



**Ravenna City Council  
Regular Meeting Minutes  
Monday, March 4, 2024, 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. March 4, 2024, 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; Finance Director, Brian Huff; Assistant Finance Director, Tami Lorence; Council Clerk; Chelsea Gregor, Cliff Soudil, Amy Young, Matthew Wunderle, Gail Pavliga, Tony Badalamenti, Nick DeHaven, William Lohin, Arasin Hughes, John Sferra, Larry Silenius, Jerica Andrews, Carmen Laudato

**Approval of the Minutes:**

- Motion to approve the February 5, 2024, Regular Council meeting minutes by Ms. West, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**

**Communications-** An invitation to “Coffee with Commissioners”, an introduction letter from the Dominion Energy external affairs representative, and a letter from Neighborhood Development Corporation.

**Delegations from the Public-** Portage County Regional Planning Commission Director, Todd Peetz, addressed Council to speak on Fair Housing. He explained the history of the Fair Housing Act of 1968 which was put into place to protect different classes of people so that they can have fair housing opportunities. Mr. Peetz described different scenarios that people should be mindful of and their rights as a tenant. He said that they spoke to the high school to educated them on their rights and said that an effective tool to getting your landlord to fix things is to put your rent money in escrow. Individuals are welcome to reach out to him to learn more about Fair Housing.

Ravenna High School Teacher, Matt Wunderle, addressed Council to announce that the United States of America will be celebrating its 250<sup>th</sup> Anniversary in 2026. He said that he would like to get Ravenna designated as an official 250 city and then he can apply for two types of grant funding in the fall. Mr. Wunderle explained that he will need two members from Ravenna local government to be part of the committee and he will find out more details relating to it. He shared ideas to help celebrate and suggested having the world’s largest bowl of oatmeal to help pay homage to Quacker Oats which was founded in Ravenna 1877.

Mr. Moskun volunteered to be a part of the committee.

Reed Memorial Library Director, Amy Young, addressed Council to update them on the latest 2023 library statistics. She explained that there are approximately 25,000 library card holders, 121,682 people came through the library doors, 15,140 people attended library events and 239,053 items were checked out of the library. Ms. Young said that Reed Fest has grown now from 200 people to 400 people and that they had 1,300 people in 3 hours to see Santa at Midnight Madness. She said that they have redesigned the lower level which has rotating local artists monthly, and they have amenities such as 3D Printing, Notary Public services and new driver kits. Ms. Young shared that they have started providing passport services and their big construction project began that day.

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State House Representative, Gail Pavliga, addressed Council to update them and shared that she attended a recent groundbreaking for a new facility to help individuals with mental health care. She said that a \$2.5 million grant was acquired to help build the facility. Rep. Pavliga shared that she was also able to acquire a \$625,000 grant to help restore a building on the Portage County Historical Society property. She also shared that she is working in Columbus to get a road named for fallen Officer Wert who worked for the Ravenna Police Department. Rep. Pavliga thanked everyone for their commitment to public service and said that she is up for re-election and hoped that she can count on everyone's support.

Portage County Commissioner, Tony Badalamenti, addressed Council to say that he is up for re-election and that Ravenna and Portage County are in the best shape that it's ever been in. He said that the Mayor and Council are accomplishing good things and that he can't wait for the City to break ground on the new facilities. Mr. Badalamenti thanked everyone for their support.

John Plough addressed Council to give his opinion on the Main and King St. traffic light discussion. He said that there was a traffic light removed at the intersection of Main and Zeta St., and that cars now drive at high rates of speed throughout there, adding that removing the light at Main and King St. could be dangerous. Mr. Plough stated that a removal of a traffic light at the intersection of King St. could be potentially be disastrous for children or seniors trying to cross the street.

Mr. Kluge thanked Mr. Plough for his comments and said that the City will have to wait on the survey results to come back first.

Mr. Kluge requested for the Council President remarks to be moved to the end of the agenda.

- Motion to move Council President comments to the end of the agenda by Mr. Kairis, 2<sup>nd</sup> by Mr. Calfee- **All Ayes**

### **Report of Officials:**

Chief Chapple announced that Captain Scott Nicholls retired from the Fire Department.

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

### **Report of Committees: Committee meetings start at 6:00 PM 3/11/2024.**

**Utilities:** Mr. Moskun stated that there is one item on the agenda.

**Information Systems:** Ms. West stated that there will be no meeting next week.

**Planning:** Mr. Kairis stated that there is one item on the agenda and there will be a meeting next week.

**Committee of the Whole:** Mr. Kluge stated that the next Committee of the Whole meeting is Monday, March 18, 2024, at 6:00 pm.

**Public Health & Safety:** Ms. Michael stated that there are several items on the agenda and a meeting is to be determined.

**Streets & Sidewalks:** Mr. Harper stated that there are two items on the agenda and there will be a meeting next week.

**Personnel:** Mr. Calfee stated that there are no plans for a committee meeting.

**Community & Economic Development:** Ms. Wood stated that there is one item on the agenda and a meeting is to be determined.

**Cemetery:** Mr. Harper stated that they are working on a design for the bridge with Mr. Finney and they are working through some issues.

Mr. Moskun stated that they are also working on leaf and tree limb clean-up.

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**Parks & Recreation:** Ms. West stated that the Parks and Recreation Department received a \$4,000 donation in labor and concrete materials from JBL Concrete, LLC to create cement cornhole boards. She said that the Marlene Watt 5K Pot 'o Gold is on March 16<sup>th</sup> and the Easter Eggstravaganza/Touch-a-Truck event will be on March 30<sup>th</sup>.

Mr. Kluge added that softball signups are underway and that the drive leading up to Volunteer Park will be paved in May with pre-booked tournaments in June.

Mayor Seman stated that people enjoy using the park but the drive is in bad shape. He said that the City was able to help get a grant to repave the drive with a letter of support that was submitted with grant application.

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

**ORDINANCE NO. 2024-028** AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA POLICE DEPARTMENT K-9 FUND IN THE SUM OF \$100.00 FROM THE PORTAGE COUNTY CHARITY HORSE SHOW AND APPROPRIATING THE SUM OF \$100.00, AND DECLARING AN EMERGENCY.

Ms. Michael stated that they are thankful and grateful for the donation to the Police Department and that there is no match required.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2024-028 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2024-028 was adopted.

**ORDINANCE NO. 2024-029** AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA POLICE DEPARTMENT K-9 FUND IN THE SUM OF \$200.00 FROM THE RAVENNA ELKS LODGE AND APPROPRIATING THE SUM OF \$200.00, AND DECLARING AN EMERGENCY.

Ms. Michael stated that it is a generous donation to the Police Department K-9 Fund and that there is no match required.

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 Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2024-029 by Mr. Kairis, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-029 was adopted.

**ORDINANCE NO. 2024-030** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR THE FY2024 ASSISTANCE TO FIREFIGHTERS GRANT (AFG) THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), FOR THE PURCHASE OF NEW EQUIPMENT FOR THE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the grant is for equipment and that it has a 5% match.

Chief Chapple stated that they are asking for a grant in the sum of \$39,000 and that the grant match will be under \$3,500.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2<sup>nd</sup> by Mr. Kairis- **All Ayes**
- Motion to pass Ordinance No. 2024-030 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-030 was adopted.

**ORDINANCE NO. 2024-031** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR THE 2024-2025 OHIO EMS GRANT FROM THE OHIO DEPARTMENT OF PUBLIC SAFETY, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item is to apply for an EMS grant.

Chief Chapple added that there are no matching funds required.

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There being no further comments or questions.

- 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. Michael, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2024-031 by Ms. Michael, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-031 was adopted.

**ORDINANCE NO. 2024-032** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART TWO – ADMINISTRATION CODE; TITLE SIX – ADMINISTRATION; CHAPTER 244 – FIRE DEPARTMENT; SECTION 244.05 EMERGENCY AMBULANCE SERVICE SYSTEM (d) – CHARGES, BY REMOVING NUMBER (3), AN DECLARING AN EMERGENCY.

Chief Chapple explained that during the previous amendment to the section, the \$50 non-transport fee structure no longer applied and should have been removed.

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. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-032 by Mr. Harper, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2024-032 was adopted.

**ORDINANCE NO. 2024-033** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A PURCHASE AGREEMENT WITH STRYKER PRO CARE SERVICES FOR A NEW POWER COT AND LOAD SYSTEM, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item is to enter into a purchase agreement with Stryker and the purchase has been allocated with ARPA Funds. She added that the purchase will help with employee safety and that they will be keeping an extra ambulance on hand for equipment for the Fire Department.

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 Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2024-033 by Mr. Kairis, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2024-033 was adopted.

**ORDINANCE NO. 2024-034** AN ORDINANCE AUTHORIZING THE PURCHASE OF A NEW TRUCK AND APPROPRIATING \$49,019 FROM FUNDS 553, 650, 670, AND 677 FOR THE SERVICE DEPARTMENT, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the purchase of the new truck will allow an older vehicle to be used as an emergency sign repair vehicle. He added that he was unsure if the new truck would be set up for plowing.

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. 2024-034 by Mr. Calfee, 2<sup>nd</sup> Mr. Moskun- **All Ayes**
  
- Ms. Michael was unavailable to vote during the motions.

Ordinance 2024-034 was adopted.

**ORDINANCE NO. 2024-035** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH ARBOR PRO TO UPDATE THE CITY TREE INVENTORY AND APPROPRIATING THE SUM OF \$40,000.00 FROM FUND 553, AND DECLARING AN EMERGENCY.

Mr. Harper stated that the item is as it reads and that it will be to complete the tree survey which is done every 7 years. He added that the City has been awarded a \$50,000 grant but that it has not come in yet.

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There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to adopt emergency clause by Mr. Kairis, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2024-035 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-035 was adopted.

**ORDINANCE NO. 2024-036** AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, ACCORDING TO LAW, FOR THE SPRUCE AVENUE AND JEFFERSON STREET WATER LINE PROJECT, ACCORDING TO SPECIFICATIONS NOW ON FILE IN THE MAYORS OFFICE AND DECLARING AN EMERGENCY.

Mr. Moskun stated that all the waterlines, hydrants and valves will be replaced on Spruce Ave. from Maplewood to Diamond, and on Jefferson St. from Main St. to Spruce Ave.

There being no further comments or questions.

- 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. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2024-036 by Ms. Wood, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2024-036 was adopted.

**ORDINANCE NO. 2024-037** AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR THE FOXWOOD ESTATES SANITARY EXTENSION, PROJECT 2024-S, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the project is an EPA requirement and that a grant was received to do the project so there will be no taxpayer money being used.

Mr. Kairis noted that the project has been ongoing for years.

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. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-037 by Mr. Kairis, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2024-037 was adopted.

**ORDINANCE NO. 2024-038** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH FOREVER LAWN NEO, LLC FOR SYNTHETIC TURF REPLACEMENT AT CHESTNUT HILLS PARK, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that the item is to replace the turf at Chestnut Hills Park and that it is being funded by ARPA funds. He said that the project exceeds the bidding threshold and that the company was chosen through SourceWell so there is no bidding 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 Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-038 by Mr. Calfee, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2024-038 was adopted.

**ORDINANCE NO. 2024-039** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART EIGHT – BUSINESS REGULATION AND TAXATION CODE; TITLE FOUR – TAXATION; CHAPTER 881 – INCOME TAX EFFECTIVE JANUARY 1, 2016; BY AMENDING SECTION 881.03- IMPOSITION OF TAX, SECTION 881.05- ANNUAL RETURN; FILING, AND SECTION 881.18- INTEREST AND PENALTIES, PURSUANT TO EXHIBIT A, DEMONSTRATED BY THE RED HIGHLIGHTED MODIFICATIONS, TO BECOME RETROACTIVELY EFFECTIVE AS OF DECEMBER 31, 2023, AND FURTHER REPEALING ORDINANCE NO. 2023-124, TO BE IN ACCORDANCE WITH OHIO STATE LAWS, AND DECLARING AN EMERGENCY.

Mr. Huff stated that there were three sections that need to be revised and that all municipalities in Ohio are required to adopt the new state law changes.

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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. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2024-039 by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2024-039 was adopted.

**ORDINANCE NO. 2024-040** AN ORDINANCE AMENDING ORDINANCE NO. 2023-139 BY AMENDING SECTION XX: PAY SCHEDULE & PROMOTIONS (d), AND DECLARING AN EMERGENCY.

Mr. Calfee explained that the item amends the payroll ordinance by adding another paragraph of language that enables the Mayor to recommend a greater step increase than the current 2-step increase.

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 Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2024-040 by Mr. Kairis, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2024-040 was adopted.

**ORDINANCE NO. 2024-041** AN ORDINANCE AMENDING ORDINANCE NO. 2023-139 BY AMENDING EMPLOYEE PAY RANGES, AND DECLARING AN EMERGENCY.

Mr. Calfee stated that the item amends the employee pay ranges for the Utility Billing Supervisor, the Finance Director, the Parks and Recreation Supervisor and the Assistant Park Supervisor.

Mr. Kairis asked about the Safety Compliance Officer and if it would be full-time.

Mr. Contant stated that Utility Billing will cover part of the position and that the remaining will be covered by a part-time Safety Compliance Officer under the Mayors Department.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Calfee, 2<sup>nd</sup> by Mr. Harper- **All Ayes**
- Motion to adopt emergency clause by Mr. Calfee, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-041 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**
  
- Mr. Moskun was unavailable to vote during the motions.

Ordinance 2024-041 was adopted.

**Second Reading of Ordinances: None**

**Third Reading of Ordinances:**

**ORDINANCE NO. 2023-133** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO THE ECONOMIC DEVELOPMENT REVOLVING LOAN FUND ADMINISTRATION AGREEMENT WITH THE STATE OF OHIO, OHIO DEPARTMENT OF DEVELOPMENT, OFFICE OF COMMUNITY INFRASTRUCTURE AS REQUIRED BY THE STATE OF OHIO, AND DECLARING AN EMERGENCY.

Ms. Wood stated that the agreement has still not been received but she would like to keep the item and postpone the vote. It was discussed to send the item back to the committee.

There being no further comments or questions.

- Motion to send back Ordinance 2023-133 to the Community & Economic Development committee by Mr. Kairis, 2<sup>nd</sup> by Ms. West- **All Ayes**

Ordinance 2023-133 was sent back to the Community & Economic Development committee.

**Old Business- None**

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**New Business-** Ms. West explained that Council doesn't hear enough from Department Heads and suggested to have them come to Council each month to share with them what is happening in their departments. She said that a 3-5 minute update would be good for Council and the public to hear, adding that it's nice to hear about certifications and positive things which can help with transparency.

Ms. Michael agreed that it was a good idea but said that the invitation has to come from the Mayor since compensation time is involved. She suggested having a different Department Head come each month.

Mr. Kairis noted that Council would have to amend the codified ordinances to change the agenda format.

Ms. Michael asked if there was an update to the pocket park next to Guido's.

Ms. Wood stated that the project is going out to bid next week and that they are hoping to break ground in the next 30 days. She said that an ACAR grant was received, and the work is supposed to be done early to mid-June. Ms. Wood added that the local realtors will be doing a volunteer day to help with the landscaping and project build.

### **Council Member Remarks**

**Ms. Wood-** Ms. Wood stated that she hopes the winter weather is done.

**Ms. West-** Ms. West stated that March is National Developmental Disabilities Awareness Month and that over \$3,000 was raised from the Polar Plunge. She added that there will be an awareness walk around the courthouse on March 15<sup>th</sup> and an art show at North Water Brewery on March 26<sup>th</sup>.

**Mr. Calfee-** No Comment

**Mr. Moskun-** No Comment

**Mr. Kairis-** Mr. Kairis stated that he was stopped in his ward regarding leaf pick up. He said that residents can bag up the leaves now but pick up won't be until April, adding that there will be more information in the water bill. He said that the steering committee will be meeting again on Wednesday to discuss the Comprehensive Plan.

Ms. Wood stated that a community survey was sent out for residents, businesses, and high school students to take, and that city zoning needs to be looked at.

**Ms. Michael-** Ms. Michael asked if the downtown sweeper would be out because she noticed a lot of cigarette butts on the sidewalks and the weather will be getting nicer.

Mayor Seman stated that the City is working on beautifying the downtown area.

Mr. Calfee agreed and said that he also noticed an embarrassing amount of cigarette butts outside of local establishments.

Ms. Michael stated that the City is creating a Comprehensive Plan where it can plan long term to be more proactive. She said that businesses will have a chance to state their concerns in the community and that the City needs to be stronger on codes. Ms. Michael said that the city needs to get the school levy passed and everyone needs to work together.

**Mr. Harper-** No Comment

**Mayor's Remarks-** Mayor Seman stated that he was done with his comments.

**President of Council Remarks-** Mr. Kluge read a resignation letter that stated he will be resigning as Council President the beginning of next month. He reflected on his time serving on Council and the future plans for the city that Council will help shape. He expressed his optimism for the future and thanked Council for their unwavering support, dedication, and friendship.

- Motion to adjourn at 7:35 pm by Mr. Calfee, 2<sup>nd</sup> Mr. Kairis- **All Ayes**

The next Regular Council Meeting is scheduled for Monday, April 1, 2024, at 6:00 P.M.

**ATTEST:**

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Clerk of Council

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Council President