



**RAVENNA CITY COUNCIL REGULAR MEETING MINUTES**  
**Monday August 3<sup>rd</sup>, 2020 at 7:00 P.M.**

**The Regular Council Meeting was live streamed via YouTube:**

<https://www.youtube.com/watch?v=COAZwWD6yeA>

The Regular Council Meeting was called to order at 7:05 P.M. August 3<sup>rd</sup>, 2020 by Council President, Andrew Kluge and was held via Zoom.

**Moment of Meditation & Silence**

President Kluge called a moment of meditation and silence.

**Pledge to Flag**

President Kluge then led those in attendance in the Pledge of Allegiance.

**Roll Call**

The following Council Members were present: Council President Andrew Kluge, Amy Michael, Paul Moskun, Christina West, Matt Harper, Cheryl Wood, Rob Karis, and Tim Calfee.

Also, in attendance were Mayor Frank Seman; Law Director, Frank Cimino; Police Chief Wallis; Service Director, Kay Dubinsky; Finance Director, Brian Huff; City Engineer, Bob Finney; Economic Development Director, Dennis West; Judge Becky Doherty and Council Clerk; Chelsea Gregor

**Approval of the Minutes:**

- Motion to approve the July 6<sup>th</sup> Regular Council Meeting minutes and the June 22<sup>nd</sup> Special Council Meeting minutes by Mr. Kairis, 2<sup>nd</sup> by Ms. Wood- **All Ayes**

**Communications-** A letter from the Department of Public Safety acknowledging receipt of Ordinance 2020-022 to impose an additional \$5.00 local motor vehicle permissive tax.

A request from Daniel Tudor for two signs on Main St. that state “Bicycle May Use Full Lane”.

**Delegations from the Public-** Judge Becky Doherty introduced herself to Council. She has served as a Portage County Common Pleas Judge since January of 2015. She stated that she appreciated the support she received then and she hopes that the support will continue in the next election. Experience and commitment are vital to effectively doing the job, stating that is what she brings to the office. Judges are probably the least known candidates on any ballot, and she wants to change that so that people know who they are voting for and what qualifications bring them to that job. She handles close to 700 criminal felony cases and over 300 civil cases per year. She stated that she was an Assistant Prosecutor for over 22 years which gave her the experience to allow her to handle the most complex criminal and civil cases in a manner that is fair to everyone. Judge Doherty started her Hope Drug Court soon after she took office and it was certified in March of 2017 by the Ohio Supreme Court. Hope Drug Court won

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the Celebrate Portage Public Health Initiative Award in 2019. She stated that she loves her job, the law, and she will continue to work hard to make the community safer and healthier, adding that Drug Court is near and dear to her heart. She invited Council to attend a Drug Court graduation, stating that the next one is September 24<sup>th</sup>.

Ms. West thanked Judge Doherty and said it has been a neat opportunity to watch people graduate from Drug Court and be successful.

**Report of Officials:** Council received the Report of Officials from the Police Dept., Fire Dept., Utility Dept., and Coleman Professional Services.

- Motion to approve the Report of Officials by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**Report of Committees: Committee meetings start @ 5:30 PM 8/10/2020**

**Utilities:** Mr. Moskun stated there will be nothing for next week and one item on the agenda.

**Information Systems (IS):** Ms. Wood stated that there is one thing on the agenda and so far nothing for next week.

**Planning:** Mr. Kairis stated that there are three items on the agenda, and nothing planned for next week. Mr. Kluge stated that there may be at least one item for Planning.

**Committee of the Whole:** Mr. Kluge stated that the next Committee of the Whole meeting is August 17<sup>th</sup>, 2020 at 7pm. He said to stand by for the township meeting and when that might be. If it is on August 17<sup>th</sup> then it will take place before Committee of the Whole, and it is possible that Committee of the Whole may be rescheduled.

**Public Health & Safety:** Ms. Michael stated that there are a few items on the agenda and there is nothing at this point but there are usually things that come in last minute.

**Streets & Sidewalks:** Mr. Harper stated that there are two items on the agenda, and he believes that they will be having a committee meeting next week.

**Personnel:** Mr. Calfee stated that there is nothing on the agenda and no plans for a meeting next week.

**Community & Economic Development:** Ms. West stated that there is one thing on the agenda and nothing as of yet for the next committee meeting.

**Cemetery:** Mr. Moskun stated that Architect Jason Kentner came and presented several different things. He will also be at the next cemetery meeting which will be at the end of September. The other item that was discussed was the Township Trustees and City Council meeting that was proposed for later that month.

Mr. Kluge stated that he also attended the meeting with Mr. Kentner and said that the illustrations were interesting and offered to share them with Council.

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**First Reading of Ordinances:**

**ORDINANCE NO. 2020-075** AN ORDINANCE ACCEPTING A DONATION FOR THE RAVENNA CITY POLICE DEPARTMENT OF \$2,500.00 FROM AN ANONYMOUS DONOR, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the ordinance is as it reads.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-075 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2020-075 was adopted.

**ORDINANCE NO. 2020-076** AN ORDINANCE ACCEPTING A DONATION FOR THE RAVENNA CITY FIRE DEPARTMENT OF \$2,500.00 FROM AN ANONYMOUS DONOR, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the ordinance reflects the same as the previous ordinance.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-076 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2020-076 was adopted.

**ORDINANCE NO. 2020-077** AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE OHIO EMS GRANT AWARD IN THE SUM OF \$3,588.78 FROM THE OHIO DEPARTMENT OF PUBLIC SAFETY, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the ordinance was discussed in Committee and is as it states. Mr. Kluge stated that there was an attachment and it is a yearly grant.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Mr. Calfee- **All Ayes**
- Motion to pass Ordinance No. 2020-077 by Mr. Kairis, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2020-077 was adopted.

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**ORDINANCE NO. 2020-078** AN ORDINANCE TO TRANSFER \$6,708.00 FROM THE CAPITAL IMPROVEMENTS FUND TO THE WATER FUND, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the funds were used to repair sidewalks during the Hazen Ave. Water Project. The funds will be taken out of Capital Improvement and put back into the Water Fund.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-078 by Ms. West, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2020-078 was adopted.

**ORDINANCE NO. 2020-079** AN ORDINANCE APPROPRIATING THE SUM OF \$15,000.00 FROM THE GENERAL FUND TO INCREASE THE LIGHT MAINTENANCE LINE ITEM FOR TRAFFIC LIGHT MAINTENANCE, AND DECLARING AN EMERGENCY.

Mr. Harper stated that it is an addition \$15,000 appropriation for additional work that needed to be completed. He stated that he went over the list at the Committee meetings.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-079 by Ms. Michael, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2020-079 was adopted.

**ORDINANCE NO. 2020-080** AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE INSTALLATION OF THE NEW WATER METERS THROUGHOUT THE DISTRIBUTION SYSTEM, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the ordinance is to advertise for bids from various contractors for the meter purchase and installation project, adding that hopefully bids will be back within the next 4-6 weeks to proceed with the project.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-080 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2020-080 was adopted.

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**ORDINANCE NO. 2020-081** AN ORDINANCE AUTHORIZING THE CERTIFICATION OF DELINQUENT MOWING, AND WATER AND SEWER COLLECTION BILLS TO THE COUNTY AUDITOR IN ORDER TO ALLOW FOR THE PLACEMENT OF THE CERTIFIED AMOUNT ON THE REAL PROPERTY TAX LIST AND DUPLICATE AGAINST THE PROPERTY SERVED BY THE MOWING, AND/OR WATER AND SEWER CONNECTION COLLECTION SERVICES, AND DECLARING AN EMERGENCY.

Mr. Moskun explained that the mowing is for unkept yards, businesses that have not kept up their portion or City property. He stated that the water and sewer collections are for delinquent residential or commercial properties that have failed to pay their water bill and therefore will be turned over on their taxes.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-081 by Ms. West, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2020-081 was adopted.

**ORDINANCE NO. 2020-082** AN ORDINANCE APPROPRIATING THE SUM OF \$20,000.00 FROM THE WATER FUND TO INCREASE LINE 670.675.56801 FOR FIRE HYDRANT REPLACEMENT AND/OR REPAIRS, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the ordinance is to increase the fund for fire hydrants because there are several throughout the distribution system that are problematic. Mr. Kluge stated that Mr. Finney explained it well and in detail during the Committee meeting. Mr. Finney stated that the funds will be coming out of Distribution.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Moskun, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-082 by Mr. Kairis, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2020-082 was adopted.

**ORDINANCE NO. 2020-083** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH RODDAL D. MOORE OF ONE NATION FOR UMPIRE SOURCING AND SCHEDULING SERVICES FOR RAVENNA PARKS AND RECREATION SOFTBALL GAMES, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the ordinance is to get into an arrangement with the company so that they can provide umpires for the softball games coming up in the fall.

There being no further comments or questions.

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- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2020-083 by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2020-083 was adopted.

**ORDINANCE NO. 2020-084 AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR A GRANT THROUGH OHIO NORTH YOUTH SOCCER FOR THE RECREATIONAL SOCCER PROGRAM, AND DECLARING AN EMERGENCY.**

Mr. Kairis stated that it is a grant that provides up to 50% and up to \$500.00. He said that the City has a budget of \$1,000.00 for the program and if the grant is awarded then it will pay for half of the soccer program budget.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-084 by Mr. Harper, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2020-084 was adopted.

**ORDINANCE NO. 2020-085 AN ORDINANCE TO APPROPRIATE \$7,000.00 FOR THE APPRAISAL OF THE EMERALD LAKE RESERVE PROPERTY TO ASSIST IN THE APPLICATION OF 2 GRANTS TO GAIN THE ACQUISITION OF THE PROPERTY, AND DECLARING AN EMERGENCY.**

Mr. Kairis stated that the City has the opportunity, with the help of some grants, to raise some money to purchase the property, which is currently owed by R.R. Wellington. The \$7,000.00 is for the appraisal of the property which is a requirement of the grants. He stated that if the grants are successful then the City could acquire the property without any cost, adding that worst case scenario, the City doesn't get the grants or decides it doesn't want the property, then the City is out the money it has spent on the appraisal. It is time sensitive and the grants will be due either late August or early September.

Mr. Calfee stated that he has worked with EnviroScience on a project and he is familiar with them.

Ms. Wood explained that moving forward with acquiring and accepting the property will need more consideration and discussion due to the complexities of what can be done with the property. She also explained that she believed it would not score well on a grant application, adding that she was concerned with the limited timeframe that the grants are due.

Mr. Kairis clarified that it was an opportunity that came to the City, and it was not the City looking for park property.

Mr. Finney stated that he and Patrick Jeffers walked the property and found it to be in better condition than it was suspected, such as vehicles, dumped tires or visible party areas. He explained the natural features, along with the gas wells and a sanitary sewer pipe that runs underneath a pond.

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Mr. Kairis appreciated Ms. Woods input over her concerns for grant scoring and limited availability for park features, but felt it was worth looking into further. There is no comparable park within the City currently.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- Ms. Michael, Mr. Kairis, Mr. Calfee, Ms. West, Ms. Wood, Mr. Harper- **Ayes**, Mr. Moskun- **No**
- Motion to adopt emergency clause by Mr. Kairis, 2<sup>nd</sup> by Ms. Michael- Mr. Kairis, Ms. Michael, Mr. Calfee, Ms. West, Ms. Wood, Mr. Harper- **Ayes**, Mr. Moskun- **No**
- Motion to pass Ordinance No. 2020-085 by Ms. Michael, 2<sup>nd</sup> Mr. Calfee- Ms. Michael, Mr. Calfee, Ms. West, Mr. Kairis, Ms. Wood, Mr. Harper- **Ayes**, Mr. Moskun- **No**

Ordinance 2020-085 was adopted.

**ORDINANCE NO. 2020-086 AN ORDINANCE TO GRANT A VARIANCE WITH RIPARIAN AND WETLANDS SETBACKS FOR THE MENARDS PROJECT, AND DECLARING AN EMERGENCY**

Mr. Finney stated that the variance request is to build a gravel parking lot within the riparian setback as defined by the City's ordinances which grants City Council permission to grant a variance. It was his opinion that if a variance is granted that it will not directly affect the water species or wetland areas. Ms. West stated to clarify that it is needed to move forward with the Menards Project and Mr. Finney said yes. The variance is about 1 acre out of 65 acres that will be the project site.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-086 by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2020-086 was adopted.

**ORDINANCE NO. 2020-087 AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW A CONTRACT WITH QUALITY IP FOR INFORMATION TECHNOLOGY SERVICES, AND DECLARING AN EMERGENCY.**

Ms. Wood stated that it has been talked about numerous times and the Mayor has gotten it down to a one-year agreement. She said that there would have needed to be a 60-day notice to not renew the contract and that it will be a 1% increase from the prior contract.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Mr. Moskun, 2<sup>nd</sup> by Ms. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-087 by Ms. Michael, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2020-087 was adopted.

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**ORDINANCE NO. 2020-088** AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF NOT TO EXCEED \$4,050,000 OF BONDS, TO REFUND CERTAIN OUTSTANDING BONDS OF THE CITY WHICH WERE ISSUED TO PAY COSTS OF CONSTRUCTING AND INSTALLING A CITY-WIDE ENERGY CONSERVATION PROJECT, INCLUDING ANY NECESSARY APPURTENANCES THERETO, APPROVING AND AUTHORIZING RELATED MATTERS AND DECLARING AN EMERGENCY

Mr. Huff stated that the ordinance is taking advantage of the current economic times and there will be a lot of savings by refinancing the bonds. The current savings projection is between \$200,000-\$300,000.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-088 by Mr. Calfee, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2020-088 was adopted.

**ORDINANCE NO. 2020-089** AN ORDINANCE TO APPROPRIATE THE SPECIAL REVENUE FUNDS RECEIVED FROM THE CARES ACT FOR CORONAVIRUS RELIEF, AND DECLARING AN EMERGENCY.

Mr. Huff stated that the money has been received and a new fund was created to accept the money in the amount of \$333,711.73.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-089 by Ms. Michael, 2<sup>nd</sup> Mr. Harper- **All Ayes**

Ordinance 2020-089 was adopted.

**Second Reading of Ordinances:**

**ORDINANCE NO. 2020-065** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, TITLE EIGHT - PARKING; CHAPTER 452 - PARKING GENERALLY; SECTION 452.21 - PROHIBITED AND RESTRICTED PARKING AREAS; SUBSECTION (a) BY PROHIBITING PARKING ON BOTH SIDES OF HIGHLAND AVE. BETWEEN VINE STREET AND DIAMOND STREET AT ALL TIMES.

Mr. Kluge stated that the ordinance is something that Council has gone through and there is a public hearing scheduled for September 8<sup>th</sup>, 2020.

**Third Reading of Ordinances: None**



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**Old Business- None**

**New Business- None**

**Mayor's Remarks-** The Mayor stated that he went to a couple meetings the week prior. One meeting was at Portage Metropolitan Housing Authority (PMHA) where Dr. Ben Carson, U.S. Secretary of Housing and Urban Development, was visiting to do a round-table discussion. The local area was being recognized for a special program that they are running for foster kids that time out of foster homes. A new program was developed to help them avoid the possibility of becoming homeless. There were two young adults present that were taking advantage of the opportunity and filing out the needed paperwork, as well as finding employment. The Mayor wanted to recognize Pam Calhoun “for the fine job she does out there and helping with these kinds of programs that help people”.

The Mayor stated that Johnson Matthey, on Freedom St., is closing. They had bought out Catacel. They will officially close on October 2<sup>nd</sup> and will be totally closed by January 31, 2021. They are inviting a few people to go to a plant in Savannah, GA. The company does a lot of work with energy, and energy is not doing very well at the moment.

Another meeting that the Mayor attended was on Prospect St. sponsored by Black Lives Matter. It was a town hall meeting on the Ravenna schools and how they are going to open the schools. Mr. Harper stated that the School Board approved the reopening plan that evening, and it will be published on the website the next day.

Mr. Kluge stated that Council will be going into an executive session due to legal issues with the City. He added that for anyone watching, there will be no further votes and the only action taken after the session will be a motion to adjourn.

- Motion to go into executive session at 8:22 PM by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

Council went into Executive session to discuss legal issues.

- Motion to adjourn executive session at 9:36 PM by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

There being no further business, the meeting adjourned at 9:36 P.M.

The next Regular Council Meeting is scheduled for Tuesday, September 8<sup>th</sup>, 2020 at 7:00 P.M.

**ATTEST:**

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Clerk of Council

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Council President