

**CITY OF HUBBARD  
CITY COUNCIL MEETING MINUTES  
MARCH 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.

**EXCUSED ABSENT:** City Councilor Tyler Thomas

**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.

**DISCUSS CITY ADMINISTRATOR RECRUITMENT WITH PROTHMAN INC. – Gary Milliman.** Gary Milliman with Prothman Inc., who is a retired City Manager and serves as Municipal Court Judge for 6 Cities, introduced himself as he will be working on the recruitment for the new City Administrator position.

Gary Milliman, Prothman Inc., explained how the recruitment process will work for the City Administrator position. He said they will post an announcement, send emails, advertise in a variety of publications and informational online sites, receive applications with resumes, conduct a preliminary interview to narrow the field, review all the information he has received and compare that with the job announcement, then he talks with the final applicants to see if they would be a good fit. He stated he will make notes, prepare a summary report, and then will make recommendations to the City Council on who would be the best candidates for the position. The City would then take over, but he would be available to sit in on interviews and is available for consultation on hiring.

Gary Milliman, Prothman Inc., asked the City Council to provide him with some background information about the City and also if there were any particular strengths that are needed for this new position.

Mayor Charles Rostocil replied, Hubbard is set up with a weak mayor format which makes it difficult to handle personnel issues, or any higher-level management decisions, there is no point person, which means if there is an issue the Council has to pull together an executive session, which can take up to a month, and that can cause delays in making decisions. Mayor Rostocil said the person in this position will need to have a strong financial background so they can help with the City's finances, strong management skills because they would help with managing the City and department heads. He went on to say currently the City Council is doing the annual reviews and evaluations for the department heads, which makes it hard because they do not have

day to day interaction with them, and a City Administrator would be able to provide better information for performance reviews.

Mayor Rostocil also said when going through the budget analysis this past year with the Financial Consultant, a few different scenarios were brought up to see if a City Administrator would be feasible. It was shown the city has quite a bit sitting in reserves right now so now would be a good time to bring in a City Administrator, and we do have future growth planned with the city, so we are hoping that will sustain the position. He said they also took into account other considerations for this position such as trying to ensure the City Government and City Staff was the right size to be able to support the future population. It was voted on by Council and it was a 3-2 vote in favor of a City Administrator on a 2-year contract.

Gary Millman, Prothman Inc., asked the City Council if there were any other requirements, skills or traits they were looking for in a City Administrator.

Mayor Charles Rostocil said they are looking for someone who has experience and does not want this position to be a training ground or stepping stone for someone who wants to gain some knowledge and move on in a few years. Candidates should also be supportive of staff and treat them well, we do not need any big changes or shakeups, we need someone that can help to make the city run more efficiently, someone to coordinate departments, and financial expertise is imperative. He also stated it would be nice to have them live in the city but it is not a requirement.

Director of Administration/City Recorder Vickie Nogle added the previous Finance Director was not only responsible for doing the budget but also processing payroll, accounts payable, some of the utility billing, and other general finance duties. She added where larger cities have clerks that do those things but we only have three people in the Administration Department, so they will have hands on responsibilities as well, and their first duties will be getting a handle on the Finance Department.

Director of Administration/City Recorder Vickie Nogle will be the contact person for Gary Millman, Prothman Inc., if he has any more questions or would like to talk more in-depth with any members of the City Council.

**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.** Police Chief Dave Rash said he redid the spreadsheet showing the allocation of the ARPA funds to include the portion of the funds to be used for the upgrade and remodel of the Hubbard Fire Department dormitory, which reduced the money allocated the first year for the Water and Wastewater projects. He went on to say the updated spreadsheet has been reviewed by the City Attorney's office.

Director of Administration/City Recorder Vickie Nogle stated the Financial Consultant Summer Sears is not able to help with the ARPA funds, but she did recommend someone that is up to date on the ARPA funding and she will be talking with her next week.

Police Chief Rash said one of the questions he has is after this plan to allocate the ARPA funds is approved, how do the funds get disbursed.

City Councilor James Yonally asked if there was a plan in place on who would be eligible to receive funds regarding the Utility Assistance for Vulnerable & Low-Income families, and how the premium pay for essential workers was going to be paid out, would it be a percentage based on their salary, or a certain dollar amount per employee.

Police Chief Dave Rash replied on the first question regarding assistance for people in need, that he is reaching out to other jurisdictions that are doing something similar to see what they are doing, how they established who was eligible to receive assistance, and how they set it up. In responding to the second part of the question Chief Rash said no job is more important than any other job in the City and not one person that would be receiving premium pay worked from home so his recommendation is the money should be divided evenly between employees.

Mayor Charles Rostocil asked how long it might be before a plan can be put in place to assist those in need.

City Councilor James Audritsh asked what the assistance will entail and what the criteria will be.

Director of Administration/City Recorder Vickie Nogle said there was a company that contacted Public Works Superintendent Mike Krebs and he is forwarding the information about the process, screening, establishing criteria, etc. and when the City Council approves the allocation she will reach out to them. She stated City Staff, with the help of City Attorney Emily Matasar can do more research to help establish a criteria and a program to see who would be eligible for assistance and what the funds could be used towards, and then bring that back to Council to approve.

City Attorney Emily Matasar agreed with Director of Administration/City Recorder Vickie Nogle, there should be some type of elements built in a program to see who would be eligible for assistance, she works with other clients that have these types of programs using the ARPA funds, so she can help provide examples and keeping it consistent with Federal Laws on how to spend the ARPA funds.

City Councilor James Yonally asked if the staff that were here during COVID but have terminated their employment recently will they be compensated with the premium pay.

City Attorney Emily Matasar, said there are no legal requirements to compensate employees with the premium pay from the ARPA funds that have terminated their employment with the City.

Director of Administration/City Recorder Vickie Nogle asked City Attorney Emily Matasar what the next steps are for the distribution of the funds.

City Attorney Emily Matasar replied the next step is to get a Finance person to answer the financial questions, she can only answer the legal questions. She stated she could help with the Utility Billing Assistance, and the City Council does need to ratify the allocation of the funds. Furthermore, she said the first Federal reporting deadline for the use of funds is due in October so

hopefully we will have a City Financial person before that, but she can certainly look into it.

Director of Administration/City Recorder Vickie Nogle said she will be getting in contact with a consultant that might be able to help with the ARPA funds and the reporting of their use.

Mayor Charles Rostocil said as long as City Council is fine with the way the funds are distributed and we start writing checks and distributing the funds, we need to make sure we are in compliance, and also a plan needs to be brought back to City Council on how to distribute the funds for the utility assistance.

City Councilor James Audritsh asked how long we have to spend the Utility Assistance funds and he also stated that we need to make it specific what utilities the funds can be used for, who is eligible to receive them, and that this is not an ongoing long-term fund, when the money is gone, the program ends.

Public Works Administrative Manager Melinda Olinger replied the funds have to be spoken for by 2024 and spent by 2026.

City Councilor James Audritsh asked if there was a conflict of interest because he and City Councilor Robert Prinslow are board members for Love, Santa Inc. and that is one of the non-profits that will be receiving a portion of the ARPA funds.

City Attorney Emily Matasar, said there is no conflict of interest to take a vote that financially benefits a non-profit that you sit on the board of, and the rules specifically describes a 501C organization under the Internal Revenue Code.

MSA/City Councilor Robert Prinslow/City Councilor James Audritsh made a motion to adopt the plan that was laid out by City Staff on the distribution of the ARPA funds. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

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

Administrative Manager Melinda Olinger has an onsite meeting for the water/wastewater project Thursday, March 10, 2022, with Chris Epley of the Marion County Board of Commissioners office, to share with them exactly what the funds are going to be used for and how much good they are going to do for the City of Hubbard. She also said the agreement with the County is still pending, and once the County gives the green light, we are still about 119 weeks out with the construction project.

Administrative Manager Melinda Olinger said because this is a rather substantial project, she is working on developing a master public relations plan to make sure there are no surprised for the community members and everyone knows what to expect in regards to the water system improvements.

Administrative Manager Melinda Olinger said through the static water project processes we have started saving funds for it and it has been mentioned that one of the known issues that will arise from it will be broken pipes, mains will be an issue and they will need to be repaired beforehand so they are not an emergency repair, but there could also be issues with some of the laterals (pipes that take the water from the meter into the private service). She continued to say per Code, the laterals are the residents or businesses responsibility, so we would like direction from City Council on how to handle this and direction on if we are allowed to use those City funds we have saved to assist homeowners and business should this issue arise and laterals are damaged and need to be replaced.

Public Works Superintendent Mike Krebs will reach out to other cities that have dealt with this to see how they handled the issue with a static water pressure upgrade. The Public Works Department will also consult with legal to see what the implications are and then they will come back to City Council with an update.

**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 – December 31, 2024)*

**A) Joseph Steininger**

MSA/Mayor Charles Rostocil/City Councilor Robert Prinslow made a motion to appoint Joseph Steininger to the Budget Committee for the term of January 1, 2022 – December 31, 2024. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

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

Public Works Superintendent Mike Krebs said he was approached by a citizen on West Place, which is a cul-de-sac, stating the street is dark and asked what it would take to get another street light put in. Public Works Superintendent Mike Krebs assessed the area and found that it is dark because of some trees blocking the existing street light. He then requested that PGE do a site visit and submit a cost estimate. The cost for installation is \$10,699.71 with an ongoing cost of \$14.23 a month. He went on to say if this project is approved the funds would be transferred out of Contingency to the operating fund to cover the cost.

Mayor Charles Rostocil asked how much money would be left in Contingency if this project was approved.

Public Works Administrative Manager Melinda Olinger said there would be approximately \$50,000 left in the fund.

Mayor Rostocil also asked Police Chief Dave Rash if there have been any calls or issues that he can recall with this area.

Chief Dave Rash said he would need to check, but to his recollection there have not been a lot of police calls to that area and asked if the homeowner thought about putting up motion detector lights.



Mayor Rostocil asked if there had been any other complaints from the other residents in this cul-de-sac.

Public Works Administrative Manager Melinda Olinger said door hangers were put on the homes in that area to call Public Works if they felt this was a problem, but no calls came in regarding this issue.

Mayor Charles Rostocil said a street light would be nice to have, but he is worried that it would leave the Contingency fund too low, especially with the cost of goods going up. It is also a significant cost that would only affect 4 homes. He also thanked Public Works for following up on a citizens concern and bringing it to the City Council's attention.

Consensus of City Council is that a street light is not necessary at this time and it is something that could be budgeted for in the future.

**MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.** Mayor Charles Rostocil said on page 4 of the Goal Setting document, that is included in the packet, is a review of what was discussed at the November 2, 2021, goal setting meeting.

City Councilor James Yonally stated his support for City Staff. He said he as a City Councilor does not want to stifle the City Staff in their management practices and any innovations, cost saving, efficiencies, or good business practices they see can be improved, do not hesitate to bring it to City Council.

**STAFF REPORTS:**

**POLICE DEPARTMENT- Police Chief Dave Rash.** Police Chief Dave Rash said the accreditation process is almost completed and should have reaccreditation soon.

Police Chief Dave Rash said a conditional offer has been given to an applicant for the open position, pending he passes his physical and psych exams. If he passes these he will start on April 4 and he will not be needing to go to the Academy which means he will be able to get right into field training and the Department will be fully staffed again.

Police Chief Dave Rash reached out to the managers of the 55 & over park to see if they were interested in hosting an event for National Night out which is August 2, and they said they will try and get something together. He said he has identified the other manufactured home park north of town, to possibly hold an event in the future.

City Councilor James Yonally stated that Bruce Warner who is a previous Council member lives in that area and might be willing to help with an event.

Director of Administration/City Recorder Vickie Nogle will provide Chief Rash with his contact information.

Police Administrative Assistant Molly Schwartz has been out of the office so no stats were provided in the packet.

**HUBBARD FIRE DISTRICT – Chief Joseph Budge.** Chief Joseph Budge expressed his appreciation to the City Council for their support of the remodeling of the dormitory at the Fire house. He went on to say they received a \$10,00 donation from the Volunteer Firefighters Association. They have the funds for the remodel and they will be starting that project soon.

**ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle.** Director of Administration/City Recorder Vickie Nogle said Financial Consultant Summer Sears is unable to assist with the ARPA funds, so she said she s working on getting someone else that has financial experience to assist.

Director of Administration/City Recorder Vickie Nogle has reached out to our City Planner in regards to the development code, to look at the aesthetics that was discussed in the Goal Setting meeting. She has asked the City Planner to write a memo or attend a future meeting to let City Council know what the process would be in order to move forward.

**PUBLIC WORKS DEPARTMENT - Public Works Administrative Manager Melinda Olinger.** Public Works Superintendent Mike Krebs said he had a limits meeting with DEQ and was informed that DEQ will be requiring some new permits, one which has to do with ammonia and the other is regarding thermal load limits, which is the temperature that the city can drop into the creek, the number is adjusted but there will be some significant modifications to make. He went on to say they are also lowering the mass load limits which is the amount the city can actually deposit into Mill Creek. The permit itself should be ratified and done by the fall. Furthermore, he stated the financial impact will not be known until we get the facilities plan back from the Engineer, but there is a possibility that it could be as high as \$5 million. Public Works Superintendent Mike Krebs said because this is a DEQ mandate there are a lot of resources out there to help fund this and we are going to fill out a letter of intent to the funding agencies so we get on their list so they know we are interested, which means when monies are available we are in a good position to receive funding. M. Krebs said he was also told because of the infrastructure bill that was passed, there should be low-rate loans and also some forgivable loans out there to utilize.

City Councilor Robert Prinslow asked if the \$5 million cost is just to cover the DEQ mandates.

Public Works Superintendent Mike Krebs replied when you are doing a facility upgrade you take a look at the whole picture, so the whole plant will be looked at and probably need to be redone, it is not just one process, it is several that have to be done to meet the DEQ requirements.

Mayor Charles Rostocil asked if there was a plan in place for the Spring Clean-up event so we do not have any overflowing dumpsters and trash everywhere.

Public Works Administrative Manager Melinda Olinger replied they will be putting up signage and when they publish the event, they will remind people not to overflow the dumpsters or put trash alongside of them. She stated she is going to see if Republic Services will take them away when they are full, so then it is not an option, and staff will be driving by to help monitor things.

City Council thought maybe there could get volunteers to help monitor the event.

Mayor Charles Rostocil asked how the generator install went.

Public Works Superintendent Mike Krebs replied there was another delay in shipping, so the updated ETA is this Thursday between 7:00 a.m. – 5:30 a.m. and it should be up and running the following week.

City Councilor Robert Prinslow asked for an update on the communication with Union Pacific regarding the sidewalk.

Public Works Superintendent Mike Krebs said Union Pacific has all of the information they need from us so now they are going through the process and discussing who actually has the right-of-way on the crossing and who needs to be the ones that give permission to have the sidewalk put in.

City Councilor James Audritsh asked if they need to contact their Senators and Representatives to help get this moving forward.

Public Works Superintendent Mike Krebs replied it cannot hurt to do that.

Public Works Administrative Manager Melinda Olinger said Office Assistant Heidi Wheeler has given notice and she would like authorization from Council to move forward with the recruitment process for her replacement.

MSA/City Councilor James Audritsh /City Councilor James Yonally motioned to approve Public Works to move forward with the recruitment process for a part-time office assistant. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Motion passed unanimously.

**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.**

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

**APPEARANCE OF INTERESTED CITIZENS.** Rocky Sherwood, 2622 Nina Place, Hubbard, said Xfinity is going to be picking up the tab at Trapala Restaurant this Friday from 1:00 p.m. – 8:00 p.m.. He went on to say he was at the City Council meeting in Gervais and he suggested Hubbard match the \$100 donation the City of Gervais made to the St. Paul Fire District to show



our support for their community. F. Sherwood stated he has been really active in the Gervais Community and thinks the Hubbard City Council should team up with the Gervais City Council and work together on Community events.

**OTHER CITY BUSINESS.** Mayor Charles Rostocil said we received a Class of 2022 letter and asked if we have ever made donations to Senior Class.

Director of Administration/City Recorder Vickie Nogle replied she believes the Police Department, prior to Chief Rash, has donated.

City Councilor James Audritsh said the Police Department donated their time helping to assist with getting kids on the bus, doing bag checks, and offering other security services.

Police Chief Dave Rash said he will reach out to them and see if they need any help with security.

City Councilor James Audritsh said we need to make sure to let people know they are accepting donations.

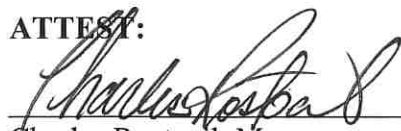
Police Chief Dave Rash stated a bill was signed in Salem that makes it so police officers will no longer be able to pull people over for having a headlight, tail light, etc. out. This takes effect January of 2023.

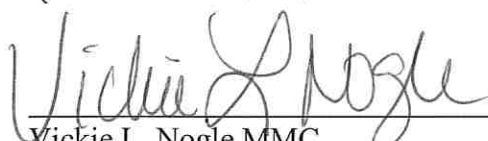
Mayor Charles Rostocil stated he is writing an article on Hubbard to be put on the mobile Tourism Kiosk that Woodburn has acquired and it will be going to different events in the area.

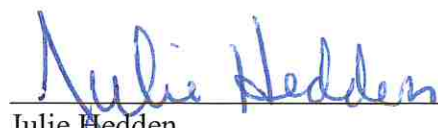
City Councilor James Audritsh said the Mayor's prayer breakfast sponsored by the Kiwanis Club is May 5<sup>th</sup>, which is the National Day of Prayer, with the location TBA. The Mayors from Woodburn, Hubbard, and Gervais are invited and there will be a guest speaker.

**ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS APRIL 12, 2022, AT 7:00 P.M.)** MSA/James Audritsh/City Councilor James Yonally motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor James Yonally, City Councilor James Audritsh, and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:20 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