



**Ravenna City Council
Planning Committee Meeting Minutes
October 16, 2023**

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

Council present: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, Matt Harper

Also attending the meeting: Mayor Frank Seman; Finance Director, Brian Huff; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Economic Development Director, Dennis West; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius, John Sferra

Planning Committee Meeting was called to order at 6:53 P.M. by Chairperson, Rob Kairis

The first item was revision of Chapter 214 of the codified ordinances.

Mr. Kairis stated that the item is to update Chapter 214 and that a proposed amendment would be to raise the cap for purchases to \$25,000 before a purchase or contract needs to come before Council. He asked if Council was good with the proposal of \$25,000.

Ms. Michael asked how it compared to other communities.

Mr. Huff stated that he had researched other areas and that \$25,000 is common, adding that the bidding threshold has increased to \$75,000.

Mr. Kairis stated that he is good with the \$25,000.

Mr. Calfee stated that there are too many contracts that come through Council and that he suggested an amount between \$10,000-\$25,000.

Mr. Finney made a point that he had 3 contracts on the agenda that evening that were all under \$25,000,

Mr. Kairis stated that Council can stipulate what needs to come before Council.

Ms. Michael stated that she is fine with the \$25,000 threshold and said that if an item is in the budget then Council knows it is coming.

Mr. Kairis asked what the reporting mechanism would be.

Mr. Huff stated that he could run a check list for all the purchases monthly.

Mr. Kairis stated that he will make the amendments for next week.

- The item was moved forward.

The second item was spending ARPA Funds.

Mr. Kairis stated that there is \$576,170.00 left in ARPA funds that need to be encumbered by the end of 2024 and said that funds were discussed to be potentially used for the water tank.

Mr. Huff stated that the Parks and Recreation Department has a turf project that they would like to utilize ARPA funds for.

Ms. Michael agreed that the Parks and Recreation department did suffer from the pandemic and thinks that some of the funds should go to that department.

Mr. Finney reminded Council that the City is going to building new facilities and would like to set some of the ARPA funds aside for that project.

Ms. Michael asked if the Parks and Recreation Department would be in the same space. Mr. Finney stated that they would not be moved and that it would cost an extra \$8 million dollars to add the Parks and Recreation Department to the design, adding that it would cost approximately \$1 million dollars to update the current facility. Mr. Kairis requested that the administration reach out to department heads to see if they have any project needs that could be funded by the ARPA funds. Ms. Michael asked if some of the funds could be allocated to the General Fund and then taken out as needed. She suggested that some of the funds could be used to beautify downtown.

- The item was for discussion only.

The third item was downtown signage.

Mr. Kairis explained that Jack Schafer had donated funds to be used for signage and explained the breakdown of funding that Mr. Schafer had earmarked for use. Mr. Finney explained that when the Streetscape was implemented, administration had wanted Council to approve a policy for downtown signage. Mr. Kluge stated that the design for the signs has been chosen and that organizations would have to comply with the sign designs if they wanted to participate. Mayor Seman stated that Mr. Schafer had wanted the City and the Township to work together to implement entrance signs into the city. Mr. Kluge and Mr. Kairis stated that they would work to create downtown sign details.

- The item was moved forward.

The fourth item was an update from Cliff Soudil.

Mr. Soudil addressed Council to state his concern for the meeting process with Perspectus and stated that he was not representing the Design Review Commission with his statements. He was worried that Perspectus was not following the RFQ guidelines which states that meetings would be in person, but he said that the company would prefer to do Zoom. Mr. Finney addressed the issue and stated that the cost would increase if members of the company had to drive out to the City to meet. Mr. Soudil also expressed his concern that the Sunshine Laws are being followed during the meetings and that he wants to make sure that there are not too many people involved.

- The item was for discussion only.

Management Update

Mr. Finney stated that the RFP's for Osborne Park are due on November 3rd.

There being no further business for discussion, the meeting adjourned at 7:32 P.M.

ATTEST:

Clerk of Council

**Rob Kairis, Chairperson
Planning Committee**