



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
January 24, 2022, 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=scqSO8q8RMM> and <https://www.youtube.com/watch?v=CkGApK-SMPY&t=4s>

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, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting: 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 and Larry Silenius

The first item on the agenda was to approve the Committee of the Whole meeting minutes from December 20, 2021.

- Motion to approve the December 20, 2021, Committee of the Whole minutes by Ms. West, 2nd by Mr. Kairis- **All Ayes**

The second item was approval to appoint Michael Smith, Rory Becker, Jonathan Jennings, Octavia Jones and Suzanne Hoffman to the Charter Review Commission.

Mr. Kluge stated that he would like to move the item to the end of the meeting.

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

Ms. Michael stated that the item is a generous donation from Swagelok and that there is no match required or cost to the City.

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

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

Ms. Michael stated that it is the same type of donation as the Fire department and that Swagelok has donated \$2,000 in total to the safety departments.

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

The fifth item was an ordinance to authorize the Mayor to sign an agreement with University Hospital for the Emergency Medical Training program.

Ms. Michael stated that the item is to sign a contract with University Hospital to provide one-on-one training for paramedic/EMT students and to ride along with the Ravenna City Fire

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Department. It is a good opportunity for the students to see if they would be interested in serving the community in the future and there is no cost to the city.

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

The sixth item was an ordinance to authorize the Mayor to apply for the SAFER Grant for the Fire Department.

Ms. Michael stated that the item was discussed in length, and it was moved on to apply for a grant which would cover the salary of three firefighters for three years. She added that finances will need to be looked at to cover the cost of the additional firefighters after the three years.

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

The seventh item was an ordinance to create 1 Dispatch Coordinator position and change the Union Secretary/Dispatcher position to a Non-Union Police Secretary position.

Ms. Michael stated that Chief Wallis had presented the item and that the long-time secretary/dispatcher has retired. There are some different needs that Chief Wallis has identified, and the positions would fit the current needs of the Police Department.

- 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 629 Grant agreement for Rayann Parkway.

Mr. Harper stated that the item is a piece to the puzzle so that construction for Rayann Parkway can begin. The grant amount is \$360,000 and will go towards the cost of the project.

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

The ninth item was an ordinance authorizing the Mayor to advertise construction for Rayann Parkway.

Mr. Harper stated that the item is allowing the Mayor to advertise for the project.

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

The tenth item was an ordinance authorizing the Mayor to sign the agreement for Jobs and Commerce.

Mr. Harper stated that the item is an agreement which would add another \$140,000 to pay for the project.

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

The eleventh item was an ordinance authorizing the Mayor to sign the agreement with Portage County.

Mr. Harper stated that the item is the fourth piece to the puzzle of creating Rayann Parkway.

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

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The twelfth item was an ordinance to accept and appropriate the 2021 CHIP Grant.

Ms. Wood stated that the City of Ravenna was awarded the Partnership CHIP grant for 2021 for housing recap and home repair for owner-occupied housing throughout Portage County. She said that the City will be the administrative entity on that. The amount of the award is \$1,000,050.00.

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

The thirteenth item was an ordinance authorizing the Mayor to sign a MOA with the Historic Preservation Office.

Ms. Wood stated that the MOA is an agreement with the Historic Preservation Office to put up a historic placard with verbiage provided by the Historic Preservation Office to memorialize the building at 218 W. Main St. She emphasized that the building is not on the national register of historic buildings, but that the placard is required because the building is located in the Historic District.

Mr. Kairis found a couple grammar issues, “terns” should be “terms”, and “county” should say “city”.

Mayor Seman stated that part of the agreement states that the remaining exterior wall needs to be rehabilitated so that the wall is weather tight and stable.

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

The fourteenth item was an ordinance to appropriate an amount not to exceed \$950,000 for Rayann Parkway.

Ms. Wood stated that the item is to appropriate the total amount of funds to complete the project for Rayann Parkway. The grants will reimburse the majority of the costs that the City is providing upfront and UDAG funds will cover the rest of the costs.

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

The fifteenth item was a resolution of support for the Brownfield Remediation application for 643 Cleveland Rd.

Ms. Wood stated that the resolution is allowing Neighborhood Development Services (NDS) to apply for a Brownfield Remediation grant to clean up the old Engineers site on Cleveland Rd.

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

The sixteenth item was an ordinance authorizing the approval of a Designated Outdoor Refreshment Area (DORA).

Ms. Wood stated that she reached out to the English Pub, and they do not want to be part of the DORA and said that they would then just keep the DORA downtown. She will be creating a work session to fine tune the details with members of Main Street Ravenna, the Chamber of Commerce, the Balloon A-Fair and some business representatives. A sanitation plan will need to be created and will have to be part of the DORA ordinance. The work session members will be looking at other DORA’s to get ideas of guidelines and verbiage.

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

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Mr. Kluge asked about an executive session before or after talking about the approval of the Charter Review Commission applications.

Mr. Kairis stated that his suggestion would be to go into an executive session to consider the appointment of an elected official.

Mr. Calfee made a motion to go into executive session to consider the appointment of a public employee or official.

- Motion to go into Executive Session at 8:13 pm by Mr. Calfee, 2nd by Ms. Michael - **All Ayes**

Council went into Executive Session to consider the appointment of a public employee or official.

- Motion to come out of Executive Session at 8:56 pm by Ms. West, 2nd by Ms. Wood- **All Ayes**

Mr. Kluge stated that there is one more item on the agenda, which is to approve the appointment of additional Charter Review Commission members.

- Motion to appoint Rory Becker, Jonathan Jennings, Suzanne Hoffman and Octavia Jones as regular Charter Review Commission members and Michael Smith as the Charter Review Commission alternate by Mr. Kairis, 2nd Mr. Harper- **All Ayes**
- Motion to adjourn at 8:05 pm by Ms. Wood, 2nd by Mr. Kairis- **All Ayes**

There being no further business before Council, the meeting adjourned at 8:56 pm

ATTEST:

Clerk of Council

Council President