



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
March 21, 2022, at 6:00pm**

The public meeting was held in person in Ravenna City Council Chambers.

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; Police Chief, Jeff Wallis; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Council Clerk, Chelsea Gregor, Larry Silenius, Kali Roberts, Judy Watkins, Cliff Soudil and Diane Smith

The first item on the agenda was to approve the Committee of the Whole meeting minutes from February 22, 2022.

- Motion to approve the February 22, 2022, Committee of the Whole minutes by Ms. Wood, 2nd by Mr. Calfee- **All Ayes**

The second item was an ordinance to authorize the Mayor to sign a contract for the School Resource Officer (SRO).

Chief Wallis stated that the contract is that same as it has been and the only difference is the monetary amount being paid, the language of the contract is the same.

Answering Mr. Calfee's question, Chief Wallis stated that the school has not had a SRO in a year and a half. The current pay scale for the SRO was raised to the current officers pay rate which includes benefits. The contract is for the remainder of the school year and the City, and the school split the cost of the SRO.

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

The third item was an ordinance authorizing the Mayor to enter into a contract with Perrin Asphalt for the Meridian St. parking lot project.

Mr. Harper stated to re-affirm that the cost of the project is not coming out of the Road Levy. Due to the initial bids coming in at over 10%, Mr. Finney has requested to appropriate an extra \$30,000 for the project.

Ms. Wood stated that there could be funds available to help cover the cost of the project through the RPC-CBG formula program, but it was unsure what the timeline would be to apply and receive awarded funds.

Mr. Harper stated that he would like to move forward with the project now and said that other projects could apply for the grant program that Ms. Wood suggested. He added that \$13,800 will be donated toward the project for trees.

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

Committee of the Whole Meeting Minutes

March 21, 2022

Page Two (2).

The fourth item was an ordinance authorizing the Mayor to enter into a contract with the best/low bidder for the S. Chestnut St. and Riddle Ave. paving project.

Mr. Harper stated that bids were opened last Thursday, and Ronyak Paving was deemed the best/low bidder by the Board of Control. Mr. Finney stated that it was the Engineers recommendation to move forward with Ronyak, adding that it was the most competitive bid that the city has seen with 3 bidders coming within \$500 of each other. The City's portion is \$110,000.

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

The fifth item was an ordinance authorizing the Mayor to sign a two-year contract with Agri-Sludge.

Mr. Moskun stated that the contract is for the continued removal of sludge at the Wastewater Treatment Plant.

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

The sixth item was an ordinance authorizing the Mayor to enter into a 5-year subscription contract with Cloud Permit.

Mr. Finney stated that the item will be at the regular Council meeting on April 4th instead of the scheduled Special Council meeting because the legislation was not ready. He said that no other department has bid out a software subscription service. Mr. Kairis stated his concern for the \$50,000 purchase threshold and was unsure if the item needed to be bid out. Mr. Finney stated that the subscription is a specialty service.

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

The seventh item was an ordinance authorizing the annual Community Action Council agreement.

Mr. Kairis stated that the item is an annual summer food program through the Parks and Recreation Department to feed children up to 18 years old, or adults with disabilities.

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

The eighth item was approval for the Mayor to sign a letter of intent with the Northeast Ohio (NEO) Regional Sewer District.

Mr. Calfee explained that the City of Ravenna received a grant through the EPA to pay for the property known as Emerald Lake/Wahoo Wetlands and the project has received a sponsorship to carry out the design. He stated that the Northeast Ohio Sewer District is part of a loan program that offers a reduced interest rate if they help with an EPA program, which has been chosen to be the Emerald Lake property. NEO Regional Sewer District is responsible to oversee the project and the letter of intent is non-binding. There will be an official agreement presented to Council with an ordinance at the Regular City Council meeting. The deadline for the letter of intent is April 1st and the deadline for the final agreement is April 4th.

- Motion to approve the Mayor to sign the letter of intent with the Northeast Ohio Regional Sewer District by Mr. Kairis, 2nd by Ms. Michael- **All Ayes**

Committee of the Whole Meeting Minutes

March 21, 2022

Page Three (3).

The ninth item was an ordinance authorizing the Mayor to sign a sponsorship agreement with the Northeast Ohio Regional Sewer District.

Mr. Calfee had explained the agreement in conjunction with the previous item. The agreement will require ordinance approval and will be at the Regular City Council meeting.

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

The tenth item was an ordinance to appropriate an amount not to exceed \$325,000 for the purchase of real estate.

Mr. Kairis stated that there was an offer of \$315,000 accepted for the property at the old high school that is currently owned by the Port Authority. The additional appropriation of \$10,000 is to cover closing costs on the property.

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

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

Ms. Wood explained the proposed DORA map and DORA sign locations, adding that it eliminates single family housing. The businesses within the DORA district would receive participation stickers that would either allow or not allow DORA drinks within their business. The signage design and placement were still being finalized and the Safety and Sanitations Plans are done. The DORA regulations state that it must be reviewed every 5 years and Mr. Kluge explained the contents of the official DORA application, along with the time sensitive timeline leading up to submitting the paperwork to the State for approval. A public hearing will be held prior to Council approving the DORA ordinance. The soonest the DORA could be in place would be the beginning of June and participating establishments would help to clean and provide trash receptacles as needed.

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

The twelfth item was an ordinance to approve the 2022 permanent budget.

Mr. Huff stated that the permanent budget is now \$300,000 more than what was proposed in July 2021. He said that the increases are in part due to new positions such as Fire Inspector, Fire Secretary, Police Dispatch Coordinator and Police Secretary. The Engineering Department positions have all been filled and the budget includes 13 full-time people in the Street Department.

Ms. Michael stated her concern regarding the upkeep of Chestnut Hill Park and said that Forever Lawn uses the park as a show piece.

Mr. Huff stated that additional funds were appropriated for the purchase of the old high school property and that the Street Department will be purchasing needed items. The Police Department will be purchasing four cars and the Fire Department would like to purchase a new ambulance. The community Spring Clean-up will not be conducted in 2022 and residents will be notified in their water bill.

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

Committee of the Whole Meeting Minutes

March 21, 2022

Page Four (4).

There being no further business before Council, the COTW meeting ended at 6:49pm and was immediately followed by a Special Council meeting.

ATTEST:

Clerk of Council

Council President