

MINUTES OF A FINANCE COMMITTEE MEETING
June 18, 2012

The June 18, 2012 Ravenna City Finance Committee meeting was called to order at 7:00 P.M. by Council President, Francis Ricciardi. The following members were present: **Fred Berry, Bruce Ribelin, Scott Rainone, Sharon Spencer, Frank Seman, Amy Michael and Jack Ferguson.**

Also attending the meeting were: Mayor Joe Bica; Finance Director, Kim Cecora; Service Director, Kelly Engelhart; City Engineer, Bob Finney; Marc Resnik of 1102 East Riddle Avenue, Ravenna and Nick Dudek of 328 North Prospect Street, Ravenna and Donna Swigart of 528 East Riddle Avenue, Ravenna.

President Ricciardi said Item No. 1 is the approval of minutes from the Finance Committee meeting of May 21, 2012.

There being no questions, comments, deletions or modifications, a motion was made by Mr. Ribelin, seconded by Mr. Ferguson to approve the minutes. **Voice Vote: All Ayes.**

President Ricciardi said Item No. 2 is a request to create a new line item HR Services, Transfer Funds from Contract Negotiations and into HR Services.

Ms. Michael said that this is just taking money from the contract negotiations line and putting it into the new line item, HR Services. This is so that the funds can be used for HR Services which is currently not budgeted.

Mr. Ribelin said he thinks this is a good compromise.

Mayor Bica said it will be used sporadically for consultation with human resource issues throughout the remainder of the year. This is so they aren't spending a lot of money for legal fees since they are so expensive when there are lower issue questions they can have done through an HR professional.

President Ricciardi asked if they will be reviewing our policy and procedures manual.

Mayor Bica said they are doing an HR assessment on the whole city. That will be presented to council and the personnel committee they can come up with some agenda as to how to proceed on some of the things they are recommending, or not.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 3 is a request to appropriating funding from Capital Improvement fund 65-74 to program radios to narrowband compliance.

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Mr. Ribelin said they needed to switch over to narrowband compliance standards. This was all the departments.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 4 is a request to authorize the mayor to enter into a contract for the painting, pavement marking and striping.

Mr. Finney said the Board of Control has not met yet but the apparent lower bidder; the only bidder is J. D. Services on Beecher Avenue who has performed the contract for multiple years.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 5 is a request to accept, record estimated revenues and appropriate AMATS funding for four separate grants.

Mr. Finney explained the four grants have been awarded and they need to be accepted. Each grant has a program date. Two will be constructed next year and the other two will construct 2014 and 2016. There are two letters awarding the grants. One has three grants on it; the other letter has one grant. They will not be appropriating the monies at this time. This is just accepting the grants.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 6 is a request to authorize the mayor to enter into an agreement with Portage County Regional Planning for 2010 NSP1 grant compliance reporting.

Mr. Seman said this is a grant they are in the midst of at this time. It was a combined grant with the county, Ravenna and Kent. The county was the agent. A portion of this was managed by NDS. But there are reporting requirements through the county and this would be compensation for the reporting they have to do.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 7 is a request for a resolution of support of the Coleman Professional Services Brownfield Revolving Loan Fund application to rehabilitate the Phoenix Building.

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Mr. Seman said this Mr. Burns from Coleman gave a presentation on this project. They are in need of a resolution of support for receiving these funds from the State revolving loan fund to be able to make upgrades to the property. He believes the grant was in the grant was in the neighborhood of \$100,000.00. This project is going to go ahead, not matter what. He cautioned Mr. Burns that not everybody is thrilled with this project but he's in compliance with all zoning laws and he can do it. Since this is Brownfield money, the city is working with them regularly on other pieces of property, they don't want to show that they are not concerned about this building. He is concerned about the hazardous waste and this is an opportunity to get rid of it, using money from the State and he thinks they should go ahead and do this.

Ms. Michael asked if the apartments are large enough.

Mr. Finney said the minimum is 450 square feet. These apartments are around 500-550 square feet for each unit.

Mr. Seman said they dropped the original plan with a few smaller rooms. They did this to be in compliance because they knew it was going to be a problem.

President Ricciardi asked if Mr. Finney has any kind of an estimate as to how many 450 square foot apartments in Ravenna. It just seems awfully small.

Mr. Finney said he doesn't have any idea.

President Ricciardi asked if they don't need to address that particular square footage at some point.

Mr. Finney responded in the affirmative.

President Ricciardi said he just thinks it seems very small; just over 20 x 20.

Mr. Finney said he would guess they could say that they are designed more as a suite or an efficiency. That is in the central business district. Each district has something a little different. He believes the R-3 is a 750 square foot minimum for multiple family units. They certainly could look at it though.

There being no further comments, questions, objections or discussion, President Ricciardi declared that a legislation would be prepared.

President Ricciardi said Item No. 8 is a request to authorize the mayor to enter into an enterprise zone agreement for tax incentives.

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Mr. Cecora said that the intent of this tracking sheet was a request for legislation because they are awaiting a final decision from the Ohio Department of Development as to the whether or not this company is permitted to move into town. They hope to hear something this week. If they do hear, they would like to move forward with it.

Mr. Seman said he doesn't even have the name of the company. They didn't want that public until they got the approval. The question is, if the approval comes in before the regular Council Meeting; these always end up in an emergency situation. Usually when it's economic development, they have been accommodating with it. The question is, do they want to move ahead with this or at least make some sort of passive agreement there would be support for this. Obviously, they can't do the legislation.

Mr. Ribelin said they could always pull the legislation if they don't have the necessary information.

President Ricciardi asked if this is specific to just this one company.

Mr. Cecora responded in the affirmative.

President Ricciardi said he doesn't see a problem moving forward with it and then if it doesn't happen, they can pull it.

There being no further comments, questions, objections or discussion, President Ricciardi declared that a legislation would be prepared.

Mr. Seman asked to add an additional item. This is concerning the Farmers' Market and the Manager position. There was a meeting last Friday with some of the committee and city officials. They got into a little more depth on the need for this change. What they are doing is recommending, for this particular meeting, adjusting the contract of the present manager because there apparently is not an interest in taking on the other portion of the responsibilities with this and Ms. Kelly had agreed to a change in the contract. That contract is attached. Those who were at that meeting said they would try to get this through, basically because it saves some money starting July 1. He thinks financially, it is the right thing to do. These adjustments are going to be necessary to fulfill the obligation on the grant and get this thing going the way they want it to. Definitely, if they are going to sustain it, they are going to have to go out and find money. If they do that, he would prefer to find donations rather than take any money from the city coffers. His recommendation, right now, is to do the readjustment on the contract that is already in place and they'll take the other part back to committee and present it in August.

There being no further comments, questions, objections or discussion, President Ricciardi declared that a legislation would be prepared.

President Ricciardi said Item No. 9 is a request to authorize the mayor to enter into a contract with Portage Metropolitan Housing Authority to perform property maintenance inspections.

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Mr. Rainone said these are contracts for the agency to perform external property inspections. This is needed because of a personnel change. The person who was doing this will be spending all of her time with the police department. It will be for a cap of \$25.00 an hour, 16 hours per week. That will be scaled back during the winter months.

There being no further comments, questions, objections or discussion, President Ricciardi declared that a legislation would be prepared.

President Ricciardi said Item No. 10 is a request to authorize the mayor to apply for a grant through the Ohio EPA for a new parking lot at Chestnut Hills Park.

Mr. Rainone said that this is after the fact. This is a grant application for monies to construct the Chestnut Hills parking lot.

There being no further comments, questions, objections or discussion, President Ricciardi declared that a legislation would be prepared.

President Ricciardi said Item No. 11 is a request for approval of the list of assets to be sold at public auction.

Ms. Engelhart said each department compiled a list of items to be sold at public auction. Part of the process is they have to get council approval to publicly sell these items. The only thing that is not on the list is the Parks & Recreation van which needs to be added. There may also be some deleted as the department heads review the lists. The intent is to have this up mid-July. It will be up for two weeks where people can actually put bids on it. Then there is a day where they come to pick up the items. Kent City is also coordinating their auction to be held at the same time. They use the same on line auction as well as ODOT. So if people are traveling from other areas, they can come to Portage County to pick up at both locations.

There being no further comments, questions, objections or discussion, President Ricciardi declared that a legislation would be prepared.

President Ricciardi said Item No. 12 is a request to appropriate funds required for the replacement of the backup carbon feeder at the water treatment plant.

Ms. Spencer said to make sure the water system runs efficiently, this will be the only backup to the main system and it is very important to keep it in good running order.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

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President Ricciardi said Item No. 13 is a request to authorize the mayor to enter into a contract with C. T. Consultants to design a SCADA system at the water treatment plant and appropriate funds necessary to pay for the design.

Ms. Engelhart said there is currently a SCADA system that is operational at the wastewater treatment plant. It is basically a system that helps monitor the system electronically. Currently there are designs that you can monitor by web based and monitor them from home. If there is a pump that fails at the water plant, it can be remotely monitored. They are having this engineering company that specializes in water and wastewater to do the design work for this electronic monitoring system at the plant.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 14 is a request to authorize the mayor to enter into the contracts to construct the Cleveland Road water line and appropriating funds necessary to do the work.

Ms. Spencer said this was discussed for several months. It has finally time to get the ball rolling.

President Ricciardi asked for the name of the contractor and a dollar figure.

Mr. Finney said the name of the company is Fioritto Construction. It is \$632,000.00.

Mr. Cecora said the total project is \$632,000.00; there is a grant of \$414,000.00; new water funds of \$140,000.00; the city's share is \$140,000.00.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 15 is a request to authorize the mayor to enter into a contract for the city park water tower painting and appropriate the funds necessary to complete the project.

Ms. Spencer said that this is a project that a lot of people have been hoping for. It will certainly make the water tower look much better.

Mr. Ricciardi asked what the total is for the project.

Mr. Finney said they are in the \$250,000.00 range.

Mr. Berry asked what they decided about putting logos, etc., on the water tank.

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Mr. Finney said that the city logo will be on two sides of the top.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 16 is the approval of the 2013 tax budget.

Mr. Cecora said they originally looked at putting this on for Monday, July 2. Hopefully, they will have everything distributed to every one to look at it.

Mayor Bica said as he mentioned previously, they may push this back to a special meeting to give them time to digest the budget and hopefully a synopsis of the major highlights within the budget will be forthcoming. He would ask that they ask on it and then worse case scenario, push it back to a special meeting. They are meeting tomorrow morning to try to finalize capital improvement items.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

President Ricciardi said Item No. 17 is the retroactive approval of advances, appropriation transfer and fund transfers completed in May, 2012.

Mr. Cecora said fund transfers were to accommodate debt service and one inter-departmental appropriation transfer in the Recreation Fund.

There being no further comments, questions, objections or discussion, President Ricciardi declared that an ordinance would be prepared.

There being no further business before the Committee, the meeting adjourned at 7:26 P.M.

ATTEST:

Clerk of Council

Francis M. Ricciardi, Chairman
Finance Committee