

MINUTES OF COMMITTEE OF THE WHOLE MEETING
February 18, 2020

The February 18, 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: Cheryl Wood, 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; Police Chief, Jeff Wallis; Fire Chief, Geoff Cleveland; Finance Director-elect, Brian Huff as well as Larry Silenius of 123 North Walnut Street, Ravenna, Ohio and Mark Hairston of 828 Mechanic Avenue, Ravenna, Ohio.

President Kluge said the first item on the agenda is the approval of the Committee of the Whole meeting of January 20, 2020. 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 amend Ordinance No. 1997-114 by adding a \$5.00 municipal motor vehicle license plate fee.

Mr. Harper said this will add a \$5.00 fee to license plate, effective January 2021. The last time a fee was added was in the late 1990s. It has a potential of raising approximately \$40,000.00 for the city roads. There are still a few questions they are trying to get answers on. Mayor has asked to move it forward pending further information.

President Kluge said that it was his understanding that if the City doesn't impose this tax, the County will do it.

Ms. Wood noted that they can. The article read like that if the City did choose to do it, the County could do it down the road and add onto it. She would like to clarify this. If the City chooses to do this and the residents pay the \$5.00 fee. The County cannot then turn around and add the \$5.00 onto the City of Ravenna residents. Essentially, the Ravenna residents will not get charged \$10.00 if the County would choose to change their mind.

Ms. Michael said that this way, the money stays in Ravenna. It doesn't go to the County for the roads they choose.

Ms. West said that if the County were to do it, then it would impact the other communities, not the City.

The clerk said that a public hearing is not necessary, as indicated in the newspaper article. However, Mr. Cecora spoke with the State regarding this and it is required to have three readings. She did say that if they plan to do three readings, they have to act on this quickly because it has to be done not later than July 1.

Mr. Kairis asked where the money is currently being used.

Mr. Cecora responded that it is being used in the Street Department. The money cannot be used for any other purpose other than what is stated in the Ohio Revised Code.

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

President Kluge said Item No. 3 is a request to authorize the mayor to apply for the Assistance to Firefighters Grant.

Ms. Michael said this is to authorize a request to authorize the mayor to apply for a grant with a 5% match, up to \$15,000.00. This was discussed in Committee. They previously discussed having a grant writer write the grant.

Chief Cleveland said he is still feeling that out. He's not sure it would be the route to go. The money is still appropriated to do that, carried over from the year before.

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

President Kluge said Item No. 4 is a request to authorize the mayor to apply for the EMS grant.

Ms. Michael said there are no matching funds.

Chief Cleveland said the grant guidance states it will be for non-expendable supplies.

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

President Kluge stated Item No. 5 is a request to authorize the mayor to enter into a contract with C. T. Consultants for Industrial Pretreatment Program.

Mr. Moskun said to his knowledge, C. T. Consultants has been used for many years; a very reputable, reliable company. The way they are paid is depending upon the job, through the contractor itself for different types of water work with outside contractors has to be needed because that type of job is actually too big for things to be done in-house, is his understanding.

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 authorize the mayor to enter into a contract with M. S. Consultants to assist with the development of risk and resilience assessment and an emergency response plan as required by the Federal EPA.

Mr. Moskun said this goes back to when Mr. Stephens was here in the committee meeting. It was mentioned that the assessment is to comply with the EPA. This plan is premature because the EPA is requiring it by almost the end of next year. Mr. Stephens wants to have this in compliance within the next six months. That way it's finished, over and done with according to EPA standards. It is related to a response plan EPA regulations.

President Kluge said Item No. 7 is a request to accept and record estimated revenues and make appropriations to the 2019 CHIP grant as outlined in Exhibit "A".

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Mr. Cecora said this is just the accounting end of the CHIP grant.

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

President Kluge said that the next item is a request for the approval of the 2020 accounting transactions.

Mr. Cecora noted there were none to report.

Mr. Cecora said they are currently working on the budget timeline. Budget sheets are currently out to the department heads. They should be returned by February 26. The Budget Commission will be meeting on March 5. After that they will reconvene and on the 16th, they'll make sure all Council will receive their electronic copies. With that said, he would like to see a Special on March 23 to get it passed and meet the deadline. It's a routine that they go through, with a rolling budget being done, getting updated as a tax budget. It goes to the County in the summer. It gets fine-tuned throughout the years. If there are any changes or questions after March 16, please call him so they can discuss it. Then hopefully the budget will pass on March 23.

Ms. Michael said that what she would like to see, when there are changes, to have the person on Council who will be sitting in on those meetings, to periodically update City Council so they know if there are any big changes, etc. so they can give input if there are any concerns. Not all Council members are able to attend those budget meetings. Since there is a representative from Council at those meetings, it would be nice to get feedback.

Mr. Cecora said there are no surprises. There are some items being carried forward into 2022 and 2023. They did the capital budget and added some items and there is nothing they haven't seen in prior budgets. There are no outliers or half million dollar projects. These will be wage increases and unrelated costs.

Ms. Michael asked where they are with the spring cleanup this year. Is it being budgeted?

Mr. Cecora said there is a place holder in the recycling fund of \$10,000.00. They'll talk that through in the Budget Commission.

Ms. Michael said she's already gotten residents asking if it is going to happen this year. She tells them the City honestly does not know if they can even find someone to bid on it. That's the big problem, aside from the cost.

Mr. Cecora he thinks they will all like the communications coming from this Budget Commission. They talked about getting out in front of these kinds of things and talking about long term budget affects. He thinks things are about to change on that front.

President Kluge said that there has been a request to amend the payroll ordinance. This is for the hiring of the new clerk of council, extending the two week training period to date set of March 3 through March 31, 2020. This extends the two week training period to three weeks.

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Mr. Cecora said that money has already been built into the budget for the training period. The thought behind it was that it was limited to a two week window. That is a pretty tight window and they thought because of the nature of the position in trying to get training accomplished, it would extend that without putting any tight parameters on it, go from the third of the month to the end of the month. That way the individual who has been hired can work out their schedule since they can't start for another two weeks. This just gives them some flexibility.

Mr. Calfee asked whose schedule are they adjusting for this? The newly hired clerk? What difference does it make whether they extend that period of time or their continuing to learn the new job after the two weeks training period?

Mr. Cecora said they are not going to see the same thing in that two week training period. This is a job where there is a full month cycle.

Mr. Calfee asked if this authorizes the current clerk to work for a few more weeks?

Mr. Kairis said they have to authorize them both to work at the same time.

Mr. Cecora explained that the provision in the current legislation states there is an interim training period of two weeks concurrent with the employee who is exiting. Typically if you're not on the payroll ordinance, you can't be on the payroll. What this does is provide that two week grace period for someone exiting without a special ordinance and bring a person on. It's a two week overlap training period. This waives the strict two weeks and opens that window up a little bit more so that all of the cycles and happenings of a council clerk can be caught within that month training period.

Mr. Calfee said he was only questioning whether it was necessary to do this.

Mr. Kairis said that it is necessary because right now it's just a two week limit.

The clerk noted that if there were a person hired today and they put in a two week notice, they wouldn't be able to start this job until after the first week of March.

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

There being no further business before the Committee of the Whole meeting adjourned at 7:20 P.M.

ATTEST:

Council Clerk

Council President