



**Ravenna City Council
Information Systems Committee Meeting Minutes
July 14, 2025**

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

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

Also attending the meeting: Mayor Frank Seman; Law Director, Frank Cimino; Police Sergeant, Craig Wilmington; Service Director, Tim Contant; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Larry Silenius, Cliff Soudil, Cynthia Miller, Barbara Niemiller, Carmen Laudato

The Information Systems Committee Meeting was called to order at 7:25 P.M. by Committee Chair, Mr. Marovich.

The first item was the open meetings act.

Mr. Marovich opened a discussion on compliance with Ohio's Open Meetings Act (OMA) and the City's code regarding public bodies. He noted there are about 19 City entities classified as public bodies, including commissions and boards, some of which rarely meet or are inactive. Currently, meeting information is distributed mainly via email lists managed by City staff, which may be inefficient.

Mr. Kairis highlighted that Ohio law requires public bodies to provide meeting agendas and minutes to anyone who requests them, but the City code only mandates this for bodies reporting to Council, suggesting an update is needed to cover all public bodies.

Ms. Wood emphasized that meeting information should be easily accessible on the City website and through email lists for those who opt-in. Concerns were raised about members being removed from email lists without consent, violating OMA.

Mr. Marovich suggested implementing an automated platform to manage subscriptions and ensure compliance, reducing the burden on secretaries and clerks.

Ms. Michael supported exploring software solutions to automate notifications and training on OMA and Sunshine Laws for committee members was discussed.

Mr. Soudil and others stressed the importance of mandatory training, especially for public body chairs and secretaries, to prevent violations.

Mayor Seman agreed, noting that many appointed members may be unaware of the rules, and suggested annual briefings or formal classes.

The committee agreed to pursue ordinance revisions to update the city code, expand notification responsibilities beyond Council, explore technological solutions for managing communications, and develop training programs to improve compliance.

- The item was for discussion only.

The second item was website goals and planning.

Ms. Michael advocated for giving the Council Clerk full access to the City website to improve efficiency and reduce miscommunication, especially for council-related updates.

Mr. Marovich confirmed the website uses WordPress and explained it is user-friendly but limited for complex content management.

Mr. Kairis noted the website lacks an organized content strategy, inconsistent updates, and no designated webmaster or communications department, which affects information quality and navigation.

Council discussed improving communication by regularly updating content such as event timelines, street cleanups, and plowing schedules, possibly using live feeds or text messaging.

Ms. Wood emphasized the website's role in attracting new residents and businesses, highlighting the need for a modern, easy-to-navigate site.

Ms. Michael also raised the issue of public commenters repeatedly stating their full address aloud during meetings. She suggested allowing people to write their addresses on a sign-in sheet instead, citing privacy and safety concerns.

Mr. Kairis noted that while some cities require both name and address, their Ravenna does not, and removing the address requirement could be feasible.

Mr. Calfee expressed that stating addresses promotes transparency, but the group acknowledged balancing openness with privacy.

Mr. Marovich discussed potential improvements to citizen communication, such as routing concerns through the website to appropriate departments, and using technology like live chat or text updates to enhance resident services.

The meeting concluded with an emphasis on exploring more efficient content management and communication practices.

- The item was for discussion only.

Management Update

There being no further business for discussion, the meeting adjourned at 8:01 P.M.

ATTEST:

Clerk of Council

**Tyler Marovich, Chairperson
Information Systems Committee**