



**Ravenna City Council  
Special Meeting Minutes  
December 18, 2023**

**The public meeting was held in person in Ravenna City Council Chambers.**

The Special Meeting of Ravenna City Council was called to order by Council President, Andrew Kluge at 6:21pm.

Council present: Council President Andrew Kluge, Amy Michael, Matt Harper, Christina West, Paul Moskun, Cheryl Wood, Tim Calfee, and Rob Kairis.

Also in attendance: Mayor Frank Seman; Finance Director, Brian Huff; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor, Jim Wade, Cliff Soudil, Larry Silenius, Ryann Cline, John Sferra

The purpose of the meeting is to discuss and/or act upon Ordinance 2023-132 to enter into an Enterprise Zone Agreement, Ordinance 2023-136 to enter into a contract with Dennis West, Ordinance 2023-138 to set qualifications for the Finance Director, Ordinance 2023-139 to adopt the payroll ordinance, Ordinance 2023-140 to enter into a contract with Medical Mutual, and Ordinance 2023-143 to enter into a MOU with Ravenna Township.

**ORDINANCE NO. 2023-132 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN ENTERPRISE ZONE AGREEMENT FOR MCSM, LLC, AND DECLARING AN EMERGENCY.**

Ms. Wood stated that the item is an expansion for SpringSeal and that they will be adding more full-time positions. She said that the school has already passed a resolution accepting the enterprise zone agreement.

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 Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-132 by Ms. Michael, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

Ordinance 2023-132 was adopted.

**ORDINANCE NO. 2023-136 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH RAVENNA TOWNSHIP TRUSTEES AND DENNIS WEST TO PERFORM ECONOMIC DEVELOPMENT SERVICES, AND DECLARING AN EMERGENCY.**

Mr. Calfee stated that the item is a 3-year contract for economic development services with Dennis West and that it is to make sure everything is ready to go for 2024.

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. Harper, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2023-136 by Mr. Kairis, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2023-136 was adopted.

**ORDINANCE NO. 2023-138 AN ORDINANCE ESTABLISHING THE MINIMUM EDUCATIONAL AND EXPERIENCE QUALIFICATION FOR THE FINANCE DIRECTOR FOR THE CITY OF RAVENNA, AND DECLARING AN EMERGENCY.**

Mr. Calfee stated that it is Council's responsibility to set the qualifications for the new appointed Finance Director position.

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. 2023-138 by Mr. Calfee, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2023-138 was adopted.

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**ORDINANCE NO. 2023-139** AN ORDINANCE FIXING THE NUMBER OF EMPLOYEES OF THE CITY OF RAVENNA; ESTABLISHING A CLASSIFICATION PLAN; A SALARY SCHEDULE; BEGINNING JANUARY 1, 2024 IN ACCORDANCE WITH EXHIBIT "A" ATTACHED HERETO; REPEALING ALL ORDINANCES IN CONFLICT HERewith, AND DECLARING AN EMERGENCY.

Mr. Huff stated that there will be a 2% raise for non-union employees which was agreed upon and that there were no other changes.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-139 by Mr. Calfee, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-139 was adopted.

**ORDINANCE NO. 2023-140** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO THE NECESSARY CONTRACTS WITH MEDICAL MUTUAL OF OHIO FOR HOSPITALIZATION COVERAGE FOR THE PERIOD 01/01/2024 THROUGH 12/31/2024, AND DECLARING AN EMERGENCY.

Mr. Huff explained that the City was happy to get the latest increase which was only a 0.06% increase in member benefits. He added that there is a new wellness plan for employees to participate in and the City went with a new dental provider for better coverage. Mr. Huff stated that the remainder of the medical benefits are the same.

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. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2023-140 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2023-140 was adopted.

**ORDINANCE NO. 2023-143** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE RAVENNA TOWNSHIP TRUSTEES FOR THE PAYMENT OF A CONSULTANCY FEE FOR THE ECONOMIC DEVELOPMENT CONSULTANT, AND DECLARING AN EMERGENCY.

Ms. Wood stated that the MOU that the Township had signed was incorrect and that Council has the corrected version. The updated version is for 3-years, and the Township is okay with the changes.

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 Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2023-143 by Mr. Kairis, 2<sup>nd</sup> Ms. Wood- **All Ayes**
- Mr. Moskun was unavailable to vote during the motions.

Ordinance 2023-143 was adopted.

- Motion to adjourn at 6:32 pm by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

**ATTEST:**

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**Clerk of Council**

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**Council President**