will look different for each operation and instructions will be posted. We recognize that this may cause delays in some cases and will be mindful of not imposing late fees due to processing delays. With income tax season upon us, we can understand that this may be concerning for people. The drop-off box can be utilized to bring materials and it is likely that items will be returned via postal mail or, if appropriate, e-mail (depends on the sensitivity of the information). We ask that people seeking assistance where items may be exchanged first call the office and/or check for instructions and forms on-line to discuss. And anyone dropping off is asked to include a name and phone number for follow up.
4. Bowling Green Municipal Utilities will not shut off anyone impacted by this crisis and, as mentioned above, will be mindful of late fees that may occur with use of a dropbox instead of in-person receipts.
5. BG Transit, as of right now, is continuing operations but in modified form. Previously, the Transit would sometimes bundle rides to increase efficiency (not to mention it's more sustainable!). Now, only single points will be picked up and taken. This will allow drivers to clean out the vehicle between each rider.
6. Public Works, to focus staffing on essential services such as trash collection and maintenance items, will be suspending large item and mattress collection until further notice. Other tasks, that can be reasonably delayed—like replacing lids on trash cans—will be done as needed.
7. The Bowling Green community center is closed and all parks and recreation programming and classes are canceled or postponed. Credits and refunds will be issued as appropriate. Staff is working on alternative ways to engage the public and youth via social media and other opportunities for independent engagement. They've asked me to remind you that the "Great Outdoors is Open". There are almost 400 acres of parkland in the City and a park within 1.5 miles of every resident. We encourage you to get some fresh air!
8. Numerous upcoming public meetings have been cancelled. Please stay in touch with the City but, at this point, note these cancellations:
  - a. Bicycle Safety Commission
  - b. Park Board March

- c. **Last Parks Focus Group Meeting on 3/31 has been cancelled – people can email the facilitator directly, [skorr@bgsu.edu](mailto:skorr@bgsu.edu)**
  - d. **The March 18 Economic Development session has been cancelled and we are working on rescheduling at a later date.**
- 9. Our website, [bgohio.org](http://bgohio.org), has a lot of information including frequently asked questions, permits to print and contact information for citizens.**
- 10. The City of Bowling Green has social media communications on Facebook and Twitter. Please engage for other changes that may occur!**

**The City pledges to keep lines of communication open and will work to the best of our abilities to provide essential safety services for our community.**