



**Ravenna City Council
Regular Meeting Minutes
Tuesday January 3, 2023, 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. January 3, 2023, 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, Cliff Soudil, Larry Silenius, and Diane Smith

President Pro Tem: A motion to nominate Ms. Michael as Pro Tem by Mr. Harper, seconded by Ms. West- **Mr. Harper, Ms. West, Mr. Kairis, Ms. Wood, Mr. Calfee, Moskun- All Ayes. Abstain: Ms. Michael**

Committee Assignments: Mr. Kluge stated that everyone should have received their committee assignments and they have all stayed the same.

- Motion to approve the Committee Assignments as is by Mr. Kairis, 2nd by Mr. Moskun- **All Ayes**

Mr. Kluge stated that a motion needs to be made to vote Mr. Moskun onto the Cemetery Board for another term.

- Motion to vote Mr. Moskun onto the Cemetery Board by Ms. Michael, 2nd by Ms. Wood- **Ms. Michael, Ms. Wood, Mr. Calfee, Ms. West, Mr. Kairis, Mr. Harper. Abstain: Mr. Moskun**

Approval of the Minutes:

- Motion to approve the December 5, 2022, Regular Council meeting, December 19, 2022 Public Hearing and December 30, 2022 Special Council meeting minutes by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**

Communications- Council received a Christmas card from Utility Billing.

Delegations from the Public- None

Report of Officials:

- 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 1/17/2022

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

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

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Planning: Mr. Kairis stated that there are a couple of 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 January 23, 2023, at 6:00 pm.

Public Health & Safety: Ms. Michael stated that she will probably have a meeting.

Streets & Sidewalks: Mr. Harper stated that there is one item that evening, and a meeting is to be determined.

Personnel: Mr. Calfee stated that there will be a committee meeting.

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

Cemetery: Mr. Moskun stated that the cemetery has received their zero turn mower before the price increased and that Mr. Gabriel is looking into pricing to get the road by the maintenance garage repaved before it gets any worse.

Mr. Harper stated that a 3% raise was approved for full-time employees and that part-time employees will be addressed later, adding that there was a \$38,000 rollover in the cemetery fund. He stated that the employee health insurance increased 18% but that the budget is stable. Mr. Harper added that there are plans to address projects throughout the year.

Parks & Recreation: Mr. Calfee stated that as of December 28, 2022 the Emerald Lake property officially transferred over and the City is now the proud owner of the new park.

First Reading of Ordinances:

ORDINANCES OF THE CITY OF RAVENNA, PART TEN – STREETS, UTILITIES AND PUBLIC SERVICES CODE; TITLE SIX – OTHER PUBLIC SERVICES; CHAPTER 1060 – SOLID WASTE COLLECTION AND DISPOSAL; SECTION 1060.10 – MAINTENANCE OF CONTAINERS, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the topic has been discussed in great length and that she has been approached by several neighbors regarding the issue. She said that the ordinance is to help the property maintenance department to have more enforcement which will help to give the city a cleaner appearance, adding that it is a yes or no vote from Council members at this point.

Mr. Calfee stated that he has noticed trash cans throughout the city and noted that there could be a potential problem with corner lots and the placement of trash containers.

Ms. Michael stated that the ordinance can always be amended as needed and if issues arise. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Harper- Ms. Michael, Mr. Harper, Mr. Kairis, Mr. Moskun, Mr. Harper- **All Ayes.** Mr. Calfee, Ms. West, Ms. Wood- **No**

Ordinance 2023-001 was left on for second reading.

ORDINANCE NO. 2023-002 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART TEN – STREETS, UTILITIES AND PUBLIC SERVICES CODE; TITLE SIX – OTHER PUBLIC SERVICES; CHAPTER 1062 – COLLECTION OF RECYCLABLE MATERIALS; SECTION 1062.07 – PLACING RECYCLABLE MATERIAL FOR COLLECTION, AND DECLARING AN EMERGENCY.

Mr. Calfee clarified that the only change to the codified ordinance section is a reference to codified section 1060.10 and that recycling bins shall meet the same requirements as solid waste containers. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Kairis- Ms. Michael, Mr. Kairis, Mr. Calfee, Mr. Moskun, Mr. Harper- **All Ayes.** Ms. West, Ms. Wood- **No All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Calfee- Ms. Michael, Mr. Calfee, Mr. Kairis, Mr. Moskun, Mr. Harper- **All Ayes.** Ms. West, Ms. Wood- **No All Ayes**
- Motion to pass Ordinance No. 2023-002 by Mr. Harper, 2nd Ms. Michael- Mr. Harper, Ms. Michael, Mr. Kairis, Mr. Moskun, Mr. Harper- **All Ayes.** Ms. West, Ms. Wood- **No All Ayes**

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Ordinance 2023-002 was adopted.

ORDINANCE NO. 2023-003 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART TWO – ADMINISTRATION CODE; TITLE SIX – ADMINISTRATION; CHAPTER 244 – FIRE DEPARTMENT; SECTION 244.05 EMERGENCY AMBULANCE SERVICE SYSTEM (d) – CHARGES, BY UPDATING THE CHARGES FOR EMERGENCY AMBULANCE SERVICE, TO BECOME EFFECTIVE FEBRUARY 1, 2023, AN DECLARING AN EMERGENCY.

Ms. Michael stated that the ordinance is to increase the billing for ambulance services.

Mr. Kairis inquired about his previous suggestion to clarify payment of Medicaid and Medicare insurance services.

Mr. Huff stated that he can request to have a representative speak to Council at the next Committee meeting and discuss the topic. 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 Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-003 by Mr. Kairis, 2nd Ms. Wood- **All Ayes**

Ordinance 2023-003 was adopted.

ORDINANCE NO. 2023-004 AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE 2023 PAVING PROGRAM, AND FOR THE PAINTING OF PAVEMENT MARKINGS AND STRIPING, PURSUANT TO SPECIFICATIONS NOW ON FILE IN THE MAYOR’S OFFICE, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is for the annual paving program and that the annual paving budget is higher this year due to a couple of big projects, including the beginning phase of Main Street, the second phase of Freedom St., and paving of S. Prospect St. and N. Chestnut St.

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. 2023-004 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2023-004 was adopted.

ORDINANCE NO. 2023-005 AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE PAVING OF SOUTH PROSPECT AND NORTH CHESTNUT STREET, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the City will have to pay 20% of the project budget and that it is already in the paving budget. There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-005 by Mr. Harper, 2nd Ms. Wood- **All Ayes**

Ordinance 2023-005 was adopted.

ORDINANCE NO. 2023-006 AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE PRELIMINARY PARTICIPATORY LEGISLATION AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO PAVE MAIN STREET FROM THE WEST CITY LIMITS TO THE EAST CITY LIMITS, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the agreement states that the City is agreeing to ODOT’s rules and regulations.

Mr. Finney stated that he anticipates that ODOT will advertise the project in August and either begin paving in the fall of 2023 or in 2024.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Calfee- **All Ayes**
- Motion to pass Ordinance No. 2023-006 by Mr. Harper, 2nd Ms. West- **All Ayes**

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Ordinance 2023-006 was adopted.

ORDINANCE NO. 2023-007 AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW A THREE YEAR SUBSCRIPTION WITH DAVEY TREE EXPERT COMPANY FOR THE MOBILE APPLICATION OF THE TREE-KEEPER SOFTWARE; APPROPRIATING THE SUM OF \$6,250.00, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the subscription is helpful to the Shade Tree Commission, and that it tracks the trees that have been trimmed or removed where the City has planting sites.

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 Mr. Harper, 2nd by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2023-007 by Mr. Harper, 2nd Ms. Michael- **All Ayes**

Ordinance 2023-007 was adopted.

ORDINANCE NO. 2023-008 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH HAMMONTREE ASSOCIATES TO PROVIDE LAND SURVEYING SERVICE FOR SANITARY SEWER EASEMENT FOR THE FORMER GE BUILDINGS AND APPROPRIATE \$2,500 FOR THE SERVICE, AND \$500 FOR THE EASEMENT RECORDING FROM THE SANITARY SEWER FUND, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that there is plenty of money in the sanitary fund to cover the cost of this critical project at the old GE facility.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Mr. Harper- **All Ayes**
- Motion to pass Ordinance No. 2023-008 by Mr. Harper, 2nd Ms. West- **All Ayes**

Ordinance 2023-008 was adopted.

ORDINANCE NO. 2023-009 AN ORDINANCE AMENDING ORDINANCE NO. 2021-110 BY EXTENDING THE SALARY SCHEDULE SET FORTH IN ORDINANCE 2021-110 AND ANY AMENDMENTS THERETO BEYOND DECEMBER 31ST, 2022 UNTIL SAID SALARY SCHEDULE IS SUBSEQUENTLY AMENDED BY FURTHER ORDINANCE, AND DECLARING AN EMERGENCY.

Mr. Kluge stated that the item was brought forward from the last meeting to extend the 2022 payroll ordinance until Council has time to discuss the 2023 payroll ordinance. He said that as it reads it will take the payroll through January to make sure that employees are paid.

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. West- **All Ayes**
- Motion to pass Ordinance No. 2023-009 by Mr. Calfee, 2nd Mr. Kairis- **All Ayes**

Ordinance 2023-009 was adopted.

Second Reading of Ordinances:

ORDINANCE NO. 2022-125 AN ORDINANCE FIXING THE NUMBER OF EMPLOYEES OF THE CITY OF RAVENNA; ESTABLISHING A CLASSIFICATION PLAN; A SALARY SCHEDULE; FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023 IN ACCORDANCE WITH EXHIBIT "A" ATTACHED HERETO; REPEALING ALL ORDINANCES IN CONFLICT HERewith, AND DECLARING AN EMERGENCY.

There being no further comments or questions.

Ordinance 2022-125 was kept on for third reading.

Third 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 the ordinance originated due to an increase in variance requests for prefabricated accessory buildings with a lessen pitch roof. The Board of Zoning Appeals saw the increased number of requests due to the popularity of the accessory buildings and requested to have the ordinance amended. There being no further comments or questions.

- Motion to pass Ordinance No. 2022-114 by Ms. Wood, 2nd Ms. West- **All Ayes**

Ordinance 2022-114 was adopted.

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 Council held a public hearing a few weeks ago and that the ordinance is up for vote. He said that the item addresses rezoning a parcel of land next to an industrial zoned property that will become a marijuana dispensary. Mr. Kairis clarified that the property next to the dispensary is being voted on to be zone industrial so that the business can remove the house and build an additional parking lot for. He stated that the Planning Commission has heard the proposal and has agreed to fencing and screening being placed along the north side of the property line. There being no further comments or questions.

Motion to pass Ordinance No. 2022-115 by Mr. Calfee, 2nd Mr. Kairis- Mr. Calfee, Mr. Kairis, Ms. West, Mr. Moskun, Ms. Wood, Mr. Harper- **All Ayes**. Ms. Michael- **No**

Ordinance 2022-115 was adopted.

Old Business- None

New Business- None

President of Council Remarks- Mr. Kluge wished everyone a happy new year and said that he is looking forward to another year.

Council Member Remarks

Mr. Harper- Mr. Harper wished everyone a happy and healthy new year.

Ms. Michael- Ms. Michael wished everyone a happy new year and stated that she is excited for new things in the upcoming year.

Mr. Kairis- Mr. Kairis stated that he is looking forward to another upcoming year.

Mr. Moskun – No Comment

Mr. Calfee- Mr. Calfee stated that a newsletter called the Ravenna Pulse was published and sent out on December 31st which had an excellent economic development report provided by Dennis West. He encouraged everyone to read it over and stated that he is very thankful for all the work that Mr. West has done compiling the reports together.

Ms. West- No Comment

Ms. Wood- Ms. Wood wished everyone a happy new year and stated that she is looking forward to the upcoming year.

Mr. Kluge interjected to thank the Clerk for all her hard work throughout the year.

Mayor's Remarks- Mayor Seman wished everyone a happy new year.

He stated that summer paving will be taking off and Main Street will get done.

Mayor Seman asked Council to start thinking about the appointed Finance Director position which will need an ordinance of position qualifications put together. He said that the salary

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will need to be addressed as well because it will need to be included in the July revenue budget.

Mayor Seman stated that he and the Law Director had an online meeting with the newly appointed judge in the cemetery case and some suggestions were sent back.

Mr. Kluge stated that there was a request for an executive session.

The Law Director stated that there is pending litigation regarding Maple Grove Cemetery, Mr. Staples vs. the City of Ravenna and an individual filing a mandamus action against the Ravenna Police Department.

- Motion to go into executive session at 6:43pm to discuss pending litigation by Mr. Kairis, 2nd by Ms. West- **All Ayes**

Council went into executive session with the Law Director to discuss pending litigation.

- Motion to come out of executive session at 8:08pm by Mr. Kairis, 2nd by Ms. West- **All Ayes**
- Motion to adjourn at 8:08 pm by Ms. Wood, 2nd Ms. Michael- **All Ayes**

The next Regular Council Meeting is scheduled for Monday February 6, 2023, at 6:00 P.M.

ATTEST:

Clerk of Council

Council President