

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
December 17, 2018

The December 17, 2018 Ravenna City Council Committee of the Whole meeting was called to order at 7:00 P.M. by Council President, Joseph Bica. The following Council members were present: Andrew Kluge, Bruce Ribelin, Scott Rainone, Robert Kairis, Amy Michael and Matt Harper. Also attending the meeting were: Mayor Frank Seman; Finance Director, Kimble Cecora; Service Director, Kay Dubinsky; City Engineer, Bob Finney; and Police Chief Jeff Wallis; Fire Chief Geoff Cleveland. Also attending were Larry Selinius of 123 North Walnut Street, Ravenna, Ohio; Katie Mazenic and Nick Cecil of Quality IP

President Bica stated that the first item on the agenda is the telephone system presentation.

Mr. Cecora said that they were notified that the product currently being used by the City from AT&T known as Centrex was rapidly approaching its expiration date, December 21. It was a three year contract. At the same time, Quality IP was working on some other phone options and examining other types of technology.

Katie Mazenic said right now, there are some functions that are outdated and not necessary any longer. She explained the functionality of the lines, etc. There is no contract involved with the upgrade with Spectrum and it will be on a month to month basis. There is also a circuit at the Water Treatment Plant. She spoke with Tim Stephens to make sure that line wasn't needed and he indicated it was no longer necessary. Removing that line alone will save about \$1,100.00 a month.

Mr. Cecora said that the changes being made will not impact the 911 telecommunications or safety.

President Bica said he knows they talked about that circuit they want to eliminate. He remembers talking about it.

Mr. Cecora said that circuit was originally for the SCADA system prior to it going wireless. Tim Stephens said the alarm was no longer necessary.

Nick said that the Centrex component predates the SCADA system. The Centrex function is no longer required. It was part of a provisional system that is no longer needed.

President Bica said he thought when they upgraded that all of those lines were eliminated.

Mr. Cecora said that he found that they could just leave somethings if they didn't harm anything and provide a little bit of redundancy. The upshot of this is that the City will save approximately \$1,100.00 a month. No contract is needed.

President Bica said the next item on the agenda is the approval of the Committee of the Whole Meeting Minutes of November 19, 2018. There being no corrections, additions or changes to the minutes, a motion was made by Mr. Ribelin to approve the minutes as submitted. The motion as seconded by Ms. Michael. **Voice Vote: All Ayes.**

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President Bica said Item No. 3 is to authorize the Mayor to apply to the State Fire Marshall for the MARCs Grant.

Mr. Kluge said this is to give the stamp of approval for the application to the Fire Marshall for the MARCs grant. The grant has already been applied for. Application can be withdrawn if there are any objections. No matching funds are required.

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 Memorandum of Understanding with FOP for shift changes of the Police Sergeants.

Mr. Rainone said this was a mutually agreed upon agreement between the City and the Union on how the staffing is done by the different shift sergeants.

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

President Bica said the next item is to create the accounting entries necessary for the sale of 1034 West Main Street.

Mr. Ribelin said this is the Center of Hope building. The CIC was authorized by Council to handle the transaction as well as other transactions. They started out higher on what they wanted to sell it for; however, the building has been vacant for at least two years. They'd like to get rid of it. They ended selling it for \$30,000.00. The building does need a lot of work but it's not going to be demolished and there is a business going to go in there which was the desire of Council.

Mr. Cecora noted that the title company closed and he received the check today.

Mayor Seman said he thinks a medical supply company is going into the building.

Mr. Cecora asked if this item could be moved to the yearend meeting.

President Bica concurred noting especially if a check has been received.

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

President Bica said the next item on the agenda is to appropriate \$575.00 from the General Fund to pay consulting fees for the JEDD.

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Mr. Ribelin said Mayor Seman and several others have been working diligently to get the JEDD off the ground. This is for a consultant for information regarding the JEDD.

Mayor Seman said there has been a change on the date. The consultant can't come on the day previously set and will be here on January 15 at the Township Building on Spring Street at 5:30.

Mr. Cecora asked since this would be acted on in January, if they could just put it into the permanent budget. It will be a 2019 expense anyway.

It was the consensus of the committee the funding for the JEDD consultant would be moved to the permanent budget.

President Bica said the next item is a request to appropriate \$5,000.00 from the RLF UDAG to purchase 450 Lake Avenue, Ravenna, Ohio.

Mr. Finney said that at the Committee meeting they discussed moving forward only if Neighborhood Development Services, through the Land Bank, would take ownership of it afterward or at least commit to cleaning it up. He doesn't have that commitment in place yet. They will be in court on January 4.

It was the consensus of those present that the issue would move forward with legislation pending any decisions by the Land Bank.

President Bica said the next item for a request to authorize the mayor to enter into an agreement with the University of Akron for Water and Wastewater operations and capital projects support.

Ms. Dubinsky said this is an annual contract and all the terms remain the same. Both the Water Plant Superintendent and Wastewater Plant Superintendent looked at the contract. This has been in place for a number of years.

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 to authorize the mayor to enter into an RLF Administrative Agreement with the Ohio Development Services.

Mr. Ribelin said he received a call from Mr. Cecora regarding this. They did not talk about it in Committee. It's simply a housekeeping item. This has been done in the past dealing with the RLF Administration Agreement with Ohio Developmental Services.

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. 10 is a request to accept the donation of 40 sets of grow lights from the Trumbull County Correctional Facility for use in Parks and Recreation.

Mr. Kairis said this is going to be used to grow vegetables during the spring camp and harvested during the summer camp.

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

President Bica said Item No. 11 is to accept the donation of various perennial plants from the Streetsboro Lowe's.

Mr. Kairis said these plants were left at the end of the season. Lowe's has graciously donated them to the Parks & Recreation Department. These will be planted as part of the activities through the Parks & Recreation Department.

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 authorize the mayor to enter into an agreement with Norfolk Southern to allow City access to Crystal Lake via the railroad crossing.

Mr. Kairis said the agreement was drafted by the railroad to allow the City to cross the tracks. He knows Mr. Cimino sent an email suggesting one of the paragraphs be modified, which describes the City's liability. He doesn't know if that was resolved or not.

Mr. Finney said he didn't know that it has been resolved. He doubts that it will. The history has been pretty much they don't have a choice when it comes to the railroad.

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 approve the November, 2018 accounting transactions.

Mr. Cecora said there were advances; one was to spend money in the EMS Grant and the other two entries deal with the Enterprise Parkway debt service financing through the Water Fund, transfers to and from to pay the Water Fund and then to re-borrow from the Water Funds.

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

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President Bica said the Special Yearend meeting items that first one being Item 14 to authorize the mayor to enter into a contract with Medical Mutual for 2019 hospitalization coverage.

Mr. Cecora said this is the annual contract with Medical Mutual. They are waiting on the contract which will be here by the yearend meeting. The increase is 11% overall, which includes administration fees.

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 accept the distribution of income taxes collected in 2019.

Mr. Cecora said this is a reiteration of the annual income tax distribution. No changes are expected now that the levies are all in place, on a permanent basis.

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 approve the 2019 temporary budget.

Mr. Cecora said the tax budget will be used from July and will be passed as a temporary budget into 2019 until the permanent budget is wrapped up.

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 update the payroll ordinance.

Mr. Cecora said this is a reiteration of the payroll ordinance which is done on an annual basis.

Mayor Seman said he would like to point out a change in that the Service Director's salary was changed up to \$65,000.00.

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 for the yearend cleanup entries.

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Mr. Cecora said that they are just bringing things back into balance. Payroll was done last month. In December, they typically go through to make sure any line items are off. They'll clean them up and look for additional appropriations or record revenues. That's where he'll put that \$30,000.00 in from the Center of Hope.

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

Mayor Seman said Ms. Michael sent an email regarding the company that is creating the city's new website. They are asking for baseline information in order for them to get started on the website. There is a laundry list of questions being asked, what do you like about the current website; any functionality options of the current website planned on being kept, other than content; what social media profile should be included, etc. It's very in depth.

After some discussion, it was determined the Council Clerk would email the survey to members of Council. Council members would complete the survey and get their responses back to Mayor Seman no later than December 27.

President Bica reminded that the yearend meeting will be held December 31 at 9:00 AM.

Ms. Michael noted that December 18 is the opening for the Arctic Blast Ice Cream shop at noon.

There being no further business before the Committee of the Whole, the meeting adjourned at 7:38 P.M.

ATTEST:

Council Clerk

Joseph Bica, President of Council