



City of Hudson, Ohio

Meeting Minutes - Draft

City Council

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, December 10, 2019

7:00 PM

Town Hall
27 E. Main St.

Special Meeting & Regular Workshop

Special Meeting

1. Call to Order

Mayor Shubert called to order the Special meeting of Hudson City Council at 7:00 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.

2. Pledge of Allegiance to the Flag

3. Roll Call

Staff in Attendance: Ms. Howington, City Manager; Mr. Vazzana, City Solicitor; Mr. Ersing, Network Systems Administrator; Mr. Griffith, Management/Budget Director; Mr. Hannan, Community Development Director; Mrs. Havranek, Human Resources Manager; Mr. Hutchinson, Assistant Public Works Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leiter, Production Assistant; Mr. Powell, Assistant Public Works Director; Ms. Roberts, Communications Manager; Mr. Sheridan, Assistant City Manager - Professional Services; and Mr. Wash, Assistant Public Works Director.

Present: 6 - Mrs. Bigham, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams and Mr. Wooldredge

Absent: 1 - Mr. DeSaussure

4. **Appointment of Jane Howington as Clerk of Council Pro Tempore**

A motion was made by Mr. Wooldredge, seconded by Mr. Sutton, that Ms. Howington be appointed Clerk of Council Pro Tempore. The motion carried by the following vote:

Aye: 6 - Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge and Mrs. Bigham

5. **Public Comments**

None.

6. **Correspondence and Council Comments**

Mr. Sutton explained the reason for the Special Meeting. He also announced that the Christkindlmarkt will be held this weekend downtown Hudson, and invited citizens to attend. Mr. Sutton stated that kids from the Akron German Society in grades 3 to 9 will be performing traditional German dances at the Christkindlmarkt on Sunday afternoon, and he invited citizens to attend.

Mayor Shubert provided an overview of his activities over the past week.

Mr. Wooldredge reviewed the purpose of the Friday morning agenda review meetings. He stated that only 3 members of Council can attend those meetings, pursuant to the Ohio Open Meeting Law. He asked those who would like to attend to contact Mrs. Slagle. Mayor Shubert suggested that Council members attend on a rotating basis, and Mr. Wooldredge was in agreement. Mr. Sutton stated, according to Sunshine Laws, that Council members may call in and listen to the meeting but can not participate.

Mr. Wooldredge stated that a position on the Planning Commission needs to be filled due to a member being termed-out. He asked Council members if everyone would be available to start the December 17, 2019, Council meeting at 6:00 p.m. There was consensus to start at 6:00 p.m. He also stated that interviews for Charter Review Commission will need to be held in January. Discussion followed on the process to be used for choosing applicants to interview.

7. **Report of Manager**

None.

8. **Suspension of the Rules for the Consent Agenda**

A motion was made by Mr. Wooldredge, 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: 6 - Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge and Mrs. Bigham

Approval of the Consent Agenda

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

Aye: 6 - Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge and Mrs. Bigham

A. [19-182](#) AN ORDINANCE ESTABLISHING A TEMPORARY MORATORIUM ON ENFORCEMENT OF CHAPTER 874 OF THE BUSINESS REGULATION CODE RELATED TO THE LOCATION OF OPERATION FOR MOBILE FOOD VEHICLES; AND DECLARING AN EMERGENCY.

Brief Description: Staff requests a temporary suspension of the enforcement of Section 874.04 (b) of the Business Regulation Code related to location for operation of Mobile Food Vehicles to allow City Staff to study and make clarifications to the current language.

Attachments: [Hyperlink - Chapter 874, Mobile Food Vehicles](#)
[Ordinance No. 19-182](#)

Mr. Foster explained the intent of the Ordinance and the issues with the current language as it is written.

Ordinance No. 19-182 was passed on the Consent Agenda.

9. Adjournment

There being no further business, Mayor Shubert adjourned the Council meeting at 7:35 p.m.

Regular Workshop

10. Call to Order

President of Council Wooldredge called to order the workshop of Hudson City Council at 7:46 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.

Present: 6 - Mrs. Bigham, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams and Mr. Wooldredge

Absent: 1 - Mr. DeSaussure

Others & Staff in Attendance: Mayor Shubert; Ms. Howington, City Manager; Mr. Vazzana, City Solicitor; Mr. Ersing, Network Systems Administrator; Mr. Griffith, Management/Budget Director; Mr. Hannan, Community Development Director; Mrs. Havranek, Human Resources Manager; Mr. Hutchinson, Assistant Public Works Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leiter, Production Assistant; Mr. Powell, Assistant Public Works Director; Ms. Roberts, Communications Manager; Mr. Sheridan, Assistant City Manager - Professional Services; and Mr. Wash, Assistant Public Works Director.

11. Correspondence and Council Comments

Mr. Wooldredge reminded Council to let him or Mrs. Slagle know what board they would like to serve as liaison on.

12. Discussion Items

A. [19-0130](#) **Departmental Overview: Professional Services: Community Development / Engineering**

Brief Description: This departmental overview provides an opportunity for elected officials to review City operations.

Attachments: [Department Flowchart - Community Dev. & Engineering 2019](#)

Mr. Sheridan provided a brief introduction of the Professional Services, which include Community Development and Engineering. Mr. Hannan provided the purpose and core duties of the Community Development Department, which include administering the Land Development Code, issuing permits, staffing City's development review boards, pursuing code enforcement, and managing and administering the Comprehensive Plan. He further explained projects that the department is currently working on. Discussion followed.

Mr. Kosco provided the main duties of the Engineering Department, which include the planning, designing and inspecting of all capital maintenance improvement projects; managing consultants for major roadway improvement projects, conducting traffic analyses and hydraulic modeling; coordinating with Community Development for site plan reviews; and investigating drainage issues. He further explained projects that the department is currently working on. Discussion followed.

This matter was discussed.

B. **Agenda Review Process**

This matter was discussed. (Refer to Correspondence and Council Comments above.)

13. Proposed Consent Agenda for December 17, 2019, Council Meeting

A. [19-0131](#) **A Motion to Acknowledge the Timely Receipt of the November 2019 Monthly Financial Report**

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

Attachments: [November 2019 Financial Report](#)

This Motion was forwarded for further consideration at the December 17, 2019, Council meeting.

B. [TMP-4568](#) **AN ORDINANCE AMENDING ORDINANCE NO. 18-160, MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF HUDSON DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019, BY MAKING ADDITIONAL AND/OR AMENDED APPROPRIATIONS RELATED TO THE FOURTH QUARTER OF 2019.**

Brief Description: This Ordinance will amend the 2019 budget for additional and/or amended appropriations as listed in the attached Exhibit A.

Attachments: [4th Quarter Exhibit A](#)

This Ordinance was forwarded for further consideration at the December 17, 2019, Council meeting.

- C. [TMP-4483](#) **AN ORDINANCE AMENDING CHAPTER 254 OF THE CODIFIED ORDINANCES ENTITLED “EMPLOYEE HANDBOOK AND PERSONNEL RULES”, AS INITIALLY ADOPTED AND AS SUBSEQUENTLY AMENDED FROM TIME TO TIME BY CITY COUNCIL.**

Brief Description: This ordinance authorizes amendments to the Employee Handbook and Personnel Rules, as approved by the Personnel Advisory and Appeals Board (PAAB) on September 5, 2019.

Attachments: [Council Summary of 2019 Handbook Changes](#)
[Employee Handbook - Revised](#)

Mr. Sutton asked why medical marijuana is called out specifically, but no other drugs are. He felt it should state all schedule 1 drugs, instead of calling out one specific drug. Mrs. Havranek stated that the state passed a law in 2018 allowing medical marijuana; however, the City is a drug-free workplace. The Personnel Advisory and Appeals Board felt it necessary to list this specifically as it is the only schedule 1 drug that can now be subscribed. Mr. Griffith stated that they will reach out to the labor law attorney and provide further information at the December 17, 2019, Council meeting.

This Ordinance was forwarded for further consideration at the December 17, 2019, Council meeting.

- D. [TMP-4564](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER, DURING THE YEAR 2020, TO ADVERTISE FOR BIDS OR TO UTILIZE THE VARIOUS CHARTER-AUTHORIZED GOVERNMENTAL COMPETITIVE PURCHASING PROGRAMS FOR CONSTRUCTION MATERIALS, SUPPLIES, SERVICES, EQUIPMENT, AND VEHICLES FOR THE SELECTION OF THE LOWEST AND BEST BIDDER TO BE DETERMINED BY COUNCIL; AND DECLARING AN EMERGENCY.**

Brief Description: This annual Resolution allows the Public Works Department to advertise for bids, obtain competitive pricing, and recommend contract awards for those items, contracts and projects that will exceed \$25,000 based on the 2020 approved budget.

Attachments: [2020 Permission Contracts Projects for Services and Equipment Final](#)

Mr. Sutton asked about the audio visual equipment for City Hall. Ms. Howington stated this authorizes the City to bid the project, staff will return to Council to award the contract. Mr. Wooldredge stated that he would like to have discussion at a future workshop on Council and Board and Commissions meeting locations.

This Resolution was forwarded for further consideration at the December 17, 2019, Council meeting.

- E. [TMP-4565](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES FOR THE CITY’S PUBLIC UTILITY AND VELOCITY BROADBAND SERVICES OPERATIONS ON AN AS-NEEDED BASIS DURING THE YEAR 2020; AND DECLARING AN EMERGENCY.**

Brief Description: This annual resolution requests permission allowing the Public Works Department to make purchases of equipment, materials, supplies and services

in the operational area of the municipal utilities and Velocity Broadband service operation that will exceed \$25,000 based on the 2020 approved budget.

Attachments: [Exhibit A 2020 HPP Velocity Permission to Bid](#)

[Memo - 2020 Velocity Materials and Services Purchases](#)

Mr. Foster asked for further clarification on this. Ms. Howington stated that this is for the authorization to purchase items on an as-needed basis.

This Resolution was forwarded for further consideration at the December 17, 2019, Council meeting.

- F. [TMP-4567](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWO-YEAR CONTRACT FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES WITH QUALITY CONTROL INSPECTION, INC.**

Brief Description: The City of Hudson Engineering Department currently performs public inspections with our staff and the City also contracts with a private construction management service on the road programs. In addition to the road programs, the City may decide to utilize the construction management/inspection services on other miscellaneous capital improvement projects and for private developments as they arise within the City.

Mayor Shubert asked what the 2-year cost is. Mr. Kosco stated that this is an hourly rate contract and they are used on an as-needed basis. Staff will put together the overall costs spent over the last couple of years and present that to Council at the December 17, 2019, Council meeting.

This Resolution was forwarded for further consideration at the December 17, 2019, Council meeting.

- G. [TMP-4563](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE EPPLEY INSTITUTE FOR PROFESSIONAL CONSULTING SERVICES AND RE-WRITE OF THE PARKS MASTER PLAN.**

Brief Description: The Parks Department and Park Board Master Plan subcommittee are in the final phase of reviewing the Parks Master Plan. The Board and staff now wish to utilize a professional services firm to perform the final review and complete the document updates.

Attachments: [Eppley Institute RFQ/Proposal for Parks Master Plan 9-9-2019](#)

[EDG RFQ/Proposal for Parks Master Plan 9-10-2019](#)

[Pros Consulting RFQ/Proposal for Parks Master Plan 9-10-2019](#)

Mr. Wash provided background information on the need for the re-write of the Parks Master Plan, as well as the process that was used for the selection of the Eppley Institute.

This Resolution was forwarded for further consideration at the December 17, 2019, Council meeting.

14. Proposed Legislation for December 17, 2019, Council Meeting

- A. [19-170](#) **AN ORDINANCE AMENDING SECTION 1, “PLAN SUBMISSIONS AND GENERAL NOTES,” AND SECTION 2, “WATER DISTRIBUTION,” OF CHAPTER 1419, “ENGINEERING STANDARDS FOR INFRASTRUCTURE CONSTRUCTION” AND REPEALING SECTION 3, “SANITARY COLLECTION” OF THE BUILDING AND HOUSING CODE.**
- Brief Description:*** Section 1 - Plan Submission and General Notes of the City of Hudson Engineering Standards for Infrastructure Construction and Section 2 - Water Distribution were last updated in 2002. Staff would like to update these sections to reflect various changes due to industry standards that have changed since the last updates. Section 3 - Sanitary Collection, will be repealed as the City no longer governs the construction and maintenance of the sanitary sewer system.
- Attachments:*** [Summary of Changes](#)
[Exhibit A - Section 1](#)
[Exhibit B - Section 2](#)
[Ordinance No. 19-170](#)

Ordinance No. 19-170 was forwarded for further consideration at the December 17, 2019, Council meeting.

- B. [19-171](#) **AN ORDINANCE AMENDING SECTION 648.11 OF CHAPTER 648, “PEACE DISTURBANCES,” SECTIONS 672.01, 672.07, 672.09, 672.14, AND 672.19 OF CHAPTER 672, “WEAPONS AND EXPLOSIVES,” OF THE CODIFIED ORDINANCES TO CONFORM TO STATE LAW, AND DECLARING AN EMERGENCY**
- Brief Description:*** The Ohio General Assembly passed House Bill 228, which amended multiple sections of the Revised Code with respect to the rights of gun owners, and other fire-arm related matters. This Ordinance amends the City’s regulations concerning weapons and explosives in conflict with HB 228.
- Attachments:*** [Ordinance No. 19-171 \(as revised 12-3-2019\)](#)

Ordinance No. 19-171 was forwarded for further consideration at the December 17, 2019, Council meeting.

- C. [19-172](#) **A RESOLUTION ADOPTING A CREDIT/PURCHASING CARD POLICY FOR THE CITY OF HUDSON.**
- Brief Description:*** House Bill 312 established safeguards for credit card use for Ohio’s local governments. Even though the City of Hudson has home rule authority to deviate from HB 312, establishing this policy will ensure transparency and accountability with respect to the City’s credit-related transactions.
- Attachments:*** [Exhibit A - Credit Card Policy](#)
[Resolution No. 19-172](#)

Resolution No. 19-172 was forwarded for further consideration at the December 17, 2019, Council meeting.

15. Items to be Added to Future Agendas

Ms. Bigham asked about the status of the review of the intersection of Hudson-Aurora and Herrick Park Drive. Mr. Kosco stated that a consultant was just authorized to begin work and the traffic counts will take place in January during normal school hours. After the data is evaluated staff will return to Council with a recommendation. Mr. Sutton asked if Stow Road will be included in this. Mr. Kosco stated that at this time it does not, but the study can be expanded if Council desires.

16. Executive Session

A motion was made by Dr. Williams, seconded by Mr. Sutton, to enter into executive session to consider the sale or lease of City property at competitive bidding. Mr. Wooldredge recessed the meeting at 8:55 p.m. after the motion carried by the following vote

Aye: 6 - Mr. Sutton, Dr. Williams, Mr. Wooldredge, Mrs. Bigham, Mr. Foster and Ms. Schlademan

17. Adjournment

There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 10:20 p.m.

Craig A. Shubert, Mayor

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.