



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
September 21<sup>st</sup>, 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=FUoYkjz5Eto>**

**The Committee of the Whole Meeting was called to order at 7:02 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; Acting Fire Captain, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Utility Billing Supervisor, Mike Reynolds and Council Clerk, Chelsea Gregor

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from August 17<sup>th</sup>, 2020.**

- Motion to approve the August 17<sup>th</sup>, 2020 Committee of the Whole minutes by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**

**The second item was an ordinance authorizing the Mayor to enter into an agreement with Ferguson Waterworks.**

Mr. Reynolds stated that Ferguson Waterworks was chosen as they met all the bid specifications without any deviation. All the bids were looked at, nothing was thrown out just because it did not meet bid specs, but he felt that some of the areas that the other companies deviated from were very important. Mr. Reynolds stated that he felt that Ferguson was the best choice for the City. He also sent out a summary of all the bids and his reasoning why Ferguson was chosen. Mr. Calfee stated that he was unable to look through the information prior to the meeting. Mr. Reynolds stated that Ferguson uses a licensed radio frequency which is able to penetrate obstructions better than the 900 range that everyone else used, and it also tends to broadcast further which will ensure better quality meter reads, data alerts and data logging information. Another important specification that only Ferguson met was a 1.5-watt minimum transmitter on the meters which they exceeded by having a 2-watt antenna. Mr. Reynolds stated that another specification was that the meter interface unit was enclosed in the meter head itself, which he feels is a very important standard. He also requested that the company could adapt some of the City's larger meters, such as the six-inch meters, with a new broadcasting antenna explaining that some of the meters are less than a year old and are very expensive.

Mr. Kluge stated that the information about the bids were just received that day and asked if the Mayor could explain why to consider moving it to ordinance now instead of November. Mayor Seman stated that the interest rates are very low right now and it is uncertain what will happen between now and the election, adding that it would be better to lock in the rates now.

Mr. Kairis stated to verify that the financing bond on the agenda would be for 10 years and Mr. Reynolds stated that the meters should last at least 12 years. It is the same brand meter that the City already has, but it will read meters differently. Ferguson is proposing putting the base

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station that will read the meters at City Park, and there will be a few repeaters that will repeat information that is further than two miles away from City Park Tower.

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

**The third item was an ordinance to advertise for chemicals for the water and wastewater plants.**

Mr. Moskun stated that the item is done every year, but it has to go to a vendor to get the chemicals for the processing of the potable water and wastewater for both departments. This is something that needs to be done quite soon, adding that there is quite a list of chemicals to treat both types of water.

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

**The fourth item was an ordinance to appropriate \$45,000 to purchase new sewer cameras.**

Mr. Moskun stated that the item is for two cameras which are a very important part of the process in distribution. The cameras are an important component in figuring out if a pipe is not flowing properly and can show exactly where and what is causing the issue. He stated that he would very highly recommend the item, adding that the cameras are used for storm drains also.

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

**The fifth item was an ordinance to purchase Police SUV's instead of leasing.**

Ms. Michael stated that it was talked about in Committee. It is something new compared to how the City used to purchase in the past and it will be a cost savings.

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

**The sixth item was an ordinance to apply for a Fire/EMS Grant through Firehouse Subs.**

Ms. Michael stated that the item is for a \$25,000 grant with no match. Captain Chapple is trying to put in for extrication equipment for their new vehicle which would help offset some of the money that they already have to build the fire engine.

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

**The seventh item was an ordinance to appropriate \$20,000 from the CI Fund to replace the decking on the Fire Station roof.**

Ms. Michael stated that the item has been discussed for a while and felt it was a good idea to fix the roof. It is a project that Captain Chapple has been working on and he wants to get it fixed before wintertime comes. The item is a full replacement of the Fire Station roof.

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

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**The eighth item was an ordinance to approve the donation of 8 Holophane streetlights to Grove City.**

Mr. Harper stated that it is a donation, there is no cost to the City for the lights and Grove City can use them since they have the same lights.

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

**The ninth item was an ordinance to apply for a \$500 grant through Ohio North Youth Soccer program.**

Mr. Kairis clarified that there was some confusion at the Committee meeting. There are two separate grants, one for Target and one for the Ohio North Youth Soccer, which is for \$500 dollars and is a 50% matching grant.

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

**The tenth item was an ordinance to apply for a \$1,000 grant through Target for the soccer program.**

Mr. Kairis stated that the item is a \$1,000 grant which is a 50/50 match, adding that the Parks and Rec. Dept. has been successful in getting grants this year.

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

**The eleventh item was an ordinance to accept a donation of 300 seed packets from Home Depot.**

Mr. Kairis stated that Home Depot has given the Parks and Rec. Dept. seeds in the past and with programs they have been planted throughout the City. The estimated value is about \$534.00.

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

**The twelfth item was an ordinance to change the current pay range for the Administrative Assistant position.**

Mr. Calfee stated that the position is the Administrative Assistant to the Mayor and the Service Director. It has been at pay range 12 up until two years ago and the ordinance would be restoring it to the level that it had been in the past.

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

**The thirteenth item was an ordinance to approve the purchase of Cyber insurance for City computers.**

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Ms. Wood stated that previously the City has never had additional cyber coverage. It was discussed at Committee some of the things that it would cover. Mr. Huff received a questionnaire from Love Insurance and sent it over to Quality IP to fill out which will help determine the right coverage for the City, but he has not heard back. Council had reservations with moving the item forward since a quote and coverage was not available yet to discuss before the next Council meeting. Ms. Wood stated to move it forward adding that Council can then table the item if enough information is not available at the next regular Council meeting.

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

Mr. Kairis noticed that the renewal for Love Insurance was missing on the agenda.

- Motion to amend the agenda to add the renewal of Love Insurance by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

A roll call vote was taken for the amendment.

**The fourteenth item was an ordinance to approve the renewal of Love insurance.**

The item was discussed at the Committee meeting and Council was given the insurance renewal paperwork.

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

**The fifteenth item was an ordinance to authorize the issuance and sale of, not to exceed, \$2,100,000 of bonds.**

Mr. Huff stated that the bond is to get financing for the water meter replacement project, adding that the 2.1 Million is not a set amount, but is a maximum, not to exceed amount that has to be set. The bond is for 10 years and is well within the life of the water meters. Mr. Moskun asked what the rate is, and Mr. Huff stated that Amanda Gordon, from the Bond Counsel, will check around to different banks to find the best rate.

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

**The sixteenth item was an ordinance for adjustments to estimated revenue and appropriations.**

Mr. Huff stated that each year the Finance Dept. does a clean up of the different lines of appropriations that need to be adjusted from the annual budget.

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

**The seventeenth item was an ordinance accepting the amounts and rates determined by the Portage County Budget Commission and authorizing necessary tax levies.**

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Mr. Huff stated that the ordinance is a compliance that the City needs to do for the County and is done each year at this time.

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

**The eighteenth item was an ordinance to appropriate the sum of \$787.79 for the City's August 2020 unemployment benefits.**

Mr. Huff stated that the appropriation amount has dropped down as people are no longer on unemployment. The State has been giving the City a partial credit for some of unemployment benefits so the amount has come down significantly, adding that the City should be getting reimbursed out of the CARES grant money for the benefits paid.

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

**The nineteenth item was approval of August 2020 accounting transactions (Advances and Transfers).**

Mr. Huff stated that the item is an advance from the General Fund to the EMS Fund which will get returned as soon as the grant dollars come in.

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

**There being no further business before Council, the meeting adjourned at 7:40pm**

**ATTEST:**

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**Clerk of Council**

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**Council President**