



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
February 20, 2024, 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: 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; Tim Contant; City Engineer, Bob Finney; Finance Director, Brian Huff; Assistant Finance Director; Tami Lorence; Council Clerk, Chelsea Gregor; Larry Silenius, Cliff Soudil

The first item on the agenda was to approve the Committee of the Whole meeting minutes from January 22, 2024

- Motion to approve the January 22, 2024, Committee of the Whole minutes by Mr. Harper, 2nd by Mr. Kairis- **All Ayes**

The second item was an ordinance to accept a \$100.00 donation from the Portage County Charity Horse Show.

Ms. Michael stated that it is a generous donation that the City appreciates and there are no matching funds required.

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

The third item was an ordinance to accept a \$200.00 donation from the Ravenna Elks Lodge.

Ms. Michael stated that it is another generous donation and that 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 and accept the 2023 AFG Grant.

Chief Chapple stated that the Fire Department has applied for the grant in the past and would like to apply for it again. He stated that there is a 5% match required.

- 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 and accept the 2024-2025 Ohio EMS Grant.

Chief Chapple stated that it is an annual equipment grant that the City receives and it requires no match. He said that they usually receive between \$1,200 to \$3,000.

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

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The sixth item was an ordinance amending Section 244.05 of the codified ordinances.

Ms. Michael stated that when the section was amended, letter (d) was not removed and said that the \$50 non-transport fee is no longer relevant.

Chief Chapple stated that the amendment was an oversight that needs to be corrected.

- 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 purchase agreement with Stryker.

Ms. Michael stated that \$50,000 in ARPA Funds were approved to be utilized to purchase a new lift cot system from Stryker and that the request is to enter into a purchase agreement.

Chief Chapple stated that the total cost is \$56,000 and that the remaining \$6,000 will be taken out of the Fire Department small capital fund. He added that Stryker is re-writing the agreement due to an incorrect invoice amount.

Mr. Calfee asked what the load limit is on the cot.

Chief Chapple stated that it is a heavy-duty system and the limit is 700lbs.

Ms. Michael added that the lift cot system helps to mitigate employee back injuries.

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

The eighth item was an ordinance authorizing the Mayor to purchase a new truck and appropriating \$49,019.00.

Mr. Harper stated that the item is to purchase a new truck and to allow for an old Service Department truck to be turned into an emergency sign repair truck.

- 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 with Arbor Pro and appropriating \$40,000.

Mr. Harper stated that the tree inventory is done every 7 years and that it should be completed by June. He added that the City applied for a grant and that they are waiting to hear back on the results of the award.

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

The tenth item was an ordinance authorizing the Mayor to advertise for bids for the Spruce/Jefferson waterline project.

Mr. Moskun stated that the project will be on Spruce Ave. between Maplewood St. and Diamond St., and then on Jefferson St. from Main St. to south of Spruce Ave. He said that the entire waterline will be replaced, along with the hydrants and curb boxes. Mr. Moskun stated that the replacement is needed, and it will eliminate chances of a water breaks in those areas for years to come.

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

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The eleventh item was an ordinance authorizing the Mayor to advertise for bids for the Foxwood Estates extension.

Mr. Moskun stated that there is no cost to the City to extend the sanitary services to the Foxwood Estate homes and that the extension is mandated by the EPA. He added that it is a short street and that the project will be extending utilities outside of the city limits.

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

The twelfth item was an ordinance authorizing the Mayor to enter into a contract with Forever Lawn.

Mr. Kairis stated that \$172,000 has been allocated from ARPA Funds for the turf resurfacing at Chestnut Hills Park and that the City will be using SourceWell to pick the company.

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

The thirteenth item was an ordinance amending Section 881 of the codified ordinances and repealing Ordinance 2023-124.

Mr. Kairis stated that the item is to update the tax code in the City's codified ordinances and to adopt them to be in compliance with RITA. He said that the state legislature made changes that every municipality in Ohio has to adopt.

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

The fourteenth item was an ordinance amending the payroll ordinance for payroll salary adjustments.

Mr. Calfee stated that the amendments were discussed at the committee meeting. He explained that that the Parks and Recreation Director salary is propose to change from range 20 non-union to range 21 supervisory, the Finance Director was added into the payroll ordinance at range 24 supervisory, the Billing & Meter Supervisor title will change to Billing & Meter Superintendent and the salary is proposed to change from range 18 non-union to range 19 supervisory, and the Parks Supervisory salary is proposed to change from range 14 non-union to range 16 non-union. Mr. Moskun stated that there is approximately \$6.5 million dollars that Mr. Reynolds is in charge of in the Utility Billing Department.

Mr. Kairis clarified that 3 non-union supervisory salary ranges had been approved last year with the payroll ordinance. He stated that there was language amendments suggested for the promotion section to allow for a step increase above 2 steps and that the HR Director liked the language that he suggested.

Mr. Huff stated that HR agreed to the language changes and that they would like to keep the word "supervisory" in because payroll is coded and the Finance Department needs it for audit purposes.

Mr. Harper stated that changes needed to be made and that he is okay with leaving it as it is for now.

Mr. Kairis addressed that four items are bundled into the same ordinance and suggested that they should be separated to be voted on individually.

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

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The fifteenth item was an ordinance approving the 2024 annual Permanent Budget.

Mr. Huff stated that he is scheduling a Budget Commission meeting and will discuss it at the next committee meeting. He said that he is working with department heads and would like to get it approved at a Special Council meeting immediately following the Committee of the Whole meeting.

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

Ms. Michael stated that Ravenna will be celebrating its 225th Anniversary this summer and encouraged everyone to come together so that the community can be proud. She added that the City is working on downtown beautification and noted that there are 75 trash cans that need to be painted.

Mr. Moskun stated that he is optimistic and looking forward to the celebration. He said that a lot of people don't realize a lot of the city's history.

Mayor Seman stated that there will be a health screening on February 27th that employees can sign up for and said that he plans to have the State of the City address in March.

He said that he had a meeting with the Balloon A-Fair to discuss their plans for the year.

Mayor Seman said that the State of Ohio will be paving Main St. from the west side to the east side of town and that the Balloon A-Fair is planning to paint their anniversary logo in the cross section of Main and Chestnut. He stated the street will be widened on the west side of town and that the City is cognizant of the paving schedule and the summer events. Mayor Seman stated that a Meet the Mayor and Council event is being considered in conjunction with the opening 225th Anniversary ceremony and that the City is preparing for the solar eclipse on April 8th. He said that the library will host a viewing party at the city property on Clinton St. and that the schools will be closed that day. Mayor Seman stated that Ms. Watkins will be hosting a viewing party at Chestnut Hills Park but is concerned with the amount of traffic that could ensue and is considering moving it to City Park.

- Motion to adjourn at 6:50 pm by Ms. Michael, 2nd Ms. West- **All Ayes**

There being no further business before Council, the meeting adjourned at 6:50 pm

ATTEST:

Clerk of Council

Council President