



**Ravenna City Council
Regular Meeting Minutes
Monday November 7, 2022, at 6:00 pm**

The Regular Council Meeting was held in person in Council Chambers.

The Regular Council Meeting was called to order at 6:00 P.M. November 7, 2022, by Council President, Andrew Kluge

Moment of Meditation & Silence

President Kluge called a moment of meditation and silence.

Pledge to Flag

President Kluge then led those in attendance in the Pledge of Allegiance.

Roll Call

The following Council Members were present: Council President Andrew Kluge, Amy Michael, Paul Moskun, Matt Harper, Rob Kairis, Christina West, Cheryl Wood, and Tim Calfee.

Also in attendance: Mayor Frank Seman; Law Director, Frank Cimino; Police Chief, Jeff Wallis; Fire Chief, Mark Chapple; Finance Director, Brian Huff; Kay Dubinsky, Service Director; Bob Finney, City Engineer; Council Clerk; Chelsea Gregor, Christine Craycroft, Dirk Remley, Amy Adams, Arasin Hughes, Cliff Soudil, Larry Silenius, John McFarland, and Diane Smith

Approval of the Minutes:

- Motion to approve the October 3, 2022, Regular Council meeting and October 11, 2022 Special Council meeting minutes by Mr. Kairis, 2nd by Ms. West- **All Ayes**

Communications- Council received a thank you card from the Balloon A-Fair.

Delegations from the Public- Christine Craycroft, Executive Director of the Portage Parks District, addressed Council to request the consideration of selling Crystal Lake to the Portage Park District. She stated that they have been negotiating with owners of property surrounding the lake to purchase property for conservation efforts and to apply for a grant to assist in the process. Ms. Craycroft explained that there are other joint relationship possibilities if the City did not want to sell the property so that the park district could help to protect the land which contains endangered species, adding that a long-term lease is an option. She stated that a future hope for the property would be an environmental covenant, and to open the park year-round with accessible trails and usage, adding that there is currently a shelter on the property.

Main Street Ravenna, Executive Director, Arasin Hughes and treasurer, Maria Hydell addressed Council to thank them for their support and to update them on their activities. Ms. Hydell stated that a lot of work, love and labor have gone into the 43,000 total contributed volunteer hours to Main Street Ravenna (MSR) and stated that MSR has achieved their 2022 accreditation status once again. They have begun their Star of the Month program, are sponsoring a shop small initiative, participated in Only in Ravenna and Halloween and will be hosting the Winter Writing Festival, along with participating in Midnight Madness. Mr. Kluge stated that Main Street Ravenna is being noticed for their efforts in cleaning up downtown.

Report of Officials:

Council reviewed the property maintenance list of violations and discussed the placement of political signs on trees.

Ms. West inquired about tree lawn parking permits and Mr. Finney stated that he may have to issue some.

Ms. Michael asked about violations for trash cans in yards and Mr. Finney stated that there is not an ordinance for the situation since they had moved the trash container away from the curb.

- Motion to approve the Report of Officials by Ms. Wood, 2nd by Ms. West- **All Ayes**

Report of Committees: Committee meetings start at 6:00 PM 11/14/2022

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Utilities: Mr. Moskun stated that there will be one item on the agenda.

Information Systems: Ms. West stated that a meeting is to be determined.

Planning: Mr. Kairis stated that there are two items on the agenda, and there will be a meeting.

Committee of the Whole: Mr. Kluge stated that the next Committee of the Whole meeting is Monday November 21, 2022, at 6:00 pm.

Public Health & Safety: Ms. Michael stated that she will be bringing trash placement back to her committee.

Streets & Sidewalks: Mr. Harper stated that there are a couple items for consideration that evening and there will be a committee meeting.

Personnel: Mr. Calfee stated that there will not be a committee meeting.

Community & Economic Development: Ms. Wood stated that there will be one item.

Cemetery: Mr. Moskun stated that the cemetery is in a clean-up mode with the leaves and everything is status quo.

Parks & Recreation: Mr. Calfee stated that the Parks and Recreation Department held their 3rd annual Halloween drive through on October 29th. They welcomed approximately 500 adults, children, sponsors and volunteers.

Mr. Calfee stated that the 3rd graders celebrated fall Arbor Day at City Park and watched the Tree Commission plant a tree.

Mr. Calfee stated that the Archery Program is booming, and the Parks and Recreation Department received their compliance certification from the National Academy of School Programs in archery. He said that Brian Carpenter received his archery certification so that he can teach classes and that the department is looking for indoor space to house an indoor archery program.

First Reading of Ordinances:

ORDINANCE NO. 2022-109 AN ORDINANCE AUTHORIZING THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO CONDUCT A MUNICIPAL BRIDGE INSPECTION PROGRAM IN RELATION TO THE PROSPECT STREET BRIDGE LOCATED WITHIN THE MUNICIPAL CORPORATION OF THE CITY OF RAVENNA, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is to allow ODOT to do a bridge inspection at no cost to the City. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2022-109 by Mr. Harper, 2nd Ms. Michael- **All Ayes**

Ordinance 2022-109 was adopted.

ORDINANCE NO. 2022-110 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH HAMMONTREE ASSOCIATES TO PROVIDE LAND SURVEYING SERVICE FOR THE WEST MAIN STREET WIDENING PROJECT AND APPROPRIATE \$15,000 FROM THE ANNUAL PAVING PROGRAM, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the scope of the packet is extensive, and the surveying will help with the paving of State Route 59.

Mr. Finney stated that the street will be widened approximately 4 ½ to 5 feet and the total footage of the street will be approximately 46 feet in total when completed. He said that only the sidewalks at the intersections will have to be moved. The paving is estimated to be completed in 2023 but the powerline poles may not be moved in time.

There being no further comments or questions.

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- Motion to waive three separate readings by Mr. Calfee, 2nd by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2022-110 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2022-110 was adopted.

ORDINANCE NO. 2022-111 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE DIRECTOR OF THE OHIO ENVIRONMENTAL PROTECTION AGENCY (EPA), TO CONSTRUCT THE FOXWOOD ESTATES SANITARY SEWER IMPROVEMENTS PROJECT, TO ACCEPT THE GRANT IN THE AMOUNT OF \$488,230.00, AND TO APPROPRIATE THE FUNDS TO BE REIMBURSED BY THE EPA PER THE AGREEMENT, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that residents in Foxwood Estates had requested that they be tied into the city's sanitary sewer at the expense of the City. He said that they have since received a violation from the EPA and have therefore been able to receive a grant in the amount that will cover the expense of tying into the sanitary line.

Mr. Finney stated that the City is unable to assess the Township residents if the cost of the project is greater than the grant, but he believes that the price is adequately estimated for incidentals. There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2022-111 by Mr. Kairis, 2nd Ms. Wood- **All Ayes**

Ordinance 2022-111 was adopted.

ORDINANCE NO. 2022-112 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TANK INDUSTRY CONSULTANTS TO PERFORM A FEASIBILITY STUDY FOR THE CONVERSION OF THE 3,000,000 GALLON STANDPIPE TO A 500,000 GALLON ELEVATED TANK AND TO APPROPRIATE THE SUM OF \$39,000.00, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the current 3-million-gallon water tank is not appropriate for the city's water needs because the water usage is not great enough and therefore the tank is not in compliance. He said that a 500,000-gallon tank is an appropriate size to fit the city's needs, adding that Tank Industry Consultants are well qualified to do the study having worked on over 17,500 water tanks. There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2022-112 by Ms. West, 2nd Mr. Harper- **All Ayes**

Ordinance 2022-112 was adopted.

ORDINANCE NO. 2022-113 AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR CHEMICALS REQUIRED FOR THE WATER AND WASTEWATER TREATMENT FOR THE CALENDAR YEAR 2023, PURSUANT TO SPECIFICATIONS NOW ON FILE IN THE MAYOR'S OFFICE, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the chemicals are required by the EPA for potable water and wastewater department operations. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2022-113 by Ms. Wood, 2nd Mr. Kairis- **All Ayes**

Ordinance 2022-113 was adopted.

ORDINANCE NO. 2022-114 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 12 – PLANNING AND ZONING CODE – TITLE SIX – ZONING; CHAPTER 1278 – SUPPLEMENTARY REGULATIONS, SECTION 1278.20 – ROOF PITCH, AS DESCRIBED IN EXHIBIT “A”.

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Mr. Kairis stated that the item is a result of several appeals over the year to the Board of Zoning Appeals. They are recommending the code change to allow for 3/12 pitch roofs that are standard for certain prefabricated non-attached accessory structures.

Ordinance 2022-114 was kept on for second reading.

ORDINANCE NO. 2022-115 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 12 – PLANNING AND ZONING CODE – TITLE SIX – ZONING; CHAPTER 1266 – DISTRICTS GENERALLY AND ZONING MAP, SECTION 1266.03 – ZONING MAP BY REZONING PORTAGE COUNTY PARCEL NUMBER 31-316-10-00-012-000 FROM R-4 RESIDENTIAL DISTRICT TO I-1 INDUSTRIAL DISTRICT, AS DESCRIBED IN EXHIBIT “A”.

Mr. Kairis stated that the item is part of the process for setting up the medical marijuana dispensary the way the business would like. They are requesting to rezone the property adjacent to the dispensary so that they can put in a parking lot where there is currently a residential home. The zoning change would be amended from R-4 to I-1.

Mr. Finney stated that the Planning Commission has reviewed and approved their part of the project and has passed it on to City Council for their review and approval.

Ordinance 2022-115 was kept on for second reading.

ORDINANCE NO. 2022-116 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ENERGY HARBOR TO SUPPLY ELECTRICITY TO THE CITY STREETLIGHTS FOR THE PERIOD FROM MAY 2023 THRU DECEMBER 2027, AND DECLARING AN EMERGENCY.

Ms. Dubinsky stated that all the information has remained the same and the cost will be a fixed rate of \$ 0.0599.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2022-116 by Mr. Harper, 2nd Mr. Kairis- **All Ayes**

Ordinance 2022-116 was adopted.

Second Reading of Ordinances:

ORDINANCE NO. 2022-101 AN ORDINANCE AMENDING ORDINANCE NO. 2021-110 BY AMENDING EXHIBIT "A" SECTION III – SERVICE DEPARTMENT, SUBSECTION (b1) BY ADDING TWO (2) FULL-TIME WATER DISTRIBUTION WORKERS, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that there was no further update on the position.

The positions would be housed under the Street Department and the Law Director stated that if the positions would change departments, then an ordinance would be required to change the payroll ordinance.

Ms. Dubinsky stated that there is nothing new to add and that the positions are highly recommended by the EPA.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Calfee- Ms. Michael, Mr. Calfee, Mr. Harper, Ms. West, Ms. Wood, Mr. Kairis- **All Ayes** Mr. Moskun- **No**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Calfee- Ms. Michael, Mr. Calfee, Mr. Harper, Ms. West, Ms. Wood, Mr. Kairis- **All Ayes** Mr. Moskun- **No**
- Motion to pass Ordinance No. 2022-101 by Mr. Calfee, 2nd Mr. Kairis- Mr. Calfee, Mr. Kairis, Ms. Michael, Mr. Harper, Ms. Wood, Ms. West- **All Ayes** Mr. Moskun- **No**

Ordinance 2022-101 was adopted.

ORDINANCE NO. 2022-105 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH QUALITY IP TO PROVIDE SECURITY AWARENESS TRAINING TO THE CITY OF RAVENNA EMPLOYEES AT THE RATE OF \$175 PER MONTH, AND DECLARING AN EMERGENCY.

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Mr. Huff stated that he got the contract dates corrected to be effective from December 1, 2022 to November 30, 2023. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2022-105 by Ms. West, 2nd Ms. Wood- **All Ayes**

Ordinance 2022-105 was adopted.

Third Reading of Ordinances: None

Old Business- None

New Business- None

President of Council Remarks- Mr. Kluge reminded everyone that tomorrow is election day and stated that he is looking forward to more Main Street Ravenna events.

Council Member Remarks

Mr. Harper- No Comment

Ms. Michael- Ms. Michael reminded everyone to vote. She thanked the Ravenna Police Department for their efforts collecting food and donations at the Ravenna Walmart.

Ms. Michael stated that the Center of Hope is low on food and is taking donations. She said that the Balloon A-Fair will be holding their Christmas Parade and promoted people to join the parade.

Ms. Michael expressed her wish to get more community spirit in town to celebrate Homecoming week and invited Main Street Ravenna to consider coming up with ideas, and added that an alumni night could be done.

Mr. Kairis- Mr. Kairis stated that tomorrow is election day, and the Charter Review Commission has some amendments on the ballot.

Mr. Moskun – Mr. Moskun stated that he is thankful for the privilege to vote. He addressed political signs that have been up for more than 30 days and signs that are larger than permissible, adding that the ordinance either needs to be enforced or changed.

Mr. Calfee- Mr. Calfee stated that he is proud of Officer DeHoff for his life saving efforts and thanked Chief Wallis for presenting the award before Council.

Ms. West- Ms. West stated that it has been nice seeing the Ravenna Police Department at community events. She said that PARTA has been doing great things over the years and will eventually have 8 trolleys that will be in service throughout the county.

Ms. Wood- No Comment

Mayor's Remarks- Mayor Seman stated that there will be further discussion on Crystal Lake needed to analyze the conditions.

He said that the demolition of 218 W. Main St. has begun.

The City will begin negotiations with the unions on Thursday.

Mayor Seman stated that he will not be able to attend the Committee meeting next week because he will be in Columbus learning about city relationships with school districts.

Ms. Dubinsky stated that the City was not awarded the Urban Canopy Grant but will try again next year.

Mayor Seman added that the City will still be planting 40 trees before the end of the year.

- Motion to adjourn at 7:12 pm by Ms. Michael, 2nd Ms. West- **All Ayes**

The next Regular Council Meeting is scheduled for Monday December 5, 2022, at 6:00 P.M.

ATTEST:

Clerk of Council

Council President