



**Ravenna City Council
Regular Meeting Minutes
Monday, December 1, 2025, at 6:00 pm**

The Regular Council Meeting was held in person in Council Chambers.

The Regular Council Meeting was called to order at 6:00 P.M. December 1, 2025, by Council President, Rob Kairis

Moment of Meditation & Silence

President Kairis called a moment of meditation and silence.

Pledge to Flag

President Kairis then led those in attendance in the Pledge of Allegiance.

Roll Call

The following Council Members were present: President Rob Kairis, Amy Michael, Paul Moskun, Cheryl Wood, Tyler Marovich, Tim Calfee

- Motion to excuse Ms. West by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**

Also in attendance: Mayor Frank Seman; Police Chief, Jake Smallfield; Service Director, Tim Contant; Finance Director, Tami Lorence; Council Clerk; Chelsea Gregor, IT Director, Jonathan Bender; Cliff Soudil, Larry Selinius, Cynthia Miller, Barbara Niemiller, Carmen Laudato, Keeham Berzonski, Joseph Osborne, Alessandra Rett, Tom Riddle

Delegations from the Public: None

Approval of the Agenda:

- Motion to approve the agenda by Mr. Calfee, 2nd by Mr. Marovich- **All Ayes**
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Consent Agenda:

Communications: A letter from the Ohio Ethics Commission requesting an updated elected officials list and a notice of forfeiture of land from Portage County Common Pleas.

Approval of the Minutes:

- Regular City Council Meeting of November 3, 2025

Report of Officials:

Ordinances:

ORDINANCE NO. 2025-119 AN ORDINANCE ACCEPTING AND ADOPTING THE RAVENNA CIVIL SERVICE COMMISSION UPDATED RULES AND REGULATIONS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-120 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BOTH PALMYRA AND PARIS TOWNSHIPS FOR DISPATCHING SERVICES TO BE PERFORMED FROM JANUARY 1, 2026 TO DECEMBER 31, 2028, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-121 AN ORDINANCE AMENDING ORDINANCE NO. 2024-138 BY AMENDING EXHIBIT "A" SECTION I – POLICE DEPARTMENT, SUBSECTION (b) BY ADDING FOUR (4) FULL-TIME PATROLMEN, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-122 AN ORDINANCE ACCEPTING THE URBAN FORESTRY GRANT IN THE SUM OF \$60,000.00 FROM OHIO DEPARTMENT OF NATURAL RESOURCES, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-123 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH VERDANTAS FOR PROFESSIONAL ENGINEERING SERVICES FOR THE RAVENNA INDUSTRIAL PRETREATMENT PROGRAM FOR THE PERIOD FROM MARCH 1, 2026 THROUGH FEBRUARY 28, 2028, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-124 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH TANK INDUSTRY CONSULTANTS TO EVALUATE AND DESIGN THE REHABILITATION OF THE CITY PARK WATER TANK AND APPROPRIATING \$25,000 FROM THE WATER FUND, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-125 AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR THE OHIO DEPARTMENT OF NATURAL RESOURCES GRANT AND TO ACCEPT THE GRANT IF AWARDED, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-126 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE PORTAGE COUNTY PUBLIC DEFENDER TO DEFEND INDIGENT DEFENDANTS CHARGED WITH CRIMES IN THE CITY OF RAVENNA FOR THE YEAR 2026, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-129 AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR, UPON THE ISSUANCE OF A CERTIFICATE OF AVAILABILITY OF FUNDS, TO PAY CERTAIN PURCHASE ORDERS MADE THAT EXCEED \$3,000.00, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2025-131 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO THE NECESSARY CONTRACTS WITH MEDICAL MUTUAL OF OHIO FOR HOSPITALIZATION COVERAGE FOR THE PERIOD 01/01/2026 THROUGH 12/31/2026, AND DECLARING AN EMERGENCY.

- Motion to dispense with the requirements of the City Charter in the Revised Code of Ohio with reference to reading on three separate days and adopting emergency clauses and approving the consent agenda by Mr. Calfee, 2nd by Ms. Michael- **All Ayes**

Invited City Officials: Police Chief, Jake Smallfield addressed Council regarding the department's recent challenges and progress. He spoke about the profound impact of two officer-involved shootings within six months, noting their effects on morale, trust, and emotional well-being, while emphasizing the department's resilience and unity through those incidents. Despite the adversity, the department grew closer and more supportive. He reviewed a period of leadership transition following Chief Wallace's retirement, thanking him for his service, and outlined the completion of promotional processes that resulted in new sergeant and captain appointments, stabilizing departmental leadership. Chief Smallfield highlighted strengthened community engagement efforts, including a successful trunk-or-treat event, a record-setting food drive for the Center of Hope, and the revival of the Shop with a Cop program, which raised nearly \$16,000 in donations. He also noted upcoming community events involving Council participation. Operational improvements were detailed, including acquisition of a county-unique drone vehicle, expansion of advanced drone capabilities, creation of a new evidence processing center, improved ammunition storage, standardized patrol vehicle layouts, and upgraded firearms with enhanced optics and training support through the MILO simulation system. He emphasized the importance of ongoing training, decision-making under stress, and preparedness. Chief Smallfield announced a significant milestone: the addition of four new officers—the first departmental expansion in 25 years—representing a substantial increase in staffing and enabling greater support for schools and patrol coverage. He thanked Council for approving the expansion.

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In response to questions, he reported strong success with the FLOCK license-plate reader system, citing numerous cases solved and regional collaboration benefits. Council members commended the professionalism, patience, and empathy demonstrated by officers, particularly in recent widely viewed incidents, and noted the department's full participation in Crisis Intervention Team (CIT) training. The discussion concluded with Council members expressing continued support and appreciation for the Police Department's leadership, professionalism, and service to the community.

Report of Committees: Committee meetings start at 6:00 PM 12/8/2025.

Utilities: Mr. Moskun stated that there are no plans for a meeting.

Information Systems: Mr. Marovich stated that a meeting is to be determined.

Planning: A meeting is to be determined.

Committee of the Whole: Mr. Kairis stated that the next Committee of the Whole meeting is Monday, December 22, 2025, at 6:00 pm.

Public Health & Safety: Ms. Michael stated that there will be a meeting.

Streets & Sidewalks: A meeting is to be determined.

Personnel: Mr. Calfee stated that there will not be a meeting.

Community & Economic Development: Ms. Wood said that a meeting is to be determined.

Cemetery: Mr. Moskun reported that leaf pickup is progressing well and is largely complete, aided by dry weather conditions. He also noted that a new health insurance agreement was finalized for the coming year, resulting in savings of just over \$20,000.

Parks & Recreation: Mr. Marovich reported that development of a nine-hole disc golf course at the Chestnut Hill property is moving forward, with baskets ordered and installation planned for the spring. He noted that the annual recreational planning meeting was successful and that new programs are planned for next year, adding that youth basketball is ongoing, and registration remains open for the Little Dribblers program. Preparations have begun for the Marlene Watt Poker Run/Walk, with promotional flyers to be distributed around town. Regarding grants, Mr. Marovich reported that the Emerald Lake Land Preservation Phase Two grant was denied, and the department is pursuing alternative funding through the LWCF to acquire the eastern parcel.

First Reading of Ordinances:

ORDINANCE NO. 2025-127 AN ORDINANCE ACCEPTING AND ADOPTING THE CITY OF RAVENNA COMPREHENSIVE PLAN, AND DECLARING AN EMERGENCY.

Mr. Kairis introduced the item adopting the City of Ravenna Comprehensive Plan. He explained that the intent is to keep the item on first reading to allow additional review and public discussion. Mr. Kairis added that the comprehensive plan would be posted on the city website and that a public hearing is anticipated in January.

Ordinance 2025-127 was moved on to second reading.

ORDINANCE NO. 2025-128 AN ORDINANCE ADOPTING THE CITY'S CYBER SECURITY PLAN, AS REQUIRED BY OHIO HOUSE BILL 96 BY DECEMBER 31, 2025, AND DECLARING AN EMERGENCY.

Council then moved on to Ordinance No. 2025-128, adopting the City's cybersecurity plan in compliance with Ohio House Bill 96. The ordinance requires secure handling due to the sensitive nature of the document. Council discussed entering executive session to review the plan and agreed to defer discussion and action until the end of the meeting for the convenience of the public. Upon motion by Mr. Calfee, Council unanimously approved moving Ordinance No. 2025-128 to the end of the agenda, where further discussion would occur later in the meeting. There being no further comments or questions.

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- Motion to move Ordinance No. 2025-128 to end of the agenda by Mr. Calfee, 2nd Ms. Michael- **All Ayes**

Ordinance 2025-128 was moved to the end of the agenda.

ORDINANCE NO. 2025-130 AN ORDINANCE FIXING THE NUMBER OF EMPLOYEES OF THE CITY OF RAVENNA; ESTABLISHING A CLASSIFICATION PLAN; A SALARY SCHEDULE; BEGINNING JANUARY 1, 2026 IN ACCORDANCE WITH EXHIBIT “A” ATTACHED HERETO; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

Council considered Ordinance No. 2025-129, which establishes the number of city employees, the classification plan, and the salary schedule effective January 1, 2026.

Ms. Lorence explained that the ordinance reflects the standard annual payroll legislation and includes no substantive changes, as labor negotiations are still ongoing. Minor corrections were made to the fire department staffing numbers, and the ordinance was updated to reflect the recent addition of four police officers.

Council discussed the need to adopt the ordinance despite pending union negotiations, noting this follows prior practice, with a revised payroll ordinance to be adopted later once negotiations are complete. There being no further comments or questions.

- Motion to waive three separate readings by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Wood, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2025-130 by Mr. Calfee, 2nd Mr. Moskun- **All Ayes**

Ordinance 2025-130 was adopted.

Second Reading of Ordinances:

RESOLUTION NO. 2025-112 A RESOLUTION DECLARING THE NECESSITY FOR AN ADDITIONAL TWENTY-FIVE HUNDREDTHS OF ONE PERCENT INCOME TAX TO PROVIDE FUNDS FOR THE PURPOSE OF PLANNING AND BUILDING A NEW FIRE STATION, POLICE STATION AND CITY HALL IN THE CITY OF RAVENNA, OHIO , AND DECLARING AN EMERGENCY.

Mr. Kairis announced the second reading of Resolution No. 2025-112, which declares the necessity of an additional 0.25% municipal income tax to fund the planning and construction of a new fire station, police station, and city hall. The resolution was noted as remaining on the agenda for three readings to allow adequate review and discussion.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Ms. Michael, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2025-112 by Mr. Harper, 2nd Mr. Moskun- **All Ayes**

Ordinance 2025-112 was moved on to third reading.

Third Reading of Ordinances:

ORDINANCE NO. 2025-094 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ARCHER ENERGY, LLC FOR THE CITY OF RAVENNA NATURAL GAS AGGREGATION PROGRAM FOR THE PERIOD OF JUNE 2025 THROUGH MARCH 2027, AND DECLARING AN EMERGENCY.

Council considered Ordinance No. 2025-94, which would authorize the Mayor to enter into an agreement with Archer Energy, LLC for the City of Ravenna’s natural gas aggregation program from June 2025 through March 2027. During discussion, Council noted that the proposed fixed rate of approximately \$4.99 was higher than current and projected market rates for most of the contract term, raising concerns that locking in at this time could be premature. Several Council members expressed opposition to approving the ordinance under current conditions. Upon motion by Mr. Marovich, Council voted unanimously to table the ordinance indefinitely, with the option to revisit the matter in the future if circumstances change. There being no further comments or questions.

- Motion to table Ordinance No. 2025-094 indefinitely by Mr. Marovich, 2nd Mr. Moskun- **All Ayes**

Ordinance 2025-094 was tabled indefinitely.

Old Business- None

New Business- None

President of Council Remarks- Mr. Kairis announced plans to schedule a public hearing on December 22, 2025 to allow public comment on the proposed safety building project, and the associated 0.25% income tax increase. He requested the hearing be held immediately following the Committee of the Whole meeting, anticipated to begin around 6:30 p.m., and asked that the hearing be publicly noticed as soon as possible. Mr. Kairis also noted the need to establish a Board of Tax Review, as required by ordinance and state law, to hear municipal income tax appeals. The board must consist of three members, with Council appointing two. He advised Council members to begin considering potential appointees, noting eligibility restrictions, and stated the matter would be placed on the December 22 Committee of the Whole agenda for further discussion.

Council Member Remarks

Ms. Michael- Ms. Michael remarked that the downtown area looked beautiful during the Christmas parade, noting that it resembled a Hallmark movie setting with the snow and scenery. She expressed pride in the event and thanked everyone who worked hard to make it a success.

Ms. Wood- Ms. Wood reported that students participating in the Chamber's Youth Leadership Program, in partnership with the high school and the Principal's Advisory Council, recently visited City Hall, the Police Department, and the Fire Department for tours and lunch. She noted that city staff, along with the police and fire chiefs, took time to speak with the students, and the visit was very well received. The students expressed enthusiasm and provided positive feedback afterward. Ms. Wood added that the visit highlighted the number of Ravenna graduates employed throughout city departments and thanked all involved for their participation.

Mr. Calfee- Mr. Calfee acknowledged that this was Cheryl Wood's last regular meeting and expressed deep gratitude for her four years of dedicated service. He praised her commitment to Ravenna and highlighted her expertise in grants and housing, noting that her knowledge had greatly benefited the city.

Ms. Wood expressed gratitude for her time in service, noting it had been a rewarding experience, and she looked forward to future involvement.

Mr. Kairis highlighted that she had been named Citizen of the Year by the Ravenna Area Chamber of Commerce.

Mr. Calfee added updates regarding downtown, mentioning decorative utility box wraps featuring butterflies and an anniversary theme, as well as a newly constructed house near Highland and Prospect that enhances the area.

Mr. Moskun- No Comment

Mr. Marovich- No Comment

Mr. Harper- No Comment

Ms. West- No Comment

Mayor's Remarks- Mayor Seman provided brief remarks, noting that the Charleston Fire Department Chief is expected to submit the dispatch application, which will likely require approval before year-end. He also thanked city staff for their efforts in beautifying the downtown, praising their dedication and positive attitude.

Executive Session

Mr. Kairis announced that Council would return to Ordinance 2025-128 and proposed a motion to enter Executive Session, noting the ordinance would be addressed afterward. Mr. Calfee requested the proper statutory citation to make the motion legal.

After discussion, Mr. Kairis cited option five from the executive session list allowing Council to meet in Executive Session to discuss matters that federal or state law requires to remain confidential. The council proceeded into Executive Session to discuss security matters.

- Motion to go into Executive Session to discuss matters that federal or state law requires to remain confidential at 6:41 pm by Mr. Calfee, 2nd by Ms. West - **All Ayes**

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Council went into Executive Session to discuss matters that federal or state law requires to remain confidential.

- Motion to come out of Executive Session at 7:15 pm by Mr. Marovich, 2nd by Ms. West
- **All Ayes**

ORDINANCE NO. 2025-128 AN ORDINANCE ADOPTING THE CITY'S CYBER SECURITY PLAN, AS REQUIRED BY OHIO HOUSE BILL 96 BY DECEMBER 31, 2025, AND DECLARING AN EMERGENCY.

Mr. Kairis asked Council if they had any further comments or questions, and there were none.

- Motion to waive three separate readings by Ms. Wood, 2nd by Mr. Marovich- **All Ayes**
- Motion to adopt emergency clause by Mr. Marovich, 2nd by Ms. Wood- **All Ayes**
- Motion to pass Ordinance No. 2025-128 by Ms. Wood, 2nd Mr. Marovich- **All Ayes**

Ordinance 2025-128 was adopted.

Mr. Kairis mentioned that he had just found out that Mr. Harper had a family emergency and requested a motion to excuse him.

- Motion to excuse Mr. Harper by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**

Adjourn to Monday, January 5, 2025

- Motion to adjourn at 7:16 pm by Mr. Marovich, 2nd Mr. Moskun- **All Ayes**

The next Regular Council Meeting is scheduled for Monday, January 5, 2025, at 6:00 P.M.

ATTEST:

Clerk of Council

Council President