



City of Hudson, Ohio

Meeting Minutes - Draft City Council

Jeffrey L. Anzevino, Mayor
Christopher W. Foster, President of Council (Ward 2)
Christopher A. Banweg, Council Member (At-Large)
Karen E. Heater, Council Member (At-Large)
Nicole V. Kowalski, Council Member (At-Large)
Scott Ruffer, Council Member (Ward 4)
Katherine R. Schlademan, Council Member (Ward 1)
Skylar J. Sutton, Council Member (Ward 3)

Thomas J. Sheridan, City Manager
John Kolesar, City Solicitor
Aparna Wheeler, Clerk of Council

Tuesday, July 11, 2023

6:15 PM

Town Hall
27 East Main Street

Regular Council Meeting:

1. Call to Order

Mayor Anzevino called to order the meeting of Hudson City Council at 6:15 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.

2. Executive Session

A motion was made by Mr. Foster, seconded by Mr. Sutton, to enter into executive session to interview applicants for the Economic Growth Board. Mayor Anzevino recessed the meeting at 6:16 p.m. after the motion carried by the following vote:

Aye: 5 - Mr. Foster, Mrs. Heater, Mr. Ruffer, Ms. Schlademan and Mr. Sutton

3. Pledge of Allegiance to the Flag

4. Roll Call

Present: 5 - Mr. Foster, Mrs. Heater, Mr. Ruffer, Ms. Schlademan and Mr. Sutton

Absent: 2 - Mr. Banweg and Mrs. Kowalski

Staff in Attendance: Mr. Sheridan, City Manager; Mr. Kolesar, City Solicitor; Ms. Wheeler, Clerk of Council; Mrs. Slagle, Acting Clerk of Council; Mrs. Behnke, Economic Development Manager; Mr. Comeriato, Assistant City Manager - Operations; Mr. Hannan, Community Development Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leiter, HCTV Production Assistant; and Mr. Wash, Assistant Public Works Director.

5. Approval of the Minutes

A. [23-0060](#) Minutes of Previous Council Meetings

Brief Description: Draft minutes of previous meetings are provided for City Council's review and approval.

Attachments: [June 20, 2023 Council Meeting & Workshop Minutes - Draft](#)

A motion was made by Ms. Schlademan, seconded by Mr. Foster, to amend the minutes to reflect minor grammatical corrections. The motion carried by the following vote:

Aye: 5 - Mrs. Heater, Mr. Ruffer, Ms. Schlademan, Mr. Sutton and Mr. Foster

A motion was made by Mr. Foster, seconded by Ms. Schlademan, to approve the minutes as amended. The motion carried by the following vote:

Aye: 5 - Mr. Ruffer, Ms. Schlademan, Mr. Sutton, Mr. Foster and Mrs. Heater

6. Public Comments

Mr. Ron Brubaker, 7593 Partridge Meadows Ct., spoke on behalf of Trail Advocates of Summit County. He thanked City Council for considering the acquisition of the Norfolk Southern spur, which is needed to complete the planned Veterans Trail. He said that this project is good for Hudson residents, and this portion of the trail will connect with others planned south of Hudson.

Mr. George Vizmeg, 2903 Barlow Rd., spoke regarding Ordinance No. 23-76, asking that Council members consider equal protection for him as a land owner. He said that he owns 150 acres on the east side of Hudson and doesn't want to carry the burden of the cost of extending water lines. He asked that Council table or amend this Ordinance or provide an exemption for him.

7. Correspondence and Council Comments

Mrs. Heater provided an update from the June 26th Park Board meeting, and she said that she was pleased to read the positive Letter to the Editor from a student in a recent edition of the Hudson Hub-Times regarding the City's Connectivity Plan.

Mr. Sutton reported on fiber expansion to Hudson residents. He said that the Comprehensive Plan Steering Committee was not able to meet on July 5th for lack of a quorum. He said that Stow Road pavement restoration is very bad subsequent to the recent water line repair project, and he asked staff to follow-up on this. He also noted that Kimble is not honoring the City's quadrant strategy for refuse hauling.

Mr. Foster provided an update from the July 10th Planning Commission meeting. He suggested the City eliminate remote attendance at board and commission meetings to help avoid quorum issues in the future. Following-up regarding Mr. Vizmeg's comments, he said that he will likely ask Council to postpone Ordinance No. 23-76 for further consideration.

Mayor Anzevino reported on the following: the recent AED/CPR training class was well-attended; a Girl Scout Merit Award recipient; the Door 2 Art Studio Birdsong Project; and Mrs. Madison Morris' recent race victory. He also requested that Council consider adoption of a City flag.

Mr. Ruffer thanked staff for their review of a request to install a no right-turn on red sign at the Stow/Middleton Roads intersection.

8. Report of Manager

Mr. Sheridan commented regarding board and commission vacancies, use of a heat map for water line extension, and upcoming legislation being considered concerning no parking and no turn on red signage.

Mr. Comeriato provided an update regarding the City's gas aggregation program. He said that the City has obtained a rate of \$3.59/mcf for the period of November 1, 2023 through October 31, 2024, reduced from the current rate of \$4.05/mcf. He noted that residents may opt-in or out at any time during this period.

9. Appointments

There were no appointments to Boards and Commissions, but Mr. Foster noted current vacancies on the Economic Growth Board, the Board of Tax Review, and the Tree Commission.

10. Suspension of the Rules for the Consent Agenda

A motion was made by Mr. Sutton, seconded by Mr. Foster, to suspend the rule requiring three readings to allow for passage of legislation on the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Ms. Schlademan, Mr. Sutton, Mr. Foster, Mrs. Heater and Mr. Ruffer

Approval of the Consent Agenda

A motion was made by Mr. Foster, seconded by Mr. Sutton, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Mr. Sutton, Mr. Foster, Mrs. Heater, Mr. Ruffer and Ms. Schlademan

- A. [23-83](#) **AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACT FOR THE PURCHASE OF ONE VEHICLE FOR THE EMS DEPARTMENT; AND DECLARING AN EMERGENCY.**
Brief Description: The purchase of one (1) Dodge Durango at Montrose Ford in Fairlawn that is for the Fire/EMS Department. This is part of the 2023 budgeted vehicles for Fire/EMS.
Attachments: [Ordinance No. 23-83](#)

Ordinance No. 23-83 was passed on the Consent Agenda.

11. Legislation

- A. [23-75](#) **AN ORDINANCE AMENDING SECTION 1040.14 OF THE CODIFIED ORDINANCES, REVISING WATER RATES FOR WATER SERVICE PROVIDED TO CUSTOMERS OUTSIDE OF CITY LIMITS**
Brief Description: This Ordinance will amend the City's water rates to charge an additional 50% to the water rates for customers outside of City limits unless an agreement setting other rates exists. The additional 50% to be charged will be the City of Hudson or the City of Cleveland rate, whichever is greater.

Attachments: [1040.01 proposed - amended](#)
[1040.14 as amended 5-17-23 Water Rates](#)
[Ordinance No. 23-75](#)

A motion was made by Mr. Sutton, seconded by Mr. Foster, to pass Ordinance No. 23-75 on third reading. The motion carried by the following vote:

Aye: 5 - Mr. Foster, Mrs. Heater, Mr. Ruffer, Ms. Schlademan and Mr. Sutton

B. [23-76](#)

AN ORDINANCE ESTABLISHING SECTION 1040.081 IN THE CODIFIED ORDINANCES, TO REQUIRE NEW DEVELOPMENTS TO UTILIZE CITY WATER SERVICES, AND PROVIDING CITY COUNCIL FIRST RIGHT OF REFUSAL

Brief Description: Ordinance to be added to the code establishing that all new development will be required to utilize city water unless Council votes to exempt that development

Attachments: [ORD 1040.081 - New Development Requires City Water](#)
[section 1040.81 as amended 5-24-23](#)
[Ordinance No. 23-76](#)

Mayor Anzevino read the title of Ordinance No. 23-76, which constituted its third reading.

A motion was made by Mr. Foster, seconded by Mrs. Heater, to postpone Ordinance No. 23-76 for discussion at the July 11, 2023, workshop and for further consideration at the July 18, 2023, meeting. The motion carried by the following vote:

Aye: 5 - Mrs. Heater, Mr. Ruffer, Ms. Schlademan, Mr. Sutton and Mr. Foster

C. [23-77](#)

A RESOLUTION ADOPTING AND INSTRUCTING THE CITY MANAGER TO APPLY A TEMPORARY EVENTS FEE SCHEDULE, PURSUANT TO CH 872, TO ANY EVENT OR ORGANIZATION HOSTING SUCH AN EVENT, AND REMOVING ANY EXEMPTIONS PREVIOUSLY GRANTED, EFFECTIVE JANUARY 1, 2024.

Brief Description: During 2023, City Council directed staff to review the special event fee structure. This legislation updates the special event fee structure put in place in 2016 to remove grandfathering of certain events and allow consistent application to all event organizers. Additionally, water hookup, electric hookup, and road closure fees have been decreased from the 2016 fee schedule.

Attachments: [Staff Report - Updated Special Event Fees Schedule 6.6.2023](#)
[Resolution No. 23-77 \(Amended 6-20-23\)](#)

Mayor Anzevino read the title of Resolution No. 23-77, which constituted its second reading.

D. [23-82](#)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH HUDSON DRIVE REALTY TO ACQUIRE REAL PROPERTY LOCATED AT 5431 HUDSON DRIVE, HUDSON, OHIO 44236 (PARCEL NOS.

30-01315 AND 30-01316) IN THE CITY OF HUDSON, OHIO, FOR PUBLIC PURPOSES AT A PRICE OF ONE MILLION NINE HUNDRED THOUSAND DOLLARS (\$1,900,000.00); AND DECLARING AN EMERGENCY.

Brief Description: Authorizing the City Manager to enter into an agreement for the Purchase of Property for new Public Works/HPP Building Site location. The Site may house other departments in the future, which may be moved to this location at a future date. The cost of the property is \$1,900,000.00 for the two (2) Summit County, Ohio parcels 30-01315 and 30-01316, currently owned by Hudson Drive Realty, located at 23611 Chagrin Boulevard, Unit #200, Cleveland, Ohio 44122.

Attachments: [Purchase Contract for Property on Hudson Drive - City Response to Seller Redlines MRD rev 053123](#)
[Resolution No. 23-82](#)

Mayor Anzevino read the title of Resolution No. 23-82, which constituted its second reading.

- E. [23-84](#) **AN ORDINANCE AMENDING CHAPTERS 1205 “ZONING DISTRICTS-CITY OF HUDSON MAP” AND 1206 “USE REGULATIONS” OF THE LAND DEVELOPMENT CODE.**

Brief Description: Land Development Code text amendment to establish expanded regulations relevant to the blending of proposed density for residential development adjacent to existing development.

Attachments: [LDC Update Residential Blending - City Council Memo 6.9.23](#)
[Ordinance No. 23-84](#)

Mayor Anzevino read the title of Ordinance No. 23-84, which constituted its first reading.

Mr. Sutton asked that Ordinance No. 23-84 be modified before Council's referral to the Planning Commission.

A motion was made by Mr. Sutton, seconded by Mr. Foster, to postpone Ordinance No. 23-84 for discussion at the July 11, 2023, workshop and for further consideration and referral to the Planning Commission at the July 18, 2023, meeting. The motion carried by the following vote:

Aye: 5 - Mr. Ruffer, Ms. Schlademan, Mr. Sutton, Mr. Foster and Mrs. Heater

12. Executive Session

A motion was made by Mr. Foster, seconded by Mrs. Heater, to enter into executive session to consider the disposition of public property including discussion of confidential business plans of an applicant for economic development assistance that would involve public infrastructure improvements directly related to the project and that an executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project. Invited to the meeting are all members of Council, the Mayor, the City Manager, The City Solicitor, The Community Development Director, and Economic Development Manager. The motion carried by the following vote:

Aye: 5 - Ms. Schlademan, Mr. Sutton, Mr. Foster, Mrs. Heater and Mr. Ruffer

13. Adjournment

There being no further business, Mayor Anzevino adjourned the Council meeting at 8:37 p.m.

Regular Council Workshop:**14. Call to Order**

Mayor Anzevino called to order the workshop of Hudson City Council at 8:45 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22, and he handed the workshop over to President of Council Foster, in accordance with Council Rules.

Present: 5 - Mr. Foster, Mrs. Heater, Mr. Ruffer, Ms. Schlademan and Mr. Sutton

Absent: 2 - Mr. Banweg and Mrs. Kowalski

Others & Staff in Attendance: Mr. Sheridan, City Manager; Mr. Comeriato, Assistant City Manager - Operations; Mr. Hannan, Community Development Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leiter, HCTV Production Assistant; and Mr. Wash, Assistant Public Works Director.

15. Correspondence and Council Comments

None.

16. Discussion Items

A. [23-0061](#) Sidewalk and Trail Master Plan update and possible next phase of the Connectivity Plan.

Brief Description: Review of the current status of the 2021-2025 Connectivity Plan project and preliminary discussion regarding future plan update and applicable projects.

Attachments: [Sidewalk and Trails Master Plan Status Map](#)
[Preliminary Estimate for future Sidewalk Connections 6-14-23](#)
[Sidewalk and Trail Master Plan 2021-2025](#)

Mr. Hannan presented information for a proposed second phase of the Sidewalk Connectivity Plan. Council discussion followed that included placing sidewalks along secondary and primary roadways prior to moving into neighborhoods. Mr. Sheridan stated that staff will update the proposed plan with the removal of any internal neighborhood sidewalks and return back to a future workshop.

This matter was discussed.

B. [23-0062](#) An Update on the Purchase or Lease of the Norfolk Southern Abandoned Railroad Right-of-Way in Hudson, Ohio from the Intersection of W.

Barlow Road to Veteran's Way.

Brief Description: After City Officials met with the Norfolk Southern Railroad Right-of-way to inspect the railroad right-of-way, and to determine the condition of the rail lines, staff has continued discussions with Railroad staff on the potential purchase or lease of the Norfolk Southern property from the intersection of W. Barlow Road to Veteran's Way.

Attachments: [Map of Railroad Purchase Area](#)

Mr. Sheridan provided information on the items that would be needed prior to purchasing and/or leasing this property from Norfolk Southern Railroad. He further asked Council if they would like to purchase or lease this property. Council discussion followed. There was Council consensus to move forward with the necessary items to purchase the property.

This matter was discussed.

17. Proposed Consent Agenda for July 18, 2023, Council Meeting

A. [TMP-6695](#) A Motion to Approve Prospectus Architectures Recommendation of the Location for the New Clubhouse at Ellsworth Meadows Golf Club.

Brief Description: Location recommendation of the new design for the Ellsworth Meadows Clubhouse Project.

Attachments: [Proposed New Clubhouse Site Placement Study](#)
[Clubhouse Site Selection REVISED 7-5-23](#)
[Hudson Clubhouse Preliminary Program Revised 6-8-23](#)

Mr. Sheridan provided background information regarding the new Clubhouse at Ellsworth Meadows Golf Club. Mr. Wash introduced Mr. Jim Wallis, Prospectus Architecture, who presented the proposed locations for the new Clubhouse. Discussion followed that included cost for pavilion, impact to golf course, distance from cart barn, use of existing clubhouse, parking expansion, and cost analysis. Mr. Sheridan stated that staff will address all of Council's questions and bring this item back to the August 1, 2023, Council workshop.

This Motion was forwarded for further consideration at the August 1, 2023, Council Workshop.

B. [TMP-6734](#) A Motion to Acknowledge the Timely Receipt of the June 2023 Monthly Financial Report

Brief Description: Financial summaries are provided each month for Council's review.

Attachments: [June 2023 Financial Report](#)

This Motion was forwarded for further consideration at the July 18, 2023, Council meeting.

C. [TMP-6715](#) AN ORDINANCE AMENDING ORDINANCE NO. 22-143, MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF HUDSON DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023 BY MAKING ADDITIONAL AND/OR AMENDED APPROPRIATIONS RELATED TO THE SECOND QUARTER OF 2023.

Brief Description: This Ordinance will amend the 2023 budget for additional and/or amended appropriations as listed in the attached Exhibit A.

Attachments: [2nd Quarter Exhibit A](#)
[2022 General Fund Carryover](#)
[Draft Ordinance](#)

Mr. Sutton noted the General Fund balance. Mr. Knoblauch and Mr. Sheridan noted that there will be discussion regarding what to do with excess funds at the July 18, 2023, Council workshop.

This Ordinance was forwarded for further consideration at the July 18, 2023, Council meeting.

- D. [TMP-6720](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS AND TO ENTER INTO A CONTRACT FOR THE CLAIRHAVEN/COLONY STORM SEWER IMPROVEMENT PROJECT PHASE 1 AND PHASE 2, WITH THE LOWEST AND BEST BIDDER.**
Brief Description: The Clairhaven/Colony Storm Sewer Improvement Project Phase 1 and Phase 2 involves the installation of a new storm collection system along the easterly sections of Clairhaven Road and Colony Drive from Village View Place to Sunset Drive.
Attachments: [Project Area Map](#)
 [Draft Resolution](#)

Responding to a question, Mr. Kosco stated that there was a \$100,000 carryover from 2022 for Phase 1, which brings the budgeted amount to \$200,000 for 2023.

This Resolution was forwarded for further consideration at the July 18, 2023, Council meeting.

- E. [TMP-6719](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER'S DESIGNEE TO ACCEPT THE OHIO BUREAU OF WORKERS' COMPENSATION SAFETY INTERVENTION GRANT ON BEHALF OF HUDSON EMERGENCY MEDICAL SERVICES.**
Brief Description: The Ohio Bureau of Workers' Compensation awards Safety Intervention Grant funding for the purpose of substantially reducing or eliminating injuries associated with a particular task or operation. The City received \$25,298.70 in grant funding for the purchase of two stair chairs for Hudson Emergency Medical Services. The funding requires a 3 to 1 (OBWC/Local) match.
Attachments: [Draft Resolution](#)

This Resolution was forwarded for further consideration at the July 18, 2023, Council meeting.

- F. [TMP-6724](#) **AN ORDINANCE AUTHORIZING HUDSON EMERGENCY MEDICAL SERVICES TO PURCHASE A THIRD POWERED STAIR CHAIR FROM STRYKER EMERGENCY CARE.**
Brief Description: The City of Hudson has received a \$25,298.70 grant from the Ohio Bureau of Workers' Compensation for the purchase of two powered stair chairs. Hudson EMS has three front line ambulances and needs a third stair chair to properly outfit all three units with the same equipment.

Attachments: [EMS QUOTE_10716149_2023-06-14 - 3 Xpedition Stair Chairs v1 Draft Ordinance](#)

This Ordinance was forwarded for further consideration at the July 18, 2023, Council meeting.

18. Proposed Legislation for July 18, 2023, Council Meeting

- A. [23-77](#) **A RESOLUTION ADOPTING AND INSTRUCTING THE CITY MANAGER TO APPLY A TEMPORARY EVENTS FEE SCHEDULE, PURSUANT TO CH 872, TO ANY EVENT OR ORGANIZATION HOSTING SUCH AN EVENT, AND REMOVING ANY EXEMPTIONS PREVIOUSLY GRANTED, EFFECTIVE JANUARY 1, 2024.**

Brief Description: During 2023, City Council directed staff to review the special event fee structure. This legislation updates the special event fee structure put in place in 2016 to remove grandfathering of certain events and allow consistent application to all event organizers. Additionally, water hookup, electric hookup, and road closure fees have been decreased from the 2016 fee schedule.

Attachments: [Staff Report - Updated Special Event Fees Schedule 6.6.2023](#)
[Resolution No. 23-77 \(Amended 6-20-23\)](#)

Ms. Schlademan spoke in opposition of this Resolution.

Resolution No. 23-77 was forwarded for further consideration at the July 18, 2023, Council meeting.

- B. [23-82](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH HUDSON DRIVE REALTY TO ACQUIRE REAL PROPERTY LOCATED AT 5431 HUDSON DRIVE, HUDSON, OHIO 44236 (PARCEL NOS. 30-01315 AND 30-01316) IN THE CITY OF HUDSON, OHIO, FOR PUBLIC PURPOSES AT A PRICE OF ONE MILLION NINE HUNDRED THOUSAND DOLLARS (\$1,900,000.00); AND DECLARING AN EMERGENCY.**

Brief Description: Authorizing the City Manager to enter into an agreement for the Purchase of Property for new Public Works/HPP Building Site location. The Site may house other departments in the future, which may be moved to this location at a future date. The cost of the property is \$1,900,000.00 for the two (2) Summit County, Ohio parcels 30-01315 and 30-01316, currently owned by Hudson Drive Realty, located at 23611 Chagrin Boulevard, Unit #200, Cleveland, Ohio 44122.

Attachments: [Purchase Contract for Property on Hudson Drive - City Response to Seller Redlines_MRD rev 053123](#)
[Resolution No. 23-82](#)

Mr. Sutton asked staff to show the background history on this purchase.

Resolution No. 23-82 was forwarded for further consideration at the July 18, 2023, Council

meeting.

- C. [23-76](#) **AN ORDINANCE ESTABLISHING SECTION 1040.081 IN THE CODIFIED ORDINANCES, TO REQUIRE NEW DEVELOPMENTS TO UTILIZE CITY WATER SERVICES, AND PROVIDING CITY COUNCIL FIRST RIGHT OF REFUSAL**

Brief Description: Ordinance to be added to the code establishing that all new development will be required to utilize city water unless Council votes to exempt that development

Attachments: [ORD 1040.081 - New Development Requires City Water section 1040.81 as amended 5-24-23](#)
[Ordinance No. 23-76](#)

Discussion was held regarding adding a specific distance for the waterline to be located that would require residents to tie into City water, as to not impose financial hardship to homeowners. There was Council consensus to amend the legislation to add language stating that if there is City water available within a specified distance, then that person is required to extend City of Hudson waterlines and requires administration review and recommendation to Council for approval. Mr. Sheridan stated that staff will put a map together showing the areas where there are large gaps for water extension, and send that out to Council to review.

Ordinance No. 23-76 was forwarded for further consideration at the July 18, 2023, Council meeting.

- D. [23-84](#) **AN ORDINANCE AMENDING CHAPTERS 1205 “ZONING DISTRICTS-CITY OF HUDSON MAP” AND 1206 “USE REGULATIONS” OF THE LAND DEVELOPMENT CODE.**

Brief Description: Land Development Code text amendment to establish expanded regulations relevant to the blending of proposed density for residential development adjacent to existing development.

Attachments: [LDC Update Residential Blending - City Council Memo 6.9.23](#)
[Ordinance No. 23-84](#)

Discussion was held regarding density requirements to adjacent neighborhoods. Mr. Hannan stated that he will work with staff on getting this section revised to address Council's concerns.

Ordinance No. 23-84 was forwarded for further consideration at the July 18, 2023, Council meeting.

19. **Items to be Added to Future Agendas**

Mayor Anzevino requested discussion regarding a City flag. Mr. Sheridan stated that this would be added to the August 1, 2023, Council workshop.

20. Adjournment

There being no further discussion, Mr. Foster adjourned the Council workshop meeting at 10:06 p.m.

Jeffrey L. Anzevino, Mayor

Aparna Wheeler, Clerk of Council

Christopher W. Foster, President of Council

Thomas J. Sheridan, City Manager, Clerk of Council Pro Tempore

Meeting Minutes prepared by Aparna Wheeler, Clerk of Council, and Workshop Minutes prepared by Melissa Raber, Business Operations Manager - Professional Services .

Upon approval by City Council, this official written summary of the meeting minutes shall become a permanent record, and the official minutes shall also consist of a permanent audio and video recording, excluding executive sessions, in accordance with Codified Ordinances, Section 220.03(d), Rules for Meetings, and Section 220.031 (a), Rules for Workshop Meetings.