



**Ravenna City Council
Regular Meeting Minutes
Monday October 5th, 2020 at 7:00 pm**

**The Regular Council Meeting was held via Zoom and was live streamed via YouTube:
<https://www.youtube.com/watch?v=xBANFKJj07Y&t=2773s>**

**The Regular Council Meeting was called to order at 7:00 P.M. October 5th, 2020 by
Council President, Andrew Kluge**

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, Jeff Wallis, Fire Chief, Geoff Cleveland; Service Director, Kay Dubinsky; Finance Director, Brian Huff; City Engineer, Bob Finney; Utility Supervisor, Mike Reynolds, Main Street Ravenna Architect, Jason Kentner; Main Street Ravenna Executive Director, Julie McLain, Main Street Ravenna Vice President, Todd Peetz, Main Street Ravenna Board Member, William Barber and Council Clerk; Chelsea Gregor

Approval of the Minutes:

- Motion to approve the September 8th Public Hearing minutes, September 8th Regular Council meeting minutes, and the September 29th Special Council meeting minutes by Ms. Wood, 2nd by Mr. Kairis- **All Ayes**

Communications- A letter from the Department of Commerce, Division of Liquor Control, notifying the Clerk of Council that all permits to sell alcoholic beverages in the City of Ravenna will expire on December 1st, 2020.

Delegations from the Public- Main Street Ravenna Architect Jason Kentner

Mr. Kluge introduced Mr. Kentner who joined Council via Zoom to give an update on the Downtown District Plan sponsored by Main Street Ravenna. Mr. Kentner stated that they will be hosting a Facebook live broadcast each Friday at noon for the next three weeks leading up to Main Street Ravenna's fundraising event at the Birdie Shack on Saturday October 24th. The videos will be recorded so that people can go back and watch them later. He also stated that there were a few events that were held at the old frame shop on Main St. that showcased the Downtown District Plan, adding that he is still hoping to get comments and feedback on the ideas and what residents are hoping to see happen.

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The plan is a four-part piece which includes a tree plan, local landmarks, placemaking and a bike plan. Mr. Kentner stated that the hope is to create a shared vision out of the different types of efforts that are currently being shown in downtown Ravenna. Mr. Kluge shared a slide show of before and after photos that showed potentially what different areas could look like, including how to incorporate the bike trail and to lead people into the downtown area. Things that would be included in that vision would be way finding signs and bike racks which would not compete with the historic and traditional look of downtown.

Another design plan would be to make sure that the parking areas downtown are inviting, multi-functional and safe, with the addition of landscaping.

Mr. Kentner stated that there are multiple possibilities for certain projects, such as bringing people up from the bike path into town, and with the hope that one move creates another.

Another possible idea would be to grind down asphalt on the streets to create exposed brick, stating that this is just another example of a concept and finding out if it is feasible.

Mr. Kentner spoke about possible grants to fund some of the projects, including the purchase of trees for use in the landscaping ideas. Regarding the various types of project possibilities, he stated that they are laying the groundwork for some very transformative proposals that could take place in downtown Ravenna.

Report of Officials: Council received the Report of Officials.

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

Report of Committees: Committee meetings start @ 5:30 PM 10/13/2020

Utilities: Mr. Moskun stated there is nothing for next week.

Information Systems (IS): Ms. Wood stated there was one item for that evening and then a meeting for next week is to be determined.

Planning: Mr. Kairis stated that there were three items for consideration for that evening and there will be a meeting for next Tuesday.

Committee of the Whole: Mr. Kluge stated that the next Committee of the Whole meeting is October 19th, 2020 at 7pm.

Public Health & Safety: Ms. Michael stated that there are a few items on the agenda, and she foresees a meeting for next week.

Streets & Sidewalks: Mr. Harper stated that there is one item for that evening, and he has not heard of anything for a meeting next week.

Personnel: Mr. Calfee stated that there will be a committee meeting for next week.

Community & Economic Development: Ms. West stated that as of right now there is nothing for next week.

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Cemetery: Mr. Moskun stated that Mr. Gabriel was given the okay to allocate \$3,700 for a Steiner lawn sweeper to help expedite picking up leaves. There will be \$10,000 taken out of the Schafer Fund to acquire trees through the tree planting program. Mr. Harper stated that they met with Jason Kentner last Wednesday in regard to shaping and redeveloping the back section of the cemetery, adding that they are getting close to being in agreement on how that is going to be laid out. Mr. Kluge stated that he will let everyone know about the joint meeting, but he has not heard back from the Township as of that day.

First Reading of Ordinances:

ORDINANCE NO. 2020-101 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT TO PURCHASE 3 NEW VEHICLES AND APPROPRIATING \$70,539.00 FROM THE CI (65-74) FUND FOR THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item is for the purchase, versus a lease, of new vehicles for the Police Department.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Michael, 2nd by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-101 by Ms. Michael, 2nd Ms. West- **All Ayes**

Ordinance 2020-101 was adopted.

ORDINANCE NO. 2020-102 AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR CHEMICALS REQUIRED FOR THE WATER AND WASTEWATER TREATMENT FOR THE CALENDAR YEAR 2021, PURSUANT TO SPECIFICATIONS NOW ON FILE IN THE MAYOR'S OFFICE, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that bids are taken each calendar year and that almost all the chemicals are required by the EPA for treatment processes of both departments.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Moskun, 2nd by Mr. Harper- **All Ayes**
- Motion to adopt emergency clause by Mr. Kairis, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2020-102 by Mr. Harper, 2nd Mr. Moskun- **All Ayes**

Ordinance 2020-102 was adopted.

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ORDINANCE NO. 2020-103 AN ORDINANCE APPROPRIATING THE SUM OF \$45,000.00 FROM THE SEWER FUND AND STORM SEWER FUND TO PURCHASE NEW SEWER CAMERAS AND ACCESSORIES, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the cameras are very essential to the operation of the Street Dept. to help diagnose different problems that do occur in the stormwater and sewer pipes.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Moskun, 2nd by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-103 by Mr. Harper, 2nd Mr. Kairis- **All Ayes**

Ordinance 2020-103 was adopted.

ORDINANCE NO. 2020-104 AN ORDINANCE APPROPRIATING THE SUM OF \$20,000.00 FROM THE CAPITAL IMPROVEMENT FUND (65-74) TO ACCOUNT 553.557.56485 FOR THE NECESSARY ROOF REPLACEMENT ON THE FIRE STATION BUILDING, AND DECLARING AN EMERGENCY.

Ms. Michael stated that there have been lengthy discussions on the topic and there is not much more to discuss, except to appropriate the money so that it can be fixed.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-104 by Ms. Wood, 2nd Ms. Michael- **All Ayes**

Ordinance 2020-104 was adopted.

ORDINANCE NO. 2020-105 AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR A FIRE/EMS GRANT THROUGH FIREHOUSE SUBS FOR THE PURCHASE OF MISCELLANEOUS FIRE/EMS EQUIPMENT IN THE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item is for a \$25,000 grant which was talked about in committee. There are no matching funds required.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2nd by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-105 by Ms. Michael, 2nd Ms. West- **All Ayes**

Ordinance 2020-105 was adopted.

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ORDINANCE NO. 2020-106 AN ORDINANCE APPROVING THE DONATION OF 8 HOLOPHANE STREETLIGHTS TO GROVE CITY, OHIO, AND DECLARING AN EMERGENCY.

Mr. Harper stated that Mr. Finney did a good job at explaining the story behind the lights. The item is a donation and there will be no cost to the City.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2nd by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2020-106 by Mr. Harper, 2nd Mr. Moskun- **All Ayes**

Ordinance 2020-106 was adopted.

ORDINANCE NO. 2020-107 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 the only stipulation for the \$500 grant is that it cannot pay for more than half the program and the budget is listed as \$1,000.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2020-107 by Mr. Calfee, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-107 was adopted.

ORDINANCE NO. 2020-108 AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR A GRANT THROUGH TARGET FOR THE RECREATIONAL SOCCER PROGRAM, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the grant is for \$1,000 and it will pay for coaches, referees and other miscellaneous things, adding that the Parks and Rec. Dept. has been successful in their grant applications which certainly helps to defer some of the costs. He wished them luck.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2020-108 by Mr. Calfee, 2nd Mr. Harper- **All Ayes**

Ordinance 2020-108 was adopted.

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ORDINANCE NO. 2020-109 AN ORDINANCE ACCEPTING A DONATION OF 300 SEED PACKETS FROM HOME DEPOT FOR USE IN THE PARKS & RECREATION DEPARTMENT, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the Parks & Rec. Dept. received 300 seed packets valued at approximately \$534.00.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2nd by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2nd by Mr. Harper- **All Ayes**
- Motion to pass Ordinance No. 2020-109 by Mr. Calfee, 2nd Ms. West- **All Ayes**

Ordinance 2020-109 was adopted.

ORDINANCE NO. 2020-110 AN ORDINANCE AMENDING ORDINANCE NO. 2020-034 BY AMENDING EXHIBIT "A" SECTION III – SERVICE DEPARTMENT, BY REVISING THE PERMANENT ADMIN CLERICAL PAY RANGE FROM RANGE 7 TO RANGE 12, AND APPROPRIATING \$612.00 TO FUND 101, FUND 220, FUND 670 AND FUND 677, AT A COMBINED TOTAL OF \$2,448.00, TO FULFILL THE FUNDS REQUIRED FOR PAYROLL, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that the ordinance is to revise the pay range for the Administrative Assistant that serves for the Mayor and the Service Director. It is changing the pay range from 7 to 12 and returning it to the level it was prior to 2016.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-110 by Mr. Harper, 2nd Mr. Kairis- **All Ayes**

Ordinance 2020-110 was adopted.

ORDINANCE NO. 2020-111 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH FERGUSON WATERWORKS FOR THE INSTALLATION, EQUIPMENT AND REPLACEMENT OF THE WATER METERS THROUGHOUT THE DISTRIBUTION SYSTEM, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the ordinance is to move the project forward and to purchase the meters from Ferguson Waterworks.

There being no further comments or questions.

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- Motion to waive three separate readings by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-111 by Ms. West, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-111 was adopted.

ORDINANCE NO. 2020-112 AN ORDINANCE TO APPROPRIATE AN AMOUNT NOT TO EXCEED \$10,000.00, AS ALLOCATED FROM THE ACCOUNTS AS SET FORTH ON EXHIBIT A, FOR THE PURCHASE OF CYBER INSURANCE FOR THE CITY'S INFORMATION TECHNOLOGY INFRASTRUCTURE, AND DECLARING AN EMERGENCY.

Mr. Huff stated that he did receive a few quotes for cyber insurance which was shared with Council. He said that there is still more paperwork to fill out and so the ordinance would just be allocating the money and would not be picking an insurance plan.

Ms. Wood asked if anyone on Council saw the report from Quality IP. They had sent out phishing emails to test employees and said that numerous departments opened the links, which she stated shows the risk that the City is in.

Mr. Huff stated that he will bring Mr. Hickey to the Committee meeting to discuss the plans.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-112 by Ms. Michael, 2nd Mr. Moskun- **All Ayes**

Ordinance 2020-112 was adopted.

ORDINANCE NO. 2020-113 AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF NOT TO EXCEED \$2,100,000 OF BONDS TO PAY COSTS OF ACQUIRING AND INSTALLING WATER METERS, INCLUDING ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY

Mr. Huff stated that Amanda Gordon is just getting the bids in now and so he does not have all the exact bids but would like the authorization to move forward.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-113 by Mr. Harper, 2nd Ms. Michael- **All Ayes**

Ordinance 2020-113 was adopted.

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ORDINANCE NO. 2020-114 AN ORDINANCE ACCEPTING A PROPOSAL PROVIDED BY LOVE INSURANCE AGENCY, A COPY OF WHICH IS ATTACHED HERETO AND MARKED EXHIBIT "A" FOR THE RENEWAL OF INSURANCE COVERAGE FOR THE PERIOD OF SEPTEMBER 14, 2020 THROUGH SEPTEMBER 14, 2021, AND DECLARING AN EMERGENCY.

Mr. Huff stated that the item was talked about in Committee and there have been no additional changes, adding that the item is a renewal.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-114 by Ms. Michael, 2nd Mr. Moskun- **All Ayes**

Ordinance 2020-114 was adopted.

ORDINANCE NO. 2020-115 AN ORDINANCE ADJUSTING THE 2020 ESTIMATED REVENUES AND APPROPRIATIONS AS DETAILED IN SCHEDULE "A", AND DECLARING AN EMERGENCY.

Mr. Huff stated that the item is an annual event that the Finance Dept. does to ensure the appropriate revenues and expenditures in all the funds. The ordinance will amend the yearly budget, adding that the Finance Dept. works with the other Dept. Heads to figure out what budgets need to be increased or decreased. He stated that the second round of cares money is \$166,856 and the \$4 Million from the Honeywell refinancing were put into there.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Calfee- **All Ayes**
- Motion to pass Ordinance No. 2020-115 by Mr. Calfee, 2nd Mr. Moskun- **All Ayes**

Ordinance 2020-115 was adopted.

ORDINANCE NO. 2020-117 AN ORDINANCE APPROPRIATING THE SUM OF \$787.79 FOR THE CITY'S JULY UNEMPLOYMENT LIABILITY OBLIGATION BASED ON THE NOTICE OF BENEFITS PAID BY THE STATE OF OHIO, AND DECLARING AN EMERGENCY.

Mr. Huff stated that there are a few Parks and Rec. employees still on unemployment. Mr. Kluge asked if there might be more of these and Mr. Huff stated that he was unsure and that he would investigate it.

There being no further comments or questions.

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- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2020-117 by Mr. Kairis, 2nd Ms. West- **All Ayes**

Ordinance 2020-117 was adopted.

ORDINANCE NO. 2020-118 AN ORDINANCE APPROVING THE TRANSFERS AND ADVANCES FOR THE MONTH OF AUGUST 2020 LISTED ON EXHIBIT “A” ATTACHED HERETO, AND DECLARING AN EMERGENCY.

Mr. Huff stated that the ordinance is to cover an advance until the City gets the EMS grant. It will come from the General Fund to the EMS Fund, and then it will be returned as soon as the grant money comes in.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-118 by Mr. Harper, 2nd Ms. West- **All Ayes**

Ordinance 2020-118 was adopted.

RESOLUTION NO. 2020-119 A RESOLUTION ENDORSING THE RENEWAL OF THE 1.5 MIL FIVE YEAR LEVY TO BE PLACED ON THE BALLOT ON NOVEMBER 3, 2020 BY THE REED MEMORIAL LIBRARY, AND DECLARING AN EMERGENCY.

Mr. Kluge stated that he appreciated Council allowing the resolution to be added late, adding that it is a renewal.

There being no further comments or questions.

- Motion to pass Ordinance No. 2020-119 by Ms. Wood, 2nd Ms. Michael- **All Ayes**

Resolution 2020-119 was passed

Second Reading of Ordinances: None

Third Reading of Ordinances: None

Old Business- None

New Business- None

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Mayor's Remarks-

The Mayor commended Mr. West and Mr. Cole for their hard work on the Menards project. The agreement should be signed soon.

There was a ribbon cutting on Saturday that the Mayor attended for a new barbershop in downtown Ravenna where Downtown Betty's used to be.

He stated that there will be an event at City Park for Halloween in which people will have a scheduled time to drive through and pick up their candy, adding that it will replace the downtown trick or treating event. There will also be door-to-door trick-or-treating from 3-5pm on October 31st. Masks and social distancing are still being recommended.

Mr. Cimino told to Mr. Kluge that he would like to address Council in an Executive Session for discussion of a legal matter.

- Motion to go into Executive Session at 8:41 pm by Mr. Moskun, 2nd by Ms. Michael-
All Ayes

Council went into Executive Session to discuss a pending legal matter.

- Motion to come out of Executive Session at 8:49pm by Mr. Kairis, 2nd by Ms. Wood-
All Ayes

There being no further business, the meeting adjourned at 8:49 P.M.

The next Regular Council Meeting is scheduled for Monday November 2nd, 2020 at 7:00 P.M.

ATTEST:

Clerk of Council

Council President