



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
October 19th, 2020 at 7:00pm**

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=iA34aCyWOho&t=259s>

The Committee of the Whole Meeting was called to order at 7:03 P.M. by Council President, Andrew Kluge.

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

Also attending the meeting via Zoom: Mayor Seman; Police Chief, Jeff Wallis; Fire Chief, Geoffrey Cleveland; Finance Director, Brian Huff; City Engineer, Bob Finney; and Council Clerk, Chelsea Gregor

The first item on the agenda was to approve the Committee of the Whole meeting minutes from September 21st, 2020.

- Motion to approve the September 21st, 2020 Committee of the Whole minutes by Mr. Kairis, 2nd by Ms. West- **All Ayes**

The second item was an ordinance authorizing an MOU between the City and the Patrolman & Dispatch Clerk Union.

Ms. Michaels stated that the MOU was talked about in Committee and it is to help some of the City's new hirers so that it does not cause a hardship when they have to purchase their uniforms upon hiring. There will be a Special Council Meeting held regarding the MOU.

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

The third item was an ordinance to accept, record and appropriate an awarded ODNR Outdoor Discovery Grant.

Mr. Kairis stated that the Parks and Rec. Dept. was awarded a grant from ODNR for archery and there is a 25% matching fund.

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

The fourth item was a resolution of support to spend the Jack Schafer endowment for the cemetery.

Mr. Kairis stated that the resolution is currently being drafted.

The Mayor said that he is hoping to be back in a day or two regarding that.

Mr. Kairis stated that the resolution is to support the endowment that Jack Schafer provided for use in Maple Grove Cemetery.

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

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The fifth item was an ordinance to authorize and MOU between the City and the Township on the management of the Jack Schafer endowment.

Mr. Kairis said that there will be a MOU that is currently being drafted and that there is a prioritized list of some of the ideas on how to spend the endowment money. He stated that the MOU will be articulating how the money will be spent according to the chart that was given to Council.

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

The sixth item was an ordinance to approve the purchase of cyber insurance for City computers.

Ms. Wood stated that the item was talked about in Committee and a quote was received from Love Insurance. The At-bay quote was \$7,128, plus a \$250 broker fee, which was the best cost out of all the quotes that were received.

She also stated that the City is waiting on more information on the at-risk prevention program, but Quality IP was unable to attend the meeting.

Mr. Huff stated that he shared an email from Mr. Hickey, from Love Insurance, which was a detailed analysis of the two main proposals. He said that from his reading of the email it is more advantageous to go with At-bay Insurance, Inc.

Mr. Kairis asked if the actual quote will be available for the November Council meeting and Mr. Huff stated that he would work with Mr. Hickey to get the quote.

Mr. Kairis inquired about the software and the training being split out from Quality IP that was discussed at the Committee meeting.

Ms. Wood stated that the training, which was at \$4.00, can be taken off and the \$2.00 per employee can be kept as long as the City has at least 139 users, adding that if the City drops below 139 users the price goes up.

Mr. Huff stated that Quality IP wanted to look at the questionnaire to see if there were other weaknesses that should be addressed and therefore there might be more options.

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

The seventh item was an ordinance to authorize the Mayor to accept the 3rd Federal CARES Act Coronavirus Relief distribution of \$409,402.09 and appropriate funds.

Mr. Huff stated that the money has already been received which brings the grand total of CARES money received to \$909,969.59. He has been working with the Mayor and the auditors to make sure the money is spent appropriately.

Ms. Michaels asked if any of the money could be used in the Parks and Rec. Dept. since it took a huge loss with not being able to host a lot of their programs that help to fund the Parks and Rec. Dept.

Mr. Huff stated that the best way to use the money is for Safety Forces because it specifically spells out in the grant that it allows for that, adding that it will help with the income tax losses and the General Fund. He said that there is a possibility of doing a one-time transfer from the General Fund to help support the Parks and Rec. program.

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

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The eighth item was an ordinance to appropriate \$345,183.00 from fund 407.407.59670 to fund 670.000.49407.

Mr. Huff stated that a few years back the City had to borrow some money internally for the Enterprise Parkway project. The project was refinanced this year and is now being paid back to the Water Fund for the project.

The Mayor inquired as to why the money was not paid back since it was an assessment, and the money was received.

Mr. Huff stated that the entire project was paid for when the project was done. They do receive assessments, but it is over the course of a period of time so that the money trickles in over the years to pay the debt off. Some of the money has been paid back to the Water Fund, but since the City was able to refinance the debt the entire balance is being paid back.

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

The ninth item was the approval of the September 2020 accounting transactions. (Advances and Transfers)

Mr. Huff stated that these were advances going from a grant fund back to the General Fund. As the money comes in it goes back to the General Fund.

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

There being no further business before Council, the meeting adjourned at 7:25pm

ATTEST:

Clerk of Council

Council President