



**Ravenna City Council  
Regular Meeting Minutes  
Tuesday, September 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. September 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.

**Dispatcher Swearing in Ceremony:**

Josee Acklin

Mayor Seman thanked everyone for attending and thanked all the employees for their hard work during the storm, especially the first responders. After swearing in Josee Acklin as a new dispatcher he explained that it is an important position and thanked her for taking on the role.

**Roll Call**

The following Council Members were present: Council President, Andrew Kluge, Amy Michael, Matt Harper, Paul Moskun, Rob Kairis, Christina West, and Tim Calfee.

- Motion to excuse Ms. Wood by Ms. West, 2<sup>nd</sup> by Ms. Michael- All Ayes

Also in attendance: Mayor Frank Seman; Law Director, Frank Cimino; Police Chief, Jeff Wallis; Fire Chief, Mark Chapple; Service Director, Kay Dubinsky; Finance Director, Brian Huff; Council Clerk; Chelsea Gregor, Cliff Soudil, Larry Silenius, Ralph Morehead, Sherri Kotouc, Sanda Susanek, Dennis West, Mike Bogo

**Approval of the Minutes:**

- Motion to approve the August 7, 2023, Regular Council meeting and the August 21, 2023 Public Hearing minutes by Mr. Kairis, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**Communications-** A letter from the Board of Elections, an invitation to the annual Northeast Hub Public Officials Breakfast Reception and a congratulatory letter from Celebrate Portage!.

**Delegations from the Public-** Sandra Susanek addressed Council to discuss a nuisance mowing fine that she received in the sum of \$100 and was looking to get the charge dismissed. She explained that she ran out of gas while mowing her lawn and was left with a section of uncut grass in the middle of her front yard. Ms. Susanek explained that the section of grass was then mowed by the City the following day before she could get to finishing it.

Ms. Michael empathized with Ms. Susanek.

Mr. Kairis stated to clarify that Ms. Susanek had received a notice in May where she subsequently mowed her lawn in time but was not given any notice of a pending nuisance mow afterwards.

Mr. Kluge informed Ms. Susanek that Council does not handle complaints or issues with mowing and that she is not the only one to complain about the mowing process.

Ms. Michael stated that she has a concern with the mower taking the pictures of the properties with overgrown lawns.

Mayor Seman, the Service Director, and Ms. Susanek left to discuss the matter further.

**Report of Officials:**

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

**Report of Committees: Committee meetings start at 6:00 PM 9/11/2023.**

**Utilities:** Mr. Moskun stated that there will be a committee meeting.

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

**Planning:** Mr. Kairis stated that there will be a meeting next week.

**Committee of the Whole:** Mr. Kluge stated that the next Committee of the Whole meeting is Monday, September 18, 2023, at 6:00 pm.

**Public Health & Safety:** Ms. Michael stated that there is one item on the agenda and that she will not be in attendance at the next meeting, and added that Mr. Kairis or Mr. Harper can present any items that may come forward.

**Streets & Sidewalks:** A meeting is to be determined.

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

**Community & Economic Development:** A meeting is to be determined.

**Cemetery:** Mr. Moskun stated that the storm had brought down a handful of trees but that everything is cleaned up now and looks good.

**Parks & Recreation:** Mr. Calfee stated that there was no update.

**First Reading of Ordinances:**

**ORDINANCE NO. 2023-101** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR AND ACCEPT THE AMERICAN RESCUE PLAN ACT (ARPA) OHIO AMBULANCE TRANSPORTATION PROGRAM GRANT IN THE SUM OF \$20,000.00, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the grant was already received and that there is no match required. She explained that the grant came out of the State budget to compensate employees in the fire department who served during the pandemic.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-101 by Ms. West, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-101 was adopted.

**ORDINANCE NO. 2023-102** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH RAVENNA TOWNSHIP, RAVENNA SCHOOL DISTRICT, VILLAGE OF MANTUA, PMHA AND MAPLEWOOD CAREER CENTER TO DEVELOP A SALT CONSORTIUM TO PURCHASE SALT, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is straightforward, and that salt will be \$51.64 per ton.

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 Mr. Kairis, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-102 by Mr. Harper, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2023-102 was adopted.

**ORDINANCE NO. 2023-103** AN ORDINANCE AUTHORIZING THE MAYOR TO SEND OUT REQUESTS FOR PROPOSALS (RFP) FOR THE 2023 STREET TREE PLANTING PROGRAM AND TO ENTER INTO A CONTRACT FOR AN AMOUNT NOT TO EXCEED \$20,000, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is for fall tree planting.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-103 by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

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Ordinance 2023-103 was adopted.

**ORDINANCE NO. 2023-104** AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF RAVENNA, OHIO AND GUIDO'S PIZZA AND CATERING TO ALLOW THE EXPANSION OF THEIR OUTDOOR PATIO, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that there was a joint meeting the week prior to determine what is fair and appropriate, and then explained the terms of the lease. He explained that Guido's will be investing \$40,000 for the patio expansion, they will be paying \$1,000 per year to use the 7' foot by 30' foot space and will return the space to its normal state once not in use. Mr. Kairis stated that \$170,000 was allocated to fix the exterior brick wall where the demolished building was conjoined.

Mr. Calfee inquired about Guido's front patio being included in the lease.

Mr. Kairis explained that it will be since there was no previous agreement for the front patio.

Mr. Calfee inquired about the 15-year lease and subsequent renewal process.

The Law Director read the lease passage and explained that it is up to the City to determine and negotiate if it would like to renew the space and for what duration.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. West, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-104 by Mr. Calfee, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-104 was adopted.

**ORDINANCE NO. 2023-105** AN ORDINANCE AMENDING ORDINANCE NO. 2022-125 BY AMENDING EXHIBIT "A" SECTION X: VACATIONS BY ADDING AN ADDITIONAL WEEK OF VACATION AFTER 25 YEARS OF SERVICE, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that the change is to give an extra week of vacation to non-union employees to match union employee contracts.

Mr. Moskun inquired about clarifying that employees will be getting 6 weeks of vacation.

Mr. Huff stated that the clarification is in the body of the ordinance.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2023-105 by Mr. Harper, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-105 was adopted.

**RESOLUTION NO. 2023-106** A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE PORTAGE COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

Mr. Huff stated that the item is done every year which is to allow the County to set the property tax rates. There being no further comments or questions.

- Motion to pass Resolution No. 2023-106 by Ms. Michael, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Resolution 2023-106 was adopted.

**ORDINANCE NO. 2023-107** AN ORDINANCE ADJUSTING THE 2023 ESTIMATED REVENUES AND APPROPRIATIONS AS DETAILED IN SCHEDULE "A", AND DECLARING AN EMERGENCY.

Mr. Huff stated that the item is a City wide review to find shortfalls in the budget. He explained that there was an increase in the cost for chemicals at the Wastewater Treatment Plant and the addition of Distribution Workers that will need to be addressed. Mr. Huff added that there was a significant cost for street supplies to fix waterline breaks and that he is going to hold off on making advanced paybacks in the 553 Capital Fund.

There being no further comments or questions.

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- Motion to waive three separate readings by Ms. West, 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. 2023-107 by Mr. Harper, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2023-107 was adopted.

**ORDINANCE NO. 2023-108** AN ORDINANCE ACCEPTING A PROPOSAL PROVIDED BY LOVE INSURANCE AGENCY, A COPY OF WHICH IS ATTACHED HERETO AND MARKED EXHIBIT “A” FOR THE RENEWAL OF INSURANCE COVERAGE FOR THE PERIOD OF SEPTEMBER 14, 2023 THROUGH SEPTEMBER 14, 2024, AND DECLARING AN EMERGENCY.

Mr. Huff stated that it is an annual housekeeping renewal and that there has been a significant 10% increase due to inflation. He explained that there is more coverage and more premiums resulting in a 9.7% increase which is approximately \$11,000. Mr. Huff stated that the City will be going with the same provider, Tokyo Marine, and that the cost will be \$124,963.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Kairis, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-108 by Mr. Kairis, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-108 was adopted.

**Second Reading of Ordinances:**

**ORDINANCE NO. 2023-098** AN ORDINANCE APPROVING THE AGREEMENT TO CREATE THE CITY OF RAVENNA-ROOTSTOWN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT, AND DECLARING AN EMERGENCY.

Mr. Kluge stated that the item has been discussed at length.

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 Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2023-098 by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-098 was adopted.

**Third Reading of Ordinances:**

**ORDINANCE NO. 2023-042** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH PERSPECTUS FOR DESIGN REVIEW CONSULTING AND ALLOCATING \$12,000 AS THE CITY’S CONTRIBUTION TO THE \$30,000 COST OF THE CONTRACT, AND DECLARING AN EMERGENCY.

Mr. Kairis explained that the City set out to investigate hiring a consultant to review and recommend Design Review Guideline changes, and received three requests for proposals (RFP’s). He stated that the City applied for and received a 60/40 matching CLG grant and made the contract with Perspectus contingent on receiving the grant. Mr. Kairis said that the total cost would be \$27,500.

Ms. Michael stated that she is aware that some people are not happy with the firm that was chosen and that she understands the pros and cons of both consultant companies. She explained that the grant will help to offset the costs and that in the end Council will have the say in what gets changed. Ms. Michael stated that she wants the item to move forward to see positive progress and that stopping would be backtracking, adding that other communities have utilized their services and were happy with them.

There being no further comments or questions.

- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Mr. Kairis- Ms. West, Mr. Kairis, Mr. Calfee, Ms. Michael, Mr. Harper, Mr. Kairis- **Ayes**, Mr. Moskun- **No**
- Motion to pass Ordinance No. 2023-042 by Ms. West, 2<sup>nd</sup> Mr. Calfee- Ms. West, Mr. Calfee, Ms. Michael, Mr. Calfee, Mr. Harper, Mr. Kairis- **Ayes**, Mr. Moskun- **No**

Ordinance 2023-042 was adopted.

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**Old Business- None**

**New Business- None**

**President of Council Remarks-** Mr. Kluge stated that the Balloon A-Fair is coming up. Ms. Michael reminded Council that they have been invited to walk in the parade and will share the details of where to set up the day of.

**Council Member Remarks**

**Mr. Harper-** No Comment

**Ms. Michael-** Ms. Michael thanked the City employees for all their hard work with the recent storm and tree debris. She stated that the administrative assistant had to field a lot of phone calls and thanked Ms. Ring for her positive attitude.

**Mr. Kairis-** No Comment

**Mr. Moskun-** No Comment

**Mr. Calfee-** No Comment

**Ms. West-** Ms. West stated that the City survey has been sent out in the water bill and that feedback will be received through September. She stated that there is a QR code to link to the survey and that the City has received feedback already.

**Ms. Wood-** Not in attendance

**Mayor's Remarks-** Mayor Seman stated that last Thursday the City met with the County Commissioners regarding the proposed JEDD and said that they agreed to place some County property into the JEDD.

Mayor Seman stated that there have been some problems with trying to get First Energy to get electricity set up for LG Chem but there was a solution brought forth which would require the City to agree to an easement to provide services.

The Law Director requested to go into executive session to discuss two ongoing legal matters.

- Motion to go into Executive Session at 6:48 pm by Mr. Kairis, 2<sup>nd</sup> by Ms. West - All Ayes

Council went into Executive Session to discuss two ongoing legal matters.

- Motion to come out of Executive Session at 7:00 pm by Ms. West, 2<sup>nd</sup> by Mr. Kairis- All Ayes
- Motion to adjourn at 7:00 pm by Ms. West, 2<sup>nd</sup> Ms. Michael- **All Ayes**

The next Regular Council Meeting is scheduled for Monday, October 2, 2023, at 6:00 P.M.

**ATTEST:**

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Clerk of Council

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Council President