

MINUTES OF RAVENNA CITY PLANNING COMMITTEE MEETING
September 10, 2012

The Meeting of the Ravenna City Planning Committee was called to order by Chairman, Scott Rainone at 6:25 P.M. Present were: Frank Seman, Sharon Spencer, Fred Berry, Jack Ferguson, Bruce Ribelin and Fran Ricciardi. Also in attendance were Mayor Bica; Service Director, Kelly Engelhart; City Engineer, Bob Finney; Finance Director, Kim Cecora; Water Plant Supervisor, Tim Stephens; Parks and Recreation Supervisor, Elaine Van Hoose; Nick Dudek of 328 North Prospect Street, Ravenna and Donna Swigart of 528 East Riddle Avenue, Ravenna, Ohio.

Mr. Rainone said the first item for discussion is the steel roof at the RAC.

Mr. Finney said they need to authorize the mayor to sign a contract with Tremco Roof to handle the bidding procedure and construction for the roof on the RAC. They are on the State purchasing list. Therefore, per Ohio Revised Code, they don't have to go to bid for a project like this. They did the roof on the water plant in very similar construction. They are looking at \$100,000.00, which is what is budgeted. The City is purchasing a Tremco roof so it has to be installed by a Tremco installer. They will solicit the Tremco installers. They've already been paid to create the details for this particular roof system.

There being no further questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

Mr. Rainone said the next item for discussion is to accept a donation.

Ms. Van Hoose said the donor for the small pavilion at Chestnut Hills Park has requested, once again, to remain anonymous. However, the donation is coming from Ming Farms Fund so it's getting accepted. That is the \$12,000.00 Council approved last month to be able to start the project, this is what the donor is willing to donate for the supplies.

Mr. Rainone asked if there is an estimated completion date.

Ms. Van Hoose said the completion date is the end of October. It ended up Maplewood needed to go through a process which she failed to be aware of when she presented last month but they said they could probably start the middle of September. There are a couple of more things Mr. Finney would like to speak of that they need to clarify for them. Otherwise, it's basically ready to go. It's really logistics on his end now.

Mr. Finney said Maplewood will take it to their board at the end of the month. The contract was passed on to the law director for his approval. He has some stuff to pick up from Carter Lumber who is supplying all of the drawings and all appurtenances of the pavilion. Now they have to get on the Street Department schedule.

Mr. Rainone asked if they could tell them about the dimensions.

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Mr. Finney said the inside dimensions of the pavilion will be 24 x 28. It was the donor's request that there be four picnic tables in the pavilion. By the time you make something ADA compliant, it is 24 x 28 with four picnic tables with a concrete floor. There will be exposed wood on the exterior when they're finished with it. It will be wrapped either aluminum or vinyl or steel. The sides will be open. The pressure treated lumber will just be wrapped. It will still be pressure treated lumber but wrapped with the material with the mindset that it's something that is going to last for a very long time.

Mr. Ricciardi asked the total cost of the project.

Mr. Finney said they are looking at about \$12,000.00, total. How they split the labor is another question. Labor is not included in that cost. Maplewood is donating the labor and the Street garage is also. He's sure the Parks Department will be providing some service out there as well.

Mr. Berry asked if there wasn't some insurance issues.

Mr. Finney said it was not as much insurance as it was that Maplewood wants the City to sign a waiver to state they will not be held responsible for anything that may happen. By the same token the City does not want to be responsible for them falling off the roof.

Ms. Van Hoose said that the sign at the park that says "thank you volunteers" will be removed. It will not be put back up. First off, the sidewalk going to the pavilion has to go through that area and they are looking for something a little more permanent to put there. They are getting prices, etc. They can't even see the names of all the people who have signed it. Friends of the Park were called regarding that sign and what they are hoping to do in the future. They are aware it's coming down.

Mr. Rainone asked the location of the pavilion.

Ms. Van Hoose said it's going to be between the playground and the restrooms but close to the playground. It's in what she believes is the most flat area they can find so there isn't much prep work that has to be there. There are three picnic tables out there currently and those tables will stay there. It's just now these four tables along with the pavilion are going to be there. They are going to anchor those down so they cannot be moved out from underneath the pavilion.

Mr. Ricciardi asked if there is a long term, cohesive plan for that area or are they kind of piece mealing whatever somebody volunteers or tosses their way.

Ms. Van Hoose said there is something in process. But at the same time, there has been changes made along the way. The board has reviewed with Mayor Bica and herself about capital improvement projects and this is one of them. Since they have a donor and they've discussed where to place this, this pavilion is coming forth earlier than before. There was some done in the past. There hasn't been something done in the real recent future. This is something that the board knew they wanted to do.

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Mr. Ricciardi asked if when someone comes in with a project such as this, do they consult the master plan for that area to determine where maybe in the past they thought a pavilion would best serve it or are they simply going out, walking around and go, put it there.

Mr. Finney said they are reserving two spaces. One for the large parking lot and one for the large pavilion, more of a brick, block structure which is on the first or ninth tee. That would be to the east of the playground. He had on a grant application a few years ago showing a small pavilion in this location. Then there have been other items shown on this master grant. He thinks that is when they received the grant to extend the road. He believes that was the grant.

Mayor Bica said Engineering has a drawing with all of the units on there; blocks, but not exactly dimensioned out. They correspond to the capital improvement plan for parks. The large pavilion, the parking lot, the small pavilion, the splash park are all on there over a period of ten years.

Mr. Ricciardi asked if he could get a copy of it. He doesn't think he's seen that update in a number of years.

Mayor Bica responded in the affirmative.

Mr. Rainone asked if the City is handling the cement and sidewalks.

Mr. Finney said the City is going to grade the area, pour the concrete with the help of Maplewood students. The donor is going to pay for the concrete.

Mayor Bica said there is plenty of money in the Parks Capital Improvement Fund. They try to stick within a certain budget per year. They're making accruals to different projects over a certain number of years; like the splash park, they are putting certain monies away every year for that. This particular pavilion has been moved up because they did have somebody step up and want to take over that project.

Mr. Rainone asked if they were able to allocate any of the funds that were set aside.

Mayor Bica said what's going to happen now is they have more funds now in CI because that is not going to be scheduled to be done. They will evaluate where that money is with the board and push it into some other project.

Mr. Rainone said the next item is a request for an appropriations increase.

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Ms. Van Hoose said this is for capital improvement projects. This year, as in many years in the past, she has requested \$10,000.00 in this line item. This year seems to be the year to come forth in front of them and ask for more. This particular item on tonight is for cameras at City Park. She is looking to replacing a camera in a pavilion and place two outside cameras on the skate park. The amount she requested is \$2,000.00 if the quote remains the same as when it was given, it will be under this amount. She just went over in case it has changed between then and now.

There being no further questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

Mr. Rainone said the next item on the agenda is the property maintenance appeals board.

Ms. Engelhart said they advertised that they were looking for Shade Tree Commission members as well as the Property Maintenance Appeals Board members. What the Ordinances currently say is that this is the only board appointed by Council instead of by the mayor which the mayor then brings to Council for approval. They're not really sure why that is but the applications have been submitted. They have been turned over to the Council clerk. They are asking how they would like to proceed.

Mr. Rainone asked what they should do; have the potential applicants in for an interview and then approve them or change the ordinance to be more uniform with the way other boards are appointed.

Mr. Seman said he would like to see it consistent.

Mayor Bica asked if Mr. Finney has any one who need to go before that board.

Mr. Finney said there are four landlords. They refuse to pay the \$100.00 fee.

Mayor Bica said if they disagree with the fee, they should talk to Council. It has nothing to do with the Property Maintenance Board of Appeals.

Mr. Ricciardi said that it's not an appealable issue. That's mandated by statute.

Mayor Bica said that the appeals process is if the inspector says they have to have an outlet in a certain spot and they disagree with that.

Mr. Ricciardi said they should probably litigate over the constitutionality of the ordinance. He wished they had an appeals board every time somebody has to pay a fee. He doesn't see that as an appealable issue. What happens if they refuse to pay that fee?

Mr. Finney said their taxes are assessed.

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Mr. Ricciardi recommended that is what they do. Tell them they don't have to pay it if they don't want to. The City will just stick it on the taxes.

Mr. Berry said that he's thinking that Council should do it for this one time and then change the legislation.

Mr. Ricciardi said that as long as they've got applicants, he's sure they would be happy to come before Council if that's what the procedure is. Then they can modify the legislation to make it more streamlined the next time.

The clerk said there are six applicants and five positions available.

It was decided by those present that October 1 at 6:15 would be scheduled to interview the applicants.

Mr. Rainone said the last item on the agenda is the time restriction of solicitors in residential areas.

Ms. Engelhart said they've had several residents calling and asking if there is anything that restricts a time frame that solicitors can be in residential areas soliciting. She doesn't know if it's related to campaign time but they've had several calls. She thought bringing it before Council to see if they thought it was appropriate to have a time restriction. People are complaining that people are coming to their homes at 10:00 at night.

Mr. Rainone asked what they see as best practices.

Ms. Engelhart said she has not but she can. She will bring it back to Finance if they would like suggestions.

Mr. Ricciardi noted there are more and more of what he would call pan handlers in the downtown area.

Ms. Engelhart said the patrons at Guido's have been asked for money. They sit on the bench right outside of Guido's and then the patrons are asked for money.

Mr. Ricciardi said those are the perfect ones to have the cops run over and have them cited for soliciting without a permit or a license or whatever they can get them for, especially if they are stationary like that.

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Mr. Rainone said he doesn't think any one is opposed to the restriction of hours but maybe they could get some recommendations.

There being no further business before the Committee, the meeting adjourned at 6:54 P.M.

ATTEST:

Clerk of Council

Scott Rainone, Chairman
Planning Committee