

MINUTES OF COMMITTEE OF THE WHOLE MEETING
January 21, 2020

The January 21, 2020 Ravenna City Committee of the Whole meeting was called to order at 7:00 P.M. by Council President Andrew Kluge. The following Council members were present: Christina West, Tim Calfee, Paul Moskun, Rob Kairis, Amy Michael and Matt Harper. Also attending the meeting were: Mayor Frank Seman; Service Director, Kay Dubinsky; Finance Director, Kimble Cecora and City Engineer Bob Finney.

President Kluge said the first item on the agenda is the approval of the Committee of the Whole meeting of December 23, 2019. There being no corrections, additions or changes to the minutes, a motion was made by Ms. Michael moved to approve the minutes as submitted. The motion as seconded by Mr. Harper. **Voice Vote: All Ayes.**

President Kluge said Item No. 2 is a request to appropriate \$15,408.00 to replace the heaters at the Police Department.

Ms. Michael noted this was discussed in Committee. This will replace the heaters that are no longer repairable at the motor pool on Spruce Street. It is an important area to keep heated because there is evidence stored there.

There being no further questions or comments, it was decided by those present legislation would be prepared.

Mr. Cecora asked because of the cold weather, if the heaters could be purchased and installed prior to the ordinance being written.

There being no objection, Chief Wallis was granted the authority to move forward with the project.

President Kluge said that Item No. 3 is a request to appropriate \$10,000.00 to secure the building at 645 South Chestnut Street.

Ms. Michael said this is for the old Oak Rubber building. This is to board up the bottom portion of the building and get it secured.

Mr. Finney said they haven't started like they initially planned but will start tomorrow to board it up. It will probably take a couple of weeks.

Mr. Calfee noted on the proposal there is a Phase 1 and Phase 2; \$10,000.00 for the first phase and about \$5,000.00 for the second phase. This appropriates \$12,000.00.

Ms. Michael said they are doing the first phase and then an additional \$2,000.00 was added for contingency. That's not uncommon. This is only for Phase 1.

There being no further questions or comments, it was decided by those present legislation would be prepared.

President Kluge said the Item No. 4 is a request to appropriate \$6,300.00 to complete the installation of the siphon drain at Lake Hodgson.

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Mr. Moskun said this is located where Sandy Lake Road comes into the Lake. It is pushed by the EPA because if the lake would ever have to be drained but has never had to be drained since the water treatment plant has been built. If this isn't done the EPA will fine them. EPA was corrected to ODNR.

There being no further questions or comments, it was decided by those present legislation would be prepared.

President Kluge said the Item No. 5 on the agenda is a request to authorize the mayor to enter into a contract with QCI for inspection services for the year 2020.

Mr. Finney said this is simply a contract that is put on the shelf. It establishes the QCI rates, procedures, etc. If they are needed, he will come back for an appropriation.

Mr. Calfee asked why this company is used.

Mr. Finney said there are only a couple of companies that will perform this type of work at this rate. There many consulting firms that will supply inspectors but the rates are about \$25.00 more an hour. They've had a long standing relationship with QCI.

Mr. Calfee asked if they are paid by the type of inspection or the hours that go into the inspection.

Mr. Finney responded they are paid an hourly rate and an overtime rate. Most recently, last year, they ran two different inspectors on two different projects. One was the underground fiber conduit line in the spring and one that monitored the Dominion project.

Mr. Calfee asked about how much the City spends in a year on this service.

Mr. Finney said last year they probably spent \$70,000.00. In both of those cases, the utility companies reimbursed the City. The utility companies are invoiced and they pay it back. There is a small markup going to the City over the QCI rate.

There being no further questions or comments, it was decided by those present legislation would be prepared.

President Kluge said Item No. 6 is a request to appropriate \$8,000.00 to pay for an engine replacement for a 2012 Ford Truck in the Street Department.

Mr. Harper said this was discussed in committee and it was decided that the best course of action would be to replace the engine.

Mr. Cecora said the appropriation measure can be built into the budget and therefore no legislation is required.

There being no further questions or comments, it was decided by those present to move forward with the repairs and the appropriation will be built into the permanent budget.

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President Kluge said Item No. 7 is a request to amend the Codified Ordinances Section 1278.23 by authorizing the disposal of donation boxes 60 days after impoundment.

Mr. Harper said this will allow the disposal of the boxes if the owners don't claim them. They usually don't want them back. Otherwise, it sits and takes up space for a year. This will authorize that disposal a lot sooner. This will need three readings and a public hearing.

There being no further questions or comments, it was decided by those present legislation would be prepared.

President Kluge said Item No. 8 is a request to authorize the mayor to advertise for bids for the annual paving, preventative maintenance and marking and striping programs.

Mr. Harper said they have all had an opportunity to look at the budget, the proposed streets. These were discussed at length in Committee. There was some discussion for Mr. Finney to have it posted on the website.

There being no further questions or comments, it was decided by those present legislation would be prepared.

President Kluge said Item No. 9 is a request to authorize the mayor to advertise for bids for the tower lodge improvements.

Mr. Kairis explained there were some upgrades needed to make tower lodge ADA compliant. This is just to advertise for bids. There is also a request to appropriate \$50,000.00.

Mr. Cecora explained that the appropriation fell off at the end of 2019. One issue is if it's a comprehensive project with one vendor, it needs to be publicly bid at the \$50,000.00 threshold. If it is for a variety of different vendors, that works out.

Mr. Finney said the intent is to have one general contractor to handle the trades. The two preliminary prices they received were right at about \$45,000.00. That was from the architect and from a local contractor. They should be okay. He will solicit bids regardless.

The clerk noted that the funds usually aren't appropriated until after the contract is awarded.

There being no further questions or comments, it was decided by those present legislation would be prepared, without the appropriation.

President Kluge said Item No. 10 is a request to accept, record and appropriate two grants from ODNR for \$500.00 each in the Parks Department.

Mr. Kairis said there are two different grants. They were awarded both. One is for Pollinators in the Park and the other Kids for Conservation. These grants are from the Ohio Department of Natural Resources.

There being no further questions or comments, it was decided by those present legislation would be prepared.

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President Kluge said Item No. 11 is a request to appropriate \$5,266.05 from the General Fund to purchase property at 450 West Lake Avenue.

Mr. Kairis said this has to be redone because it wasn't done on time last year. This just repeats what was done to acquire the property on Lake Avenue.

There being no further questions or comments, it was decided by those present legislation would be prepared.

President Kluge said Item No. 12 is a request to establish accounting entries to fund the economic development director position.

Mr. Cecora said this could go into the permanent budget. As he looks at it; there is an appropriation measure in there. There just needs to be some additional revenue and appropriate the balance of the funds provided to them. He can put it into the permanent budget but it's up to Council. The City's share of \$50,000.00 is already taken care of but they need to bring in the additional revenue from the Township to match up with the private sector revenue that's already in the General Fund and then appropriate the balance to get them up to that total.

There being no further questions or comments, it was decided by those present no legislation would be written and the accounting entries would be put into the permanent budget.

President Kluge said Item No. 13 is a request for the approval of the December, 2019 accounting transactions.

Mr. Cecora said they are talking about some project funds and that is it. There are some coming into project funds and some returning from a project.

There being no further questions or comments, it was decided by those present legislation would be prepared.

A motion was made by Ms. Michael, seconded by Ms. West at 7:20 P.M. to go into Executive Session to discuss issues regarding personnel. **Vote: All Ayes.**

At 7:35 P.M., a motion was made by Ms. Michael to adjourn the Executive Session. The motion was seconded by Mr. Moskun. **Vote: All Ayes.**

There being no further business before the Committee of the Whole meeting adjourned at 7:35 P.M.

ATTEST:

Council Clerk

Council President