



City of Hudson, Ohio

Meeting Minutes - Draft 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)

Nicole V. Kowalski, Council Member (At-Large)

Katherine R. Schlademan, Council Member (Ward 1)

Skylar J. Sutton, Council Member (Ward 3)

Jane Howington, City Manager

Matthew J. Vazzana, City Solicitor

R. Todd Hunt, Special Counsel

Elizabeth A. Slagle, Clerk of Council

Tuesday, February 9, 2021

7:30 PM

Via Video-Conference & Live-Stream

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, Mrs. Kowalski, 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. Hannan, Community Development Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leedham, Innovation & Technology Director; Mr. Leiter, Production Assistant; Mr. Sheridan, Assistant City Manager - Professional Services; Mr. Sugar, City Planner; and Mr. Tabak, Police Chief.

2. Correspondence and Council Comments

Mrs. Kowalski provided an update on the At-Large Forum that was held on February 8, 2021.

Ms. Schlademan stated that she has heard from concerned citizens regarding the clearing of snow on sidewalks as well as the increase of crime within the City. Ms. Howington stated that Chief Tabak will provide a crime update later in the month.

Mr. Wooldredge provided an update on the Economic Growth Board meeting that was held on February 4, 2021.

3. Discussion Items

A. [21-0010](#) Downtown Development Community Survey Proposals

Brief Description: The purpose of this discussion is to review the City's Request for Proposal format, and the submitted proposals the City received for the community survey.

Attachments: [City of Hudson - Community Survey Request for Proposals \(RFP\) 11-25-2020](#)
[RAC - email/memo with Proposal \(12-9-2020\)](#)
[RAC - Survey Proposal \(12-9-2020\)](#)
[RAC - Addendum to Proposal \(1-14-21\)](#)
[BNIM - Response to RFP \(12-11-2020\)](#)
[BNIM - Fee Proposal \(12-11-2020\)](#)
[BNIM - Interview Presentation \(1-11-2021\)](#)

Discussion included topics that should appear on the survey, how to go about sending the survey out to get unbiased feedback, moving forward after the survey results are compiled, and Council review of the Request for Proposal. There was Council consensus to have Council review the Request for Proposal, send any changes to staff, and to send the Proposal out to more companies.

This matter was discussed.

B. [21-0011](#) City Council Review and Discussion of the General Fund 2020 Year-End Excess Surplus

Brief Description: At the request of Council, this is a discussion about the best use of the General Fund's excess surplus at the end of fiscal year 2020.

There was discussion on what the City should utilize the excess 2020 revenue on. Recommendations included finalize the engineering for the Hines Hill Grade Separation, accelerate the Sidewalk and Trails Plan, pay down capital expenses, and assist merchants with digital marketing. There was consensus to move forward with assisting merchants within Hudson with digital marketing and to revisit the finances in the next few months. Nicole Alverson, President of the Hudson Chamber of Commerce, will meet with the Downtown Merchants and will bring a digital marketing plan forward to the February 23, 2021 Workshop.

This matter was discussed.

4. Proposed Consent Agenda for the February 16, 2021, Council Meeting

A. [TMP-5319](#) A Motion to Acknowledge the Timely Receipt of the January 2021 Monthly Financial Report

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

Attachments: [January 2021 Financial Report](#)

Mr. Foster stated that he has some questions and will forward them to Mr. Knoblauch for discussion at the February 16, 2021, meeting.

This Motion was forwarded for further consideration at the February 16, 2021, Council meeting.

- B. [TMP-5306](#) **A RESOLUTION ADOPTING IN CONCEPT THE UPDATED SIDEWALK AND TRAILS MASTER PLAN 2021-2025.**
Brief Description: The Sidewalk and Trail Master Plan (formerly known as Connectivity Plan) represents the continued effort to provide safe and practical community-wide non-vehicular connectivity in the City of Hudson. The City staff is recommending the name be changed to the Sidewalk and Trails Master Plan from the Connectivity Plan.

Attachments: [Sidewalk and Trail Master Plan 2021-2025](#)
[Park Board recommendations on Sidewalk and Trail Plan](#)
[Draft Resolution](#)

Mr. Sugar stated that the Sidewalk and Trails Master Plan has been finalized and includes the budget, schedule, scoring and maps.

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- C. [TMP-5314](#) **AN ORDINANCE AMENDING SECTION 410.01 OF THE TRAFFIC CODE TO REMOVE SPECIFIC REFERENCES TO SCHOOL ZONE SPEED LIMIT AREAS.**
Brief Description: As part of a periodic review of the City's Ordinances, Staff identified references in Section 410.01 of the Traffic Code that should be removed for clarity.

Attachments: [Hyperlink - Hudson Traffic Code, Title Six, Section 434.03\(b\)\(1\) School Zone Speed Regulations](#)
[Draft Ordinance](#)

This Ordinance was forwarded for further consideration at the February 16, 2021, Council meeting.

- D. [TMP-5237](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND ENTER INTO A CONTRACT FOR THE INGLESIDE DRIVE BRIDGE REPLACEMENT PROJECT (PID 107018).**
Brief Description: The project includes the removal and replacement of the failing Ingleside Drive bridge above Brandywine Creek.

Attachments: [Ingleside Dr Bridge Proposed](#)
[Ingleside Drive Bridge Existing](#)
[Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- E. [TMP-5269](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO AND ENTER INTO AN AGREEMENT WITH THE NORTHEAST OHIO REGIONAL SEWER DISTRICT FOR FUNDING ASSISTANCE THROUGH THE NEORS D COMMUNITY COST SHARE PROGRAM, FOR THE RAVENNA STREET CULVERT REPAIR PROJECT, INGLESIDE DRIVE BRIDGE REPLACEMENT PROJECT AND THE BARLOW COMMUNITY CENTER DAM IMPROVEMENTS.**

Brief Description: The Northeast Ohio Regional Sewer District's (NEORS D) Community Cost Share Program provides funding to member communities, like the City of Hudson, for community specific stormwater management projects. These funds would be used to reimburse the City for the construction costs associated with the Ravenna Street Culvert Repair Project and portions of the Ingleside Drive Bridge Replacement Project and Barlow Community Center Dams Improvement Project.

Attachments: [NEORS D CCS Applications 2-2021](#)
 [Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- F. **TMP-5312 A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT WITH TMS ENGINEERS INC. FOR THE CENTRAL ADAPTIVE TRAFFIC CONTROL SYSTEM IMPROVEMENT PROJECT.**

Brief Description: The project includes 13 signalized intersections, 1 unsignalized intersection at Owen Brown St and the Norfolk and Southern Railroad underpass, and 3 pedestrian signals at the Western Reserve Campus. This includes the design of 7 CCTV camera locations and the pre-emption system for the emergency services.

Attachments: Traffic Signal Map
 Traffic System Design Consulting Services - RFP
 Draft Resolution

Mr. Sheridan stated that Ms. Schlademan had requested that the intersection of N. Hayden Parkway and SR 303 be added to the design. He noted that the additional cost for this design would be \$25,000. There was consensus to move forward with adding the intersection of N. Hayden Parkway and SR 303 to the design contract.

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- G. [TMP-5304](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE CONTRACT WITH SOFTWARE SOLUTIONS, INC. FOR THE ANNUAL SUPPORT OF THE CITY'S FINANCIAL SOFTWARE.**
- Brief Description:** This Resolution is for approval of the City's financial software support contract with Software Solutions, Inc. (SSI).
- Attachments:** [Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- H. [TMP-5303](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH CIUNI & PANICHI, INC. FOR THE PREPARATION OF THE CITY'S 2020 ANNUAL FINANCIAL STATEMENTS.**
- Brief Description:** This is a contract with an accounting firm to assist staff in the preparation of the 2020 annual financial statements.
- Attachments:** [2020 Eng Ltr-GAAP Conversion](#)
 [Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- I. [TMP-5313](#) **A RESOLUTION AFFIRMING THE CITY'S ACTION TO ENTER INTO AN AGREEMENT WITH AXON ENTERPRISE, INC. FOR THE PROVISION OF TASER DEVICES FOR USE BY THE HUDSON POLICE DEPARTMENT.**
- Brief Description:** This Resolution provides for continuing service under a current agreement with Axon Enterprise, Inc. for the provision of TASER devices for use by the Police Department.
- Attachments:** [Axon Contract](#)
 [Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- J. [TMP-5299](#) **A RESOLUTION AFFIRMING THE ACCEPTANCE BY THE CITY MANAGER'S DESIGNEE OF AN ASSISTANCE TO FIREFIGHTERS COVID-19 SUPPLEMENTAL GRANT AWARDED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.**
- Brief Description:** The Federal Emergency Management Agency awarded the Hudson Fire Department Assistance to Firefighters Covid-19 Supplemental funding for the purpose of providing assistance to fire and emergency medical services for the purchase of Covid-related personal protective equipment and supplies. The City was awarded \$12,034.60 in grant funding for the purchase of Covid-19 related

personal protective equipment and supplies to create a stockpile for future response. A \$1,203.46 match is required.

Attachments: [Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

5. Proposed Legislation for the February 16, 2021, Council Meeting

- A. [21-4](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EVERSTREAM SOLUTIONS LLC FOR THE PROVISION OF AN INTERNET CIRCUIT FOR THE CITY'S VELOCITY BROADBAND SERVICES.**

Brief Description: This request will enable Velocity Broadband to replace an existing Cogent and Windstream internet circuit that is set to end in late 2021.

Attachments: [Resolution No. 21-4](#)

Resolution No. 21-4 was forwarded for further consideration at the February 16, 2021, Council meeting.

- B. [TMP-5309](#) **A RESOLUTION APPROVING THE APPLICATION FOR PLACEMENT OF LAND IN A NEW AGRICULTURAL USE DISTRICT FOR PURPOSES OF O.R.C. 929.02 FOR LEONORE E. COSMA, 2242 RAVENNA STREET, HUDSON, OHIO.**

Brief Description: Ms. Cosma has submitted the attached Application for Placement of Farmland in an Agricultural District for property located at 2242 Ravenna Street (Permanent Parcel No. 30-00514) in Hudson. Council has previously approved similar applications since 1999 at five-year intervals, but the renewal deadline for 2020 was missed, and therefore this application is considered a new request.

Attachments: [Application for Placement of Farmland in an Agricultural District](#)

[Notice of Public Hearing \(2/16/2021\)](#)

[Map - 2242 Ravenna St](#)

[Memo - 2242 Ravenna St CD Inspector 2.2.21](#)

[Draft Resolution](#)

This Resolution was forwarded for further consideration at the February 16, 2021, Council meeting.

- C. **TMP-5310 AN ORDINANCE ACCEPTING DEDICATION OF THE PUBLIC STREETS, EASEMENTS, AND PUBLIC IMPROVEMENTS WITHIN THE RESERVE AT RIVER OAKS PHASE I AND II SUBDIVISIONS; AND DECLARING AN EMERGENCY.**

Brief Description: Subdivision improvements have been installed and public right-of-way has been dedicated at Reserve at River Oaks Subdivision Phase I and

II. The applicant is requesting that City Council accept the dedication of these improvements and right-of-way.

Attachments:

City Engineer Acceptance Reserve at River Oaks I & II

River Oaks Phasing Map

Draft Ordinance

Mr. Foster has requested that this Ordinance be passed on first reading to allow for the residents of The Reserve at River Oaks to obtain City services.

This Ordinance was forwarded for further consideration at the February 16, 2021, Council meeting.

6. Items to be Added to Future Agendas

Mrs. Bigham asked how many City owned buildings within Hudson are leased out to private individuals or entities, and requested copies of the lease agreements. Ms. Howington provided some of the areas and will provide the lease agreements to her to review.

7. Adjournment

There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 9:37 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.