

**CITY OF HUBBARD  
CITY COUNCIL MEETING MINUTES  
APRIL 10, 2018**

**CALL TO ORDER:** The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 6:30 p.m. at the Hubbard City Hall, 3720 2<sup>nd</sup> Street, Hubbard.

**FLAG SALUTE:** Mayor Charles Rostocil led the group in reciting the Pledge of Allegiance.

**CITY COUNCIL PRESENT:** Mayor Charles Rostocil, City Councilor James Audritsh, City, City Councilor Michelle Luna, City Councilor Angie Wheatcroft, Councilor Barbara Ruiz.

Mayor Charles Rostocil announced the addition of Agenda Item 2.5 “**Council recess public (open) meeting and convene the Executive (closed) session to consider information or records that are exempt by law from public inspections ORS 192.660(2)(f). Pursuant to ORS 192.660(4) Council specifically request that members of the media and other attendees not disclose matters discussed in the Executive Session;**” and Agenda item 4(B) “**Approval of the City of Hubbard Farmer’s Market Lease Agreement between Matthew Kennedy and the City of Hubbard, and authorize the Mayor to sign.**”

**COUNCIL RECESS PUBLIC (OPEN) MEETING AND CONVENE THE EXECUTIVE (CLOSED) SESSION TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO CARRY ON LABOR NEGOTIATIONS ORS 192.660(2)(D). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.** Mayor Charles Rostocil declared the ORS for the executive session and opened the closed executive session meeting at 6:30 p.m.

City Councilor Barbara Ruiz arrived into the meeting at 6:47 p.m.

**COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.** Mayor Charles Rostocil closed the Executive Session meeting and reconvened the open public meeting at 7:04 p.m.

**COUNCIL RECESS PUBLIC (OPEN) MEETING AND CONVENE THE EXECUTIVE (CLOSED) SESSION TO CONSIDER INFORMATION OF RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTIONS ORS 192.660(2)(F). PURSUANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.** Mayor Charles Rostocil declared the ORS for the executive session and opened the closed executive session meeting at 7:04 p.m.

**COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.** Mayor Charles Rostocil closed the Executive Session meeting and reconvened the open public meeting at 7:14 p.m.

**REGULAR AGENDA START 7:15PM**

**DISCUSSION REGARDING FARMERS MARKET.** City Attorney Ashley Driscoll briefly went through Resolution No. 645-2018, approving the creation of a Farmer's Market Commission.

MSA/City Councilor James Audritsh/City Councilor Michelle Luna motioned to approve Resolution 645-2018. City Councilor Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Michelle Luna, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed.

**APPROVAL OF THE CITY OF HUBBARD FARMER'S MARKET LEASE AGREEMENT BETWEEN MATTHEW KENNEDY AND THE CITY OF HUBBARD, AND AUTHORIZE THE MAYOR TO SIGN.** MSA/ City Councilor James Audritsh/ City Councilor Michelle Luna made a motion to enter into a lease agreement with Matt Kennedy for property to be used for Farmers Market, and authorize the Mayor to sign. City Councilor Angie Wheatcroft, City Councilor Barbara Ruiz, City Councilor Michelle Luna, City Councilor James Audritsh, Mayor Charles Rostocil were in favor. Motion passed.

Crystal Rostocil gave an update on the Farmers Market. C. Rostocil stated she had met with the Lake Oswego Farmers Market Coordinator who gave her a copy of their vendor handbook. This is a great reference and the committee will be able to use some of the info in creating Hubbard's policies and procedures. C. Rostocil said it references insurance, licensing, and the Department of Agriculture info policies and procedures. She said that one thing she learned was it is a good idea to not allow dogs at the Farmers Market in order to avoid incidents such as tripping. C. Rostocil talked about possibly having community business sponsored booths. The business isn't selling anything just promoting their business; this could help with financial sustainability for the Market.

City Councilor Michelle Luna asked if the city has a flyer or banner that would show it is supported by the City of Hubbard.

Crystal Rostocil said she could include the city logo on the flyers and signage.

**APPEARANCE OF INTERESTED CITIZENS.** Scott Steirle asked if not allowing dogs at the Farmer's Market include service animals.

Crystal Rostocil stated that service animals would be allowed.

Jeff Robinson 2329 A Street, Hubbard stated he is the President of the new Hubbard Hop Festival Board which is now a 501.3c nonprofit organization. Jeff stated he is at the meeting to ask for a City Council member to serve on the Board. J. Robinson said he is also looking for two members at large to join the Board. They would attend and help plan and coordinate the Hop Festival. J. Robinson said July 21, 2018, is the date set for this year's festival.

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City Councilor Michelle Luna volunteered to fill the Board position as the liaison of the City Council.

Jeff stated that anyone interested in the member at large positions needs to send an email to [hubbardhopfest@gmail.com](mailto:hubbardhopfest@gmail.com) and include a letter of interest.

**DISCUSSION REGARDING MARION COUNTY ECONOMIC DEVELOPMENT GRANTS FOR LOCAL COMMUNITIES – Refer to the City Planner’s Memo dated March 23, 2018.** Mayor Charles Rostocil said because of the Grants that would be available are already gone for this year, the City Council will work towards the steps for the grants for next fiscal year.

**MAYOR’S AND/OR COUNCIL’S PRESENTATIONS.** City Councilor James Audritsh shared there is the Mayor’s Prayer Breakfast in Woodburn next Tuesday, April 17, 2018, at 7:30 a.m. Mayor Charles Rostocil will be speaking at this.

Mayor Charles Rostocil spoke in regards to code enforcement that he had talked to Director of Administration/City Recorder Vickie Nogle and Police Chief Dave Rash regarding the Noxious Vegetation Code. He state there will be notification in the upcoming Newsletter as well as a flyer at the Post Office, City Hall, and it on the city website. These code enforcements are complaint driven.

#### **STAFF REPORTS.**

**POLICE DEPARTMENT- Police Chief Dave Rash.** Police Sergeant Chris Anderson spoke on behalf of Chief Dave Rash as he is attending the Police Chiefs conference this week. Sergeant Anderson briefly went through each item on the Police Chiefs report.

City Councilor Angie Wheatcroft thanked Officer Bentley for helping her while she was stranded on the side of the road awhile back.

City Councilor James Audritsh stated he would like to see holding the Bike Rodeo just after the kids get out of school instead of during the Hop Festival.

Crystal Rostocil thanked the Hubbard Police Department for attending and making a presence at the schools. She stated the kids really enjoy when the Police come by.

**PUBLIC WORKS DEPARTMENT-Public Works Superintendent Jaime Estrada.** Public Works Superintendent Jaime Estrada stated he recommends to the City Council that Consent Agenda (B) be approved for the Water Master Plan Project

Public Works Superintendent Jaime Estrada stated there was a problem and the Scada system quit working, necessitating that the water system be operated manually. This caused around 158 hours of overtime by his staff to resolve the situation.

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It was discussed the groups that reserve the ballfield at the parks are only reserving that part. The rest of the park is available to the public. Public Works Superintendent Jaime Estrada said he would follow up with the complaint and make sure everyone understands the rules.

**ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle.** Director of Administration/City Recorder Vickie Nogle mentioned the elections will be held this year on November 6, 2018. The positions up for elections are the Mayor and two City Council positions.

Mayor Charles Rostocil mentioned the Finance Director position has proven difficult to fill. There have not been many applicants as he thinks maybe the requirements could be less restrictive. He had discussed this with the current contract Finance Director Lane Shipley and with the Director of Administration/City Recorder Vickie Nogle. They all think that perhaps not requiring a Bachelor's degree or Supervisory experience could broaden the hiring pool. C Rostocil said the position will still require candidate to have 3 years of governmental fund accounting experience.

The consensus of the City Council was to change the Acceptable Experience and Training to read at least three (3) years of governmental fund accounting experience; A Bachelor's Degree in Accounting, Finance, and Business Administration or in a related field desired; Certified Finance Officer desired; and removing the Minimum of two (2) years supervisory experience.

**DISCUSSION REGARDING CITY-WIDE SECURITY CAMERA SYSTEM – Public Works Superintendent Jaime Estrada (Refer to Public Works Report).** There was a consensus of the City Council to table this conversation based on the request from Public Works Superintendent Jaime Estrada.

**DISCUSSION REGARDING UTILITY WORKER I POSITOIN – Public Works Superintendent Jaime Estrada (Refer to Public Works Report).** There was a consensus of the City Council to table this conversation based on the request from Public Works Superintendent Jaime Estrada.

### **CONSENT AGENDA.**

#### **A) APPROVAL OF CITY COUNCIL MEETING MINUTES:**

- 1. FEBRUARY 13, 2018**
- 2. MARCH 13, 2018**

#### **B) AUTHORIZATION TO AWARD THE WATER MASTER PLAN UPDATE PROJECT TO MURRAYSMITH BASED UPON THEIR PROPOSAL SUBMITTED ON MARCH 5, 2018, IN THE AMOUNT OT \$59,865.00 (Refer to Public Works Report)**

#### **C) MOVED TO AGENDA NOT APPROVED**

#### **D) APPROVE LIQUOR LICENSE APPLICATION FOR THE DOLLAR GENERAL STORE LOCATED AT 3624 PACIFIC HWY 99E, HUBBARD.**



MSA/City Councilor Angie Wheatcroft/City Councilor James Audritsh motioned to approve the Consent Agenda as presented. City Councilor Michelle Luna, City Councilor Angie Wheatcroft, City Councilor James Audritsh, City Councilor Barbara Ruiz, and Mayor Charles Rostocil were in favor. Motion passed.

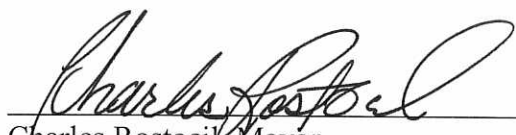
**APPROVAL OF THE FEBRUARY 2018 CHECK REGISTER REPORT**


MSA/City Councilor Angie Wheatcroft/City Councilor James Audritsh moved to approve the check register report as presented. City Councilor Michelle Luna, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor; City Councilor Barbara Ruiz abstained from voting due to a potential conflict of interest as her father is the owner of the Shell gas station, where she is employed. Motion passed.


**OTHER CITY BUSINESS**

None.

**ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS TUESDAY, MAY 8, 2018, AT 7:00 P.M.)** MSA/City Councilor Angie Wheatcroft/ City Councilor Barbara Ruiz, moved to adjourn the meeting. City Councilor Michelle Luna, City Councilor James Audritsh, City Councilor Barbara Ruiz, City Councilor Angie Wheatcroft, and Mayor Charles Rostocil were in favor. Motion passed. Meeting adjourned at 8:17 p.m.

  
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Charles Rostocil, Mayor

ATTEST:  
  
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Vickie L. Nogle, MMC  
Director of Administration/City Recorder

  
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Crystal Spenner  
Administrative Assistant/Court Clerk  
Recording & Transcribing