



**Ravenna City Council  
Regular Meeting Minutes  
Monday April 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. April 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, Paul Moskun, 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; Service Director; Kay Dubinsky; Council Clerk; Chelsea Gregor, Lou Dudek, Arasin Hughes, Bill Wisniewski, Laura Hebert, Cliff Soudil, Larry Silenius, John McFarland

**Approval of the Minutes:**

- Motion to approve the March 6, 2023, Regular Council meeting and the March 20, 2023, Special Council meeting minutes by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**Communications-** A letter from the Ravenna Memorial Day Association. Mayor Seman stated that he will participate in the days event with a proclamation and Council can participate in the parade. He will reach out to find out about parade transportation options.

**Delegations from the Public-** Bill Wisniewski introduced himself to speak on behalf of the Ravenna School District and thanked Council for their resolution in support of the proposed operating levy. He gave Council a handout summary of where the money will go and why it is needed. He stated that it has been 18 years since the last operating levy and that the school district is grateful and thankful for the support. Mr. Wisniewski stated that permanent improvement levies were on the ballot in 2017 and 2021, and they went to the upkeep of buses, books and roof improvements to name a few examples. He explained that the operating levy funds will help with the rising cost of living that has effected the various costs of items and that it will be money well spent.

Mayor Seman addressed the concern for free student lunches disappearing and asked if it can be sustained.

Dr. Laura Hebert stated that the program is still subsidized through next year and that it is in the Governor's budget, for breakfast and lunch, but stated that if the program gets unfunded then the Raven Packs will have to step in to provide more meal options.

Main Street Ravenna Executive Director, Arasin Hughes addressed Council to explain updates from the last few months. She explained that Main Street Ravenna participated in Midnight Madness where they offered an ornament making workshop and hot cocoa, they received two grants for programs, applied for a Revitalization Roadmap grant, and started the Youth Community Star program. Ms. Hughes stated that the annual Winter Writing Festival was a positive event with several award-winning writers and that solar lights were recently strung up in the Ravenna Township downtown park as part of a stewardship project. She added that there will be annual board training on April 13<sup>th</sup>, a downtown clean-up on May 6<sup>th</sup>, Art on Main will collaborate with the Parks and Recreation Chalk Fest on June 10<sup>th</sup>, a Golf Outing fundraising event will be held on May 26<sup>th</sup>, a Homecoming Parade on September 29<sup>th</sup>, and an adult Halloween walk on October 27<sup>th</sup>. Ms. Hughes stated that Main Street Ravenna is currently working on RFQ's for murals and façade grants for downtown, a Youth Community Star party and a new Mystery on Main event. She concluded stating that there will be a collaboration with

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the Ravenna Chamber of Commerce to host roundtable business discussions and that she will be celebrating her one year anniversary with Main Street Ravenna tomorrow.

Ms. Michael stated that she was happy to hear about the Homecoming event and is excited to have the parade back.

### **Report of Officials:**

- Motion to approve the Report of Officials by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

### **Report of Committees: Committee meetings start at 6:00 PM 4/10/2023**

**Utilities:** Mr. Moskun stated that there are two items on the agenda.

**Information Systems:** Ms. West stated that there will be a meeting.

**Planning:** Mr. Kairis stated that there is one item and there won't be a meeting.

**Committee of the Whole:** Mr. Kluge stated that the next Committee of the Whole meeting is Monday, April 17 20, 2023, at 6:00 pm.

**Public Health & Safety:** Ms. Michael stated there are three items on the agenda and there will probably be a meeting.

**Streets & Sidewalks:** Mr. Harper stated that there are two items on the agenda and there will be a meeting.

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

**Community & Economic Development:** Ms. Wood stated that there is one item, and a meeting is to be determined.

**Cemetery:** Mr. Moskun stated that the part-timers are back working in the cemetery and are doing good. He said that part of the road has been resurfaced and that tons of dirt have been brought through to fix the damage from rock haulers and dozers.

Mr. Harper stated that the cemetery is getting ready for Memorial Day and that the bridge replacement was set in the budget and that they are working with the City Engineer to finalize the construction. He explained that if the cost is above the budgeted funds, then the Portage County Historical Society may be able to assist.

Ms. Michael asked when the Chapple will be restored.

Mr. Harper stated that it is next on the list of cemetery improvements.

Mr. Moskun stated that the Portage County Historical Society has been willing to help with the project but that the cost of materials keeps going up.

**Parks & Recreation:** Mr. Calfee stated that the Marlene Watt 5K was held on March 11<sup>th</sup> which had 70 participants, 25 sponsors and raised \$7,500 in scholarship funds. He added that there will be an Easter Eggstravaganza held on Saturday, April 8, 2023 at 9:40am, along with a touch a truck event.

### **First Reading of Ordinances:**

**RESOLUTION NO. 2023-048** A RESOLUTION IN SUPPORT OF THE PASSAGE OF THE 6.9 MIL LEVY FOR THE RAVENNA SCHOOL DISTRICT.

There being no further comments or questions.

- Motion to pass Resolution No. 2023-048 by Mr. Kairis, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Resolution 2023-048 was adopted.

**ORDINANCE NO. 2023-049** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A SERVICE MAINTENANCE AGREEMENT WITH STRYKER PRO CARE SERVICES FOR ANNUAL MAINTENANCE, AND DECLARING AN EMERGENCY.

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Ms. Michael explained that the item is to include the recent acquisition of a donated Lucas device and Lifepak.

Mr. Kairis asked if there was a contract.

Chief Chapple explained that the Fire Department signed a contract in the fall prior to receiving the donations and that the new items need to be added to the maintenance agreement. He stated that he does not have the new contract but estimates that it will cost approximately \$3,000 to \$3,500 per year.

Ms. Michael stated that she is okay with passing the item without the contract in hand.

Mr. Calfee stated that it is a procedural problem to pass an item without a contract.

Chief Chapple stated that he is okay with the item going to second reading and explained that he will get the contract next week.

The Law Director stated that it is logical to wait until Council has the contract to pass the ordinance. There being no further comments or questions.

Ordinance 2023-049 was left on for second reading.

**ORDINANCE NO. 2023-050** AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA POLICE DEPARTMENT IN THE SUM OF \$200.00 FROM EDWARD C. SEIGERST, RECORDING ESTIMATED REVENUES IN THE SUM OF \$200.00 AND APPROPRIATING THE SUM OF \$200.00, IN THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item is to accept the donation and that the City is thankful.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-050 by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2023-050 was adopted.

**ORDINANCE NO. 2023-051** 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 1060 – SOLID WASTE COLLECTION AND DISPOSAL; SECTION 1060.99 – PENALTY, AND DECLARING AN EMERGENCY

Ms. Michael stated that section (c) was added as an amendment for Section 1060.10 and modifications may need to be made along the way.

Mr. Kairis stated that the penalty corresponds to Section 1060.10 for trash can placement. He explained that Council created the subsection to create a lesser fine compared to the remainder of the section.

The Law Director clarified that although the additional sections of the penalty section have a stronger penalty, that they can be subject to change when they are brought forth at the discretion of the City and the courts.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-051 by Mr. Harper, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-051 was adopted.

**ORDINANCE NO. 2023-052** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CONRAD'S DISPOSAL, INC FOR THE SPRING CLEANUP PROGRAM, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the clean-up dates are May 6 for Wards 1 and 2, May 13 for Ward 3 and May 20 for Ward 4.

Mr. Kairis referred to a page of what can get picked up and stated there was not a link to a list of unacceptable items such as tires, motor oil or paint. It was stated that a notice was put in the water bill notifying residents of the spring clean-up and unacceptable items, and that information on the county recycling day can be added to the City's website.

There being no further comments or questions.

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- Motion to waive three separate readings by Mr. Calfee, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-052 by Mr. Calfee, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-052 was adopted.

**ORDINANCE NO. 2023-053** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH JD SERVICES FOR THE PAINTING OF PAVEMENT MARKINGS AND STRIPING, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is for the annual striping program to keep the pavement markings safe and bright for pedestrians and drivers.

Mr. Moskun added that it is a local company that has provided the service for the city for years and that they do a great job.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-053 by Mr. Harper, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2023-053 was adopted.

**ORDINANCE NO. 2023-054** AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN AN EASEMENT AGREEMENT WITH JEFFREY P. HYATT AND ANDREA R. HYATT, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the property is located on Rt. 18 which has access to a feeder canal that goes into Sandy Lake and then to Lake Hodgson. He explained that the Water Treatment Plant needs access to the property to free the canal from debris and beaver dams. Mr. Moskun stated that in reciprocation of an easement to the property, the current owners will be given authorization to put in a gas pipeline. There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-054 by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-054 was adopted.

**ORDINANCE NO. 2023-055** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A SPONSOR/SITE AGREEMENT WITH COMMUNITY ACTION COUNCIL TO PROVIDE MEALS AT THE PARKS AND RECREATION SUMMER DAY CAMP, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that it is an annual agreement that provides free meals for youths up to 18 and for adults with disabilities.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2023-055 by Mr. Calfee, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-055 was adopted.

**ORDINANCE NO. 2023-056** AN ORDINANCE APPROPRIATING AN AMOUNT NOT TO EXCEED \$50,000 FROM THE GENERAL FUND FOR A COMPREHENSIVE PLAN FROM THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION, AND DECLARING AN EMERGENCY.

Ms. Wood stated that the money has been set aside for the plan and that it is set to begin in June. There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2023-056 by Ms. Wood, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

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Ordinance 2023-056 was adopted.

**Second Reading of Ordinances:**

**ORDINANCE NO. 2023-040** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACT WITH C. T. CONSULTANTS, INC., FOR A WASTEWATER TREATMENT PLANT ASSESSMENT, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that there is nothing new and that C.T. Consultants specialize in grants for high-dollar items that would need to be replaced in the plant. He explained that there is no contract and no known contract dollar amount at this time, but that it will exceed \$50,000.

There being no further comments or questions.

Ordinance 2023-040 was left on for second reading.

**ORDINANCE NO. 2023-042** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH PERSPECTUS FOR DESIGN REVIEW CONSULTING CONTINGENT ON THE AWARD OF THE CERTIFIED LOCAL GOVERNMENT (CLG) GRANT, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that there is no contract at this time and that the contract will be contingent on receiving the grant. Initially it was to be a 60/40 split grant, but the City was advised by the CLG grant to apply for the total \$30,000 amount for the consultant. He explained that the City will not know until July if it was awarded the grant and there was a miscommunication clarified that the City does not need a contract to apply for the CLG grant. It was decided to send the item back to the Planning Committee until notification of the grant outcome.

There being no further comments or questions.

- Motion to send the item back to the Planning Committee by Mr. Kairis, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-042 was sent back to the Planning Committee.

**Third Reading of Ordinances: None**

**Old Business- None**

**New Business- None**

**President of Council Remarks- No comment**

**Council Member Remarks**

**Mr. Harper-** No Comment

**Ms. Michael-** No Comment

**Mr. Kairis-** No Comment

**Mr. Moskun** – Mr. Moskun stated that letters have been delivered by hand to residents on Day St., Lincoln, Beecher, and Central Ave. regarding the proposed closing of Day St. at the railroad crossing and inviting them to the next Streets and Sidewalks Committee meeting.

**Mr. Calfee-** Mr. Calfee stated that the Street Department has done an excellent job cleaning up all the sticks and debris from the recent storm that residents have set out.

**Ms. West-** Ms. West stated that the dispatchers and first responders did well handling the calls and concerns regarding the recent storm.

**Ms. Wood-** No Comment

**Mayor's Remarks-** Mayor Seman stated that most of the items have been covered but added that the month of April starts the friendly community challenge between Kent and Ravenna to raise food and funds to help assist the Center of Hope and Kent Social Services, adding that the Police Department will be collecting food donations at the Marc's parking lot this Saturday from 10am-2pm.

Mayor Seman stated that there will be a city-wide garage sale taking place the last weekend of April. He said that it is a chance to help people start looking at what they want to get rid of prior to the spring clean-up but emphasized that he does not want yard sale items sitting out waiting for the spring clean-up ahead of time.

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The Law Director made a request to go into executive session to talk about multiple legal matters.

Mr. Kairis made a motion to go into executive session to discuss pending legal issues.

- Motion to go into executive session at 6:52pm to discuss pending legal issues by Mr. Kairis, 2<sup>nd</sup> by Ms. Wood- **All Ayes**

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

- Motion to come out of executive session at 7:07pm by Mr. Kairis, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adjourn at 7:08 pm by Ms. Wood, 2<sup>nd</sup> Ms. West- **All Ayes**

The next Regular Council Meeting is scheduled for Monday, May 1, 2023, at 6:00 P.M.

**ATTEST:**

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Clerk of Council

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Council President