



**RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
November 17, 2025**

The public meeting was held in person in Council Chambers.

The Committee of the Whole Meeting was called to order at 6:00 P.M. by Council President, Rob Kairis.

Council present: Council President Rob Kairis, Tyler Marovich, Christina West, Paul Moskun, Matt Harper, Cheryl Wood

Also in attendance: Law Director, Frank Cimino; Police Chief, Jake Smallfield; Service Director, Tim Contant, Finance Director, Tami Lorence, Council Clerk, Chelsea Gregor, Larry Silenius, Cliff Soudil, Cynthia Miller, Barbara Niemiller, Carmen Laudato, Eve Francis, Greg Francis, Bruce Ribelin, Pierre Gagnon, Joseph Osborne

- Motion to excuse Ms. Michael and Mr. Calfee by Mr. Harper, 2nd by Ms. Wood-
All Ayes

The first item on the agenda was to approve the Committee of the Whole meeting minutes from October 22, 2025.

- Motion to approve the October 22, 2025, Committee of the Whole minutes by Ms. West, 2nd by Mr. Moskun- **All Ayes**

The second item was an ordinance adopting and approving the Ravenna Civil Service Commission Rules & Regulations.

The second item was an ordinance adopting the updated Ravenna Civil Service Commission rules and regulations.

Mr. Kairis invited comments from commission members Larry Silenius and Bruce Ribelin.

Mr. Silenius explained that the rules were drafted by attorney Jonathan Downs, reviewed line-by-line by the commission, and tailored to Ravenna's needs with input from police and fire leadership.

Mr. Ribelin, speaking as the newest commissioner, emphasized the extensive work invested to ensure compliance with Ohio law and bargaining agreements, recommending council approval.

Council expressed appreciation and agreed to place the ordinance on the consent agenda.

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

The third item was an ordinance authorizing the Mayor to enter into contracts for dispatch services in the Police Department.

Chief Smallfield explained that the dispatch contract renewals were for Palmyra and Paris Townships. The item was put on the consent agenda.

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

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The fourth item was an ordinance authorizing the addition of four (4) full-time staff in the Police Department.

The committee reviewed an ordinance authorizing the addition of four full-time positions in the Police Department—three patrol officers and one school resource officer.

Chief Smallfield explained that the additional staffing would include one detective, which is expected to reduce the investigation backlog by approximately 15–20%.

The item was added to the consent agenda.

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

The fifth item was an ordinance authorizing the Mayor to adjust the charges of ambulance billing.

Council addressed an ordinance addressing ambulance billing charge adjustments.

Ms. Michael explained that the item was held in committee pending meetings with the billing contractor Life Force.

Ms. Lorence explained that increases stem from rising allowable medical reimbursement rates but said that more detailed answers were needed.

Council agreed to return the issue to committee for more information.

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

The sixth item was an ordinance authorizing the Mayor to accept the Ohio/USDF grant in the sum of \$60,000.

Mr. Harper explained that the City was awarded a \$60,000 USDF grant that can be used for covering tree trimming, planting, removal, and the cost of a part-time arborist. He also noted that the ongoing fall tree plantings were outside of the grant scope.

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

The seventh item was an ordinance authorizing the Mayor to enter into a 2-year contract for Industrial Pretreatment Services.

Mr. Moskun introduced an item authorizing a two-year contract for industrial pretreatment services for the water and wastewater treatment departments. It was explained that these services are required by the EPA and involve the use and documentation of mandated treatment chemicals.

- 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 for Professional Tank Services.

Mr. Moskun introduced an item authorizing a contract for Professional Tank Services. He explained that the contract is for an inspection of the City Park water tank, which requires interior checks approximately every five years to ensure proper water storage and distribution.

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

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The ninth item was an ordinance authorizing the Mayor to apply for an ODNR grant for Emerald Lake Land Preservation project.

Mr. Harper reviewed an ordinance authorizing the Mayor to apply for an ODNR grant for the Emerald Lake land preservation. He said that the grant would support acquisition of two parcels, one for expanded parking on the east side and one for emergency access on the west side. It was noted that the grant application was ready and required approval by December 14th, 2025.

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

The tenth item was an authorizing the Mayor to sign the 2026 Portage County Public Defender Contract.

Ms. West addressed an ordinance authorizing the Mayor to sign the 2026 Portage County Public Defender contract. It was noted that this is an annual agreement and that there were no changes to the contract terms or rates.

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

The eleventh item was an ordinance adopting and approving the City of Ravenna Comprehensive Plan.

Ms. West addressed the long-developed Comprehensive Plan, which had been distributed in binder form.

Council members requested a digital version of the plan and discussed making it publicly accessible ahead of a forthcoming public hearing. The consensus was to publish it online and invite the Portage County Regional Planning Commission to attend the hearing. The ordinance was advanced but withheld from the consent agenda due to its significance.

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

The twelfth item was an ordinance to approve the City's Cyber Security Plan.

Mr. Kairis explained that the item is to approve the city's cybersecurity plan which was introduced by Mr. Marovich, who explained that state requirements were driving an accelerated timeline. He added that some security sensitive elements would be reviewed in an executive session.

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

The thirteenth item was an ordinance authorizing the execution of Then and Now Certificates.

Ms. Lorence presented Then and Now certificates which was for a Wastewater Plant purchase. Council moved the ordinance to the consent agenda.

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

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The fourteenth item was an ordinance approving the 2026 Payroll Ordinance update. Ms. Lorence explained that although wage schedules remain unsettled due to ongoing labor negotiations, annual renewal of the ordinance is traditionally required, with retroactive provisions allowed. After deliberation, Council agreed to move the ordinance forward and revisit it during the year-end special meeting.

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

The fifteenth item was an ordinance authorizing the Mayor to enter into a contract with Medical Mutual for 2026.

Ms. Lorence presented the renewal of Medical Mutual health insurance for 2026, noting an 8.49% increase—lower than trends seen elsewhere. Council moved the ordinance to the consent agenda.

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

With legislative business concluded, Mr. Kairis announced a request from the Law Director for an executive session to discuss legal matters.

Mr. Kairis noted there would be no further business afterward and dismissed attendees who wished to leave.

- Motion to go into Executive Session at 6:28 pm by Ms. West 2nd by Mr. Marovich
- All Ayes

Council went into Executive Session to discuss legal matters.

- Motion to come out of Executive Session at 6:50 pm by Mr. Marovich, 2nd by Mr. Moskun - All Ayes
- Motion to adjourn at 6:50 pm by Mr. Marovich, 2nd by Mr. Harper- All Ayes

There being no further business before Council, the meeting adjourned at 6:50 pm

ATTEST:

Clerk of Council

Council President