



City of Hudson, Ohio

Meeting Minutes - Final City Council Workshop

Craig A. Shubert, Mayor

William D. Wooldredge, President of Council (At-Large)

Beth A. Bigham, Council Member (Ward 4)

Hamilton DeSaussure, Jr., Council Member (At-Large)

Christopher W. Foster, Council Member (Ward 2)

Katherine R. Schlademan, Council Member (Ward 1)

Skylar J. Sutton, Council Member (Ward 3)

J. Daniel Williams, Council Member (At-Large)

Jane Howington, City Manager

Matthew J. Vazzana, City Solicitor

R. Todd Hunt, Special Counsel

Elizabeth A. Slagle, Clerk of Council

Tuesday, March 10, 2020

7:30 PM

Town Hall
27 East Main Street

1. Call to Order

President of Council Wooldredge called to order the workshop of Hudson City Council at 7:30 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.

Present: 7 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams and Mr. Wooldredge

Others & Staff in Attendance: Mayor Shubert; Ms. Howington, City Manager; Mr. Comeriato, Assistant City Manager - Operations; Mr. Hannan, Community Development Director; Mr. Hutchinson, Assistant Public Works Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leiter, Production Assistant; Mr. Sheridan, Assistant City Manager - Professional Services; Mr. Stifler, Economic Development Director; and Mr. Wash, Assistant Public Works Director.

2. Correspondence and Council Comments

Mr. Sutton received a letter from a Carriage Hill resident who was delighted that quiet zones are being looked into. Mr. Wooldredge thanked Mr. Sutton for all of the research he has done on quiet zones.

Mr. Foster stated that due to the Coronavirus, the Secretary of State has moved polling locations out of nursing homes and schools. He stated that if you live in Ward 2 and your location was Laurel Lake Retirement Center, you will now vote at Western Reserve Christian Church, 516 W. Streetsboro Street. He also stated that the next Ward 2 Open Forum will be held on April 3, 2020, at Hop Tree Brewing from 5:00 p.m. to 7:00 p.m., and he invited interested citizens to attend.

Mr. DeSaussure stated that Metro RTA is possibly considering partnering with the Metro Parks to convert the abandoned railroad line, known as Spine Trail, that runs from Hudson to Akron into a trail. He noted that residents may show their support, by visiting the website www.TASCforce.org.

3. Discussion Items

- A. [20-0030](#) **Economic Growth Board Update**
Brief Description: Hudson Economic Growth Board listening campaign to inform ideas around maintaining the vitality of our downtown core.

Mr. Curley, Chair of the Hudson Economic Growth Board, presented information on the proposed Listening Tour. (see statement attached to file copy of minutes). Discussion followed.

This matter was discussed.

- B. [20-0031](#) **Adaptive Signal Timing Analysis - Phase 1 Update**
Brief Description: City Staff would like to discuss with City Council and the Mayor an update on the 1st Phase (Low cost option) to the existing City-Wide Adaptive Signal Study, dated 5-21-2019. (See the attached study).

Attachments: [Adaptive Signals Summary Report 5-21-19](#)
[Adaptive Signals Summary Report, Phase 1 3-3-2020](#)

Mr. Sheridan provided background information on the Adaptive Signals. Mr. Schweickart, TMS Engineers, reviewed the study that was completed in March 2020. He stated that TMS recommends, in order to get the current traffic signal system running efficiently, the City needs to install vehicle detectors at the intersections of SR 91 and SR 303 and SR 303 and Boston Mills, and purchase a signal software program and computer in order to run daily, weekly and monthly reports to better manage the traffic signal system. Mr. Sheridan further stated that the City's current signal equipment is at the end of its life cycle and recommended the City look into upgrading to Adaptive Signals along SR 91 from W. Prospect to Georgetown Road and along SR 303 from SR 91 west to Boston Mills Road. Discussion followed that included cost, emergency vehicles, traffic flow, and useful life of current equipment. There was consensus to bring legislation forward to a future meeting for the second phase of design.

This matter was discussed.

- C. [20-0032](#) **Step 2 Review of Land Development Code - Commercial Development Focus**
Brief Description: Discussion regarding Step 2 Review of the City's Land Development Code, with Commercial Development focused amendments to be considered in 2020.

Attachments: [LDC Step 2 - Council Memo for 3-10-2020 Workshop](#)
[Southern Gateway Focus Area 3-4-2020](#)

Mr. Hannan provided background information on the update of the Land Development Code, and stated that staff is looking for direction from Council to move forward with updating the Commercial Development section. He stated that staff will return to Council in June/July for more detailed discussion. He further provided topics that staff would like to update in the current Land Development Code, as it relates to Commercial Development. Ms. Howington provided the steps on beginning the review process. Council asked staff to put together a more detailed explanation on why the specific topics are being looked into and return to Council for further discussion.

This matter was discussed.

- D. [20-0033](#) **Federal Railroad Administration (FRA) Quiet Zones**
Brief Description: Councilman Sutton requested that City Council consider this matter. See attached memo dated February 25, 2020.
Attachments: [FRA Quiet Zones - Proposed Future Agenda Item from S Sutton 2-25-2020](#)

Council asked staff to look into costs for the three different options outlined in Mr. Sutton's report. Mayor Shubert stated that there is a bus tour scheduled for Monday, March 16, 2020, with a follow-up meeting at City Hall afterwards. Dr. Williams stated that this should be scheduled as a Special Meeting, so more Council members can attend.

This matter was discussed.

4. **Proposed Consent Agenda for March 17, 2020, Council Meeting**

- A. [20-0035](#) **A Motion to Acknowledge the Timely Receipt of the February 2020 Monthly Financial Report**
Brief Description: Financial summaries are provided each month for Council's review.
Attachments: [February 2020 Financial Report](#)

This Motion was forwarded for further consideration at the March 17, 2020, Council meeting.

- B. [20-31](#) **A RESOLUTION ACCEPTING THE RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCIL TO CONTINUE COMMUNITY REINVESTMENT AREA AGREEMENTS AND JOB CREATION GRANT PROGRAM AGREEMENTS WITH THE CITY OF HUDSON, COUNTY OF SUMMIT.**
Brief Description: The City has established a Tax Incentive Review Council (TIRC) to periodically review each existing Community Reinvestment Area (CRA) and Job Creation Grant Agreement for compliance and to make recommendations to continue, modify or terminate each of the agreements. The duly appointed TIRC met on February 26, 2020, reviewed each CRA and Job Creation Grant Agreement and made certain recommendations to City Council.
Attachments: [TIRC Tax Incentive Review Council 2019 Minutes](#)
[Resolution No. 20-31](#)

Ms. Bigham asked staff to provide what our losses and gains are when we enter into these agreements. She also asked how the City is checking to make sure the businesses are in compliance. Mr. Stifler and Mr. Knoblauch provided an explanation of what is required from the businesses for the TIRC's annual review.

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- C. [20-32](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS AND TO ENTER INTO A CONTRACT FOR THE INSTALLATION OF PEDESTRIAN SIGNALS FOR THE PARK LANE AT N. MAIN STREET (SR 91) CROSSWALK ENHANCEMENT PROJECT.**
Brief Description: The project will include the installation of pedestrian signal

improvements to the crosswalk at N. Main Street, Park Lane and Church Street. This project was included in the 2020 Capital Budget, Fund 430.

Attachments: [Park Ln @ SR 91 Map - RRFB \(rectangular, rapid flashing beacons\)](#)
[Resolution No. 20-32](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

D. [20-33](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND ENTER INTO A CONTRACT FOR THE BLACKBERRY DRIVE BRIDGE WINGWALL REPAIR PROJECT.

Brief Description: The project will include the repair of the peeling concrete sealer on the Blackberry Drive Bridge Wingwalls.

Attachments: [Project Location Map](#)
[Resolution No. 20-33](#)

Dr. Williams asked if this is the bridge that was just redone a couple years ago. Mr. Kosco stated that the wingwalls are original to the bridge, there are no drains behind the wingwalls, and it is causing water to seep into the walls.

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

E. [20-34](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH S&S PROCESSING (ATHLETIC FIELD PROS) FOR THE INSTALLATION OF INFIELD MATERIAL AND FORTIFICATION OF INFIELD INFRASTRUCTURE AT THE BARLOW FARM PARK BASEBALL COMPLEX; AND DECLARING AN EMERGENCY.

Brief Description: In review, the four (4) baseball fields at Barlow Farm Park required safety related repairs/renovations due to years of excessive wear and failing infrastructure. The immediate Phase I needs were completed in the fall of 2019 with a change order to the Public Works landscaping contract with Vizmeg Landscaping. Phase II of the field improvements have been publicly bid and staff is prepared to award the contract.

Attachments: [Bid Tab Report-2020 Barlow Farm Park Baseball Infields Renovation](#)
[Resolution No. 20-34](#)

Mr. Foster asked staff to better plan, so emergency clauses are not needed. Mr. Wash provided an explanation on why the emergency clause is needed. Mr. Sutton asked if permission to bid and award can be done at the same time, similar to Engineering items. Ms. Howington stated that if Council would like to move in that direction for these items, staff could move forward with that. Council was in consensus to move in this direction for Public Works items.

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- F. [20-35](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH GOLF PRESERVATIONS, INC. FOR THE INSTALLATION OF DRAINAGE INFRASTRUCTURE AT THE ELLSWORTH MEADOWS GOLF CLUB.**
- Brief Description:*** As part of the 2020 Parks budget, staff has obtained competitive bids for the installation of drainage infrastructure at the Ellsworth Meadows Golf Club. Staff is now prepared to proceed with the purchase of materials and the 2020 project award for construction. This project was bid on a per linear foot installed price and the cost of installed catch basins. Based on this pricing, Golf Preservations Inc. was found to be the lowest and most responsible bidder. The budget for this project is \$50,000.00. A bid tabulation is attached.
- Attachments:*** [Ellsworth Drainage Submitted Bids](#)
 [Resolution No. 20-35](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- G. [20-36](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH THE WOLF CREEK COMPANY FOR THE PURCHASE AND INSTALLATION OF THE GOLF COURSE IRRIGATION SYSTEM CONTROL PANEL; AND DECLARING AN EMERGENCY.**
- Brief Description:*** The existing irrigation pump control station was purchased in 1999 and has reached the end of its useful life. Replacement is necessary due to excessive wear and tear and operational failures.
- Attachments:*** [Irrigation Bid Tab](#)
 [Resolution No. 20-36](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- H. [20-37](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACTS FOR THE PURCHASE OF THREE FLEET VEHICLES FOR HUDSON PUBLIC POWER AND SERVICE/STREETS OPERATIONS AND TO OUTFIT ALL OF SAID VEHICLES WITH REQUIRED EQUIPMENT; AND DECLARING AN EMERGENCY.**
- Brief Description:*** Staff wishes to proceed with the replacement purchase of three existing vehicles as detailed in the 2020 fleet capital replacement plan. The Public Works Department has obtained pricing for the purchase of these three (3) replacement vehicles. They include two (2) Freightliner Cab and Chassis vehicles and one (1) Ford F550.
- Attachments:*** [Permission to Bid 2020](#)
 [2020 Fleet Replacement Plan 082319](#)
 [Resolution No. 20-37](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- I. [20-38](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH THE MCCLEAN COMPANY FOR THE PURCHASE OF AN ASPHALT HOT BOX TRAILER.**
Brief Description: Included in the 2020 budget is the replacement of one (1) asphalt hot box trailer used by the Service Department to make hot mix asphalt material to fill potholes and street failures where applicable. The unit being replaced is a 2004 model that is no longer functional and has surpassed the end of its life cycle.
Attachments: [Permission to bid 2020](#)
 [Hot Box Photo](#)
 [Resolution No. 20-38](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- J. [20-39](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A LICENSE AGREEMENT TO PERMIT THE INSTALLATION OF PAVEMENT AT 7599 WOODLAND AVENUE, HUDSON, OHIO 44236**
Brief Description: This resolution authorizes the City Manager to enter into a license agreement with the property owner of 7599 Woodland Avenue to allow a portion of the driveway to encroach within a utility easement.
Attachments: [7599 Woodland Ave site plan](#)
 [Resolution No. 20-39 with License Agreement](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

5. Proposed Legislation for March 17, 2020, Council Meeting

- A. [20-16](#) **A RESOLUTION APPROVING THE APPLICATION FOR PLACEMENT OF LAND IN A CURRENT AGRICULTURAL USE DISTRICT FOR PURPOSES OF O.R.C. SECTION 929.02 FOR BROWN FARMS ONE, LLC, BROWN FARMS TWO, LLC, AND SHERYL J. BROWN, TRUSTEE, 34 WELLGATE DRIVE, HUDSON, OHIO.**
Brief Description: The Brown family has submitted a renewal Application for Placement of Farmland in an Agricultural District for five (5) properties, totaling approximately 63.08 acres, located off of Barlow Road and Seasons Road in Hudson.
Attachments: [Application for Agricultural District Renewal](#)
 [Notice of Public Hearing](#)
 [Hyperlink - Agricultural Districts \(Summit County Fiscal Officer Website\)](#)
 [Code Enforcement Memo 2-3-2020](#)
 [Map: Brown Farms One LLC Properties - off of Barlow Rd.](#)
 [Map: Brown Farms Two & Sheryl J. Brown Properties - off of Seasons Rd.](#)
 [Resolution No. 20-16 \(As Revised 3-24-2020\)](#)

Resolution No. 20-16 was forwarded for further consideration at the March 17, 2020,

Council meeting.

- B. [20-20](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH WRIGHT LINE, LLC, FOR THE PURCHASE OF POLICE/DISPATCH RADIO CONSOLE FURNITURE; AND DECLARING AN EMERGENCY.**
Brief Description: A resolution authorizing the City Manager to enter into contract with Wright Line LLC in the amount of \$44,354.39. This is for the purchase of a replacement dispatch radio console furniture.
Attachments: [Hudson PD Console Furniture Pricing](#)
[Resolution No. 20-20](#)

Resolution No. 20-20 was forwarded for further consideration at the March 17, 2020, Council meeting.

- C. [20-21](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH B&C COMMUNICATIONS FOR THE IMPLEMENTATION OF A POLICE/DISPATCH RADIO MICROWAVE CONNECTION PROJECT; AND DECLARING AN EMERGENCY.**
Brief Description: A resolution authorizing the City Manager to enter into contract with B&C Communications in the amount of \$69,625.00 for equipment and professional services relating to the implementation of a dispatch dedicated radio microwave radio connection to the Summit County digital radio system.
Attachments: [Microwave Project Quote](#)
[Resolution No. 20-21](#)

Resolution No. 20-21 was forwarded for further consideration at the March 17, 2020, Council meeting.

- D. [20-29](#) AN ORDINANCE AMENDING SECTION 874.04 OF CHAPTER 874, “MOBILE FOOD VEHICLES,” OF THE BUSINESS REGULATION CODE REGARDING THE LOCATION OF OPERATION FOR MOBILE FOOD VEHICLES; AND DECLARING AN EMERGENCY.**
Brief Description: This Ordinance amends the City’s Business Regulation Code to allow licensed mobile food vehicles to operate within 500-feet of a brick and mortar restaurant when the licensed mobile food vehicle is part of an approved temporary special event pursuant to Chapter 872.
Attachments: [Hyperlink - Code Chapter 874, Mobile Food Vehicles](#)
[Hyperlink - Code Chapter 872, Temporary Special Events](#)
[Ordinance No. 20-29](#)

Mr. DeSaussure asked what the intent of the new provision, 874.04.(l) was for. Ms. Howington stated that it was added to prevent mobile food vehicles from parking in one location for an extended period of time. Council felt that this language was not needed and asked staff to review the Land Development Code to see if this is already addressed.

Ordinance No. 20-29 was forwarded for further consideration at the March 17, 2020, Council meeting.

- E. [20-41](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH WINDSTREAM WESTERN RESERVE, LLC TO ACQUIRE REAL PROPERTY LOCATED AT 94 OWEN BROWN STREET (PERMANENT TAX PARCEL NO. 32-04148) IN THE CITY OF HUDSON, OHIO; AND DECLARING AN EMERGENCY.**
Brief Description: This resolution authorizes the purchase of property located at 94 Owen Brown Street in order to facilitate eventual development of the downtown area pursuant to future Council direction.
Attachments: [Resolution No. 20-41](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

- F. [20-30](#) **A RESOLUTION APPROVING THE APPLICATION FOR PLACEMENT OF LAND IN A CURRENT AGRICULTURAL USE DISTRICT FOR PURPOSES OF O.R.C. SECTION 929.02 FOR JOANN POULTON, 5457 STOW ROAD, HUDSON, OHIO.**
Brief Description: Ms. Poulton has submitted a renewal Application for Placement of Farmland in an Agricultural District for her property on Stow Road.
Attachments: [Application for Agricultural District Renewal](#)
 [Notice of Public Hearing 3-17-2020 \(cancelled/to be rescheduled\)](#)
 [Code Enforcement Memo 3-6-2020](#)
 [Map - 5457 Stow Road](#)
 [Resolution No. 20-30](#)

This Resolution was forwarded for further consideration at the March 17, 2020, Council meeting.

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

Ms. Howington stated a Resolution approving a Then and Now Certificate and a Motion to approve the transfer of a liquor permit from Peach Tree Southern Kitchen will be brought forward to the March 17, 2020, Council meeting.

A. **Discussion of Sign Code**

Mr. Foster felt that the regulations within the downtown district should be different than those businesses that are not close to the road. Mr. Hannan stated that staff will look into regulations based on Districts.

This matter was discussed.

7. Executive Session

A motion was made by Dr. Williams, seconded by Mr. Foster, to enter into executive session to consider a personnel matter concerning the appointment of public officials. Mr. Wooldredge recessed the meeting at 9:40 p.m. after the motion carried by the following vote:

Aye: 7 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams and Mr. Wooldredge

8. Adjournment

There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 9:52 p.m.

William D. Wooldredge, President of Council

Jane Howington, City Manager, Clerk of Council Pro Tempore

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 220.031 (a), Rules for Workshop Meetings.