

MINUTES OF COMMITTEE OF THE WHOLE MEETING
February 19, 2019

The February 19, 2019 Ravenna City Committee of the Whole meeting was called to order at 7:15 P.M. by Council President Joseph Bica. The following Council members were present: Andrew Kluge, Bruce Ribelin, Scott Rainone, Paul Moskun, Robert Kairis, Amy Michael and Matt Harper. Also attending the meeting were: Mayor Frank Seman; Finance Director, Kimble Cecora; City Engineer, Bob Finney; Police Chief Jeff Wallis; Utility Billing Supervisor, Mike Reynolds; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio and Clifford Soudil of 434 Woodland Street, Ravenna, Ohio.

President Bica said the first item on the agenda is the approval of the Committee of the Whole meeting of January 22, 2019. There being no corrections, additions or changes to the minutes, a motion was made by Mr. Kluge to approve the minutes as submitted. The motion as seconded by Mr. Harper. **Voice Vote: All Ayes.**

President Bica said the second item on the agenda is a request to authorize the mayor to enter into an MOU with Ravenna Township Trustees for the payment of an economic development consultant.

President Bica said he thinks they have discussed this adequately and the body would like to move it forward.

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 accept a \$1,000.00 donation from Swagelok for the Police Department, record estimated revenues and appropriate same.

The clerk noted that a donation was received for \$1,000.00 for the Fire Department from Swagelok in addition to the one being discussed. Did anyone have any problems with adding legislation to accept that as well.

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 repeal Section 444.085 of the Codified Ordinances pertaining to the licensing of bicycles.

Mr. Kluge said this is an old ordinance. He doesn't think that it is in with the 21st Century and would like to propose repealing it. The Chief isn't enforcing it. One thing Mr. Silenius might bring up is on the bike there is some concern with a way to track a stolen bicycle. Cities like Stow offer a voluntary registration with the Chief of Police. He can have that conversation with Chief Wallis. If they are submitting grant applications with the rails and trails or others trying to connect the Towpath with downtown, he doesn't want something like this to get into the way of accepting those funds. Stow just recently repealed their old bicycle licensing legislation.

Committee of the Whole Meeting Minutes
February 19, 2019
Page Two (2).

Mr. Selinius said instead of repealing, he thinks they should amend it. They could delete the first section, it satisfies the reason it's on the agenda. That's the one needing a license to ride on the streets, sidewalks or City Parl. He suggests they amend the rest to make a license a voluntary and only once per bike instead of every year. As far as he knows, they no longer issue license plates but they do issue small stickers similar in size to the ones they get for car license plates. These are affixed to the bike frame. At the time they are issued, they should continue to record the make, model and serial number of the bike and then enter them into a computer where they can be located in a search. This way there is a computer record and the police come across a lost stolen bike, they can identify the owner. Otherwise, they have no way to identify the owner. As far as he knows, the bicycles are stored in a warehouse and once a year is auctioned off to the highest bidder.

Mr. Ribelin said the bikes are donated, fixed up and refurbished and distributed to kids during the Christmas season.

Mr. Selinius said if people who are missing bikes would come to claim them, then find they've been given away.

The clerk noted that the list of bicycles in the Police Department are, from time to time, listed in the newspaper and people are welcome to come in and claim their bikes. As far as she is aware no one has ever come in and claimed a bike from that list that is published.

Mr. Kluge said Stow has a voluntary form. He would assume it would be going into a computer so they could track it over time. They are moving toward a voluntary registration rather than the mandatory licensing.

Mr. Kairis asked if there has been any talk about recording the information into a database.

Mr. Selinius said that's his suggestion.

Mr. Kluge said that not into a database but the Chief of Police is responsible for collecting all the licenses, issuing them and tracking them according to the Codified Ordinances.

Mr. Selinius said he would further suggest that once a year the PD could register the bikes at a particular location, such as a school playground. It would give them a chance to go over the laws and whether they ride on the street or sidewalk, etc. He last registered his at an event at Tappan School. He thinks they also had a traffic school for tricycles.

Mayor Seman said that is called Safety Town. They still have that every year.

Mr. Selinius said that finally, update the license fee that is presently 75 cents to cover the actual costs. Don't make it any higher than the actual cost.

Committee of the Whole Meeting Minutes
February 19, 2019
Page Three (3).

Mr. Kluge thanked Mr. Selinius for his input and noted his concern is mainly for people who are coming into town. If somebody wants to come in from Kent or Stow on the bike trail and that is connected to Downtown, if a different chief would want to give people a hard time, this is on the books and would be able to do that. Furthermore, if they want to accept grant funding, this runs into an issue of accepting those funds. He just thinks this is getting in the way of moving the City forward. It seems like a small issue but bringing people Downtown is part of all of this.

Mr. Kairis said he wonders if they even need an ordinance. If the PD could do a voluntary program and maybe with Safety Town already there, maybe do it as a once a year opportunity for the residents.

Ms. Michael noted that the Health Department does have a big bicycle event. The kids get helmets, etc. It is held at Chestnut Hills Park. Rather than tying the City Police officers up, they have the Health Department and maybe reaching out to the Health Department would be a way to go. If they do start getting grants, getting bicycle safety information out by utilizing the Health Department.

President Bica said he is curious to hear from Chief Wallis as to whether or not it is a big problem; is there a big demand for it; are the people coming in asking for bike licenses; how do they recover bikes now; what is the theft rate on bikes; do they have a lot of bikes? For years they have had a lot of bikes to deal with.

Chief Wallis said he can't remember the last time they registered a bike. Part might be that they just don't know that the service is offered. Whenever somebody would come in to register a bike, they would issue a sticker, take down the serial number. They do get a list of the bikes and put it into the paper; they go to a judge who signs off that they can get rid of the bikes. They end up donating them to get fixed up and given away to kids.

Ms. Michael said that if a bike is stolen, she thinks the first thing a person would do is call the police to check and see if they have possession of it.

Chief Wallis said that they occasionally get a report of a stolen bike but not often. There's not a crime wave of stolen bicycles. A lot of it is just due to the fact that people leave their stuff out. It would be less of a problem if people would secure their property inside of a garage or behind their property rather than leaving it in the front yard. A lot of times they recover bikes in a ditch or someone's front yard because a resident calls and says they don't know who it belongs to but come pick it up. The Police will pick it up, hold onto it and wait. They've had people come in and ask if a bike has been recovered. They do give those bikes back to the owner. He thinks they have about 30 bikes right now. They are in the process of giving those bikes to Bob Hall who refurbishes and distributes them. To answer, there are stolen bikes but it's not as big as one might think. Probably educating people on keeping their stuff secure is would be the best way to go.

Committee of the Whole Meeting Minutes
February 19, 2019
Page Four (4).

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

President Bica said Item No. 5 is a request for the final resolution required by ODOT for the resurfacing of North Freedom Street to the City Limits.

Mr. Harper said the cost of the resurfacing in the City Limits is just under \$170,000.00. ODOT will pay 80%, the City's share is 20%.

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 advertise for bids for the Vine and Gill Water and Roadway Project.

Mr. Harper said this authorizes the mayor to solicit bids for the project.

Mr. Finney said they are anticipating advertising as soon as they get all of the paperwork from the County. The State will send it to the County and they will move forward as quickly as possible.

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 amend the payroll ordinance by removing Range 12 and replacing it with Discretionary under the Finance Department, Clerk II position.

Mr. Rainone said with some foresight in preparing the City for the departure of the current finance director and the assistant finance director in the next year, it was discussed and agreed upon to bring another person on board to add some continuity. Rather than creating another position, it was agreed upon to change the pay scale.

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 amend the Codified Ordinances Section 220.07 by replacing the clerk of council calling a meeting to order with the next senior member of Council.

Mr. Rainone said the Code Section calls for the council clerk to call to order the meeting if the president of council or the pro tem president is missing. This would remove that and allow for the next senior member of council to open the meeting.

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

Committee of the Whole Meeting Minutes
February 19, 2019
Page Five (5).

President Bica said Item No. 9 is a request to amend the payroll ordinance by reinstating the front desk position to fulltime.

Mr. Rainone explained they had discussion regarding the need for the part-time clerk position and make it a fulltime position. The workload would allow for it and the budget is in place to justify it.

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 authorize the law director to execute a document in order to engage the law firm of Kegler, Brown, Hill & Ritter to provide legal representation in an ongoing Workers' Compensation case.

Mr. Rainone said outside expertise is needed to help handle an ongoing Workers' Compensation claim.

President Bica said Item No. 11 is a request to authorize the mayor to enter into an agreement with Heritage Ohio for the Ohio Main Street Program for the year 2019.

Mr. Kairis said Main Street Ravenna is in the process of becoming a full member of Heritage Ohio. Previously, they were an affiliate member. Part of the process involves the City signing off on the agreement. The agreement lays out that someone from Council will participate in the training. The fees have already been budgeted.

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

President Bica said Item No. 12 is a request to accept the donation of a parcel of land known as 608 Spruce Avenue from the Portage County Land Revitalization Corporation.

Mr. Finney said this property is basically across from the motor pool that extends to a joint property from the former Red Cross on Main Street. The attempt is to have continuity for future development, potentially on Main Street and a form of egress and ingress off of Spruce.

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

President Bica said Item no. 13 is a request to authorize the mayor to enter into an agreement with Ted Manfred for architectural design of the Tower Lodge Renovation Project.

Committee of the Whole Meeting Minutes
February 19, 2019
Page Six (6).

Mr. Kairis said this would be to renovate the bathrooms at Tower Lodge to make them ADA compliant in order to allow for continued programming there and maybe expand the programming. This is just to give authorization so the architect can draw up specific plans. The estimated total cost would be about \$50,000.00 which includes his fee. It should be noted there are some monies already in the budget for ADA compliance and there is a fund established several years ago to build a new facility closer to the street with about \$115,000.00 that they are not going to touch.

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

President Bica said Item No. 14 is a request to authorize the mayor to enter into an agreement with the City of Cuyahoga Falls to trade indoor cycles for a Techno Gym Kinesis.

Mr. Kairis said he believes they have traded equipment with Cuyahoga Falls in the past. These are old cycles that have been stored in the garage at the RAC. They have made room for that piece of equipment at the RAC already.

Mr. Ribelin asked if this means there is going to be no cycling room.

Mr. Kairis explained that these are old cycles that were stored in the garage. Apparently they tried to sell them on E-bay at one time and these just didn't sell. They still have cycling classes.

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

President Bica said Item No. 15 is a request to authorize the mayor to enter into a contract with QCI for inspection services.

Mr. Finney explained this is an annual contract for backup inspection services. The contract spells out the rate and they get paid. They've been doing this contract for several years, whether QCI is used or not. They are actually using QCI this year and this locks in the rate.

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

President Bica said Item No. 16 is a request to authorize the mayor to advertise for bids for the Hazen Avenue Waterline Project.

Mr. Finney said this is the OPWC project. They traditionally are not authorized by the State to sign contracts until the beginning of July. They want to get ahead of the July date and advertise. Then authorize the mayor to enter into a contract upon Board of Control approval. They want to get ahead of it so they can get started as soon as possible.

Committee of the Whole Meeting Minutes
February 19, 2019
Page Seven (7).

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

President Bica said Item No. 17 is a request to ratify the final version of the Portage County Solid Waste Plan.

President Bica noted that Mr. Steiner from the Portage County Solid Waste District attended the committee meeting and explained the plan needs to be updated periodically to keep in line with EPA rules and regulations. This is a housekeeping item.

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

President Bica said Item No. 18 is a request to authorize the mayor to advertise for bids for the Stevens, Perry Avenue and Havre Woods Stormwater Improvement Project.

Mr. Finney said this is upsizing the pipe the Perry Avenue to handle the flow. It currently cannot handle the flow. The Stevens project is correcting another storm issue toward the middle of the street. The Havre Woods portion of the project is to fill in the ditch at the front of the property. Parks C.I. will have some money in that project.

Ms. Michael asked if this is part of the project where Mr. & Mrs. Untrauer came in where a portion of their yard was eroding on Murray Avenue.

Mr. Finney responded in the negative.

Mr. Moskun asked how big is the difference in the size of the pipe being laid.

Mr. Finney said that the street pipe going into the catch basin and the out pipe is currently 12". They are putting in a 24" pipe. The catch basin collects water from Liberty and Rosedale. The work will all be done on the south side of the road. They will not be increasing the amount of water going into the pipe, just increasing the size of the pipe so it can handle the flow.

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

President Bica said Item No. 19 is a request to waive uncollectible debt for the Utility Billing Department.

Mr. Reynolds said he updated the list and broke it down by year. That makes the information a little easier to review. He sent an email to all Council members giving a detailed explanation.

Ms. Michael said the email sent helped a lot.

Committee of the Whole Meeting Minutes
February 19, 2019
Page Eight (8).

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

President Bica said Item No. 20 is a request for the approval of the January, 2019 accounting transactions.

Mr. Cecora said one advance to report, the return of monies advanced to a grant fund from the General Fund.

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

There being no further business before the Committee of the Whole meeting adjourned at 7:40 P.M.

ATTEST:

Council Clerk

Joseph Bica, Council President