



**Ravenna City Council  
Planning Committee Meeting Minutes  
September 8, 2025**

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

**Council present:** Council President Rob Kairis, Paul Moskun, Matt Harper, Christina West, Tim Calfee, Tyler Marovich

**Also in attendance:** Mayor Frank Seman; Police Chief, Jake Smallfield; Service Director, Tim Contant; City Engineer, Bob Finney; Finance Director, Tami Lorence, Council Clerk, Chelsea Gregor, Jonathan Bender, Mike Reynolds, Larry Selinius, Cliff Soudil, Barbara Niemiller, Eve Francis, Greg Francis, Christine Craycroft, Michelle Walczak, Antonio Walczak

**Planning Committee Meeting was called to order at 6:44 P.M. by member, Tim Calfee**

**The first item was a letter of support for a Portage Park District Grant Application.**

Ms. West explained that the first item was a letter of support for the Portage Park District's grant application to purchase property near Crystal Lake. She emphasized that the letter was only an endorsement for the district's grant and did not obligate the city to sell or purchase land.

- The item was moved forward.

**The second item was an agreement for the Portage Park District to access Crystal Lake.**

Mr. Finney explained that the letter also referred to a potential future access agreement to allow the district to reach the Nature Conservancy and Thomas properties through city-owned land.

Mr. Kairis clarified that the immediate action was only the letter of support, while any access agreement could be addressed later.

Mr. Moskun asked questions about the specific properties, and Finney confirmed their intent to acquire the Thomas property while also working with the Nature Conservancy.

Mr. Calfee expressed support for moving the letter forward.

Discussion then turned briefly to the potential access agreement.

Mr. Finney noted that it could involve both use of city property and management of neighboring parcels, with restoration grant applications possible in future years. Council members agreed this would be handled later.

Mr. Soudil offered praise for the City's foresight on land issues, comparing it to past decisions and applauding the park district's work.

- The item was for discussion only.

**The third item was public comment.**

Ms. West presented a public comment handout on Robert's Rules of Order. She stressed the need for consistency, transparency, and resident comfort while ensuring meetings remain focused on city business.

Mr. Kairis supported the approach, and Council members discussed ways to better gather resident information and how to structure public comment periods. Longtime resident Larry Selinius urged Council not to restrict input, emphasizing the value of public voices.

Ms. West clarified that the goal was to organize comments, not limit participation. During public comment, Michelle Walczak, accompanied by her nephew Antonio, raised concerns about inconsistent enforcement of e-scooter rules. Police Chief Smallfield explained relevant ordinances, particularly restrictions in the downtown area when riding, and said education was a priority. Ms. Walczak suggested a community Safety Day, while Mr. Harper confirmed efforts to share information through schools had been discussed.

- The item was for discussion only.

**The fourth and fifth added items were regarding 701 Oakwood St.**

Council then reviewed a tracking sheet related to property purchased from NDS for the Ravenna Street Garage. Mr. Finney explained the completion of a lot split, parcel consolidation, and a permanent access easement. Ms. West and Mr. Calfee agreed to move both the new legal description and easement forward.

- The item was moved forward.

**Management Update**

Mayor Seman provided closing remarks, noting that while council leads meetings, he participates when necessary. He also mentioned the need to transfer funds to finalize the Sunbeau Valley Farm property purchase without drawing from the General Fund.

**There being no further business for discussion, the meeting adjourned at 7:05 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Christina West, Chairperson  
Planning Committee**