



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
June 22<sup>nd</sup>, 2020**

**The public meeting was held via Zoom and live streamed via YouTube. A video recording of the meeting can be found at: <https://www.youtube.com/watch?v=Z3nOVGoiRX4>**

**The Committee of the Whole Meeting was called to order at 7:11 P.M. by Council President, Andrew Kluge.**

Council present via Zoom: Council President Andrew Kluge, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting via Zoom: Police Chief, Jeff Wallis; Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; and Council Clerk, Chelsea Gregor

The motion to excuse Ms. Michael was made at the Special Council meeting immediately prior to the Committee of the Whole meeting which was as follows.

- Motion to excuse Ms. Michael by Mr. Harper, 2<sup>nd</sup> by Mr. Moskun -**All Ayes**

The first item on the agenda was to approve the Committee of the Whole meeting minutes from May 18<sup>th</sup>, 2020.

- Motion to approve the May 18<sup>th</sup> Committee of the Whole minutes by Mr. Calfee, 2<sup>nd</sup> by Mr. Harper- **All Ayes**

The second item was an ordinance to appropriate \$12,000.00 for the purchase of various sizes of fire hose.

Acting Fire Chief Chapple needs to purchase three sizes of fire hose to replace the current fire hoses that are out of date.

- All Council present responded in favor to move the item forward for legislation.

The third item was an ordinance to authorize the Mayor, upon approval of the OPWC grant & loan, to enter into the contracts for the Lawrence St., CG09X/CG10X project.

Mr. Harper stated that the item is to authorize the Mayor, when the funds become available from the state, to enter into the contract. All the money for the project has been appropriated.

Mr. Finney added that it was decided to bid the project out and that the City can move forward knowing the monies will be appropriated based on old funds that were still in the account.

Mr. Calfee asked if it will be the entire length of Lawrence St, and if it will include water line curbs and driveway approaches. Mr. Finney stated that it will be waterline and sidewalk repairs, and it will include the whole length of Lawrence St. Mr. Kluge asked if it will include the out of service fire hydrants, and Mr. Finney said yes, that is why that street was chosen. Mr. Moskun ask when the project will be started, and Mr. Finney said that if all goes as planned it will be in September.

- All Council present responded in favor to move the item forward for legislation.

## **Committee of the Whole Meeting Minutes**

**June 22<sup>nd</sup>, 2020**

**Page Two (2).**

The fourth item was an ordinance adding ‘No Parking’ on Highland Ave. between Vine St. & Diamond St., on both sides of the street and placing signage as needed.

Mr. Harper stated that the item was discussed in length at the previous meeting and that it was stated that the item will have a public hearing held before it goes into ordinance.

Mr. Kluge stated to clarify that this item addresses no parking on the street and that parking across from Spano’s Bar is a separate issue. Mr. Finney said that there is currently no parking allow on tree lawns, and only a resident that resides at the house can apply for tree lawn parking. It was explained that the topic of tree lawn parking came about because the former owner of the tree lawn allowed it to be used as parking for Spano’s Bar, and now the current owner would prefer it to be grass. The concern is that patrons of the bar might try to park on the street, which is not prohibited, but it would cause traffic congestion given the limited street space. The ordinance would be to put up no parking signs along Highland Ave.

- All Council present responded in favor to move the item forward for legislation.

The fifth item was an ordinance to allow the Mayor to enter into a contract with JD Striping & Services, Inc.

Mr. Harper stated that JD Striping was the lowest, best bid for all the marking for this year’s project, coming in at around \$61,000. They have done this project for many years in the past and know the streets, including what to do and what not to do.

- All Council present responded in favor to move the item forward for legislation.

The sixth item was an ordinance appropriating an amount not to exceed \$4,000.00 for the purchase of cameras, software, and installation for Council Chambers.

Ms. Wood stated that the item was discussed at the Committee meeting and that Council has the Quality IP quote. She stressed the importance of the items while addressing the technical difficulties that were apparent earlier in the meeting.

Mr. Calfee stated that an email was received that day from Mr. Kluge listing miscellaneous equipment. Ms. Wood explained that they were the necessary items that were on the original Quality IP quote, but were shown from different vendors to reduce the original quote costs.

- All Council present responded in favor to move the item forward for legislation.

The seventh item was an ordinance to appropriate the sum of \$34,000.00 for the clean out of debris from the interior of the City Park Water Tower and to touchup areas that need painting. Mr. Moskun explained that the item was presented by Water Superintendent Tim Stephens and the project can be started as soon as the item is approved. The outside pressure washing will take about two days. The amount of time to repair the inside will be determined by how many areas will need to be fixed while staying within the appropriated funds limit. There were photos taken inside the water tower and so Mr. Stephens is aware of what needs to be fixed. The name of the company is Pittsburg Tank and Tower Group, and the funds will be taken out of the water treatment fund. Mr. Kairis requested to see a copy of the quote. The last time this work was done was 2011 and the inside of the tank will be able to be repainted without draining the water.

- All Council present responded in favor to move the item forward for legislation.

**Committee of the Whole Meeting Minutes**  
**June 22<sup>nd</sup>, 2020**  
**Page Three (3).**

The eighth item was the retroactive approval of May 2020 accounting transactions (Advances and Transfers).

Mr. Huff stated that they were standard transfers to make some semiannual interest debt payment that the City has.

- All Council present responded in favor to move the item forward for legislation.

The ninth item was to appropriate the sum of \$2,992.94 for the City's Unemployment Liability Notice of Benefits Paid.

Mr. Huff explained that the same item was on the agenda last month and that this is reflective of May's unemployment benefits. Unemployment benefits are not budgeted, and appropriations will be asked for as they come up.

- All Council present responded in favor to move the item forward for legislation.

The tenth item was an ordinance approving the 2021 Tax Budget.

Mr. Kluge thanked Mr. Huff and the Finance Dept. for putting together the spreadsheet and sending it out in excel form.

Mr. Huff stated that from the original Tax Budget \$10,000 was taken out of the Capital Improvement (65-74) Fund for the Fire Dept. for fire hoses since they are being purchased this year. An additional \$20,000 was added into the General Fund for Spring Clean-up on top of the original \$40,000 which was deemed not enough based on prior experiences. Mr. Kluge asked Acting Chief Chapple to give a brief overview to Council on Engine 13 and the plans moving forward. Acting Chief Chapple stated that the Mayor signed the contract to have a new truck built that will take roughly 12 months to build which is projected to be either June or July of 2021. No payment is due until the truck is received. The old 2313 truck is being offered \$10,000 in trade-in. Mr. Kluge stated to clarify that a new engine, which the money was allocated for last year, has been ordered for 2021 for the Fire Department. He added that it has been long overdue, and the Fire Dept. needs it. The cost of the engine is about \$623,295.00. Mr. Kluge asked if the Fire Dept.'s MARCS upgrades were complete and Acting Chief Chapple said that they are finished with what they need. Mr. Moskun was concerned about the financing of the engine. Mr. Huff stated that financing has been reviewed with Key Bank and the City's Bond Advisors, and that nothing will be paid until next year.

Mr. Kairis thanked Mr. Huff for his updated Tax Budget which now allows to easily search items, such as the extra \$20,000 that was put in for the Spring Clean-up.

- All Council present responded in favor to move the item forward for legislation.

The eleventh item was an ordinance to correct the language on Ordinance 2020-053 to appropriate a total of \$200,000.00 for RLF Economic Development for the year. There was \$80,000.00 in the RLF Fund, so only an additional \$120,000.00 was needed.

- All Council present responded in favor to move the item forward for legislation.

**Committee of the Whole Meeting Minutes**

**June 22<sup>nd</sup>, 2020**

**Page Four (4).**

The twelfth item was an ordinance authorizing the Mayor to apply for and accept Federal Cares Act Coronavirus Relief Funding.

Mr. Huff stated that he received an email that the County is going receive Portage County's share of the Federal Cares Act Funding. He said there are more questions than answers as to what the money can be used for, but that the ordinance needs to be passed. Mr. Huff provided the Law Director with sample legislation to draft up an ordinance so that the City can accept the money. The County is not allowed to provide the City with the money until the City provides them with an approved ordinance. A second ordinance is required to create a fund to separately account for Covid expenditures, meaning anything that is eligible for the grant. Mr. Huff stated that the amount that the City will receive is a little over \$300,000.00 and that he will have to figure out how the funds can be spent. The funds will have to be justified and anything that is left unspent will have to be returned to the County.

- All Council present responded in favor to move the item forward for legislation.

The thirteenth item was an ordinance to establish a Special Revenue Fund as required under House Bill 481 and requirements of the CARES Act.

Mr. Huff explained that the Federal Grant requires a separate fund to be created to be able to receive the money.

- All Council present responded in favor to move the item forward for legislation.

**There being no further business before Council, the meeting adjourned at 7:46pm**

**ATTEST:**

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**Clerk of Council**

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**Council President**