



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
October 23, 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, Cheryl Wood, Paul Moskun and Matt Harper.

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

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from June 20, 2023**

- Motion to approve the September 18, 2023, Committee of the Whole minutes by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**

**The second item was a presentation of a proclamation for The Young Marines.**  
The proclamation presentation was postponed.

**The third item was an ordinance authorizing the purchase of 4 solar speed limit signs and to appropriate \$15,240.**

Mr. Harper stated that the item has been discussed and that the speed limit signs can be moved around to different locations as needed.

Mr. Moskun asked who would be responsible for them and how they would be stored.

Mr. Harper stated that they would not be stored but in continuous use.

Mr. Finney stated that he was hoping that the police department would take care of the signs.

Ms. West stated that she would like to move the item forward and that it will take time to get them set up.

Mr. Finney added that the units will collect data and that the City currently only has one speed trailer.

Ms. Michael suggested that the funds come out of the Police Department Fund and Ms. Wood suggested the funds come out of the CI Fund.

Mr. Kluge stated that he is in favor of the item and that the signs can be placed on streets that have had speeding issues in that past.

Mr. Finney stated that the signs have a two-year warranty.

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

**The fourth item was an ordinance authorizing the Mayor to hire GPD Group and to appropriate \$5,000.**

Mr. Harper stated that the item is to perform a traffic survey at King and Main St. to see if the traffic light is warranted in that location since it will need to be replaced.

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Ms. Michael said that she is not in support of removing the traffic light, citing her concern for the safety of children and stated that the crosswalk is utilized during school days and the weekend. Mr. Finney stated that if the light was removed then there would be a pedestrian crossing to ensure a safe crossing.

Ms. Michael stated that there is a light at Riddle and Myrtle that is not needed that could be repurposed to replace the one at King and Main St.

Mr. Finney stated that he will have to come back to Council in 2024 because the light will need to be moved after Main St. is widened and said that there is a 50 week wait on new light poles.

Ms. Wood was in favor of keeping the traffic light at the intersection.

- The item was not moved forward.

**The fifth item was an ordinance authorizing the Mayor to purchase 8 bollard bike racks and to appropriate \$2,500.**

Mr. Harper stated that the bike racks would be placed in the downtown area for people from the bike trail and town to utilize.

Mr. Finney stated that there were two bike racks with benches on the back, but he is unsure if they still exist.

Mr. Harper stated that he thinks the bike traffic will improve with the designated bike routes.

Mr. Silenius asked if the racks were small and Mr. Harper responded they will hold two bikes.

Mr. Wood asked if the funds could be taken out of the Park CI Fund and Mr. Finney responded that it is up to the Finance Director.

Ms. Michael suggested creating a protocol if a bike is continuously locked up on the bike rack.

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

**The sixth item was an ordinance authorizing the Mayor to sign consent legislature for ODOT to crack seal.**

Mr. Harper stated that the item is 100% funded by the State to crack seal small sections of city roads on Rt. 5 and Rt. 88.

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

**The seventh item was an ordinance authorizing the Mayor to enter into a contract with TIC for water tank demolition.**

Mr. Moskun stated that the item is to remove the old GE stan pipe and that it serves no practical function since it has been out of service for years.

Mr. Finney stated that there would be two separate contracts for services with TIC.

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

**The eighth item was an ordinance authorizing the Mayor to enter into a contract with TIC for design and specifications.**

Mr. Moskun stated that the item is for a new water tank and stated to clarify that it would be a 750-gallon tank.

Mr. Finney stated that he has not settled on a tank size yet.

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

### **The ninth item was an ordinance authorizing the Mayor to enter into a contract for backup power and appropriate \$74,900.**

Mr. Moskun stated that the lift station is located north of the Hike and Bike Trail and that during a recent storm the power was out at the station for days. He explained that the Wastewater Treatment Plant would like to get a new generator with natural gas and that the lift station is approximately 60 years old. Mr. Moskun estimated that the new backup power should be good for decades to come.

Mr. Kairis inquired about the appropriation amount which is \$100 under the bidding threshold. Mr. Huff explained that the project estimate was inflated to allow for any extra services or materials if needed.

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

### **The tenth item was an ordinance amending Chapter 214 of the Codified Ordinances.**

Mr. Kairis stated that the original codified ordinance language had a cap of \$2,000 for purchases to not require 3 different bids and that Council would like to increase it to \$25,000. He said that section (b) has been added to request a report from the Finance Department.

Ms. Wood asked if it was possible to get an idea of items that will be requested at the budget meeting.

Mr. Huff stated that he can point out big changes and provide a check list to Council, he can add more reports if necessary and Council can always call the Finance Department to ask any questions.

Mr. Kairis stated that there could be a spreadsheet once a month and it could be incumbent on Council to ask questions.

Mr. Huff informed Council that there are approximately 990 fund accounts and that reporting would have to be narrowed down. Answering Mr. Calfee's question, Mr. Huff stated that he could provide a report that would list every purchase and contract below \$25,000.

Mr. Kairis stated that the reporting can be tweaked over time if needed.

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

### **The eleventh item was an ordinance authoring the implementation of downtown wayfinding signage.**

Mr. Kairis explained that there was a competition with Kent State students through Main Street Ravenna to help develop downtown signage options.

Mr. Kluge acknowledged the topic of creating a policy for downtown signage.

Mr. Moskun stated that he has seen downtown signage in other places and that it is helpful and attractive.

Ms. Michael agreed that downtown signage is attractive and that she would like to see more visible signs of school pride and hot air balloons.

Mr. Kairis stated that there are several points to consider including the location, the requestor and the approval process. He said that the approval can go through the Service Director and that if a sign is denied the decision can be repealed.

Mr. Finney stated that the Design Review Commission was interested in gateway signage.

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Ms. Dubinsky suggested that “Home of the Ravens” could be put on the entrance signs.

Mr. Finney cautioned that trees and bushes could hinder the sightline of signs.

Mr. Kluge suggested testing out locations for visibility to get the ball rolling.

Mr. Kairis suggested sending any suggestion to him.

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

### **The twelfth item was an ordinance approving the creation of a Tax Increment Financing (TIF).**

Mr. West stated that he has been working with guidance from the attorneys.

Mr. Kairis stated that he received the ordinance and that his questions were answered in the body of the ordinance.

Mr. West stated that with the TIF the schools will be made whole and that they will be given 14 days to review the TIF ordinance before Council can vote on it.

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

### **The thirteenth item was an ordinance approving the dissolution of the Ravenna Township Joint Economic Development District (JEDD).**

Mr. West stated that that the current JEDD is set to expire at the end of the year and the rules and guidelines have changed since it was first developed. He explained that the City is better off dissolving the current JEDD and updating the language with the new guidelines for a new JEDD.

Mr. West stated that there is no record of the JEDD at the state level and that the board never met, which they must at least once a year. He said that there will be an updated ordinance next year for the new JEDD.

Mr. Calfee asked if the old JEDD had collected any money.

Mr. West stated that there was no money collected, the city cannot find a JEDD related account and that there was no forward movement on the JEDD after Council passed the initial ordinance.

Mr. Finney added that there were no businesses added into the JEDD.

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

### **The fourteenth item was an ordinance amending ordinance 2018-087 to reflect Ohio House Bill 33.**

Mr. Huff stated that there is updated language in House Bill 33 that is required to be amended and passed by all municipalities in the state by the end of the year. He explained that some of the amendments in the Bill include reducing late penalty fees and it will have guidelines on remote work.

Mr. Calfee stated to clarify that these changes are coming from RITA.

Mr. Kairis asked if it would change anything in the codified ordinances.

Mr. Huff stated that he believes another amendment was passed in 2015 and updated in the codified ordinances.

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

### **The fifteenth item was an ordinance approving a depository agreement for active, interim and/or active public funds.**

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Mr. Huff stated that the item is a requirement that the auditors ask for and that new paperwork is needed since the old agreement has expired. He stated that he was going to check with the bank to make sure the starting date of January 20<sup>th</sup> is correct, instead of January 1<sup>st</sup>.

Mr. Calfee asked if the auditors will have an issue with the agreement being retroactive.

Mr. Huff stated that he addressed the concern with the bank and that they are okay with it.

- All Council present responded in favor to move the item forward for legislation.
- Motion to adjourn at 7:02 pm by Ms. Michael, 2<sup>nd</sup> Ms. West- **All Ayes**

**There being no further business before Council, the meeting adjourned at 7:02 pm**

**ATTEST:**

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**Clerk of Council**

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**Council President**