



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
February 22, 2022, at 6:00pm**

**The public meeting was held in person and was unable to be recorded or live streamed due to technical difficulties.**

**The Committee of the Whole Meeting was called to order at 6:00 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; Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Council Clerk, Chelsea Gregor, Larry Silenius, Mark Hairston, Cliff Soudil and Diane Smith

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from January 24, 2022.**

- Motion to approve the January 24, 2022, Committee of the Whole minutes by Mr. Harper, 2<sup>nd</sup> by Ms. Wood- **All Ayes**

**The second item was an ordinance to authorize the Mayor to apply for the 2022-2023 Ohio EMS grant.**

Ms. Michael stated that the item is to apply for the annual equipment grant and that there is no match required. The grant award is between \$3,000-\$4,000.

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

**The third item was an ordinance to accept \$44,125.00 from the State of Ohio Fire Marshal's MARC's radio grant.**

Ms. Michael stated that the item is to accept the grant award and thanked Acting Chief Chapple for applying for the grant.

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

**The fourth item was an ordinance authorizing the Mayor to enter into a contract with Ruhlin Construction Company.**

Mr. Harper stated that the item is for the new traffic light at the intersection of Cleveland, Sycamore and Highland. The cost of the project will come out of the Paving Fund, and it will allow easier access for the public from the trail into downtown.

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

**The fifth item was an ordinance authorizing the Mayor to enter into a contract with the best/low bidder for the Meridian St. parking lot project.**

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Mr. Finney stated that they were hoping to sign a contract, but all the bids came in 10% over the margin and so the project will have to be re-bid. They are hoping to have the project finished by June.

- The item was tabled.

**The sixth item was an ordinance authorizing the Mayor to advertise for bids for the Page/Scranton Waterline Project.**

Mr. Moskun stated that the project will replace all the fire hydrants and waterlines on Page St. and the section of Scranton St. between Main St. and Mechanic St.

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

**The seventh item was an ordinance authorizing the mayor to sign the Industrial Pretreatment contract.**

Mr. Moskun stated that the item is a two-year contract renewal with CT Consultants for the industrial pretreatment for the distribution system.

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

**The eighth item was an ordinance authorizing a tree consultation and tree inventory at City Park.**

Mr. Kairis stated that the item is to do a tree inventory at City Park to check the health of the trees with the program Tree Keeper. The cost of the consultation will be \$1,300 from the Parks Capital Fund and will be done by the City's arborist.

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

**The ninth item was an ordinance to apply for a CLG grant through Ohio History Connection.**

Mr. Kairis stated that the item was pulled from the agenda because the grant deadline had passed.

- The item was pulled.

**The tenth item was an ordinance to amend Section 220.01- Regular Meetings from 7:00pm to 6:00pm.**

Mr. Kairis stated that Council had agreed to align all the meeting times to 6:00pm and an ordinance needs to be amended to officially change the codified ordinances.

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

**The eleventh item was an ordinance to apply for an electric charging station at the municipal parking lot.**

Ms. Wood stated that there was a grant submitted for two electric charging stations at no cost to the City. The City will get reimbursed 90% of the cost of the project immediately and then the remaining 10% after 5 years. There is a 5-year warranty on the charging stations, and it will require a Cloud subscription which will renew after 5 years.

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Mr. Harper asked what the cost to the City will be when cars are being charged and it was stated that the customer will be paying for the usage.

Mr. Soudil expressed his concern of who would enforce the area and ensure that customers would not sit at the charging stations longer than required.

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

### **The twelfth item was an ordinance authorizing the Mayor to sign a MOU with AFSME.**

Mr. Calfee stated that the item is to sign an MOU to extend the time for employees that need certifications but were unable to get them due to the pandemic.

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

### **The thirteenth item was an ordinance to update the payroll ordinance to allow for a full-time administrative assistant in the Fire Department.**

Mr. Calfee stated that the item was talked about and the current administrative assistant, who was part-time at 20 hours per week, has resigned. Additional work has been farmed out to the Acting Chief and firefighters. In order for there to be a full-time administrative assistant it must be an AFSCME position. Council discussed the position and it was stated that it was a 40 hour per week position and that at one point the administrative assistant was split between the Fire Department and the Street Department.

Ms. Michael stated that all other departments have their own administrative assistant and that it is no longer advisable to have a split department position. She stated that the Fire Department is successful with applying for grants and there needs to be administrative help with the paperwork. Mr. Harper reiterated that the Fire Department has been successful in securing a lot of money over the past year in grants.

Hiring a full-time administrative assistant will help to keep up with the administrative tasks that have been delegated amongst the firefighters.

Mr. Moskun stated that the new position will be a very efficient move for the Fire Department.

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

### **The fourteenth item was an ordinance to update the payroll ordinance to update Finance Department pay ranges and job titles.**

The Finance Director stated that he would like to change the pay range of the Administrative Assistant to discretionary, and then change the titles of Administrative Assistant and Financial Accounting Clerk II to both be listed as Finance Specialist. He stated that a long-time staff member has resigned and that he would like to give an offer letter to a person that they would like to hire but wants to adjust the payroll ordinance first. The Finance Director plans to hire two people and stated that the department has been understaffed and that a three-person department is closer to where it needs to be instead of the two-person department that it had been.

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

**There being no further business before Council, the meeting was immediately followed by a Special Council meeting.**

**ATTEST:**

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**Clerk of Council**

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**Council President**