



**Ravenna City Council  
Personnel Committee Meeting Minutes  
September 12, 2022**

**The public meeting was held in person in City Council Chambers.**

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

Also attending the meeting: Mayor Frank Seman; Police Chief, Jeff Wallis; Interim Fire Chief, Mark Chapple; Finance Director, Brian Huff; Service Director, Kay Dubinsky; Council Clerk, Chelsea Gregor; Parks and Recreation Director, Judy Watkins, Cliff Soudil

**The Personnel Committee Meeting was called to order at 7:50 P.M. by Chairperson, Tim Calfee**

**The first item was to discuss Elected Official Salaries.**

Mr. Calfee stated that it is the responsibility of Council to review and adjust elected official salaries. He explained that the recent review was prompted both by a recent Charter Review Commission change and a reduction of PERS benefits, adding that the change must be completed 30 days prior to election candidates picking up their petitions. Mr. Calfee stated that the change will go into effect in 2024 for Wards 3 and 4, one At-Large position and for the Council President. The second salary adjustment will go into effect in 2026 for two At-Large positions and Wards 1 and 2. The recommended salaries are \$64,783 for the Law Director, \$73,000 for the Mayor, \$9,450 for Council members and \$9,950 for the Council President.

- The item was moved forward

**The second item was to discuss the establishment of a Water Distribution Department.**

Ms. Dubinsky stated that the item has been discussed in length and additional information was sent out from the Finance Director, adding that there is nothing left to add. She explained the positions of the Water Distribution Workers and that they would report to the Utility Operator, but stated that it has been difficult finding qualified workers with the proper licensing.

Mr. Kairis addressed a previous discussion of possibly eliminating a Meter Tech position and stated that he would like to uncouple the two different items to focus on the one at hand. It was stated that the Meter Tech position would be an administrative decision.

Ms. Dubinsky stated that the City had a Water Distribution Department for many years but had to eliminate it. She said that the department is important for dealing with drinking water and that the EPA highly recommends certified and licensed people to specialize in backflow and distribution, adding that they would require a minimum of a Class 1 license.

- The item was moved forward

**The third item was to discuss a Building Inspector for Special Inspections.**

Mr. Finney explained that he would like to introduce a new paid position to deal with current building projects within the city until they are under roof. He stated that the payroll lists an inspection at \$30 per inspection, but the person currently providing the service also coordinates with the company to keep the project moving along. Mr. Finney stated that he would like to adjust the pay to \$75 per day for the special assignments as needed.

Mr. Calfee asked when the special assignments would begin, and Mr. Finney stated that they have already begun.

- The item was moved forward for a Special Council meeting

**The fourth item was to discuss the Fire Chief Salary.**

Mr. Calfee stated that he would like to make a motion to go into executive session for the purpose of discussing the compensation of a public employee.

- Motion to go into Executive Session at 8:17 pm by Mr. Calfee, 2<sup>nd</sup> by Ms. West - All Ayes

Council went into Executive Session to discuss the compensation of a public employee.

- Motion to come out of Executive Session at 8:57 pm by Mr. Harper, 2<sup>nd</sup> by Ms. West- All Ayes
- The item was moved forward

There being no further business, the meeting adjourned at 8:57 P.M.

**There being no further business for discussion, the meeting adjourned at 8:57 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Tim Calfee, Chairperson  
Personnel Committee**