



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
May 22, 2023, 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 Michael, Rob Kairis, Tim Calfee, Christina West, Paul Moskun, Cheryl Wood and Matt Harper.

Also in attendance: Mayor Frank Seman; Fire Chief, Mark Chapple; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Finance Director, Brian Huff; Council Clerk, Chelsea Gregor; Lou Dudek, Larry Silenius, Cliff Soudil, John McFarland

- Motion to excuse Ms. Wood by Mr. Harper, 2nd by Ms. Michael- **All Ayes**

The first item on the agenda was to approve the Committee of the Whole meeting minutes from April 17, 2023

- Motion to approve the April 17, 2023, Committee of the Whole minutes by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**

Mr. Kluge stated that there was an addition to the agenda from the City Engineer.

Mr. Finney explained that he would like to sign an MOU with Portage County to acquire the necessary inspection services and that it would be based on the Ohio building code. He said that the Commissioners are meeting on Thursday to approve the MOU and that he would like to get authorization from Council to do so. Mr. Finney explained that the MOU for services is an immediate need and that inspections are required to be done within 4 working days.

Mr. Kairis acknowledged that the City Engineer is allowed to hire individuals for inspections. Mr. Finney explained that it is the County that is requesting the MOU with the City for inspection services.

Council was in favor of the inspection services and stated that Mr. Finney was able to move forward with the MOU and that Council will retroactively approve it at the next meeting.

The second item was an ordinance to accept a \$200.00 donation from Edward C. Seigerst.

Ms. Michael stated that the item was a donation from a resident and that it is appreciated.

- 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 for the School Resource Officer (SRO).

Ms. Michael stated that the item is a contract for the School Resource Officer and that there have been no changes since it was last discussed.

- 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 adjustment of appropriation amounts in the 553 and 101 Funds.

Ms. Michael stated that the item is to move funds due to over appropriations.

Mr. Huff stated that the item would be to reduce appropriations in fund lines.

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

The fifth item was an ordinance amending codified ordinance sections 1610 and 1620 updating the Fire Codes.

Chief Chapple stated that the item is to update the Ohio and National Fire Codes in order to be in compliance.

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

The sixth item was an ordinance accepting an easement from Firm Foundation Ministries.

Mr. Harper stated that the easement will go toward a project to move the sidewalk back to add more parking.

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

The seventh item was an ordinance authorizing the Mayor to sign three easement agreements.

Mr. Moskun explained that the easements are for the City to take over the sanitary lateral due to multiple businesses utilizing the same sanitary line which is not permitted in the codified ordinances.

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

The eighth item was an ordinance authorizing the re-appropriation of Pratt St. improvement project funds.

Mr. Moskun stated that the item is to re-appropriate funds for the project which includes sidewalks and water service.

Mr. Finney explained that the funds were appropriated in 2022 but did not get re-appropriated into the 2023 budget when the project would be completed.

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

The ninth item was an ordinance authorizing the Mayor to reimburse a resident with a moral claim.

Mr. Moskun explained that there was a sewer backup reported shortly after the City cleared a blockage in the sewer line on Lincoln Ave. and stated that the resident has put in a request to have the City reimburse the cost of the sewer cleanup in their basement, adding that they have no record of any previous sewer backups.

Mr. Huff stated that according to Ohio law the City is not liable for the incident because they did not know in advance that an issue would arise after clearing the initial blockage.

Mr. Kairis asked how the issue occurred.

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Ms. Dubinsky read the report provided by the Street Department explaining the procedure used to clear the sewer line on Lincoln Ave.

Ms. Michael stated that she feels the City should pay the amount requested.

Ms. Wood stated that she supported the \$1,000 limit for moral claims.

Mr. Kluge stated that since there was no agreement amongst Council on the moral claim to move forward with the requested amount for Council to vote on at the regular meeting and if it does not pass then the Service Director has authority to pay out a \$1,000 moral claim.

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

The tenth item was an ordinance authorizing the Mayor to apply for the Wildlife Step Outside Grant.

Mr. Kairis stated that the item is for a \$500 grant for archery for the Parks and Recreation Department and that the City is adding an additional \$351 for arrows and targets. He explained that there will be an event held in Kent at Fred Fuller Park with other county entities and that Ravenna has the only archery program. The grant is due June 30th, and the event will be held on October 23rd.

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

The eleventh item was an ordinance authoring the Mayor to accept and approve the 2022 RPIG.

Ms. Wood stated that the item is to accept the grant in the sum of \$750,000 that will go towards the cost of the new water tower.

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

The twelfth item was a discussion regarding IT servers.

Ms. West stated that Quality IP provided a quote for new servers and explained that the IT Director in Kent stated he could work with their cloud-based server to get the City of Ravenna a quote as an additional option.

Mr. Kluge asked if new servers are needed now and if the item is an emergency.

Mr. Huff stated that two of the City servers are out of warranty at the Police Department and Recreation Department, adding that nothing is expected to happen but it is possible.

Council agreed it was important to ensure the protection of the servers and made a motion to change the discussion to an ordinance.

- Motion to move IT servers from discussion to ordinance by Ms. West, 2nd by Mr. Kairis-
All Ayes
- All Council present responded in favor to move the item forward for legislation.

The thirteenth item was a discussion regarding a City Council Newsletter.

Ms. West stated that a Council newsletter has been discussed and explained that information would be provided by Committee chair members to communicate important topics to the community. She stated that it is to provide positive involvement with the community and that it will be available in a pdf format on the City's website. Ms. West added that the City survey is

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ready to go and there will be a QR Code available in June.

- All Council present responded in favor to move the item forward for legislation.
- Motion to adjourn at 6:34 pm by Ms. Wood, 2nd Ms. West- **All Ayes**

There being no further business before Council, the meeting adjourned at 6:34 pm

ATTEST:

Clerk of Council

Council President