



**Ravenna City Council  
Planning Committee Meeting Minutes  
July 11, 2022**

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

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

Also attending the meeting: Mayor Frank Seman; Finance Director, Brian Huff; Service Director, Kay Dubinsky; Council Clerk, Chelsea Gregor, Moe Smith, Michael Smith, Cliff Soudil, Larry Silenius, John McFarland and Diane Smith

**Planning Committee Meeting was called to order at 6:00 P.M. by Chairperson, Rob Kairis  
The first item was a presentation by Moe Smith.**

Mr. Smith addressed Council to introduce his nonprofit organization, Heaven, which helps to represent the approximately 900 black or African American residents in Ravenna, and to help them have a better understanding of the positive impacts that African Americans have contributed to the history and progress of the U.S.A., adding that he would like to change the narrative that has been taught in school classrooms. Mr. Smith stated that he has been writing grants, is bonded and is looking to find funding to help his mission of community outreach with his non-profit in the hopes that the City would be able to collaborate on the project.

Mayor Seman stated that the bulk of the City's budget has already been committed to items that already exist and added that at the present moment when items are presented to Council they are for information and no decisions are made at the time.

Council thanked Mr. Smith for his presentation.

**The second item was an Agency Disclosure Agreement.**

Mr. Kairis stated that there is an agency disclosure agreement affirming that the broker is representing both parties of the Emerald Lake purchase. The document agrees to allow the agent to represent both the City and the property seller.

- The item was moved forward

**The third item was distribution for Martell Enterprises.**

Mr. Kairis stated that Martell Enterprises is the owner of an existing and active gas/oil well on the Emerald Lake property. With the impending sale and preservation of the Emerald Lake property, Martell Enterprises is requesting \$34,000 to cap the well prematurely and permanently. The cost of the capping would come from the grant money to purchase the property and the City would have to pay a fee of \$5,000. Due to the time sensitive nature of the request a special Council meeting may be requested.

Ms. Wood addressed a calculation error in the closing document on the Emerald Lake property and two contradicting settlement costs.

Mr. Calfee agreed that the Law Director will have to be consulted to review and clarify the closing document on the property.

Mayor Seman stated that there should be no cost to the City for the purchase of the property and the capping of the well, adding that all additional costs were planned to come out of the grant.

- The item was moved forward

**The fourth item was a Request for Qualifications (RFQ).**

Mr. Kairis stated that the third ordinance reading will be held on August 3<sup>rd</sup> and the RFQ replicates what Kent has done. They sent the RFQ's to a list of consultants to receive qualifications for the project. Mr. Kairis stated that nothing is binding the City from hiring anyone and all applicants can be turned down if necessary. Answering Ms. Woods inquiry, Mr. Kairis stated that a list has already been compiled of consultants and that most of them are the same as who Kent had sent their RFQ's to.

Mr. Soudil expressed his concern over the matter and stated that the City of Kent is different than the City of Ravenna in what they are and need in terms of architectural design and design guidelines.

- The item will be on third reading for final vote at the next Council meeting.

**The fifth item was Codified Ordinance Chapter 214.**

Mr. Kairis stated that the chapter addresses purchasing restrictions, but it is limited and he thinks that the wording should state "when required". He said that reading the wording of the restrictions is unclear and that it could either be tightened up or the chapter repealed.

Ms. Michael stated that things come up and departments need to purchase things, adding that she doesn't want to impose a restriction that would hold up the purchase of an item or delay work.

Mr. Kairis stated that he will look into the item and evaluate the possibility of defining the chapter more adequately.

- The item will be kept in committee to be discussed again.

**Management Update**

Mayor Seman stated that there is a local organization looking at property to create a place where individuals with mental health concerns and homelessness can come and hangout, adding that drug use is at a high point.

Mr. Huff stated that the 2023 permanent tax budget was revised in March and department heads were consulted. He said that income tax revenue increased 5% in 2019 and 14% in 2020, and there are positive trends for departments. Mr. Huff stated that the budget includes the Spring Clean up which will be approximately \$70,000 and divided at a cost of \$50,000 out of the General Fund and \$20,000 out of the Recycling Fund.

Mayor Seman stated that there is a concern over remote workers that may not have to pay income tax to the City, but nothing is definitive yet.

Mr. Kairis stated that the Economic Development Director has hired an intern out of his budget.

**There being no further business for discussion, the meeting adjourned at 7:23 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Rob Kairis, Chairperson  
Planning Committee**