



City of Hudson, Ohio

Meeting Minutes - Draft

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)

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 21, 2020

6:30 PM

Via Video-Conference & Live-Stream

1. Call to Order

Mayor Shubert called to order the meeting of Hudson City Council at 6:30 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. DeSaussure, to enter into executive session to consider a personnel matter concerning various board appointments. Mayor Shubert recessed the meeting at 6:31 pm, after the motion carried unanimously.

3. Pledge of Allegiance to the Flag

4. Roll Call

Present: 6 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Ms. Schlademan, Mr. Sutton 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. 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. Tabak, Police Chief;

5. Approval of the Minutes

A. [20-0051](#) Minutes of Previous Council Meetings

Brief Description: Draft minutes of previous meetings are provided for City

Council's review and approval.

Attachments:

[April 7, 2020 Council Meeting Minutes - DRAFT](#)

[April 14, 2020 Council Workshop Minutes - DRAFT](#)

There being no changes, the above minutes were approved as submitted.

6. Public Comments

None.

7. Correspondence and Council Comments

Mrs. Bigham reported that a constituent had expressed safety concerns regarding two Hudson-Aurora Road crosswalks, located at the intersections of Herrick Park Drive and Hudson Park Drive. At her request, Mr. Kosco provided an update, indicating that results of a traffic study revealed congestion issues that may be remedied with a police presence. He said that staff is continuing to investigate solutions with the consultant and the Traffic Safety Committee, and will also work with the Schools and will consider crosswalk enhancements that, if warranted, will require Council authorization. Mrs. Bigham thanked him on behalf of Ward 4 residents.

At Mr. Wooldredge's request, Mr. Kosco provided a status update concerning the College Street crosswalk enhancements at Western Reserve Academy, saying that the poles are ordered, and he expects installation during the summer. Mr. Sheridan confirmed that staff has been in touch with Academy officials with project updates.

At Mrs. Bigham's request, Mr. Kosco also provided an update on the Middleton Road Paving Project, currently underway.

Mr. DeSaussure announced that his daughter, Margaret, is transitioning from service with the Air Force and is currently working as a volunteer with the City's administration, made possible through a military program that offers business internships to active-duty personnel who are transitioning to civilian life, wherein the military pays a member's salary and benefits during the transitional program. He said that Margaret is receiving no compensation from the City for her service, and through this effort and by gaining military approval for the City to participate as a Skill-Bridge Program partner, future opportunities will be available for similar transitioning military personnel, whose work will likewise benefit the City.

8. Report of Manager

Mrs. Howington reported on the following items:

- *She requested that Council amend Resolution No. 20-45, authorizing implementation of a Temporary Small Business Utility Relief Program, to reflect a May/June period instead of April/May.*
- *In response to anticipated shortfalls in Income Tax revenues, staff has proactively reduced the Budget significantly by deferring costs and will provide detailed information to Council regarding recommended Budget reductions at the next workshop.*
- *She will provide information regarding additional recovery efforts at the local level for small businesses.*
- *She provided an update on the City's Road Program, now underway, and she thanked City Council for its guidance and foresight.*
- *The City is working on plans for gradually re-opening of government, providing assistance to businesses and residents, and exploring potential future stimulus programs and anticipating how the City can best help the community open and re-engage. She encouraged residents and business owners to review information available on the City's website.*

A. Public Safety Update on COVID-19

Chief Tabak provided a safety forces update, stating that all staff members are healthy and reporting to work, the department is continuing protocols previously noted, has a good supply of personal protective equipment and is sharing as needed with Fire and EMS, has regular interdepartmental communications, all essential services are being handled, most contact with people occurs by phone, thefts and OVIs have considerably decreased while domestic disputes have increased, increased reports of dumping of trash and bulk items, community services are temporarily on-hold, increase in calls regarding COVID-19 compliance. He said that the City is continuing to ask for self-compliance and is following state guidelines. He said that the City has dedicated staff throughout the organization that is working well together. He urged everyone to keep following the guidelines, and we'll get through this together.

In addition, he provided an update regarding the Virtual Dispatch Project and said that while there may be slight delays, he expects project completion soon.

9. Discussion Items

None.

10. Motions

- A. [20-0045](#)** **A motion directing City staff to implement the 2020 COVID-19 Hudson Utility Relief Program as described on Exhibit A dated March 31, 2020.**
Brief Description: Passage of this motion would provide direction for implementation of a Utility Relief Program, as submitted by Councilman Foster.
Attachments: [Ex. A Hudson Utility Relief Program \(31MAR2020\)](#)

Mr. Foster asked that Motion No. 20-0045 be withdrawn from further consideration. There being no objections, this Motion was withdrawn.

- B. [20-0046](#)** **A motion directing City staff to implement the 2020 COVID-19 Hudson Emergency Economic Incentive Program as described on Exhibit B dated March 31, 2020.**
Brief Description: Passage of this motion would provide direction for implementation of an Emergency Economic Incentive Program, as submitted by Councilman Foster.
Attachments: [Ex. B Hudson Emergency Economic Incentive Program \(31MAR2020\)](#)

Mr. Foster asked that Motion No. 20-0046 be withdrawn from further consideration. There being no objections, this Motion was withdrawn.

11. Appointments

Mr. Wooldredge announced that the City is currently accepting applications through May 22, 2020, for positions on the Architectural & Historic Board of Review, Park Board, and Tree Commission. He encouraged interested citizens to apply online.

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to appoint Ms. Allyn Marzulla to serve a partial term ending on June 20, 2022, on the Architectural & Historic Board of Review. The motion carried by the following vote:

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

A motion was made by Mr. Wooldredge, seconded by Ms. Schlademan, to appoint Mrs. Cheryl Maimona to serve a full term expiring on March 20, 2026, on the Personnel Advisory & Appeals Board. The motion carried by the following vote:

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

12. Suspension of the Rules for the Consent Agenda

A motion was made by Mr. Wooldredge, seconded by Mr. Sutton, to suspend the rule requiring three readings to allow for passage of legislation on the Consent Agenda, except for items E and H. The motion carried by the following vote:

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

Approval of the Consent Agenda

A motion was made by Mr. Wooldredge, seconded by Ms. Schlademan, to approve the Consent Agenda, except for items E & H. The motion carried by the following vote:

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

- 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](#)

Motion No. 20-0047 was passed on the Consent Agenda.

- B. [20-46](#) 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](#)
[Ordinance No. 20-46](#)

Ordinance No. 20-46 was passed on the Consent Agenda.

- C. [20-47](#) **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](#)
[Resolution No. 20-47](#)

Resolution No. 20-47 was passed on the Consent Agenda.

- D. [20-48](#) **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](#)
[Resolution No. 20-48](#)

Resolution No. 20-48 was passed on the Consent Agenda.

- F. [20-50](#) **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.
Attachments: [Resolution No. 20-50](#)

Resolution No. 20-50 was passed on the Consent Agenda.

- G. [20-51](#) **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.

Attachments: [Resolution No. 20-51](#)

Resolution No. 20-51 was passed on the Consent Agenda.

- I. [20-53](#) **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.

Attachments: [Resolution No. 20-53](#)

Resolution No. 20-53 was passed on the Consent Agenda.

- J. [20-54](#) **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.

Attachments: [Resolution No. 20-54](#)

Resolution No. 20-54 was passed on the Consent Agenda.

- K. [20-55](#) **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.

Attachments: [Resolution No. 20-55](#)

Resolution No. 20-55 was passed on the Consent Agenda.

- L. [20-56](#) **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](#)
[Granicus HD Quote 4-8-2020](#)
[Resolution No. 20-56](#)

Resolution No. 20-56 was passed on the Consent Agenda.

Items Removed from the Consent Agenda

- E. [20-49](#) **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](#)
 [Resolution No. 20-49](#)

Mrs. Bigham asked that Resolution No. 20-49 be removed from the Consent Agenda.

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to suspend the rule requiring three readings to allow for passage of Resolution No. 20-49. The motion carried by the following vote:

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

Mrs. Bigham questioned the consultant's rate and suggested the contract period be amended to one year, instead of two years. Staff spoke to the yearly costs quoted, agreed that the City can re-evaluate for 2021, and provided insight into internal workload capacity to address a suggestion that Engineering staff may be able to take on some of the work in 2021. Discussion followed and there was consensus among members to amend the Resolution to shorten the contract term to end on December 31, 2020, in an amount not to exceed \$102,426.66 plus 5% contingency.

A motion was made by Mrs. Bigham, seconded by Mr. Wooldredge, to amend Resolution No. 20-49 to limit the contract term to the year 2020 and to limit the amount not to exceed \$102,426.66 with the addition of a possible 5% contingency. The motion carried by the following vote:

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

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to pass Resolution No. 20-49, as amended. The motion carried by the following vote:

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

- H. [20-52](#) **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](#)
 [Resolution No. 20-52](#)

Mrs. Bigham requested that Resolution No. 20-52 be removed from the Consent Agenda.

Mayor Shubert read the title of Resolution No. 20-52, which constituted its first reading.

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to suspend the rule requiring three readings to allow for passage of Resolution No. 20-52. The motion carried by the following vote:

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

Mrs. Bigham questioned the lease terms for a Case Wheel Loader and the necessity for immediate replacement. Mr. Comeriato explained that this specialized equipment is primarily used for loading salt trucks, and current equipment is beyond its useful life, with the hydraulics failing. He proposed a lease/purchase to spread the cost beyond the current year. Discussion followed concerning repair of the current equipment, the risk involved if it fails, the favorable interest rate being offered, and a suggestion that the City purchase used equipment. Ms. Howington stated that the City's mechanics routinely take into consideration repair costs before making a recommendation for replacement. There was a consensus to postpone action on Resolution No. 20-52, and staff agreed to provide additional information.

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to pass Resolution No. 20-52.

A subsidiary motion was made by Mr. Wooldredge, seconded by Mrs. Bigham, to table further action on Resolution No. 20-52 until May 5, 2020. The motion carried by the following vote:

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

13. Legislation

- 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](#)

Mayor Shubert read the title of Resolution No. 20-37, which constituted its third reading.

A motion was made by Mr. Wooldredge, seconded by Mrs. Bigham, to table further action on Resolution No. 20-37 until August 18, 2020. The motion carried by the following vote:

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

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](#)

Mayor Shubert read the title of Resolution No. 20-44, which constituted its second reading.

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](#)
[Hyperlink - Online Application and Eligibility Guidelines](#)
[Resolution No. 20-45 \(as introduced 4-7-2020\)](#)
[Resolution No. 20-45 \(as revised 4-21-2020\) with Exhibit A](#)

Mayor Shubert read the title of Resolution No. 20-45, which constituted its second reading.

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to suspend the rule requiring three readings to allow for passage of Resolution No. 20-45. The motion carried by the following vote:

Aye: 5 - Mr. Sutton, Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure and Mr. Foster

Abstain: 1 - Ms. Schlademan

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to pass Resolution No. 20-45.

A subsidiary motion was made by Mr. Wooldredge, seconded by Mr. Foster, to amend Resolution No. 20-45 to change the program to May/June dates, instead of April/May dates, as recommended by the City Manager. The motion carried by the following vote:

Aye: 5 - Mr. Wooldredge, Mrs. Bigham, Mr. DeSaussure, Mr. Foster and Mr. Sutton

Abstain: 1 - Ms. Schlademan

Mr. Foster expressed appreciation for seeing the Temporary Small Business Utility Relief Program move forward, viewing it as an important step forward in showing local businesses that the City is trying to help out. Furthermore, he asked for others to help businesses as they are able, such as landlords in the form of rent forbearance. Mrs. Bigham agreed this is a positive step, and Mr. Sutton thanked staff and the subcommittee for pushing the idea forward. Mr. Wooldredge thanked the subcommittee for their work, and he suggested Council consider another opportunity to further assist businesses through a recovery program. Ms. Howington said that staff is ready to move forward immediately with the Utility Relief Program, information will be available online, and staff will inform businesses directly. She said that staff will continue to work with and for Council to develop any other kind of assistance that the City can provide.

The main motion to pass Resolution No. 20-45, as amended, carried by the following vote:

Aye: 5 - Mrs. Bigham, Mr. DeSaussure, Mr. Foster, Mr. Sutton and Mr. Wooldredge

Abstain: 1 - Ms. Schlademan

14. Adjournment

There being no further business, Mayor Shubert adjourned the Council meeting at 8:48 p.m.

Craig A. Shubert, Mayor

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.