



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
August 19, 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, Tim Calfee, Christina West, Cheryl Wood, Matt Harper, Tyler Marovich

Also in attendance: Mayor Frank Seman; Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Tami Lorence; Finance Controller, Brian Huff; Cliff Soudil, Larry Silenius

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

- Motion to approve the July 22, 2024, Committee of the Whole minutes by Ms. Michael, 2nd by Ms. West- **All Ayes**

The second item was an ordinance authorizing the purchase of new duty guns and accessories in the Police Department.

Ms. Michael stated that the new duty guns will be purchased from leftover ARPA funds and that the old duty guns will be sold to help offset the cost.

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

The third item was an ordinance amending Section 406.05 to remove the King St. and Main St. traffic signal.

Mr. Harper stated that the traffic signal has already been approved to be removed and that the ordinance is to officially remove it from the Codified Ordinances.

Mr. Finney stated that due to the street widening project the electric pole at the school on Main St. has discovered that it needs to upgrade their electrical service and has requested financial assistance from the City to do so.

Mr. Harper stated that a formal request should be submitted and then Council can discuss it.

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

The fourth item was an ordinance authorizing the Mayor to accept RFP's for the 2024 fall tree planting.

Mr. Harper stated that the item is to request proposals for the fall tree planting.

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

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The fifth item was an ordinance to accept a donation in the sum not to exceed \$50,000 for city tree plantings.

Mr. Harper stated that the item is an anonymous donation for trees in the city and half of the donation has already been received. He explained that the second donation will provide for 45 trees in Maple Grove Cemetery and 15 in the downtown area.

Mr. Contant said that 121 trees will be planted from the donation and a total of 165 with the addition of the annual tree planting.

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

The sixth item was an ordinance authorizing the Mayor to advertise for water and wastewater chemicals for 2025.

Mr. Kairis asked Council to excuse Mr. Moskun and Mr. Marovich.

Motion to excuse Mr. Moskun and Mr. Marovich by Ms. Michael- **All Ayes**

Mr. Kairis explained that the item is an annual housekeeping ordinance to advertise for bids for chemicals for the water and wastewater plants.

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

The seventh item was an ordinance authorizing the purchase of a lift station and appropriating funds not to exceed \$130,000.00.

Mr. Kairis explained that the item is to replace the lift station that had been destroyed.

Mr. Finney stated that everything would have to be replaced except the concrete wet well that is underground.

Mr. Kairis stated that the item is an emergency and therefore it does not need to go through the normal bidding process.

Mr. Finney explained that it will be replaced with the same lift station and the only difference is that there will be a taller hut.

Mr. Harper asked if the City places any protective barriers in front of such equipment.

Mr. Finney said that the City does not, but that it can.

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

The eighth item was an ordinance authorizing the purchase of a Bobcat articulated loader.

Ms. West stated that the loader will also be utilized at Emerald Lake Park and the Hike and Bike Trail. She explained that the Street Department has their own loader but that it sounds like there are a lot of benefits to the Parks Department having their own Bobcat. The total cost of the loader is \$46,993.

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

The ninth item was an ordinance amending the zoning map to change 562 Chestnut St. from R-4 to I-1 zoning district.

Ms. West stated that a business in the area is requesting a zoning change so that they can turn the property next to them into additional parking and landscaping.

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Mr. Finney explained that the next step is to hold a public hearing and then the ordinance can be voted on.

Mr. Kairis explained that another component of approving the item is a waiver for a setback at the property and the Planning Commission needs to request the waiver from Council.

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

The tenth item was an ordinance authorizing the Mayor to apply for and accept a Clean Ohio Conservation grant.

Ms. West explained that the ordinance is to acquire more land near Emerald Lake Park and that the requirements for the land are not as restrictive as the previous land deal. She stated that the item is to apply for and accept the grant if awarded.

Ms. Wood explained that the seller will pay the 25% match of the grant if the land is appraised at a certain price.

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

The eleventh item was an ordinance authorizing the Mayor to sign a non-binding agreement to purchase property.

Ms. West stated that there is a non-binding agreement letter in the packet that states if the land is appraised at a certain value, then the City does not have to pay the 25% grant match. She said that if the land appraises at a lower value, then the City does not have to purchase the property.

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

The twelfth item was an ordinance authorizing the Mayor to sign Neal Hess as the dual agent of the sale.

Ms. West explained that the item is to approve that the City is aware that Neil Hess would be representing both the buyer and the seller in the property transaction.

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

The thirteenth item was an ordinance creating an equipment recycling policy for unneeded city possessions.

Mr. Kairis explained that the item was discussed, and it is to create a policy of City property disposal that explains the procedure for departments looking to dispose of unused City property. He said that they are still waiting on the policy.

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

The fourteenth item was a resolution accepting the amounts and rates for the 2024 budget cycle.

Ms. Lorence stated that it is a housekeeping item for taxes and that it needs to be certified by the County.

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

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The fifteenth item was an ordinance authorizing the execution of Then and Now certificates.

Ms. Lorence stated that the ordinance is a new recommendation that came out of the state audit for compliance testing. She explained that the ordinance is to approve purchases and contracts that were not officially signed as a PO prior to the purchase. Ms. Lorence said that generally a PO is required before any purchases and that the ordinance will be done monthly, adding that she would like to see it be a part of the consent agenda.

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

The sixteenth item was an ordinance approving the insurance renewal for Love Insurance.

Ms. Lorence stated that it is an annual housekeeping item and that Love Insurance is still working on getting the City information and quotes. She explained that the cost of insurance could go up by 10% and that she hopes to have a quote by the next meeting.

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

The seventeenth item was an ordinance authorizing the Mayor to enter into an audit agreement with Spyglass Group, LLC.

Ms. Lorence explained that the City had the services done in 2015 and that they review the last two months of telecommunication bills to analyze any cost savings and to provide recommendations. She stated that she spoke with the IT Director regarding the service and that he is supportive of it and would answer any questions Council might have. Ms. Lorence stated that there is no money up front and that she will forward any recommendations to Council that the company provides. She said that the company will share the cost 50/50 on anything they recover and if they find a cost savings on a contract, they will have a different formula on how they will split the cost savings.

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

Mr. Calfee addressed Council to acknowledge the flooding conditions that occurred across the city and to speak on behalf of the Ward 4 residents by stating approximately 20 residences in the Riddle Ave., Woodland, and Oakwood Manor area had flooding issues. He said that he was concerned with the issue and said that the City needs to start figuring out solutions to repeated flooding and loss of personal property.

Ms. Michael agreed with Mr. Calfee and said that the flood water is unsanitary, and City Council will pass any ordinance necessary so that the City can find a solution to the flooding issues. Council discussed the issues facing residents when flooding occurs and the how to navigate infrastructure issues.

Ms. Michael updated Council on the statistics of one of the days the city flooded. She said that the Police Department received 23 calls, 30 cars were under water and officers volunteered to help answer dispatch phone calls due to high call volumes.

- Motion to adjourn at 7:21 pm by Ms. Michael- **All Ayes**

There being no further business before Council, the meeting adjourned at 7:21 pm

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ATTEST:

Clerk of Council

Council President