

**MONDAY, APRIL 5, 2021**

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, Robinette, Rowland, and Zanfardino were present. Council Members Dennis and Phipps attended via teleconferencing. Also present were Mayor Mike Aspacher, Municipal Administrator Lori Tretter, City Attorney Michael Marsh, and Planning Director Heather Saylor. Public Works Director Brian Craft, Utilities Director Brian O'Connell, 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 March 15, 2021 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 April was received from Finance Director Brian Bushong and distributed to Council prior to the meeting for approval. Council Member Rowland moved, Robinette 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 noted that an application for a Class D1 and D2 liquor permit was received from the Ohio Division of Liquor Control for Tribecca Concepts, LLC, located at 1424 E. Wooster Street.

Clerk presented a Board and Commission appointment on behalf of Mayor Aspacher of Ana Brown to the Human Relations Commission for a term expiring May 31, 2024. Council Member Herald moved, Rowland seconded, to confirm the appointment as requested by the Mayor. On unanimous voice vote, Council President Hollenbaugh declared motion carried.

Clerk noted for the record that the Bowling Green Municipal Court 2020 Annual Report was received and will be distributed to Council Members as required.

### **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 an ordinance authorizing participation in the ODOT road salt contracts awarded in 2021, and declaring an emergency.

Council Member Herald, for the Transportation & Safety Committee, introduced a resolution authorizing the filing of a grant proposal and/or application and the execution of a contract and/or grant agreement for CY 2021 and CY2022 for the *Rides to Community Immunity* program through the Ohio Department of Transportation.

Council Member Phipps, for the Planning, Zoning and Economic Development Committee, introduced an ordinance amending and adopting sections of Chapter 98 of the Codified Ordinances of the City of Bowling Green, Ohio, regarding rights-of-way management, and declaring an emergency.

Council Member Phipps, for the Planning, Zoning and Economic Development Committee, introduced an ordinance accepting annexation of approximately 20.384 acres of land in Plain Township, Wood County, Ohio, from City of Bowling Green, petitioner.

Council Member Phipps, for the Planning, Zoning and Economic Development Committee, introduced an ordinance establishing interim zoning of R-C Recreational-Conservation zoning for approximately 18.51 acres of land on South Wintergarden Road recently annexed to the City of Bowling Green as petitioned for by the City of Bowling Green.

### **OFFICIAL REPORTS**

Mayor Mike Aspacher reported that April is Fair Housing Month in the City of Bowling Green and noted that he presented a proclamation to the Human Relations Commission at its April 2 meeting.

On behalf of the Public Works Director Brian Craft, Municipal Administrator Lori Tretter announced that is time for citizens to schedule an April brush pickup if needed. She noted that this can be done online or by calling the Public Works office. The pickup is scheduled to begin April 19.

Planning Director Heather Saylor had no report.

City Attorney Michael Marsh had no report.

### **COUNCIL COMMITTEE REPORTS**

Council Member Zanfardino reported that the Community Improvement Committee met earlier this evening and voted to recommend the rental registration legislation to the full City Council. Zanfardino noted that the legislation will not have a vocabulary section and removes exemptions from the registration process.

Council Member Robinette presented an overview on the City's progress towards meeting goals set forth in the Community Action Plan and the E. Wooster Street White Paper. Robinette noted that the City has made significant progress by implementing 31 of the CAP priorities. A copy of the report distributed by Robinette is attached to and made a part of these minutes.

Council Member Herald asked Municipal Administrator Tretter for an explanation of how the City's complete streets ordinance was applied to the E. Wooster Street project. Tretter responded that she would get that information to Herald via email.

Council Member Phipps scheduled a public hearing for the ordinance on Council's agenda regarding interim zoning for May 17, 2021 at 6:45 p.m.

### **READING OF LEGISLATION**

Clerk read Resolution #3792 authorizing the filing of a grant proposal and/or application and the execution of a contract and/or grant agreement for CY 2021 and CY2022 for the *Rides to Community Immunity* program through the Ohio Department of Transportation, for first reading.

Council Member Herald moved, Zanfardino seconded, to suspend the rules and give Resolution #3792 its second and third reading. On roll call vote, Council Members Herald, Hollenbaugh, Phipps, Robinette, Rowland, Zanfardino, and Dennis voted yes. Council President Hollenbaugh declared motion carried, and rules suspended.

Clerk read Resolution #3792 for second and third reading by number and title only.

Council Member Herald moved, Rowland seconded, to adopt Resolution #3792. On roll call vote, Council Members Hollenbaugh, Phipps, Robinette, Rowland, Zanfardino, Dennis, and Herald voted yes. Council President Hollenbaugh declared motion carried, and Resolution #3792 adopted.

Clerk read Ordinance #8915 authorizing participation in the ODOT road salt contracts awarded in 2021, and declaring an emergency, for first reading.

Council Member Robinette moved, Rowland seconded, to suspend the rules and give Ordinance #8915 its second reading. On roll call vote, Council Members Phipps, Robinette, Rowland, Zanfardino, Dennis, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and rules suspended.

Clerk read Ordinance #8915 for second reading by number and title only.

Council Member Robinette moved, Rowland seconded, to adopt the emergency clause for Ordinance #8915. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Dennis, Herald, Hollenbaugh, and Phipps voted yes. Council President Hollenbaugh declared motion carried, and the emergency clause adopted.

Clerk read Ordinance #8916 amending and adopting sections of Chapter 98 of the Codified Ordinances of the City of Bowling Green, Ohio, regarding rights-of-way management, and declaring an emergency, for first reading.

Council Member Phipps moved, Zanfardino seconded, to suspend the rules and give Ordinance #8916 its second reading. On roll call vote, Council Members Rowland, Zanfardino, Dennis, Herald, Hollenbaugh, Phipps, and Robinette voted yes. Council President Hollenbaugh declared motion carried, and rules suspended.

Clerk read Ordinance #8916 for second reading by number and title only.

Council Member Phipps moved, Rowland seconded, to adopt the emergency clause for Ordinance #8916. On roll call vote, Council Members Zanfardino, Dennis, Herald, Hollenbaugh, Phipps, Robinette, and Rowland voted yes. Council President Hollenbaugh declared motion carried, and emergency clause adopted.

Clerk read Ordinance #8917 accepting annexation of approximately 20.384 acres of land in Plain Township, Wood County, Ohio, from City of Bowling Green, petitioner, for first reading.

Clerk read Ordinance #8918 establishing interim zoning of R-C Recreational-Conservation zoning for approximately 18.51 acres of land on South Wintergarden Road recently annexed to the City of Bowling Green as petitioned for by the City of Bowling Green, for first reading.

Clerk read Ordinance #8914 authorizing the Utilities Director to advertise a Request for Qualifications and enter into a contract or contracts for engineering services for the improvements to the Carter Park water tower, for second reading.

Clerk read Resolution #3790 authorizing the filing of (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, Formula Grants for Rural Areas, Ohio's Rural Transportation Program and/or the Ohio Transit Partnership Program and executing a contract for the FY 2022 Ohio Elderly and Disabled Transit Fare Assistance Program, and 5339 and/or 5311 funding for capital and/or operating assistance, and the Ohio Transit Partnership Program, and executing a contract with the Ohio Department of Transportation upon project approval, for third reading.

Council Member Herald moved, Zanfardino seconded, to adopt Resolution #3790. On roll call vote, Council Members Dennis, Herald, Hollenbaugh, Phipps, Robinette, Rowland, and Zanfardino voted yes. Council President Hollenbaugh declared motion carried, and Resolution #3790 adopted.

Clerk read Ordinance #8907 to provide for the issuance and sale of bonds in the maximum principal amount of \$8,885,000 for the purpose of paying costs of construction, furnishing and equipping a new City Administrative Services Building, including the demolition of a portion of a building currently on the proposed site and the old City Building, clearing and improving those sites, constructing and paving a parking lot and related entry drives, and including landscaping, 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 #8907. On roll call vote, Council Members Herald, Hollenbaugh, Phipps, Robinette, Rowland, Zanfardino, and Dennis voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8907 adopted.

Clerk read Ordinance #8908 to provide for the issuance and sale of bonds in the maximum principal amount of \$1,115,000 for the purpose of paying costs of improving the City's Park and Recreation facilities by construction, furnishing, and including landscaping, paving an entry drive and parking lot, and construction of a patio, together with necessary 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 #8908. On roll call vote, Council Members Hollenbaugh, Phipps, Robinette, Rowland, Zanfardino, Dennis, and Herald voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8908 adopted.

Clerk read Ordinance #8909 to provide for the issuance and sale of bonds in the maximum principal amount of \$3,000,000 for the purpose of refunding at a lower interest cost for certain of the City's outstanding various purpose improvement and refunding bonds, series 2013, dated March 13, 2013, and declaring an emergency, for third reading.

Council Member Robinette moved, Rowland seconded, to adopt Ordinance #8909. On roll call vote, Council Members Phipps, Robinette, Rowland, Zanfardino, Dennis, Herald, and Hollenbaugh voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8909 adopted.

Clerk read Ordinance #8910 accepting annexation of approximately 10.822 acres of land in Center Township, Wood County, Ohio from Richard E. and Judith L. Carpenter, petitioners, for third reading.

Council Member Phipps moved, Zanfardino seconded, to adopt Ordinance #8910. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Dennis, Herald, Hollenbaugh, and Phipps voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8910 adopted.

Clerk read Ordinance #8911 establishing interim zoning of M-3 Business Park Zoning for the approximately 10.822 acres of land located on Bowling Green Road West and recently annexed to the City as petitioned for by Richard E. and Judith L. Carpenter, for third reading.

Council Member Phipps moved, Robinette seconded, to adopt Ordinance #8911. On roll call vote, Council Members Rowland, Zanfardino, Dennis, Herald, Hollenbaugh, Phipps, and Robinette voted yes. Council President Hollenbaugh declared motion carried, and Ordinance #8911 adopted.

Council Member Herald moved, Zanfardino seconded, to adjourn. On unanimous voice vote, Council President Hollenbaugh adjourned the April 5, 2021 regular meeting of the City Council at 7:32 p.m., subject to call.

  
Kay D. Scherreik, Clerk of Council

  
Mark Hollenbaugh, President of Council



**FINANCE DEPARTMENT**  
CITY OF BOWLING GREEN

April 5, 2021

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	\$ 2,890.50	
4030	000	69410	Green Space Acquisition Fund, Revenue, Transfer From General		\$ 2,890.50
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
1010	190	92200	General, Miscellaneous, Transfer To Special Revenue	\$ 2,500.00	
2007	000	69410	Payroll Stabilization, Revenue, Transfer From General		\$ 2,500.00
2016	710	92300	Park, Playground and Recreation, Recreation Department, Transfer To Debt Service	\$ 17,239.06	
3025	000	69420	Debt Service, Revenue, Transfer From Special Revenue		\$ 17,239.06
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	\$ 42,913.54	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 42,913.54
4018	810	92400	Capital Improvement, Capital Improvement, Transfer To Capital Projects	\$ 6,666.67	
4005	000	69440	Equipment Capital Reserve, Revenue, Transfer From Capital Projects		\$ 6,666.67
4018	810	92400	Capital Improvement, Capital Improvement, Transfer To Capital Projects	\$ 833.33	
4010	000	69440	Facility Capital Reserve, Revenue, Transfer From Capital Projects		\$ 833.33

4029	423	92300	Street Repair, Street Repair, Transfer To Debt Service	\$ 37,876.56	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 37,876.56
4055	710	92300	Aquatic Facility Capital Improvement, Recreation Department, Transfer To Debt Service	\$ 20,943.23	
3025	000	69440	Debt Service, Revenue, Transfer From Capital Projects		\$ 20,943.23
2024	545	92200	Community Development, CDBG Block Grant, Transfer To Special Revenue	\$ 33,375.00	
2021	000	69420	ODOT Transportation Grant (Taxi), Revenue, Transfer From Special Revenue		\$ 33,375.00
5111	651	92500	Electric Revenue, Administrative and General, Transfer To Enterprise	\$ 513,372.00	
5112	000	69450	Electric Capital Reserve, Revenue, Transfer From Enterprise		\$ 513,372.00
5221	651	92500	Water Revenue, Administrative and General, Transfer To Enterprise	\$ 60,895.00	
5222	000	69450	Water Capital Reserve, Revenue, Transfer From Enterprise		\$ 60,895.00
5331	651	92500	Sewer Revenue, Administrative and General, Transfer To Enterprise	\$ 48,562.00	
5332	000	69450	Sewer Capital Reserve, Revenue, Transfer From Enterprise		\$ 48,562.00
<b>Total</b>				<b>\$ 797,791.89</b>	<b>\$ 797,791.89</b>



MAYOR'S OFFICE  
CITY OF BOWLING GREEN

**REPORT on the Implementation of Recommendations Presented in:**

- I. *The Community Action Plan (CAP), and*
- II. *The East Wooster Street – Strategy for Redevelopment White Paper (February 2019)*

**Background:**

**The Community Action Plan (CAP):** The CAP was published in February 2018. The CAP includes a Preferred Plan, developed by Camiros, Ltd., the consultant, that "outlines overall priorities for the East Side neighborhood as well as residential areas surrounding downtown Bowling Green. The [Preferred] Plan reflects stakeholder and Task Force comments and feedback generated through the community engagement process..." The Preferred Plan identified 61 individual priorities for the East Side neighborhood. Although the focus of the CAP was the East Side of Bowling Green, a small number of the implemented initiatives will have a broader impact on the city.

In April 2018, Bowling Green City Council identified 10 items from the CAP as priorities for implementation. Since then, Bowling Green City Council has worked cooperatively with the City Administration to address and implement 12 individual implementation recommendations outlined in the CAP. Three additional implementation recommendations were completed as part of the newly approved Gateway Zoning District. Significantly, 16 additional items from the CAP will be completed as part of the comprehensive Zoning Code update currently underway. As of the date of this report over 50% of the recommendations for the East Side neighborhood outlined in the CAP have been implemented.

**The East Wooster Street – Strategy for Redevelopment White Paper:** This project was a collaborative effort between the City of Bowling Green and BGSU. With this effort, the White Paper noted that the City and BGSU jointly established a "hope to redevelop Wooster Street into a vibrant corridor that features high-quality development with diverse retail, dining, entertainment, employment, and residential options. Wooster Street is seen as an opportunity to create a unique identity for the community that can be used to attract students, faculty, residents, and employees."

The White paper was published in February 2019 and included recommendations for the City of Bowling Green, Bowling Green State University, and Wood County Hospital. The Midtown Improvement Recommendation was the only recommendation upon which the city could act independently. In 2019 and 2020, City Council developed and adopted a new Gateway Zoning District in direct response to the Midtown Improvement Recommendation in the East Wooster Street White Paper.

A list of each implementation recommendation completed is provided beginning on page 2 of this document.

**Way Forward:**

The City has engaged a consultant to prepare an updated Zoning Code according to goals and parameters established by the City. The City asked the consultant to deliver the revised Zoning Code for action before the end of 2021. Accordingly, City Council should be able to review and adopt a new Zoning Code in late 2021 or early 2022. Thereafter, Bowling Green City Council and the City Administration will review the remaining items identified in both the CAP and the East Wooster Street White Paper in view of the current needs and goals for the city to determine if any further action is warranted.

**Actions Completed - Recommendations Implemented**

**CAP Actions Completed, April 2018 to March 2021:**

**CAP priorities 1A, 1B, and 1D:** Completed as part of the new Gateway Zoning District.

**CAP priorities 1F and 5D:** (dealing with bicycle infrastructure and a grant application for bicycle infrastructure on Court St.): During Joint Meeting of Bicycle Commission & Council Transportation and Safety Committee on 2/4/19, the Bicycle Commission agreed to prioritize their detail list of recommendations for Council's review. The list of recommendations was subsequently provided, and the city began to implement the recommendations in 2020.

**- Next Steps:**

- 1) Administration will continue to review and update the plan to implement the Bicycle Commission's recommendations.
- 2) Complete the plan and a timeline for the BGCC Trail. The Administration is developing a plan to make this connection with efforts ongoing.

**CAP priority 1G:** L. Tretter is coordinating a presentation from a subject matter expert during Q1 or Q2 of 2021. May be in-person or Zoom-hybrid. Dates being negotiated with consultant.

**CAP priority 2A:** Recommends the creation of a city-wide rental property registration program that includes a landlord self-certification process to improve rental property conditions.

- City Council Adopted Ord 8781, which amended Sections 94.2, 152.20, 152.21, 152.24, and 152.99 of the BG Code regarding litter and nuisance conditions.
- The Community Improvement Committee is preparing a recommendation for City Council.

**CAP priority 2C:** A Micro-grant Program was started.

**CAP priority 2J** ("Develop vacant University-owned property west of the CSX tracks between Evers Avenue and Ridge Street as well as existing parking lots between Ridge Street and Court Street."): L. Tretter contacted BGSU to ask what if any plans BGSU has for the properties identified in 2J. BGSU has no immediate plans for the property identified in 2J.

**CAP priority 3D:** A Historic Preservation Commission was created, and a Historic Preservation Ordinance has been introduced.



CAP priority 3E: Will be implemented as part of the Zoning Code Update.

CAP priority 4G ("Possible mixed-use development including townhomes between Williams St. and Baldwin Ave. and the corner of E Wooster and State Streets and E Wooster Street and University Lane."): will be considered as part of the future Zoning Code Update to specifically answer the question: Is the non-BGSU owned property in this area zoned properly to achieve our desired outcome for use.

CAP priority 5H: This has been partially implemented, partially deferred:

- 1) Shelter improvements at Carter Park are moving forward.
- 2) Other improvements to Carter Park are not in the current Parks and Rec Five-Year Plan. Intent is to take a hard look at potential Carter Park improvements during the next Five-Year Plan process.

*\*The next Parks and Rec Five-Year Plan will be published in 2021; the next levy is in 2021.*

*\*\*City Council requested that the BGCC trail project be included in the discussion of priorities in the next Five-Year Plan. This is a joint Public Works/Parks and Recreation project. Assigned to the Assistant Municipal Administrator for implementation.*

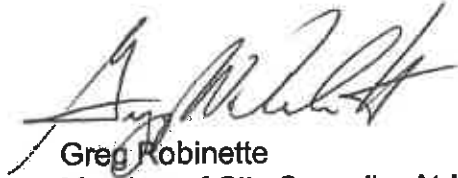
CAP priorities 1A, 1B, 1D, 2E, 2G, 2H, 3E, 3H, 4A, 4C, 4D, 4G, 5A, 5B, 5C, 5E, 5F, and 6C: Will be implemented as part of the Zoning Code Update.

**East Wooster Street – Strategy for Redevelopment White Paper  
Actions Completed, February 2019 to March 2021:**

1. A new Gateway Zoning District has been adopted by City Council. This new district is at the NW corner of E. Wooster and Thurstin and creates a significant opportunity for development on the E. Wooster St. corridor near downtown. CAP priorities 1A, 1B, and 1D have been completed as part of the new Gateway Zoning District.
2. Development of the proposed Eds, Meds & Beds district must begin with an agreement between BGSU (owners of the property on E. Wooster St.) and Wood Co. Hospital. This may be addressed by BGSU in the BGSU Masterplan 2.0. Currently, the City has no role in this.
3. Any further discussion on the creation of the recommended Walkable Hospitality district at the Eastern end of E. Wooster St. is deferred until the construction of the E. Wooster/Campbell Hill/Alumni Drive roundabout and the associated sidewalk improvements are completed.
4. The 2021 City budget assigns funds to a public art program.



Mike Aspacher  
Mayor  
April 5, 2021



Greg Robinette  
Member of City Council – At-Large  
April 5, 2021