

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
JANUARY 11, 2022**

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 7:00 p.m.

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 Councilor Robert Prinslow (Zoom), City Councilor Tyler Thomas (Zoom), City Councilor James Yonally.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs (Zoom), Police Sergeant Chris Anderson, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, City Attorney Emily Matasar (Zoom).

GUESTS: Crystal Rostocil, Gina Audritsh, Rocky Sherwood, Michael Kahrman (Hubbard Fire District).

CONTINUED DISCUSSION REGARDING RECRUITMENT OF CITY ADMINISTRATOR – City Attorney Emily Matasar, Beery Elsner and Hammond. Director of Administration/City Recorder Vickie Nogle City stated staffed worked together with City Attorney Emily Matasar to provide the City Council with recommendations for recruitment of a City Administrator and proposals came from Jensen Strategies, Prothman, Local Government Personnel Services/Lane Council of Governments, and Mid-Willamette Valley Council of Governments. Director of Administration/City Recorder Vickie Nogle City said some of the proposals included doing the background check, but that the City Council may want to consider doing that in house as Police Chief Dave Rash has performed those in the past and did a good job.

Mayor Charles Rostocil asked Director of Administration/City Recorder Vickie Nogle if she had any recommendation of what recruiting firm to go with based off of the information they had gathered.

Director of Administration/City Recorder Vickie Nogle said she has seen quite a few advertisements come through the City from Prothman, they are well known, and a lot of people use them, Jensen Strategies is one of the firms she had approached when Council was looking for someone to facilitate the Goal Setting and liked them as well. She went on to say she was a bit nervous about using the Mid-Willamette Valley Council of Governments because we used their recommendation for the Goal Setting and were disappointed with the results.

City Attorney Emily Matasar agreed with Director of Administration/City Recorder Vickie Nogle comments, and feels they are all reputable organizations. She said she does know the Lane Council

of Governments (LCOG) noticed that tend to be less expensive and they tailor their services for the expense that you need, but they are all good organizations.

City Councilor Robert Prinslow asked City Attorney Emily Matasar if she thought it would be a problem with the Hubbard Police Department doing the background check on the potential head of the city.

City Attorney Emily Matasar said she does not think there would be an ethical problem or a conflict of interest, unless it was a relative of one of the officers that they were doing the background check on.

MSA/Mayor Charles Rostocil/City Councilor James Audritsh motioned to direct Director of Administration/City Recorder Vickie Nogle to work with Prothman on the recruitment of a City Administrator. City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor James Audritsh, Mayor Charles Rostocil were in favor. City Councilor Tyler Thomas opposed. Motion passed 4-1 in favor.

City Councilor Tyler Thomas asked City Attorney Emily Matasar if a current city employee was entertaining the idea of applying for this position, would it be a conflict of interest to work on this project since the employee would be working on their own recruitment.

City Attorney Emily Matasar said she believes under state ethics laws it would not be a legal conflict of interest, she thinks it would be a political situation the city might want to address but does not believe it is illegal under the conflict-of-interest laws.

Mayor Rostocil said if this situation does arise, and an employee does apply for the position, then the City Council will revisit this to ensure we do not have a conflict of interest.

City Attorney Emily Matasar said she would help with this if the situation should arise.

Director of Administration/City Recorder Vickie Nogle asked City Council if they want Prothman to do the background, or if they want the Hubbard Police Department to do it.

City Council asked Director of Administration/City Recorder Vickie Nogle to ask Prothman is that can be separated out from their fee if we do it.

CONTINUED DISCUSSION REGARDING FUNDS RECEIVED UNDER THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA). *Refer to PW Administrative Manager Inter-Office Memorandum)*

Mayor Charles Rostocil said Public Works is requesting City Council approve and authorize up to \$500,000 of the City's designated ARPA funds be appropriated to water infrastructure improvements. He went on to say that Public Works is looking into submitting a grant application to Marion County and they feel that authorizing this money would strengthen that application.

Public Works Administrative Manager Melinda Olinger said there technically is not a required match for the application and the grant application has already been submitted, but when she was speaking with Marion County after she submitted the application, they had questions about how much of the city's own funds are they going to commit to this project and that is the reason for the request.

City Councilor James Audritsh asked if \$500,000 is the minimum and was concerned there would not be enough money to cover the other items on the list that was brought before them at the last meeting.

Public Works Administrative Manager Melinda Olinger said there was no minimum, and a match is not a requirement.

City Councilor James Audritsh asked if we had any other funds that we can utilize for this, or if it all of the \$500,000 has to come out of the ARPA funds.

Public Works Administrative Manager Melinda Olinger said the city has been saving for unknown issues that may arise regarding water pressure, piping, etc., and those saved funds could be used for this, and there is also approximately \$150,000 of SDC funds that could be put towards this.

Mayor Charles Rostocil asked if then it is possible to authorize \$250,000 to put toward this to help strengthen the application.

Public Works Administrative Manager Melinda Olinger said that can be done.

City Councilor James Audritsh said he would like to see a larger amount committed to this.

City Councilor James Audritsh said he does not want to see all of the \$500,000 come out of the ARPA funds, he would rather see half come from other City funds.

Mayor Charles Rostocil asked if it is acceptable to use \$250,000 out of the ARPA funds and \$250,000 of the funds that have already been saved up for the project or come out of other City funds.

Public Works Administrative Manager Melinda Olinger said that would be acceptable.

MSA/City Councilor James Audritsh/City Councilor James Yonally motioned to dedicate \$500,000 from various funds to strengthen the Grant application to Marion County for water infrastructure improvements. City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor James Audritsh, Mayor Charles Rostocil and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

APPOINT PLANNING COMMISSION MEMBER – 2 positions available.

(Terms are January 1, 2022 – December 31, 2024)

A) Fil Kartal

MSA/Mayor Charles Rostocil/City Councilor James Audritsh motioned to appoint Fil Kartal to the Hubbard Planning Commission for the term of January 1, 2022 – December 31, 2024. City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor James Audritsh, Mayor Charles Rostocil and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

MAYOR’S AND/OR COUNCIL’S PRESENTATIONS. None.

STAFF REPORTS:

POLICE DEPARTMENT- Sergeant Chris Anderson. Sergeant Chris Anderson filled in for Police Chief Dave Rash while he was out of town. Sergeant Chris Anderson said they are recruiting for the open Police Officer position and have had some interest, but no applications as of yet.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Michael Kahrmann Assistant Fire Chief with the Hubbard Fire District filled in for Chief Joe Budge who was not present at the meeting. Michael Kahrmann said they have more time than anticipated to get their application in to Marion County for ARPA funds and will have a cost estimate of the Hubbard Fire Department dormitory renovation project for inclusion in the February City Council meeting packet. He went on to say Chief Joe Budge is requesting a letter of support from the City Council for the dorm remodel that they can give to Marion County with their application for ARPA funds, it does not need to have a dollar amount assigned, but he feels a letter of support would strengthen their application.

Consensus of City Council is to provide a letter of support to the Hubbard Fire District to submit with their application.

Director of Administration/City Recorder Vickie Nogle asked the Fire Department to provide any information regarding any requirements that needs to be included in the letter.

Assistant Fire Chief Michael Kahrmann said they ended up running 1149 calls last year which is a record year for the Fire District. It ended with a large house fire at the North end of 99 E in which they were battling freezing temperatures and other unseen challenges. He said they received mutual add from Woodburn and Aurora, and the house is a total loss, but there were no loss of life or firefighters injured in the blaze.

Assistant Fire Chief Michael Kahrmann said they have 8 firefighters out with COVID at this time.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle said on the consent agenda is an amendment to the IGA for the Community Prosperity Initiative that granted the City \$45,000 over 3 years, this is an extension of that, they are wanting to grant another \$30,000 over 2 years, \$15,000 each year and will need City Council approval.

Director of Administration/City Recorder Vickie Nogle said the audit is completed and asked City Council if they would like the auditors to attend a meeting. She said she sent out an email but did not get a response from all the Council members and was asking for verification.

City Council requested of her to schedule the auditors to come to the February City Council meeting.

Director of Administration/City Recorder Vickie Nogle asked City Council if they still preferred in person meetings or if they would like to have zoom meetings in light of the new COVID variant spreading.

City Councilor James Audritsh, City Councilor James Yonally, City Councilor Tyler Thomas, and Mayor Charles Rostocil were in support of to continue the in-person meetings. City Councilor Robert Prinslow recommendation was to do online only.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Administrative Manager Melinda Olinger said they are working on a fuel storage plan for emergencies and had a hazard mitigation plan update meeting with the county and she mentioned to them they are working on a fuel storage plan for emergencies. She went on to say they are hoping to coordinate with the Fire Department as well on this. Right now it is in the planning stages and is looking at how much we can do with having to go through major permitting processes, but still following all the guidelines for installation. Public Works Administrative Manager Melinda Olinger said her and Public Works Superintendent Michael Krebs have also talked about working with some of our private business on this and doing some sort of agreement with them, additional details will be brought to upcoming meetings.

CONSENT AGENDA.

- A) Approval of December 2021 Check Register Report.**
- B) Approval to move Aaron Caballero (Utility Worker I) from C to D of the Hubbard Salary Schedule, effective January 1, 2022.** *(Refer to Public Works Administrative Manager report).*
- C) Approval to move Steve Holliman (Police Officer) from C to D of the Hubbard Salary Schedule, effective January 16, 2022.** *(Refer to Police Chief's report).*
- D) Accept Amendment #1 to the Intergovernmental Agreement between Marion County and the City of Hubbard for Community Prosperity Initiative (CPI) and authorize the Mayor to sign.** *(Refer to the Director of Administration/City Recorder report).*

MSA/City Councilor James Audritsh/City Councilor James Yonally motioned to approve Consent Agenda as read. City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor James Audritsh, Mayor Charles Rostocil and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

APPEARANCE OF INTERESTED CITIZENS. Rocky Sherwood, 2622 Nina Place, Hubbard, suggested that we have extra money and would like to see the money go to the community, to the youth because of the uncertainty of school shutdowns and we need to protect our youth and families during this time. He also said he would like to see city funds go to putting on Community events, because he is doing it all out of pocket, and very few community members, so if he had a little money it could be put towards barbeques, bouncy houses, etc., which would bring the community together and keep the depression level down. Furthermore, the city asks the community for money for water bills and all the community is asking for is a little support for things to stay positive and that is why some money should go for Community events. Rocky

Sherwood said he is working full time and has been putting events on and said he needs more support; he gets nothing out of it but seeing the community happy and would like the city to help him to keep the morale up.


Crystal Rostocil, 3427 4th Street, Hubbard, wanted everyone to know there is the potential for students to be out and around town for the next 2 weeks because of the middle school closure (they are moving to online learning for the next 2 weeks), and she is asking for people to please treat them with grace as they are going through this difficult time of not being able to be in school and many of them could be unsupervised.

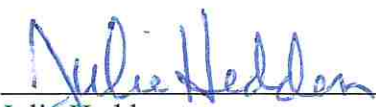
OTHER CITY BUSINESS. None

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS FEBRUARY 8, 2022, AT 7:00 P.M.) MSA/City Councilor James Audritsh /City Councilor James Yonally motioned to adjourn the meeting. City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:00 p.m.


Charles Rostocil, Mayor

ATTEST:


Vickie L. Nogle MMC
Director of Administration / City Recorder
Recording


Julie Hedden
Administrative Assistant / Court Clerk
Transcribing