



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)

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

Tuesday, April 14, 2020

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: 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. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leedham, Innovation & Technology Director; Mr. Sheridan, Assistant City Manager - Professional Services; and Mr. Varnes, Fire/EMS Chief.

2. Correspondence and Council Comments

Ms. Howington provided an update on City operations. She stated that staff has reviewed the budget and moved projects back that are not an immediate need at this time. She further stated that staff is still processing and issuing zoning permits, trails and parks remain open with the exception of playgrounds and restrooms, staff is providing technical assistance to businesses, and working with community groups to provide aid to senior citizens. She also reviewed activities that staff is undertaking for budget changes and stated that staff is monitoring income tax revenue projections.

Chief Varnes provided an update on Fire and EMS staffing, call volume, and supplies.

Mr. Foster thanked the Fire Department for containing a fire within Ward 2. He further stated that the railroad tracks at Twinsburg Road will be closed beginning April 15, 2020 through April 24, 2020. Mr. Sutton stated that the railroad tracks at Stow Road will be closed beginning April 15, 2020 for 7 to 10 days.

Mr. Wooldredge stated that Mrs. Slagle will send out the 5 minute interview videos for the vacant At-Large

position on Thursday, April 16, 2020. He further stated that Mrs. Slagle will send out a poll to Council to check on Council availability to meet to discuss the candidates. Mr. Wooldredge stated that he would like to narrow the candidates down to 4 or 5, and then set-up interviews.

Ms. Schlademan provided an update on recycling and encouraged residents to hang on to their recycleables until after the pandemic is over. She further thanked the Arhitectural and Historic Board of Review for meeting virtually last Wednesday. She also stated that residents on Hudson Street are concerned with speeding and cut-through traffic, and she is working with City staff on how to resolve this.

Mayor Shubert and Mrs. Bigham provided an update on Personal Protective Equipment stock levels at nursing homes in Hudson.

3. Discussion Items

4. Proposed Consent Agenda for April 21, 2020, Council Meeting

- A. [20-0047](#) **A Motion to Acknowledge the Timely Receipt of the March 2020 Monthly Financial Report**
Brief Description: Financial summaries are provided each month for Council's review.
Attachments: [March 2020 Financial Report](#)

This Motion was forwarded for further consideration at the April 21, 2020 Council meeting.

- B. [TMP-4789](#) **AN ORDINANCE AMENDING ORDINANCE NO. 19-153, MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF HUDSON DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020 BY MAKING ADDITIONAL AND/OR AMENDED APPROPRIATIONS RELATED TO THE FIRST QUARTER OF 2020.**
Brief Description: This Ordinance will amend the 2020 budget for additional and/or amended appropriations as listed in the attached Exhibit A.
Attachments: [Exhibit A - Q1 Approp 2020](#)

Mr. Sutton asked the reason for increases in City Hall cleaning expenses. Ms. Howington stated that the costs are based on the cleaning needed for COVID-19. Mr. Comeriato provided information on what additional cleaning services were provided.

This Ordinance was forwarded for further consideration at the April 21, 2020 Council meeting.

- C. [TMP-4728](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND TO ENTER INTO A CONTRACT FOR THE VALLEY VIEW ROAD AT OHIO TURNPIKE STORM POND PROJECT (PID 101636).**
Brief Description: This project includes the construction of a new, dry storm water management pond. The project is located on City-owned property on the north side of the Ohio Turnpike, south of Valley View Road, and west of SR 91, adjacent to Brandywine creek.

Attachments: [Valley View Pond Location Map](#)

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- D. [TMP-4754](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS AND ENTER INTO A CONTRACT FOR THE HOLLAND DRIVE DITCH IMPROVEMENT PROJECT.
- Brief Description: This project will include the replacement of a failed timber retaining wall and other ditch improvements within a City drainage easement.
- Attachments: [Location Map](#)

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- E. [TMP-4756](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH QCI GROUP FOR CONSTRUCTION ADMINISTRATION SUPPORT SERVICES FOR THE STATE ROUTE 91 NORTH TURN LANE PROJECT (PID 93822); AND DECLARING AN EMERGENCY.
- Brief Description: The project will include roadway improvements along SR 91 from Brandywine Drive to Middleton Road. Staff is requesting permission to hire a professional construction management firm to provide supporting services for the construction management and inspection needs for the project.
- Attachments: [Cost Breakdown](#)

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- F. [TMP-4757](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH AECOM FOR RIGHT-OF-WAY ACQUISITION SERVICES FOR THE INGLESIDE DRIVE BRIDGE REPLACEMENT PROJECT (PID 107018).
- Brief Description: The Ingleside Drive bridge is in poor condition and rated structurally deficient. The project consists of the replacement of the bridge over Brandywine Creek.

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- G. [TMP-4758](#) A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE CITY OF AKRON FOR THE INSTALLATION OF WATERLINES AS PART OF THE STATE ROUTE 91 NORTH TURN LANE IMPROVEMENT PROJECT (PID 93822); AND DECLARING AN EMERGENCY.
- Brief Description: As part of the Agreement the City of Akron agrees to pay 100% of the costs associated with the installation of a new waterline along SR 91 between Herrick Park Drive and Middleton Road.

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- H. [TMP-4776](#) 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](#)

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- I. [TMP-4711](#) A RESOLUTION AFFIRMING THE APPLICATION SUBMITTED BY THE CITY MANAGER'S DESIGNEE TO SUMMIT COUNTY REWORKS FOR A COMMUNITY RECYCLING ASSISTANCE GRANT ON BEHALF OF THE PUBLIC WORKS DEPARTMENT.
- Brief Description:*** The City of Hudson is eligible for \$22,262.00 in ReWorks Community Recycling Assistance Grant funding. The funding will be used to help offset the cost of the City's leaf collection program. No match is required.

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- J. [TMP-4722](#) A RESOLUTION AFFIRMING THE CITY MANAGER'S ACCEPTANCE OF A GRANT FROM THE BURTON D. MORGAN FOUNDATION ON BEHALF OF HUDSON COMMUNITY TELEVISION.
- Brief Description:*** The Burton D. Morgan Foundation has awarded a \$1,200.00 grant to Hudson Community Television for the production of 'Good Day in Hudson'. No match is required.

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- K. [TMP-4729](#) A RESOLUTION AFFIRMING THE APPLICATION SUBMITTED BY THE CITY MANAGER'S DESIGNEE TO THE OHIO BUREAU OF WORKERS' COMPENSATION FOR A TRENCH SAFETY GRANT ON BEHALF OF THE PUBLIC WORKS DEPARTMENT, DIVISIONS OF SERVICE AND WATER DISTRIBUTION.
- Brief Description:*** The Ohio Bureau of Workers' Compensation uses the Trench Safety Grant Program to partner with Ohio employers to substantially reduce or eliminate injuries associated with trenching operations. The City of Hudson is eligible for up to \$12,000 in funding. Matching funds for this grant are 80% OBWC with a 20% City share.

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

- L. [TMP-4794](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE EXISTING AGREEMENT WITH GRANICUS, INC. TO ADD HIGH DEFINITION VIDEO SERVICES; AND DECLARING AN EMERGENCY.**
Brief Description: This Resolution will authorize an amendment to the Granicus Agreement to upgrade video services from Standard Definition to High Definition at a cost of \$900 per year.
Attachments: [Granicus Memo](#)

This Resolution was forwarded for further consideration at the April 21, 2020 Council meeting.

5. **Proposed Legislation for April 21, 2020, Council Meeting**

- A. [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](#)

Mr. Foster felt that these purchases should be delayed for 30-60 days. Ms. Howington stated that she does not see an issue with delaying these purchases.

Resolution No. 20-37 was forwarded for further consideration at the April 21, 2020 Council meeting.

- B. [20-44](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH IVIDEO FOR THE PURCHASE OF AUDIO EQUIPMENT FOR THE TOWN HALL COUNCIL CHAMBERS.**
Brief Description: This Resolution will authorize the City Manager to enter into a contract with iVideo for the needed audio equipment for the Council Chambers room at Town Hall, 27 E. Main Street. This audio equipment will benefit all public meetings in the Council Chambers room.
Attachments: [Resolution No. 20-44](#)

Mr. Sutton asked how much of the equipment is reusable if meetings are moved to City Hall, and what are the benefits of the new equipment. Mr. Gerbracht stated that all of the equipment could be moved and the new equipment includes a hearing assist system, wireless microphones, speakers, and minor upgrades to the audio system for recording.

Resolution No. 20-44 was forwarded for further consideration at the April 21, 2020 Council meeting.

- C. [20-45](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT A TEMPORARY SMALL BUSINESS UTILITY RELIEF PROGRAM DUE TO THE COVID-19 PANDEMIC; AND DECLARING AN EMERGENCY.**

Brief Description: In order to help alleviate negative impacts of COVID-19 and Ohio's Stay at Home Order for Hudson's small businesses, this Resolution authorizes implementation of a Temporary Small Business Utility Relief Program.

Attachments: [Utility Billing Relief Program 2020-Proposed](#)
[Resolution No. 20-45](#)

There was discussion on the eligibility requirements and how much it will help businesses. There was consensus to add the intent to the application, increase FTE count to 20, increase gross revenue to \$2 million, and exclude home-based businesses. Staff will amend the Resolution to include the changes discussed.

Resolution No. 20-45 was forwarded for further consideration at the April 21, 2020 Council meeting.

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

Mr. Sutton asked for future discussion at an upcoming workshop regarding the preferred trash hauler. Mr. Wooldredge asked that this be added for discussion at the April 28, 2020 workshop. Mr. Foster stated that he will reach out to the Environmental Awareness Committee to provide their input.

7. **Adjournment**

There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 9:15 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.