



**UTILITIES DEPARTMENT  
CITY OF BOWLING GREEN**

The Board of Public Utilities met in regular session on Monday, January 9, 2023, at 5:00 p.m. in the Council Chambers, Third Floor, City Administrative Services Building, Bowling Green, Ohio. Those in attendance were:

Megan Newlove, Chair, Board of Public Utilities;  
Trevor Jessee, Member, Board of Public Utilities;  
Brett Pogan, Member, Board of Public Utilities;  
Rick Zuzik, Member, Board of Public Utilities;  
Brian O'Connell, Public Infrastructure Director/Utilities Director;  
Jim Odneal, Assistant Utilities Director;  
John Stewart, Superintendent, Electric Division;  
Mike Fields, Superintendent, Water Supply Division;  
Jackie Spangenberg, Utilities Business Office Manager/Deputy Finance Director;  
Mike Aspacher, Mayor;  
Joe Fawcett, Assistant Municipal Administrator;  
Mick Murray, Public Works Director;  
Brad Holman, City Engineer;  
Dana Pinkert, Finance Director;  
Kati Thompson, Bowling Green Economic Development;  
Bill Herald, Member, City Council; and  
Jan Larson McLaughlin, BG Independent News

The meeting began with the Pledge of Allegiance. Four Board Members were present.

**I. Approval of Minutes**

Ms. Newlove requested the approval of the minutes from the regular November 28, 2022, Board of Public Utilities meeting.

**Mr. Pogan moved to approve the minutes from the November 28, 2022, Board of Public Utilities meeting. Mr. Zuzik seconded the motion. On voice vote, the motion carried unanimously.**

**II. Lobby Visitation**

**III. Utilities Director Report**

**A. 2023 Equipment and Vehicle Purchases**

Mr. O'Connell requested the Board's approval to advertise for bids and enter into contracts and/or participate in the State of Ohio Purchasing Programs or the TIPS Purchasing Program for the purchase of equipment or vehicles and to trade-in, or sell assets owned by the Utilities Department that are no longer needed for municipal purposes.

**Mr. Jessee moved to approve Resolution 01-2023-01 authorizing the Utilities Director to advertise for bids and enter into contracts for the purchase and sale of equipment and vehicles. Mr. Zuzik seconded the motion. On voice vote, the motion carried unanimously.**

#### **B. Lease of Municipal Property for Agricultural Purposes**

Mr. O'Connell requested the Board's approval to advertise for bids and enter into contracts for the lease of municipal property for agricultural purposes.

**Mr. Jessee moved to approve Resolution 01-2023-02 authorizing the Utilities Director to advertise for bids and enter into contracts for the lease of municipal property for agricultural purposes. Mr. Pogan seconded the motion. On voice vote, the motion carried unanimously.**

#### **C. Village Pump Station Improvements**

Mr. O'Connell requested the Board's approval to advertise a request for qualifications for engineering services and advertise for bids and enter into contracts for the design, engineering, and construction of the Village Pump Station.

Mr. O'Connell also requested the Board's approval to execute a loan agreement with the OWDA or the OEPA WPCLF program for the design, engineering, and construction of the Village Pump Station Improvements.

**Mr. Pogan moved to approve Resolution 01-2023-03 authorizing the Utilities Director to advertise a request for qualifications for engineering services and advertise for bids and enter into contracts for the design, engineering, and construction of the Village Pump Station Improvements. Mr. Jessee seconded the motion. On voice vote, the motion carried unanimously.**

**Mr. Pogan moved to approve Resolution 01-2023-04 authorizing the Utilities Director to apply for and execute a loan agreement with the Ohio Water Development Authority (OWDA) or the Ohio EPA Water Pollution Control Loan Fund (WPCLF) Program for the design, engineering, and construction of the Village Pump Station Improvements. Mr. Jessee seconded the motion. On voice vote, the motion carried unanimously.**

#### **IV. Assistant Utilities Director Report**

##### **A. Advertise for Bids - Electric Transformers**

Mr. Odneal requested the Board's approval for the Utilities Director to advertise for bids and enter into contracts for electrical distribution transformers.

**Mr. Jessee moved to approve Resolution 01-2023-05 authorizing the Utilities Director to advertise for bids and enter into contracts for electrical distribution transformers. Mr. Pogan seconded the motion. On voice vote, the motion carried unanimously.**

##### **B. Lead Water Service Line Inventory - Funding and Grants**

Mr. Odneal requested the Board's approval for the Utilities Director to pursue, enter into agreements or contracts and accept funding and Grants from any appropriate agency for the inventory of water service line inventory.

**Mr. Jessee moved to approve Resolution 01-2023-06 authorizing the Utilities Director to enter into agreements or contracts to accept funds or grants for water service line inventory. Mr. Pogan seconded the motion. On voice vote, the motion carried unanimously.**

#### **V. Utilities Management Reports**

##### **A. Electric Division**

Mr. Stewart reported the crews have been working at the City Park. They have been boring in the village area and installed Culver's new service.

##### **B. Water Supply Division**

Mr. Fields reported they had a new hire start about four months ago and is working in the lab area. The CO2 projects prestart should be within the month.

##### **C. Water Distribution & Wastewater Collection Division - Absent**

##### **D. Water Pollution Control Division - Absent**

##### **E. Utilities Business Office - No Report**

**VI. Official Reports**

- A. Mayor - No Report**
- B. Municipal Administrator - Absent**
- C. City Attorney - Absent**
- D. Public Works Director**

Mr. Murray reported the crews have been repairing pot holes along with repairing/replacing catch basins. They continue to pick up Christmas trees.

**E. City Engineer**

Mr. Holman reported the Wooster Street and Campbell Hill bid opening is Thursday. The Newton & Main Street project and Woodbridge Business Park project will be going out for bid soon. Speer Brothers continue to work on the water portion of the West Wooster project.

**F. Sustainability Coordinator - Absent**

**VII. Council Member Reports**

Mr. Herald explained to the Board he meant no disrespect to the Board regarding legislation that was brought to Council last month. He respects the Board and all the hard work they do for the community.

**VIII. Board Member Reports**

**IX. New Business**

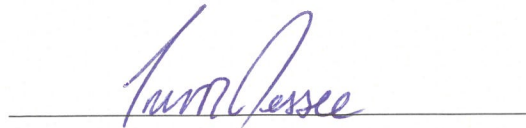
**X. Unfinished Business**

**XI. Adjournment**

**Mr. Pogan moved to adjourn the Board of Public Utilities meeting at 5:35 p.m. Mr. Jessee seconded the motion. On voice vote, the motion carried unanimously.**



Megan Newlove, Chair



Trevor Jessee, Member



Brett Pogan, Member



Rick Zuzik, Member