



# 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*

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Tuesday, May 5, 2020

7:30 PM

Via Video-Conference & Live-Stream

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#### 1. Call to Order

Mayor Shubert called to order the virtual meeting of Hudson City Council at 7:30 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.

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

#### 3. 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. Hannan, Community Development Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Leedham, Innovation & Technology Director; Mr. Sheridan, Assistant City Manager - Professional Services; and Mr. Sugar, Senior Planner.*

#### 4. Approval of the Minutes

##### A. [20-0063](#) Minutes of Previous Council Meetings

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

**Attachments:** [April 21, 2020 Council Meeting Minutes - DRAFT](#)

[April 28, 2020 Council Workshop Minutes - DRAFT](#)

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

## 5. Proclamation

### A. [20-0064](#) Special Acknowledgement of “Public Service Recognition Week” during May 3 - 9, 2020

**Brief Description:** This Proclamation acknowledges the first full week of May as “Public Service Recognition Week” in Hudson, Ohio, in honor of public employees who serve at all levels of government.

**Attachments:** [Proclamation](#)

*On behalf of City employees, Ms. Howington accepted the Proclamation and thanked the Mayor. She commented that this is perhaps the most dedicated staff that she has ever seen, with many unsung heroes who could not shelter at home and who are working to keep the City functioning during the COVID-19 crisis, especially the City's safety forces and Public Works employees.*

**Mayor Shubert read this Proclamation, acknowledging Public Service Recognition Week during May 3 - 9, 2020, and he thanked government employees.**

## 6. Public Comments

*None.*

## 7. Correspondence and Council Comments

*Ms. Schlademan commented regarding a previous suggestion that the salaries of administrative staff be reduced in light of the COVID-19 crisis. She said that asking City staff to take a pay cut and forfeit what they have worked for and earned is unfair and should only be considered as a last resort.*

*Mr. Foster provided an update from the Environmental Awareness Committee, announcing that the annual Green on the Green event has been postponed to 2021, due to the COVID-19 crisis. He said the Committee also discussed single-hauler trash/recycling, and Mr. Wells provided an update based on the Council workshop discussion of April 28, 2020.*

## 8. Report of Manager

*Ms. Howington said that some advisory committee meetings were cancelled during the month of April, but the City is scheduling more live-streamed virtual meetings during May, so the viewing public may expect to see more activity.*

### A. Public Safety Update on COVID-19

*Ms. Howington provided an update, stating that the City, County, and State are moving into a COVID-19 recovery mode. She said that she will try to coordinate future guest speakers on this subject to provide information about what the region is doing. She noted that with gradual re-opening, we must be cognizant and respectful of each other spaces and needs. While City Hall is not open to the public at this time, the wearing of masks is expected.*

**This matter was discussed.**

## 9. Discussion Items

### A. [20-0065](#) Connectivity Plan Update 2020

**Brief Description:** Connectivity Plan discussion with City Council to consider the Connectivity Plan 2020 Update, confirm the scope, and establish an advisory committee.

**Attachments:** [Memo to Council - 4-7-20 Connectivity Discussion](#)  
[Connectivity Update 2018](#)  
[Sidewalk Cost Estimates Map 3-18-20](#)

*Mr. Sugar reviewed the Connectivity Plan, as established in 2013 and revised in 2018, which focuses on trails and sidewalks throughout the City to enhance connectivity to the downtown area, neighborhoods, and parks. He provided recommendations for improvements.*

*Discussion followed regarding establishing a committee to review and make recommendations for updating the current City-wide Connectivity Plan. Council members emphasized the need for residents in each City Ward to be represented, as well as the importance of gathering citizen input and determining priorities, goals, and metrics criteria for the Plan. Council Ward representatives will work on selecting individuals in their wards for representation on the committee. Council will establish the committee and will seek citizen input regarding the Plan throughout the committee review and revision process.*

**This matter was discussed and forwarded for further consideration at a future workshop.**

### B. [20-0067](#) COVID-19 Response - Land Development Code Moratoriums and Merchant Support Efforts

**Brief Description:** Discussion on possible Land Development Code moratoriums and merchant support efforts.

**Attachments:** [Memo 5-1-2020 - COVID 19 Response – Merchant Support](#)  
[Memo 5-11-2020 - COVID 19 Response - Merchant Support](#)

*Ms. Howington asked that Council consider ways to assist merchants during the COVID-19 crisis and asked for Council direction. Mr. Hannan reviewed staff recommendations for potentially relaxing some of the City's Land Development Code requirements to help businesses as they re-open. Discussion followed, and there was consensus for City staff to contact merchants to determine if some temporary changes would be helpful for businesses, and to begin drafting necessary legislation for any LDC moratorium items, including:*

*Land Development Code: proposed temporary moratoriums*

- Temporary signs, in commercial districts.*
- Outdoor sales/displays, to accommodate social distancing.*
- Expiration of permits and board approvals, to accommodate construction delays due to the virus restrictions.*

*City Services/Programs:*

- Communications, to provide coordinated public information.*
- Outdoor Seating, for downtown areas, on greens and public sidewalks.*
- Parking, installation of curbside service reserved parking stall signage adjacent to restaurants and businesses.*
- Promotion, ongoing communications and promotional videos to support shop local efforts.*
- Connecting Resources, ongoing efforts to connect businesses to available State and Federal resources.*
- Activate Downtown, while large-scale festivals are not permitted due to virus restrictions, smaller scale events*

and enhancements could be considered.

**This matter was discussed and forwarded for further consideration during the May 12, 2020, workshop.**

C. [20-0066](#) **Small Business Recovery Proposal**

**Brief Description:** Council will consider a COVID-19 Small Business Relief Loan Program.

Council has been discussing the plausibility of offering small businesses in Hudson a deferred loan program to assist in re-opening. Based on Council input at last week's workshop, the attached proposal has been modified and is ready for further Council review and consideration.

**Attachments:** [DRAFT City of Hudson Small Business Relief Loan Program](#)  
[Hudson Community Improvement Corp. \(HCIC\) Articles of Incorporation](#)  
[HCIC Members \(5-12-2020\)](#)

*Staff asked for Council's direction on how to proceed with a proposed Small Business Recovery Loan Program to support local businesses and restaurants. Discussion followed regarding a loan program through the Hudson Community Improvement Corporation (HCIC), public finance laws, HCIC membership, and the funding, procedures, terms and conditions for such a loan program.*

**This matter was discussed and forwarded for further consideration during the May 12, 2020, workshop.**

## 10. **Appointments**

*Mr. Wooldredge said that the City is accepting applications for the Architectural & Historic Board of Review, Park Board, and Tree Commission through May 22, 2020, and he encouraged interested residents to submit an application.*

## 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. The motion carried by the following vote:**

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

### **Approval of the Consent Agenda**

**A motion was made by Mr. DeSaussure, seconded by Mr. Wooldredge, to approve the Consent Agenda. The motion carried by the following vote:**

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

A. [20-57](#) **A RESOLUTION AFFIRMING THE ACCEPTANCE BY THE CITY MANAGER'S DESIGNEE OF A SUSTAINABILITY GRANT DISBURSEMENT THROUGH THE ECOSMART CHOICE PROGRAM FROM AMERICAN MUNICIPAL POWER.**

**Brief Description:** As a participant in the EcoSmart Choice program, the City of Hudson has received \$568.00 in grant funding. The funding is the result of money

remaining after the purchase of renewable energy credits have been made and the cost to fulfill program needs have been incurred. Eligible grant-funded projects must promote balancing environmental, economic, and community interests.

Attachments:      [Resolution No. 20-57](#)

**Resolution No. 20-57 was passed on the Consent Agenda.**

## 12. Legislation

- A.      [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 third reading.**

*Mr. DeSaussure commented that the proposed audio equipment purchase is important for public accessibility. While not opposed to the purchase, Mr. Foster noted that meetings are currently being held virtually, and he preferred postponing this expense until a later date when needed for meetings at Town Hall.*

**A motion was made by Mr. DeSaussure, seconded by Mr. Wooldredge, to pass Resolution No. 20-44.**

**A subsidiary motion was made by Mr. Foster, seconded by Mrs. Bigham, to table action on Resolution No. 20-44 to the Council meeting of June 2, 2020, and re-evaluate the purchase at that time. The motion carried by the following vote:**

**Aye:** 5 - Mr. Foster, Ms. Schlademan, Mr. Sutton, Mrs. Bigham and Mr. DeSaussure

**Nay:** 1 - Mr. Wooldredge

- B.      [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](#)

*Mr. DeSaussure asked for staff's recommendation regarding action. Mr. Comeriato asked for Council action with third reading on May 19, 2020.*

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

**13. Executive Session**

**A motion was made by Mr. Wooldredge, seconded by Ms. Schlademan, to enter into executive session to consider personnel matters concerning the appointment of a public official and the employment of certain public employees. Mayor Shubert recessed the Council meeting at 9:45 p.m. after the motion carried by the following vote:**

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

*Mayor Shubert reconvened the Council meeting at 10:29 p.m.*

**14. Adjournment**

**There being no further business, Mayor Shubert adjourned the Council meeting at 10:29 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.*