



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)

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, March 24, 2020

7:30 PM

Via Video-Conference & Live-Stream

Special Council Meeting

1. Call to Order

Mayor Shubert announced that this special meeting was being held for general purposes due to the rescheduling of the regular Council meeting of March 17, 2020, noting that due to the Coronavirus outbreak and out of extreme caution for the health and well-being of public officials, staff, and other attendees, this special meeting was convened remotely via video-conference, broadcast via public live-stream, and an archived video will be available for the record.

Mayor Shubert called to order the special 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 (in person and via video-conference): Ms. Howington, City Manager; Mr. Vazzana, City Solicitor; Mr. Comeriato, Assistant City Manager - Operations; Mr. Gerbracht, HCTV Operations Manager; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Leedham, Innovation & Technology Director; Mr. Leiter, Production Assistant; Mr. Sheridan, Assistant City Manager - Professional Services; Mr. Stifler, Economic Development Director; Mr. Tabak, Police Chief; and Mr. Varnes, Fire/EMS Chief.

4. Report of Manager

Ms. Howington briefed the public regarding City operations amidst the Coronavirus outbreak, providing information regarding services, staffing, utilities, resources for local businesses, communications, and outreach. She said that Code enforcement will be done only in matters of public health, safety and welfare during this crisis.

5. Discussion Item

A. Coronavirus Update

Chief Tabak reviewed Police Department operations in light of the Coronavirus outbreak. He reported limited contact with the public and among staff, increased use of technology such as electronic reporting, cancelling employee time off and vacations, frequent cleaning and disinfecting of work areas, temporary suspension of some community services and outreach initiatives, mutual aid plans are in place, personal protective equipment (PPE) supplies are sufficient for immediate needs and staff is searching for additional resources if needed, creation of a staff website for up-to-date protocols, the City is communicating updates to residents and businesses, and the Police Department is using education and diplomacy to urge compliance with the Stay at Home Order. He reported seeing minimal problems and some very positive outreach from businesses, organizations, and individuals.

Chief Varnes reviewed EMS and Fire Department operations, reporting that the number of cases in Hudson remains at three, of 30 suspected cases since March 1, only one was a confirmed case, using an aggressive disinfecting program is in place to protect members and patients, good inventory of PPE and equipment, mutual aid plans are in place but may vary depending on severity of impacts on the immediate and neighboring communities, thankful for excellent turn-out of dedicated volunteers and staffing. He stated that COVID-19 testing is being done primarily at hospitals and labs, not by local cities.

Ms. Howington noted that while the City is most grateful for donations of prepared food, the safety forces cannot accept any donations for safety purposes.

6. Appointment of Clerk of Council Pro Tempore

In Mrs. Slagle's absence, a motion was made by Mr. DeSaussure, seconded by Mr. Wooldredge, to appoint Ms. Howington as Clerk of Council Pro Tempore. The motion carried by the following vote:

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

7. Approval of the Minutes

A. [20-0034](#) Minutes of Previous Council Meetings

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

Attachments: [March 3, 2020 Council Meeting Minutes - DRAFT](#)
[March 10, 2020 Council Workshop Minutes - DRAFT](#)

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

8. Public Comments

Mayor Shubert announced that public comments received via email were forwarded to elected officials. For the record, the following public comments were received and are filed with the record copy of these meeting minutes:

1. Comments from Jeff Keil, 2096 Edgeview Drive, suggesting that the administration put all non-essential projects and decisions on hold and concentrate their efforts in alleviating the financial and personal hardships that our businesses and citizens are experiencing.
2. Comments from Gary Maher, 1470 Winchell Drive, suggesting that that the new sign law (Ordinance No. 19-173, adopted on March 3, 2020) be repealed or suspended.

9. Correspondence and Council Comments

Mr. Foster reported that mail delivery to Laurel Lake residents has been problematic due to the Coronavirus outbreak, and that he has worked to help resolve the matter.

Mr. Sutton thanked first responders. He also reported on a meeting the City recently held with Norfolk Southern officials, staff, members of City and Council Council, State Representative and Senator, and Federal Congressman. Topics discussed included rail crossings, blocked traffic, signal locations, proposed quiet zones, and open communications.

Mrs. Bigham reported on a local effort she helped to coordinate that connects volunteers with people in need of assistance during the COVID-19 outbreak. She referenced the website www.hudsonohhelps.org and thanked those responsible for facilitating the website. She also recognized the Hudson Community Service Association for its important service to the community, noting that it has been helping people in need for over 75 years to provide critical financial assistance and a food pantry.

Ms. Schlademan said that the response of first responders, staff, and citizens is heartwarming. She commented that the City's communications have been thorough, concise, and consistent.

Mayor Shubert thanked Chief Tabak and Chief Varnes for their efforts, and he encouraged residents to complete the 2020 Census online.

Concerning Ms. Schlademan's recent vote on the Sign Code Ordinance (19-173) and in light of her position as a local business owner, Mayor Shubert remarked that he had researched ethics opinions and found that Council members are allowed to act on community-wide issues.

Ms. Howington said that national and state responses to COVID-19 are changing daily, and while this special meeting was scheduled in accordance with guidelines offered by the Ohio Attorney General, attorneys have requested State legislative action pertaining to the Open Meetings Act to specifically allow tele-conference and video-conference meetings. Therefore, she announced that no formal action will be taken this evening, and that City Council will conduct another special meeting on March 31, 2020, after anticipated amendments to the Open Meetings Act have been adopted to allow action during such meetings. Discussion followed regarding procedural matters concerning the Consent Agenda and the reading of Legislation.

10. Appointments

Mr. Wooldredge expressed concern about impacts of the Coronavirus outbreak on Hudson's business community. He established the Hudson Coronavirus Task Force Subcommittee and tasked it to work with local businesses to find out their specific needs and to recommend specific actions and report on costs to Council as soon as possible within the next ninety days. Mr. DeSaussure commended Mr. Wooldredge and Subcommittee members.

Mr. Wooldredge appointed Council members Bigham, Foster, and Schlademan to form the

Hudson Coronavirus Task Force Subcommittee.**11. Consent Agenda**

A motion was made by Mr. Wooldredge, seconded by Mr. Foster, to postpone Consent Agenda items 11B through 11J to a special meeting to be held on March 31, 2020. The motion carried by the following vote:

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

- A. [20-0035](#) **A Motion to Acknowledge the Timely Receipt of the February 2020 Monthly Financial Report**
Brief Description: Financial summaries are provided each month for Council's review.
Attachments: [February 2020 Financial Report](#)

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to approve Motion No. 20-0035. The motion carried by the following vote:

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

- B. [20-0036](#) **A Motion Directing the Clerk to Send Notice to the Ohio Division of Liquor Control Indicating No Request for a Hearing Regarding the Transfer of a Permit to Sell Alcoholic Beverages from Peachtree Southern Kitchen & Cocktails to LG Square Inc. DBA Revival Social Club, 220 North Main Street & Patio, Hudson.**
Brief Description: The Clerk is in receipt of a Notice to Legislative Authority dated March 4, 2020, from the Ohio Division of Liquor Control concerning the opportunity for City Council to request a hearing regarding this permit transfer.
Attachments: [Notice to Legislative Authority for Liquor Permit](#)

Motion No. 20-0036 was postponed to a special meeting on March 31, 2020.

- C. [20-31](#) **A RESOLUTION ACCEPTING THE RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCIL TO CONTINUE COMMUNITY REINVESTMENT AREA AGREEMENTS AND JOB CREATION GRANT PROGRAM AGREEMENTS WITH THE CITY OF HUDSON, COUNTY OF SUMMIT.**
Brief Description: The City has established a Tax Incentive Review Council (TIRC) to periodically review each existing Community Reinvestment Area (CRA) and Job Creation Grant Agreement for compliance and to make recommendations to continue, modify or terminate each of the agreements. The duly appointed TIRC met on February 26, 2020, reviewed each CRA and Job Creation Grant Agreement and made certain recommendations to City Council.
Attachments: [TIRC Tax Incentive Review Council 2019 Minutes](#)
[Resolution No. 20-31](#)

Resolution No. 20-31 was postponed to a special meeting on March 31, 2020.

- D. [20-32](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS AND TO ENTER INTO A CONTRACT FOR THE INSTALLATION OF PEDESTRIAN SIGNALS FOR THE PARK LANE AT N. MAIN STREET (SR 91) CROSSWALK ENHANCEMENT PROJECT.**
Brief Description: The project will include the installation of pedestrian signal improvements to the crosswalk at N. Main Street, Park Lane and Church Street. This project was included in the 2020 Capital Budget, Fund 430.
Attachments: [Park Ln @ SR 91 Map - RRFB \(rectangular, rapid flashing beacons\)](#)
 [Resolution No. 20-32](#)

Resolution No. 20-32 was postponed to a special meeting on March 31, 2020.

- E. [20-33](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR COMPETITIVE BIDS AND ENTER INTO A CONTRACT FOR THE BLACKBERRY DRIVE BRIDGE WINGWALL REPAIR PROJECT.**
Brief Description: The project will include the repair of the peeling concrete sealer on the Blackberry Drive Bridge Wingwalls.
Attachments: [Project Location Map](#)
 [Resolution No. 20-33](#)

Resolution No. 20-33 was postponed to a special meeting on March 31, 2020.

- F. [20-35](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH GOLF PRESERVATIONS, INC. FOR THE INSTALLATION OF DRAINAGE INFRASTRUCTURE AT THE ELLSWORTH MEADOWS GOLF CLUB.**
Brief Description: As part of the 2020 Parks budget, staff has obtained competitive bids for the installation of drainage infrastructure at the Ellsworth Meadows Golf Club. Staff is now prepared to proceed with the purchase of materials and the 2020 project award for construction. This project was bid on a per linear foot installed price and the cost of installed catch basins. Based on this pricing, Golf Preservations Inc. was found to be the lowest and most responsible bidder. The budget for this project is \$50,000.00. A bid tabulation is attached.
Attachments: [Ellsworth Drainage Submitted Bids](#)
 [Resolution No. 20-35](#)

Resolution No. 20-35 was postponed to a special meeting on March 31, 2020.

- G. [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](#)

Resolution No. 20-37 was postponed to a special meeting on March 31, 2020.

- H. [20-38](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH THE MCCLEAN COMPANY FOR THE PURCHASE OF AN ASPHALT HOT BOX TRAILER.**
Brief Description: Included in the 2020 budget is the replacement of one (1) asphalt hot box trailer used by the Service Department to make hot mix asphalt material to fill potholes and street failures where applicable. The unit being replaced is a 2004 model that is no longer functional and has surpassed the end of its life cycle.
Attachments: [Permission to bid 2020](#)
 [Hot Box Photo](#)
 [Resolution No. 20-38](#)

Resolution No. 20-38 was postponed to a special meeting on March 31, 2020.

- I. [20-39](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A LICENSE AGREEMENT TO PERMIT THE INSTALLATION OF PAVEMENT AT 7599 WOODLAND AVENUE, HUDSON, OHIO 44236**
Brief Description: This resolution authorizes the City Manager to enter into a license agreement with the property owner of 7599 Woodland Avenue to allow a portion of the driveway to encroach within a utility easement.
Attachments: [7599 Woodland Ave site plan](#)
 [Resolution No. 20-39 with License Agreement](#)

Resolution No. 20-39 was postponed to a special meeting on March 31, 2020.

- J. [20-40](#) **A RESOLUTION TO APPROVE A THEN AND NOW CERTIFICATE FOR A PURCHASE MADE; AND DECLARING AN EMERGENCY.**
Brief Description: Council authorization is required for payment of the invoice shown on this Resolution in excess of \$3,000, for which a commitment was made before a Purchase Order was generated.
Attachments: [Resolution No. 20-40](#)

Resolution No. 20-40 was postponed to a special meeting on March 31, 2020.

12. Legislation

- A. [20-16](#) **A RESOLUTION APPROVING THE APPLICATION FOR PLACEMENT OF LAND IN A CURRENT AGRICULTURAL USE DISTRICT FOR PURPOSES OF O.R.C. SECTION 929.02 FOR BROWN FARMS ONE, LLC, BROWN FARMS TWO, LLC, AND SHERYL J. BROWN, TRUSTEE, 34 WELLGATE DRIVE, HUDSON, OHIO.**
- Brief Description:** The Brown family has submitted a renewal Application for Placement of Farmland in an Agricultural District for five (5) properties, totaling approximately 63.08 acres, located off of Barlow Road and Seasons Road in Hudson.
- Attachments:** [Application for Agricultural District Renewal](#)
[Notice of Public Hearing](#)
[Hyperlink - Agricultural Districts \(Summit County Fiscal Officer Website\)](#)
[Code Enforcement Memo 2-3-2020](#)
[Map: Brown Farms One LLC Properties - off of Barlow Rd.](#)
[Map: Brown Farms Two & Sheryl J. Brown Properties - off of Seasons Rd.](#)
[Resolution No. 20-16 \(As Revised 3-24-2020\)](#)

Mayor Shubert read the title of Resolutions No. 20-16, which constituted its third reading.

- B. [20-20](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH WRIGHT LINE, LLC, FOR THE PURCHASE OF POLICE/DISPATCH RADIO CONSOLE FURNITURE; AND DECLARING AN EMERGENCY.**
- Brief Description:** A resolution authorizing the City Manager to enter into contract with Wright Line LLC in the amount of \$44,354.39. This is for the purchase of a replacement dispatch radio console furniture.
- Attachments:** [Hudson PD Console Furniture Pricing](#)
[Resolution No. 20-20](#)

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

- C. [20-21](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH B&C COMMUNICATIONS FOR THE IMPLEMENTATION OF A POLICE/DISPATCH RADIO MICROWAVE CONNECTION PROJECT; AND DECLARING AN EMERGENCY.**
- Brief Description:** A resolution authorizing the City Manager to enter into contract with B&C Communications in the amount of \$69,625.00 for equipment and professional services relating to the implementation of a dispatch dedicated radio microwave radio connection to the Summit County digital radio system.
- Attachments:** [Microwave Project Quote](#)
[Resolution No. 20-21](#)

Mayor Shubert read the title of Resolution No. 20-21, which constituted its third reading.

- D. [20-29](#) **AN ORDINANCE AMENDING SECTION 874.04 OF CHAPTER 874, “MOBILE FOOD VEHICLES,” OF THE BUSINESS REGULATION CODE REGARDING THE LOCATION OF OPERATION FOR MOBILE FOOD VEHICLES; AND DECLARING AN EMERGENCY.**
Brief Description: This Ordinance amends the City’s Business Regulation Code to allow licensed mobile food vehicles to operate within 500-feet of a brick and mortar restaurant when the licensed mobile food vehicle is part of an approved temporary special event pursuant to Chapter 872.
Attachments: [Hyperlink - Code Chapter 874, Mobile Food Vehicles](#)
 [Hyperlink - Code Chapter 872, Temporary Special Events](#)
 [Proposed Amendment by S. Sutton \(redline\)](#)
 [Ordinance No. 20-29](#)

Mayor Shubert read the title of Ordinance No. 20-29, which constituted its second reading.

- E. [20-30](#) **A RESOLUTION APPROVING THE APPLICATION FOR PLACEMENT OF LAND IN A CURRENT AGRICULTURAL USE DISTRICT FOR PURPOSES OF O.R.C. SECTION 929.02 FOR JOANN POULTON, 5457 STOW ROAD, HUDSON, OHIO.**
Brief Description: Ms. Poulton has submitted a renewal Application for Placement of Farmland in an Agricultural District for her property on Stow Road.
Attachments: [Application for Agricultural District Renewal](#)
 [Notice of Public Hearing - postponed to 3-31-2020](#)
 [Code Enforcement Memo 3-6-2020](#)
 [Map - 5457 Stow Road](#)
 [Resolution No. 20-30](#)

Mayor Shubert read the title of Resolution No. 20-30, which constituted its first reading.

- F. [20-34](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH S&S PROCESSING (ATHLETIC FIELD PROS) FOR THE INSTALLATION OF INFIELD MATERIAL AND FORTIFICATION OF INFIELD INFRASTRUCTURE AT THE BARLOW FARM PARK BASEBALL COMPLEX; AND DECLARING AN EMERGENCY.**
Brief Description: In review, the four (4) baseball fields at Barlow Farm Park required safety related repairs/renovations due to years of excessive wear and failing infrastructure. The immediate Phase I needs were completed in the fall of 2019 with a change order to the Public Works landscaping contract with Vizmeg Landscaping. Phase II of the field improvements have been publicly bid and staff is prepared to award the contract.
Attachments: [Bid Tab Report-2020 Barlow Farm Park Baseball Infields Renovation](#)
 [Resolution No. 20-34](#)

Mayor Shubert read the title of Resolution No. 20-34, which constituted its first reading.

- G. [20-36](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH THE WOLF CREEK COMPANY FOR THE PURCHASE AND INSTALLATION OF THE GOLF COURSE IRRIGATION SYSTEM CONTROL PANEL; AND DECLARING AN EMERGENCY.**

Brief Description: The existing irrigation pump control station was purchased in 1999 and has reached the end of its useful life. Replacement is necessary due to excessive wear and tear and operational failures.

Attachments: [Irrigation Bid Tab](#)
 [Resolution No. 20-36](#)

Mayor Shubert read the title of Resolution No. 20-36, which constituted its first reading.

- H. [20-41](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH WINDSTREAM WESTERN RESERVE, LLC TO ACQUIRE REAL PROPERTY LOCATED AT 94 OWEN BROWN STREET (PERMANENT TAX PARCEL NO. 32-04148) IN THE CITY OF HUDSON, OHIO; AND DECLARING AN EMERGENCY.**

Brief Description: This resolution authorizes the purchase of property located at 94 Owen Brown Street in order to facilitate eventual development of the downtown area pursuant to future Council direction.

Attachments: [Resolution No. 20-41](#)

Mayor Shubert read the title of Resolution No. 20-41, which constituted its first reading.

Executive Session

A motion was made by Mr. Wooldredge, seconded by Mr. DeSaussure, to enter into executive session to consider confidential information related to the specific business strategy of an applicant for economic development assistance and negotiations with other political subdivisions respecting requests for economic development assistance that is directly related to a request for economic development assistance that is to be provided or administered under Chapter 715 of the Ohio Revised Code and that involves public infrastructure improvements and the extension of utility services that are directly related to an economic development project – and, for the further reason that, it is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project. The motion failed by the following vote:

Aye: 3 - Mr. DeSaussure, Ms. Schlademan and Mr. Wooldredge

Nay: 3 - Mrs. Bigham, Mr. Foster and Mr. Sutton

13. Adjournment

There being no further business, Mayor Shubert adjourned the Council meeting at 8:59 p.m.

Craig A. Shubert, Mayor

Jane Howington, City Manager / Clerk of Council Pro Tempore

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.