



# 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*

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Tuesday, August 11, 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. Griffith, Management/Budget Director; Mr. Griffith, Assistant Public Works Superintendent; Mr. Hannan, Community Development Director; Mr. Hutchinson, Assistant Public Works Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; Mr. Leedham, Innovation & Technology Director; Mr. Leiter, Production Assistant; Mr. Powell, Assistant Public Works Director; and Mr. Sheridan, Assistant City Manager - Professional Services.*

### 2. Correspondence and Council Comments

*Mr. Foster provided an update on the Planning Commission meeting that was held on Monday, August 10, 2020.*

*Mrs. Bigham stated that she has heard from numerous citizens regarding the overflowing trash receptacles in the Downtown area. She also asked for a status of the installation of pedestrian crossings across from the Hudson High School on Stow Road and on Hudson-Aurora Street.*

*Ms. Schlademan provided an update regarding expansion of the Historic District. She further stated that questions regarding the expansion can be directed to Mr. Sugar, Community Development Senior Planner or herself.*

### 3. Discussion Items

- A. [20-0106](#) **Presentation from the Hudson Library and Historical Society Regarding the Request to Renew the Existing Operating Levy.**  
***Brief Description:*** Hudson Library has a 2.9 mill operating levy that will expire at the end of tax year 2020 (collection year 2021). They are requesting City Council pass the required legislation to enable the Library to put the renewal levy on the ballot for vote on May 4, 2021.  
***Attachments:*** [Library Levy Memo - Exec Summary-Final 8.5.2020](#)

*Ms. Polott, Hudson Library and Historical Society Executive Director/Curator, and Mr. Musnuff, Board President, spoke regarding the request to renew the existing operating levy for the Hudson Library. Brief discussion followed that included payment by the Library for all election costs associated with the proposed ballot issue and the schedule for legislation and ballot placement.*

**This matter was discussed.**

- B. [20-0107](#) **A Presentation of the Hudson Public Power System Meter Change-Out & Data Collection System**  
***Brief Description:*** This project will involve the replacement of the City's aging electric system meters and the installation of an electric meter management system. City staff and the project consultants wish to present the details of the project to provide City Council with clear understanding of the project's scope and purpose.

*Mr. Comeriato provided background information on the electric meters, and Mr. Christensen, Tantalus Systems, provided information on the system and what the project entails. Brief discussion followed.*

**This matter was discussed.**

- C. [20-0108](#) **Procedure to Resume In-Person Council Meetings**  
***Brief Description:*** Council members will discuss plans for resumption of in-person Council meetings and workshops at the Town Hall.  
***Attachments:*** [Town Hall Council Chambers - Floor Plan](#)  
[In-Person Meetings & Audio Visual Needs - Memo 8-4-2020](#)

*Discussion included floor plan for Town Hall, equipment needs, Governor's gathering rules, and the possibility of moving the meetings to the Media Center at the High School. There was consensus to move forward with purchasing the equipment necessary to allow for in-person meetings and the purchase of the audio equipment upgrade to Town Hall.*

**This matter was discussed.**

### 4. Proposed Consent Agenda for August 18, 2020, Council Meeting

- A. [20-0111](#) **A Motion to Acknowledge the Timely Receipt of the July 2020 Monthly Financial Report**  
***Brief Description:*** Financial summaries are provided each month for Council's review.  
***Attachments:*** [July 2020 Financial Report](#)

Mr. Knoblauch stated that he will have a report showing the August income tax receipts for Council at the August 18, 2020, Council meeting. Discussion followed regarding the income tax showing on the report as being in the green and Velocity Broadband expenses that are showing in the Capital Fund as opposed to the Enterprise Fund.

**This Motion was forwarded for further consideration at the August 18, 2020, Council meeting.**

- B. [TMP-4984](#)      **A RESOLUTION AMENDING RESOLUTION NO. 20-69 TO MODIFY THE HOURS OF OPERATION OF THE DESIGNATED OUTDOOR REFRESHMENT AREA; AND DECLARING AN EMERGENCY.**  
***Brief Description:*** Authorization to extend the hours of operations of the DORA from noon to 9:00 p.m. daily to 11:00 a.m. to 10:00 p.m. daily to benefit restaurants and provide patrons additional time to consume beverages.  
***Attachments:***      Draft Resolution

*There was discussion regarding modifying the hours of operation. There was overall consensus that further discussion was needed.*

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

- C. [TMP-4982](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SNOW AND ICE CONTROL SERVICES.**  
***Brief Description:*** The Public Works Department contracts for snow and ice control services on City-maintained areas. A two-year contract with an option to renew for two years is offered to a qualified bidder. Per City Charter this contract was put out to public bid in July 2020. Staff wishes to award the contract for the next two-year contract term.  
***Attachments:***      [Permission to bid 2020](#)  
                                 [Public Properties Snow Bid tab 2021-2022](#)  
                                 Draft Resolution

*Discussion included Prevailing Wage Rate requirement, reduction in expenses for snow removal, and hourly rate differences for public properties and parking lots.*

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

- D. [TMP-4980](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR CITY CUL-DE-SAC SNOW PLOWING SERVICES.**  
***Brief Description:*** The Public Works Department employees plow snow on city roadways, while contracting for snow plowing for the City's 219 cul-de-sacs. The last contract expired on May 31, 2020. Per City Charter, the contract was put out to public bid this past July. The new contract is for a two (2) term with two-year contract renewal option based on renewal pricing and contract performance.  
***Attachments:***      [Permission to bid 2020](#)  
                                 [2020 Cul-de Sac Snow Removal REBID](#)  
                                 Draft Resolution

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

- E. [TMP-4755](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES WITH EUTHENICS, INC. FOR AN ALIGNMENT STUDY FOR THE BOSTON MILLS ROAD TRAIL PROJECT**  
**Brief Description:** Council previously authorized a contract with DLZ to perform an alignment study for the Boston Mills Road Trail Project. Due to a clerical error with DLZ's cost proposal, they would not execute the contract and chose to increase their fee. Since DLZ's increased fee was now the second highest fee received, City staff contacted the consultant with the second lowest fee for an interview. Based on this interview and their proposal staff unanimously changed the selection to Euthenics, Inc.  
**Attachments:** [Boston Mills Road Trail Exhibits](#)  
Draft Resolution

*Mr. Foster asked why this item was coming back to Council. Mr. Kosco stated Council previously authorized a contract with DLZ, and due to a clerical error in their price, DLZ rescinded their bid. He further stated that staff reached out to the next lowest bidder, and due to the pandemic, waited to come back to Council to make sure funds were available.*

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

- F. [TMP-4975](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDING FROM THE TINKERS CREEK WATERSHED PARTNERS FOR AN OHIO ENVIRONMENTAL PROTECTION AGENCY 319 GRANT FOR THE BRANDYWINE CREEK TRIBUTARY & STREAM RESTORATION PROJECT.**  
**Brief Description:** Tinkers Creek Watershed Partners (TCWP) has secured a grant through the Ohio Environmental Protection Agency (EPA) 319 grant programs to partially fund the "Brandywine Creek Tributary, Stream Restoration Project". The total project cost is estimated at \$231,493 and is being split 80%-Grant/20%-City. Any costs over the grant amount will be the responsibility of the City.  
**Attachments:** [Concept Plan Brandywine Creek Trib Restoration](#)  
Draft Resolution

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

## 5. Proposed Legislation for August 18, 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. Hutchinson provided information on the need for these replacement vehicles. Mayor Shubert asked when these monies would be encumbered. Mr. Knoblauch stated that the funds would be encumbered in 2020 and paid for upon possession of the vehicles.*

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

- B.      [20-65](#)                    AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE HUDSON COMMUNITY IMPROVEMENT CORPORATION FOR A COVID-19 SMALL BUSINESS RELIEF LOAN PROGRAM AND APPROPRIATING FUNDS THEREFOR.**  
**Brief Description:** This Ordinance will authorize the COVID-19 Small Business Relief Loan Program through the Hudson Community Improvement Corporation (HCIC).

**Attachments:**      [HCIC Articles of Incorporation](#)  
                                 [HCIC Code of Regulations](#)  
                                 [HCIC Members \(5-27-2020\)](#)  
                                 [Proposed Agreement with HCIC for COVID-19 Small Business Relief Loan Program](#)  
                                 [Exhibit A to HCIC Agreement - Loan Eligibility and Terms](#)  
                                 [Ordinance No. 20-65](#)

**This Ordinance was forwarded for further consideration at the August 18, 2020, Council meeting.**

- C.      [20-85](#)                    AN ORDINANCE SUBMITTING TO THE ELECTORS OF HUDSON A PROPOSAL TO AMEND SECTIONS 3.02, 3.05, 3.08, 3.09, 3.10, 3.11, 3.13, 4.03, 5.01, 5.02, 5.03, 5.04 (FORMER 5.03), 5.05 (FORMER 5.04), 5.06 (FORMER 5.05 RE-NUMBERED), 6.04, 7.01, 7.04, 8.03, 8.04, 8.06, 8.07, 9.01, 9.02, 9.04, 9.05, 9.06, 10.01, 11.01, 12.01, 12.02, 12.03 AND 13.02 OF THE CHARTER OF HUDSON; AND DECLARING AN EMERGENCY.**  
**Brief Description:** Pursuant to Charter Section 13.02, the Chairman of the 2020 Charter Review Commission has submitted a report of proposed amendments to the City's Charter for consideration by electors at the General Election to be held on November 3, 2020. The Commission has also recommended that the amendments be presented as four separate Ballot Issues, which are included in the Ordinance, along with details of all of the proposed amendments.

**Attachments:**      [Proposed Charter Amendments \(Final Revised 7/6/2020\)](#)  
                                 [Ordinance No. 20-85](#)

**This Ordinance was forwarded for further consideration at the August 18, 2020, Council meeting.**

- D. [20-91](#)      **AN ORDINANCE ENACTING NEW CHAPTER 1047, “ILLICIT DISCHARGE & ILLEGAL CONNECTION CONTROL”, OF THE STREETS, UTILITIES, AND PUBLIC SERVICES CODE.**  
***Brief Description:*** The City of Hudson’s Storm Water Management Plan (SWMP) was developed to address the Environmental Protection Agencies (EPA) National Pollutant Discharge Elimination System (NPDES) requirements for storm water quality regulations. In order to comply with current Ohio EPA requirements, the City must amend its Codified Ordinances to adopt regulations for illicit discharge detection and elimination which prohibits non-storm water discharges and illegal connections to the storm water system and establishes legal authority to carry out inspections, monitoring procedures, and enforcement actions necessary to ensure compliance with the regulation.  
***Attachments:***      [Ordinance No. 20-91](#)

**This Ordinance was forwarded for further consideration at the August 18, 2020, Council meeting.**

- E. [20-92](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A JOB CREATION GRANT AGREEMENT WITH FLEETHQ PARTNERS, LLC; AND DECLARING AN EMERGENCY.**  
***Brief Description:*** FleetHQ Partners, LLC is requesting a 50% income tax credit for 10 years with a year three benchmark of \$11.3M in payroll. (Note: Given uncertainties around the pandemic and the ongoing potential for work from home, this figure (and the application figures) are based on 60% of the company’s actual current and projected payrolls.)  
***Attachments:***      [Job Creation Grant Agreement \(FleetHQ\)](#)  
   [Resolution No. 20-92](#)

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

- F. [TMP-4986](#)      **A RESOLUTION DECLARING IT NECESSARY TO RENEW THE EXISTING 2.9-MILL TAX LEVY FOR THE PURPOSE OF SUPPORTING THE FREE PUBLIC LIBRARY OF THE HUDSON LIBRARY AND HISTORICAL SOCIETY, AND REQUESTING THE SUMMIT COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE CITY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT LEVY.**  
***Brief Description:*** This resolution is a declaration of necessity that will allow the Library levy to be placed on the May 4, 2021 ballot.  
***Attachments:***      Draft Resolution

**This Resolution was forwarded for further consideration at the August 18, 2020, Council meeting.**

**G. [TMP-4988](#) AN ORDINANCE AMENDING SECTION 410.09, SCHEDULE IX, OF THE TRAFFIC CODE TO AMEND THE LIST OF STREETS DESIGNATED AS PARKING TIME LIMITED IN DESIGNATED PLACES; AND DECLARING AN EMERGENCY.**

**Brief Description:** This is an Amendment to Section 410.09, Schedule IX, of the Traffic Code to Amend the list of streets to include NO PARKING 7:30 a.m. to 9:30 a.m. and 2:30 p.m. to 4:30 p.m., school days, on N. Oviatt St. between Aurora St. and the existing Middle School Driveway, along the east side of N. Oviatt St. (See the attached Exhibit)

**Attachments:** [Exhibit - N. Oviatt St. Map](#)

Draft Ordinance

**This Ordinance was forwarded for further consideration at the August 18, 2020, Council meeting.**

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

*None.*

**7. Executive Session**

**A motion was made by Ms. Schlademan, seconded by Mr. Sutton, to enter into executive session to discuss a personnel matter. 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 Council workshop at 9:54 p.m.*

**8. Adjournment**

**There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 9:54 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.*