



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
November 18, 2024  
Immediately following the Special Council meeting**

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

**The Committee of the Whole Meeting was called to order at 6:36 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; Police Chief, Jeff Wallis; 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, Mike Bogo, Dave McIntire, Arasin Hughes

Motion to excuse Tyler Marovich by Ms. West, 2<sup>nd</sup> by Ms. Wood- **All Ayes**

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from October 21, 2024**

- Motion to approve the October 21, 2024, Committee of the Whole minutes by Ms. Michael, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**The second item was an ordinance to accept a \$1,000 donation from Swagelok for the Fire Department.**

Ms. Michael stated that the item is a generous donation that they receive every year and that the City is thankful.

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

**The third item was an ordinance to accept a \$1,000 donation from Swagelok for the Police Department.**

Ms. Michael stated that the item is a generous donation that they receive every year and that the City is thankful.

- The item was not moved forward.

**The fourth item was an ordinance authorizing the Mayor to apply for the FEMA assistance to firefighters grant.**

Ms. Michael stated that there is a 5% match required for the grant.  
Chief Chapple said that he is capping the grant ask at \$50,000.

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

**Committee of the Whole Meeting Minutes**  
**November 18, 2024**  
**Page Two (2).**

**The fifth item was an ordinance authorizing the Mayor to apply for the 2025 fire department equipment grant.**

Ms. Michael stated that there is no grant match required and that it is a grant that the Fire Chief annually applies for.

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

**The sixth item was an ordinance banning camping on public property.**

Ms. Michael stated that the item has been discussed and that the Law Director has been working on tightening up the language that she provided from the City of Aurora.

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

**The seventh item was an ordinance defining massage establishments.**

Ms. Michael stated that the massage language needs to be reviewed by the Law Director.

Mr. Kairis discussed some of the proposed language.

Ms. Michael noted that some cosmetologists provide relaxation massages as part of their certification which should be addressed within the massage guidelines and that she has been looking at what other communities do.

Mr. Kairis stated that he also found similar language from other municipalities.

Mr. Finney explained a business in town that had offered permanent makeup and that it was considered conditional use.

Mr. Soudil shared how his mother was a cosmetologist who provided massages to her clients after completing the necessary education hours and noting that the State provides the license.

Ms. Michael stated that the Law Director will have to review the language and consider the inclusion of cosmetologists.

Mr. Kairis noted that there were tracking sheets addressing fitness centers and health spas that can be brought back to further address.

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

**The eighth item was an ordinance authorizing the Mayor to enter into a contract with the Portage County Public Defender.**

Ms. West stated that the item is the annual contract with the Portage County Public Defender and that the cost is still \$150.00 per case.

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

**The ninth item was an ordinance approving a donation to Main Street Ravenna.**

Ms. West stated that Main Street Ravenna has asked for a donation and that Council received their budget. She asked Mayor Seman to weight in.

Mayor Seman explained that Main Street Ravenna goes through an intense review conducted by Heritage Ohio and that they encouraged additional funding through the City. He said that the City of Kent had given their Main Street Kent \$70,000 per year and that the funds are important to keeping the doors open.

## **Committee of the Whole Meeting Minutes**

**November 18, 2024**

**Page Three (3).**

Mr. Kairis asked if the administration is okay with the requested \$30,000, and the Mayor and Finance Director both said yes.

Mr. Calfee asked what the previous donation amounts were and it was stated that they received \$20,000 last year, \$15,000 the two years prior and then \$5,000 for the previous 3 years. He suggested that Council establish a donation amount for multiple years at \$30,000.

Ms. West stated that the money will go towards operating expenses and that it will be used effectively.

Mr. Soudil stated that Council should give the same amount to the Chamber of Commerce.

Ms. Wood said that the Chamber of Commerce is responsible for helping businesses and asked if money is available for a donation to the Chamber of Commerce.

Mr. Kairis stated that both organizations are critical, but Council needs to treat them separately. He asked if anyone objected to the \$30,000 or a multi-year donation commitment.

Mr. Moskun was not in favor of a multi-year donation commitment so that it can be reviewed.

Ms. Hughes acknowledged that the donation requests have gone up throughout the years and said that it should have been clearer early on that the organization should have been requesting 1/3 of their budget from the City.

Ms. Michael said that Council should review the donation year to year just in case anything changes.

Mr. Kairis confirmed the request of \$30,000 for one year.

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

### **The tenth item was an ordinance amending Section 282.05 to remove secretary compensation language.**

Mr. Calfee identified items 10, 11, 12, and 13 as all having the same language amended in their stated codified ordinance sections. He stated that the ordinances are to revise the secretary compensation language and remove Council as determining the secretary salary for the Design Review Commission, Planning Commission, Board of Zoning Appeals and Shade Tree Commission.

Mr. Finney asked how the secretaries will be paid.

Mr. Kairis stated that nothing will change regarding payment.

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

### **The eleventh item was an ordinance amending Section 1220.02 to remove secretary compensation language.**

There were no additional questions or discussion.

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

### **The twelfth item was an ordinance amending Section 1264.02 to remove secretary compensation language.**

There were no additional questions or discussion.

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

**Committee of the Whole Meeting Minutes**  
**November 18, 2024**  
**Page Four (4).**

**The thirteenth item was an ordinance amending Section 1434.03 to remove secretary compensation language.**

There were no additional questions or discussion.

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

**The fourteenth 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 it is to permit department heads to apply for grants without Council approval.

Ms. Lorence added that they will still need to come before Council if the grant is awarded.

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

**The fifteenth item was an ordinance amending Section 220.03 to replace the Finance Committee with Committee of the Whole.**

Mr. Kairis explained that the term Finance Committee is still used in Section 220.03, and it should be replaced with Committee of the Whole since that meeting name has been changed.

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

**The sixteenth item was an ordinance to repeal Section 880.19 due to outdated practices.**  
Mr. Kairis stated that the item is to repeal a section of the codified ordinances due to outdated practices that are not done.

Mr. Calfee noted that it addressed an annual capital improvement plan that is not done.

Ms. Michael noted that each department reviews their own capital improvement projects.

Mayor Seman stated that it is done when doing the annual budget.

Mr. Finney shared that all departments plan years ahead of time.

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

**The seventeenth item was an ordinance appropriating the sum of \$38,198.88 for SpyGlass Group audit services.**

Ms. Lorence explained that SpyGlass found savings for the City that will span over the next two years and that the City will save approximately \$70,000.

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

**The eighteenth item was an ordinance approving the 2025 Payroll Ordinance update.**

Mr. Calfee explained that there were two more minor changes and that the ordinance is ready for approval.

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

**The nineteenth item was an ordinance authorizing the Mayor to enter into a contract with Medical Mutual for 2025.**

**Committee of the Whole Meeting Minutes**

**November 18, 2024**

**Page Five (5).**

Ms. Lorence stated that there were no major changes to the insurance with only a .05% increase. She said that there were some changes to dental and chiropractor services, and that the contract will be signed after January 1<sup>st</sup>, 2025.

Mr. Kairis noted that there were two different insurance plans for employees to choose from.

Ms. Lorence explained that they reviewed different plans with a broker and that the City is self-insured, which helps to keep rates down.

- 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 stated that there were only two items this month and that she follows up with the departments to remind them to do a purchase order prior to purchasing.

Ms. West stated that the lit garland looks good downtown.

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

**The twenty first item was to invite a City Official.**

Mr. Kairis asked Council who they would like to invite first.

Ms. West and Ms. Michael suggested the Street Department.

Council also suggested a designee if a department head is unable to make it, with a 10–15 minute speaking limit.

Mr. Kairis noted that the new agenda item is to give Council and the public updates and information on the various departments throughout the City.

Ms. West stated that Council can schedule department heads in advance to avoid conflicts and vacation time.

- All Council present responded in favor to move the item forward for legislation.
- Motion to adjourn at 7:24 pm by Ms. Wood, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**There being no further business before Council, the meeting adjourned at 7:24 pm**

**ATTEST:**

---

**Clerk of Council**

---

**Council President**