



**Ravenna City Council
Regular Meeting Minutes
Monday December 5, 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. December 5, 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, Ryann Kuchenbecker, Todd Peetz, Emily Adorno, Arasin Hughes, Cliff Soudil, Larry Silenius, John McFarland, and Diane Smith

Approval of the Minutes:

- Motion to approve the November 7, 2022, Regular Council meeting and November 21, 2022 Special Council meeting minutes by Mr. Kairis, 2nd by Mr. Moskun- **All Ayes**

Communications- Council received an Ohio Ethics Commission Elected Official verification form and a letter from the Ohio Division of Liquor Control regarding a liquor permit.

Delegations from the Public- Ryann Kuchenbecker from the Ravenna Chamber of Commerce addressed Council to update them on the Chambers activities. She explained that the Ravenna Rocks Concert Series got better as time went along, which they hosted in July, August, September and October. Ms. Kuchenbecker stated that the Only in Ravenna event was held the same day as the October Ravenna Rocks Concert Series, but noted that it was better attended at it's usual date at the beginning of summer and it will return then next year. She said that there were other positive events including the Raven Awards, the annual golf outing, and the well-attended Halloween merchant walk downtown, adding that the West Main Street Winery hosted a temporary haunted house. Ms. Kuchenbecker stated that Midnight Madness and the Balloon A-Fair parade were well attended with lots of business participation, including live reindeer at Reed Memorial Library. She added that holiday raffle tickets are still available at local businesses, that the school is planning to paint holiday themed pictures on downtown windows and that she is excited to be working on a Junior Chamber of Commerce.

Todd Peetz from the Portage County Regional Planning Commission addressed Council to introduce them to a new feature on their website called Historic Structures which features a story map on historic structures in Ravenna city and Ravenna township. He guided Council through the various features that showcase different building locations, architectural styles and ages. Mr. Peetz stated that it is a living document where people, realtors, and building owners can add additional pictures, information and oral histories, adding that the public can comment and clarify information. He explained that the project came to fruition due to the help of an endowment grant and college interns researching information.

Report of Officials:

- Motion to approve the Report of Officials by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**

Report of Committees: Committee meetings start at 6:00 PM 12/12/2022

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Utilities: Mr. Moskun stated that there will be nothing.

Information Systems: Ms. West stated that there will be a meeting and is requesting to go first.

Planning: Mr. Kairis stated that there are four 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 December 19, 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 is one item and a meeting is to be determined.

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

Community & Economic Development: Ms. Wood stated that a meeting is to be determined.

Cemetery: Mr. Moskun stated there were fifteen trees planted and the other 5 tree plantings are to be determined. He stated that the Cemetery Sexton, Mark Gabriel, approved the purchase of a zero-turn mower for \$22,185, and said that the mower was purchased now because the cost was estimated to increase by 5%-7% in the coming weeks and it will be delivered this week.

Parks & Recreation: Mr. Calfee stated that there was no additional report.

First Reading of Ordinances:

ORDINANCE NO. 2022-118 AN ORDINANCE ACCEPTING A DONATION IN THE SUM OF \$13,800.00 FROM MAIN STREET RAVENNA FOR THE MERIDIAN STREET PARKING LOT TREES, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is to accept an anonymous donation through Main Street Ravenna. There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2nd by Mr. Harper- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2022-118 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2022-118 was adopted.

ORDINANCE NO. 2022-119 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A 3-YEAR AGREEMENT WITH THE UNIVERSITY OF AKRON RESEARCH FOUNDATION FOR CONSULTING SERVICES AND EXPERTISE REGARDING THE OPERATIONS AND PROJECTS IN THE WATER PLANT, AND DECLARING AN EMERGENCY.

Prior to reading the ordinance the Clerk noted that there was a clerical error, and the ordinance is meant to read a 3-year agreement, not a 2-year agreement.

Mr. Moskun reiterated that the contract agreement has changed from a 2-year contract to a 3-year contract for consulting services at the Water Plant.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2022-119 by Mr. Kairis, 2nd Ms. Michael- **All Ayes**

Ordinance 2022-119 was adopted.

ORDINANCE NO. 2022-120 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A 3-YEAR AGREEMENT WITH THE UNIVERSITY OF AKRON RESEARCH FOUNDATION FOR CONSULTING SERVICES AND EXPERTISE REGARDING THE OPERATIONS AND PROJECTS IN THE WASTEWATER TREATMENT PLANT, AND DECLARING AN EMERGENCY.

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Prior to reading the ordinance the Clerk again noted that there was a clerical error, and the ordinance is meant to read a 3-year agreement, not a 2-year agreement.

Mr. Moskun stated that the ordinance is the same as the previous ordinance but for consulting services at the Wastewater Treatment Plant.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2nd by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2022-120 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2022-120 was adopted.

ORDINANCE NO. 2022-121 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE PORTAGE COUNTY PUBLIC DEFENDER TO DEFEND INDIGENT DEFENDANTS CHARGED WITH CRIMES IN THE CITY OF RAVENNA FOR THE YEAR 2023, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the item is a yearly contract that the City enters into with the County, and that the cost has stayed the same at \$150.00. per charge.

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 Mr. Calfee, 2nd by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2022-121 by Mr. Calfee, 2nd Mr. Moskun- **All Ayes**

Ordinance 2022-121 was adopted.

ORDINANCE NO. 2022-122 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART 14 – BUILDING AND HOUSING CODE – TITLE SIX – MISCELLANEOUS BUILDING REGULATIONS; CHAPTER 1434 – DESIGN REVIEW DISTRICT, SECTION 1434.03- DESIGN REVIEW COMMISSION, AND DECLARING AN EMERGENCY.

Mr. Kairis explained that there was a discussion regarding a lack of quorum with the Design Review Commission and how to help establish a quorum with less than a majority, adding that the Commission will be losing a member at the end of the month. Mr. Kairis stated that the amendment will allow four members to be a quorum and that the majority are permitted to vote to pass a motion. There being no further comments or questions.

- 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. 2022-122 by Mr. Calfee, 2nd Mr. Moskun- **All Ayes**

Ordinance 2022-122 was adopted.

ORDINANCE NO. 2022-123 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH RAVENNA TOWNSHIP TRUSTEES AND DENNIS WEST TO PERFORM ECONOMIC DEVELOPMENT SERVICES, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that the contract for Dennis West is a one-year contract for the next calendar year and said that he is happy to bring it forward and is looking forward to another year working with Mr. West in Economic Development.

Mayor Seman stated that the contract has to be vetted by Ravenna Township legal counsel before the end of the year and said that the Township has already discussed the contract and they are on board. 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. 2022-123 by Mr. Harper, 2nd Ms. Michael- **All Ayes**

Mr. Moskun was unavailable during the roll call to vote on all three motions.

Ordinance 2022-123 was adopted.

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Second Reading of Ordinances:

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”.

Mr. Kairis stated that there were no updates to add and the ordinance will go for three readings. He said that the Board of Zoning Appeals has requested the change due to multiple variances being issued this past year, adding that they are updating the code to keep up with current building trends. There being no further comments or questions.

Ordinance 2022-114 was left on for third 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 there will be a public hearing for the ordinance before the next Committee of the Whole meeting on December 19, 2022 at 6:00pm. The amendment to the zoning code would allow the property to be turned into a parking lot.

There being no further comments or questions.

Ordinance 2022-115 was left on for third reading.

Third Reading of Ordinances: None

Old Business- None

New Business- Mr. Soudil thanked Council for passing the Design Review Commission changes. He stated that there will be a meeting that coming Thursday at 10:00am to meet, via Zoom, two out of the three consultants that applied, and encouraged Council members to attend either in person or watch the meeting via livestream.

President of Council Remarks- Mr. Kluge stated that it was nice to walk in the Midnight Madness parade and thanked Council for organizing and participating in events throughout the year.

Council Member Remarks

Mr. Harper- No Comment

Ms. Michael- Ms. Michael thanked the Fire Department for their hard work with helping Kent with their recent fire and stated that it was nice to see the community come together to support and help them.

Mr. Kairis- No Comment

Mr. Moskun – Mr. Moskun stated that he took the tour of University Hospital in Ravenna and learned about the necessity that the hospital has to purchasing a squad specifically for hospital use.

Mr. Calfee- Mr. Calfee stated that he appreciated Mr. Peetz’s presentation and that it was fascinating to see.

Ms. West- Ms. West stated that she took a tour of the Haven on Wednesday to better understand how they work and how to help the homeless in Ravenna. She stated that it was nice to see the Haven as an option for people to utilize.

Ms. Wood- Ms. Wood stated that the city looks wonderful, and the Christmas lights look beautiful. She reminded everyone to lock their car doors at night.

Mayor's Remarks- Mayor Seman stated that the administration is currently involved in union negotiations.

Mayor Seman informed Council that he had taken an Ethics course while in Columbus for an educational seminar session. He explained a few key points and advised against texting during a Council meeting, stating that it could be mis-interpreted as being used for City business, adding that a cell phone becomes public record if used for such.

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Mayor Seman stated that there was a nice open house at the ETNA building to showcase the remodeling efforts where the old Triangle Pharmacy used to be.

Mayor Seman stated that Midnight Madness went well with a good crowd and the longest parade he'd seen. He said that the line was out the door at Popped and that Main Street Ravenna was serving hot chocolate, but added that the city needs to work on getting more retail stores downtown.

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

The next Regular Council Meeting is scheduled for Tuesday January 3, 2022, at 6:00 P.M.

ATTEST:

Clerk of Council

Council President