



# 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)*

*Vacant, Council Member (At-Large)*

*Jane Howington, City Manager*

*Matthew J. Vazzana, City Solicitor*

*R. Todd Hunt, Special Counsel*

*Elizabeth A. Slagle, Clerk of Council*

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Tuesday, May 12, 2020

7:30 PM

Via Video-Conference & Live-Stream

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### 1. Call to Order

**Present:** 6 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton and Mr. Wooldredge

*Others & Staff in Attendance: Mayor Shubert; Ms. Howington, City Manager; Mr. Vazzana, City Solicitor; Mr. Comeriato, Assistant City Manager - Operations; Mr. Gerbracht, HCTV Operations Manager; Mr. Griffith, Management/Budget Director; Mr. Hannan, Community Development Director; Ms. Kadish, Community Relations Manager; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Sheridan, Assistant City Manager - Professional Services; Mr. Stifler, Economic Development Director; and Mr. Sugar, Senior Planner.*

### 2. Correspondence and Council Comments

*Ms. Bigham thanked those that have reached out to her in regards to joining the Connectivity Adhoc Committee, she further stated that she does not have anyone from the Hudson Park Estates area, and asked anyone interested to contact her. She further thanked staff for the resurfacing of Middleton Road.*

*Mr. Wooldredge stated that the Hudson Community Foundation is currently working on a grant program in the amount of \$50,000 to assist small businesses in Hudson. He further reminded citizens that current vacancies exist on the Park Board, Architectural and Historic Board of Review, and Tree Commission with applications being due by May 22, 2020.*

*Mayor Shubert asked what staff's role is in the parade that is planned at the High School to honor the graduating class of 2020. Ms. Howington stated that the schools and City staff have been working together to put this together and the vehicles will just be present with lights and sirens. Ms. Kadish stated that this is a drive through event with no personal contact.*

*Ms. Howington stated that the City has suspended door-to-door solicitation permitting until further notice, due to COVID-19.*

### 3. Discussion Items

#### A. Public Safety Update on COVID-19

*Ms. Howington stated that there is no new information regarding public safety. Staff is currently working on how the City will be handling the reopening.*

**This matter was discussed.**

#### B. [20-0067](#) COVID-19 Response - Land Development Code Moratoriums and Merchant Support Efforts

**Brief Description:** Discussion on possible Land Development Code moratoriums and merchant support efforts.

**Attachments:** [Memo 5-1-2020 - COVID 19 Response – Merchant Support](#)  
[Memo 5-11-2020 - COVID 19 Response - Merchant Support](#)

*Mr. Hannan and Ms. Kadish stated that staff has been in contact with about 30 merchants, Destination Hudson, Merchants of Hudson and Hudson Area Chamber of Commerce to obtain feedback on how to coordinate the various programs that the City is looking into to assist businesses during the pandemic. Mr. Hannan further provided an update on the Sign Code Moratorium, proposal on a moratorium to extend the expiration date on Zoning Certificates, Variances and Planning Commission approvals, outdoor sales, and outdoor dining. Ms. Kadish provided feedback obtained from the merchants regarding the reopening. Discussion followed. There was consensus to move forward with legislation to allow outdoor dining.*

**This matter was discussed.**

#### C. [20-0066](#) Small Business Recovery Proposal

**Brief Description:** Council will consider a COVID-19 Small Business Relief Loan Program.

Council has been discussing the plausibility of offering small businesses in Hudson a deferred loan program to assist in re-opening. Based on Council input at last week's workshop, the attached proposal has been modified and is ready for further Council review and consideration.

**Attachments:** [DRAFT City of Hudson Small Business Relief Loan Program](#)  
[Hudson Community Improvement Corp. \(HCIC\) Articles of Incorporation](#)  
[HCIC Members \(5-12-2020\)](#)

*Ms. Howington provided an update on the proposed loan program, and Mr. Vazzana explained the steps that need to take place to get the loan program in place and how the program will work. Discussion followed on the parameters of the loan program and the Hudson Community Investment Corporation. There was consensus to have the Hudson Community Investment Corporation meet in order to obtain a current membership and have staff reach out to local businesses to see how much interest there is for such a loan program. Further discussion will be held at the May 19, 2020, Council meeting.*

**This matter was discussed.**

#### D. [20-0068](#) Federal Railroad Administration (FRA) Quiet Zones Follow-Up Discussion

**Brief Description:** Councilman Sutton requested a follow-up to the previous discussion held on March 10, 2020.

**Attachments:** [Quiet Zone Cost Estimate](#)

Mr. Sutton stated that staff provided him with rough estimates for various quiet zone costs. The concrete median option is approximately \$40,000 per crossing. He stated that he would like to move forward with submitting a Quiet Zone application to Norfolk Southern for the crossings at Hines Hill Road, Stow Road, and the private crossing east of Stow Road, and place these costs on the 2021 budget. Mr. Sheridan stated that he has submitted the Quiet Zone Calculator to the Federal Railroad Administration through the Ohio Rail Commission for Stow Road and Hines Hill. There was consensus directing staff to move forward with applying with Norfolk Southern.

**This matter was discussed.**

#### 4. Proposed Consent Agenda for May 19, 2020, Council Meeting

- A. [20-0071](#) **A Motion to Acknowledge the Timely Receipt of the April 2020 Monthly Financial Report**  
**Brief Description:** Financial summaries are provided each month for Council's review.  
**Attachments:** [April 2020 Financial Report](#)

**This Motion was forwarded for further consideration at the May 19, 2020, Council meeting.**

- B. [20-58](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF SUMMIT FOR COOPERATION AND COST SHARING FOR THE RESURFACING OF RAVENNA ROAD BETWEEN OLD MILL ROAD AND THE PORTAGE COUNTY LINE.**  
**Brief Description:** This project is for the resurfacing of Ravenna Road from Old Mill Road to the Portage County Line. Approximately 0.75 miles of this stretch of roadway is within the City of Hudson.  
**Attachments:** [Location Map](#)  
[Resolution No. 20-58](#)

Mr. DeSassure asked if the "Y" portion of where Ravenna Road and Middleton Road come together was included in the project. Mr. Kosco stated that only Ravenna Road is part of the project, but staff can look into expanding it, if possible.

**This Resolution was forwarded for further consideration at the May 19, 2020, Council meeting.**

- C. [20-59](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ISSUE PAYMENT TO THE LOCKHART CONCRETE COMPANY FOR THE FINAL COSTS ASSOCIATED WITH THE STATE ROUTE 303 SANITARY SEWER AND WATER MAIN PROJECT.**  
**Brief Description:** City staff is requesting final payment be made to the Lockhart Concrete Company for City-approved work by the Contractor for the SR 303 Sanitary and Water Main Improvement Project in 2012.  
**Attachments:** [Resolution No. 20-59](#)

**This Resolution was forwarded for further consideration at the May 19, 2020, Council meeting.**

- D.        [20-60](#)            **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ELECTRIC POWER SYSTEMS FOR MAINTENANCE OF THE EASTSIDE SUBSTATION.**
- Brief Description:*** The Hudson Public Power Division (HPP) has five substations located throughout the city. HPP has these substations on a five-year rotating maintenance schedule, so only one substation at a time is receiving testing and preventative maintenance. In April of 2020, the Public Works Department advertised for competitive bids for the performance of the Preventative Maintenance on the Eastside Substation. As such, Public Works now wishes to award the contract.
- Attachments:***        [Bid Tab Report - Preventative Maintenance and Relay Testing at the Eastside Substation Resolution No. 20-60](#)

**This Resolution was forwarded for further consideration at the May 19, 2020, Council meeting.**

- E.        [20-61](#)            **A RESOLUTION AFFIRMING THE ACCEPTANCE BY THE CITY MANAGER'S DESIGNEE OF A 2019 FIRE DEPARTMENT TRAINING GRANT FROM THE OHIO DEPARTMENT OF COMMERCE DIVISION OF STATE FIRE MARSHAL.**
- Brief Description:*** The Hudson Fire Department was awarded a 2019 Fire Department Training Grant in the amount of \$1,800.00 for reimbursement for the completion of approved courses to train four new firefighters to the level of Volunteer Firefighter.
- Attachments:***        [Resolution No. 20-61](#)

**This Resolution was forwarded for further consideration at the May 19, 2020, Council meeting.**

- F.        [20-62](#)            **A RESOLUTION AFFIRMING THE APPLICATION SUBMITTED BY THE CITY MANAGER'S DESIGNEE TO THE OHIO DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MEDICAL SERVICES FOR AN EMS PRIORITY ONE TRAINING AND EQUIPMENT GRANT ON BEHALF OF HUDSON EMERGENCY MEDICAL SERVICES.**
- Brief Description:*** The Ohio Department of Public Safety, Division of Emergency Medical Services, provides a grant to assist EMS with purchase of approved training and equipment. Estimated funding is determined in June, based on the amount of funding available for the program. No matching funds are required.
- Attachments:***        [Resolution No. 20-62](#)

**This Resolution was forwarded for further consideration at the May 19, 2020, Council meeting.**

## 5. Proposed Legislation for May 19, 2020, Council Meeting

- A. [20-52](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH SOUTHEASTERN EQUIPMENT COMPANY, INC. FOR A CASE WHEEL LOADER AND TO ENTER INTO A LEASE-PURCHASE AGREEMENT WITH KS STATEBANK TO FINANCE SAID PURCHASE.**

***Brief Description:*** This resolution provides for the replacement of an existing wheel loader for use in the Public Works Department.

***Attachments:***      [Permission to Bid 2020](#)  
                                 [Case Wheel Loader](#)  
                                 [Resolution No. 20-52](#)

Resolution No. 20-52 was forwarded for further consideration at the May 19, 2020, Council meeting.

- B. [20-64](#)      **AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF \$3,850,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING AND INSTALLING EQUIPMENT AS PART OF THE CITY'S MUNICIPAL BROADBAND SERVICES SYSTEM PROJECT.**

***Brief Description:*** This Ordinance authorizes internal borrowing for the installation of the broadband services system (Velocity Broadband). These roll forward the notes issued in 2019 of \$3,850,000 for five months so they mature at the same time as other currently outstanding notes. For cost savings purposes, we plan to roll these notes into one large bond issue in December 2020.

***Attachments:***      [Fiscal Officer's Certificate](#)  
                                 [Ordinance No. 20-64](#)

This Ordinance was forwarded for further consideration at the May 19, 2020, Council meeting.

## 6. Items to be Added to Future Agendas

## 7. Executive Session

A motion was made by Ms. Schlademan, seconded by Mr. DeSaussure, to enter into executive session to consider a personnel matter concerning the appointment of a public official and to consider the sale or lease of city property at competitive bidding. Mr. Wooldredge recessed the meeting at 9:06 p.m. after the motion carried by the following vote:

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

*Mr. Wooldredge reconvened the workshop at 9:39 p.m.*

**8. Adjournment**

**There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 9:39 p.m.**

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**William D. Wooldredge, President of Council**

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**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.*