

MINUTES OF COMMITTEE OF THE WHOLE MEETING
July 22, 2019

The July 22, 2019 Ravenna City Committee of the Whole meeting was called to order at 7:00 P.M. by Council President Joe Bica. The following Council members were present: Paul Moskun, Robert Kairis, Amy Michael, Matt Harper, Scott Rainone and Bruce Ribelin. Also attending the meeting were: Also attending the meeting were Mayor Frank Seman; Finance Director, Kimble Cecora; Director of Public Service, Kay Dubinsky; Police Chief, Jeff Wallis; Tim Calfee of 910 Murray Avenue, Ravenna, Ohio; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio and Clifford Soudil of 464 Woodland Avenue, Ravenna, Ohio.

President Bica said the first item on the agenda is the approval of the Committee of the Whole meeting of June 17, 2019. There being no corrections, additions or changes to the minutes, a motion was made by Ms. Michael moved to approve the minutes as submitted. The motion as seconded by Mr. Rainone. **Voice Vote: All Ayes.**

President Bica said Item No. 2 is a request for the consent legislation for ODOT to pave a portion of State Route 5 and 44, a very small portion in the City.

Mr. Harper said this is an extremely small portion that ODOT will resurface. There is no cost to the City. They just need this legislation to move forward with laying a small patch of asphalt in the City Limits.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 3 is a request to appropriate \$1,550.00 to purchase a copier/printer/scanner for the Fire Department.

Ms. Michael said this is a printer/scanner/copier for the Captain's office. This replaces a printer.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 4 is a request to authorize the mayor to enter into a contract with Invoice Cloud for online phone and electronic banking in the Utility Billing Department.

Ms. Michael said this is an updated service. This is a new way for paperless options for the Utility bills. It will save the City approximately \$2,000.00 a year. There is a 60 day out clause on the current contract. This will increase the functionality for the consumer and also save them a little bit of money every month. The customers will also be able to pay their bills via text. It will improve and expand what the department is already doing.

There being no further discussion, it was decided by those present that legislation would be prepared.

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President Bica said Item No. 5 is a request to accept, record and appropriate donations of \$500.00 to Ravenna Police Department and \$500.00 to Ravenna Fire Department.

Chief Wallis said Doctor Wicks and his wife were locked out of their house. They called the Police Department and were unable to get them into the house. The Fire Department was able to get them into the house so they were kind enough to donate \$500.00 to each of the departments.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 6 is a request to authorize the mayor to enter into a contract with Ravenna School District to provide a School Resource Officer.

Chief Wallis said this is the same contract as in previous years. The only difference is that the dollar amount changes as the officer receives pay increases.

Ms. Michael said she still thinks the township should contribute to this. She knows they can't force it to happen but thinks that they should.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 7 is a request to authorize the mayor to enter into a lease/purchase agreement and appropriate funds for the integration of car camera and body camera technologies for the Police Department.

Chief Wallis explained that the current vendor for the in car cameras does not make body cameras. They are still beta testing and do not have that technology. The in-car cameras in the older cars have been cycled through several cars and are starting to malfunction. The compatibility of the body cameras and the car cameras, instead of having two microphones, the body camera becomes the microphone for the camera. Rather than buying laptops that are \$3,000.00 to \$5,000.00 each, the camera itself becomes that mobile data terminal (MDT) so that receives the message and all they need to provide is a keyboard and screen. One of those breaks, it costs a lot less money to fix instead of buying a new laptop. It also allows for a little more flexibility. The system they are looking at getting, the files are more compatible. File sharing and a lot of stuff they are trying to do down the road is a goal for the department. When they get requests for reports, those reports will have the video, photos, everything will be attached to the file. This will allow them to go more paperless and would require less supervision because of the way it's stored on the cloud, the supervisors will be able to access it on any of their computers as opposed to the way it is now. The old system they have to go into the computer in the booking room to watch the videos.

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Mr. Cecora said the vendor is willing to do a lease-purchase over five years at 4.85%. That's about the best rate they're going to get these days. The cost per year will be \$23,634.00. The equipment should last at least seven years so it will outlast the life of the lease. This is State Term pricing. The funds will need to be appropriated from the Capital Improvement Fund for this first year. The total cost is \$103,000.00. They will be outfitting 11 vehicles. They have 12 body cameras. They already have the body cameras but would order 11 car cameras.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 8 is a request to appropriate \$1,441.00 to abandon a waterline on Hickory Way.

Mr. Moskun explained that a contractor has already done the work. The waterline was next to a new waterline going into the dry cleaners. It was not being used so it was decided to remove it. The work has been done and the invoice needs to be paid.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 9 is a request authorize the mayor to enter into a contract with Portage Water and Soil Conservation District.

Mr. Moskun explained that this is a five year contract which has been previously been entered into for quite a few years. The Portage Soil and Water Conservation District provides education and public outreach to stay in compliance with the Stormwater Permit. The current contract doesn't expire until the end of 2019 and this contract begins in 2020.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 10 is a request to appropriate \$1,257.00 for settlement fees for parcels of land donated by the Portage Land Reutilization Corporation.

Mr. Moskun said this is for three small parcels of land. One parcel is on Spruce Avenue. The other two parcels are at Muzzy Lake. This is for the transfer costs and filing fees.

Mr. Ribelin asked if these parcels will be going to the CIC.

Mayor Seman said he has to speak to Mr. Finney. It seems this has been in the works forever. It was to complete a corridor from Spruce to Main and connected with the other open land owned by the City. As far as it goes to the CIC, he has to check with Mr. Finney. The Muzzy Lake land, he doesn't think it goes to the CIC.

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There being no further discussion, it was decided by those present that legislation would be prepared.

President Bica said Item No. 11 is a request to amend the Codified Ordinances, Chapter 1276 by changing setback requirements to match the current zoning and update the satellite placement with the times.

Mr. Kairis said Mr. Finney is suggesting the changes discussed in Committee. Mr. Finney feels that is that if someone wants their satellite dish in the back or side yard, it should be subject to whatever the setbacks are for that zoning district. Right now the ordinance mandates 12 feet. Another change would be that currently the satellite dishes are not permitted on accessory buildings. Mr. Finney said he didn't know why this was but that he does suggest that be allowed. This is an issue that is going to be discussed further in Planning Committee.

Mr. Ribelin asked if everybody received a letter from the CIC regarding this issue.

Those present responded in the affirmative.

Mr. Ribelin said the email said that they hoped Council would enforce the Code. He sent an email back and explained that Council doesn't have authority for enforcement. That's what the Mayor and Administration does. Council appropriates money and makes laws. That's their task but he thought he'd set them straight.

Mr. Kairis said he thinks they were worried Council was going to change the ordinance to allow satellites in the front yards. He doesn't think the changes being made are that much. The satellites in the front yards still need to be moved.

Mayor Seman said he thinks this will need to have three readings and a public hearing. It was decided by those present the issue would remain in committee until further clarification is available.

President Bica said Item No. 12 is a request to authorize the mayor to enter into an agreement with Ciuni and Panichi to perform the financial compliance audits for the fiscal years 2019 and 2020.

Mr. Cecora said Ciuni and Panichi has been performing the audit for the past five years (2014 through 2018). He thought for the sake of transition, he would reach out to the State Auditor's office and ask for a one year extension to help through the next year and they suggested a two year contract. The State of Ohio Auditor of State office contacted Ciuni & Panichi who created a new agreement between the two of them. The Auditor of State then asked Ciuni for a quote and the State is perfectly fine with this. This is priced at a 3% cost of living increase as they always do per year.

There being no further discussion, it was decided by those present that legislation would be prepared.

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President Bica said Item No. 13 is a request for the approval of the June 2019 accounting transactions.

Mr. Cecora said there were no transactions to report and no legislation is needed.

At 7:29 PM, Mr. Kairis made a motion to go into **Executive Session** to discuss issues related to personnel contracts. The motion was seconded by Mr. Ribelin. **Vote: All Ayes.**

A motion was made by Mr. Ribelin at 8:00 P.M., seconded by Mr. Kairis to **adjourn the Executive Session. Vote: All Ayes.**

There being no further business before the Committee of the Whole meeting adjourned at 8:00 P.M.

ATTEST:

Council Clerk

Council President