



**Ravenna City Council  
Regular Meeting Minutes  
Monday, October 2, 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. October 2, 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; Fire Chief, Mark Chapple; Service Director, Kay Dubinsky; Finance Director, Brian Huff; Council Clerk; Chelsea Gregor, Cliff Soudil, Larry Silenius, David Shea, Regina Holliday, Todd Peetz, and Diane Smith

**Approval of the Minutes:**

- Motion to approve the September 5, 2023, Regular Council meeting minutes by Ms. Michael, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**Communications-** A letter from the Neighborhood Development Corporation of Akron.

**Delegations from the Public-** David Shea, Executive Director of Community Action Council (CAC) of Portage County addressed Council to update them. He explained that the CAC has been around for 60 years and was founded by Marcus Roberto who went on to become a state senator. Mr. Shea explained that their Community Service Block Grant is available for review by the public and that they are spreading the word about their Community Needs Assessment survey that they do every 3 years. He stated that the survey is tailored to the needs of the community and that they have received 250 responses back so far. In addition, Mr. Shea shared that the CAC hosts many other programs including a technology center where participants can take up to 10,000 specialized online tests for continuing education. He explained that 45% of Portage County is under the 200% poverty line and that the top needs are food, housing, and utility assistance. Mr. Shea stated that the CAC is working on a senior property maintenance program to help seniors as they age in their homes and a car maintenance assistance program. He said that the CAC is still providing financial assistance for people who have been affected by a covid hardship and will work with an applicant to fill out the paperwork. Mr. Shea shared that the CAC had received \$10 million dollars in November of 2020, and it only has \$200,000 left to give away for assistance, adding that 40% of the recipients were from Ravenna. He stated that the CAC currently is reviewing 25 applicants and that there are 12 things that could count towards being considered for financial assistance.

Regina Holliday stated that there are 3 pots of money for renters to be able to get assistance from and that there is no cap on rental assistance.

Ms. Michael requested that the City be made aware of senior assistance information to share.

Todd Peetz addressed Council to speak on behalf of the Ravenna Township JEDD as the Chairperson. He explained that the JEDD ends at the end of the year and that the board had made a recommendation to disband the current JEDD to create a new one which will be more streamlined with the new guidelines in effect.

Mayor Seman said he would do a tracking sheet to get it on Council's agenda.

Mr. Peetz updated Council on the comprehensive plan and stated that he has been working with Ms. Wood to create a steering committee and to interview others that did not make it on the committee. He said that he would like to collaborate with the community surveys that are going around and that the maps for the plan are done. Mr. Peetz also said that they will be utilizing drone footage and stated that JDW Photography has donated their services for the project.

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**Report of Officials:**

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

**Report of Committees: Committee meetings start at 6:00 PM 10/16/2023.**

**Utilities:** Mr. Moskun stated that there is nothing for committee at this time.

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

**Planning:** Mr. Kairis stated that there is one item 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, October 23, 2023, at 6:00 pm.

**Public Health & Safety:** Ms. Michael stated that there is one item on the agenda and there will be a meeting.

**Streets & Sidewalks:** Mr. Harper stated that there are no items on the agenda 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 they are purchasing a new commercial mower after the old engine on the mower quit working. He said that it would cost \$5,000 to fix and \$7,400 to purchase a new mower. Mr. Moskun stated that they have a new hire and that the general fund is looking good.

Mr. Harper stated that they are still waiting for the driveway paving to be done.

**Parks & Recreation:** Mr. Calfee stated that the Parks & Recreation Department will be proposing an approximately \$180,000 turf replacement capital improvement project at Chestnut Hills Park and that all the buildings will be painted. He added that they will be resurfacing the tennis courts down to the soil and that they will turn the courts into tennis and pickleball courts. Mr. Calfee stated that Tiffany Welling, who is a friend of the park, will be taking home and painting some items from the park.

**First Reading of Ordinances:**

**ORDINANCE NO. 2023-109** AN ORDINANCE AUTHORIZING THE POLICE CHIEF, OR HIS DESIGNEE, TO ENTER INTO A CONTRACT WITH MOTOROLA SOLUTIONS FOR A DISPATCH CONSOLE SYSTEM AND EXTENDED WARRANTY IN THE POLICE DISPATCH CENTER FROM FUNDS 101 AND 553, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the cost is approximately \$270,000 and the details are in the contract. She said that nothing has changed since the last time it was discussed and that it includes a 5-year maintenance contract.

Chief Wallis explained that the total cost is \$379,560 which includes the approximately \$30,000 maintenance cost per year after the installation.

Ms. Michael shared her support of the purchase and stated that the dispatch center is doing well and the service that they are providing is wonderful.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2023-109 by Ms. West, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-109 was adopted.

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**ORDINANCE NO. 2023-110** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR THE QUADRETEC CARE “ENERGIZE THE ENVIRONMENT” GRANT PROGRAM IN THE SUM OF \$3,500.00 AND TO ACCEPT AND APPROPRIATE THE GRANT FUNDS IF AWARDED, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the Parks and Recreation Department is looking to get the grant to help develop trails at the new Emerald Lake Preservation and that there is no match required.

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 Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-110 by Mr. Calfee, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-110 was adopted.

**ORDINANCE NO. 2023-111** AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN AN EASEMENT TO ALLOW FIRST ENERGY TO RUN ELECTRICAL SERVICES TO LG CHEM AMERICA , AND DECLARING AN EMERGENCY.

Ms. Wood stated that the verbiage of the easement is still being worked on and that time is of the essence to get electrical to LG Chem so that they can open and start production.

There being no further comments or questions.

Ordinance 2023-111 was moved on to second reading.

**ORDINANCE NO. 2023-112** AN ORDINANCE AMENDING ORDINANCE NO. 2022-125 BY AMENDING EXHIBIT "A" OF ORDINANCE NO. 2022-125 SECTION V: MAYOR’S DEPARTMENT; SUBSECTION (a) AND SECTION XVIII- SALARY EMPLOYEES-OVERTIME EXEMPT BY ADDING A NEW POSITION, DIRECTOR OF INFORMATION SERVICES, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that the position is something that the City had in the past and the ordinance would be to re-establish the position.

Ms. Michael asked who the position would report to and it was stated that it would fall under the Mayor.

Mayor Seman stated that the position was under his supervision in the past and that the contract with Quality IP will end in July.

Ms. Michael asked about the job description and stated that it was never sent to Council.

Ms. West stated that she does not want to wait until the contract with Quality IP ends to hire an IT Director.

Mr. Kluge stated that since there is no rush Council can wait until they get the job description and can pass the ordinance on second reading.

Mr. Huff stated that the funds to pay for the position can be split between departments as determined.

Mr. Kairis suggested changing the ordinance language to reflect the fund allocation for the position.

Mr. Huff agreed and stated that Finance can determine a percentage structure.

Mayor Seman added that employee pay is sometimes determined by the job they do. For example, when the Service Department does leaves, they get paid out of the Recycling Fund.

There being no further comments or questions.

Ordinance 2023-112 was moved on to second reading.

**ORDINANCE NO. 2023-113** AN ORDINANCE AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION FOR FUNDING FOR THE SPRUCE AND JEFFERSON WATER AND SIDEWALKS IMPROVEMENTS, AND FURTHER AUTHORIZING THE MAYOR, IN THE EVENT THE APPLICATION IS APPROVED, TO EXECUTE THE NECESSARY CONTRACTS, AND TO PARTICIPATE IN FUNDING THE CITY’S LOCAL SHARE OF \$300,000.00 FOR THE SUBJECT PROJECT, AND DECLARING AN EMERGENCY.

Mr. Cimino explained that the total cost of the project is \$600,000 with the breakdown of the project cost being a grant in the sum of \$250,000, a loan in the sum of \$50,000 and the City’s share in the sum of \$300,000 if the grant is awarded.

There being no further comments or questions.

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- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-113 by Ms. Wood, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-113 was adopted.

**Second Reading of Ordinances: None**

**Third Reading of Ordinances: None**

**Old Business- None**

**New Business- None**

**President of Council Remarks- No Comment.**

**Council Member Remarks**

**Ms. Wood-** No Comment

**Ms. West-** No Comment

**Mr. Calfee-** No Comment

**Mr. Moskun-** No Comment

**Mr. Kairis-** Mr. Kairis stated that he attended the Celebrate Portage awards dinner and explained that regardless of the winners, it was inspiring to see so many people worth the award. He said that it is good to take a breath to appreciate the good work that is happening in the county. Mr. Kairis reminded everyone that the last Ravenna Rocks Concert Series is on October 7<sup>th</sup>.

**Ms. Michael-** No Comment

**Mr. Harper-** No Comment

**Mayor's Remarks-** Mayor Seman stated that he received a letter from Neighborhood Development Corporation of Akron who informed the City that they will be remodeling 83 units at Woodgate North Apartments. He said that Mr. Finney received a copy of the letter, and he will make sure they stay within the zoning rules.

Mayor Seman stated that he received a letter informing the City to prepare for the Assistance to Firefighters Grant application and that the application period is approaching. Mayor Seman stated that there will be a change at the Regional Income Tax Agency (RITA) and that it will be under new management after a retirement.

Mayor Seman stated that he received a letter from Dominion Energy stating that they will be increasing the gas rate and included an example of proposed rates.

Mayor Seman received a letter from The Young Marines and stated that they have requested a proclamation to be given at the next Committee of the Whole meeting. He stated that they are a part of a national movement against illicit drugs.

- Motion to adjourn at 6:55 pm by Ms. Wood, 2<sup>nd</sup> Ms. West- **All Ayes**

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

**ATTEST:**

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Clerk of Council

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Council President