



**RAVENNA CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING MINUTES  
December 22, 2025**

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

**The Committee of the Whole Meeting was called to order at 6:15 P.M. by Council President, Rob Kairis.**

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

**Also in attendance:** Mayor Frank Seman, Police Sergeant Craig Wilmington; Service Director, Tim Contant, Finance Director, Tami Lorence, City Engineer, Bob Finney; Council Clerk, Chelsea Gregor, Larry Silenius, Cliff Soudil, Cynthia Miller, Barbara Niemiller, Carmen Laudato

**The first item on the agenda was to approve the Committee of the Whole meeting minutes from November 17, 2025.**

Mr. Kairis called the committee meeting to order, thanked attendees, and noted a delayed start due to technical difficulties.

- Motion to approve the November 17, 2025, Committee of the Whole minutes by Ms. West, 2<sup>nd</sup> by Mr. Moskun- **All Ayes**

**The second item was an ordinance authorizing the Mayor to enter into a contracts for dispatch services.**

The second item was an ordinance authorizing a contract for dispatch services for Charleston and Edinburgh Townships. It was noted that the current contract expires at the end of the year, and the ordinance would be scheduled for a Special Council meeting.

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

**The third item was an ordinance authorizing the funding and expansion of the cold storage building on Spruce St.**

The third item was an ordinance authorizing the funding and expansion of the cold storage building on Spruce St. for the Fire Department. The need for additional storage space was explained, and the committee agreed to move the ordinance forward on the consent agenda.

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

**The fourth item was an ordinance limiting the hours and location of parking on Meridian St. Between Riddle and Harris Avenue.**

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Mr. Harper presented an ordinance to consider limiting parking hours and locations on Meridian Street between Riddle and Harris. Concerns were raised by property owners and committee members regarding tenant parking, street width, traffic flow, and safety for emergency vehicles. Members agreed that further review and coordination with the Law Director were needed. The ordinance was kept off the consent agenda and left on the regular agenda for additional consideration.

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

**The fifth item was an ordinance to appropriate \$23,000 and enter into a contract for emergency sewer improvements.**

Mr. Moskun explained an emergency ordinance authorizing funding for sanitary sewer improvements in the Oakwood and Diamond areas. It was presented as a critical utilities issue requiring prompt action and was scheduled for a special meeting immediately following the Committee of the Whole meeting.

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

**The sixth item was an ordinance authorizing the Mayor to enter into a contract with Triad Communications, Inc.**

Mr. Moskun introduced an ordinance authorizing a contract with Triad Communications for marketing and education related to a potential levy. Following a committee review of bids, Triad was selected by a majority. The ordinance was placed on the regular agenda rather than consent.

- 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 contract with GPD Group.**

Mr. Finney presented an ordinance to authorize a contract with GPD Group to conduct a traffic safety analysis at State Route 14 and State Route 88, which is a high-accident intersection. The study would be conducted in phases, with potential grant funding for improvements. After discussion of accident data and study scope, the committee agreed to place this ordinance on the consent agenda.

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

**The eighth item was an ordinance approving the Design Review Commission changes.**

Mr. Kairis introduced an ordinance approving changes to the Design Review Commission (DRC) from the Community and Economic Development Committee.

Ms. Wood explained that the proposed changes had been reviewed and discussed multiple times over several years and noted that the DRC had opportunities to review them but chose not to act. She recommended moving the ordinance forward.

Mr. Kairis explained that the DRC requested additional time to review recent changes, citing a code requirement that materials be provided 10 days before a meeting, and asked Council to consider postponing action until January. Several council members discussed the delays, the need for DRC input, and concerns about efficiency and impacts on businesses.

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Public comments were received from members associated with the DRC, who urged Council to move the ordinance forward without further delay.

Mayor Seman stated that another month would not make a significant difference but emphasized that the decision rested with Council.

A motion was made and seconded to postpone the ordinance to allow the DRC time to review and make recommendations. The motion failed on a 3–4 vote. As a result, the ordinance moved forward, though it was not placed on the consent agenda.

Mr. Kairis directed the Clerk to notify the DRC so they could schedule a special meeting prior to the next regular Council meeting.

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

**The ninth item was an ordinance approving Board of Tax Review members.**

Approval of Board of Tax Review members was discussed, with the Finance Director explaining that the board needed to be reestablished for two-year terms and that Council can move the item to the January agenda once potential members were confirmed.

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

**The tenth item was an ordinance approving the 2026 Temporary Budget.**

Mr. Kairis introduced an ordinance approving the 2026 temporary budget.

Ms. Lorence explained that this is a routine annual housekeeping item to approve the temporary budget effective January 1, 2026.

Mr. Kairis added that the ordinance would be considered at the special meeting on Monday, December 29, 2025.

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

**The eleventh item was an ordinance accepting the distribution of income taxes collected in 2026.**

Mr. Kairis introduced an ordinance accepting the distribution of income taxes collected in 2026.

Ms. Lorence stated that this was another year-end housekeeping item required to accept the county's income tax distribution by the end of the year, with no changes from the prior year's allocation.

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

**The twelfth item was an ordinance approving the adjustments to the estimated revenues and appropriations.**

Mr. Kairis introduced an ordinance approving adjustments to estimated revenues and appropriations.

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Ms. Lorence explained that, as a final year-end measure, all accounts were reviewed to ensure compliance with audit requirements and that funds were in proper status before the end of the year.

- 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 explained that the item is a housekeeping ordinance and that it did not need to be passed until January.

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

**The fourteenth item was a resolution of appreciation for Cheryl Wood.**

Council acknowledged a resolution of appreciation for outgoing Council member Cheryl Wood, which would be presented at the upcoming December 29<sup>th</sup> Special Council meeting.

- All Council present responded in favor to move the item forward for legislation.
- Motion to adjourn at 6:48 pm by Mr. Calfee, 2<sup>nd</sup> by Mr. Marovich- **All Ayes**

**There being no further business before Council, the meeting adjourned at 6:48 pm**

**ATTEST:**

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**Clerk of Council**

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**Council President**