



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
April 22, 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, Rob Kairis.

Council present: Council President Rob Kairis, Amy Michael, Rob Kairis, Tim Calfee, Christina West, Cheryl Wood and Matt Harper.

Also in attendance: Mayor Frank Seman; Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Tami Lorence; Finance Controller, Brian Huff; Council Clerk, Chelsea Gregor; Cliff Soudil, Carmen Laudato, Larry Silenius, Cynthia Miller, Greg Francis, Eve Francis

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

The first item on the agenda was to approve the Committee of the Whole meeting minutes from March 18, 2024

- Motion to approve the March 18, 2024, Committee of the Whole minutes by Ms. Michael, 2nd by Ms. West- **All Ayes**

The second item was an ordinance to accept a \$1,000 donation from the Ravenna United Fund for the Police Department.

Ms. Michael stated that the item is to accept a generous donation in memory of Earl Hartung and there is no match required.

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

The third item was an ordinance to accept a \$1,000 donation from the Ravenna United Fund for the Police Department.

Ms. Michael stated that the item is the same as the previous item but for the Police Department. She stated that it is also in memory of Earl Hartung and expressed her thanks for the generous donation.

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

The fourth item was an ordinance appropriating \$23,000 to replace old street signs.

Mr. Harper explained that many of the various street signs have become faded and lost their reflectivity, and need to be replaced for safety purposes.

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

The fifth item was an ordinance authorizing the installation of a “No Turn On Red” sign at N. Scranton and Main St.

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Mr. Harper stated that the “No Turn On Red” sign will help to alleviate issues that occur in the morning and afternoon near the school, and that it will make the intersection safer.

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

The sixth item was an ordinance appropriating \$7,500 to renew an agreement with Portage Soil and Water.

Mr. Finney stated that the item is to appropriate funds for the agreement with Portage Soil and Water to perform educational sessions for the public. He said that they had recently done an education session on rain barrels.

- 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 Helmling Excavating for water repair.

Mr. Finney explained that the item is to appropriate money from the water fund to do waterline repairs before the road is paved.

- 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 Helmling Excavating for sewer repair.

Mr. Finney stated that there is an odd section of Avon Court where a section of sewer is not draining properly. He explained that the item needs authorization for the Mayor to enter into a contract and that there were two out of five bids returned.

- 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 the Foxwood sanitary extension.

Mr. Moskun explained that the project has been ongoing and that it will be 100% funded through a grant, adding that the City will get reimbursed for its time spent on the project.

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

The tenth item was an ordinance authorizing the Mayor to enter into an agreement for the Summer Food Program.

Mr. Kairis stated that the item is an annual food program that is at no cost to the City. They provide free lunches to youths up to 18 years old and adults with disabilities.

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

The eleventh item was an ordinance authorizing the Mayor to apply for and accept two Celebrate Portage Grants.

Mr. Kairis explained that he had applied for two grants through Celebrate Portage, one for the Parks and Recreation Summer Celebration and the city’s 225th Anniversary celebration. He said that he found out that they were both awarded and that there are no matching funds required.

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

The twelfth item was an ordinance approving the 2023 codified ordinance updates.

Mr. Kairis explained that the ordinance is an annual housekeeping item to accept all the codified ordinance updates for the 2023 year.

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

The thirteenth item was an ordinance authorizing a moratorium on new adult use cannabis dispensaries.

Mr. Kairis stated that the proposal would be to put a moratorium on new cannabis dispensaries and would exempt the current medical marijuana dispensary which would be permitted to sell recreation use cannabis when permitted.

Ms. West said that parking could be a concern and that the City can keep an eye on the existing dispensary to see how parking goes.

Ms. Michael stated that she would like to be proactive instead of reactive. She said that the Planning Commission discussed the topic and suggested that the City hold off and see what other places do first.

Ms. Laudato thanked Council for sending the item to the Planning Commission for discussion and said that most communities are implementing a moratorium. She explained that the State keeps changing the rules and tax percentage of recreational cannabis and suggested to wait until all the changes are finalized to create the city's regulations.

Mr. Kairis thanked Ms. Laudato for the Planning Commission's work and support.

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

The fourteenth item was an ordinance authorizing the placement of funds for the Ravenna/Rootstown JEDD revenue.

Ms. Wood explained that the City received the first check from the JEDD for \$6,800 and that they would like to designate a fund to deposit the check. She said that Mr. West would like to see the funds go into an economic development fund.

Ms. Lorence stated that the money could go into the 219 Fund and that an additional check for \$6,400 was received.

Mayor Seman stated that he would like to see the funds in a separate place than the General Fund.

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

The fifteenth item was an ordinance to accept a donation in the sum of \$93,970.23 for economic development.

Ms. Wood stated that the item would be to accept a donation to be used to further economic development from the Community Improvement Corporation (CIC).

Ms. Michael asked if the CIC dissolved.

Ms. Wood replied no.

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

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The sixteenth item was an ordinance authorizing a new agreement with Quality IP for IT services.

Ms. West explained that the City needs an IT Director and that she sat in on an interview for the position with someone who currently works for Quality IP. She stated that the company has a non-compete clause which would require an additional 3-year contract in order to be able to hire the potential candidate. Ms. West said that the cost savings was 43%, and that the proposed Quality IP contract went from \$138,000 to \$78,000.

Ms. Michael clarified that the set up would be a joint IT collaboration with an IT Director and Quality IP.

Ms. West stated that Quality IP would serve as a backup for the IT Director and that the prospective IT Director candidate has worked with the City before and is aware of ways the City can save money.

Mr. Kairis noted the 60-day termination clause and went over the services that Quality IP would provide.

Ms. West stated that the candidate has a comprehensive understanding of the City's IT needs.

Ms. Michael noted her concern for any damage that could occur if the City did not renew with Quality IP while the IT Director transition takes place.

Mr. Kairis noted his concern for bidding out the IT contract.

Ms. West stated that she had met before Council to review contracts and said that it is difficult.

Mr. Calfee stated that the contract would be considered a professional services bid.

Mr. Kairis acknowledged the exempt service from requiring bids, but stated that he found that language in reference to counties and not cities.

Ms. Michael stated that the Law Director can review the topic and emphasized that the Police Department requires a person or company to be LEADS certified.

Mr. Calfee noted the conflict that could arise if the IT contract went out to bid.

Mr. Harper agreed and said that it could result in losing the IT Director candidate.

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

The seventeenth item was the appointment of Ward II Council member.

Mr. Calfee explained the process of appointing a new Council member and stated that there were 6 applicants and an additional letter of interest that was received after the deadline. Council discussed interview days and tentatively settled on Thursday and Monday to conduct interviews.

Mr. Calfee stated that he would provide the questionnaire for Council that was used during the last Council vacancy interview.

- All Council present responded in favor to move the item forward for legislation.
- Motion to adjourn at 6:59 pm by Ms. Wood, 2nd Ms. West- **All Ayes**

There being no further business before Council, the meeting adjourned at 6:59 pm

ATTEST:

Clerk of Council

Council President