RAVENNA CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
July 20, 2026

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, Amy Michael, Christina West, Paul Moskun, Matt Harper, Tim Calfee, Carmen Laudato

Also in attendance: Mayor Frank Seman, Police Chief, Jake Smallfield; Service Director, Tim Contant, City Engineer, Bob Finney; Council Clerk, Chelsea Gregor, Larry Silenius, Cynthia Miller, Cliff Soudil, Carlee Krause, Trisha Krause, Greg Francis, Eve Francis, Barb Neimiller

The first item on the agenda was to approve the Committee of the Whole meeting minutes from June 22, 2026.

- Motion to approve the June 22, 2026, Committee of the Whole minutes by Ms. West, 2nd by Ms. Laudato- **All Ayes**

The second item was an ordinance authorizing the Mayor to enter into a contract for dispatch services.
Ms. Michael presented an ordinance authorizing the Mayor to enter into a contract for dispatch services with Mantua Village, with the potential to also provide services to Hiram Township. She explained that while implementation would take significant preparation, the committee recommended retaining the emergency clause to allow work to begin as soon as possible. Ms. Michael noted the agreement had been reviewed by the Law Director and would strengthen the City's dispatch operations while providing quality service.

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

The third item was an ordinance authorizing the purchase of a new sewer jet and vactor for the Street Department.
Mr. Harper presented an ordinance authorizing the purchase of a new sewer jet/vactor truck for the Street Department. He explained the equipment has an estimated 10-month build time and that the vendor agreed to honor the current pricing, eliminating the need for an emergency clause.

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

The fourth item was an ordinance authorizing the assessment of the 2026 tax assessments.
Mr. Moskun presented the annual ordinance authorizing the certification of unpaid utility bills and other eligible municipal charges, such as nuisance abatement costs, to the 2026 tax duplicate. During discussion, Ms. Michael raised concerns about the City's grass-cutting notification process and emphasized that property owners should receive adequate notice before being charged.
Mr. Calfee clarified that notices are issued before the initial mowing each year, while Mr. Kairis suggested that City staff, rather than the mowing contractor, should determine when a property requires enforcement to avoid any potential conflict of interest.

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

The fifth item was an ordinance to enter into a contract with Bricker, Graydon and Wyatt.
Ms. Laudato presented an ordinance authorizing the Mayor to enter into an agreement with Bricker, Graydon & Wyatt for legal services related to data center regulations and zoning. She said the firm specializes in this emerging area of law and would assist the City in developing regulations and providing training.
Mr. Kairis noted the engagement letter had been reviewed and approved by the Law Director.

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

The sixth item was an ordinance authorizing the rezoning of Reed Memorial Library parcels to C-1.
Ms. Laudato presented an ordinance to rezone the Reed Memorial Library parcels to C-1, consolidating three separate zoning classifications into one commercial district.
Ms. Michael stated that after receiving additional legal guidance on the zoning process, she better understood the purpose of the amendment and believed it would not negatively impact the surrounding neighborhood.
Mr. Kairis requested the ordinance remain off the consent agenda to allow for public comment during the regular meeting.

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

The seventh item was an ordinance authorizing the modification of loans made to Portage Housing I, II and III.
Ms. West presented an ordinance modifying loans made to Portage Housing I, II, and III. She noted the City had recovered more than $900,000 through the revolving loan fund and that the program had been successful.
Ms. Laudato thanked Mike Bogo for providing a detailed explanation of the loan modifications.

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

The eighth item was an ordinance authorizing a new code chapter on Self-Storage Facilities.
Ms. West presented an ordinance establishing regulations for self-storage facilities. She explained the legislation would replace the temporary moratorium with permanent standards governing the location, capacity, and appearance of future facilities.
Mr. Kairis clarified that expansions of existing facilities would also be subject to the new review process.

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

The ninth item was an ordinance authorizing the purchase of the Updated Premium Only Plan.
Mr. Kairis introduced an ordinance updating the City's Premium Only Plan (Section 125), describing it as a housekeeping measure to maintain employee health benefit compliance.

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

The tenth item was an ordinance authorizing the Mayor to enter into an agreement with ADP Resources.
Mr. Kairis presented an ordinance authorizing an agreement with ADP Resources for payroll and human resources software. He explained the new system would improve payroll processing, enhance efficiency, and assist with compliance related to new overtime tax reporting requirements.
Mr. Calfee expressed support after reviewing information provided by the Finance Director, and Ms. Laudato noted the current payroll process was largely manual.

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

The eleventh item was an ordinance authorizing the execution of Then and Now Certificates.
Mr. Kairis presented an ordinance approving several then-and-now certificates.
Mr. Calfee requested additional information regarding several larger expenditures but stated he did not wish to delay the legislation and would discuss the items with the Finance Director.

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

- Motion to adjourn at 6:20 pm by Ms. West, 2nd by Mr. Marovich- **All Ayes**

There being no further business before Council, the meeting adjourned at 6:20 pm

ATTEST:

Clerk of Council **Council President**