



**Ravenna City Council  
Planning Committee Meeting Minutes  
March 15, 2021**

**The public meeting was held via Zoom and live streamed via YouTube. A video recording of the meeting can be found at: <https://www.youtube.com/watch?v=3-fnHI5Ydik>**

Council present via Zoom: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting via Zoom: Mayor Frank Seman; Police Chief, Jeff Wallis; Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky, and Council Clerk, Chelsea Gregor

**Planning Committee Meeting was called to order at 7:07 P.M. by Chairperson, Rob Kairis**

**The first item was a ‘People for Bikes’ grant for the Parks and Recreation Dept.**

Mr. Kairis stated it is a 50/50 matching grant which will help provide a bike fixing station. The total project is \$7,300 and the Parks and Recreation Dept. is requesting \$3,650.

- The item was moved forward

**The second item on the agenda was the Community Action Council agreement.**

Mr. Kairis stated that it is an annual summer food program that the City helps to provide for anyone under the age of 18 years old, or anyone over 18 years old if they have a mental or physical disability.

- The item was moved forward

**The third item was the annual codified ordinance update approval.**

Mr. Kairis stated that it is to approve the annual codified ordinance updates. Hard copies are available for Council members who would like them.

- The item was moved forward

**The fourth item was modifications to code sections Chapter 1472 and Chapter 1476.**

Mr. Finney stated that he and Mr. Cimino have worked through Chapters 1472 and 1476. They have modified the language so that the City could file a misdemeanor charge if the property denied access to inspection. He stated that the new language is to have things in place to penalize owners who deny the City access to rental inspections, along with verbiage with the intent to get compensation for administrative time and court costs. Mr. Finney has forwarded all the new changes to Council members for their review, and it will need a public hearing before it can be passed.

Mr. Calfee asked how rental inspections are chosen. Mr. Finney stated that exterior property maintenance checks are done daily, weekly and monthly, some are also complaint based. The interior rental inspections are done every 2 years and notification for re-inspection are sent out.

- The item was moved forward

**The fifth item was Meridian Street parking.**

Mr. Kairis stated that Mr. Finney has presented Council with a few different options of the rehabilitation of the City parking lot across from the movie theater.

Mr. Finney stated that with the cost of both the City's paving projects coming in under budget, it may be a good time to improve the parking lot. The costs associated with each parking lot rendering does not include lighting, which the estimate is about \$25,000. The intent is to also have more green space. Mr. Finney stated that the parking lot improvement is only for discussion and Council considerations with the possibility of moving forward in the fall or next spring.

Mr. Kairis stated that Main Street Ravenna has the parking lot in their design review, and he wanted to acknowledge the design that they had created with their architect.

Ms. Wood stated that the parking spaces can be leased to different businesses or apartment residents in the area. Council members agreed that repaving the parking lot would help to entice residents and visitors to utilize the parking lot.

- The item was for discussion only

**The sixth item was a Maple Grove Cemetery update.**

Mr. Kluge stated that it is a priority to get the cemetery budget passed but Ravenna Township has cancelled on the joint meeting. He has spoken to Mr. Cimino regarding the Townships prior request to remove themselves from the cemetery union along with other proposals if they are not given consent from the City to leave. Township given options include removal from the union cemetery, paying only \$24,000 per year towards the union cemetery budget or inviting the City to take part in the expense of Grandview Cemetery with the Township.

Mr. Harper stated that both parties need to get together to approve the budget and he feels the Township is avoiding issues that need to be ironed out.

Mr. Moskun agreed stating that the Township has been avoiding the joint meeting to discuss much needed issues.

Mr. Kairis stated that he agrees with the Law Director that a joint meeting is not required to approve the budget, even though it has been a yearly tradition, but that the Cemetery Board is able to do so on its own. He stated that there are other guidelines in the Ohio Revised Code that the Cemetery Board is not incorporating which makes the situation confusing.

Mr. Kluge suggested to create bylaws to help clarify the union cemetery and its board.

Mr. Harper stated that cemetery finances have been returned to the Township in the past due to a surplus, and that the Township had not been following cemetery guidelines, adding that the cemetery can no longer continue to financially suffer.

Ms. Michael expressed her frustration stating that the City has generously helped the Township with various items in the years past, and there has been very little reciprocation to the City.

Mr. Harper stated that the Cemetery Board has approved the annual cemetery budget.

Mr. Moskun stated that the part-time cemetery employees should be back within the month.

There was a question of if the Township had paid their quarterly payment and Mr. Harper stated that he believes they intend to make their full payments. There were agreed upon budget cuts made including freezing pay raises.

It was agreed that a joint meeting was long over due to discuss all the unfinished business and questions between the City and the Township regarding the cemetery.

- The item was for discussion only

**An added item was the Permanent Budget.**

Mr. Huff stated that there will be a Special Council meeting next week to approve the City's permanent budget and Council has received the most updated budget. He explained some details of the budget explaining that a lot of capital was taken out in 2020 and was then replaced for 2021. He said that the new plow truck was deferred from last year to this year. The income tax did not come back quite as high as it was estimated, and the City will continue to be conservative

with the budgeting. The new fire truck cost will be split between the Capital Fund and the General Fund. Mr. Huff stated that the Jack Schafer Trust was included in the budget, but that it is not the City's money, and it is only being used as a placeholder until the money is sent out. He said that most of the budget is similar to what Council approved in the tax budget last summer.

**Management Update**

Mayor Seman stated that the City did put \$3,750 towards the Downtown District Plan, adding that it did show that the City was in support of the project. Main Street Ravenna will be showing the District Plan to the County Commissioners and then they will be coming to Council.

**There being no further business for discussion, the meeting adjourned at 8:01 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Rob Kairis, Chairperson  
Planning Committee**