



The Bowling Green Board of Public Utilities met in regular session on Tuesday, May 26, 2020, at 5:00 p.m in the Council Chambers, Third Floor, City Administrative Services Building, Bowling Green, Ohio. In attendance were:

Megan Newlove, Chair, Board of Public Utilities;
Amy Craft Ahrens, Secretary, Board of Public Utilities;
Bill Culbertson, Member, Board of Public Utilities;
Andy Wagner, Member, Board of Public Utilities;
Brian O'Connell, Utility Director;
John Stewart, Superintendent, Electric Division;
Mike Aspacher, Mayor;
Lori Tretter, Municipal Administrator; and
Joe Fawcett, Assistant Municipal Administrator

The meeting began with the Pledge of Allegiance. Four Board Members were present. Mr. Pogan was absent.

I. Approval of Minutes

Ms. Newlove requested approval of the minutes from the regular March 9, 2020, Board of Public Utilities meeting.

Ms. Craft Ahrens moved to approve the minutes from the regular March 9, 2020, Board of Public Utilities meeting. Mr. Culbertson seconded the motion. On voice vote, the motion carried unanimously.

II. Utilities Director Report

A. COVID-19 Update

Mr. O'Connell updated the Board on what the Utilities Department has done since the start of the COVID-19 pandemic and the plans for the departments moving forward.

Mr. O'Connell recommended to proceed with shut offs for non-payment after June 12 and to begin assessing late payment penalties to bills after this date and offer delinquent customers a special three-month payment arrangement plan for past due balances.

Mr. Culbertson moved to approve Resolution 05-2020-01 utilities response to COVID-19 pandemic. Mr. Wagner seconded the motion. On voice vote, the motion carried unanimously.

B. Acceptance of Utility easement from Whitson Properties LLC

Mr. O'Connell requested the Board's approval to accept a utility easement located on the east side of South Dunbridge Road between Wooster Street and Napoleon Road. The utility easement is to allow access and maintain the public sanitary sewer that will be constructed by the developer.

Ms. Craft Ahrens moved to approve Resolution 05-2020-02 authorizing the Utilities Director to accept a utility easement. Mr. Wagner seconded the motion. On voice vote, the motion carried unanimously.

C. Economic Development Administration (EDA) Funding Opportunity

Mr. O'Connell requested the Board's approval to submit a grant application to EDA for several projects near the Woodbridge Business Park that will improve roads, utilities, economic development opportunities that will reduce City cost for these improvements.

Mr. O'Connell requested the Board's approval to advertise for Request for Qualifications for engineering and administrative services to prepare and submit an EDA grant application and provide design services.

Mr. Culbertson moved to approve Resolution 05-2020-03 authorizing the Utilities Director to apply for and accept an Economic Development Administration (EDA) Grant. Ms. Craft Ahrens seconded the motion. On voice vote, the motion carried unanimously.

Mr. Culbertson moved to approve Resolution 05-2020-04 authorizing the Utilities Director to advertise for Requests for Qualifications and enter into a contract(s) for engineering and administrative services for projects associated with Economic Development Administration (EDA) Grant Funding. Mr. Wagner seconded the motion. On voice vote, the motion carried unanimously.

III. Superintendent Reports

A. Water Treatment Division - Absent

B. Water Distribution & Wastewater Collection Division

Mr. O'Connell reported for Mr. Johnson that the Maple Street Project is going well.

C. Water Pollution Control Division - Absent

- D. Electric Division - No Report
- E. Utility Business Office - Absent

IV. Official Reports

- A. Mayor - No Report
- B. Municipal Administrator

Ms. Tretter commended the utility divisions for how they have handled business and emergency situations throughout this pandemic and is very proud of the outstanding work they have done for the community.

- C. City Attorney - Absent
- D. Public Works Director - Absent
- E. City Engineer - Absent
- F. Sustainability Coordinator - Absent

V. Council Member Reports

VI. Board Member Reports

VII. New Business

VIII. Unfinished Business

IX. Adjournment

Mr. Wagner moved to adjourn the Board of Public Utilities meeting at 5:43 p.m. Ms. Craft Ahrens seconded the motion. On voice vote, the motion carried unanimously.



Megan Newlove, Chair



Amy Craft Ahrens, Secretary



Bill Culbertson, Member



Andy Wagner, Member



Brett Pogan, Member