



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

**The public meeting was held in person in 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 in attendance: Mayor Frank Seman; Law Director, Frank Cimino; Police Chief, Jeff Wallis; Interim Fire Chief, Mark Chapple; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Finance Director, Brian Huff, Larry Silenius, John McFarland, Cliff Soudil

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from June 21, 2022.**

- Motion to approve the June 21, 2022, Committee of the Whole minutes by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

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

Ms. Michael stated that it is a nice donation that Swagelok provides each year to the Fire and Police Departments. There is no match required.

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

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

There was no further comment.

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

**The fourth item was an ordinance authorizing the Mayor to sign a contract for the School Resource Officer.**

Ms. Michael stated that the ordinance is a standard housekeeping item for the City and School to agree to a 50/50 salary split for the School Resource Officer. Upon the recommendation of the Finance Director, she added that it would be nice if Ravenna Township were to be part of the agreement since many of the students live in the Township.

- 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 JD Striping & Services.**

Mr. Harper stated that the item is for the annual striping and pavement marking program. JD Services won the bid and will do the markings at a cost of \$72,700 to the City.

**Committee of the Whole Meeting Minutes**  
**August 22, 2022**  
**Page Two (2).**

- 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 contract with T. Manfrass & Associates.**

Mr. Kairis stated that the contract is to help with the issuance of a bond for building a new City Hall/Safety building. There has been a change to the contract to clearly indicate what is being included and being provided for the \$23,900.

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

**The seventh item was an ordinance authorizing the Mayor to submit a Residential Public Infrastructure Grant.**

Ms. Wood stated that the City applied for the grant last year but was too late since it is first come, first serve. The grant is for up to \$750,000 and would go towards the new water tower.

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

**The eighth item was an ordinance to amend Ordinance No. 2021-110 Exhibit A to add (2) Water Distribution Workers.**

Mr. Calfee stated that additional information was requested and received regarding the requested addition of two Water Distribution Workers into the payroll budget.

Ms. Dubinsky stated that she is asking for two workers at range 16 and said that they would report to the Utility Operator and not the Street Supervisor. They would require a minimum of a Class 1 License and would help the Meter Techs and Street Department when they are not busy. Mr. Huff stated that the 2023 budget would have to be amended and their salary would be split between funds.

Mr. Kairis stated that he would like to see what the cost would be with benefits.

Ms. West stated that she spent 3 hours with the Meter Techs and said that the department runs great and that they are hard working. She stated that she thinks it may be a struggle with one Meter Tech and is unsure if the additional Water Distribution Workers will work out to share the workload in the Utility Billing Department.

Mr. Kairis expressed his concern about eliminating one Meter Tech position.

- All Council present responded to keep the item in Committee for further discussion.

**The ninth item was an ordinance to accept the proposal by Love Insurance Agency for insurance renewal.**

Mr. Huff stated that the item is an annual housekeeping ordinance. Love Insurance bids out to compete for the best price and he is currently waiting on quotes. He estimates that the cost will go up at least 5% because of inflation.

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

**The tenth item was a resolution accepting the amounts and rates as determined by the Portage County Budget Commission.**

**Committee of the Whole Meeting Minutes**

**August 22, 2022**

**Page Three (3).**

Mr. Huff stated that it is an annual housekeeping item, and that the City will be receiving more funds because the housing market has gone up.

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

**There being no further business before Council, the meeting adjourned at 6:21 pm**

- Motion to adjourn at 6:21 pm by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**ATTEST:**

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**Clerk of Council**

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**Council President**