



**Ravenna City Council
Regular Meeting Minutes
Monday December 7th, 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=zs314ug7OOo>

The Regular Council Meeting was called to order at 7:00 P.M. December 7th, 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, Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky, and Council Clerk; Chelsea Gregor

Approval of the Minutes:

- Motion to approve the November 2nd Regular Council meeting minutes by Mr. Harper, 2nd by Mr. Moskun- **All Ayes**

Communications- None

Delegations from the Public- None

Report of Officials: Council received the Report of Officials.

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

Report of Committees: Committee meetings start @ 5:30 PM 12/14/2020

Utilities: Mr. Moskun stated there will be nothing on next week's agenda.

Information Systems (IS): Ms. Wood stated there is nothing for next week but that could change.

Planning: Mr. Kairis stated that there are two items on the agenda for that evening and nothing for next week.

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Committee of the Whole: Mr. Kluge stated that the next Committee of the Whole meeting is December 21st, 2020 at 7:00 pm.

Public Health & Safety: Ms. Michael stated that there are two items on the agenda and is unsure about any items for next week. She stated that she received an email from Outreach Coordinator Erin Lemmon who would like to schedule a meeting to discuss the homeless situation in the City with winter approaching. Ms. Michael stated that it would be via Zoom.

Streets & Sidewalks: Mr. Harper stated that there is one item for that evening, and he has nothing on the agenda for next week.

Personnel: Mr. Calfee stated that there is nothing for the Committee meeting next week.

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

Cemetery: Mr. Moskun stated that there is concern regarding the finances for the cemetery and something needs to be done to get out of the red and to then come up with a long-term strategy to keep them in the black. He stated that the Township would like to raise their deductible to \$5,500 and to eliminate all the part-time employees, which he added is not feasible. Money has been taken out of the surplus but there has not been an increase in the budget for over 20 years. Mr. Harper stated that the proposed budget for 2021 was about \$82,000 short of being a balanced budget, adding that they are working on figuring those number out. Mr. Harper stated that all the leaves are cleaned up at the cemetery.

First Reading of Ordinances:

ORDINANCE NO. 2020-057 AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT SECTIONS OF THE CODIFIED ORDINANCES; PROVIDING FOR THE ADOPTION OF NEW MATTER IN THE UPDATED AND REVISED CODIFIED ORDINANCES; PROVIDING FOR THE PUBLICATION OF SUCH NEW MATTER; REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH; AND DECLARING AN EMERGENCY.

Mr. Karis stated that the ordinance is a housekeeping item to approve changes as ordinances get passed, modified, or repealed.

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 Ms. Michael, 2nd by Mr. Calfee- **All Ayes**
- Motion to pass Ordinance No. 2020-057 by Ms. Wood, 2nd Ms. Michael- **All Ayes**

Ordinance 2020-057 was adopted.

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ORDINANCE NO. 2020-129 AN ORDINANCE APPROPRIATING \$3,600.00 FROM FUND 101 FOR THE PURCHASE OF AN UPGRADED MICROSOFT PROGRAM, PER THE RECOMMENDATION OF QUALITY IP, AND DECLARING AN EMERGENCY.

Ms. Wood stated that the ordinance is for the Advanced Scan Protection on City emails at a cost of \$2 per user.

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. Kairis, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2020-129 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-129 was adopted.

ORDINANCE NO. 2020-130 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH GARY BISHOP FOR IT CONSULTATION SERVICES AND APPROPRIATING \$16,500.00 FROM FUND 101, AND DECLARING AN EMERGENCY.

Ms. Wood stated that it has been discussed over several months and it is to hire someone as a consultant on an as needed basis which has the expertise to help Council.

Mr. Calfee asked who the gatekeeper would be to contact Mr. Bishop about projects. It was discussed that it would be either the Mayor, Mr. Huff or Ms. Dubinsky. An administrative decision would be made by Department Head before contacting Mr. Bishop.

Mr. Bishop will start once the ordinance is passed and the contract is signed.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-130 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-130 was adopted.

ORDINANCE NO. 2020-131 AN ORDINANCE TO RE-APPROPRIATE \$29,000.00 FOR THE PURCHASE OF BATTERY POWERED RESCUE EQUIPMENT FROM ACCOUNT 553 FOR THE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item was discussed, and the money had already been appropriated for another purchase. The \$29,000 was unused and so the Fire Department is asking to re-appropriate the money for the purchase of battery powered rescue equipment.

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. West, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2020-131 by Ms. Michael, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-131 was adopted.

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ORDINANCE NO. 2020-132 AN ORDINANCE TO ACCEPT AND APPROPRIATE A SUBGRANT AWARD FROM CHARLESTOWN TOWNSHIP IN THE SUM OF \$10,000, AND DECLARING AN EMERGENCY.

Ms. Michael stated that Charlestown Township was unable to use all the CARES Act money that they received and wanted to donate the remainder to the City since it provides dispatch services.

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. Harper, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-132 by Ms. Michael, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-132 was adopted.

ORDINANCE NO. 2020-133 AN ORDINANCE APPROVING A MEMORANDUM OF UNDERSTANDING REGARDING THE MANAGEMENT OF MONIES FROM THE JACK W. SCHAFFER TRUST, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the MOU defines the City as the fund holder who pays the invoices for purchases for the cemetery as defined on the project list. In addition, it states that the City will pay up to the \$100,000 that was donated.

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 Ms. Wood, 2nd by Mr. Calfee- **All Ayes**
- Motion to pass Ordinance No. 2020-133 by Mr. Michael, 2nd Mr. Harper- **All Ayes**

Ordinance 2020-133 was adopted.

ORDINANCE NO. 2020-134 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION ACCEPTING REQUIREMENTS ASSOCIATED WITH FEDERAL FUNDING FOR RESURFACING S. DIAMOND ST. AND MILL RD. , AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item has been discussed in detail and that the grant also includes the striping of the roadway after it has been resurfaced.

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. West, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2020-134 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-134 was adopted.

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ORDINANCE NO. 2020-135 AN ORDINANCE AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION FOR OHIO PUBLIC WORKS COMMISSION FUNDING (OPWC) FOR THE HILLCREST, ZETA, AND SPRUCE WATER LINE PROJECT, FURTHER AUTHORIZING THE MAYOR, IN THE EVENT THE APPLICATION IS APPROVED, TO AGREE TO PARTICIPATING IN FUNDING OF THE CITY'S LOCAL SHARE FOR THE SUBJECT OPWC PROJECT, AND DECLARING AN EMERGENCY.

Mr. Moskun added that the hydrants on those streets will be replaced as well and that will help with water pressure where it is bad along those areas.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Mr. Harper- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Mr. Michael- **All Ayes**
- Motion to pass Ordinance No. 2020-135 by Ms. Wood, 2nd Mr. Moskun- **All Ayes**

Ordinance 2020-135 was adopted.

ORDINANCE NO. 2020-136 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH AGRI-SLUDGE, INC. FOR REMOVAL OF SLUDGE FROM THE WASTEWATER TREATMENT PLANT, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that it is the same company that the City has used in the past and that the price will go up \$0.02-\$0.03 per ton.

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 Mr. Kairis, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-136 by Ms. Wood, 2nd Ms. West- **All Ayes**

Ordinance 2020-136 was adopted.

ORDINANCE NO. 2020-137 AN ORDINANCE ADJUSTING THE PAYROLL AND PAYROLL RELATED APPROPRIATIONS AS NEEDED, AND DECLARING AN EMERGENCY.

Mr. Huff stated that the main changes are mostly related to the funding that was received from the CARES Act which can be seen in the Dispatch, Police and Fire salary lines. That is due to the CARES funds being used for those line items.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2020-137 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2020-137 was adopted.

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ORDINANCE NO. 2020-138 AN ORDINANCE ADJUSTING THE 2020 ESTIMATED REVENUES AND APPROPRIATIONS AS DETAILED IN SCHEDULE "A", AND DECLARING AN EMERGENCY.

Mr. Huff stated that it is a yearly exercise that Finance does where they go through actual expenditures versus the budget and pick out items that need to be cleaned up.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Kairis, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2020-138 by Ms. West, 2nd Mr. Harper- **All Ayes**

Ordinance 2020-138 was adopted.

ORDINANCE NO. 2020-139 AN ORDINANCE APPROVING THE TRANSFERS AND ADVANCES FOR THE MONTH OF OCTOBER 2020 LISTED ON EXHIBIT "A" ATTACHED HERETO, AND DECLARING AN EMERGENCY.

Mr. Huff stated that it is done twice a year for debt payments. It is moved from the Capital Fund to the debt payment fund.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2020-139 by Ms. Wood, 2nd Ms. Michael- **All Ayes**

Ordinance 2020-139 was adopted.

Second Reading of Ordinances: None

Third Reading of Ordinances: None

Old Business- Mr. Kairis stated that the Parks and Rec Dept. was awarded one of the two soccer grants which was for \$1,000 from Target.

New Business- None

Mayor's Remarks- The Mayor stated that there are 257 households that are currently registered with the Portage County Health Dept. as being Covid-19 positive, which is an increase from 8 households 3 months ago. It was a record setting month with 67 Covid incidents and 17 Covid positive related calls, adding that the City's first responders are in the thick of it and go through a lot of stress and need to be appreciated.

The Mayor stated that the Fire Station is outdated, and Acting Chief Chapple has been putting up barriers to help with sleeping arrangements, but it is hard for them to keep socially distanced and wear masks all the time in that type of situation.

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645 Chestnut St. is all cleared out for demolition except the third floor. Ohio Edison still needs to come out and take down three power lines that go to a pole that is on the property. Mr. West has been working on an MOU and had a meeting with the gentlemen who are in the process of planning on taking down the building. The purpose of the MOU is to be sure that when they start the demolition, they finish it. The Mayor stated that he believes that the City has all the permissions that is needed, and Mr. Cimino was going to check into that.

There will be an end of year meeting to wrap up items at 9:00am December 31st.

The Mayor has a meeting scheduled with Trustee Mr. Gibson, Mr. Cimino and Mr. Huff. They will only be discussing the tightness of the cemetery budget.

The lighting of the Christmas tree was a week prior with only about a dozen people in attendance. It was requested that people watch the lighting virtually instead of in person.

The Law Director requested an executive session to discuss legal matters.

- Motion to go into Executive Session at 7:50 pm by Ms. Wood, 2nd by Ms. West- **All Ayes**

Council went into Executive Session to discuss legal matters.

- Motion to come out of Executive Session at 8:01pm by Ms. Wood, 2nd by Ms. Michael- **All Ayes**
- Motion to adjourn by Ms. West, 2nd by Ms. Michael- **All Ayes**

There being no further business, the meeting adjourned at 8:02 P.M.

The next Regular Council Meeting is scheduled for Monday January 4th, 2020 at 7:00 P.M.

ATTEST:

Clerk of Council

Council President