



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
December 21st, 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=xEtaJmrL9bw&t=1278s>

The Committee of the Whole Meeting was called to order at 7:01 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, and Christina West.

Also attending the meeting via Zoom: Mayor Seman; Police Chief, Jeff Wallis; Finance Director, Brian Huff; Service Director, Kay Dubinsky and Council Clerk, Chelsea Gregor

The first item on the agenda was to approve the Committee of the Whole meeting minutes from November 23, 2020.

- Motion to approve the November 23, 2020 Committee of the Whole minutes by Mr. Kairis, 2nd by Ms. West- **All Ayes**

The second item was an ordinance to accept a \$1,000 donation from Swagelok for the Fire Department.

Ms. Michael stated that it is an annual donation that Swagelok donates to the Fire Department.

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

The third item was an ordinance to accept a \$1,000 donation from Swagelok for the Police Department.

Ms. Michael stated that it is an annual donation that Swagelok donates to the Police Department.

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

The fourth item was an ordinance authorizing the Mayor to advertise for bids for the annual paving program.

Mr. Kluge stated that the City has a total of 117.9 lane miles and that 45.6 lane miles have been paved in the last 6 years.

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

The fifth item was an ordinance authorizing the Mayor to advertise for bids for S. Diamond St. and Mill Rd. paving.

There was no additional discussion.

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

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The sixth item was an ordinance authorizing the Mayor to enter into a two-year agreement with the University of Akron Research Foundation.

Mr. Moskun explained that the agreement has been changed from a one-year to a two-year agreement. The cost is not to exceed \$12,500.00 per department per year for the wastewater and water treatment plants for any types of consultation that will be needed, at a total cost of \$25,000 per year.

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

The seventh item was a discussion regarding the frequency of printed codified ordinance updates.

The Clerk stated that printed codified ordinance updates had been done twice a year, but she suggested only printing them once a year which would be a cost savings of approximately \$4,500.00, adding that if issues arise, she can go back to having them printed twice a year.

- The item was for discussion only.

The eighth item was an ordinance to accept the \$1,000 soccer grant from Target.

Mr. Kairis stated that the grant was applied for earlier in the year by the Parks and Rec. Dept. and they were recently awarded the grant.

Ms. Michael commended Ms. Watkins for being so diligent in pursuing available grants.

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

The ninth item was an ordinance to authorize the Mayor to sign the Conditional Real Estate Sale and Purchase Agreement for 470 Lake Ave.

Ms. West stated that the item has been in the works and will cost approximately \$650 for the title and the transfer.

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

The tenth item was an ordinance for audit services from Charles Harris & Associates for 2021, 2022 and 2023.

Mr. Huff stated that in the past local government services have been used but they are unable to provide the services this year due to staffing. He reached out to other services and found that Charles Harris & Associates came in the lowest, adding that he has worked with them before and stated that they provide good service.

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

SPECIAL YEAR END MEETING ITEMS

The eleventh item was an ordinance to amend the Council Order of Business Section 220.09 for regular City Council meetings and add (o) President of Council Remarks and (p) Council Member remarks.

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Mr. Kairis stated that to change and add items to the regular City Council agenda there needs to be an ordinance passed to update Council Order of Business, Section 220.09. He stated that it is a helpful addition in case anyone would like to add any additional remarks or address issues during Council meetings.

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

The twelfth item was an ordinance accepting the Tax Incentive Review Council minutes and recommendations.

Ms. West stated that the item should have been on the agenda earlier in the year, but due to the pandemic and a few changes in administration the item did not move forward to Council.

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

The thirteenth item was an ordinance to renew the contract for Dennis West as the Economic Development Director.

Ms. West stated that Mr. West is also working with Ravenna Township and has a list of deliverables for 2021.

Mr. Calfee stated that Mr. West's work has been excellent the past year.

Ms. West said that he does a great job and is easy to communicate with.

There is a group comprised of the Mayor, Ravenna Township Trustee Vince Coia and Jack Kohl, who represents the businesses, that are to evaluate Mr. West. The Mayor stated that he concurs with everything that was said, and that Mr. West has been very active in his pursuits as Economic Development Director, adding that he was the right person for the job.

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

The fourteenth item was an ordinance approving the 2021 payroll ordinance update.

Mr. Huff stated that it is an annual item to update the salaries and benefits of all the non-union employees.

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

The fifteenth item was an ordinance to approve the November 2020 accounting transfers and advances.

Mr. Huff stated that the item was for the debt money that was refunded back to the water fund from the Enterprise Parkway Project.

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

The sixteenth item was an ordinance to authorize the Mayor to enter into a contract with Medical Mutual for 2021 hospitalization coverage.

Mr. Huff stated that based on the recommendations that he received the City will continue to use Medical Mutual for the employee health care coverage, adding that the rate increase was small.

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

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The seventeenth item was an ordinance approving the 2021 temporary budget.

Mr. Huff stated that the budget that was passed in July is going to be moved into 2021 and that any adjustments that need to be made will be done in either February or March which will then create the permanent budget.

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

The eighteenth item was an ordinance to accept and appropriate the 4th CARES Act distribution of \$16,167.43.

Mr. Huff stated that the item is the fourth and final CARES Act distribution unless the federal government passes more. It brings the grand total to \$935,329.56.

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

The nineteenth item was an ordinance accepting the distribution of income taxes collected in 2021.

Mr. Huff stated that the distribution will remain the same as in 2020.

Ms. Michael inquired with Mr. Huff if any of the CARES Act money would be able to offset any of the losses that the Ravenna Athletic Center incurred. He said that the City would not be able to do that directly with the CARES Act money but that they are legally allowed to transfer money to other funds as needed.

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

The twentieth item was an ordinance adjusting the 2020 estimated revenues and appropriations.

Mr. Huff stated that it is an annual item that ensures that the City stays in compliance with the County and the audit.

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

There being no further business before Council, the meeting adjourned at 7:33 pm

ATTEST:

Clerk of Council

Council President