



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
August 23, 2021, at 7:00pm**

The public meeting was held in person and live streamed via YouTube. A video recording can be found at: <https://www.youtube.com/watch?v=fzh7w19FEOU>

The Committee of the Whole Meeting was called to order at 7:00 P.M. by Council President, Andrew Kluge.

Council present: Council President Andrew Kluge, Amy Michael, Matt Harper, Cheryl Wood, Tim Calfee, Paul Moskun, and Christina West.

Also attending the meeting: Mayor Frank Seman; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky, Council Clerk, Chelsea Gregor, Larry Silenius, and Cliff Soudil

The first item on the agenda was to approve the Committee of the Whole meeting minutes from July 19, 2021.

- Motion to approve the July 19, 2021, Committee of the Whole minutes as amended by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**

The second item was an ordinance to authorize the Mayor to apply for an AMATS grant for South Prospect St.

Mr. Harper stated that the item was covered thoroughly during the Committee meeting and asked if anyone had any additional questions. There were no additional comments.

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

The third item was an ordinance to appropriate an amount not to exceed \$40,000 for Wastewater Plant repairs.

Mr. Moskun stated that the item is an emergency, and it is to rebuild a blower which is very critical in the operation at the Wastewater Plant. The item was discussed at the previous meeting and additional money is being appropriated in case an additional issue is found that needs to be repaired or replaced.

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

The fourth item was an ordinance to appropriate \$8,000 into the Water Line Survey account.

Mr. Finney stated that additional funds are needed to continue the survey on the water line project which will be constructed in 2023. He stated that for some reason the money that was appropriated did not roll over from last year and they were short on funds this year.

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

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The fifth item was a resolution of support to earmark \$500,000 of ARPA Funds and \$300,000 from the Water Fund for grant applications

Mr. Finney stated that the resolution of support is so that he can continue to apply for grants that would require matching funds. In order to be considered for a grant award they require proof that matching funds are secured thus a resolution needs to be in place. He will be working with NDS on a grant for the water tank project, and will be working on another grant for the same water tank project. If he is not successful with the grants, he will be able to apply for another grant opportunity next spring.

- Motion to move it on for a resolution by Ms. Michael, 2nd by Ms. West- **All Ayes**
- A scheduled special meeting will immediately follow the Committee of the Whole meeting to vote on the resolution.

The sixth item was an ordinance authorizing the approval of employee salary adjustments, appropriating funds, and updating the payroll ordinance

Mr. Calfee stated that the ordinance covers the salary adjustments on seven positions. The seven positions are Police Chief, Police Captain, Fire Chief, Water Superintendent, Wastewater Superintendent, Utility Billing/Meter Supervisor, and Service Director. It also includes the creation of two positions which are a Property Maintenance Officer and a full-time Assistant Parks Supervisor.

Mr. Moskun stated that the Water and Wastewater Superintendents work hard with EPA requirements and suggested that it would be worth looking into increasing their salary range again in the future.

Mayor Seman stated that the City has talked about tying some of that to certifications.

Ms. Michael added that there could be changes down the road for salary adjustments.

Mayor Seman stated that might go with the caveat on the Fire Chief position.

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

The seventh item was an ordinance re-establishing a position in the Parks & Recreation Department and updating the payroll ordinance

Mr. Calfee stated that he mentioned the item in the previous ordinance explanation. He stated that it is the re-establishment of the full-time Assistant Park Supervisor position.

Ms. Michael inquired as to the possibility of the position being able to assist in the Service Department, but it was declined because the Service Department is in the Union.

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

The eighth item was an ordinance authorizing the Mayor to sign the addendum for the CHIP grant.

Ms. Wood stated that the item was discussed, and it is a housekeeping item for the 2019 CHIP grant. Due to Covid procedures that needed to be followed during housing rehab, different contractors could not be in the homes at the same time which in turn resulted in project delays, therefore they are asking for an extension to the current program. The extension will go to July 31st, 2022.

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

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The ninth item was approval to purchase additional multi-factor authentication for VPN users.

Ms. West stated that the item was discussed and that it would add 35 additional users to be covered at \$4 per user per month.

- Motion to approve the purchase of additional VPN multi-factor authentication for 35 additional users by Ms. Wood, 2nd by Ms. Michael- **All Ayes**

The tenth item was a resolution accepting the amounts and rates as determined by the Portage County Budget Commission and authorizing necessary tax levies.

Mr. Huff stated that it is an annual resolution that is required by the Ohio Revised Code in the audits. He stated that the 2021 estimate was \$622,223.00 and it came in at \$625,838.00., adding that the county comes up with the numbers for the City so it is consistent with how it was last year.

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

There being no further business before Council, the meeting adjourned at 7:12 pm

ATTEST:

Clerk of Council

Council President