



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
October 21, 2024, at 6:00pm**

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

**The Committee of the Whole Meeting was called to order at 6:21 P.M. by Council President, Rob Kairis.**

**Council present:** Council President Rob Kairis, Amy Michael, Tim Calfee, Christina West, Cheryl Wood, Matt Harper, Paul Moskun

**Also in attendance:** Mayor Frank Seman; Fire Chief, Mark Chapple, Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Tami Lorence; Finance Controller, Brian Huff; Council Clerk, Chelsea Gregor; Cliff Soudil, Larry Silenius, Amy Young, Arasin Hughes, Carmen Laudato, Kevin Zuber, James Haes

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from September 23, 2024**

- Motion to approve the September 23, 2024, Committee of the Whole minutes by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**The second item was an ordinance authorizing the Mayor to donate \$6,000 in Opioid Funds to Enough is Enough .**

Ms. Michael stated that the Mayor has chosen a couple of grassroots organizations that are eligible to use opioid funds. Enough is Enough works with local people in need throughout the Ravenna community.

- All Council present responded in favor to move the item forward for legislation.

**The third item was an ordinance authorizing the Mayor to donate Opioid Funds to two juvenile programs.**

Ms. Michael stated that Judge Smith works with youths in the area and noted that the information regarding the two programs is included in the packet. She said that Judge Smith is requesting \$5,000 for each program.

- The item was not moved forward.

**The fourth item was an ordinance authorizing the Mayor to apply for the Norfolk Southern Safety-First Grant.**

Ms. Michael stated that the grant is an important opportunity to receive funds to purchase a utility terrain vehicle (UTV) for off-road accidents or situations that require alternate means of transportation. She said that the Fire Chief spoke to the Finance Director and the grant would be capped at \$15,000, so an additional \$11,000 would need to be appropriated.

Chief Chapple explained that they are looking at two options and that Norfolk is handing out grants to help rectify issues from railroad disasters and derailling's.

Mr. Calfee asked if the grant would be the entire amount or just a portion of the \$15,000.

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Chief Chapple said that he applied for the entire \$15,000 and that he thinks the grant award will be all or nothing, adding that there is a six day window for the grant application.

- All Council present responded in favor to move the item forward for legislation.

**The fifth item was an ordinance implementing a \$50 fee for an annual fire inspection permit for food trucks.**

Ms. Michael stated that Chief Chapple is working on language and has come up with different permit levels. She explained that a 7-day permit would be \$25, a special events calendar permit would be \$50 and a permit for the entire year would be \$75, adding that a church or non-profit permit would not be charged a fee.

Chief Chapple said that he would have to work out the details if someone did not comply with a permit and that he would send them to the State.

Mr. Calfee stated the Law Director could review the draft language.

- All Council present responded in favor to move the item forward for legislation.

**The sixth item was an ordinance amending 1260.05 to add Health Spa, Fitness Center & Massage Parlor definitions.**

Ms. Michael stated the Mr. Finney has worked diligently and has worked on requirements and definitions. She explained that other municipalities don't permit a massage license that was received through the internet and discussed making them conditional use.

Mr. Finney stated that he found definitions from other communities and that he would like to keep it short, simple and to the point.

Ms. Michael reviewed different forms of identification and background checks that other municipalities conduct.

Ms. Wood stated her concern after attending a sex trafficking training and noted the difference between relaxation massage and therapeutic massage. She suggested implementing that the owner should have a state certified license and background check.

Mr. Kairis went through relevant items in the codified ordinances, cited examples and said that more discussion is needed at the committee level.

- All Council present responded in favor to move the item forward for legislation.

**The seventh item was an ordinance amending Section 1268.07 b (8) d Health Spa & Fitness Center to 1268.07 c (22).**

Ms. Michael stated that the item, along with the other two, will be moved back to the committee.

- The item was moved back to the Public Health & Safety Committee.

**The eighth item was an ordinance amending Section 1268.08 b (7) d Health Spa & Fitness Center to 1268.08 c (33).**

- The item was moved back to the Public Health & Safety Committee.

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**The ninth item was an ordinance amending Section 1268.09 b (7) d Health Spa & Fitness Center to 1268.09 c (35).**

- The item was moved back to the Public Health & Safety Committee.

**The tenth item was an ordinance authorizing the Mayor to enter into an electric aggregation agreement.**

Mr. Moskun stated that the current agreement will end next May.

Mr. Contant stated that no rate has been given yet but he expects to have one by the first week of November.

- All Council present responded in favor to move the item forward for legislation.

**The eleventh item was an ordinance amending Section 1268.08 c (1) to add on, Second Floor and Above.**

Mr. Finney stated that the codified ordinances did not clarify that there should be no residential units on the first floor within the Central Business District, and that they are only permitted on the second floor and above.

Ms. Michael stated that there was a complaint regarding the issue.

- All Council present responded in favor to move the item forward for legislation.

**The twelfth item was an ordinance to approve a 15- foot variance to Supergood for a parking lot.**

Ms. West stated that there is a 25-foot variance required and that Supergood is asking for a 15-foot variance waiver to place a parking lot 10-feet from the property line.

Mr. Finney said that the parking lot landscape plan was approved by the Planning Commission.

- All Council present responded in favor to move the item forward for legislation.

**The thirteenth item was an ordinance authorizing department heads to apply for grants without Council approval.**

Ms. West stated that the item has been discussed and that the Finance Director has provided some draft language.

Mr. Finney stated that he would like a policy and not for it to be codified.

Mr. Kairis noted that the \$5,000 limit is too low and discussed the language, adding that some grants may need Council approval before they can be applied for.

Ms. Lorence addressed the topic of the required matching funds.

Mr. Kairis stated that there could be a vetting process at the Committee of the Whole meeting.

Ms. Wood noted that Council rarely turns down a grant application request and that all grants need to be accepted by Council.

Ms. Michael stated that she is good with the item and that she would like to be proactive.

Mr. Finney noted that the Mayor needs to sign off on grant applications.

Chief Chapple recommended that Council can cap matching funds.

Ms. Wood suggested that a matching grant come before Council.

It was recommended to send the item back to committee for review.

- All Council present responded in favor to move the item back to committee.

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### **The fourteenth item was an ordinance authorizing an easement with PMHA to place a generator behind City Hall.**

Ms. West explained that Portage Metropolitan Housing Authority (PMHA) would like to install a generator but that there is no available ground space to do so, so they would like to enter into an easement to place one on city property.

Mr. Finney said that he sent out a drawing of the project.

Ms. Michael asked about damage occurring during the installation.

Mr. Finney stated that PMHA would have to install a concrete pad and fix any damage.

- All Council present responded in favor to move the item forward for legislation.

### **The fifteenth item was an ordinance to amend the JEDD contract with Rootstown Township.**

Ms. Wood explained that Attorney Chad Murdock spoke to City Council to update verbiage to current practices and to add additional parcels of property into the JEDD.

Mr. Calfee noted that there are minor changes to the agreement.

- All Council present responded in favor to move the item forward for legislation.

### **The sixteenth item was an approval of a TREX application for 623.**

Ms. Wood explained that the item has been discussed, which is to consider a transfer of an outside liquor permit for Ravenna Mini Mart.

Ms. Michael stated that she has spoken to four school board members who said that they felt it was City Council's decision to decide on the approval and that she heard that the former Lawson's store did not sell alcohol.

Mr. Kairis asked if there should be a public hearing for the item.

Ms. Michael stated that Council members represent the public.

Ms. Wood responded, no.

Mr. Moskun was not in support of a public hearing.

Mr. Soudil stated that there is money in the business and that they should have talked to the City first.

Carmen Laudato addressed Council explaining that she lives near by and asked them what kind of city they want Ravenna to be. She said that the masterplan will be finished soon and that they should safe guard the community.

- All Council present responded in favor to move the item forward for a vote.

### **The seventeenth item was an ordinance authorizing the Mayor to sign a lease agreement with Guido's.**

Ms. Wood explained that the lease is separate from the original MOU and that it is in the works.

- All Council present responded in favor to move the item forward for legislation.

### **The eighteenth item was an ordinance amending Chapter 260 of the codified ordinances.**

Mr. Calfee stated that there were a number of changes to Chapter 260 and explained some of the changes. He shared that there was a part in Section 260.09 that had a second place that needed to

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be amended relating to a minimum of 2 hours compensation being given to salaried employees for attending a Council meeting.

- All Council present responded in favor to move the item forward for legislation.

**The nineteenth item was an ordinance approving the 2025 Payroll Ordinance Update.**

Mr. Calfee stated that all the changes provided are in the payroll ordinance and explained the changes. He shared that inspections were changed from \$35 to discretionary and the attachment has the 2025 updates.

- All Council present responded in favor to move the item forward for legislation.

**The twentieth item was an ordinance authorizing the execution of Then and Now Certificates.**

Ms. Lorence explained that the item is housekeeping and that she hopes to get it into the consent agenda.

Mr. Calfee stated that a purchase order is needed prior to purchasing an item and that they are hoping to mitigate future issues.

- All Council present responded in favor to move the item forward for legislation.

Mr. Kairis stated that he has done research on temporary rentals and that Chapter 884 is pertinent to the topic which requires them to pay taxes. He said that the item will be added to the Planning Commission agenda to discuss taxing.

Mr. Kairis said that the November meeting will be more efficient, with a different format and that anything can be taken out of the consent agenda at any time for discussion.

- Motion to adjourn at 8:39 pm by Mr. Marovich, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**There being no further business before Council, the meeting adjourned at 8:39 pm**

**ATTEST:**

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**Clerk of Council**

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**Council President**