



**Ravenna City Council  
Planning Committee Meeting Minutes  
November 13, 2023**

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

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

Also attending the meeting: Police Chief, Jeff Wallis; Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius, John Sferra, Dennis West, Tim Contant, Amy Wilson, Matt Bowery, Mark Cash, Bill Parsons, Craig Pelorenc, Tom Frarjain

**Planning Committee Meeting was called to order at 6:28 P.M. by Chairperson, Rob Kairis**

**The first item was a revision of Chapter 214 of the codified ordinances.**

Mr. Kairis explained that revisions for the amended language had been sent out to Mr. Cimino for review and the limit was recommended to be increased to \$25,000, from \$2,000, before Council approval would be required. He stated that there were some concerns about appropriate language and the type of financial reports to be provided to Council.

Ms. Michael stated that she trusts the Mayor to sign off on items within the approval limit and said that she does not want Council to micromanage purchases to hold things up.

- The item was for discussion only.

**The second item was a discussion on spending ARPA Funds.**

Mr. Kairis stated that some department requests have come forward with projects to use ARPA funds on. He explained that the Parks and Recreation Department has requested \$180,000 to replace the turf at Chestnut Hills Park, \$141,000 to resurface the City Park courts, and \$15,000 from the Police Department for cameras in the motor pool. Mr. Kairis stated that the Police Department is interested in an interactive mobile force simulator which is a use of force simulator that puts officers in situations to help them problem solve.

Chief Wallis stated that he would also like to submit a request for \$36,000 for a one-time fee for Flock cameras. He explained that the Flock cameras help to run license plates, they can alert officers of warrants or stolen cars and it can work with other cities who have the same system.

Mr. Kairis added that the wastewater treatment plant will be submitting a request.

Ms. Michael asked if some funds could be set aside to beautify the downtown area.

Mr. Moskun asked about utilizing funds for the new water tank.

Mr. Huff reminded Council that there is approximately \$576,000 remaining and it needs to be encumbered by the end of 2024.

Mr. Kairis stated that Council needs to get more information and that they are not ready to move forward with the requests yet.

- The item was for discussion only.

**The third item was a discussion on SourceWell.**

Mr. Kairis stated that the City has been using SourceWell for years and explained that the company sends out RFQ's to companies in their database to eliminate the need for municipalities to do a bidding process for projects or products. He used a company on their list as an example and said that Forever Lawn could be used to install the turf that the Parks and Recreation Department requested in the previous discussion without needing to bid it out. Mr. Kairis stated that not all the departments were aware of the features that SourceWell provides and that the City could take more advantage of efficiency.

Ms. Michael stated that using SourceWell could help to eliminate a key step which can delay purchases.

- The item was for discussion only.

**The fourth item was a discussion on moratoriums.**

Mr. Kairis stated that there had been requests for storage facilities in the city and explained that the zoning code has not yet been updated, adding that they are not a good source of employment or income tax revenue for the City. He said that the City's storage facility moratorium will end soon and that it should not be a substitute for a ban. Mr. Kairis stated that the moratorium is a temporary fix and that the comprehensive plan could help determine the direction the City wants to take.

Ms. Wood stated that there is not enough in the zoning code and that the temporary moratorium is needed until the comprehensive plan is complete. She said that Council will need to eventually determine how many storage facilities the City would like and where they should be located.

Mr. Finney noted that there is a semi-truck storage facility that is interested and that they would be permitted on Lake Ave. which is zoned A-1, adding that Council can take things in or out of the zoning code.

Mr. Kairis stated that he can reach out to Mr. Finney and Mr. West to discuss it.

Ms. Wood stated that she does not want to change the zoning code until the comprehensive plan is completed.

Mr. Kluge asked if there were any recommendations to the zoning code.

Mr. Kairis said yes, but that they were unsure what they would be yet.

- The item was for discussion only.

**The fifth item was for the public defender contract.**

Mr. Kairis explained that the contract is the same contract as the previous year and that it is to help people who cannot afford legal representation.

- The item was for moved forward.

**The sixth item was a discussion about the Old Forge Rd. ditch.**

Mr. Kairis stated that a letter with a map and parcels was forwarded. He said that the City's property on Old Forge Rd. was thought to be a part of the Rootstown JEDD but it was found out that it is not a part of the JEDD.

Mr. Kluge stated his concern about allowing an easement and asked if there was any water running through the ditch.

Mr. Finney said that there is no water running through the ditch.  
Mr. Kluge addressed changing the proposed easement to a purchase.  
Mr. Parson explained that the ditch used to feed Muzzy Lake and that the 4-foot pipe is rotted out and the north end is land locked.  
Mr. Finney stated that it is up to Council to determine a purchase price and said that the auditor's website lists the property at \$53,000,  
Ms. Kairis asked why the easement would be changed to a purchase.  
Mr. Parson explained that a buyer could then drain the swamp and develop the land.  
Mr. Finney stated that there is no disadvantage for the City.  
Ms. Michael asked to get the Law Directors thoughts on the proposition and stated that it is not up to Council to come up with a sale price.  
Mr. Kluge stated that he would like to schedule a meeting with the Mayor to discuss it.  
Ms. Michael stated that the property should have an appraised value that is fair for the taxpayers.  
Mr. Harper asked if there might be any future problems and if the drainage would have to stay in place.  
Mr. Parson explained that there was a drain with a control house and the water naturally flows west.  
It was stated that the ditch is no longer a need for city services like it had been in the past.  
Ms. Michael requested more information before proceeding forward.  
Mr. Kluge stated that the City could have an individual meeting first and then discuss a suggestion from the administration.

- The item was for discussion only.

**The seventh item was a discussion about a donation to Main Street Ravenna.**

Mr. Kairis stated that Council received a visit from Main Street Ravenna with a donation request of \$30,000. He explained that their annual budget is \$90,000 and that their overseeing organization recommends receiving 1/3 of their budget from their municipality. Mr. Kairis said that the City started with a \$5,000 donation, and then to a \$15,000 donation.  
Ms. Wood noted that the donation would be reviewed annually.  
Mr. Kairis explained that he was a founding member of the organization and that raising money can be tough, adding that he fully supports Main Street Ravenna. He said that they provided a list of everything they do and that he supports a higher number donation. Mr. Kairis explained that the Chamber of Commerce is member driven and Main Street Ravenna is donation based. He said that the donation requested is not much money and that the Chamber sets a fee dependent on the number of employees a business has.  
Ms. Michael stated that the Mayor made a comment about giving equal donations to both organizations and stated that doubling up on donations could be a set up for a problem.  
Ms. Wood stated that both organizations are different and that the Chamber helps businesses and Main Street Ravenna does events and brings people downtown. She said that if the City does for one they have to do for another and that other organizations have not asked.  
Ms. Kluge stated that Main Street Ravenna asked for a donation and asked Council what the suggested amount would be, adding that it was discussed at budget time.  
Mr. Kairis stated that the donation amount could change.  
Mr. Moskun stated that no other organizations have come before Council to ask for funding.  
Ms. Michael stated that she was unsure of an amount but was in support of a donation.

Mr. Kairis stated that he would like to get the Mayors input for a fair donation amount and noted that Main Street Kent receives more than twice the donation request amount.

Mr. Kluge stated that he will get a donation amount from the Mayor for the next meeting.

- The item was moved forward.

**There being no further business for discussion, the meeting adjourned at 7:19 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Rob Kairis, Chairperson  
Planning Committee**