



**Ravenna City Council
Personnel Committee Meeting Minutes
October 15, 2024**

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

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

Also attending the meeting: Mayor Frank Seman; Police Chief, Jeff Wallis, Fire Chief, Mark Chapple; Service Director, Tim Contant; Finance Director, Tami Lorence; City Engineer, Bob Finney; Controller, Brian Huff; Council Clerk, Chelsea Gregor; Mike Bogo, Cliff Soudil, Amy Young, Larry Silenius, Rich Bennett, Josh Paudel, John Plough, Chad Murdock

The Personnel Committee Meeting was called to order at 8:13 P.M. by Chairperson, Tim Calfee

The first item was Codified Ordinance Chapter 260.

Mr. Calfee explained that Chapter 260 of the codified ordinances pertains to non-union employees and that the annual payroll ordinance did not match Chapter 260. He stated that there were provisions of Chapter 260 that were not followed and therefore a review was taken, and revisions were made. Mr. Calfee said that the goal of the committee was to take items and put them in the appropriate places, align language or remove items that were unnecessary duplication. He stated that some of the changes included job descriptions, the pay rate of the Council Clerk, vacations, meals and milage, and uniform allowance.

- The items was moved forward.

The second item was the payroll ordinance.

Mr. Calfee stated that he thought to introduce the payroll ordinance with the Chapter 260 changes and explained the changes. He said that laborers are being added to the Service Department again which will be a cost savings and a better utilization of goals.

Heather Richkowski explained that the position has not been in the payroll ordinance since 2013, and this change would bring it back. She said that the position would not require a CDL, but that the Assistant Street Superintendent is now certified to train others to get their CDL.

Mr. Moskun asked if there is a pay increase to get a Class A CDL.

Ms. Richkowski said not yet.

Mr. Moskun stated that a CDL requires more responsibility.

Ms. Richkowski said that no Street Department equipment requires a Class A CDL.

Mr. Calfee stated that the only personnel change in the payroll ordinance is the addition of two laborers.

Council had discussion regarding how Board of Zoning Appeals and the Civil Service are paid.

Mr. Kairis discussed the secretary positions of the City's various boards and commissions and stated that they are not in sync with the codified ordinances which need to be looked into.

- The items was moved forward.

There being no further business, the meeting adjourned at 9:05 P.M.

There being no further business for discussion, the meeting adjourned at 9:05 P.M.

ATTEST:

Clerk of Council

**Tim Calfee, Chairperson
Personnel Committee**