



**Ravenna City Council  
Regular Meeting Minutes  
Monday June 5, 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. June 5, 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, Matt Harper, 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; City Engineer, Bob Finney; Finance Director, Brian Huff; Council Clerk; Chelsea Gregor, Cliff Soudil, Larry Silenius, Lou Dudek, Sherri Kotouc, Ralph Morehead, Diane Smith

**Approval of the Minutes:**

- Motion to approve the May 1, 2023, Regular Council meeting minutes by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**Communications-** A general notice of a bankruptcy court hearing for the Southern District of Texas Houston Division that is not significant business for the City of Ravenna.

**Delegations from the Public-** Ms. Kuchenbecker was rescheduled to speak at the August Council meeting.

**Report of Officials:**

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

**Report of Committees: Committee meetings start at 6:00 PM 6/12/2023.**

**Utilities:** Mr. Moskun stated that there is nothing for the committee.

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

**Planning:** Mr. Kairis stated that there is one item and there will be a meeting.

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

**Public Health & Safety:** Ms. Michael stated that it is possible that there will be a meeting.

**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 that the finances are stable and that they have hired a part-time person who will stay on until the leaves are cleaned up in the fall. He said that the cemetery is also getting bids for the grinding and paving project.

## **Ravenna City Council Meeting Minutes**

**June 5, 2023**

**Page Two (2).**

Mr. Harper thanked the City for allowing the Street Department to help clean up the cemetery for Memorial Day.

Mayor Seman stated that the Memorial Day parade was a success and thanked the American Legion for taking on the task of organizing it.

**Parks & Recreation:** Mr. Calfee stated that during the high school Day of Service, the students helped the Parks and Recreation Department to clean up along the Hike and Bike trail. He said that 500lbs of metal and wood fencing were also cleaned up and that the help is appreciated.

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

**ORDINANCE NO. 2023-070** 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 a generous donation from a resident and the City is thankful.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2023-070 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2023-070 was adopted.

**ORDINANCE NO. 2023-071** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR THE 2023-2024 SCHOOL YEAR FOR THE SCHOOL RESOURCE OFFICER, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item has been discussed that it is the standard School Resource Officer contract. 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. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-071 by Ms. West, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-071 was adopted.

**ORDINANCE NO. 2023-072** AN ORDINANCE AUTHORIZING THE REDUCTION OF APPROPRIATIONS IN THE 553 CAPITAL FUND IN THE SUM OF \$350,000.00 AND IN THE 101 FUND IN THE SUM OF \$150,000.00, AND DECLARING AN EMERGENCY.

Ms. Michael explained that since the new fire truck will not be purchased this year, that appropriations need to be reduced and taken off the budget.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-072 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-072 was adopted.

**ORDINANCE NO. 2023-073** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART SIXTEEN- FIRE PREVENTION CODE; TITLE TWO- ADOPTED STANDARDS, CHAPTER 1610 - OHIO FIRE CODES, SECTION 1610.01 – 2017 EDITION ADOPTED AND ITS APPENDIXES, AND DECLARING AN EMERGENCY.

Chief Chapple explained that the most recent Ohio Fire Code has not been adopted in many years in the city's codified ordinances and that the ordinance is to do so.

He referred to the following ordinance and stated that the National Fire Code no longer exists and that it was merged to create the International Fire Code which the State of Ohio already adopts.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-073 by Mr. Kairis, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-073 was adopted.

**Ravenna City Council Meeting Minutes**

**June 5, 2023**

**Page Three (3).**

**ORDINANCE NO. 2023-074** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART SIXTEEN- FIRE PREVENTION CODE; TITLE TWO- ADOPTED STANDARDS, BY REPEALING CHAPTER 1620 - NATIONAL FIRE CODES, AND DECLARING AN EMERGENCY.

It was explained that the National Fire Code does not exist anymore and so the section referring to it in the codified ordinances needs to be repealed.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2023-074 by Ms. West, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-074 was adopted.

**ORDINANCE NO. 2023-075** AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT AN EASEMENT AGREEMENT WITH FIRM FOUNDATION MINISTRIES, AND DECLARING AN EMERGENCY.

Mr. Harper explained that the easement is part of a project to allow a sidewalk to be moved back to create room for additional parking. He stated that it will be in conjunction with the waterline project next year. There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2023-075 by Mr. Harper, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2023-075 was adopted.

**ORDINANCE NO. 2023-076** AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN EASEMENT AGREEMENTS WITH CHESTNUT COMMERCE CENTER, LG CHEM AMERICA AND RAVENNA LOOMIS PARKWAY, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the item is for three easements so that the City can manage the sanitary and stormwater lines on the property and to create the hook ups.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2023-076 by Ms. Wood, 2<sup>nd</sup> Mr. Harper- **All Ayes**

Ordinance 2023-076 was adopted.

**ORDINANCE NO. 2023-077** AN ORDINANCE TO RE-APPROPRIATE \$205,930.00 FOR THE CITY'S PORTION OF THE PRATT STREET IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the item is for the Pratt Street improvements that have been worked on in different phases which have included the replacement of water service lines, hydrants, and curb boxes. The item is to re-appropriate the funding from the year prior and to pay the invoices now that the project is complete. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-077 by Mr. Kairis, 2<sup>nd</sup> Mr. Harper- **All Ayes**

Ordinance 2023-077 was adopted.

**ORDINANCE NO. 2023-078** AN ORDINANCE APPROPRIATING THE SUM OF \$3,516.79 FROM THE GENERAL FUND (101) FOR A MORAL CLAIM TO COVER THE COST OF DAMAGES CAUSED BY A SANITARY LINE BACKUP AT 225 LINCOLN AVENUE, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the cost is to cover what the residents paid to have ServePro come out to clean up the raw sewage in their basement. He said that the backup occurred after the Street Department had to clear a blockage in the main sanitary line.

## **Ravenna City Council Meeting Minutes**

**June 5, 2023**

**Page Four (4).**

Mr. Kairis noted that a blockage was cleared at 249 Lincoln Ave. and that the City's insurance denied paying for the claim, adding that he wondered if the City did anything wrong.

Ms. Dubinsky stated that the City did nothing wrong.

Mr. Moskun explained that when that type of procedure occurs you don't know what the outcome will be, and the outcome is based on the various pressure that is needed to fix the issue.

In response to Ms. Michaels comment, Ms. Dubinsky stated that she brought forth the full amount of the clean-up cost on behalf of the residents.

Mr. Harper noted that the pressure of the line being cleared caused the backup into the home.

Mr. Kluge stated that the item has been discussed ad nauseum and suggested leaving the item on for second reading.

Ms. Wood stated that she would like to leave the item at the \$1,000 moral claim amount.

Mr. Harper stated that the City needs to look at raising the moral claim amount and Ms. Dubinsky agreed saying that she had considered bringing it to Council to raise the amount.

Ms. Wood stated that the City did its job and the City's insurance company rejected paying the claim. She said that there was no negligence or liability and that she believes that the City should stick with the moral claim.

Mr. Harper stated that the incident was an accident that is covered by a moral claim and stated that the item would be kept on for second reading.

Ordinance 2023-078 was left on for second reading.

**ORDINANCE NO. 2023-079** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR THE WILDLIFE STEP OUTSIDE EDUCATION GRANT IN THE SUM OF \$500.00 THROUGH THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR THE PARKS & RECREATION DEPARTMENT AND TO ACCEPT THE GRANT IF AWARDED, AND DECLARING AN EMERGENCY.

Mr. Kairis explained that the item is the same grant that the City was awarded in April and that it is for the purchase of arrows and targets for the Parks and Recreation archery program. He stated that the City will be contributing \$351 and that the event will be held in Fred Fuller Park in Kent as part of a county event, adding that Ravenna has the only archery program in the county.

There being no further comments or questions.

- 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. 2023-079 by Mr. Calfee, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2023-079 was adopted.

- Mr. Moskun was unavailable during the motion roll calls.

**ORDINANCE NO. 2023-080** AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT AND APPROPRIATE THE PY 2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT (RPIG) FOR THE WATER TANK PROJECT, AND DECLARING AN EMERGENCY.

Ms. Wood stated that the item is to accept a \$750,000 grant to go towards the \$2.5 million dollar water tower. She stated that it is a wonder grant and thanked Neighborhood Development Services and Mr. Finney for working on the grant.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Mr. Michael, 2<sup>nd</sup> by Mr. Harper- **All Ayes**
- Motion to pass Ordinance No. 2023-080 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-080 was adopted.

**ORDINANCE NO. 2023-081** AN ORDINANCE APPROPRIATING THE SUM OF \$17,443.72 FROM THE GENERAL FUND (101) FOR THE PURCHASE TWO SERVERS, ONE TO BE LOCATED AT THE POLICE DEPARTMENT AND ONE TO BE LOCATED AT THE RECREATION DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. West explained that the warranty on two of the City's servers has expired. She stated that the Finance Director spoke with Quality IP and said that the servers need to be replaced.

There being no further comments or questions.

## **Ravenna City Council Meeting Minutes**

**June 5, 2023**

**Page Five (5).**

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-081 by Mr. Harper, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-081 was adopted.

**ORDINANCE NO. 2023-082** AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF RAVENNA, OHIO AND THE PORTAGE COUNTY COMMISSIONERS TO PERFORM BUILDING INSPECTIONS FOR THE CITY OF RAVENNA, AND DECLARING AN EMERGENCY.

Mr. Finney stated that the Memorandum of Understanding is for inspection services that will be provided by Portage County. He said that there are some communication issues that will need to be worked out, but he thinks it will work out fine.

Mr. Calfee stated to clarify that inspections are required to be done within four business days. There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Mr. Kairis, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-082 by Ms. Michael, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-082 was adopted.

**ORDINANCE NO. 2023-083** AN ORDINANCE APPROPRIATING AND EARMARKING THE BALANCE OF THE ARPA FUNDS IN THE AMOUNT OF \$599,789.45 FOR THE WATER TANK PROJECT, AND DECLARING AN EMERGENCY.

The ordinance was not read, and the item was requested to be removed from the agenda by Mr. Kluge due to a lack of signatures needed to present the legislation.

- Motion to remove the ordinance from the agenda by Ms. Wood, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

**Second Reading of Ordinances: None**

**Third Reading of Ordinances: None**

**Old Business- None**

**New Business- None**

**President of Council Remarks-** Mr. Kluge stated that there are lots of things going on this summer and that he is looking forward to Main Street Ravenna, Chamber of Commerce and Parks and Recreation events, adding that the library just had Reed Fest. He said that there are a lot of positive things happening throughout the rest of the year. Mr. Kluge stated that he is looking forward to continuing the comprehensive plan, 218 W. Main St., the Balloon A-Fair and the Ravenna Rocks Concert Series. He said that with all those things we want to keep positive in the city and look forward to continuing working together on the water tower project, adding that the Boston Group was noted in The Portage so there are a lot of positive things to keep the city looking forward.

**Council Member Remarks**

**Mr. Harper-** No Comment

**Ms. Michael-** Ms. Michael stated that she is thankful for Conrad's and is excited that the city has a local business that always comes through and gives the City good costs on the city-wide clean-up.

**Mr. Kairis-** Mr. Kairis stated that Art on Main will be held Saturday, June 10<sup>th</sup> from 11am-5pm.

Mr. Kluge noted that the Raven Awards will be held on June 7<sup>th</sup>, Juneteenth will be celebrated on June 17<sup>th</sup> and the Ravenna Rocks Concert Series will be held on June 17<sup>th</sup>.

**Mr. Moskun** – Mr. Moskun stated that Reed Fest was a held at the park and it was a positive outcome.

**Mr. Calfee-** No Comment

**Ms. West-** No Comment

**Ravenna City Council Meeting Minutes**  
**June 5, 2023**  
**Page Six (6).**

**Ms. Wood-** Ms. Wood informed Council that Patriot Fitness is now Rep24 and has undergone an amazing transformation. She said it is safe, available 24/7 with a key fob and as a member she is willing to take anyone there to check it out.

**Mayor's Remarks-** Mayor Seman stated that John McFarland has passed away and that he will be missed.

Mayor Seman stated that the City has hired a new Water Superintendent, Amy Wilson, and that she started last week. He said that she should be successful and that the staff has accepted her.

Mayor Seman stated that he will be on vacation for the next two weeks beginning that weekend.

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

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

- Motion to go into executive session at 7:01pm to discuss pending legal matters by Mr. Kairis, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

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

- Motion to come out of executive session at 7:10pm by Ms. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adjourn at 7:10 pm by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

The next Regular Council Meeting is scheduled for Monday, July 3, 2023, at 6:00 P.M.

**ATTEST:**

---

Clerk of Council

---

Council President