Ravenna City Council
Regular Meeting Minutes
Monday, November 2, 2026, 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. November 2, 2026, 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, Tim Calfee, Carmen Laudato, Matt Harper, Tyler Marovich

- Motion to excuse Ms. West by Mr. Calfee, 2nd by Mr. Marovich- **All Ayes**

Also in attendance: Mayor Frank Seman; Police Chief, Jake Smallfield; Fire Chief, Mark Chapple; City Engineer, Bob Finney; Finance Director, Tami Lorence; Council Clerk; Chelsea Gregor; Larry Silenius, Dirk Remley, Barb Neimiller, Joni Holloway, Heidi Timmons

Delegations from the Public: Dirk Remley addressed Council to speak on the current Ward redistricting process and spoke in favor of Map E, stating that it would preserve a more balanced distribution of land uses and business areas across the wards than Map D. He noted that Map D would place the entire central business district in Ward One, which already contains numerous educational, healthcare, and manufacturing facilities. Mr. Remley expressed concern that this concentration could create an imbalance in political influence and service priorities. He said Map E would split downtown between wards, maintain business and industrial representation in Wards Two and Three, and allow for more equitable residential representation with less population deviation. He also noted that Map E would distribute downtown events across more wards. Mr. Remley concluded that Map E represented the better option for Ravenna.
Ms. Laudato clarified that the redistricting process had involved several months of public engagement, including meetings held with community participation and support from the League of Women Voters. She explained that the process focused on census blocks, population deviation, and keeping neighborhoods together, rather than land use. Ms. Laudato also noted that Ravenna's central business district differs from the business patterns in other cities cited by Mr. Remley.
Ms. Michael stated that Bio-Med Science Academy was expected to leave its current Ravenna location for the Kent State campus by the next school year.
Ms. Laudato confirmed the timing.
Mr. Kairis reminded attendees that the ordinance was on first reading and that a public hearing would be held November 23. Mr. Remley thanked Council.

Mr. Silenius requested that Council members consistently use their microphones and position them two to three inches from their mouths when speaking. He stated that several members were difficult to hear, both in person and through the live broadcast and YouTube recordings, and noted that other residents had expressed the same concern. He asked Mr. Kairis to include a reminder at the beginning of meetings for members to use their microphones and ensure they are properly positioned.
Mr. Kairis acknowledged Mr. Larry Silenius' concerns regarding microphone use and apologized for the difficulty residents experienced hearing Council members. He stated that Council would continue working to improve the sound system and reminded members to use their microphones appropriately.

Mr. Kairis then addressed the agenda and questioned whether Ordinance 2026-152, authorizing $3,000 in opioid funds for Access Family Services, should remain on the consent agenda.

Ms. Michael and Ms. Lorence explained that the funds would be reimbursed as needed, rather than paid in full upfront.
Mr. Cimino and Mr. Marovich recommended changing the language from "donation" to "allocation" to reflect the intended arrangement.

Mr. Kairis recommended removing the ordinance from the consent agenda and placing it after Ordinance 2026-150 for first reading and amendment. Council approved the agenda as amended.

The consent agenda included communications, liquor licenses previously approved by the Committee of the Whole, minutes of regular and special Council meetings, and ordinances approved for inclusion.

Approval of the Agenda:

- Motion to approve the agenda by Mr. Calfee, 2nd by Mr. Moskun- **All Ayes**

Consent Agenda:

Communications: A notice of two liquor permit requests.

Approval of the Minutes:

- Regular City Council Meeting of October 5, 2026
- Special City Council Meeting of October 19, 2026
- Special City Council Meeting of October 20, 2026

Report of Officials:

Ordinances:
ORDINANCE NO. 2026-151 AN ORDINANCE AUTHORIZING THE ALLOCATION OF $300 TO THE RAVENNA POLICE DEPARTMENT TO ASSIST THOSE EFFECTED BY THE OPIOID EPIDEMIC, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2026-153 AN ORDINANCE AUTHORIZING THE PURCHASE OF A NEW 2027 CHEVROLET EQUINOX FROM SARCHIONE CHEVROLET IN AN AMOUNT NOT TO EXCEED $40,000.00 FOR THE SERVICE DIRECTOR, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2026-154 AN ORDINANCE AUTHORIZING THE MAYOR TO PARTICIPATE IN THE CITY'S SHARE OF ODOT PAVING STATE ROUTE 14 IN 2028 AND APPROPRIATING $200,000 FROM FUND 224, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2026-155 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH FIORRITO CONSTRUCTION, LLC FOR THE 2026 STORMWATER IMPROVEMENTS PROJECT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2026-156 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH MS CONSULTANTS TO MODEL THE SANITARY SEWER SYSTEM AND APPROPRIATE $49,890.00 FOR THE CHESTNUT ST. LIFT STATION PROJECT FROM FUND 677, AND DECLARING AN EMERGENCY.

RESOLUTION NO. 2026-157 A RESOLUTION AUTHORIZING THE SENIOR PROJECT MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND AUTHORIZING THE MAYOR TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2026-158 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BURGESS & NIPLE FOR WASTEWATER TREATMENT PLANT CONSULTING SERVICES, APPROPRIATING $550,000 FROM FUND 677, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2026-160 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. 2026-161 AN ORDINANCE AUTHORIZING THE PURCHASE OF FIRE APPARATUS FROM SUTPHEN CORPORATION, AUTHORIZING A $450,000 DOWN PAYMENT AND FINANCING FOR A TERM NOT TO EXCEED SEVEN YEARS FROM FUND 553 AND FUND 101, AND AUTHORIZING RELATED AGREEMENTS AND APPROPRIATIONS, 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. Marovich, 2nd by Mr. Calfee- **All Ayes**

Invited City Officials: Police Chief Jake Smallfield

Police Chief Jake Smallfield presented the Police Department's annual report, noting that the department received 12,355 calls, approximately 1,000 fewer than the previous year. The department made 709 physical arrests, including 529 misdemeanor and 180 felony arrests, and issued 507 citations. Dispatch handled 18,578 calls for service and answered 32,413 telephone calls. Chief Smallfield credited the additional officers authorized by Council with helping reduce call volume and improve enforcement efforts.

Chief Smallfield reported that the department generated additional revenue through dispatching services for NEOMED and Minerva, bringing in approximately $45,000 annually. The state's continued professional training reimbursement program generates nearly $40,000, while providing off-duty police services for school events has generated approximately $6,500, with an anticipated total of $8,000–$9,000 by year-end.

The department expanded its School Resource Officer (SRO) program from one officer to two, with officers assigned to two schools. Chief Smallfield reported increased calls handled by the SROs and emphasized the positive impact they have made on students and teachers through relationship-building and community engagement.

Chief Smallfield highlighted the department's community outreach efforts, emphasizing that building trust and positive relationships is an important part of policing. Activities included the Walmart food drive benefiting the Center of Hope, the Touch-a-Truck Food Festival benefiting Akron Children's Hospital, Ravenna's America 250 celebration, school supply collections, the Balloon A-Fair, Maplewood and Main Street trunk-or-treat events, and Halloween costume donations. The department donated more than 100 costumes and raised nearly $2,000 through canine-themed merchandise sales, demonstrating community support for its canine program.

Upcoming initiatives include another Walmart food drive, Shop with a Cop, and Operation Christmas Kindness, through which officers deliver blankets, socks, and personal hygiene items to nursing home residents on Christmas Eve. Chief Smallfield stressed that these activities are made possible through the voluntary efforts of officers, dispatchers, and support staff who donate their personal time to serve the community.

Chief Smallfield also recognized Sergeant Christopher Coy, who received the Portage County CIT Champion of the Year Award from the Portage County Mental Health and Recovery Board and the Portage County Chiefs Association. The award recognized his dedication to the Crisis

Intervention Team program and his compassionate response to individuals experiencing mental health crises.
In response to questions from Mr. Calfee regarding staffing, Chief Smallfield reported that the department has a stronger applicant pool, with 24 individuals taking the National Testing Network examination. He emphasized that the department will not lower its hiring standards and requires applicants to pass physical fitness testing and demonstrate a commitment to community involvement. Applicants also participate in multiple ride-alongs to determine whether they are a good fit for the department and community.
Mr. Finney asked whether the department accepts donations for Shop with a Cop.
Chief Smallfield confirmed that donations are accepted and checks should be designated for Shop with a Cop, with the Ravenna Police Association handling the contributions.
Ms. Michael asked whether call volume varied by shift.
Chief Smallfield stated that mid-afternoon through late evening remains the busiest period and has not changed significantly over the past five years.
Mr. Calfee asked about the anticipated transition to 12-hour shifts.
Chief Smallfield confirmed that the department plans to implement the new schedule beginning January 20, noting that patrol officers are looking forward to the change.
Mr. Harper asked about sponsoring police academy candidates.
Chief Smallfield reported that the department previously sponsored Caden Gilliam and recently hired Jackson Day, who successfully completed his field training program. The department is also considering placing future candidates in part-time positions so they can receive pay while attending the academy.
Mr. Kairis thanked Chief Smallfield and the department for their work, expressing Council's pride in Ravenna's safety forces. He particularly appreciated the presentation's focus on community involvement and positive interactions with children and residents, noting that these efforts demonstrate the department's commitment beyond traditional enforcement responsibilities.
Chief Smallfield agreed, emphasizing that while arrests and citations are part of policing, building relationships and engaging with the community are equally important.

Report of Committees: Committee meetings start at 6:00 PM 11/9/2026.

Utilities: Mr. Moskun stated that there would be at least one item for next week.

Information Systems: Mr. Marovich stated that there would not be a meeting.

Planning: Ms. Laudato stated that there was not a meeting planned but that she was still reviewing legal information regarding data centers.

Committee of the Whole: Mr. Kairis stated that the next Committee of the Whole meeting is Monday, November 23, 2026, at 6:00 pm.

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

Streets & Sidewalks: Mr. Harper stated that a meeting was to be determined.

Personnel: Mr. Calfee stated that there will not be a meeting next week but one will be held on November 23rd.

Community & Economic Development: Mr. Kairis stated that there was a meeting expected to take place to address an NDS item.

Finance: Ms. Lorence stated that she would have Then and Now certificates.

Cemetery: Mr. Moskun reported that Cemetery Board operations were progressing well, with favorable weather allowing staff to continue leaf collection without significant interruptions.
Mr. Marovich reported that Parks and Recreation would meet the following day at 5:00 p.m.

Parks & Recreation: Mr. Marovich commended Scott Schell for his fundraising efforts for the Marlene Watts event, noting that this year's fundraising total was roughly double that of the previous year.

Main Street Ravenna Report: Mr. Kairis provided an update on Main Street Ravenna's fall fundraiser, *Prize of Palooza*. The fundraiser features more than 20 prize baskets displayed at participating downtown businesses, where individuals can purchase tickets and enter them into the drawings for prizes of their choice. Tickets can also be purchased online and entered virtually. The drawing will take place November 10, 2026. Participants who purchase at least one ticket are also eligible for the grand prize, a four-night trip to Las Vegas. Mr. Kairis encouraged residents and Council members to participate and support Main Street's fundraising efforts. Mr. Calfee commented that the online process was easy to use and offered a convenient way to view the baskets and purchase tickets.

Mr. Kairis noted that a Chamber of Commerce report had also been scheduled; however, Ms. West was absent and was expected to provide a brief report at the following meeting.

First Reading of Ordinances:
ORDINANCE NO. 2026-150 AN ORDINANCE DECLARING THE INTENT TO AMEND THE JEDD CONTRACT DATED DECEMBER 5, 2024, BY AMENDING CERTAIN SECTIONS IN THE CONTRACT, ADDING ADDITIONAL PARCELS AND BUSINESSES, AND REDEFINING THE BOUNDARIES OF THE JEDD, AND DECLARING AN EMERGENCY.
Mr. Kairis introduced the first reading of Ordinance 2026-150, which declares the City's intent to amend the Joint Economic Development (JED) Contract dated December 5, 2024, to revise certain provisions, add additional parcels and businesses, and redefine the JEDD boundaries.
Mr. Kairis reported that new entities had joined the JEDD, including the Rootstown School District. A public hearing was scheduled for November 23, with a second reading and potential approval anticipated in December following the hearing.
There being no further comments or questions.

Ordinance 2026-150 was moved on to second reading.

ORDINANCE NO. 2026-152 AN ORDINANCE AUTHORIZING THE MAYOR TO DONATE $3,000 IN OPIOID FUNDS TO AXCESS FAMILY SERVICES TO ASSIST THOSE EFFECTED BY THE OPIOID EPIDEMIC, AND DECLARING AN EMERGENCY.
Mr. Kairis then introduced the ordinance authorizing the Mayor to provide $3,000 in opioid settlement funds to Access Family Services to assist individuals needing transportation assistance. Council discussed revising the ordinance language from "donate" to "allocate" or "designate" to more accurately reflect the intended use of the funds.
Ms. Lorence explained that the funds would come from the Ohio Opioid Settlement Fund (Fund 240) and could be used to pay specific transportation invoices, up to the $3,000 allocation.
The Law Director recommended designating $3,000 from the opioid funds for transportation assistance rather than characterizing the payment as a donation.
Ms. Michael explained that the program would help individuals who may be stranded in Ravenna following release from various situations and need assistance getting home.
After further discussion, Mr. Marovich moved to amend Ordinance 2026-152 to replace the donation language with language designating $3,000 from the opioid settlement funds for transportation assistance.

- Motion to amend Ordinance 2026-152 to replace the donation language with language designating $3,000 from the Opioid Settlement Funds for transportation assistance by Mr. Marovich, 2nd by Ms. Laudato- **All Ayes**

There being no further comments or questions.

- Motion to waive three separate readings by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2nd by Ms. Laudato- **All Ayes**
- Motion to pass Ordinance No. 2026-152 by Mr. Marovich, 2nd by Ms. Michael- **All Ayes**

Ordinance 2026-152 was adopted.

ORDINANCE NO. 2026-159 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF RAVENNA, OHIO, PART TWO – ADMINISTRATION CODE; TITLE TWO – GENERAL PROVISIONS; CHAPTER 206 – WARDS AND BOUNDARIES, SECTION 206.01 WARDS ESTABLISHED, AND DECLARING AN EMERGENCY.

Ms. Laudato stated that the previously selected redistricting map remained on first reading because additional language and written descriptions identifying the boundary lines were needed before proceeding to a public hearing. She indicated that Mr. Finney would assist with preparing the descriptions.

Mr. Kairis suggested that AI might help generate the descriptions if a sufficiently clear map showing street names was available.

Ms. Michael asked about the Board of Elections deadline, and Ms. Laudato confirmed that the emergency clause needed to remain.

Mr. Kairis stated that no action could be taken until the descriptions were completed.

The public hearing was scheduled for November 23, 2026.

There being no further comments or questions.

Ordinance 2026-159 was moved on to second reading.

Second Reading of Ordinances:

ORDINANCE NO. 2026-137 AN ORDINANCE AUTHORIZING THE MAYOR TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND (WPCLF) AGREEMENT ON BEHALF OF THE CITY OF RAVENNA FOR PLANNING, OF THE WASTEWATER PLANT HEADWORKS AND EQUALIZATION BASIN IMPROVEMENTS; AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AND EMERGENCY.

Mr. Moskun explained that Burgess & Niple would assist with the project.

Mr. Finney confirmed that the ordinance had been updated to include the $550,000 amount. He explained that the loan would carry 0% interest, have a five-year repayment period beginning around 2029, and could potentially be converted into a grant if the project proceeds to construction.

There being no further comments or questions.

- Motion to waive three separate readings by Mr. Harper, 2nd by Mr. Moskun- **All Ayes**
- Motion to adopt emergency clause by Mr. Harper, 2nd by Mr. Moskun- **All Ayes**
- Motion to pass Ordinance No. 2026-137 by Mr. Harper, 2nd by Mr. Marvich- **All Ayes**

Ordinance 2026-137 was adopted.

Third Reading of Ordinances:

ORDINANCE NO. 2026-126 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES, SECTION TWELVE – PLANNING AND ZONING CODE; TITLE SIX – ZONING; CHAPTER 1268 – USE, AREA AND HEIGHT REGULATIONS, BY AMENDING THE MINIMUM LIVING FLOOR AREA PER DWELLING UNIT, AND DECLARING AN EMERGENCY.

Ms. Laudato reported that the Planning and Zoning Commission unanimously approved the ordinance without changes. She noted that commission was receptive to potentially increasing the minimum square footage requirements in the future but agreed that doing so now would require restarting the legislative process. Ms. Laudato emphasized that the ordinance addressed an ongoing community concern by making residential living spaces more habitable and accessible.

Mr. Kairis stated that the ordinance would remain on the agenda until after the November 23 public hearing, with Council expected to consider action at its December meeting.

There being no further comments or questions.

- Motion to keep the ordinance on the agenda for the December 7th meeting by Ms. Michael, 2nd by Mr. Moskun- **All Ayes**

Ordinance 2026-126 was kept on the agenda for December.

Old Business
Ms. Michael reported that she would begin organizing a committee to work on senior planning and would meet with Mr. Reed to discuss the process of becoming a senior friendly community. She expressed interest in finding ways to shorten the planning process, which can take approximately five years in other communities, and indicated she would update Council as the work progresses.

New Business- None

President of Council Remarks- Mr. Kairis reported that the October 20 Council workshop generated several areas for further discussion, including reviewing Council's procedures for resolutions and ordinances, including possible Charter amendments to better distinguish between the two, developing guidelines for public comment and reviewing executive session procedures and determining whether code changes are needed to clarify when executive sessions are permitted. Mr. Kairis also noted that the Planning and Zoning Commission would review the recently adopted self-storage ordinance before it proceeds to a public hearing. He reported working with Mr. Cimino on proposed code amendments to bring Chapter 1260 into compliance with the Ohio Revised Code, particularly regarding procedures for text amendments and zoning map changes. Mr. Kairis announced that a new Charter Review Commission would begin in January. Applications were available on the City's website, and the commission would consist of nine members and two alternates. He encouraged Council to consider potential Charter recommendations for the commission, including the possibility of transitioning from a mayoral form of government to a city manager structure, changing the law director's appointment process, and eliminating the requirement to publish ordinances in the newspaper when online publication would be sufficient.

Council Member Remarks
Ms. Laudato- Ms. Laudato reminded residents that Election Day was the following day and encouraged everyone to vote, emphasizing the importance of local issues in addition to candidates. She encouraged support for the City's Safety Center levy and the school district's renewal request, which would maintain the current tax amount while allowing the district to pursue construction of a new K-6 building. She explained that the State of Ohio was expected to fund approximately 76% of the school construction project, making it a significant opportunity for the community. Ms. Laudato also noted that failure of the school levy could result in the loss of existing permanent improvement funding and potentially higher costs if the issue returned in the future.
Mr. Calfee- No Comment
Ms. Michael- Ms. Michael also encouraged support for both the City and school levies. She praised the recent SunBoo Halloween event at Sunbeau Valley, noting the strong attendance and participation from Parks and Recreation, City departments, the Street Department, and Police Department. She anticipated that the event would continue to grow and encouraged residents to attend the upcoming Christmas event. Ms. Michael also reported that she had agreed to coordinate participation in Ravenna's Christmas parade, held the Friday after Thanksgiving. She invited Council members, their families, and City employees to participate by carrying the Ravenna letters and City Council banner.
Mr. Harper- Mr. Harper stated the importance of supporting both levies and encouraged residents to vote.
Mr. Marovich- No Comment
Mr. Moskun- No Comment
Ms. West- No Comment

Mayor's Remarks- Mayor Seman thanked Dr. Calfee for his work as superintendent during the construction of Ravenna High School and for his continued service on City Council. He also expressed hope that both levies would pass.

Ms. Michael congratulated Mr. Finney on securing a $575,000 grant for the traffic signal project at State Routes 14 and 88. Mr. Finney confirmed that construction was anticipated in 2028.

Mr. Kairis then stated that City Council would need to enter executive session to discuss compensation of a public employee or official, and impending legal action.

- Motion to go into Executive Session at 7:12 pm by Ms. West, 2nd by Mr. Marovich - All Ayes

Council went into Executive Session to discuss compensation of a public employee or official, and impending legal action.

- Motion to come out of Executive Session at 8:59 pm by Mr. Marovich, 2nd by Ms. West- All Ayes

Adjourn to Monday, December 7, 2026

- Motion to adjourn at 9:00 pm by Mr. Marovich, 2nd Ms. Laudato- **All Ayes**

The next Regular Council Meeting is scheduled for Monday, December 7, 2026, at 6:00 P.M.

ATTEST:

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Clerk of Council Council President