



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
February 21, 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 6:02 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; Police Chief, Jeff Wallis; Fire Chief, Mark Chapple; Kay Dubinsky; City Engineer, Bob Finney; Finance Director, Brian Huff; Council Clerk, Chelsea Gregor; Eric Hummel, Ted Manfrass, Angie Reedy, Lou Dudek, Larry Silenius, Cliff Soudil, John McFarland and Diane Smith

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from January 23, 2023**

- Motion to approve the January 23, 2023, Committee of the Whole minutes by Mr. Kairis, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**The second item was an ordinance authorizing the Mayor to apply for the SAFER grant for the Fire Department.**

Ms. Michael stated that the item was discussed and that the Fire Department is trying again for the SAFER grant to pay for three additional firefighters.

- 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 the Ohio EMS grant for the Fire Department.**

Ms. Michael stated that the Fire Department is applying for \$3,500 for equipment and there is no match required.

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

**The fourth item was an ordinance authorizing the Mayor to apply for the Safety Intervention grant for the Fire Department.**

Chief Chapple explained that the grant is through the Bureau of Workers Compensation to purchase stair chairs for the Fire Department.

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

**The fifth item was an ordinance authorizing the Mayor to apply for the BWC Exposure to Elements grant for the Fire Department.**

Chief Chapple explained that the grant is to apply for the remaining \$1,700, out of the original \$15,000, grant that the Fire Department applied for, adding they were awarded \$13,300 in 2018.

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

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**The sixth item was an ordinance to accept a donation of (1) Lucas device and (1) Lifepak 15 heart monitor.**

Ms. Michael stated that the donation was arranged last year by an anonymous donor and that all the items are brand new.

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

**The seventh item was an ordinance to accept the receipt of \$7,347.00 from the Body-Worn Camera Grant.**

Ms. Michael stated that the item is to accept grant money that the Police Department applied for last year.

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

**The eighth item was an ordinance to authorize the Mayor to sign participatory legislation with ODOT.**

Mr. Harper stated that the item is an agreement with ODOT for the paving of North Chestnut St. and South Prospect St.

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

**The ninth item was an ordinance authorizing the Mayor to advertise for bids for the Meridian/Murray waterline project.**

Mr. Moskun stated that the item is to replace the waterline on Meridian St. from Riddle Ave. to Hazen Ave., and the Majority of Murray Ave., adding that the hydrants will also be replaced.

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

**The tenth item was an ordinance authorizing the Mayor to sign a contract with CT Consultants.**

Mr. Moskun stated that the item is to assess the Wastewater Treatment Plant to address when equipment will need to be replaced. He stated that there were four RFQ's sent out and CT Consultants were independently chosen and agreed upon.

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

**The eleventh item was an ordinance to authorize the Mayor to enter into a contract for a Design Review Consultant.**

Mr. Kairis stated that the next two items go along together and that the contract with a Design Review Consultant is contingent on getting the CLG grant. He stated that the Design Review Commission (DRC) voted 4 to 1 to recommend Perspectus to Council as their chosen consultant. DRC Vice Chair, Ted Manfrass, addressed Council to explain their decision. He also acknowledged Rick Hawksley's email endorsing their decision to Council and explain his commitment to the DRC having served on the commission for 8 years. Mr. Manfrass clarified that Perspectus will also address economics and grants which are included in their proposal. He explained elements of both potential consultants, Perspectus and CT Consultants, and what they

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had offered and stated that the commission had voted 4 to 1 to go with Perspectus, who he said is also working on helping the owners of Riddle Block 9.

Ms. Michael asked if he had worked with Perspectus before.

Mr. Manfrass stated that they are both members of AIA and that Perspectus is outstanding in their field, and added that he has also worked with CT Consultants who are wonderful but he does not feel they are what the City is looking for. He agreed with Mr. Kairis' comment and stated that a historic downtown can help with the economic growth of a city.

Mr. Soudil addressed Council as the 1 member of the DRC who voted against Perspectus and stated that he believes planning is the most important aspect to building up a downtown and that it should be equal parts historic and economic development.

Ms. Michael asked if Perspectus brought up economic development.

Mr. Manfrass stated that the DRC is not involved in economic development and is not responsible for empty store fronts and spaces. He stated that the DRC is not the cause of empty store fronts and that they work with owners to compromise on solutions and fixes for their properties having only rejected one person.

Mr. Calfee asked Mr. Manfrass if he believes the guidelines need to be reviewed.

Mr. Manfrass stated that he made the initial motion to have them reviewed and that he helped write the original guidelines in 1986. He stated that Mr. Hawksley brought back guidelines from Willoughby, and they are an example of what the DRC is looking for.

Mr. Kluge asked the opinion of Mayor Seman.

Mayor Seman stated that he is in favor of taking the recommendations of the DRC.

Mr. Silenius stated that CT Consultants focus more on planning and economic development.

Mr. Kairis stated that the cost of Perspectus was \$27,500 and CT Consultants is approximately \$30,000, adding that the ceiling for RFQ's was \$30,000. He then made a motion to move forward with the consultant company that the DRC had voted to move forward with.

- Motion to move forward with the Design Review Commission recommendation to go with Perspectus by Mr. Kairis, 2<sup>nd</sup> Mr. Calfee- Mr. Kairis, Mr. Calfee, Ms. West, Ms. Michael, Mr. Harper- **All Ayes**, Mr. Moskun, Ms. Wood- **No**

Mr. Finney stated that his recommendation was to go with what the DRC was in favor of and questioned what Council would be in favor of spending if the City was unable to get the CLG grant, adding that he could then negotiate a different scope of work for less cost.

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

**The twelfth item was an ordinance to apply for the CLG grant through Ohio History Connection.**

Mr. Kairis stated that the item is to apply for a \$30,000, 60/40 matching grant for a consultant and if awarded the City would pay \$12,000 and the CLG grant would pay \$18,000.

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

**The thirteenth item was an ordinance authorizing \$50,000 from the HOME RLF for the renovation of 413 Lincoln St.**

Ms. Wood stated that the item is to provide funding to Habitat for Humanity for a complete renovation located at 413 Lincoln St. and that the two-family structure will be converted to a

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single family home to provide housing for a family in need.

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

Mr. Kluge requested to move item number sixteen first.

**The sixteenth item was an ordinance approving the 2023 permanent budget.**

Mr. Huff stated that most departments have made their requests and that he will do a review with the Assistant Finance Director in a week or two. He said that the budget will be passed at a Special Council meeting following the Committee of the Whole meeting in March.

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

**The fifteenth item was an ordinance authorizing to approve a one-time essential worker pay for full-time non-union employees.**

Mr. Huff stated that he sent out a list of what other cities have done regarding a one-time payout for workers as a reward for working through the pandemic. He stated that there are prorated amounts for some of the full-time non-union workers who were hired between 2021 and 2022. Mr. Huff stated that in negotiations unions get a lot more and this was a way to recognize non-union workers from January 2021 to December 2022, adding that the prorated amounts are by month.

Mr. Calfee requested a list of other communities that also recognize their employees.

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

**The fourteenth item was an ordinance approving the collective bargaining agreement for union employees.**

Mr. Calfee stated that Council had reviewed the changes with Heather at the previous meeting.

Mr. Kairis called a point of order stating that Council does not have the union contracts to look at and Mayor Seman stated that Heather has the contracts.

Mr. Moskun stated that Heather presented all the changes to the contracts.

Ms. West stated that she is comfortable with moving forward with the new changes.

Mr. Kairis was not comfortable moving forward with the item without the contract but after discussion between Council members on the topic stated he would move forward with it.

Mr. Calfee stated that having contracts that are being voted on is the best practice, but in this case, he is okay with moving forward with approving the contract changes as submitted.

- All Council present responded in favor to move the item forward for legislation.
- Motion to adjourn at 6:56 pm by Ms. Wood, 2<sup>nd</sup> Ms. West- **All Ayes**

**There being no further business before Council, the meeting adjourned at 6:56 pm  
ATTEST:**

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**Clerk of Council**

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**Council President**