

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

Minutes of

Meeting

BEAR GRAPHICS 800-925-8084 FORM NO. 10148

MONDAY, APRIL 20, 2020

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 7:10 p.m. by Council President Hollenbaugh. The meeting began with the Pledge of Allegiance.

On roll call, Council Members Herald, Hollenbaugh, Phipps, Robinette, Rowland, and Zanfardino were present. Council Member Leontis was present via teleconferencing. Also present were Mayor Mike Aspacher, Municipal Administrator Lori Tretter, 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, Rowland seconded, to approve the minutes of the regular meeting held April 6, 2020 as distributed. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

CORRESPONDENCE

Clerk of Council Kay Scherreik noted for the record that the Bowling Green Municipal Court 2019 Annual Report was received and distributed to Council Members prior to the meeting as required.

Clerk also noted for the record that copies of the Budget Summary Report for the months of February and March 2020 were distributed to Council prior to this evening's meeting.

Clerk noted that a listing of budget transfers for the month of April was received from Finance Director Brian Bushong and distributed to Council prior to the meeting for approval. Council Member Rowland moved, Herald, 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.

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 Phipps, for the Planning, Zoning and Economic Development Committee, introduced a resolution to approve agreements and authorize the Municipal Administrator to sign agreements between the City of Bowling Green and Ohio Logistics, Ltd. to provide incentives available for project development in the Bowling Green Community Reinvestment Area Number 6.

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.

OFFICIAL REPORTS

Mayor Mike Aspacher began by praising the efforts of City employees for continuing to provide essential services during the COVID-19 crisis. Mayor Aspacher also thanked the community for supporting the City's local businesses during these trying times. Mayor also highlighted the efforts of the Municipal Administrator, Lori Tretter. He indicated that Lori's professionalism and dedication have resulted in the coordination of staff in determining new ways that they can get the work done to keep City services going smoothly. Mayor Aspacher publicly expressed his thanks to Lori for her hard work.

Mayor Aspacher encouraged citizens to continue to adhere to CDC guidelines and wearing masks when in public and not able to maintain the recommended social distancing as we continue to fight our way through the pandemic.

The Mayor also mentioned the financial impact that is going to be felt by the City as a result of this challenge. He indicated that it is an ongoing process of analyzing the scope of impact the loss of revenue will ultimately have on the City. Mayor Aspacher indicated that more information will be shared with City Council as a clearer picture of what the impacts are going to be and the response to those challenges. The Mayor indicated that Federal and State assistance will play a critical role in the community's ability to rebound financially. He indicated that he has been very active in the last few weeks by engaging with Congressional leaders in Washington D.C., Governor DeWine's office, and our local State Representatives in hopes of impressing upon them the financial impact this crisis is having on local governments.

Mayor Aspacher reminded citizens of the upcoming primary election that was extended until April 28. He noted that April 25 is the last day to request a ballot and April 27 is the last day a ballot can be postmarked. Aspacher highlighted the two issues on the ballot regarding renewal levies for the schools and encouraged everyone to participate in the election.

Council Member Robinette thanked the Mayor for his efforts in reaching to state and national leadership. Robinette also commented regarding the announced ending to the school year today noting that there are 32 seniors, including his son, who are missing their spring season of sports. He also noted that the school is honoring the seniors at 20:20 hours with a small ceremony to recognize them in a small way.

Municipal Administrator Lori Tretter reported that the City added a new element to its webpage—a consolidated map of capital projects. The map can be accessed on the City's home page, scroll down on the right side of the page to "Capital Projects: Maps and Information." The map provides comprehensive information about the City's larger capital projects—those that are on-going and those being planned. Through this new map, the City is able to link neighborhood letters that have been delivered in the project area, provide information about what is planned, financial information such as project estimates and funding sources as well as project updates. This information will be updated when available. Tretter congratulated staff who have been working to consolidate this information into a useful tool by giving special recognition to Joe Fawcett and Jason Heyman, the City's GIS Coordinator, who took the lead on the project.

Tretter noted that these are challenging times of the local business community, and announced the expanded use of temporary signage for commercial businesses. She indicated that the City understands that temporary signage is a good communication tool and the need to communicate business operations with customers is critical. This is true now and, as regulations and recommendations for the public health evolve, will be increasingly important. Therefore, the City of Bowling Green is allowing an increase in the total number of temporary signs, along with waiving the permit requirement, minimum setback, and the 30 day per year limitation for commercial businesses. A business can have up to 3 temporary signs, which can be up to 16 square feet in size. Please note, however, that signs are not allowed in the right-of-way, cannot block any traffic visibility, and may not have any flashing lights. This will be in effect until December 31, 2020.

Additionally, Tretter explained that it is understood that downtown Bowling Green, the heart of our community, is enduring significant hardships. The City will also allow downtown businesses to utilize an a-frame sign this year with no fee. And, once allowed by the state and in accordance with any state or county directives, outdoor merchandising/outdoor dining on the public sidewalk can be done with no fee. However, a permit is still required so the City can follow federal law by the maintenance of a 5' accessible aisle width to be maintained and proof of liability insurance supplied. The

current regulations on time of use and size limitations will still apply. Interested businesses can contact the Planning Department if they need assistance or have questions.

Tretter also noted that as we move ahead in this changing environment, she encouraged local businesses to be in contact with the numerous organizations that represent BG businesses to discuss ideas for temporary regulatory changes or efforts that can be made to operate in these unprecedented times. The Chamber of Commerce, the Community Development Foundation, Downtown Bowling Green and the Convention and Visitors Bureau are all great resources for the business community. She encouraged businesses to reach out to these groups to discuss ideas and impediments in these constantly changing environments. She also challenged these groups to be in communication with the City to discuss regulatory and support efforts that can be explored for the community. In that vein, she has also challenged staff to consider looking at things differently and how the City can make a positive impact. She noted that Mayor Aspacher reminds us of the need to challenge ourselves. When presented with a new idea, it's often easy to find reasons to say no. But what if, instead, we ask: "how can we do that?" We know that we are operating in times that we've never seen before. We are encouraging staff to be pro-active, engaged (in a responsible way!), open, creative, and cooperative in their approaches.

Tretter noted that we are all maintaining or distances this evening and operating within the gathering size restrictions. Therefore, staff is not present again this evening. However, some of them did provide reports:

- From the Planning Director: As of right now, it looks as though both the Planning Commission and Zoning Board of Appeals meetings for May will be canceled.
- From the Parks and Recreation Director: Bike Safety April meeting is canceled. Also, as a reminder, outdoor parks are open. As a reminder, people are asked to socially distance themselves and plan ahead as restrooms and water fountains are currently closed.
- From Public Works: April brush collection started today. There were over 700 addresses that requested pick-ups. If people missed the April collection, there will be another one in May and it will be announced when the service registration opens. Also, the contractor for the downtown project will be returning the week of April 27 to address some remaining punch list items. No impact to traffic should occur.

Council Member Herald commented to Tretter that the manner in which she and the staff have responded to the COVID-19 crisis has been exemplary and they have all done a great job in keeping the City functioning on all levels.

Council President Hollenbaugh noted that he continues to be impressed with the level of professionalism that has been displayed by City staff throughout the ever-changing environment.

City Attorney Michael Marsh had no report.

COUNCIL COMMITTEE REPORTS

Council Member Zanfardino announced that the Community Improvement Committee has completed its report regarding rental registration, licensing and inspections. Zanfardino explained that due to the rushed ending to the last meeting, Council Member Leontis still has more input that he would like to add to the report and would like to bring up at a subsequent meeting.

Council President Hollenbaugh asked Leontis if it was his intention to send this additional information to other members of City Council. Leontis responded that he will route the information to Council so that they can include it in the binder that he distributed at the April 6 meeting. President Hollenbaugh asked that all members of Council to take time to look over the material once they receive it, because once Council is able to return to more normal meeting circumstances, it is his intention to move forward to the next step in the process.

Council Member Robinette noted that the Finance Committee meeting originally scheduled for this evening has been rescheduled for June 1. Robinette explained that at that June 1 meeting, he hopes to receive a report from the Administration about the challenges on the 2020 and 2021 budget due to Ohio's stay at home order. He noted that there will still be many unknowns, but feels that by that date more information should be available. Robinette reported that he has read articles from the Ohio Municipal League and the Brookings Institute regarding impact of the virus on the budgets of municipalities and learned that Ohio municipalities are among the worst-positioned to ride out the effects of the coronavirus because Ohio's cities and villages are funded primarily from income tax. Robinette stated that 44% of the City's general fund comes from income tax and 100% of police and fire levies come from income tax, so the City is going to feel the impact of the reductions that are coming. Robinette further noted that the City can't benefit from the Federal coronavirus relief fund because the City, and Wood County, do not meet the population threshold established by the Federal government. Robinette indicated that he intends to introduce a resolution asking for congressional support for aid to be directed at communities of all sizes at the May 4 meeting. However, if the Congress acts in our favor prior to that, then that action will not need to be taken. Robinette also said that he is also working with the Administration to get recycling and refuse expenses for the first quarter of 2020 which he will forward to all of Council in written format.

READING OF LEGISLATION

Clerk read Resolution #3761 to approve agreements and authorize the Municipal Administrator to sign agreements between the City of Bowling Green and Ohio Logistics, Ltd. to provide incentives available for project development in the Bowling Green Community Reinvestment Area Number 6, for first reading.

Clerk read Ordinance #8847 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, Rowland seconded, to suspend the rules and give Ordinance #8847 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 #8847 for second and third reading by number and title only.

Council Member Robinette moved, Rowland seconded, to adopt Ordinance #8847. On roll call vote, Council Members Leontis, Phipps, Robinette, Rowland, Zanfardino, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8847 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 second 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 second 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 second reading.

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 third reading.

Council Member Robinette moved, Rowland seconded, to adopt 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 Ordinance #8832 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 third reading.

Council Member Robinette moved, Rowland seconded, to adopt 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 Ordinance #8833 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 third reading.

Council Member Leontis moved, Zanfardino seconded, to adopt Ordinance #8835. On roll call vote, Council Members Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, Phipps, and Robinette voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8835 adopted.

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 third reading.

Council Member Leontis moved, Zanfardino seconded, to adopt Ordinance #8836. On roll call vote, Council Members Zanfardino, Herald, Hollenbaugh, Leontis, Phipps, Robinette, and Rowland voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8836 adopted.

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 third reading.

Council Member Leontis moved, Rowland seconded, to adopt Ordinance #8837. On roll call vote, Council Members Herald, Hollenbaugh, Leontis, Phipps, Robinette, Rowland, and Zanfardino voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8837 adopted.

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

Council Member Leontis moved, Zanfardino seconded, to adopt Ordinance #8838. On roll call vote, Council Members Hollenbaugh, Leontis, Phipps, Robinette, Rowland, Zanfardino, and Herald voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8838 adopted.

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

Council Member Leontis moved, Zanfardino seconded, to adopt Ordinance #8839. On roll call vote, Council Members Leontis, Phipps, Robinette, Rowland, Zanfardino, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8839 adopted.

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

Council Member Leontis moved, Zanfardino seconded, to adopt Ordinance #8840. On roll call vote, Council Members Phipps, Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, and Leontis voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8840 adopted.

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 third reading.

Council Member Phipps moved, Rowland seconded, to adopt Ordinance #8841. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, and Phipps voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8841 adopted.

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 third reading.

Council Member Phipps moved, Rowland seconded, to adopt Ordinance #8842. On roll call vote, Council Members Rowland, Zanfardino, Herald, Hollenbaugh, Leontis, Phipps, and Robinette voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8842 adopted.

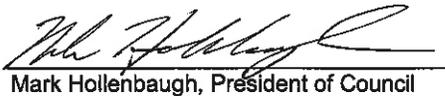
Council Member Robinette commented that Ordinance #8847 adopted this evening provides an appropriation of \$100,000 for the Revolving Loan Fund (RLF). Robinette explained that the City has taken two steps regarding the RLF. The first step is that new loans will have no interest and no payments for 12 months and the second is that current loans will be interest only for 6 months. The City is doing what it can to make funds available to the community's small businesses.

In response to a question from Council Member Rowland regarding the May 4 meeting, Council President Hollenbaugh confirmed that Council does plan to hold its regular May 4 meeting in the same manner as the previous two meetings and Council Members are welcome to teleconference in to the meeting if they choose to do that. President Hollenbaugh also commented that as the State begins to loosen up its virus restrictions, he encouraged citizens to adhere to the CDC guidelines and wear masks when necessary or appropriate.

Council Member Herald moved, Rowland seconded, to adjourn. On unanimous voice vote, Council President Hollenbaugh adjourned the April 20, 2020 regular meeting of the City Council at 7:54 p.m., subject to call.



Kay D. Scherrek, Clerk of Council



Mark Hollenbaugh, President of Council



FINANCE DEPARTMENT
CITY OF BOWLING GREEN

April 20, 2020

TO: Bowling Green City Council

FROM: Brian Bushong, Finance Director

Transfers requested for the month of April 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
Total				\$ 474,710.57	\$ 474,710.57