



# 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 23, 2021

6:15 PM

Via Video-Conference & Live-Stream

---

#### 1. Call to Order

President of Council Wooldredge called to order the workshop of Hudson City Council at 6:15 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

*Staff in Attendance: Mr. Leedham, Innovation & Technology Director.*

#### 2. Executive Session

A motion was made by Mr. DeSaussure, seconded by Mr. Foster, to enter into executive session to interview applicants for the Board of Zoning & Building Appeals. Mr. Wooldredge recessed the meeting at 6:15 p.m. after the motion carried by the following vote:

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

*Executive Session ended at 7:11 p.m., at which time Mr. Wooldredge called a recess, then reconvened the regular workshop at 7:30 p.m.*

*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, IT Director; Mr. Leiter, Production Assistant; Mr. Sheridan, Assistant City Manager - Professional Services; and Mr. Wash, Assistant Public Works Director.

### 3. Correspondence and Council Comments

Mr. Foster stated that he received an e-mail from the Western Reserve Land Conservancy regarding their recent purchase agreement negotiation for the 56 acre parcel that surrounds O'Brien Cemetery. He further stated that the Western Reserve Land Conservancy would be purchasing this parcel with funding from the Clean Ohio Conservation Fund, and it requires a Resolution from the City of Hudson and Summit County. He said that once the purchase goes through, Western Reserve Land Conservancy stated that they can maintain the property or they would transfer it over to the City of Hudson.

### 4. Discussion Items

- A. [21-0014](#) **Digital Marketing for Hudson Merchants**  
**Brief Description:** Council requested that the Hudson Chamber of Commerce submit a proposal for a digital marketing campaign for their continued discussion.

**Attachments:** [Digital Marketing Letter - Chamber of Commerce 2-5-2021](#)  
[City of Hudson Spring Campaign Proposal 2-17-21](#)

Ms. Alverson, Hudson Chamber of Commerce, and Mr. Snellenberger, Your Business Marketer, presented the Digital Marketing Proposal for the Hudson Merchants. The cost for the digital marketing for 60 days would be \$20,000. Discussion followed on breakdown of the cost, continuation after initial 60 days, ways to include all of Hudson's businesses, long-term funding, and marketing strategy. There was consensus to move forward with Legislation at the March 2, 2021, Council meeting.

**This matter was discussed.**

- B. [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 \(1-11-2021\)](#)

Ms. Howington provided an overview of this item, and brief discussion followed. There was Council consensus to move forward with entering into a contract with RAC at the March 2, 2021, Council meeting.

**This matter was discussed.**

**5. Proposed Consent Agenda for March 2, 2021, Council Meeting**

- A. [TMP-5331](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND ENTER INTO A CONTRACT FOR THE RAVENNA STREET CULVERT REPAIR PROJECT.**

**Brief Description:** The project will include the repair of the 5-foot by 7-foot metal culvert under Ravenna Street along the Brandywine Creek Tributary.

**Attachments:**      [Location Map](#)

This Resolution was forwarded for further consideration at the March 2, 2021, Council meeting.

- B. [TMP-5330](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND TO ENTER INTO A CONTRACT FOR THE NORTH OVIATT STREET WATERLINE REPLACEMENT PROJECT.**

**Brief Description:** This project will involve the replacement of the existing water main and water service connections within the right-of-way on N. Oviatt Street from E. Streetsboro Street, north to Aurora Street.

This Resolution was forwarded for further consideration at the March 2, 2021, Council meeting.

- C. [TMP-5333](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND ENTER INTO A CONTRACT FOR THE WEST BARLOW ROAD SIDEWALK PROJECT.**

**Brief Description:** The project will include the installation of a sidewalk along the north side of West Barlow Road from Nicholson Drive east to State Route 91 (Darrow Road).

**Attachments:**      [Barlow Road Sidewalk Width Exhibit 10-30-20](#)

This Resolution was forwarded for further consideration at the March 2, 2021, Council meeting.

- D. [TMP-5329](#)      **A RESOLUTION AFFIRMING THE APPLICATION SUBMITTED BY THE CITY MANAGER'S DESIGNEE TO THE STATE OF OHIO PRESERVATION OFFICE FOR A CERTIFIED LOCAL GOVERNMENT GRANT.**

**Brief Description:** The State of Ohio Preservation Office awards Certified Local Government grant funding for the purpose of advancing historic preservation efforts of local governments. The City has applied for \$20,000 in grant funding to cover consultant work required to complete the filing of the Hudson Historic District Extension along Elm Street and Roslyn Avenue. No local match is required.

Attachments:     [Ohio Certified Local Government Grant Fact Sheet](#)  
[Memo to City Council - 9.2.20](#)

This Resolution was forwarded for further consideration at the March 2, 2021, Council meeting.

- E.     [TMP-5291](#)     **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO LICENSE AGREEMENT FOR A SOLID WASTE STORAGE AREA BEHIND THE MAIN STREET STORES IN THE DOWNTOWN AREA.**  
**Brief Description:** This resolution would authorize the City Manager to enter into a license agreement with Kep's Tavern LLC to permit the use a City-owned dumpster enclosure on City property to properly store their trash, solid waste, and recyclables.

Attachments:     [Kep's Tavern LLC License Agreement](#)  
[First & Main Dumpsters - Plat-Layout](#)  
[Kepner's Dumpster Location Map](#)

*Mr. Comeriato stated that this is an agreement for a new trash receptacle next to Hudson's Restaurant.*

This Resolution was forwarded for further consideration at the March 2, 2021, Council meeting.

- F.     [TMP-5340](#)     **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND TO ENTER INTO A CONTRACT FOR THE CONSTRUCTION OF A TENNIS AND PICKLE BALL COMPLEX AT BARLOW FARM PARK.**  
**Brief Description:** This Resolution allows the Public Works Department to advertise for bids, obtain competitive pricing, and to award a contract for the construction of a tennis and pickle ball complex at Barlow Farm Park.

Attachments:     [Tennis Pickleball Eng. Est. 2-19-21](#)

*Discussion included cost of the project, inclusion of restrooms and parking lots, and a design plan. There was consensus to add the cost of restrooms and parking lots to the estimate as well as a design plan for the March 2, 2021, Council meeting.*

This Resolution was forwarded for further consideration at the March 2, 2021, Council meeting.

## 6.     **Proposed Legislation for March 2, 2021, Council Meeting**

- A.     [21-5](#)     **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](#)  
[Resolution No. 21-5](#)

**Resolution No. 21-5 was forwarded for further consideration at the March 2, 2021, Council meeting.**

- B.     [TMP-5334](#)     AN ORDINANCE AMENDING SECTION 230.05 OF THE  
CODIFIED ORDINANCES TO AUTHORIZE THE CITY MANAGER  
TO ENTER INTO LICENSE AGREEMENTS FOR EXPANDED  
USES OF CITY-OWNED UTILITY EASEMENTS.**

**Brief Description:** The proposed amendment would authorize the City Manager to enter into license agreements with property owners for the construction of driveways and patios that are within a City-owned utility easement.

**Attachments:**     [Draft Ordinance](#)

*Mayor Shubert asked about the responsibility of the removal and replacement of items placed within easements. Mr. Sheridan stated that the homeowners are required to sign a License Agreement that makes them responsible for the removal and replacement of these items.*

**This Ordinance was forwarded for further consideration at the March 2, 2021, Council meeting.**

- C.     [TMP-5341](#)     A RESOLUTION ADOPTING IN CONCEPT THE CITY PARKS  
MASTER PLAN DATED DECEMBER 2020.**  
**Brief Description:** This resolution adopts in concept the City Parks Master Plan dated December 2020, as presented and discussed with the Park Board at the City Council Workshop on January 26, 2021.

**Attachments:**     [Hudson Parks Master Plan 12-16-20](#)  
[Park Bd. Letter - Joint Mtg. with Council on 1-26-21](#)

*Mr. Sutton stated that he has questions for the Park Board that have not been answered yet, and would like this item postponed for further discussion. There was consensus to move this item to the March 23, 2021, Council workshop, for further discussion.*

**This matter was postponed to the March 23, 2021, Council workshop.**

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

*Mrs. Kowalski requested a follow-up discussion on a recreation center and Mr. Foster requested discussion regarding wood debris clean-up within the Parks. There was consensus to place both items on a future workshop.*

**8. Adjournment**

**There being no further discussion, Mr. Wooldredge adjourned the Council workshop meeting at 8:58 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.*