



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
November 23rd, 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=9zBdIupfEDQ>

The Committee of the Whole Meeting was called to order at 7:00 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; Law Director, Frank Cimino, Police Chief, Jeff Wallis; Fire Chief, Geoffrey Cleveland; Fire Captain, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky, Quality IP, Jeffrey Darby; Quality IP, Katie Mazanek and Council Clerk, Chelsea Gregor

The first item on the agenda was to approve the Committee of the Whole meeting minutes from October 19th, 2020.

- Motion to approve the October 19th, 2020 Committee of the Whole minutes by Ms. Wood, 2nd by Ms. Michael- **All Ayes**

The second item was a presentation by Jeffrey Darby from Quality IP to discuss Managed Security.

Mr. Darby and Ms. Mazanek, from Quality IP, joined Council to discuss cyber security and different options that are available for purchase to help keep the City safe from cyber-attacks. An option that Council considered was the Advanced Threat Protection which was a cost of \$2 per month per email account. The Microsoft program would be upgraded to scan emails before they go into the inbox and would put them in the junk or spam folder to reduce the danger of malicious emails. Mr. Darby discussed the Security Awareness Training that would be \$4 per month per user and includes phishing emails and educational videos on how to spot suspicious emails. The topic of what videos, how long and how watching videos would be enforced was discussed to inform City personnel on email security.

- The item was for discussion

The third item was an ordinance to approve the purchase of Managed Security.

Ms. Wood stated that the \$2.00 security option will scan emails before they are received reducing the chance that a malicious email is opened. Council discussed the \$2 and \$4 email security options and what is needed since the City has acquired cyber insurance. Council agreed to move forward with the \$2 Advanced Threat Protection and hold off on the \$4 Security Awareness Training. The cost would be \$3,600 a year for a total of 150 emails.

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

Committee of the Whole Meeting Minutes
November 23, 2020
Page Two (2).

The fourth item was to approve a contract with Gary Bishop for IT consultation.

Ms. Wood stated that Mr. Bishop would consult as needed and that he can provide experience and knowledge in dealing with technical IT issues or anything that is suggested from Quality IP. He can be the in-between person to help explain IT situations or provide his professional opinion. He will consult on an hourly basis with no retainer fee with a not-to-exceed amount. The amount for 2021 is \$15,000 and \$1,500 for December 2020, which Mr. Huff added can be adjusted if Council would like to change it. The rate discussed was \$100.00 per hour in 15-minute increments.

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

The fifth item was an ordinance to appropriate \$29,000 of Capital Improvement funds to a new account for rescue equipment for the new fire engine.

Ms. Michael stated that the item was talked about in Committee and the money was originally budgeted for another Fire Dept. item, but less was spent than anticipated. The Fire Dept. needs new rescue tools for the new fire truck and would like to use the money that was left over.

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

The sixth item was an ordinance to accept the Charleston Township subgrant agreement.

Ms. Michael stated that Charleston Township would like to appropriate their left-over CARES Act money to the City. Mr. Huff stated that the money will then go to Police, Fire and Dispatch.

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

The seventh item was an ordinance to approve the annual codified ordinance update.

Mr. Kairis stated that the item is an annual housekeeping item to make sure all the ordinance changes that have been made over the year get put into place.

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

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

Mr. Kairis stated that the MOU has been updated and it includes that the payment of invoices does not exceed the bequest amount of \$100,000.

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

The ninth item was an ordinance authorizing the Mayor to enter into an agreement with ODOT for street resurfacing.

Mr. Harper stated that the item is for the resurfacing of Diamond St. from Mill Rd. to Summit, and then Mill Rd. from Sycamore to Diamond. It was originally scheduled to be done in 2023, but due to the state contributing \$268,000 the project is now scheduled for the spring of 2021. The City's 34% share will come out of the paving fund and will also include ADA acceptable ramps as needed for the sidewalks. The total project is approximately \$408,000.

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

Committee of the Whole Meeting Minutes
November 23, 2020
Page Three (3).

The tenth item was an ordinance authorizing the Mayor to submit an application for OPWC funding for the Zeta, Hillcrest and Spruce water line project.

Mr. Moskun stated that the waterlines and fire hydrants will be replaced next year on those streets. He stated that the water pressure will increase for the hydrants due to the current corrosion of the water lines and the inefficiency of some of the current hydrants.

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

The eleventh item was an ordinance authorizing the Mayor to sign a sludge hauling contract.

Mr. Moskun stated that the item is a contract to haul the sludge from the wastewater treatment plant using the same carrier that has been used in the past with the only difference being that the price will go up by \$0.02-\$0.03 per ton. Sludge removal is a requirement, and the frequency of removal varies.

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

The twelfth item was an ordinance to appropriate \$48,500 for debris removal at 645 Chestnut St.

Ms. West stated that the building was boarded up earlier in the year for safety reasons. She went on a tour of the building with Mr. Kluge and Mr. West and was shocked at the amount of debris left in the building. The Economic Development Director, Mr. West said that he only received one quote and that others looked at the debris removal project and declined to give a quote. In order to demolish the building, the debris inside must be safely removed. The company that will be demolishing the building will be upcycling the bricks, wood and furniture which will be repurposed. Ms. West stated that there are too many ways for people to get hurt or burn things in the building.

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

The thirteenth item was an ordinance to approve and appropriate \$10,313 for Authority Requisition Routing.

Mr. Huff stated that he wanted to move forward on the item and get it going as soon as possible so he added it to the Special meeting. He stated that Finance has discussed moving to this program, but it has never done so. It is a program that will do department requisitions electronically instead of passing paper around department to department, which he stated many other government entities have been using. Mr. Huff stated that there will be updates each year costing roughly \$600-\$700 and the software works in conjunction with existing software that the Finance Dept. has.

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

**Committee of the Whole Meeting Minutes
November 23, 2020
Page Four (4).**

The fourteenth item was an ordinance to approve the adjustment to the 2020 payroll as needed.

Mr. Huff stated that he will get the official adjustment schedule that week. He stated that it is for anything that was not budgeted for correctly or anything that could create a negative line.

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

The fifteenth item was an ordinance to approve adjustment for negative lines to appropriations.

Mr. Huff stated that the item is similar to the last item and that it is for non-payroll items throughout the year, adding that it is a clean up that will take care a lot of different lines.

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

The sixteenth item was the approval of the October 2020 accounting transactions. (Advances and Transfers)

Mr. Huff stated that the transactions were for debt payments, such as the Honeywell debt.

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

There being no further business before Council, the meeting adjourned at 8:36 pm

ATTEST:

Clerk of Council

Council President