

# MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

MARCH 8, 2022

.....  
**CITY COUNCIL: ROSTOCIL, AUDRITSH, PRINSLOW, THOMAS, YONALLY**  
.....

The Hubbard City Council will meet for a regular City Council meeting. Council and Staff will meet at the Hubbard City Hall. Members of the public may attend/view the meeting via telephone, electronic device, and YouTube. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.** (Comments may be limited at the Mayor's discretion.)

**<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>**

Join Zoom Meeting

<https://us02web.zoom.us/j/87891673968?pwd=amZ0NWFFJeHVWc3BKN3hnbUpzWFpjZz09>

Meeting ID: 878 9167 3968

Passcode: 172404

One tap mobile

+12532158782,,87891673968#,,,,\*172404# US (Tacoma)

+13462487799,,87891673968#,,,,\*172404# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 878 9167 3968

Passcode: 172404

Find your local number: <https://us02web.zoom.us/j/87891673968?pwd=amZ0NWFFJeHVWc3BKN3hnbUpzWFpjZz09>

## \*\*\*\*\*ACCESSIBILITY NOTICE\*\*\*\*\*

**Please contact the Director of Administration/City Recorder prior to the scheduled meeting if you need assistance accessing this electronic meeting at the following: [vnogle@cityofhubbard.org](mailto:vnogle@cityofhubbard.org); Phone No. 503.981.9633; or Hubbard City Hall, 3720 2<sup>nd</sup> St., Hubbard OR 97032. TTY users please call Oregon Telecommunications Relay Service at 1-800-735-2900.**

Agendas are posted at City Hall and on the City's website at [www.cityofhubbard.org](http://www.cityofhubbard.org). You may schedule Agenda items by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 3/2/2022, 4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

**HUBBARD CITY COUNCIL MEETING AGENDA**  
**CITY HALL: (503)981-9633**

**MARCH 8, 2022 – 6:30 PM**

**LOCATION: City Council and Staff will meet at the  
HUBBARD CITY HALL (3720 2<sup>ND</sup> STREET)**

The City Hall / Police Department Building is currently open to the public.

**(MEMBERS OF THE PUBLIC MAY ATTEND, CALL OR LOG IN WITH AN ELECTRONIC  
DEVICE -Refer to Cover Sheet for details)**

**MEETING Notice:** Members of the public may attend in person or attend/view via telephone, electronic device, YouTube. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.** (Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

**1) CALL TO ORDER.**

A) Flag Salute.

**2) DISCUSS CITY ADMINISTRATOR RECRUITMENT WITH PROTHMAN INC. – Gary Milliman.**

**3) CONTINUED DISCUSSION REGARDING FUNDS RECEIVED UNDER THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA) - City Attorney Emily Matasar, Beery Elsner and Hammond.**

A) Continued discussion regarding the Marion County ARPA fund project – Public Works Administrative Manager Melinda Olinger.

**4) APPOINT BUDGET COMMITTEE MEMBER – 4 positions available.**

(1 position-term Jan. 1, 2020 – Dec. 31, 2022; 1 position-term Jan. 1, 2021-Dec. 31, 2023; 2 positions-term Jan. 1, 2022- Dec. 31, 2024)

A) Joseph Steininger.

**5) DISCUSSION REGARDING STREET LIGHT ON WEST PLACE - (Refer to Public Works Administrative Manager report).**

**6) MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.**

**7) STAFF REPORTS.**

A) **Police Department**– Police Chief Dave Rash.

B) **Hubbard Fire District** – Fire Chief Joseph Budge.

C) **Administrative Department**–Director of Admin/Recorder Vickie Nogle.

D) **Public Works Department**–Public Works Administrative Manager Melinda Olinger.

**8) CONSENT AGENDA.**

(Matters listed within the Consent Agenda have been distributed to each member of the Hubbard City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda at the beginning of the meeting and placed on the Regular Agenda by request.)

**A) Approval of February 8, 2022, City Council meeting minutes.**

**B) Approval of the February 2022 Check Register Report.**

**C) Approval of the 2022-2023 Goal-Setting document.**

**9) APPEARANCE OF INTERESTED CITIZENS.**

**(Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)**

**<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>**

**10) OTHER CITY BUSINESS.**

**11) ADJOURNMENT. (Next regular scheduled City Council Meeting April 12, 2022, at 7:00 p.m.)**

**\*\*\*\*\*ACCESSIBILITY NOTICE\*\*\*\*\***

**Please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2<sup>nd</sup> St., Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time if you need assistance accessing this electronic meeting. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.**

# HUBBARD POLICE



*PO Box 380/3720 Second Street*

*Hubbard, OR 97032 503-981-8738*

**TO:** Mayor and City Council Members

**FROM:** David J. Rash, Chief of Police  
Vickie Nogle, Director of Administration/City Recorder  
Mike Krebs, Public Works Superintendent

**DATE:** November 1, 2021  
Revised February 2, 2022  
Revised February 16, 2022

**RE: Staff Recommendation on American Rescue Plan Act(ARPA) Funds**

Synopsis: The City of Hubbard was awarded \$792, 504 in funds from the American Rescue Plan Act (ARPA). The funds are being dispersed in two tranches. The first tranche of \$396, 252 was deposited into the city of Hubbard's bank account. The second tranche of \$396, 252 will be deposited in the future.

The United States Treasury Department release guidance on what the ARPA Funds could be utilized for. Below are the six categories the United State Treasury Department gave in their guidelines:

- Support Public Health Expenditures
- Address Negative Economic Impacts caused by the Public Health Emergency
- Serving Hardest hit communities and families
- Replace lost Public Sector Revenue
- Provide Premium Pay for Essential Workers
- Invest in water, sewer, and broadband infrastructure.

At the September 2021 Hubbard City Council Meeting, council asked for staff input and recommendations on how the funds should be dispersed.

On October 25, 2021, staff met to discuss ways to utilize the funds allocated to the city. Below are our recommendations for the Hubbard City Council to review and consider.

At the December Council Meeting, the Hubbard Fire Department asked City Council to consider utilizing ARPA funds to offset costs for a remodeled of the sleeping quarters. For many years, both male and female firefighters who staff the station overnight have had to sleep in the same quarters. Council stated they would consider utilizing funds for the project but requested Fire Chief Joe Budge provide an estimate. The estimate cost is \$150,278. After the February 9, 2022 Hubbard City Council Meeting, council decided to utilize \$30, 000 ARPA funds to offset costs of the remodel of the Hubbard Fire Department Sleeping Quarters. Staff recommends utilizing \$30, 0000 from the funds recommended previously to upgrade the water/waste water systems within the city. The Hubbard Public Works Department was able to secure additional grant funding for those projects.

There were some questions about some of the expenditures staff recommended in regard to the ARPA funds with our Attorneys office. Staff were directed to work with the attorney's office on clarification. On February 1, 2022, Attorney Emily Matasar wrote that the US Treasury Department had come out with a final rule since the December meeting. Attorney Matasar stated that the final rule made clear that all of staff's recommended uses of the ARPA funds were compliant. She recommended the recommended ARPA expenditures for an upgraded cyber security for city's computer systems and a security camera system to be installed at City Hall/PD be moved to the category "government services replacing lost public sector revenue." This category no longer requires a formula establishing lost revenue; instead, smaller governments such as Hubbard may take a standard allowance of lost revenue, and may use that allowance on government services generally. Staff nevertheless recommends if Council decides to utilize ARPA funds for the cyber security and security cameras expenditures, we wait for a trained financial person to be hired in order to ensure strict compliance with the US Treasury's Office's rules.

CITY OF HUBBARD				
AMERICAN RESCUE PLAN ACT FUNDS				
			TRANCH 1	TRANCH 2
	FUNDS ALLOCATED TO CITY OF HUBBARD		\$396,252	\$396,252.00
	SUPPORTING PUBLIC HEALTH EXPENDITURES			
	DEQ Required Filtration System for City Hall		\$10,000	
	ADDRESSING NEGATIVE ECONOMIC IMPACTS CAUSED BY THE PUBLIC HEALTH CRISIS			
	Love Santa Organizational Support		\$5,000.00	\$5,000.00
	Liberty House		\$5,000.00	\$5,000.00
	Jubilee Food Pantry		\$5,000.00	\$5,000.00
	Bricks of North Marion		\$5,000.00	\$5,000.00
	Marion E. Carl Veterans Memorial		\$2,500.00	\$2,500.00
	SERVING HARDEST HIT COMMUNITIES AND FAMILIES			
	Utility Assist/Vulnerable & Low Income Families		\$25,000.00	\$25,000.00
	GOVERNMENT SERVICES FROM REPLACING LOST PUBLIC SECTOR REVENUE			
	Upgrade Cyber Security for City's Computer Systems		\$17,000.00	
	Security Camera System installed at City Hall/PD		\$5,000.00	
	Upgrade and Remodel the Hubbard Fire Department's sleeping quarters		\$30,000.00	
	PROVIDE PREMIUM PAY FOR ESSENTIAL WORKERS		\$36,000.00	0
	INVEST IN WATER SEWER AND BROADBAND INFRASTRUCTURE			
	Water and Wastewater		\$250,752.00	\$348,752.00
	1. Treatment Process Improvements			
	2. Static Water Pressure Project			
	3. Scada System Upgrades			
	4. Main Replacements			
	5. Re-use Project (Wastewater)			
	BALANCE		\$0	\$0



## VOLUNTEER APPLICATION

### CITY OF HUBBARD

"The Small Town with a Big Heart"

3720 2<sup>nd</sup> Street/P.O. Box 380, Hubbard OR 97032

(503)981-9633 [www.cityofhubbard.org](http://www.cityofhubbard.org)

RECEIVED  
FEB 22 2022  
CITY OF HUBBARD

COMMISSION OR COMMITTEE APPLYING FOR: Budget Comittee  
APPLICANTS NAME: Joseph Steiningor  
MAILING ADDRESS: [REDACTED] Hubbard OR 97032  
HOME ADDRESS: [REDACTED] Hubbard OR 97032  
HOME PHONE: [REDACTED] WORK PHONE: [REDACTED]  
E-mail Address: [REDACTED] CELL PHONE: [REDACTED]  
YEARS AS HUBBARD RESIDENT: 1  
ARE YOU A REGISTERED VOTER IN THE CITY OF HUBBARD? YES X NO       
OCCUPATION Small business owner

PLEASE MAKE A BRIEF STATEMENT ABOUT WHY YOU WOULD LIKE TO SERVE ON THE COMMISSION OR COMMITTEE FOR THE CITY OF HUBBARD. (IF YOU NEED MORE SPACE, USE BACK)

I Love Hubbard and want to see us grow in a wise way. I want to serve the community and this is a way that makes sense.

WHAT EXPERIENCE, BACKGROUND, OR SKILLS CAN YOU BRING TO THE COMMITTEE/COMMISSION YOU ARE APPLYING FOR?

Small business owner, Bought Sold & Flipped realestate, I understand how Money can be used for increasing value.



# Chief's Report

*"Committed to our community"*

**TO:** Mayor and City Council Members

**FROM:** David J. Rash, Chief of Police

**DATE:** February 28, 2022

**RE:** **February 2022** Police Department Report

## The Success Of Teamwork

*"Coming together is a beginning; keeping together is progress; working together is success." – Henry Ford*

- **Notable Police Activity February 2022**

Please refer to the monthly statistical report for a complete list of incidents we responded to.

- **Accreditation Update:**

We have submitted our accreditation files to Oregon Accreditation Alliance for review. We anticipate we will be awarded our re-accreditation at the April Chief's Conference. Administrative Assistant Molly Schwartz has worked diligently on getting this process completed!

- **Hiring/Personnel**

We have an applicant in a background for the vacant police officer position.



- **Community Outreach**

National Night Out is on Tuesday, August 2, 2022 at 6:00 p.m. Please contact Police Administrative Assistant Molly Schwarz if you would like to host an event. [mschwartz@cityofhubbard.org](mailto:mschwartz@cityofhubbard.org) or 503-981-8738

Respectfully Submitted,

David J. Rash, Chief of Police  
Hubbard Police Department

# DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL  
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder  
Date: MARCH 2, 2022  
RE: REPORT FOR MARCH 8, 2022, CITY COUNCIL MEETING

## FINANCE ARPA FUNDS

In regard with ARPA fund assistance, Summer said she hasn't been able to get up to speed with the ARPA reporting etc. and recommended I reach out to Tonya Moffitt at Merina+Co for assistance. I am working with Tonya to provide service in this area in which a Personal Service Contract request will be coming to Council for approval. The Finance Officer Association Conference is being held the week of March 7<sup>th</sup> which Tonya will be able to provide more information after the Conference.

## PLANNING COMMISSION MEETING

The following application will be before the Planning Commission at the March 15, 2022, meeting:

- Continued Site Development Review #DR 2021-03 / 2755 Pacific Highway 99E (Architect Michael Wellman for Westside Drywall / Moshen Salem, Abiqua Investments LLC) for the development of a new 6,210 SF warehouse.

## NEWSLETTER

Please submit your information for the Newsletter no later than **April 14, 2021**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at [jhedden@cityofhubbard.org](mailto:jhedden@cityofhubbard.org).

## BUILDING PERMITS

0 building permit applications have been submitted February 2022.

## Report Criteria:

Suppress employee name and number

Employee.Employee number &lt;&gt; 104

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
137 Hedden, Julie		Vac	196.90	.00	.00	196.90	4,677.87
		Sic	207.75	.00	.00	207.75	
		Hol	.00	.00	.00	.00	.00
		Com	46.72	.00	.00	46.72	1,109.84
117 Nogle, Vickie Lynne		Vac	274.07	.00	.00	274.07	10,814.64
		Sic	993.25	.00	.00	993.25	
		Hol	.00	.00	.00	.00	.00
		Com	60.00	.00	.00	60.00	2,367.56
Total Administration:			1,778.69	.00	.00	1,778.69	
Police Department							
101 Anderson, Chris		Vac	243.55	.00	.00	243.55	9,383.37
		Sic	1,245.00	.00	.00	1,245.00	
		Hol	54.50	.00	.00	54.50	2,099.75
		Com	7.82	.00	.00	7.82	301.29
103 Bentley, Glen W		Vac	143.68	.00	.00	143.68	4,702.23
		Sic	1,442.00	.00	.00	1,442.00	
		Hol	35.00	.00	.00	35.00	1,145.45
		Com	.00	.00	.00	.00	.00
139 Holliman, Steve		Vac	62.33	.00	.00	62.33	1,886.40
		Sic	33.75	.00	.00	33.75	
		Hol	85.00	.00	.00	85.00	2,572.51
		Com	4.75	.00	.00	4.75	143.76
128 Rash, David		Vac	50.52	.00	.00	50.52	2,556.20
		Sic	309.00	.00	.00	309.00	
		Hol	.00	.00	.00	.00	.00
		Com	13.00	.00	.00	13.00	657.77
129 Schwartz, Molly		Vac	21.43	.00	.00	21.43	579.49
		Sic	45.50	.00	.00	45.50	
		Hol	3.00	.00	.00	3.00	74.12
		Com	.01	.00	.00	.01	.25
140 Wai, Mark-Carlo		Vac	11.68	.00	.00	11.68	302.71
		Sic	2.00	.00	.00	2.00	51.83
		Hol	110.00	.00	.00	110.00	2,850.87
		Com	.00	.00	.00	.00	.00
Total Police Department:			3,919.52	.00	.00	3,919.52	
Public Works							
138 Caballero, Aaron		Vac	72.02	.00	.00	72.02	1,440.41
		Sic	153.00	.00	.00	153.00	
		Hol	42.25	.00	.00	42.25	845.00
		Com	.00	.00	.00	.00	.00
109 Hernandez, Juan M		Vac	260.81	.00	.00	260.81	6,764.89
		Sic	679.50	.00	.00	679.50	
		Hol	.00	.00	.00	.00	.00
		Com	14.27	.00	.00	14.27	370.01
112 Krebs, Michael R		Vac	282.23	.00	.00	282.23	11,120.77
		Sic	1,354.50	.00	.00	1,354.50	
		Hol	15.25	.00	.00	15.25	600.90
		Com	79.79	.00	.00	79.79	3,143.98
118 Olinger, Melinda L		Vac	275.27	.00	.00	275.27	9,186.97

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
		Sic	1,277.75	.00	.00	1,277.75	
		Hol	13.75	.00	.00	13.75	458.90
		Com	63.15	.00	.00	63.15	2,107.59
136	Wheeler, Heidi	VPT	77.47	.00	.00	77.47	1,494.50
		Sic	12.88	.00	.00	12.88	248.38
Total Public Works:			4,673.88	.00	.00	4,673.88	
Grand Totals:			10,372.09	.00	.00	10,372.09	

## Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
1,971.96	.00	.00	1,971.96	64,860.45
7,751.88	.00	.00	7,751.88	
358.75	.00	.00	358.75	10,647.50
289.50	.00	.00	289.50	10,202.05

## Report Criteria:

Suppress employee name and number

Employee.Employee number &lt;&gt; 104

## **- MONTHLY REPORT -**

**DATE:** March 8, 2022  
**TO:** City Council  
**FROM:** Melinda Olinger, P.W. Administrative Manager

**ITEM #1** Our spring clean-up event is scheduled with Republic Services for April 22-24, 2022. The event will be slightly different this year as instead of taking items to their facility, five dumpsters will be dropped off at Rivenes Park, similar to our leaf events. Dumpsters will be for the following items: two 30-yd for regular household trash (bagged or loose); one 30-yd for yard debris; one 10-yd for electronics; and one 10-yd for tires. Huge thank you to Republic Services for continuing to provide this service to our community!

**ITEM #2** On June 13-16, 2022 I will be participating in Marion County's Cascadia DIY emergency preparedness training exercise. FEMA was originally sponsoring the training exercise which was to be a national level training, however they have significantly scaled the exercise down, so Marion County is picking up where FEMA left off. This is a hands-on exercise which includes alerts and warnings, planning and logistics, and city engagement.

**ITEM #3** I was approached by a resident who expressed concerns about safety and lack of lighting on the south end of West Place and requested the installation of a new streetlight in that area. I requested PGE complete a site visit and submit a cost estimate. The cost for installation is \$10,699.71, and the ongoing costs would be \$14.32/month. This project was not included in our current budget, so if Council authorizes this project to move forward, I will prepare a resolution to transfer \$10,699.71 from the street contingency fund into our operating fund for the April 12, 2022 council meeting.

**ITEM #4** After numerous delays due to parts availability, the city hall replacement generator has shipped and should arrive on March 2, 2022. In anticipation of its arrival, Public Works has already completed the site improvements for its location behind City Hall and plans to complete the installation as quickly as possible once it arrives.

**ITEM #5** "G" Street Sidewalk Project Update / Community Prosperity Funds: This project has experienced several delays by Union Pacific. As of the time I write this report, Union Pacific has the plans completed and are drafting an agreement for the City right-of-entry. However, the project continues to be delayed as Union Pacific is completing an in-house investigation of the right-of-way and who owns the roadway. As Council is aware, Community Prosperity Funds were approved for use for this project. I am monitoring the timing of project expenses to ensure we are able to use all available grant funds before the program deadlines.

**ITEM #6** I have received notice that the Business Oregon \$20,000 grant for our Wastewater Facilities Plan Update project has been approved! I anticipate bringing the grant agreement to the April 2022 council meeting for acceptance and signature.

**Public Works completed 27 requests for locates for the month of February.**

**CITY OF HUBBARD  
CITY COUNCIL MEETING MINUTES  
FEBRUARY 8, 2022**

**CALL TO ORDER:** The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 6:30 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 Yonally, City Councilor Robert Prinslow (Zoom), City Councilor James Audritsh, City Councilor Tyler Thomas (Zoom).

**STAFF PRESENT:** Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, City Attorney Emily Matasar, Fire Chief Joe Budge.

**COUNCIL RECESS PUBLIC (OPEN) MEETING AND CONVENE THE (CLOSED) EXECUTIVE 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 and recessed the public open meeting at 6:30 to go into the Executive Session

**COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING.** Mayor Charles Rostocil closed the Executive Session at 6:50 p.m. and reconvened the public open meeting at 7:00 p.m.

**AWARD PRESENTATION.** Public Works Superintendent Mike Krebs accepted a plaque and on behalf of Public Utility Worker Tim Steele for 5 years of service to the City.

Sergeant Chris Anderson was recognized and awarded a plaque for his 15 years of service to the City.

**CONTINUED DISCUSSION REGARDING FUNDS RECEIVED UNDER THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA) – City Attorney Emily Matasar, Beery, Elsner and Hammond.**

**A) Hubbard Fire District ARPA Request – Fire Chief Joe Budge.**

Fire Chief Joe Budge submitted the plans for the remodel of the Hubbard Fire Station that he requested a portion of the ARPA funds to be used for.

## **PAGE 2 – CITY COUNCIL MEETING MINUTES FEBRUARY 8, 2022**

Mayor Charles Rostocil said that he thought Council decided last meeting to allot the Hubbard Fire District 20% of the cost of the remodel which would be approximately \$30,000.

Director of Administration/City Recorder Vickie Nogle said there was no decision made at the last Council meeting approving it, it was only discussed. She said Michael Kahrmann requested a letter from City Council to take to Marion County to help advocate for funding, but she has never received the information so is not sure what to include in the letter. She continued to say a decision of the City Council would need to be made on how much money to allot the Hubbard Fire District.

Mayor Charles Rostocil said that he would like to see the City give the Hubbard Fire District 20% and would like for City Staff to recommend where the money should come from and somehow rebalance the money allotments on the list provided in the packet by the Department Heads.

City Councilor James Yonally questioned if the Marion Carl Veterans Memorial meets the criteria to be included in the allotment of the ARPA funds. He went on to say it is allotted \$5000, and could be cut because it does not meet the guidelines.

City Attorney Emily Matasar said since the last meeting when Council had discussed this and she raised her concerns about some expenditures not meeting the guidelines, there was a Final Rule the Federal Government came out with on the use of the ARPA funds. She stated it clarified that non-profits, even non-profits that are not service providers to the broader community helping the community cope with the effects of the pandemic, if the non-profit itself suffered from the pandemic, such as being able to raise revenues and fundraise, then they would be eligible. Furthermore, she said with the change between the interim rule and the final rule, her legal analysis is that this expenditure is within the federal guidelines.

Mayor Charles Rostocil said Chief Rash and the other Department Heads did a good job of on breaking down how the funds of how they should be used, but that was before the Fire Department came forth and mentioned they would like funding for their remodel.

There was a consensus of the City Council that 20%, which would be \$30,000, should be allocated to the Fire District for this project, and asked the Department Heads to come back next month with a revised list with suggestions of what areas could be cut to allow for the \$30,000 for the Fire Department.

Public Works Superintendent Mike Krebs said the bulk of the funds awarded are going to the water and wastewater systems and so we could cut the money for the Fire Department from there. He said that still gives Public Works \$600,000 which will go a long way for getting the water treatment process completed. It was decided the money for the Fire Department would come out of the first tranche, which means that Public Works would get \$250,752 instead of \$280,752 out of the first tranche.

Police Chief Dave Rash and the other Department Heads will have the ARPA funding usage list revised, with the \$30,000 for the Fire Department added in, and have it ready to present it at the next City Council meeting.



### **PAGE 3 – CITY COUNCIL MEETING MINUTES FEBRUARY 8, 2022**

Public Works Superintendent Mike Krebs gave an update on the Grant from Marion County that was requested to be used for the Wastewater project. He said they have been going through the budget the last couple of weeks and with what they hope to get from the ARPA funds, which is \$600,000, there is \$2.88 million to put towards the project, the total cost for the project is approximately \$4 million; \$2.7 million to do the upgrades for the inside of the water plant which includes a new filter, a new roof, a SCADA system and a pressure system; \$900,000 for the distribution portion of it which will replace some antiquated lines throughout town. Furthermore, \$400,000 would be placed in contingency to take care of the water mains that could break due to the increased pressure.

Public Works Superintendent Mike Krebs said there are 2 options to choose from to start the Wastewater project and he is asking the City Council how they would like him to proceed. The first option is to use the \$2.8 million and just take care of what they can in the project and the second option is they start with the project because they are on a timeline with the ARPA funds, and need to get this going fairly quickly. M. Krebs said after meeting with the agency for the State revolving fund loan, he was told there would be a lot of money going into the system through the recently passed federal infrastructure bill and there is a higher possibility of getting a forgivable loan, and the amount that is needed is about \$1.3 million.

Mayor Charles Rostocil said there is no guarantee the city would get in on the next round of funding.

Public Works Superintendent Mike Krebs said they told him that it is very favorable to the city because of the infrastructure bill, which is different than the ARPA money, they are doing these loans to smaller communities to do these types of projects. M. Krebs stated he was also told the rules state it's a 51% payback and 49% forgivable, which doesn't mean the city would get that but even if we could get a 25% forgivable loan, we can get this done and would only cost the ratepayers less than \$1 million.

Public Works Superintendent Mike Krebs said his recommendation is to submit a letter of intent to the funding agency that would tell them the city is interested in getting a loan, and then in September when the money comes in, they will rate the city and see how much of a loan the city would be able to receive and how much would be forgivable, but at no time does this mean that the city is locked in, it just gives the city the option.

City Councilor Tyler Thomas said he is concerned about the forgivable loan because he does not think the Federal Government is going to forgive any loans. T. Thomas stated it is a very big risk and needs to be taken into account when this project comes to completion. He went on to say he does not trust the Federal Government to forgive any loan.

Mayor Charles Rostocil said what he heard from Public Works Superintendent Mike Krebs is the city is not committed to actually doing any project.

Public Works Superintendent Mike Krebs said this is right we go ahead and start the project with the money we have which will take care of the Engineering, which will take a few months, then at that point we go out to bid and take a look at getting the loan. He added this would be an Oregon

## **PAGE 4 – CITY COUNCIL MEETING MINUTES FEBRUARY 8, 2022**

State loan, it is not a federal loan, the money comes to the States for the Feds to disburse.

MSA/City Councilor James Yonally/City Councilor James Audritsh made a motion to move forward with Public Works Superintendent Mike Krebs recommendation of the plan for funding for the water/sewer plan and the letter of intent. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas and Mayor Charles Rostocil were in favor. Motion passed unanimously.

Director of Administration/City Recorder Vickie Nogle asked City Attorney Emily Matasar what the next step would be for paying the ARPA funds once City Council ratifies the list regarding the usage of the ARPA funds.

City Attorney Emily Matasar said she thinks that is a financial question more than a legal question, but that she can figure that out.

**FY 2020-2121 AUDIT REPORT – Ryan Pasquarcella, Grove, Muller, & Swank, P.C.** Ryan Pasquarcella with Grove, Muller, & Swank said in regards to the ARPA funds and the revolving loan fund, if you spend more than \$750,000 of Federal money during one fiscal year a federal audit is required by the Federal Government, and because of this, he has had clients make sure they don't spend \$750,000 in one year, they spread the spending out over a few years, because then that law does not apply.

Ryan Pasquarcella with Grove, Muller, & Swank presented the Financial Statements fiscal year 2020-2021. He said the City is required by Oregon revised statutes to receive an independent audit from an Oregon licensed Municipal auditor annually.

Ryan Pasquarcella presented the Governess letter dated December 14, 2022, which is the required communication between the independent auditors and the City. He pointed out a few items that are in the letter with the first being the responsibility related to the audit which is that the audit team is going to obtain reasonable assurance rather than absolute assurance about whether the financial statements are free of material misstatements, which means they are not going to guarantee that the financial statements given to the State are 100% free of errors, an audit only gives reasonable assurance. R. Pasquarcella stated they only look at a sampling of transactions and not all of the transactions for the year. He said if he was going to compare the audit done for fiscal year 2021 to the prior year, he was a bit scared coming into it because the City has been without a Finance Director, but he was very happy with how the audit went overall. He also said Director of Administration/City Recorder Vickie Nogle stepped up and she was the primary contact for them on the audit and answered more questions this year because she is the person that was in the office this year because there was no financial contact. R. Pasquarcella said the city has contracted with Financial Consultant Summer Sears and she assisted with the year-end wrap up on the audit making things ready for the auditors to come in, which he said was a very good choice, so the audit went much smoother than most losing financial personnel.

Ryan Pasquarcella said the Governess letter also contains an attachment that has adjustments the auditor recommended as part of their procedures. There are a lot more than in prior years due to the fact that Financial Consultant Summer Sears was not here all year and was coming in after the

fact and so she did not see every transaction that happened during the year, so as the audit went on things were needed to be changed, one of which was there were some transfers that were budgeted that did not get recorded during the year, so as the audit progressed journal entries were done to record some of those transfers. He went on to say the other item was the Police vehicles that were leased were recorded as an expense to the city, but they should be treated more as an asset and debt payment, which is not a big deal, it just needs to be recorded. R. Pasquarcella said the Director of Administration/City Recorder Vickie Nogle and Financial Consultant Summer Sears did a very good job of responding promptly to all of their questions, and the City did a very good job.

Ryan Pasquarcella presented a second document which was the Financial Statements which is what was submitted to the State Division of Audits, which includes the narrative of what happened during the year, and he gave a clean opinion on it, which means there were no material errors on it.

Ryan Pasquarcella presented a third document with was a handout he prepared showing how the City did last year as compared to this year. He went on to say not a lot has changed year over year. The 1<sup>st</sup> page is information on the General Fund, it is revenue based, and the money can be used for multiple things. The 2<sup>nd</sup> page is a chart showing that cash is the General Fund is steadily going up, which is a combination of the General Fund revenues being higher than the expenditures, and also there are internal charges that are hitting the General Fund which are also increasing it. Furthermore, the General Fund balance can be used to carry out special projects and also needs to carry the City into the next year until property taxes come in November, right now the cash at the end of the year was \$1.6 million which is close to what expenditures were in the 2021 fiscal year. He said that carry over should be able to last 6 months to carry over to the next year so the City would need \$800,000 and the City is sitting at just under \$1.6 million and is increasing.

Ryan Pasquarcella said nothing has really changed in water and sewer, the operating income is positive in both of them.

Ryan Pasquarcella concluded his presentation saying that what he is seeing is status quo on what he has seen in the past few years and he is happy it is going that way.

Mayor Charles Rostocil said he can understand the adjustments that were done since we have been without a Finance Director for the entire year and Director of Administration/City Recorder Vickie Nogle and Financial Consultant Summer Sears have been doing the best job possible covering. He went on to say he is glad to see the City is still on secure financial footing, and we have not been spending needlessly and the City seems to be rather healthy financially.

City Councilor James Yonally asked Ryan Pasquarcella if the city needs to maintain historical cost or depreciation records for capital assets.

Ryan Pasquarcella said the city does not need to do that, out of the State of Oregon only about 40% of the governmental entities report on the cash basis which is what we do, which is allowable, that means we are not reporting our capital assets in our financial statements. There is no requirement the City tracks their capital assets from a financial reporting standpoint because the City is reporting on a cash basis. However, the City does need to know what they have for capital

assets from an insurance standpoint, but it would be very difficult from a financial reporting standpoint for the City to create those records, that is why there is no requirement, or something the City needs to try to figure out how to do.

**DISCUSSION REGARDING CITY ENGINEERING CONTRACT.** Public Works Superintendent Mike Krebs said the City Engineering contract is expired and it needs to be renewed, and is recommending a slight change in the wording which would alleviate the City from having to go out and get three bids every time they have a project. M. Krebs stated because of this change the contract would have to go through legal for the changes in wording, so he is seeking City Council's approval to extend the existing contract for three months while they are working on the new contract.

City Councilor Tyler Thomas asked whose responsibility was it to make sure the contract was looked at before we needed to extend it, why weren't we looking at it a few months ago so that we could just approve a new contract.

Public Works Superintendent Mike Krebs said it was his mistake and it just caught up with him without realizing it was that time.

City Councilor Tyler Thomas said he thinks as a Department Head that is really an unacceptable excuse and we need to be on top of these things.

Public Works Administrative Manager Melinda Olinger said normally when we renew the Engineers Agreement it is a very simple process and it was just recent when they started discussing how we can expedite and move our Public Works projects forward a lot quicker, because when we have to go out for bids it can add up to 6 months to a project, and that is why they decided they would like to cycle that into this contract to make it easier to move quickly on projects that need to be accelerated.

MSA/City Councilor James Audritsh/City Councilor Robert Prinslow made a motion to extend the City Engineering Contract for three months. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

**MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.** Mayor Charles Rostocil said he attended the Hubbard Fire Districts Strategic Planning session last week and was honored to be invited.

City Councilor James Audritsh on behalf of the City, commended the Hubbard Fire District for the amazing job they did giving support to last Thursday at the tragic fire in St. Paul, and they are very proud of all the hard work they did.

**STAFF REPORTS:**

**POLICE DEPARTMENT - Police Chief Dave Rash.** Police Chief Dave Rash said they had a couple of notable cases. A trailer was stolen in December, and the victim found it on Facebook marketplace, and set up a meeting point with the person selling the trailer. Officer Bentley was

## **PAGE 7 – CITY COUNCIL MEETING MINUTES FEBRUARY 8, 2022**

able to work with the Woodburn Police Detectives to set up a semi-sting and was able to apprehend the thief and recover the trailer for our citizen.

Police Chief Dave Rash said a couple of FBI agents came to the Police Department on January 27, 2022, to express their gratitude and said they were impressed with our officers who helped with a child pornography case.

Police Chief Dave Rash said Officer Mark Wai has completed his training and is out on his own. He also said there have been three applicants for the vacant police officer position and oral boards are set for February 16, 2022.

Police Chief Dave Rash said we have registered for National Night Out, which is August 2, 2022, and if anyone wants to register, they can contact Police Administrative Assistant Molly Schwartz. He stated he is going to go over to the 55 & over Park to see if someone on that side of the highway would like to host an event.

Police Chief Dave Rash stated Administrative Assistant Molly Schwartz will have the accreditation done next month.

City Councilor James Yonally said on B Street there have been some complaints about some dogs getting loose and he heard they attacked another dog. He stated there are a number of children who live in the area and he asked if the city would be able to do anything.

Police Chief Dave Rash asked him to email the addresses of the house where the dogs reside and then he will assign an officer to make contact with the dog owners.

**HUBBARD FIRE DISTRICT – Chief Joseph Budge.** Chief Joseph Budge thanked the City Council and staff for their support of the Fire District by allotting ARPA funds to them for the remodel of the fire station. He also went on to thank Mayor Charles Rostocil for his involvement in the strategic planning, and appreciated his insights.

Chief Joseph Budge said the Fire Service has suffered quite a loss with the death of Austin Smith last Thursday. He stated the Hubbard Fire District was on scene when the explosion happened and they did try and resuscitate Austin, but unsuccessfully. The Hubbard Fire District members are in St. Paul tonight helping to cover calls, they along with Fire Districts all over the Region will be helping to cover those calls through next Saturday's service. He added that it was a tragic accident and there wasn't any wrongdoing, but a case of being in the wrong place at the wrong time. They are also expecting hundreds of fire apparatus staged in Woodburn for the procession into St. Paul and will be quite an event.

City Councilor Robert Prinslow commended John Koenig for working with the city to try and get the final schedule and round of events for Saturday's procession. He went on to also thank Chief Budge for allowing him to help with it.

**ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle.** Director of Administration/City Recorder Vickie Nogle gave an update on Financial

Consultant Summer Sears. She said Summer Sears has been off working through some personal things but she talked to Ms. Sears today and is planning to get the city up to date with bank reconciliations and other important tasks, then she would be unavailable for 2 weeks, and then get back to work, so city staff is working through whatever we can with her schedule.

**PUBLIC WORKS DEPARTMENT - Public Works Administrative Manager Melinda Olinger.** Public Works Superintendent Mike Krebs had an update on item # 4 on the Public Works report. He said the equipment that is listed is what they will go forward with to replace the screw pump, he said they have had it working at the wastewater plant since New Year's Eve and they have not had any problems with it, so they have made the decision to go ahead and install it. M. Krebs stated it is a two-pump system, so if one fails there is a backup. Furthermore, he would like Council to approve a transfer from the contingency fund into the equipment maintenance and supply fund for this purchase. The replacement cost for the screw pump was originally quoted at \$154,000 but he was able to find a significantly less costly option with the price coming in around \$25,000.

Public Works Superintendent Mike Krebs stated in regard to item # 5 on the Public Works report. He said they have received the replacement gearbox and it should be up and running soon.

Public Works Superintendent Mike Krebs stated in regard to item # 7, the well motor has been repaired and is up and running, so it does not have to be replaced, it was repairable.

Mayor Charles Rostocil asked if Public Works Superintendent Mike Krebs had recommendation on which sidewalks should be looked at to repair when we have funds available that were listed on the sidewalk condition inventory list that was included in the packet. Public Works Superintendent Mike Krebs said his recommendation would be to replace the old sidewalk on 3<sup>rd</sup> Street between A and D, and also on 5<sup>th</sup> Street between F and G, which is the section they did not get done when the improvements were on 5<sup>th</sup> Street. He went on to say the sidewalk is in poor condition between A and D, it is walkable but if we had the money, he would replace it. Furthermore, A Street would be another one, but we are trying to write a grant for that through ODOT.

Mayor Charles Rostocil asked if he has had a chance to revisit the incentives so the homeowners do the replacement, the incentive is \$300, and he had asked to see if there was some way we could change that incentive or find a way to make it more so we can get the homeowners to actually replace their sidewalks.

Public Works Superintendent Mike Krebs said that is on his list of things to do.

Public Works Administrative Manager Melinda Olinger said this will need to be budgeted so this would come into the budget cycle for next year.

City Councilor Tyler Thomas said the sidewalks are the responsibility of the homeowner so another route for getting sidewalks repaired or replaced would be to actually enforce the code and making the homeowner replace the sidewalks that are in poor condition. He went on to say he would be in favor of starting with an incentive and if they choose not to utilize the incentive then they would have 90 days to repair the sidewalk, it is really a non-negotiable, it is written in City

Code, and the fact the city doesn't enforce it, is kind of ridiculous, some people keep theirs in good condition, or have replaced them, others have neglected theirs and continue to neglect them. He went on to say they cause hazards, trips and falls, liability issues and there needs to be a plan to incentivize people to fix them, and if they choose not to fix them then we need to force them to fix them.

**CONSENT AGENDA.**

**A) Approval of City Council meeting minutes.**

- 1. December 13, 2021, Special.**
- 2. December 14, 2021**
- 3. January, 11, 2022.**

**B) Approval of the January 2022 Check Register Report.**

**C) Approval of Personal Service Agreement between the City of Hubbard and Prothman Company for the recruitment of a City Administrator, and authorize the Director of Administration/City Recorder to sign.**

**D) Resolution 722-2022. A Resolution transferring appropriations within the 2021/22 Budget. (Refer to Public Works Administrative Manager report)**

**E) Authorize Rivenes Park Use Application for Mobile Food Pantry 2<sup>nd</sup> Wednesday of the month contingent upon receipt of insurance documents. (Refer to Public Works Administrative Manager report)**

**F) Authorize Staff to start the recruitment process for the Utility Worker I position. (Refer to Public Works Administrative Manager).**

**G) Accept Business Oregon grant application, and authorize the Mayor to sign.**

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

**APPEARANCE OF INTERESTED CITIZENS.** Rocky Sherwood, 2622 Nina Place, Hubbard, said he is starting his bi-weekly walk/jog Wednesday at 4:30 p.m. at Barendse Park. He also said he would like Hubbard to send a card or flowers for Austin Smith, the fallen firefighter from St. Paul, and lower the flags to also honor him.

Scott Stierle, 3369 Ash Street, Hubbard, thanked the Hubbard Police Department for helping to recover his wife's cousins Utility trailer that was stolen.

**OTHER CITY BUSINESS.** City Council asked Director of Administration/City Recorder Vickie Nogle to send flowers on behalf of the City for fallen St. Paul Firefighter Austin Smith.

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City Councilor James Audritsh said the Governor already did a proclamation to lower flags for 24 hours.

**ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS MARCH 8, 2022, AT 7:00 P.M.)** MSA/Mayor Charles Rostocil/City Councilor James Audritsh motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, Mayor Charles Rostocil and City Councilor Tyler Thomas were in favor. Meeting adjourned at 8:26 p.m.

**ATTEST:**

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Charles Rostocil, Mayor

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

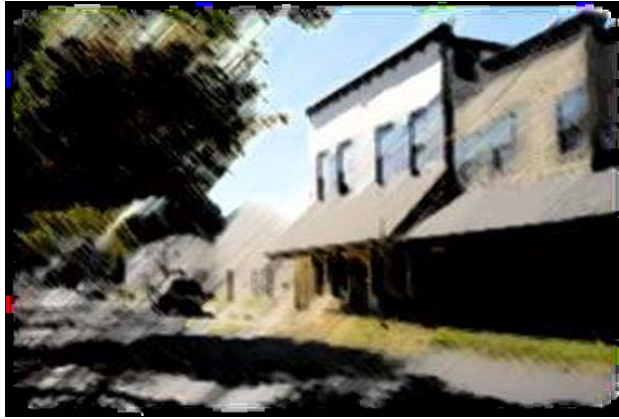
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Julie Hedden  
Administrative Assistant / Court Clerk  
Transcribing



Check Number	Check Issue Date	Name	Description	Amount
11603	02/08/22	911 Supply Inc.	Uniforms	135.00
11604	02/08/22	American Extermination Plus	Extermination	107.00
11605	02/08/22	Beery Elsner & Hammond, LLP	Legal Services	1,985.10
11606	02/08/22	Blue Line Learning Group LLC	Learning Dues & Memberships	192.00
11607	02/08/22	Canby Trophies & Awards	Canby Trophies	268.50
11608	02/08/22	CANON FINANCIAL SERVICES, INC.	COPIER-PW	40.05
11609	02/08/22	Cascade Columbia Distribution	SUPPLIES	260.60
11610	02/08/22	Caselle Inc	Contracted Support	1,963.00
11611	02/08/22	Civil West Engineering Services Inc	Engineering Services	793.00
11612	02/08/22	Coukoulis, Lori	Municipal Court Judicial Services	450.00
11613	02/08/22	DATAVISION	Phone/Internet	800.40
11614	02/08/22	GW Hardware Center	Supplies	57.49
11615	02/08/22	Hach Company	Supplies	601.69
11616	02/08/22	John Deer Financial	John Deer Financial	119.99
11617	02/08/22	Lake Oswego Police	Training	240.00
11618	02/08/22	Les Schwab-W	Auto Maint	906.91
11619	02/08/22	Lexipol LLC	Subscription Service	3,198.38
11620	02/08/22	Multiverse Interpreting, Inc	INTERPRETING SERVICE	190.00
11621	02/08/22	NAPA Davison Auto Parts	Equip Maint/Supplies	42.13
11622	02/08/22	Net Assets Corporation	Lien Search	36.00
11623	02/08/22	NW TECH SUPPORT	SPLIT	665.99
11624	02/08/22	Office Depot	Office Supplies	83.87
11625	02/08/22	OMA-Oregon Mayors Association	Dues	106.00
11626	02/08/22	PGE- Portland General Electric	Utilities	7,553.08
11627	02/08/22	Pitney Bowes Inc	Lease	144.96
11628	02/08/22	PowerDMS, Inc.	Operational Supplies	550.00
11629	02/08/22	Profectus, INC.	Janitorial Services	501.27
11630	02/08/22	SPARTAN ENVIRONMENTAL SERVICES LLC	Operational Supplies	1,770.03
11631	02/08/22	TransUnion Risk	Background Check Service	75.00
11632	02/08/22	Verizon Wireless	Verizon	535.82
11633	02/08/22	Walmart-Capital One	Supplies	129.76
11634	02/08/22	Waste Connections	Lemay Mobile Shredding	43.87
11635	02/08/22	WEX Bank	FUEL	2,148.33
11636	02/08/22	Xylem Water Solutions USA, Inc	EQUIP MAINT/SUPPLY	2,024.21
11637	02/08/22	Yes Graphics Printing Co. Inc.	Printing Services	448.00
11641	02/22/22	Westerberg Drilling Inc	Well Pump Repairs	6,308.00
11642	02/22/22	American Bank & Trust	Vehicle Lease	42,733.00
11643	02/22/22	Bio-Med Testing Svc, Inc.	Testing - Krebs	55.00
11644	02/22/22	Canby Trophies & Awards	Name plates	37.50
11645	02/22/22	CANON FINANCIAL SERVICES, INC.	COPIER-PW	44.92
11646	02/22/22	CIT	Water	216.07
11647	02/22/22	Davison Auto Parts	Davison Auto Parts	36.17
11648	02/22/22	Dryden Electric, Inc.	Electrical Work	100.00
11649	02/22/22	ELAN Corporate Payment Systems	Credit card payment	3,836.19
11650	02/22/22	Great Western Sweeping, Inc.	Street Sweep	2,434.90
11651	02/22/22	GW Hardware Center	Supplies	35.19
11652	02/22/22	Hillyer's Mid City Ford	Equip Maint & Supplies	50.60
11653	02/22/22	Idexx Distribution Corp.	Supplies	227.83
11654	02/22/22	Lakeside Industries Inc, LB#1086	Supplies	896.00
11655	02/22/22	Language Line Services	Interpreter Services	7.80
11656	02/22/22	League Of Oregon Cities	Advertising	20.00
11657	02/22/22	Marion County Dept of Public Works	Disposal	19.00
11658	02/22/22	Metro Overhead Door	Equip maintenance	120.00
11659	02/22/22	Mid-Willamette Valley	Land Use Services	2,182.50
11660	02/22/22	NW Natural Gas	Utilities 454934-1	566.89
11661	02/22/22	Office Depot	Office Supplies	79.27
11662	02/22/22	Overhead Door Company	Building Maint	1,000.00
11663	02/22/22	Pacific Office Automation	Copies	295.25
11664	02/22/22	PGE- Portland General Electric	Utilities	2,813.78

Check Number	Check Issue Date	Name	Description	Amount
11665	02/22/22	PREMIER GEAR & MACHINE WORKS INC.	EQUIP MAINT & SUPPLIES	1,176.00
11666	02/22/22	Republic Services	Garbage Service	545.91
11667	02/22/22	SOS Lock Service	Lock Repair	85.00
11668	02/22/22	WesTech Engineering, LLC	EQUIP MAINT & SUPPLY	4,042.50
11669	02/22/22	Willamette Valley Security, In	Security Services	119.70
Grand Totals:				99,252.40



## CITY OF HUBBARD, OREGON

### Goal-Setting 2022-2023

REVISED MARCH 2022

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#### The City of Hubbard SWOT: Strengths, Weaknesses, Opportunities, Threats

*Starred items = Priorities for this planning cycle*

##### Strengths

- **Identity as a small town with history, livability, & safety.** There are many longtime residents. People know and help each other. Care shown for all residents.
- **Location.** Proximity to large urban areas & I-5. 205, 99-E&W, an international airport. A major highway brings people through town.
- **Dedicated, capable employees** who go above and beyond what is asked of them.
- A cadre of **involved & helpful citizens.**
- **Solid law enforcement** that is interactive with the community.

##### Potential Opportunities

- Assess & enhance **competitiveness as a housing or visiting destination.**
- Leverage our **annexed area.**
- ★Obtain **grants and matching funds.**
- Increase **team effort within the City.**
- Provide **contract policing services** to other Marion County cities.
- ★Update **systems:** water, roads, sidewalks.

##### Weaknesses

- **Size limits type of businesses that come to Hubbard.** Limited area in which to expand the urban growth boundary.
- ★**“The city looks neglected.”** Old streets are narrow with limited parking; potholes, cracked sidewalks need fixing but require funding.
- **“Growing pains.”** More housing will require more land, water & infrastructure capacity; while increasing taxes is difficult with 40% below the poverty threshold.
- **Communication among staff and council is difficult under the “weak mayor” framework.** No single individual is accountable to maintain the web of communication.

##### Potential Risks/Threats

- **Financial uncertainty due to Covid-19.**
- ★**Aging water system and other infrastructure.** Citizens are sensitive to water rates increases, even in cases where it is functionally necessary.
- **EOCs at Fire Hall and City Hall are both vulnerable to a train derailment.**

## **City of Hubbard: Vision for the Future**

*This statement of a vision for the city was compiled based on council discussion and citizen input provided at council meetings.*

- Hubbard retains the small-town feel that residents appreciate and value.
- Hubbard has civic amenities that residents want and engage in. *Amenities could include:*
  - ⇒ Paths and sidewalks that provide greater walkability.
  - ⇒ A Community Center and other vibrant community gathering places.
  - ⇒ Preserved historic architectural heritage.
- Community events bring people out to engage in the city and bring the community together. *Events could include:*
  - ⇒ A reprise of National Night Out.
  - ⇒ Expansion of the Farmers Market.
  - ⇒ Movies in the Park, wine tours, pub crawl.
- Infrastructure is up-to-date and well-maintained.
  - ⇒ Improved, up-to-date water and effluent infrastructure and capacity.
  - ⇒ Streets and sidewalks in good repair.
  - ⇒ Traffic impacts managed for safety and livability.

## **Strategic Priorities for the City of Hubbard in 2021 - 2022**

*Based on council and staff discussion the following strategic priorities were identified. The list includes completion or continuation of existing priorities and initial stages of new priorities.*

- ⇒ Complete preparation on the construction bid for a **water system upgrade**.
- ⇒ Inventory the needs for **street and sidewalk repair**, determine incentives and budget, and begin work as feasible based on budget and participation in incentives.
- ⇒ Complete **City Hall revitalization**.
- ⇒ Complete **G St. revitalization**.
- ⇒ Complete **5<sup>th</sup> St. paving and sidewalks**.
- ⇒ Determine **opportunities for new funding mechanisms** such as grants and matching funds.
- ⇒ Inventory available properties and determine costs for an **east side park**.
- ⇒ Coordinate with the MWCOG on **3<sup>rd</sup> St. revitalization**.
- ⇒ Anticipate and plan for **community involvement** in city decision-making.

## **Goals & Milestones for 2021 - 2022**

*The following page illustrates Council's priorities for 2021–2022 and anticipated milestones along a timeline.*

## Goals with Major Milestones

Timelines and milestones will be reviewed by city staff and may be periodically revised due to circumstances and capacity.

GOALS	MAJOR MILESTONES							Outyear Priorities
	1 <sup>st</sup> QTR 20/21 (July-Sept 2020)	2 <sup>nd</sup> QTR 20/21 (Oct-Dec 2020)	3 <sup>rd</sup> QTR 20/21 (Jan-Mar 2021)	4 <sup>th</sup> QTR 20/21 (Apr-June 2021)	1 <sup>st</sup> QTR 21/22 (July-Sept 2021)	2 <sup>nd</sup> QTR 21/22 (Oct-Dec 2021)	3 <sup>rd</sup> QTR 21/22 (Jan- Mar 2023)	
Water System Upgrade	Plans drawn up and cost-per-\$1000 known	If "Go"  If "No Go" →	Community engagement begun  →	Bond goes to vote  →	If bond passes, →  →	Bond developed  →	Ready to go for construction bid	Complete System Upgrade completed
Street & Sidewalk Repair		Homeowner and overall city needs inventoried	Incentives determined	Goals revisited in light of budget	Work begun as financially feasible			Repairs prioritized and phased-in
City Hall Revitalization		DONE						
G St. Revitalization		DONE						
5 <sup>th</sup> St. Paving & Sidewalk		DONE						
New Financing Mechanisms	Council info session & discussion held	Opportunities identified in conjunction with MWVCOG	Opportunities pursued	→	→	→	→	New financing mechanisms in place, leveraged
East Side Park			Available properties inventoried and costs known	(If availability and costs feasible) Path forward determined	→	→	→	TBD based on availability and feasibility
3 <sup>rd</sup> St. Revitalization		Council discussions begun	COG/City coordinate. Plan established					Revitalization plan implementation phased in
Community Involvement	-----Involvement addressed in a focused session once per year, and as city initiatives require-----							

## **November 2, 2021 City Council Review and Update**

During the special City Council goal review November 2, 2021, City Council took the time to review the status of the previous goals and define any new goals. The primary goals for the city as defined by the City Council and agreed to by the Department heads for 22/23 budget cycle include:

1. Continue efforts on Water System Upgrade.
2. Sidewalk replacement through revised incentive program. Incentives to be defined/reviewed during 22/23 budget cycle.
3. Create and ratify a development code for building aesthetics in the commercial district.
4. Budget for a Comprehensive Building Plan update

<b>Goals</b>	<b>Nov'21 Status</b>	<b>Comments</b>
<b>Water System Upgrade</b>	<b>In Progress</b>	Currently working on Water Management Plan. Engineering efforts are starting as of Feb'22, funding sources being explored with American Rescue Plan funds and Federal Infrastructure grants being granted by Oregon. These funds, along with existing project savings should minimize any need for additional funding through a Bond. Current projection is to have construction started within a year.
<b>Street and Sidewalk repair</b>	<b>In Progress</b>	Sidewalk inventory and condition survey completed and reviewed in the Feb'22 City Council meeting. Request to update incentive program will be taken up during the 22-23 budget cycle planning.
<b>City Hall Revitalization</b>	<b>Completed</b>	Additional upgrades will be required in the future, but revitalization efforts that were budgeted and planned for have been completed.
<b>G St Revitalization</b>	<b>Completed</b>	Efforts completed Fall '21.
<b>5<sup>th</sup> St Paving and Sidewalk</b>	<b>Completed</b>	Working with ODOT for permitting.
<b>New Financing Mechanisms</b>	<b>On Going</b>	PW continues to seek out grants and new funding opportunities. See update included in the Water System Upgrade.
<b>East Side Park</b>	<b>Not Started</b>	No progress to date. PW has requested a review and update of the City's Park Master Plan
<b>3<sup>rd</sup> St Revitalization</b>	<b>Not Started</b>	No Progress to date, but discussion in Oct '21 City Council meeting did indicate a desire of the City Council to see development guidelines for building aesthetics and designs to be developed and approved.
<b>Community Involvement</b>	<b>Not Started</b>	
<b>New Goals Requested Nov'21</b>		
<b>City Building Code - Aesthetics (Commercial district)</b>	<b>New</b>	New request, timeline not defined, but request to have Planning Commission take up effort to bring in a community board for defining the building style/aesthetics for the commercial area.
<b>Comprehensive Building Plan</b>	<b>New</b>	Requesting to include goal to update City Comprehensive Plan. City current will consume our 20-year supply soon and needs to revisit the plan. Should be budgeted in the 22/23 Budget or 23/24 Budget.
<b>Resourcing Plan for growth</b>	<b>New</b>	Request to have City Council work with department heads to outline resourcing levels for predicted city growth.