



# City of Hudson, Ohio

## Meeting Minutes - Draft City Council

*Jeffrey L. Anzevino, Mayor*  
*Christopher W. Foster, President of Council (Ward 2)*  
*Christopher A. Banweg, Council Member (At-Large)*  
*Michael W. Bird, Council Member (Ward 4)*  
*Patricia L. Goetz, Council Member (Ward 1)*  
*Karen E. Heater, Council Member (At-Large)*  
*Nicole V. Kowalski, Council Member (At-Large)*  
*Skylar J. Sutton, Council Member (Ward 3)*

*Thomas J. Sheridan, City Manager*  
*Marshal Pitchford, City Solicitor & Special Counsel*  
*Aparna Wheeler, Clerk of Council*

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Tuesday, September 17, 2024

6:45 PM

Town Hall  
27 East Main Street

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**Executive Session to begin at 6:45 p.m., followed by Council meeting at 7:30 p.m.**

### 1. Call to Order

**Mayor Anzevino called to order the meeting of Hudson City Council at 6:45 p.m., in accordance with the Sunshine Laws of the State of Ohio, O.R.C. Section 121.22.**

**Present:** 6 - Dr. Bird, Mr. Foster, Dr. Goetz, Mrs. Heater, Mrs. Kowalski and Mr. Sutton

**Absent:** 1 - Mr. Banweg

*Mayor Anzevino recessed the regular meeting at 6:45 p.m.*

### 2. Executive Session

**A motion was made by Mr. Foster, seconded by Mrs. Heater, to enter into executive session to interview applicants for the Planning Commission. Invited to executive session were all members of Council, the Mayor, and the applicants. The motion carried by the following roll call vote:**

**Aye:** 6 - Dr. Bird, Mr. Foster, Dr. Goetz, Mrs. Heater, Mrs. Kowalski and Mr. Sutton

*Executive session ended at 7:23 p.m. and the Mayor resumed the regular meeting at 7:30 p.m.*

### 3. Pledge of Allegiance to the Flag

#### 4. Roll Call

**Present:** 6 - Dr. Bird, Mr. Foster, Dr. Goetz, Mrs. Heater, Mrs. Kowalski and Mr. Sutton  
**Absent:** 1 - Mr. Banweg

*Staff in Attendance: Mr. Sheridan, City Manager; Mr. Pitchford, City Solicitor & Special Counsel; Ms. Wheeler, Clerk of Council; Mr. Hannan, Community Development Director; Mr. Knoblauch, Assistant City Manager - Financial/Special Projects; Mr. Kosco, City Engineer; and Mr. Leiter, HCTV Production Assistant.*

#### 5. Approval of the Minutes

- A. [24-0084](#) **Minutes of Previous Council Meetings**  
***Brief Description:*** Draft minutes of previous meetings are provided for City Council's review and approval.  
***Attachments:*** [September 3, 2024, Council Meeting Minutes - Draft](#)  
[September 10, 2024, Council Workshop Minutes - Draft](#)

**A motion was made by Mr. Foster, seconded by Dr. Bird, that the Minutes be approved as submitted. The motion carried by the following vote:**

**Aye:** 6 - Mr. Foster, Dr. Goetz, Mrs. Heater, Mrs. Kowalski, Mr. Sutton and Dr. Bird

#### 6. Proclamations

- A. [24-0085](#) **Special Recognition of the Vincent William Baran Day of Service**  
***Brief Description:*** This Proclamation recognizes the family's on-going community service in the memory of Vincent William Baran. Ben and Lindsay Baran will accept the Proclamation.  
***Attachments:*** [Vincent William Baran Day of Service 2024](#)

*Mr. Foster recognized the Baran family's contributions to the community.*

**Mayor Anzevino read the proclamation in its entirety.**

- B. [24-0086](#) **Special Recognition of Constitution Week 2024**  
***Brief Description:*** Mayor Anzevino will proclaim the week of September 17th-23rd as Constitution Week in Hudson, Ohio.  
***Attachments:*** [Constitution Week 2024](#)

*Representatives from the Daughters of the American Revolution accepted the proclamation and made comments.*

**Mayor Anzevino read the proclamation in its entirety.**

- C. [24-0087](#) **Special Recognition of Hike Hudson Day**

**Brief Description:** Mayor Anzevino will recognize Hike Hudson Day on October 5, 2024. A representative from Friends of Hudson Parks will be in attendance to accept this Proclamation.

**Attachments:** [Hike Hudson Day 2024](#)

*Representatives from Friends of Hudson Parks accepted the proclamation and made comments .*

**Mayor Anzevino read the proclamation in its entirety.**

## 7. Public Hearing

### A. [24-76](#) AN ORDINANCE ADOPTING THE 2024 COMPREHENSIVE PLAN

**Brief Description:** The ordinance would adopt the City's update to the Comprehensive Plan.

**Attachments:** [Exhibit A: Hudson Comprehensive Plan 2024 - Draft Plan](#)  
[Hudson Comprehensive Plan 2024 - Draft Appendix](#)  
[PC 24-820 Decision Comprehensive Plan Recommendation \(FINAL\)](#)  
[Ordinance No. 24-76](#)

*Mayor Anzevino opened the public hearing at 7:48 p.m. There being no speakers, he closed the public hearing at 7:49 p.m.*

**A public hearing was held for Ordinance No. 24-76.**

## 8. Public Comments

*None.*

## 9. Correspondence and Council Comments

*Mr. Sutton read a letter into the record from Mr. Hugo Sandberg regarding the tennis and pickleball reservation policy.*

*Mayor Anzevino wished Mr. Clark Rumiser a happy 95th birthday and noted that Mr. Rumiser has been a Hudson Local Schools crossing guard for over 50 years. Mayor Anzevino further stated that he would be attending a ribbon cutting for Splott Spirit, the Susan G. Komen More Than Pink Walk this Saturday, September 21st, and the Mayor's Association of Portage, Stark and Summit Counties meeting on Tuesday.*

## 10. Report of Manager

*Responding to a comment by the Mayor, Mr. Sheridan stated that all the old City flags have been replaced with the newly designed City flag.*

*Mr. Sheridan also stated that a survey had been mailed to residents regarding fiber to the home and encouraged everyone to respond, the driveway snow plowing application closes September 20th, and that City staff was able to find \$17,000 to help with the rest of the funds needed for the WWI monument that Mr. Chris Bach spoke about the previous week.*

*Mr. Sheridan also provided an update on the City's ongoing recovery efforts following the August 8th storm event, including the start of door-to-door meetings with property owners, a pending response from State officials on an emergency declaration, clearing of debris from ditches and creeks, hiring of three consultants, updates on*

*the Brunswick Drive pump station, and infrastructure repairs and improvements.*

*Mr. Sutton passed on resident acknowledgements he received from Western Reserve Estates for ditch clearing in their neighborhood.*

## 11. Appointments

**A motion was made by Mr. Sutton, seconded by Mrs. Heater, to appoint Angela Smith to a partial term on the Planning Commission ending January 1, 2025. The motion carried by the following vote:**

**Aye:** 6 - Mrs. Heater, Mrs. Kowalski, Mr. Sutton, Dr. Bird, Mr. Foster and Dr. Goetz

### Appointments

**A motion was made by Mr. Sutton, seconded by Mrs. Heater, to appoint Angela Smith to a full term on the Planning Commission from January 1, 2025 to January 1, 2029. The motion carried by the following vote:**

**Aye:** 6 - Mrs. Heater, Mrs. Kowalski, Mr. Sutton, Dr. Bird, Mr. Foster and Dr. Goetz

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

**A motion was made by Mr. Foster, seconded by Mrs. Heater, to suspend the rule requiring three readings, except Resolution No. 24-108. The motion carried by the following vote:**

**Aye:** 6 - Mrs. Kowalski, Mr. Sutton, Dr. Bird, Mr. Foster, Dr. Goetz and Mrs. Heater

### Approval of the Consent Agenda

**A motion was made by Mr. Foster, seconded by Dr. Bird, to approve the Consent Agenda, except Resolution No. 24-108. The motion carried by the following vote:**

**Aye:** 6 - Mr. Sutton, Dr. Bird, Mr. Foster, Dr. Goetz, Mrs. Heater and Mrs. Kowalski

#### A. [24-0088](#) **A Motion to Acknowledge the Timely Receipt of the August 2024 Monthly Financial Report**

**Brief Description:** Financial summaries are provided each month for Council's review.

**Attachments:** [Aug 2024 Financial Report](#)

**Motion No. 24-0088 was approved on the Consent Agenda.**

#### B. [24-0089](#) **A Motion Authorizing the City Manager to Move Forward with the Design Recommendations by our Consultant (AECOM) for a New Sidewalk along Valley View Road (Hunting Hollow Dr. to Wethersfield Drive) and Hines Hill Road (Granby Dr. to Glastonbury Dr.)**

**Brief Description:** This motion would authorize the City Manager to move

forward with the design of the new sidewalk along the west side of Valley View Road from Hunting Hollow Drive to Hines Hill Road, the east side of Valley View Road from Hines Hill Road to Wethersfield Drive, and the north side of Hines Hill Road from Granby Drive to Glastonbury Drive.

Attachments: [Exhibit - Location Map](#)

**Motion No. 24-0089 was approved on the Consent Agenda.**

- C. [24-106](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR BIDS AND TO ENTER INTO A CONTRACT FOR THE DILLMAN DRIVE BRIDGE REHABILITATION PROJECT (PID 119823) WITH THE LOWEST AND BEST BIDDER.**

**Brief Description:** Work will include new bridge structure, guardrail replacement and roadway replacement at the Dillman Drive bridge. The bridge is located on a tributary to Tinkers Creek named the Wagar Ditch within the Dillman Estates subdivision.

Attachments: [Exhibit - Dillman Dr Bridge Location](#)  
[Resolution No. 24-106](#)

**Resolution No. 24-106 was approved on the Consent Agenda.**

- D. [24-107](#) **A RESOLUTION AMENDING RESOLUTION NO. 24-82 TO INCREASE THE GRANT REQUEST AMOUNT WITH THE OHIO RAIL DEVELOPMENT COMMISSION FOR THE HINES HILL ROAD GRADE SEPARATION PROJECT THROUGH THE OHIO GRADE CROSSING ELIMINATION PROGRAM; AND DECLARING AN EMERGENCY.**

**Brief Description:** The City is partnering with the Ohio Rail Development Commission (ORDC) for a grant application to the Federal Railroad Administration (FRA) Grade Crossing Elimination Program. The original contribution request was \$8,580,000, which was based off a total estimated project cost of \$14,300,000. The new estimate project cost is \$19.5 million; therefore, staff is requesting a grant in the amount up to \$13,705,000.

Attachments: [Resolution No. 24-107](#)

**Resolution No. 24-107 was approved on the Consent Agenda.**

- F. [24-109](#) **A RESOLUTION TO APPROVE A THEN AND NOW CERTIFICATE FOR PURCHASES 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. Approval required for : Vizmeg Landscape -Landscape Enhancement, \$3650 and Fabrizi Trucking & Paving Co., Inc., \$3,208.75

Attachments: [Resolution No. 24-109](#)

Resolution No. 24-109 was approved on the Consent Agenda.

### Removed from the Consent Agenda

- E. [24-108](#) **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RYCON CONSTRUCTION, INC. IN THE AMOUNT OF TWO MILLION SEVEN-HUNDRED FORTY-FOUR THOUSAND FIVE HUNDRED NINETY-FOUR DOLLARS AND ZERO CENTS (\$2,744,594.00) FOR THE ELLSWORTH MEADOWS GOLF COURSE CLUBHOUSE PROJECT; AND DECLARING AN EMERGENCY.**

**Brief Description:** The project will include the construction of approximately 6000 square foot clubhouse and exterior patio, cart staging area and cart paths around the building. Project bids were received and were in excess of the amount previously budgeted.

**Attachments:** [Bid Tab - Ellsworth Meadows Clubhouse bid 1 2024.04.16](#)  
[Bid Tab - Ellsworth Meadows Clubhouse bid 2 2024.07.16](#)  
[Bid Tab - Ellsworth Meadows Clubhouse bid 3 2024.08.20](#)  
[Resolution No. 24-108](#)

**A motion was made by Mr. Sutton, seconded by Dr. Bird, to suspend the rule requiring three readings on Resolution No. 24-108. The motion carried by the following vote:**

**Aye:** 6 - Dr. Bird, Mr. Foster, Dr. Goetz, Mrs. Heater, Mrs. Kowalski and Mr. Sutton

*Mr. Sutton removed Resolution No. 24-108 from the Consent Agenda because, while he supports the project, he also wants to adhere to the budget. He made a motion to amend the legislation by removing Alternate 5-1, Outdoor Dining Porch Structure.*

*Mrs. Kowalski stated that she spoke to several residents who supported the project as it was presented and preferred to keep the outdoor dining structure to encourage the use of the facility in unfavorable weather conditions.*

**A motion was made by Mr. Sutton, seconded by Mr. Foster, to pass Resolution No. 24-108.**

**A motion was made by Mr. Sutton, seconded by Mr. Foster, to amend Resolution No. 24-108 by removing Alternate 5-1 (Outdoor Dining Porch Structure) in the amount of \$147,500, amending the last Whereas clause from \$244,594 to \$97,094, and amending the amount in Section 1 to \$2,677,094 including a \$100,000 contingency. The motion failed by the following vote:**

**Aye:** 3 - Mr. Foster, Mrs. Heater and Mr. Sutton

**Nay:** 3 - Dr. Goetz, Mrs. Kowalski and Dr. Bird

**The motion to pass Resolution No. 24-108 as submitted carried by the following vote:**

**Aye:** 6 - Dr. Goetz, Mrs. Heater, Mrs. Kowalski, Mr. Sutton, Dr. Bird and Mr. Foster

## 13. Legislation

A. [24-63](#)      **A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE A NEW PARK FACILITY RESERVATION POLICY.**

**Brief Description:**

The purpose of the new policy is to limit facility reservations so that ample usage remains for the public and does not restrict availability.

**Attachments:**      [Exhibit A: City of Hudson Parks Tennis and Pickleball Court Reservation Policy \(for 9-17-24\)](#)  
[Resolution No. 24-63](#)  
[Resolution No. 24-63 \(Proposed amendment for 9-17-24\)](#)

Mayor Anzevino read the title of Resolution No. 24-63, which constituted its third reading.

A motion was made by Mr. Sutton, seconded by Mr. Foster, to pass Resolution No. 24-63.

A motion was made by Mr. Sutton, seconded by Mr. Foster, to substitute to the versions of the legislation and Exhibit A dated September 17, 2024. The motion carried by the following vote:

Aye: 6 - Mrs. Heater, Mrs. Kowalski, Mr. Sutton, Dr. Bird, Mr. Foster and Dr. Goetz

The motion to pass Resolution No. 24-63 as amended carried by the following vote:

Aye: 5 - Mrs. Kowalski, Mr. Sutton, Dr. Bird, Mr. Foster and Mrs. Heater

Nay: 1 - Dr. Goetz

B. [24-76](#)      **AN ORDINANCE ADOPTING THE 2024 COMPREHENSIVE PLAN**  
**Brief Description:** The ordinance would adopt the City's update to the Comprehensive Plan.

**Attachments:**      [Exhibit A: Hudson Comprehensive Plan 2024 - Draft Plan](#)  
[Hudson Comprehensive Plan 2024 - Draft Appendix](#)  
[PC 24-820 Decision Comprehensive Plan Recommendation \(FINAL\)](#)  
[Ordinance No. 24-76](#)

Mayor Anzevino read the title of Ordinance No. 24-76, which constituted its second reading.

C. [24-103](#)      **A RESOLUTION ADOPTING IN CONCEPT THE 2024 SAFE ROUTES TO SCHOOL TRAVEL PLAN.**

**Brief Description:** The Safe Routes to School Travel Plan was last updated in 2011. In 2023, the City received a grant from the Ohio Department of Transportation (ODOT) to develop a new School Travel Plan. A core team was selected to guide the effort, consisting of representatives from Hudson City Schools, City Council, and City Staff. With the assistance of an engineering traffic safety consultant, the new School Travel Plan was recently completed. City staff will review the plan with City Council.



**Attachments:** [Memo To Council 9-3-2024](#)  
[Exhibit A - 2024 Safe Routes School Travel Plan 9-3-2024](#)  
[2011 Safe Routes School Travel Plan](#)  
[Exhibit A - 08-27-2024](#)  
[Resolution No. 24-103](#)

Mayor Anzevino read the title of Resolution No. 24-103, which constituted its second reading.

- D. [24-110](#) **AN ORDINANCE AMENDING CITY COUNCIL RULES TO ESTABLISH A PROCESS FOR THE REFERRAL OF MATTERS TO BOARDS AND COMMISSIONS EFFICIENTLY BY MOTION; AND DECLARING AN EMERGENCY.**  
**Brief Description:** This ordinance simplifies the parliamentary procedure for City Council's referral of items or topics to City boards and commissions.  
**Attachments:** [Ordinance No. 24-110](#)

Mayor Anzevino read the title of Ordinance No. 24-110, which constituted its first reading.

- E. [24-111](#) **AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF \$740,000 OF TAXABLE ECONOMIC DEVELOPMENT NONTAX REVENUE BOND ANTICIPATION NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING APPROXIMATELY 4.0 ACRES OF REAL PROPERTY LOCATED NEAR THE SOUTHWEST CORNER OF OWEN BROWN STREET AND MORSE ROAD.**  
**Brief Description:** This ordinance allows for the refinancing of existing financial obligations of the City. It allows for the rollover of note proceeds used to pay for the former Windstream property at 100 Owen Brown Street, purchased as part of the Downtown Phase II Project.  
**Attachments:** [Ordinance No. 24-111](#)

Mayor Anzevino read the title of Ordinance No. 24-111, which constituted its first reading.

- F. [24-112](#) **AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF \$925,000 OF TAXABLE ECONOMIC DEVELOPMENT NONTAX REVENUE BOND ANTICIPATION NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING APPROXIMATELY 1.0 ACRE OF REAL PROPERTY LOCATED AT 94 OWEN BROWN STREET.**  
**Brief Description:** This ordinance allows for the financing of the former Windstream property at 94 Owen Brown Street, purchased as part of the Downtown Phase II Project.  
**Attachments:** [Ordinance No. 24-112](#)

Mayor Anzevino read the title of Ordinance No. 24-112, which constituted its first reading.



- G. [24-113](#) AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED \$7,300,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF IMPROVING CITY-OWNED PROPERTY LOCATED AT 5810 HUDSON DRIVE BY CONSTRUCTING, FURNISHING EQUIPPING AND OTHERWISE IMPROVING (i) A NEW SALT STORAGE FACILITY AND (ii) A NEW BUS MAINTENANCE AND STORAGE FACILITY AND CLEARING, IMPROVING AND EQUIPPING THE SITE.

**Brief Description:** This ordinance allows for the refinancing of existing financial obligations of the City. It allows for the sale of notes to finance the cost of the new bus garage and salt storage facility.

**Attachments:** [Fiscal Officer Certificate - 5810 Hudson Dr Salt Storage Ordinance No. 24-113](#)

Mayor Anzevino read the title of Ordinance No. 24-113, which constituted its first reading.

- H. [24-114](#) AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED \$3,295,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF ACQUIRING REAL PROPERTY IDENTIFIED BY THE SUMMIT COUNTY FISCAL OFFICER AS PERMANENT PARCEL NOS. 30-01315 AND 30-01316 AND CONSISTING OF APPROXIMATELY 31 ACRES KNOWN AS 5431 HUDSON DRIVE IN THE CITY FOR THE PURPOSE OF PROVIDING A FACILITY HOUSING FUNCTIONS OF THE CITY'S DEPARTMENT OF PUBLIC WORKS AND CONSTRUCTING, FURNISHING AND EQUIPPING THAT FACILITY AND CLEARING, EQUIPPING AND IMPROVING THAT SITE

**Brief Description:** This ordinance allows for the financing of the purchase of the Hudson Drive property that will be used for the new Public Works facility as well as financing the cost of design of the new facility.

**Attachments:** [Fiscal Officer Certificate - 5431 Hudson Drive Public Works Ordinance No. 24-114](#)

Mayor Anzevino read the title of Ordinance No. 24-114, which constituted its first reading.

- I. [24-115](#) AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED \$2,700,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF CONSTRUCTING, FURNISHING AND EQUIPPING A NEW CLUBHOUSE AT THE CITY'S ELLSWORTH MEADOWS GOLF CLUB AND CLEARING, IMPROVING AND EQUIPPING ITS SITE.

**Brief Description:** This ordinance allows for the financing a portion of the new clubhouse at Ellsworth Meadows Golf Club. The total cost is estimated at \$3.1 million. The balance of the project cost will be paid from the golf course fund balance.

**Attachments:** [Fiscal Officer Certificate - Ellsworth Meadows Golf Club](#)  
[Ordinance No. 24-115](#)

Mayor Anzevino read the title of Ordinance No. 24-115, which constituted its first reading.

- J. [24-116](#) **AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED \$1,750,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF IMPROVING THE CITY'S RECREATIONAL FACILITIES BY INSTALLING AND IMPROVING A MULTIPURPOSE TRAIL ALONG BOSTON MILLS ROAD BETWEEN TIMBERLINE TRAIL AND LAKE FOREST DRIVE.**

**Brief Description:** This ordinance allows for the financing of the trail along Boston Mills Road from Timberline Trail (Reserve at River Oaks) to Lake Forest Drive as part of the connectivity plan.

**Attachments:** [Fiscal Officer Certificate - Boston Mills Rd Trail](#)  
[Ordinance No. 24-116](#)

Mayor Anzevino read the title of Ordinance No. 24-116, which constituted its first reading.

- K. [24-117](#) **AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED \$1,000,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING COSTS OF IMPROVING THE CITY'S RECREATIONAL FACILITIES BY INSTALLING AND IMPROVING A MULTIPURPOSE TRAIL ALONG VALLEY VIEW ROAD BETWEEN STATE ROUTE 91 AND HUNTING HOLLOW DRIVE AND CONTINUING ON HUNTING HOLLOW DRIVE TO PROSPECT ROAD.**

**Brief Description:** This ordinance allows for the financing of the trail along Valley View Road between SR 91 and Hunting Hollow Drive and on Hunting Hollow Drive to Prospect Road as part of the connectivity plan.

**Attachments:** [Fiscal Officer Certificate - Valley View Rd Trail](#)  
[Ordinance No. 24-117](#)

Mayor Anzevino read the title of Ordinance No. 24-117, which constituted its first reading.

## 14. Adjournment

There being no further business, Mayor Anzevino adjourned the meeting at 8:35 p.m.

**Jeffrey L. Anzevino, Mayor**

**Aparna Wheeler, 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.*