



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
September 19, 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, Tim Calfee, Christina West, and Matt Harper.

Also in attendance: Mayor Frank Seman; City Engineer, Bob Finney; Service Director, Kay Dubinsky; Finance Director, Brian Huff; Council Clerk, Chelsea Gregor; John Kelly, Sandra Kobilarcsik, John McFarland, Cliff Soudil, Diane Smith

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

- Motion to approve the August 22, 2022, Committee of the Whole minutes by Ms. West, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**The second item was a presentation by Quality IP regarding security awareness.**

Mr. Huff stated that Quality IP introduced the idea of security awareness training in late 2020 but has now received a better cost proposal for the services.

John Kelly and Sandra Kobilarcsik introduced themselves from Quality IP.

Mr. Kelly explained the process of phishing emails to promote a better cognizance of being mindful of examining the authenticity of emails. He stated that the initial training would entail a 30-minute video and then 2-minute videos thereafter. Mr. Kelly said that there are quizzes which are pass/fail and that either accrue or detract the participant points, adding that an additional 2-minute training video is required if the user fails.

Ms. West and Mr. Huff inquired about the frequency of training videos and Mr. Kelly explained that they are up to the person to complete the training, adding that 95% of the needed information is in the first 30-minute video. There is weekly testing available and a monthly newsletter that will be sent out. Mr. Kelly stated that Quality IP can designate an administrator to view employee login and point information to keep track of employee participation.

- 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 a grant for body-worn cameras.**

Mr. Harper stated that Chief Wallis applied for a grant and is waiting to hear back, adding that there is no match required.

There was no further comment.

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

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**The fourth item was an ordinance authorizing the Mayor to enter in a service agreement with Stryker Pro Care Services.**

The item is for a 5-year maintenance contract to service the two Fire Department heart monitors and one AED. The maintenance contract will go up in cost from the previous agreement and there will be a donation of a new heart monitor that will be utilized on the new fire engine.

- 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 an agreement for 2022 Street Tree Planting.**

Mr. Harper stated that the item is for the annual tree planting and that RFP's will be sent out.

- 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 2022-2023 salt contracts.**

Mr. Harper stated that the item is for salt pass through service for PMHA, Ravenna School District, Mantua Village, Ravenna Township and Maplewood Career Center. The City will provide road salt and the entities will pay for the quantities purchased when the season is over.

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

**The seventh item was an ordinance authorizing the Mayor to submit an OPWC application for the Meridian/Murray water line project.**

Mr. Moskun stated that the water line project will include replacement water lines, valves, fire hydrants and curb boxes. The approximate start date is July 1, 2023.

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

**The eighth item was an ordinance amending Section 860.08 Fees of the Codified Ordinances.**

Mr. Kairis stated that letter (c) in Section 860.08 is problematic and should be removed from the codified ordinances. He read a section of the Ohio Revised Code (ORC) regarding taxes and fees for medical marijuana dispensaries and posed the question of whether to repeal (a) and (b) as well. Mr. Finney stated that the Planning Commission will hold a meeting on September 27<sup>th</sup> regarding the proposed dispensary on N. Chestnut St. and explained that things have changed since the City first wrote the ordinance, adding that the State of Ohio regulates a lot of the facets regarding medical marijuana dispensaries.

After discussing parts (a), (b) and (c), it was decided to repeal Section 860.08 in its entirety and that the topic is well covered in the ORC.

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

**The ninth item was an ordinance amending Section 404.07 of the Codified Ordinances.**

Mr. Kairis explained that after an ATV is found in violation it can be impounded and confiscated. The amendment is a housekeeping item to keep in line with the recently revised ATV ordinance.

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

**The tenth item was an ordinance appropriating \$6,800 for repairs at the RAC for light fixtures.**

Mr. Kairis stated that the item is to appropriate the funds necessary to repair the light fixtures at the RAC.

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

**The eleventh item was an ordinance appropriating \$10,000 for repairs at the Annex for a new water heater.**

Mr. Kairis stated that the water heater is almost 20 years old and is leaking, adding that the replacement is overdue. The expense will be shared between Fund 550 and Fund 553.

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

**The twelfth item was a discussion regarding zoning and property maintenance or other notices.**

Mr. Kluge addressed an issue with Council being cc'd on letters relating to zoning and property maintenance but not being made aware of any issues. He requested to either have Council be removed from the notices or to make them aware of the issues as they are sent out.

Mr. Finney stated that he can remove Council from the letters.

Ms. Michael stated that she would like to stay in the loop of issues and to know the outcome.

- 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 Fair Housing Agreement.**

Mayor Seman stated that it is a housekeeping item that is required every five years with the Portage County Regional Planning Commission and that the cost has gone up from \$5,000 to \$7,000.

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

**The fourteenth item was an ordinance to amend Ordinance 2021-110 Exhibit A, Elected Officials.**

Mr. Calfee explained that Council is responsible for adjusting elected official salaries and that the change must go into effect prior to an election. The Law Director's salary will remain the same, the Mayor's salary will change to \$75,000, Council President will change to \$9,950 and Council will change to \$9,450.

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

**The fifteenth item was an ordinance to amend Ordinance 2021-110 Exhibit A to add (2) Water Distribution Workers.**

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Mr. Calfee stated that there has been a request from administration to add two water distribution workers and Council would like to move it forward.

Mr. Moskun addressed a violation from the EPA and stated that the City has a responsibility to find out how it happened and to correct it so that it doesn't happen again.

Ms. West stated that there are ways to resolve the issue to get the Water Distribution Department back in place.

Mr. Finney explained that due to financial issues the department was cut, but the City's revenue has since increased, and the department can be implemented again.

Mr. Kairis inquired as to why the department would be housed under the Street Department and not the Water Department.

Mr. Finney explained that due to the nature of what the job would require, the Street Department houses all the heavy equipment necessary for the jobs which would include sanitary, water and storm sewer lines.

Ms. Michael inquired if the additional workers would be able to assist with snow plowing and Mr. Finney stated that they would be able to assist with the plowing rotation if necessary.

Mayor Seman stated that business backflows did not get done the way they should have been and the addition of the workers would provide a solution.

Mr. Finney stated that the Utility Operator position would oversee the two new hires.

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

**The sixteenth item was an ordinance amending Ordinance 2021-110 to add a Building Inspector for Special Inspections.**

Mr. Calfee explained that the item would be to pay a building inspector \$75 per day for special inspections. He stated that they are currently happening and are mostly for the new LG Chem project.

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

**The seventeenth item was an ordinance to amend Ordinance 2021-110 Exhibit A, Fire Chief Salary.**

Mr. Calfee stated that he would like to make a motion to go into executive session for the purpose of discussing the compensation of a public employee.

- Motion to go into Executive Session at 6:59 pm by Mr. Calfee, 2<sup>nd</sup> by Ms. West - All Ayes

Council went into Executive Session to discuss the compensation of a public employee.

- Motion to come out of Executive Session at 7:18 pm by Mr. Harper, 2<sup>nd</sup> by Ms. West- All Ayes

Mr. Calfee stated that Council would like to increase the Fire Chief position one pay range to be equal with the Police Chief.

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

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**The eighteenth item was an ordinance adjusting the 2022 Estimated Revenue and Appropriations.**

Mr. Huff stated that the item is an annual housekeeping item to move around funds as needed. He stated that he will have a list for Council by next Tuesday.

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

**The nineteenth item was a resolution accepting the Alternative Local Government Distribution.**

Mr. Huff stated that the item is a general agreement to keep the existing formula which expires at the end of 2023. The City has asked for the same formula for the next 10 years which would expire at the end of 2034. A majority vote is required to keep the current formula and the County and the City of Kent have veto powers.

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

**There being no further business before Council, the meeting adjourned at 7:24 pm**

- A Special Council meeting immediately followed the Committee of the Whole

**ATTEST:**

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**Clerk of Council**

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**Council President**