



**Ravenna City Council
Regular Meeting Minutes
Monday January 4th, 2021 at 7:00 pm**

The Regular Council Meeting was held via Zoom and was live streamed via YouTube:
<https://www.youtube.com/watch?v=dTQCBL5zAho&t=1042s>

The Regular Council Meeting was called to order at 7:03 P.M. January 4th, 2021 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; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky, and Council Clerk; Chelsea Gregor

President Pro Tem: A motion was made by Mr. Harper, seconded by Ms. Wood to nominate Amy Michael as President Pro Tem. **Ayes: Harper, Wood, Kairis, West, Calfee. Abstain: Michael**

- Mr. Moskun was not present for the vote.

Committee Assignments: Mr. Kluge stated that everyone should have received their committee assignments and if there were any questions, adding that there were four changes. Ms. Wood and Ms. West were switched as Committee Chairs, Mr. Moskun replaced Ms. Michael on the Information Systems Committee and Mr. Calfee replaced Mr. Kluge as the Park Board liaison.

Approval of the Minutes:

- Motion to approve the December 7th, 2020 Regular Council meeting minutes by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Mr. Moskun was not present for the vote.

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. Wood, 2nd by Mr. Kairis- **All Ayes**
- Mr. Moskun was not present for the vote.

Report of Committees: Committee meetings start @ 5:30 PM 1/11/2021

Utilities: Mr. Moskun was unavailable.

Information Systems (IS): Ms. West stated that there was nothing that she was aware of.

Planning: Mr. Kairis stated that there is one item on the agenda for that evening and there is nothing yet for next week.

Committee of the Whole: Mr. Kluge stated that the next Committee of the Whole meeting is January 19th, 2021 at 7:00 pm.

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Public Health & Safety: Ms. Michael stated that there are a couple items on the agenda, and she will be updating Council regarding the homeless and the winter months after she has a meeting with the community outreach program.

Streets & Sidewalks: Mr. Harper stated that there are two items for that evening, and he has nothing on the agenda for Committee at this time.

Personnel: Mr. Calfee stated that there is nothing for the Committee meeting coming up, but that he wanted to make everyone aware that the Committee of the Whole meeting is a Tuesday.

Community & Economic Development: Ms. Wood stated that there is one item on the agenda and committee is to be determined.

Cemetery: Mr. Harper stated that they had their annual year end meeting in which a lot of discussion was concerning the budget. There were a few items that were put into place as of January 1st which included a pay freeze and that the four full-time employees would now pay 7% percent of their insurance premium instead of 0%. They also raised the out-of-pocket expenses which for the family plan is now \$2,500 and the individual plan is now \$1,250. The four full-time staff were also offered a 3-month buyout which they have until January 15th to respond. No positions were cut, but the option is still on the table. They are doing rate comparisons for plots and burials and are considering a small increase. The cost of pouring foundations has been increased from \$70 to \$85 per square foot.

There was a \$46,000 carry over into the new year and with all the cuts in place they are looking at a \$18,000 carry over at the end of the year.

Mr. Harper stated to clarify that they chose 7% percent of the insurance premium to make it fair across the board whether it was a family plan or an individual plan, instead of a set dollar amount.

First Reading of Ordinances:

ORDINANCE NO. 2021-001 AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA FIRE DEPARTMENT IN THE SUM OF \$1,000.00 FROM THE SWAGELOK COMPANY, RECORDING ESTIMATED REVENUES IN THE SUM OF \$1,000.00 AND APPROPRIATING THE SUM OF \$1,000.00, IN THE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that it is an annual donation that is received with no match required and thanked Swagelok.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2nd by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2021-001 by Ms. Wood, 2nd Mr. Kairis- **All Ayes**

Ordinance 2021-001 was adopted.

- Mr. Moskun was not present for the time of the vote.

ORDINANCE NO. 2021-002 AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA POLICE DEPARTMENT IN THE SUM OF \$1,000.00 FROM THE SWAGELOK COMPANY; RECORDING ESTIMATED REVENUES IN THE SUM OF \$1,000.00 AND APPROPRIATING THE SUM OF \$1,000.00, AND DECLARING AN EMERGENCY.

Ms. Michael had nothing else to add except to say thank you again.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2nd by Mr. Harper- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2021-002 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2021-002 was adopted.

- Mr. Moskun joined the meeting during the ordinance and partook in voting.

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ORDINANCE NO. 2021-003 AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE 2021 PAVING PROGRAM, TO INCLUDE ASPHALT, CONCRETE STREETS, CRACK SEALING, SIDEWALKS AND STRIPING, PURSUANT TO SPECIFICATIONS NOW ON FILE IN THE MAYOR'S OFFICE, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is the annual paving program, and everyone has been able to look at the roads and the projects.

Mr. Kairis stated that there was a concern from a resident about a turn-around being installed on Woodbend Dr. after it was discussed at a Committee meeting that the request would be put on hold since there were so many other streets with similar dead ends.

Mr. Finney stated that the original idea was a cul-de-sac but after further review it was found that a turn-around could be put in on the City's right away where no property would need to be purchased and it would still serve the needs of City's snowplow drivers to be able to turn around without the use of a residential driveway.

Ms. Michael asked Mr. Finney if he thought it could be done in other locations around the City and it was expressed that other street situations are not as simple to create such a turn-around.

Mr. Kluge suggested amending the paving project plan to table the Woodbend Dr. turn-around. Mr. Harper and Ms. Wood expressed their desire to move forward with the turn-around as planned, but Mr. Kairis expressed his concern to amend the project to put the Woodbend Dr. turn-around on hold.

Mr. Calfee stated that he was in favor of the turn-around but would also be open to discussing it further.

Ms. Michael stated that she was in favor but that there should be more discussion on similar items in the future.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2nd by Mr. Moskun- **Vote Aye- Harper, Moskun, West, Wood, Michael, Calfee- Vote No- Kairis**
- Motion to adopt emergency clause by Mr. Calfee, 2nd by Mr. Harper- **Vote Aye- Calfee, Harper, West, Wood, Michael, Moskun- Vote No- Kairis**
- Motion to pass Ordinance No. 2021-003 by Mr. Calfee, 2nd Mr. Moskun- **Vote Aye- Calfee, Moskun, Wood, West, Michael, Harper- Vote No- Kairis**

Ordinance 2021-003 was adopted.

ORDINANCE NO. 2021-004 AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE PAVING OF SOUTH DIAMOND STREET AND MILL ROAD, AND DECLARING AN EMERGENCY.

Mr. Harper stated that this project has been discussed at length and will be a tremendous improvement for the City.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 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. 2021-004 by Ms. Wood, 2nd Ms. Michael- **All Ayes**

Ordinance 2021-004 was adopted.

ORDINANCE NO. 2021-005 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A 2-YEAR AGREEMENT WITH THE UNIVERSITY OF AKRON RESEARCH FOUNDATION FOR CONSULTING SERVICES AND EXPERTISE REGARDING THE OPERATIONS AND PROJECTS IN THE WATER PLANT AND THE WASTEWATER TREATMENT PLANT AND DECLARING AN EMERGENCY.

Mr. Moskun stated that it is a two-year contract at \$25,000 per year total, \$12,500 per plant, as needed for consultations.

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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. Kairis, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2021-005 by Mr. Harper, 2nd Mr. Moskun- **All Ayes**

Ordinance 2021-005 was adopted.

ORDINANCE NO. 2021-006 AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A \$1,000 SOCCER GRANT FROM TARGET AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the Parks and Rec. Dept. applied for the grant in 2020 and they have been awarded the grant.

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. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2021-006 by Mr. Calfee, 2nd Mr. Harper- **All Ayes**

Ordinance 2021-006 was adopted.

ORDINANCE NO. 2021-007 AN ORDINANCE TO AUTHORIZE THE MAYOR TO SIGN THE CONDITIONAL REAL ESTATE SALE AND PURCHASE AGREEMENT FOR 470 LAKE AVENUE AUTHORIZED BY PORTAGE COUNTY LAND REUTILIZATION CORPORATION AND DECLARING AN EMERGENCY.

Mr. Finney stated that the address was 470 Lake Ave. and not 450 Lake Ave. as the Clerk had read the ordinance and was written.

- Motion to amend the ordinance to change 450 Lake Ave. to 470 Lake Ave. by Mr. Kairis, 2nd by Ms. Michael- **All Ayes**

Mr. Finney stated that the City is working with the Portage County Land Bank to take ownership of the property and that the building that occupied it has already been demolished. He stated that it is currently unusable land because it is not served by sanitary sewer and there is a wetland on it.

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. West- **All Ayes**
- Motion to pass Ordinance No. 2021-007 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2021-007 was adopted.

ORDINANCE NO. 2021-008 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CHARLES HARRIS & ASSOCIATES TO PERFORM GAAP CONVERSION SERVICES FOR THE FISCAL YEARS 2021, 2022 AND 2023, AND DECLARING AN EMERGENCY.

Mr. Huff stated that the item had been discussed and that the auditors state office for local government services will not be able to perform the GAAP conversion services that they had in the past due to a lack of staffing. Mr. Huff solicited 3 bids from different firms that he has worked with in the past and stated that Charles Harris & Associates was the lowest bid, adding that they are well qualified to do the service.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2nd by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2021-008 by Ms. Wood, 2nd Ms. West- **All Ayes**

Ordinance 2021-008 was adopted.

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ORDINANCE NO. 2021-009 AN ORDINANCE SUPPORTING THE PORTAGE COUNTY GRANT APPLICATION FROM THE STATE OF OHIO COMMUNITY DEVELOPMENT PROGRAM, CRITICAL INFRASTRUCTURE GRANT FOR THE PRATT ST. IMPROVEMENTS PROJECT; COMMITTING THE SUM OF \$15,000.00 FROM THE CITY OF RAVENNA WATER FUND; \$35,000.00 FROM THE CITY OF RAVENNA STORM FUND; \$35,000.00 FROM THE CITY OF RAVENNA ROAD PAVING FUND AND \$15,000 FROM THE GENERAL FUND AND DECLARING AN EMERGENCY.

Mr. Finney explain that the item was a last-minute item that was discussed with Portage County Regional Planning, then on to Mr. Huff and finally to Council for approval. The project is identical to what the City had done in the past on Vine St. An 8” inch line would replace the 4” inch line, along with extra hydrants being installed. The entire sum for the program is \$400,000, of which only \$100,000 would be provided by the City with the remaining \$300,000 being supplied by the grant.

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 Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2021-109 by Mr. Calfee, 2nd Mr. Harper- **All Ayes**

Ordinance 2021-009 was adopted.

Second Reading of Ordinances: None

Third Reading of Ordinances: None

Old Business- None

New Business- Mr. Calfee inquired as to when Council might return to in-person City Council meetings.

Mr. Kluges stated that with the vaccines rolling out he suggested having a meeting with Bob Walker and the Mayor to come up with a timeline of when that could be possible.

President of Council Remarks- Mr. Kluge thanked Council for adding President of Council remarks and Council member remarks to the agenda.

He also thanked the Clerk for her hard work as a new hire navigating through technical issues of online meetings and Council for their help with the new Clerk and with their ability to transition and their patience with online meetings.

He is hoping to get back to in-person meetings, but not too soon.

He thanked the Mayor for his open-door policy and the Police, Fire and City departments for their continued hard work behind the scenes.

He stated that 2020 was a year of adjustments but that the focus is to provide a community where people want to live, and businesses want to invest.

He thanked Council and stated it is an honor to work with Council for the City’s residents as they continue to plan for the City’s future.

Council Member Remarks- Ms. Michael stated how everyone on Council has been committed and that the new Council members have put forth effort into asking questions and communicating, which is not only tough the first year, but even more so no being able to meet in person. She addressed that Mr. Kluge has not missed a meeting as Council President which she noted speaks volumes on leadership and commitment. She also thanked the Service Dept., Police and Fire, adding that the City has a great team of people behind it. An additional person that she wanted to thank is Safety Compliance Officer Tim Contant for his hard work and commitment with dealing with Covid and helping all the departments through it.

Ms. West stated that she is looking forward to the next year and watching Ravenna grow, adding that it has been an exciting experience for her.

Ms. Wood stated that she would like to reiterate all the ‘thank yous’ to the Mayor, all the department heads and all the individuals out there in the cold and rain working hard to

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continue to make Ravenna a great place to live, work and play. She is looking forward to what is in store for Ravenna in 2021.

Mr. Moskun concurred with everything that had been said by other Council members and that he looks forward to future progress and growth in the City.

Mr. Kairis thanked the Council President for piecing together the technology to hold the meetings during a pandemic and acknowledged the challenge as Council rose to meet it. He also hopes to see more activity in planning beyond the pandemic and all the good things to look forward to.

Mr. Harper reiterated a huge thank you to everyone involved in the City's departments as they experienced a trying year and stated that, that effort should help to continue the City move forward.

Mr. Calfee had nothing additional to add except that he thinks it is a good idea that the remarks section was added to the agenda which will be a good mechanism to share with the community what Council is thinking and to communicate issues.

Mayor's Remarks- The Mayor thanked everyone for their kind comments.

He stated that once the dust settles on the year, he will give the State of the City address around mid-February.

The Mayor met with Julie McLain from Main Street Ravenna and they went through the list of what they have planned for the year. He stated that he believed events can still be held with the observance of distance and masks while still in the midst of the pandemic, adding that the Chamber of Commerce is also planning to hold their scheduled events.

The Mayor addressed that businesses experience a slow down after the holidays and encouraged people to keep their money spent local to support the people that work in town.

He also congratulated Mr. West on his article in the Record Courier regarding the former Oak Rubber building and the effort that he put towards the project, as well as the Menards project.

The City is still rotating City workers but stated that there is talk of a new strain of the virus adding that caution is still to be taken.

Mayor Seman thanked Mr. Kluge and Council for their effort throughout the year to make things work.

He stated that perhaps in future paving schedules, City street dead ends could be revisited to see if anything can be done, such as with the Woodbend Dr. turnaround.

The Mayor stated that the Health Dept. may be requesting the assistance of the City as the vaccines start to be administered more widely.

There being no further business, the meeting adjourned at 8:14 P.M.

- Motion to adjourn by Ms. Wood, 2nd Mr. Kairis- **All Ayes**

The next Regular Council Meeting is scheduled for Monday February 1st, 2021 at 7:00 P.M.

ATTEST:

Clerk of Council

Council President