



**Ravenna City Council
Special Meeting Minutes
May 18, 2026**

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

The Special Meeting of Ravenna City Council was called to order by Council President, Rob Kairis at 6:32pm.

Council present: Council President Rob Kairis, Tyler Marovich, Christina West, Paul Moskun, Tim Calfee, Carmen Laudato,

Also in attendance: Mayor Frank Seman, Police Chief, Jake Smallfield; Fire Chief, Mark Chapple; Service Director, Tim Contant, Finance Director, Tami Lorence, City Engineer, Bob Finney; Council Clerk, Chelsea Gregor, Larry Silenius, Barb Niemiller, Cynthia Miller, Cliff Soudil

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

The Clerk read the Call for the Special Council meeting which was for the purpose of holding a presentation on improving the legislative process and an executive session to discuss the purchase of property for public purposes.

Mr. Kairis opened the meeting by explaining that the session was informational only and focused on reviewing and modernizing the city's legislative process. He outlined proposed changes to the City's legislative workflow aimed at improving compliance with city code and increasing efficiency through technology. Mr. Kairis explained that current practices allow department heads and non-elected officials to initiate legislation, despite code language stating that only elected officials may formally request legislation. He also proposed that Council committees — rather than department heads — determine whether legislation qualifies for emergency status, while staff would instead label matters as “time-sensitive.”

Mr. Moskun expressed concern about limiting staff authority during infrastructure emergencies, while Mr. Marovich and Mr. Kairis emphasized that Department Heads would still provide operational guidance even though Council would retain legal authority over emergency declarations.

Mr. Kairis proposed removing unnecessary approval signatures, assigning committee placement authority to the Clerk and Council President, and giving Committee Chairs greater control over agenda review. The proposed system would include online intake forms, digital tracking, automated notifications, and document management through Microsoft 365 and Power Automate.

Ms. West supported the effort, saying improved organization would help Council and administration, while also reducing last-minute issues.

Mr. Calfee agreed with reviewing procedures for code compliance but cautioned that changing a long-standing process could create unforeseen problems.

Ms. Laudato raised concerns about committee assignment disputes and the handling of emergency legislation, while Mr. Kairis said the changes were intended to create more consistent and transparent procedures.

Mr. Marovich said commercial legislative software systems would likely require expensive customization and ongoing consulting costs, making a flexible in-house system more practical.

Ms. Laudato noted that reduced printing and paper costs could eventually offset some technology expenses and volunteered her committee as a beta-testing group.

Resident Larry Silenius asked whether all elected officials could initiate legislation and whether Committee Chairs could independently place items on agendas.

Mr. Kairis clarified that Council members could request legislation through Committee Chairs, but agenda items should logically belong within the proper committee.

Mr. Bob Finney later asked how Council members would receive workflow updates.

Mr. Marovich said the system could include automated notifications and tracking dashboards, while Mr. Kairis described a shared “sandbox” system where Council members could monitor legislation moving through the process.

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Mr. Kairis then requested to go into executive session to consider the compensation of public employees and to consider the purchase of property for public purposes since the premature disclosure of information regarding the purchase would give an unfair competitive or bargaining advantage to a person whose personal private interest is adverse to the general public interest.

- Motion to go into Executive Session at 7:52 pm by Mr. Calfee, 2nd by Mr. Marovich - All Ayes

Council went into Executive Session to consider the compensation of public employees and to consider the purchase of property.

- Motion to come out of Executive Session at 8:14 pm by Mr. Marovich, 2nd by Mr. Moskun - All Ayes
- Motion to adjourn at 8:15 pm by Mr. Marovich, 2nd Mr. Calfee- **All Ayes**

ATTEST:

Clerk of Council

Council President