



**Ravenna City Council  
Planning 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; Council Clerk, Chelsea Gregor; Larry Silenius, Cliff Soudil, Cynthia Miller, Barbara Niemiller, Carmen Laudato

**Planning Committee Meeting was called to order at 7:19 P.M. by member, Tim Calfee**

**The first item was a contract with Garland for a roof replacement on the Annex.**

Mr. Calfee called the meeting to order in the absence of Committee Chair West. The first item on the agenda was the roof replacement project for the annex building at 530 Freedom St. Mr. Calfee explained that the 22-year-old roof has several areas of water infiltration, particularly in the front section near the Engineering Department. The project will involve a partial or complete tear-off in damaged areas and an overlay on the remaining roof. Bids are due on July 17th, with the intent to approve the contract at the upcoming Committee of the Whole meeting. The legislation would authorize the Mayor to enter into a contract for the work.

Ms. Michael asked whether the cost would be split among departments, given that the leaks affect multiple areas including the Building Department and Parks and Recreation.

Ms. Wood noted she had asked Mr. Finney earlier and was told the cost would be divided among departments, while Mr. Marovich clarified that the funding source appears to be the Annex Building Maintenance Fund.

- The item was moved forward.

**The second item was a discussion regarding Crystal Lake.**

Mr. Calfee then raised a second item for discussion related to a potential site visit to Crystal Lake. He noted that Mayor Seman had previously mentioned the Portage Parks Department would organize the visit, but no one had reached out.

Mr. Kairis said he was contacted via email by Park Commissioner Karen Wise, who indicated the visit would take place in late July or August and encouraged council participation.

Ms. Michael and others expressed interest in the visit, with Ms. Michael noting that the end of July or beginning of August would work best for her, though she was also open to visiting the site separately if needed.

Mr. Calfee concluded that most of Council seemed interested in attending and that they would wait for an exact date.

Mr. Kairis offered to follow up with Wise and coordinate with the Mayor's office.

- The item was for discussion only.

**Management Update**

**There being no further business for discussion, the meeting adjourned at 7:25 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Christina West, Chairperson  
Planning Committee**