



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
November 22, 2021, at 7:00pm**

**The public meeting was held in person and live streamed via YouTube. A video recording of the meeting can be found at: <https://www.youtube.com/watch?v=sRRauAB5DzI>**

**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 Michaels, Rob Kairis, Cheryl Wood, Tim Calfee and Matt Harper.

Also in attendance: Mayor Seman; Police Chief, Jeff Wallis; Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Council Clerk, Chelsea Gregor, Larry Silenius, Cliff Soudil and Diane Smith.

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from October 18, 2021.**

- Motion to approve the October 18, 2021, Committee of the Whole minutes by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**The second item was an ordinance to accept the 2021 Patrick Leahy Bulletproof Vest Partnership for \$2,985.00.**

Ms. Michael stated that the item is an annual grant that the police apply for through the Department of Justice. The police department gets reimbursed half the cost of vests that are purchased. They replace an officer's vest every five years and due to different hiring dates, vest replacements are staggered.

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

**The third item was an ordinance authorizing the Mayor to apply for the FEMA Assistance to Firefighters Grant.**

Acting Chief Chapple explained the change in grant applications due to a misunderstanding regarding application dates and grant availability rotations. The City has applied for the grant before and it has been awarded. There is a 10% grant match required.

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

**The fourth item was an ordinance authorizing the Mayor to apply for a joint grant with Portage County EMA for MARCS radios.**

Acting Chief Chapple stated that the item is a regional grant that is no cost to the city. They are applying for 16 radios and if they are awarded the grant, they will be able to give the police department their functional MARCS radios.

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

**Committee of the Whole Meeting Minutes**  
**November 22, 2021**  
**Page Two (2).**

**The fifth item was an approval to re-designate \$40,000 from Fund 553 for the refurbishment of 2319.**

Acting Chief Chapple explained that there are unused funds due to the fire department receiving a grant. He would like to re-designate the \$40,000 for the refurbishment of fire truck 2319.

- Motion to approve the re-designation of \$40,000 from Fund 553 for the refurbishment of 2319 by Ms. Wood, 2<sup>nd</sup> by Mr. Harper- **All Ayes**

**The sixth item was an ordinance to appropriate \$150,000.00 and authorize the Mayor to advertise the Highland, Cleveland, Sycamore St. traffic signal replacement.**

Mr. Finney stated that the money will come out of the Paving Levy which is an allowable expense. Mr. Soudil inquired as to if a non-essential streetlight at Riddle St. and Myrtle could be taken down and re-utilized at that local. Mr. Finney stated that he would look into that possibility.

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

**The seventh item was an approval to repave South Freedom Street with bricks and divide the project into phases.**

Mr. Harper stated that it has been decided to re-brick the section of South Freedom St. in three different phases to offset the cost.

Ms. Michael stated that she had a question to ask from a resident. He wanted to make sure that any bricks that are not used will be saved.

Mr. Finney stated that they would be preserved at the Street Dept. if there are any remaining.

- Motion to approve the repaving of South Freedom Street with bricks and to divide the project into phases by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**The eighth item was an ordinance authorizing the Mayor to enter into a contract with Portage County to operate meter reading equipment at 4481 Hayes Rd.**

Ms. Dubinsky stated that the item is in conjunction with the new water meter project that was recently completed. The item is to add additional equipment at the 4481 Hayes Rd. lift station, and it is a 10-year license contract with a one-time fee of \$600.

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

**The ninth item was an ordinance to amend Ordinance 2015-149 regarding the recycling rates.**

Ms. Dubinsky explained that the item is to clarify that \$8.50 will be charge to units with 3 or less billing units, and \$3.00 will be charged to units with 4 or more billing units. The adjusted rate will go into effect January 1, 2022. She stated that she reviewed the revisions with the Law Director and the Utility Supervisor.

Mr. Kairis noted an error and stated, “common room” should be “common roof” in the explanation of units. He also stated that the definition of what recyclable materials means should stay in the definition section of 1062.02.

Mr. Kairis stated that he can help work on fixing the items for the December meeting.

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

**Committee of the Whole Meeting Minutes**  
**November 22, 2021**  
**Page Three (3).**

**The tenth item was a Resolution of intent for Hillcrest, Zeta and Spruce water improvements.**

Mr. Finney stated that the State is requesting a resolution stating that the City will reimburse the water fund as needed with the grant it will be receiving.

The item will be addressed at a Special Council meeting immediately following the meeting.

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

**The eleventh item was an ordinance to appropriate \$95,000 and authorize the Mayor to advertise for the Meridian St. parking lot improvements.**

Mr. Kairis stated that Council was shown a diagram the week prior for how the parking lot would be redesigned with some landscaping. Included was a break down of the estimated cost of the project which came in at just under \$85,000 with a 10% contingency fund.

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

**The twelfth item was an ordinance authorizing the Mayor to enter into a contract with the Portage County Public Defender.**

Mr. Kairis stated that the item is a yearly contract that covers indigent people who need a public defender. The contract is identical to the one that was signed last year with a \$150.00 charge.

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

**The thirteenth item was an ordinance authorizing the appropriation of \$200,000 in RLF funds for development at Chestnut Commerce Center.**

Ms. Wood stated it would be utilizing unrestricted RLF funds and that there is a current balance of \$300,000.

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

**The fourteenth item was an ordinance to approve the adjustment to payroll and payroll related appropriations for 2021.**

Mr. Huff stated that it is an annual item to adjust the payroll if necessary and that it occurs when there is a retirement.

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

Mayor Seman explained that he wanted to make Council aware that the fire department contract for the Ravenna Arsenal will not be renewed with Windham and that it is something that the Ravenna Fire Department may want to consider taking over since the majority of the Arsenal is in Portage County. There were concerns about the cost and how many calls that might entail throughout the year, but it was also stated that it could be a great opportunity to build a relationship with the Arsenal. Mayor Seman will look into the details

**There being no further business before Council, the meeting adjourned at 7:40 pm**

**ATTEST:**

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**Clerk of Council**

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**Council President**