



**Ravenna City Council  
Regular Meeting Minutes  
Monday, May 6, 2024, at 6:00 pm**

**The Regular Council Meeting was held in person in Council Chambers.**

**Swearing-in Ceremony:**      **Officiant:**      Law Director Frank Cimino  
**Swearing in:** Tyler Marovich

**Life Saving Award:**              Brittanie Larson  
   Christopher Taylor

**Certificate of Recognition:** Nathan Firak

**The Regular Council Meeting was called to order at 6:10 P.M. May 6, 2024, by Council President, Rob Kairis**

**Moment of Meditation & Silence**

President Kairis called a moment of meditation and silence.

**Pledge to Flag**

President Kairis then led those in attendance in the Pledge of Allegiance.

**Roll Call**

The following Council Members were present: Council President, Rob Kairis, Amy Michael, Matt Harper, Paul Moskun, Christina West, Cheryl Wood, Tim Calfee, Tyler Marovich.

**Also in attendance:** Mayor Frank Seman; Police Captain, Jake Smallfield; Fire Chief, Mark Chapple; Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Tami Lorence; Controller, Brian Huff; Council Clerk; Chelsea Gregor, Larry Silenius, Amy Young, Richard Miller, Cynthia Miller, Randy Parsons, Megan Leadbeater, Nathan Firak, Brittanie Larson, Christopher Taylor, Carolyn Chambers, Mandi Frank Larson, Judy Hillis, Ron Fields, Alex DeHoff, Gerry Keyser, Bill Parsons, Shane McCauley, Cliff Soudil, Nathaniel Adams

**Approval of the Minutes:**

- Motion to approve the April 1, 2024, Regular Council meeting, the April 25<sup>th</sup>, 2024 Special Council meeting minutes and the April 29<sup>th</sup>, 2024 Special Council meeting minutes by Ms. Wood, 2<sup>nd</sup> by Ms. West- **All Ayes**

**Communications-** A notice from the Ohio Division of Liquor Control regarding a permit approval for Tee Box Restaurant (Windmill Lakes Golf Course).

A letter from the Ohio Secretary of State verifying elected City officials.

**Delegations from the Public-** Carolyn Chambers addressed Council to explain a parking problem that has been occurring on Park Avenue and said that she sent a picture to the Clerk to share with Council. She explained that the neighbors on the street park in a way that it has blocked traffic so that emergency vehicles cannot get through. Ms. Chambers said that the parking issue is between two neighbors and that cars are parked in front of the fire hydrant. She suggested that the street be changed to No Parking on one side.

Randy Parsons addressed Council to explain that he had met with the City to discuss the parcel of land that the City owns referred to as Old Forge Ditch and what options can be done to ensure access to the property his family owns. He told Council that the land is worth negative money, and that the City has neglected the property for years, adding that the City needs to sell the property or fix up the land.

Mr. Kairis agreed that a decision needed to be made.

Mr. Parson stated that he would be happy to show the land to Mr. Finney and said that an easement was offered but it doesn't satisfy his needs.

Ms. Michael noted that the City's parcel houses a priceless water supply which belongs to the taxpayers.

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Mr. Parsons stated that safety is an issue and that he plans to attend the next Planning Committee meeting to address the topic.

Cynthia Miller addressed Council to express her concern and dissatisfaction with the Reed Memorial Library renovation project. She explained that the new traffic flow makes it dangerous for their business to get deliveries. Ms. Miller implored Council and the library board to review the project and said that it is Council's responsibility to change things.

**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 5/13/2024.**

Mr. Kairis stated that the committee assignments have been changed with the addition of Mr. Marovich. He stated that Mr. Marovich will serve as the IT Chair, and as a committee member for Utilities and Public Health & Safety. Ms. West will serve as the Planning Chair and will serve on Personnel and Information Systems.

**Utilities:** Mr. Moskun stated that there will not be a meeting next week.

**Information Systems:** Ms. West stated that there will be one item and a meeting is to be determined.

**Planning:** Mr. Kairis stated that there are four items and there will be a meeting next week.

**Committee of the Whole:** Mr. Kairis stated that the next Committee of the Whole meeting is Monday, May 20, 2024, at 6:00 pm.

**Public Health & Safety:** Ms. Michael stated that there are a couple items on the agenda and she assumes that there will be a meeting.

**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 will not be a committee meeting.

**Community & Economic Development:** Ms. Wood stated that there are two items on the agenda and there will be a meeting.

**Cemetery:** Mr. Harper stated that the cemetery board agreed on a design for the bridge over the pond. He said that they will get prints of the design and will solicit bids for materials. Ms. Michael asked about the status of the cemetery for Memorial Day and Mr. Harper stated that the Street Department will be helping to get the cemetery cleaned up.

**Parks & Recreation:** Ms. West stated that renovations are underway at Chestnut Hills Park which includes painting, slide installation and replacement turf. She explained that GPD Group was hired to design some conceptual drawings of Osborn Park and that the Parks and Recreation Department received a \$500 grant through Celebrate Portage for their summer celebration on June 7<sup>th</sup>. Ms. West said that the Easter Eggstravaganza drive through had to be changed to accommodate the weather and the Shooting Stars soccer program has started. She explained that the Parks and Rec. Dept. met with the architect to go over building designs and found that it will not fit on the new city property with the other proposed buildings. He said that they are considering a one- and two-story building and the cost estimate is \$8 million dollars.

**First Reading of Ordinances:**

**ORDINANCE NO. 2024-061** AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA FIRE DEPARTMENT IN THE SUM OF \$1,000.00 IN MEMORY OF EARL HARTUNG AND APPROPRIATING THE SUM OF \$1,000.00, IN THE FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

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Ms. Michael stated that the item is a generous donation in memory of Earl Hartung and no match is required. 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. West, 2<sup>nd</sup> by Mr. Marovich- **All Ayes**
- Motion to pass Ordinance No. 2024-061 by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2024-061 was adopted.

**ORDINANCE NO. 2024-062** AN ORDINANCE ACCEPTING A DONATION TO THE RAVENNA POLICE DEPARTMENT IN THE SUM OF \$1,000.00 IN MEMORY OF EARL HARTUNG AND APPROPRIATING THE SUM OF \$1,000.00, IN THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY.

Ms. Michael stated that the item is the same as the previous ordinance and that there is no match required. She thanked them for the donation.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. West, 2<sup>nd</sup> by Mr. Marovich- **All Ayes**
- Motion to pass Ordinance No. 2024-062 by Mr. Harper, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2024-062 was adopted.

**ORDINANCE NO. 2024-063** AN ORDINANCE APPROPRIATING \$23,000 FROM FUND 224 AND AUTHORIZING THE PURCHASE OF NEW STREET SIGNAGE, AND DECLARING AN EMERGENCY.

Mr. Harper stated that there are various signs throughout the city that need to be replaced that are worn and have lost their reflectivity.

Mr. Finney noted that the ordinance title should reference Fund 224 and not Fund 650.

- Motion to amend Fund 650 to read Fund 224 in the ordinance title by Mr. Harper, 2<sup>nd</sup> by Ms. West- **All Ayes**

Mr. Calfee asked if a review of existing signs and placement could be done to ensure the locations are still appropriate for the signage, and Mr. Finney nodded yes.

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 Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-063 by Mr. Harper, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2024-063 was adopted.

**ORDINANCE NO. 2024-064** AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, PART FOUR – TRAFFIC CODE; TITLE TWO – ADMINISTRATION, ENFORCEMENT AND PENALTIES; CHAPTER 406 – TRAFFIC CONTROL; SECTION 406.06 – RIGHT TURN ON RED PROHIBITED, BY ADDING SCRANTON STREET, NORTHBOUND AT THE INTERSECTION OF SCRANTON STREET AND MAIN STREET AS A NO TURN ON RED INTERSECTION, AND DECLARING AN EMERGENCY.

Mr. Harper stated that there are safety concerns during school hours at the intersection of Main Street and Scranton Street, and to help ensure the safety of pedestrians a “No Turn On Red” sign is recommended. He stated that the sign will be near the crosswalk and the times will be determined once the school knows the time schedule for next year.

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 Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-064 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-064 was adopted.

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**ORDINANCE NO. 2024-065** AN ORDINANCE APPROPRIATING THE SUM OF \$7,500.00 FROM FUND 650 TO PAY THE OBLIGATIONS OF AN EXISTING CONTRACT WITH PORTAGE SOIL AND WATER CONSERVATION DISTRICT, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that it is an existing contract that renews every 5 years.

Mr. Finney stated that they did not know about the financial request at budget time which is why the item is before Council now. 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. West, 2<sup>nd</sup> by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2024-065 by Ms. Michael, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2024-065 was adopted.

**ORDINANCE NO. 2024-066** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH HELMLING EXCAVATING LLC FOR THE EMERGENCY REPAIR OF A WATER LINE AND APPROPRIATING \$10,000 FROM FUND 670, AND DECLARING AN EMERGENCY.

Mr. Moskun explained that the project is the entire length of Avon Court due to numerous water breaks along the street. He said that the hydrants and valves on individual properties will be replaced as well. 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. West, 2<sup>nd</sup> by Mr. Calfee- **All Ayes**
- Motion to pass Ordinance No. 2024-066 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-066 was adopted.

**ORDINANCE NO. 2024-067** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH Z-TECH BUILDERS & EXCAVATORS INC. FOR THE FOXWOOD ESTATES SANITARY EXTENSION, PROJECT 2024-S, AND DECLARING AN EMERGENCY.

Mr. Moskun stated that the location is inside Ravenna Township off of Bryn Mawr. He said that the project was mandated by the EPA and that there is no cost to the City.

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 Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2024-067 by Ms. Wood, 2<sup>nd</sup> Ms. West- **All Ayes**

Ordinance 2024-067 was adopted.

**ORDINANCE NO. 2024-068** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A SPONSOR/SITE AGREEMENT WITH COMMUNITY ACTION COUNCIL TO PROVIDE MEALS AT THE PARKS AND RECREATION SUMMER DAY CAMP, AND DECLARING AN EMERGENCY.

Mr. Kairis stated that it is an annual housekeeping item that is no cost to the City. The program provides food for youths up to 18 years old and adults with disabilities.

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. 2024-068 by Mr. Calfee, 2<sup>nd</sup> Mr. Harper- **All Ayes**

Ordinance 2024-068 was adopted.

**ORDINANCE NO. 2024-069** AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR TWO \$500.00 CELEBRATE PORTAGE GRANTS FOR THE PARKS AND RECREATION SUMMER CELEBRATION AND THE CITY OF RAVENNA'S 225<sup>TH</sup> ANNIVERSARY CELEBRATION, AND TO ACCEPT THE GRANT IF AWARDED, AND DECLARING AN EMERGENCY.

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Mr. Kairis stated that the City applied for a grant for the Parks and Recreation Summer Celebration with Reed Memorial Library and the 225<sup>th</sup> Anniversary celebration. He said that the grants were both awarded. 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. Harper, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2024-069 by Ms. West, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-069 was adopted.

**ORDINANCE NO. 2024-070** AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT SECTIONS OF THE CODIFIED ORDINANCES; PROVIDING FOR THE ADOPTION OF NEW MATTER IN THE UPDATED AND REVISED CODIFIED ORDINANCES; PROVIDING FOR THE PUBLICATION OF SUCH NEW MATTER; REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH; AND DECLARING AN EMERGENCY.

The item is an annual housekeeping ordinance to adopt the 2023 codified ordinance edits. 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. West, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to pass Ordinance No. 2024-070 by Ms. West, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-070 was adopted.

**ORDINANCE NO. 2024-071** AN ORDINANCE PLACING A TEMPORARY MORATORIUM, NOT TO EXCEED ONE YEAR, ON THE ISSUANCE OF NEW ADULT USE CANNABIS DISPENSARIES, EXCLUDING EXISTING MEDICAL MARIJUANA DISPENSARIES, AND PROHIBITING ALL ADULT USE CANNABIS DISPENSARIES (EXISTING AND NEW) FROM ESTABLISHING IN THE CITY'S CENTRAL BUSINESS DISTRICT IN THE CITY OF RAVENNA, OH, AND DECLARING AN EMERGENCY.

Mr. Kairis explained the moratorium and that the existing medical marijuana dispensary, Super Good, will be exempt from the moratorium.

Ms. Michael noted that the amount of tax money that the City may receive from the State is still uncertain.

Answering Mr. Calfee's question, Mr. Kairis stated to clarify that Super Good will be able to apply for a recreational marijuana dispensary license when the time comes.

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 Mr. Marovich- Ms. Michael, Mr. Marovich, Mr. Calfee, Ms. West, Ms. Wood, Mr. Harper- **All Ayes**, Mr. Moskun- **No**
- Motion to pass Ordinance No. 2024-071 by Ms. Michael, 2<sup>nd</sup> Mr. Calfee- **All Ayes**

Ordinance 2024-071 was adopted.

**ORDINANCE NO. 2024-072** AN ORDINANCE ALLOCATING INCOME TAX PROCEEDS FROM THE JOINT ECONOMIC DEVELOPMENT DISTRICT (JEDD) WITH ROOTSTOWN AND INTO FUND 219, AND DECLARING AN EMERGENCY.

Ms. Wood explained that the City has started receiving checks from the JEDD and a fund must be established to deposit the money. She stated that the money will be used toward economic development.

Mayor Seman noted that there is room for the JEDD to grow and that not everyone in the JEDD area is signed up yet. 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. West, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2024-072 by Ms. Wood, 2<sup>nd</sup> Mr. Moskun- **All Ayes**

Ordinance 2024-072 was adopted.

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**ORDINANCE NO. 2024-073** AN ORDINANCE ACCEPTING A DONATION IN THE SUM OF \$93,970.23 FROM THE COMMUNITY IMPROVEMENT CORPORATION (CIC) AND APPROPRIATING THE SUM OF \$93,970.23, AND DECLARING AN EMERGENCY.

Ms. Wood explained that the item is a one-time donation that will go toward economic development.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2<sup>nd</sup> by Ms. Michael- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2<sup>nd</sup> by Ms. West- **All Ayes**
- Motion to pass Ordinance No. 2024-073 by Mr. Harper, 2<sup>nd</sup> Ms. Wood- **All Ayes**

Ordinance 2024-073 was adopted.

**ORDINANCE NO. 2024-074** AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW A CONTRACT WITH QUALITY IP FOR INFORMATION TECHNOLOGY SERVICES, AND DECLARING AN EMERGENCY.

Ms. West said that the City has discussed hiring an IT Director and explained that they have chosen a Quality IP employee to hire. She stated that Quality IP has a non-compete clause in effect and will approve the hire in exchange for a 3-year contract renewal. Ms. West explained that the Quality IP contract decreased by 40% at a cost savings of approximately \$78,000. She said that a 1-year contract didn't seem sufficient time to assist the new IT Director before taking the contract out to bid, and potentially getting a different company in its place.

Ms. Michael emphasized that Quality IP would be a backup to the new director and that Quality IP will not be around as much as they were as a result.

Mr. Kairis expressed his disappointment that the contract did not get bid out and said that he would have preferred a 1-year contract. He added that the new director is a great option for the city and would like to see the city competitively bid on the IT contract in 3 years.

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 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. 2024-074 by Ms. Wood, 2<sup>nd</sup> Ms. Michael- **All Ayes**

Ordinance 2024-074 was adopted.

**Second Reading of Ordinances: None**

**Third Reading of Ordinances: None**

**Old Business-** Ms. Michael addressed downtown beautification for the 225<sup>th</sup> anniversary celebration and the ARPA funds that were set aside for it.

The Service Director stated that the trash cans have been repainted, the flower beds will be uniformly planted with patriotic colored flowers and there will be flags on all of the lampposts.

**New Business-** None

**President of Council Remarks-** Mr. Kairis expressed his gratitude for his new Council President seat and commended the previous president for his ability to do the job. He added that he was thankful that the Ward II vacancy was filled with Mr. Marovich. Mr. Kairis stated that he was thankful for the Council at Large seats and Mr. Calfee for leading the process of picking a new Council member. He explained that there were good candidates, but not all can be picked, adding that the recent Council replacement had applied previously and not to give up on applying in the future.

Mr. Kairis noted that Nathaniel Adams was not available during delegations of the public and invited him to speak.

Mr. Adams introduced himself to Council as a candidate for the 72<sup>nd</sup> State House District seat that will be up for election in November. He explained that the seat covers the majority of Portage County and Ravenna. Mr. Adams stated that he is looking forward to working with everyone during his campaign, and in the future, on many issues that affect Ravenna

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and Portage County. He said that his email and information are available and he will be passing out the information. Mr. Adams congratulated Mr. Marovich on his new Council seat and hoped to match the care and energy that Ravenna Council has displayed as the new 72<sup>nd</sup> House Representative.

**Council Member Remarks**

**Mr. Moskun-** Mr. Moskun addressed the parking concern on Park Ave. and said that the issue needs to be further discussed. He also stated that he was pleased with the amount of people who showed up for the JoJo Festival and that he hopes that it will continue to grow.

**Mr. Calfee-** No Comment

**Ms. West-** Ms. West gave accolades to high school Civics teacher Mr. Wunderle and his class for their work on creating the JoJo Festival and said it was great to be able to see so many people walking downtown.

**Ms. Wood-** Ms. Wood seconded everyone's comments on the JoJo Festival and said that she hopes they do the event again. She gave a shout out to all the teachers for Teacher Appreciation Week and commended them for all they do for the students. She explained that teachers had raised donations to provide tickets to those who could not afford Cedar Point and that the teachers also helped to provide food, prom clothing and time to students in need.

**Mr. Harper-** Mr. Harper congratulated the citizens on their Life Saving Awards and congratulated Mr. Marovich on his new Council seat.

**Ms. Michael-** Ms. Michael said that the JoJo Festival had a great turnout and that she is looking forward to it next year. She noted that the Main Street Ravenna downtown cleanup will be on May 18<sup>th</sup> and described the Lions Club cleanup that had a pancake breakfast. She said that the whole city used to be divided into wards which Council members would spearhead to clean up and that she would like to do it again for the community.

**Mr. Marovich-** Mr. Marovich expressed his thanks to Council for the warm welcome and said that he has a lot to learn. He said that he plans to visit various departments throughout the city and thanked the residents who showed up for the meeting.

**Mayor's Remarks-** Mayor Seman said that the city will be having a busy summer and that the paving of Main St. is underway, adding that it will still need the final coat at the end. He explained that some other work is being done to repair issues or widen the road during paving and that it is a state project where the City paid their share of the cost.

Mayor Seman said that the cheerleaders are collecting donations to take a workshop.

He also reminded everyone that Memorial Day is a somber day, and no political signs are permitted in the parade.

Mayor Seman added that he was at the JoJo Festival and noted that the courthouse area is a nice place to stand and watch events going on. He said that the City will be working with Mr. Wunderle again next year and said that they will be working on America's 250th anniversary in two years.

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

The next Regular Council Meeting is scheduled for Monday, June 3, 2024, at 6:00 P.M.

**ATTEST:**

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Clerk of Council

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Council President