



City of Hudson, Ohio

Council Meeting Minutes - Final City Council Workshop

William A. Currin, Mayor

David A. Basil, City Council President (Ward 2)

Hamilton DeSaussure, Jr., City Council Member (At-Large)

Dennis N. Hanink, City Council Member (Ward 1)

Alex D. Kelemen City Council Member (Ward 3)

Keith W. Smith, City Council Member (Ward 4)

J. Daniel Williams, City Council Member (At-Large)

William D. Wooldredge, City Council Member (At-Large)

Anthony J. Bales, City Manager

R. Todd Hunt, City Solicitor

Elizabeth Slagle, Clerk of Council

Tuesday, May 7, 2013

7:30 PM

Town Hall

1. Call to Order

Mayor Currin called to order the workshop meeting of Hudson City Council at 7:35 p.m. and turned the meeting over to President of Council Basil.

Present 5 - Mr. Basil, Mr. Hanink, Mr. Kelemen, Dr. Williams, and Mr. Wooldredge

Absent 2 - Mr. DeSaussure, and Mr. Smith

Staff in Attendance: Mr. Bales, City Manager; Mr. Schroyer, Assistant City Manager; Mr. Carter, Fire Chief; Mr. Comeriato, Public Works Director; Mr. Graham, EMS Director; Mr. Hilbish, Information Systems Manager; Mr. Knoblauch, Finance Director; Ms. Roberts, Communications Manager; Mr. Sheridan, City Engineer; Mrs. Slagle, Clerk of Council; Mr. Wiedie, Economic Development Director.

2. Correspondence and Council Comments

Mayor Currin congratulated Chief Jerry Varnes upon his appointment as the City's new Fire Chief. Mr. Basil extended City Council's congratulations, saying that he looked forward to working with Chief Varnes, and he thanked Mr. Bales for recommending this appointment.

As Council Liaison to the Safe Routes to Schools Committee, Mr. Kelemen noted that the 'Bike and Walk to School Day' is tomorrow, May 8, and he encouraged community participation in this annual event.

3. Proposed Consent Agenda Items

A. [13-73](#)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH EMERY ELECTRIC, INC. FOR THE SAFETY CENTER EMERGENCY GENERATOR REPLACEMENT PROJECT; AND DECLARING AN EMERGENCY.

Executive Summary: This project consists of the replacement of the Emergency

Generator Backup for the Safety Center which is needed for the ongoing operations in the event of a short or mid-term power outage.

Attachments: [Bid Tabulation Safety Generator](#)
[Consultant's Recommendation Letter](#)
[Resolution No. 13-73](#)

Staff recommended that City Council approve this Resolution, authorizing the City Manager to award and enter into a contract with Emery Electric, Inc., including an emergency clause in order to maintain the public health and welfare.

Council members supported staff's recommendation, and legislation will appear on the May 15, 2013, meeting agenda.

4. Legislation and Other Discussion Items

A. [13-0093](#)

Council approval of Network Systems Administrator

Executive Summary: Included in the 2013 budget is a Network Systems Administrator. Staff is requesting Council's confirmation of filling the position. We have included a job description as a separate attachment.

Attachments: [Network Systems Administrator Job Description 2013 Draft](#)

Staff requested Council's support for hiring a Network Systems Administrator, a budgeted position which was also discussed during the Information Systems Department presentation at the January 22, 2013, Council workshop. Mr. Hilbish discussed the job description and responsibilities. Mr. Knoblauch said that this is a critical position, one that staff has requested for five years. He anticipated that job responsibilities will increase in the future. He estimated the total cost for the position, including salary and fringe benefits, at \$80,000 to \$85,000. Mr. Hilbish said that hiring for this position will free him up to work on matters including long-term information technology strategy, as well as regional and collaborative issues. Discussion followed regarding measures of the department's effectiveness and cost savings, as well as evaluation of personnel reductions within the City's overall structure. Council members shared the administration's concerns regarding staffing levels but supported the hiring of a Network Systems Administrator. Since this is a budgeted position, no further Council action is necessary.

Council members supported staff's recommendation. No formal action is required by Council.

B. [13-76](#)

Review of sprinkler meter installation and availability costs.

Executive Summary: Council asked staff to look into the current costs related to sprinkler meters and ways to make it more cost effective to residents. Staff has reviewed several options and is proposing some changes to the program to make the program more cost effective to residents.

Attachments: [Sprinkling Meter Diagram](#)
[Sprinkler Meter Background Options and Recommendations](#)
[Ordinance No. 13-76](#)

Staff asked for Council's review and consideration of changes to the fee structure for the installation of a second meter and related availability costs. Mr. Bales recommended elimination of labor, equipment, and materials fees for customers installing a second meter, with the homeowner continuing to be responsible for the cost of the meter itself. He also recommended a 50% reduction in the monthly availability charge to \$5.78. He said the reduced charges would still cover the City's cost, but would result in an estimated \$26,500 loss in revenue in the Water

Fund. Discussion followed regarding the availability charge, the cost of the meter installation, water usage, and customer savings on sewer charges with the use of a second (sprinkler) meter.

Council members supported staff's recommendation, and legislation will appear on the May 15, 2013, meeting agenda.

C. [13-0094](#)

Presentation: Hudson Fire Department

Executive Summary: As part of the on-going presentations by City departments, Bob Carter, Fire Chief, will provide an overview of the Fire Department, updates on major initiatives and an opportunity for a more thorough discussion than is allowed for during the Five-Year Financial Plan and Budget discussions.

Attachments: [Fire Dept Presentation](#)
 [Background & SWOT Analysis](#)

Chief Carter reviewed the department's background information, long-range plans, applications of Goals 2 & 3 of the City's Strategic Plan, SWOT analysis, measures of success, budget information, revenues and expenditures, and water hydrant initiatives, a collaborated effort with City of Akron Water to improve the City of Hudson's ISO rating. Chief Carter discussed the future of the volunteer model and possible triggers for change to ensure the safest most effective response. Discussion also included the Fire Department's involvement in community development and infrastructure planning, as well as a recommended location of an additional fire station in the future, an increased community outreach for public education, staffing the station during night-time hours, and the need for a grade separation on Hines Hill Road at the railroad crossing to facilitate travel to the northwest quadrant of the City.

This topic was discussed. No Council action is required.

D. [13-0095](#)

2013-2017 Hudson Strategic Plan - Draft Action Plan Review

Executive Summary: During the 4/17/13 Council Meeting, Council President Basil asked City Council Members and the Mayor to forward their written comments regarding Goal 3 topic areas of the Strategic Plan draft Action Plan to S. Schroyer, Asst. City Manager by 4/23/13. Following, Mr. Schroyer was to summarize all Goal 3 topic area comments and bring the summary back to the City Council Workshop on 5/7/13 for further review and comment. Comments (attached) were received by Mr. Hanink and Mr. Kelemen.

Attachments: [Strategic Plan Goal 3 Review Comments from Mr. Hanink](#)
 [Strategic Plan Goal 3 Review Comments from Mr. Kelemen](#)
 [2013-17 Strategic Plan view for 5-7-13 Workshop](#)

Staff sought Council's review and comment on the Strategic Plan draft Action Plan. Discussion followed regarding Goal 3 comments from Mr. Hanink and Mr. Kelemen, project timing, project prioritization and funding implications, progress reports and findings, the importance of addressing the Strategic Plan goals in the department presentations, and the need for ongoing periodic reviews, the first of which will be scheduled in July 2013.

This topic was discussed. A periodic review will be scheduled for on a Council workshop in July, 2013.

5. Other Items Added to Agenda

None.

6. Adjournment

There being no further discussion, Mr. Basil adjourned the Council workshop meeting at 9:01 p.m.

David A. Basil, President of Council

Elizabeth Slagle, Clerk of Council