



# City of Hudson, Ohio

## Meeting Minutes - Final

### City Council

*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)*

*J. Daniel Williams, 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, December 17, 2019

6:00 PM

Town Hall  
27 E. Main St.

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#### 1. Call to Order

Mayor Shubert called to order the meeting of Hudson City Council at 6:04 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.

#### 2. Executive Session

A motion was made by Mr. Wooldredge, seconded by Mr. Sutton, to enter into executive session to interview Planning Commission applicants. Mayor Shubert recessed the meeting at 6:05 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

**Excused:** 1 - Dr. Williams

*Dr. Williams entered the meeting at 7:06 p.m.*

*Mayor Shubert reconvened the regular Council meeting at 7:18 p.m.*

#### 3. Pledge of Allegiance to the Flag

#### 4. Roll Call

**Present:** 7 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton,  
Dr. Williams and Mr. Wooldredge

*Staff in Attendance: Ms. Howington, City Manager; Mr. Vazzana, City Solicitor; Mrs. Slagle, Clerk of Council; Mr. Comeriato, Assistant City Manager - Operations; Mr. Griffith, Management/Budget Director; Mr. Hannan, Community Development Director; Mrs. Havranek, Human Resources Manager; Mr. Hutchinson, Assistant Public Works Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Leiter, Production Assistant; Mr. Powell, Assistant Public Works Director; Mr. Sheridan, Assistant City Manager - Professional Services; Mr. Stifler, Economic Development Director; Mr. Tabak, Police Chief; and Mr. Wash, Assistant Public Works Director.*

## 5. Approval of the Minutes

### A. [19-0132](#) Minutes of Previous Council Meetings

**Brief Description:** Draft minutes of previous meetings are provided for City Council's review and approval.

**Attachments:** [December 3, 2019 Council Meeting Minutes - DRAFT](#)  
[December 10, 2019 Council Workshop Minutes - DRAFT](#)

**There being no changes, a motion was made by Mr. Wooldredge, seconded by Mrs. Bigham, that the Minutes of the December 3, 2019, Council Meeting and the December 10, 2019, Council Workshop be approved as submitted. The motion carried by the following vote:**

**Aye:** 7 - Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge and Mrs. Bigham

## 6. Public Comments

*None.*

## 7. Correspondence and Council Comments

*Mr. Sutton read a letter into the record from Ms. Sherri Moyer, 7627 Sugarbush Trail, which included comments regarding the interview and selection process for the Charter Review Commission and urged Council to interview all applicants (letter attached to record copy of these minutes).*

*Mr. Foster thanked everyone in the community who participated in and volunteered for the successful Christkindlmarkt this past weekend.*

### [19-0134](#) A motion that the 2020 Charter Review Commission consist of nine (9) members.

**Brief Description:** See attached proposal, submitted by Mrs. Bigham.

**Attachments:** [Proposed Motions Concerning Selection of Charter Review Commission](#)

*Mrs. Bigham stated that City Council is currently considering the appointment process for the 2020 Charter Review Commission, for which twenty-six residents have submitted applications. She favored interviewing all applicants and appointing nine members to the Charter Review Commission.*

*Mr. DeSaussure supported the interview and selection process as previously suggested by the Council President, and he stated that Mrs. Bigham's motion was premature in that Council needs a review process before deciding the number of members to be appointed to the Charter Review Commission. Ms. Schlademan agreed, as did Mr. Wooldredge. Mr. Foster did not support postponing the main motion, and he further*

*expressed a desire that members of the Charter Review Commission represent all areas of Hudson. Dr. Williams agreed about representation, but he favored postponing the main motion until January 21, 2020.*

**A motion was made by Mrs. Bigham, seconded by Mr. Sutton, that the 2020 Charter Review Commission consist of nine (9) members.**

**A subsidiary motion was made by Mr. DeSaussure, seconded by Ms. Schlademan, to postpone action on the main motion to the City Council meeting on January 21, 2020. The motion to postpone carried by the following vote:**

**Aye:** 5 - Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge and Mr. DeSaussure

**Nay:** 2 - Mr. Foster and Mrs. Bigham

#### [19-0135](#)

**A motion to accept a rank order selection process of narrowing down the candidates for the Charter Review Commission, subject to the City Solicitor's office legal review and approval.**

**Brief Description:** See attached proposal, submitted by Mrs. Bigham.

**Attachments:** [Proposed Motions Concerning Selection of Charter Review Commission](#)

*Mrs. Bigham stated her preference for utilizing a ranked order selection process for Charter Review Commission appointments, saying that it would provide a more objective and measured approach.*

**A motion was made by Mrs. Bigham to accept a rank order selection process of narrowing down the candidates for the Charter Review Commission, subject to the City Solicitor's office legal review and approval. The motion failed for lack of a second.**

*Mayor Shubert read into the record a message from Mr. Jeff Keil, 2096 Edgeview Drive, regarding the process for selecting members of the Charter Review Commission (attached to record copy of these minutes), in which he encouraged Council to determine the skills, disciplines and experience necessary, and to then rate the candidates accordingly.*

## **8. Report of Manager**

*Ms. Howington encouraged Council members to respond to Mrs. Schaad as soon as possible with their availability for scheduling interviews of Charter Review Commission applicants.*

*She recognized the incredible work of City employees, noting some recent projects accomplished under her direction and based upon Council's direction. She recognized Parks Department's in-house production of signs, Information Services Department's implementation of cyber security measures to protect the City and keep data and information safe, Finance Department's upgrading of the City's insurance, Fire Department's outreach to seniors, recent EMS open house, launching of various new communications to help keep citizens up-to-date, recent installation of golf paths contributing to a very successful season at Ellsworth Meadows Golf Club, the City's expanded road program, continuing customer service training efforts, data management contributing to evidence-based decisions, business growth and economic development, Finance Department's fiscal management with conservative approach providing good stewardship and AAA Bond rating, expanding Voice-Over Internet Protocol (VOIP) services through Velocity Broad Band, Hudson Public Power's completion of the Prospect Street Substation Project, Police Department's Dispatch Project, and completion of the City offices on Terex Road. She said that City staff members and employees work tremendously hard and are very dedicated to the community, and she looked forward to many more successes in 2020.*

## 9. Discussion Items

### A. [19-0133](#)

#### **Departmental Overview: Public Safety - Police Department**

**Brief Description:** This departmental overview provides an opportunity for elected officials to review City operations.

**Attachments:** [HPD Organizational Chart 2019](#)  
[Caught Being Good Program](#)

*Chief Tabak provided an overview of the Police Department, reviewing its main functions and major projects for 2020. He reviewed the responsibilities of the Uniformed Patrol Division and the Special Services Division. He also reported on the following: recent inspections of overweight commercial vehicles on local roads, U.S. Marshall's Task Force, Caught Being Good Program, active shooter training for Fire and EMS, medical training for Police officers, Dispatch Project, hiring and retention, career development, leadership training, and cross training. He also noted that some Police Officers are participating in a "No Shave" program to raise money for charities.*

*Discussion followed. Mr. Wooldredge commented that riding along with a Police Officer was a real learning experience for him. Chief Tabak encouraged interested public officials and citizens to contact the Police Department to schedule a ride-along. Responding to Mr. DeSaussure's request, Chief Tabak provided an update on the opioid crisis, saying that while numbers are currently down, drugs are everywhere. Mayor Shubert questioned staffing levels, expressed strong support for Police, and suggested that City Council consider adding two more officers and a canine.*

**This matter was presented.**

## 10. Appointments

**A motion was made by Mr. Wooldredge, seconded by Mr. Foster, that Mr. David Nystrom be appointed to the Planning Commission to serve a full term commencing on January 2, 2020. The motion carried by the following vote:**

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

**Abstain:** 1 - Dr. Williams

**Mr. Wooldredge postponed Council Liaison appointments to the January 7, 2020, meeting.**

## 11. Suspension of the Rules for the Consent Agenda

**A motion was made by Mr. DeSaussure, seconded by Mr. Wooldredge, to suspend the rule requiring three readings to allow for passage of legislation on the Consent Agenda, except for Ordinance No. 19-184. The motion carried by the following vote:**

**Aye:** 7 - Mr. Sutton, Dr. Williams, Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster and Ms. Schlademan

## Approval of the Consent Agenda

A motion was made by Mr. DeSaussure, seconded by Mr. Wooldredge, to approve the Consent Agenda except for Ordinance No. 19-184. The motion carried by the following vote:

Aye: 7 - Dr. Williams, Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan and Mr. Sutton

- A. [19-0131](#)      **A Motion to Acknowledge the Timely Receipt of the November 2019 Monthly Financial Report**  
**Brief Description:** Financial summaries are provided each month for Council's review.  
**Attachments:**      [November 2019 Financial Report](#)

Motion No. 19-0131 was passed on the Consent Agenda.

- B. [19-183](#)      **AN ORDINANCE AMENDING ORDINANCE NO. 18-160, MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF HUDSON DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019, BY MAKING ADDITIONAL AND/OR AMENDED APPROPRIATIONS RELATED TO THE FOURTH QUARTER OF 2019.**  
**Brief Description:** This Ordinance will amend the 2019 budget for additional and/or amended appropriations as listed in the attached Exhibit A.  
**Attachments:**      [4th Quarter Exhibit A](#)  
                                 [Ordinance No. 19-183](#)

Ordinance No. 19-183 was passed on the Consent Agenda.

- D. [19-185](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER, DURING THE YEAR 2020, TO ADVERTISE FOR BIDS OR TO UTILIZE THE VARIOUS CHARTER-AUTHORIZED GOVERNMENTAL COMPETITIVE PURCHASING PROGRAMS FOR CONSTRUCTION MATERIALS, SUPPLIES, SERVICES, EQUIPMENT, AND VEHICLES FOR THE SELECTION OF THE LOWEST AND BEST BIDDER TO BE DETERMINED BY COUNCIL; AND DECLARING AN EMERGENCY.**  
**Brief Description:** This annual Resolution allows the Public Works Department to advertise for bids, obtain competitive pricing, and recommend contract awards for those items, contracts and projects that will exceed \$25,000 based on the 2020 approved budget.  
**Attachments:**      [2020 Permission Contracts Projects for Services and Equipment Final](#)  
                                 [Resolution No. 19-185](#)

Resolution No. 19-185 was passed on the Consent Agenda.

- E.        [19-186](#)        **A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES FOR THE CITY'S PUBLIC UTILITY AND VELOCITY BROADBAND SERVICES OPERATIONS ON AN AS-NEEDED BASIS DURING THE YEAR 2020; AND DECLARING AN EMERGENCY.**
- Brief Description:** This annual resolution requests permission allowing the Public Works Department to make purchases of equipment, materials, supplies and services in the operational area of the municipal utilities and Velocity Broadband service operation that will exceed \$25,000 based on the 2020 approved budget.
- Attachments:**        [Exhibit A 2020 HPP Velocity Permission to Bid](#)  
                                 [Memo - 2020 Velocity Materials and Services Purchases](#)  
                                 [Resolution No. 19-186](#)

**Resolution No. 19-186 was passed on the Consent Agenda.**

- F.        [19-187](#)        **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWO-YEAR CONTRACT FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES WITH QUALITY CONTROL INSPECTION, INC.**
- Brief Description:** The City of Hudson Engineering Department currently performs public inspections with our staff and the City also contracts with a private construction management service on the road programs. In addition to the road programs, the City may decide to utilize the construction management/inspection services on other miscellaneous capital improvement projects and for private developments as they arise within the City.
- Attachments:**        [Memo Biannual Construction Inspection QCI 121319](#)  
                                 [QCI Costs to date 2019-2008](#)  
                                 [Resolution No. 19-187](#)

**Resolution No. 19-187 was passed on the Consent Agenda.**

- G.        [19-188](#)        **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE EPPLEY INSTITUTE FOR PROFESSIONAL CONSULTING SERVICES AND RE-WRITE OF THE PARKS MASTER PLAN.**
- Brief Description:** The Parks Department and Park Board Master Plan subcommittee are in the final phase of reviewing the Parks Master Plan. The Board and staff now wish to utilize a professional services firm to perform the final review and complete the document updates.
- Attachments:**        [Eppley Institute RFQ/Proposal for Parks Master Plan 9-9-2019](#)  
                                 [EDG RFQ/Proposal for Parks Master Plan 9-10-2019](#)  
                                 [Pros Consulting RFQ/Proposal for Parks Master Plan 9-10-2019](#)  
                                 [Resolution No. 19-188](#)

**Resolution No. 19-188 was passed on the Consent Agenda.**

## Item Removed from the Consent Agenda

- C. [19-184](#) AN ORDINANCE AMENDING CHAPTER 254 OF THE CODIFIED ORDINANCES ENTITLED "EMPLOYEE HANDBOOK AND PERSONNEL RULES", AS INITIALLY ADOPTED AND AS SUBSEQUENTLY AMENDED FROM TIME TO TIME BY CITY COUNCIL. (As Amended 12/17/2019)
- Brief Description:** This ordinance authorizes amendments to the Employee Handbook and Personnel Rules, as approved by the Personnel Advisory and Appeals Board (PAAB) on September 5, 2019.
- Attachments:** [Council Summary of 2019 Handbook Changes](#)  
[Employee Handbook - Showing Proposed Revisions](#)  
[Ordinance No. 19-184](#)  
[Primary Amendment to Ord. No. 19-184 - Proposed by Mr. Sutton \(12-17-2019\)](#)

*Mr. Sutton requested that Ordinance No. 19-184 be removed from the Consent Agenda.*

**A motion was made by Mr. Sutton, seconded by Mr. DeSaussure, to suspend the rule requiring three readings to allow for passage of Ordinance No. 19-184. The motion carried by the following vote:**

**Aye:** 7 - Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton and Dr. Williams

*Mr. Sutton raised objections to the "medical marijuana" language and said that as a municipality of the State of Ohio, where medical marijuana is legal, he didn't believe the City should have language to the contrary (see primary amendment attached to record copy of these minutes).*

*Discussion followed. Mr. Vazzana stated that the proposed revisions serve to clarify the employee rules and comply with state and federal laws. Mr. DeSaussure questioned liability related to City vehicle accidents involving use of medical marijuana. Mr. Rich Studenick, of Wickert Insurance, spoke to the liability question.*

*In addition, Mr. DeSaussure proposed a secondary amendment, and there was consensus among Council members in favor of both proposed amendments.*

**A main motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to pass Ordinance No. 19-184.**

**A subsidiary motion (primary amendment) was made by Mr. Sutton, seconded by Mr. DeSaussure, to amend Exhibit A of Ordinance No. 19-184 as presented to reflect additional amendments to Chapter VII concerning the Drug & Alcohol Use Policy and the City Equipment & Vehicle Use Policy.**

**A subsidiary motion (secondary amendment) was made by Mr. DeSaussure, seconded by Mr. Foster, to further amend the amended Exhibit A of Ordinance No. 19-184, Section R, Drug and Alcohol Use, to add the following sentence to the beginning of Paragraph (1): "The City has a drug-free policy for employees who are under the influence of illegal drugs or alcohol while at work." The motion to pass the secondary amendment carried by the following vote:**

**Aye:** 7 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams and Mr. Wooldredge

**The motion to pass the primary amendment to Ordinance No. 19-184 (as recorded above) carried by the following vote:**

**Aye:** 7 - Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge and Mrs. Bigham

**The main motion to pass Ordinance No. 19-184 (as recorded above) was carried by the following vote:**

**Aye:** 7 - Mr. Foster, Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge, Mrs. Bigham and Mr. DeSaussure

## **12. Legislation**

- A. [19-170](#) AN ORDINANCE AMENDING SECTION 1, “PLAN SUBMISSIONS AND GENERAL NOTES,” AND SECTION 2, “WATER DISTRIBUTION,” OF CHAPTER 1419, “ENGINEERING STANDARDS FOR INFRASTRUCTURE CONSTRUCTION” AND REPEALING SECTION 3, “SANITARY COLLECTION” OF THE BUILDING AND HOUSING CODE.**

**Brief Description:** Section 1 - Plan Submission and General Notes of the City of Hudson Engineering Standards for Infrastructure Construction and Section 2 - Water Distribution were last updated in 2002. Staff would like to update these sections to reflect various changes due to industry standards that have changed since the last updates. Section 3 - Sanitary Collection, will be repealed as the City no longer governs the construction and maintenance of the sanitary sewer system.

**Attachments:** [Summary of Changes](#)  
[Exhibit A - Section 1](#)  
[Exhibit B - Section 2](#)  
[Ordinance No. 19-170](#)

**Mayor Shubert read the title of Ordinance No. 19-170, which constituted its third reading.**

**A motion was made by Dr. Williams, seconded by Mr. Wooldredge, to pass Ordinance No. 19-170. The motion carried by the following vote:**

**Aye:** 7 - Ms. Schlademan, Mr. Sutton, Dr. Williams, Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure and Mr. Foster

- B. [19-171](#) AN ORDINANCE AMENDING SECTION 648.11 OF CHAPTER 648, “PEACE DISTURBANCES,” SECTIONS 672.01, 672.07, 672.09, 672.14, AND 672.19 OF CHAPTER 672, “WEAPONS AND EXPLOSIVES,” OF THE CODIFIED ORDINANCES TO CONFORM TO STATE LAW, AND DECLARING AN EMERGENCY**

**Brief Description:** The Ohio General Assembly passed House Bill 228, which amended multiple sections of the Revised Code with respect to the rights of gun owners, and other fire-arm related matters. This Ordinance amends the City’s regulations concerning weapons and explosives in conflict with HB 228.

Attachments:      [Ordinance No. 19-171 \(as revised 12-3-2019\)](#)

**Mayor Shubert read the title of Ordinance No. 19-171, which constituted its third reading.**

*Mr. DeSaussure questioned the provisions of Section 672.14 for discharging of weapons and other firearms in the municipality. Discussion followed, and Mr. Vazanna urged that Council pass Ordinance No. 19-171 as written to comply with the dictates of House Bill 228.*

**A motion was made by Mr. Wooldredge, seconded by Mrs. Bigham, to pass Ordinance No. 19-171. The motion carried by the following vote:**

**Aye:** 7 - Mr. Sutton, Dr. Williams, Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster and Ms. Schlademan

**C.      [19-172](#)**

**A RESOLUTION ADOPTING A CREDIT/PURCHASING CARD POLICY FOR THE CITY OF HUDSON.**

**Brief Description:** House Bill 312 established safeguards for credit card use for Ohio's local governments. Even though the City of Hudson has home rule authority to deviate from HB 312, establishing this policy will ensure transparency and accountability with respect to the City's credit-related transactions.

Attachments:      [Exhibit A - Credit Card Policy](#)  
                              [Resolution No. 19-172](#)

**Mayor Shubert read the title of Resolution No. 19-172, which constituted its third reading.**

**A motion was made by Mr. Wooldredge, seconded by Mr. Sutton, to pass Resolution No. 19-172. The motion carried by the following vote:**

**Aye:** 7 - Dr. Williams, Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan and Mr. Sutton

**13.      Executive Session**

**A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, for an executive session to consider the sale or purchase of City property. Mayor Shubert recessed the meeting at 8:54 p.m. after the motion carried by the following vote:**

**Aye:** 7 - Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton and Dr. Williams

*Mayor Shubert reconvened the regular meeting at 10:20 p.m.*

**14. Adjournment**

**There being no further business, Mayor Shubert adjourned the Council meeting at 10:20 p.m.**

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**Craig A. Shubert, Mayor**

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**Elizabeth Slagle, Clerk of Council**

*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 220.03(d), Rules.*