

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
APRIL 12, 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 Tyler Thomas, City Councilor James Yonally, City Councilor Robert Prinslow (Zoom).

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Public Works Superintendent Michael Krebs, Police Sergeant Chris Anderson, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, City Planner Holly Byram, Hubbard Fire District Chief Joe Budge, Financial Consultant Christa Bosserman Wolfe.

GUESTS: Michael Kahrman (Hubbard Fire District).

DISCUSSION REGARDING ZONE MAP CORRECTION – City Planner Holly Byram, MWVCOG. (*Refer to Memo*) City Planner Holly Byram, MWVCOG, said staff identified a mapping error that affects six properties on G Street and is asking for City Council direction on how to resolve this issue. She went on to say last year the City asked the MWVCOG staff to work with them to ensure Zone Map and the Comprehensive Plan Map were accurate and updated, and during their research they identified this issue.

City Planner Holly Byram stated there is a group of six properties located on G Street that were incorrectly assigned the land use designation and zone back in 2001 when the maps were converted from black and white to full color, and at that same time an ordinance was adopted amending both maps. Of the six affected properties five of them have houses on them, three of those are duplexes so there is a total of 8 dwelling units. The properties used to be designated and zoned as Residential use but now, as of approximately 20 years ago they have been changed to commercial zoning and land use designation.

City Planner Holly Byram said staff could reach out to the property owners and ask them what they would desire to be zoned moving forward. She said they expect most of the homeowners would prefer to be zoned Residential so they are not a non-conforming use in a Commercial Zone, and we expect there to be at least one owner who has mostly vacant property who we would expect they would want the property to be commercial as they purchased the property a couple of years ago and have plans to develop it as a commercial business. Furthermore, if City Council would like to move forward with fixing this map error, it should be a fairly easy fix using a Legislative Amendment.

MSA/ Mayor Charles Rostocil/City Councilor James Audritsh made a motion to initiate a Legislative Amendment to fix the identified mapping errors on G Street, in coordination with affected property owners. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow, City Councilor Tyler Thomas were in favor. Motion passed unanimously.

DISCUSSION REGARDING POTENTIAL DESIGN STANDARDS AMENDMENTS – City Planner Holly Byram, MWVCOG. *(Refer to Memo)* City Planner Holly Byram said during the recent Goal Setting Session City Council requested information on what it would take to adopt design standards for the city. Provided in the packet is information she has collected on different design standards that some Oregon cities have adopted for the purpose of supporting attractive, high-quality development in their communities. She went on to say there are lots of different options that communities could explore, but it depends on what the City Council's goals are, and once those goals are identified, we can dig deeper into how we go about doing this. Most of the time design standards are applied as an overlay district where a boundary is drawn around a certain area and apply design standards, and when you apply that you would need to notify property owners so they have a chance to comment before it is adopted.

City Councilor Robert Prinslow said in his travels in Oregon he enjoys going to different cities where they have a certain area that has design standards, the buildings look similar or they follow certain motifs, color scheme, size, etc., and Hubbard is growing and business's will be changing so his thought is that it would be good to have some basic design the City leaders took the time to create so the city looks more uniform in a specific area, specifically a business area that will give us some uniqueness.

City Councilor Tyler Thomas said he agrees, from the livability, quality of life, aesthetically pleasing to the eye, like Mt. Angel and Sisters, when you go there everything looks like it makes sense and fits together. He went on to say people talk about how beautiful those downtowns are and it is something we could start moving towards here, it would make a lot of sense and maybe invite more businesses to want to come to Hubbard. T. Thomas stated he does not want to make it so overpowering; people need to have some freedom to be able to do what they want, but at the same time have a basic standard to adhere to.

City Councilor James Yonally said we have seen successes with cities like Sisters and Leavenworth, but he has also seen some cities have a difficult time in instituting this, a number of years ago in Oak Ridge they were trying to do something similar and a lot of the business owners balked at the idea, so it is important to make sure the business owners are on board, and not make it too overbearing on them.

City Councilor James Audritsh said he agrees with his fellow Council members and 25 years ago Mt. Angel did not look the way it does now, but as they have increased their remodels and rebuilds they have become a good looking community and I can see us starting with ground level basics to give guidance. He went on to say the properties along 3rd Street have already come along ways, so I think people would be happy with this, as long as we are not too stringent.

Mayor Charles Rostocil said he has nothing to add, we are just looking for some parameters that can be put in place to ensure we have some uniformity and don't just have a hodge-podge of modern architecture mixed with historical architecture, etc.

City Planner Holly Byram asked if the Council had any direction on the 99 corridor versus the older historic part of town, or would it be all of the above.

There was a City Council consensus they would like to see it on both the 99 corridor and the 3rd Street Historic District.

City Planner Holly Byram asked if there was a particular architectural theme or some overlying concepts, history in Hubbard that the Council would like to focus on or celebrate.

Mayor Charles Rostocil said there was a document that was developed by the Hubbard Business Group about 20 years ago, that could be useful, it had a nice overlay of what the City could look like that had an Arts and Crafts, Turn of the Century theme.

Director of Administration/City Recorder Vickie Nogle said she believes that document is posted online.

City Planner Holly Byram will look at it and use it as a starting point.

City Planner Holly Byram asked what is the trigger, when do we require these for compliance. She went on to say that some cities play the long game, such as Mt. Angel, and wait for a few decades as businesses change hands and remodel, some cities, like Redmond, provide incentives to businesses, such as matching Grants, to make the investment to reach the design standards that a city is looking for, which might be something in the future the City might want to look at.

There was a consensus of the City Council is to hold a joint meeting with City Council and the Planning Commission within the next couple of months inviting the Community to come and give input and feedback on this topic. Information will be put in the newsletter, on the website, and on Facebook inviting Community members and advocating for input.

City Planner Holly Byram will provide samples from other cities for City Council to look at and read through before the meeting.

APPROVAL OF THE FISCAL YEAR 2022-2023 BUDGET CALENDAR. Christa Bosserman Wolfe, CPA, contracted Financial Consultant, presented the budget calendar and explained the reason the Budget Committee meetings are later and compressed closer together is because of the late start we got on preparing it, and still being able to abide by the budget law requirements.

MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow motioned to approve the 2022-2023 fiscal year budget calendar. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Tyler Thomas, and City Councilor Robert Prinslow were in favor. Motion passed unanimously.

APPEARANCE OF INTERESTED CITIZENS. Rocky Sherwood, Hubbard Community Page Manager, 2622 Nina Place, Hubbard, said there is an Easter Egg Hunt at Barendse Park, Saturday, April 16, at 10:00 a.m. Rocky stated he has been working with the Gervais City Council and they have invited the Hubbard Community to join them at a circus they are having on May 22nd. He also said there are no immediate events scheduled for Hubbard, but he is looking to have a Harvest Festival in September.

DISCUSSION REGARDING UTILITY WORKER 1 SALARY SCHEDULE – Public Works Superintendent Mike Krebs. Public Works Superintendent Mike Krebs said the Public Works Department is short staffed and they have been actively looking for applicants for the past five weeks for the open Utility Worker I position and had two people apply. He stated only one showed up for an interview. They have extended the deadline and have only gotten one more application. M. Krebs said he did some preliminary research on what other Municipalities are paying and found out that we are on the lower end of the pay scale, so he is asking the City Council to approve for him to do a salary study for this position.

Mayor Charles Rostocil asked Public Works Superintendent Mike Krebs if he had any idea how much lower we are than other cities.

Public Works Superintendent Mike Krebs said he has looked at five other cities and we are approximately 30% on the scale, we pay about \$1 – \$3 less than what other cities are paying.

City Councilor James Yonally stated this fall we should look at overall compensation for City Staff to make sure we are compensating overall our staff properly compared to other staffs in similar positions.

Director of Administration/City Recorder Vickie Nogle said we were hoping to add money in the budget for a salary study, the last one was done in 2015.

Mayor Charles Rostocil agreed that would be a good time to do it.

City Councilor Tyler Thomas agreed that looking at all the positions is important, but right now we have an immediate need for the Utility Worker position, the sooner the better.

City Councilor Robert Prinslow said we need someone now and would like to make a decision tonight, we should come up with a maximum dollar amount and give Public Works Superintendent Mike Krebs the authority now to go out and advertise the position at that amount.

Director of Administration/City Recorder Vickie Nogle said currently there is a salary schedule that has been adopted by the City Council, any changes would need to be ratified by the City Council. V. Nogle stated there would need to be a special meeting to make the amendment to the salary schedule that has already been adopted.

City Council granted authorization to Public Works Superintendent Mike Krebs to do a Salary study and there will be a special meeting via Zoom, Monday, April 25, 2022, at 6:30 to take care of this.

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

STAFF REPORTS:

POLICE DEPARTMENT- Police Sergeant Chris Anderson. Chief Dave Rash was at a conference so Sergeant Chris Anderson gave the staff report. Sergeant Chris Anderson said Officer Bentley made a case on a burglary back in January from one of the storage units. The victim found some of his items on Facebook Marketplace and Officer Bentley’s investigation lead to an address in Keizer, he wrote a search warrant and with the help of the Keizer Police Department we were able to locate several items for the burglary and make 2 arrests.

Sergeant Chris Anderson said they attended EVOC, Emergency Vehicle Operations Course, training as an agency at PIR. It is essential training where they get to drive their patrol vehicle in various conditions in a controlled environment, and run through several different maneuvers and drills.

Sergeant Chris Anderson said we have been approved for re-accreditation. Administrative Assistant Molly Schwartz was instrumental in making sure we got through it and are able to maintain our accreditation. Police Chief Dave Rash will be receiving our accreditation plaque at the conference he is attending this week.

Sergeant Chris Anderson introduced new officer Chris Davis who came on board April 1st. Chris Davis is a lateral from Washington County and he is completing his field training with Officer Bentley this week.

Officer Christopher Davis said he lives in Wilsonville and is a 2019 graduate of Western Oregon University. He went on to say he was hired by Washington County and after being there for a little over a year he had a desire to work in a smaller community that is close knit and he is excited to be here.

Sergeant Chris Anderson said National Night Out is August 2, 2022, at 6:00 p.m. Police Administrative Assistant Molly Schwartz will be coordinating the various neighborhood gatherings and there will be more updates on this in the coming months.

Sergeant Chris Anderson stated this is Distracted Driver Enforcement Month and the Hubbard Police Department will be utilizing Grants from ODOT to participate in the enforcement of distracted drivers. He went on to say all of our officers have already worked Grant time, some of the requirements of the Grant is to work during certain saturation periods and our officers have been phenomenal coming in on their days off and doing what is needed to meet the requirements of the Grant.

Sergeant Chris Anderson said this week through the end of the month the Milo Range 3000 will be set up, which is a use of force simulator where you are presented with different scenarios and you have to act with a degree of force that ends the confrontation. It is great training for our officers and we are also networking with other agencies to come and participate in this.

HUBBARD FIRE DISTRICT – Fire Chief Joseph Budge. Chief Joe Budge said as of July 1, 2022, he will be transitioning out of the leadership role here at the Fire District to focus on a lot of the growth and development happening down in the Woodburn area. He went on to say he will be recommending that Assistant Chief Michael Kahrmann assume the role, he lives here in the community, has been involved with the Fire District a long time, and already does 99% of the chief's duties, so he would be a good choice and hopefully the board will go in that direction.

Michael Kahrmann, Assistant Fire Chief Hubbard Fire District, said they will be showing up to the Easter Egg Hunt at Barendse Park on Saturday to hand out stickers and make sure everyone is safe and having fun.

Mayor Charles Rostocil thanked Fire Chief Joe Budge for his service.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle stated elections are this year and June 1, 2022, is when you will be able to start petitions. There will be two City Council positions and the Mayor's position that will be opening up for the November election.

Director of Administration/City Recorder Vickie Nogle said at the last meeting City Council request she come back to this meeting with more information on a possible ARPA fund program, LIHWA, that was providing assistance to low-income households. She said this program that she was looking at would not qualify using ARPA funds, but if our community participated then members of the community may be able to obtain assistance through this program, but someone else would be facilitating it, not the City of Hubbard.

Director of Administration/City Recorder Vickie Nogle will do more research on this program and bring the information back to the City Council or have a person from the organization come speak about it and answer any questions City Council might have.

Mayor Rostocil asked if they are still allowing payment for election petitions.

Director of Administration/City Recorder Vickie Nogle said that was only allowed during the pandemic, you have to obtain signatures this year.

PUBLIC WORKS DEPARTMENT-Public Works Administrative Manager Melinda Olinger. Public Works Superintendent Mike Krebs gave an update to item 2 on the Public Works report. He said it got installed and was up and running, and had the electrician out to wire it up, but when he came back out to test it, it would not start and feels the problem may have to do with gas flow into the generator and the regulator we have on the back wall is old and may need to be replaced. He went on to say he has called the company that does the maintenance on our generators and they will be coming out as soon as they have an appointment open up. Furthermore, he said if we do have issues here with power we will set up a portable generator to get us through.

Mayor Charles Rostocil thanked Public Works Superintendent Mike Krebs for his ingenuity in finding a fix for the WWTP screw pump replacement and saving the City quite a bit of money.

City Councilor Tyler Thomas asked if we were budgeting for any paving on A Street between 99E and 5th, because it seems to be pretty bad.

Public Works Superintendent Mike Krebs said they are taking a look at that and in the meantime, we have a good size pile of coal patch and as soon as we get a nice day, we will work on that. Furthermore, he said A Street between 5th and 3rd is the next one on the list to pave once we get enough money to get it done.

City Councilor Tyler Thomas said he was not here last meeting and asked if there was any discussion on the sidewalks.

Mayor Charles Rostocil said it was discussed how we can better incentivize and that will be part of the upcoming budget discussion.

Public Works Superintendent Mike Krebs said there is some movement on the G Street sidewalk project. He received an email from Union Pacific and stating they are almost done processing the application, so it is being worked on.

City Councilor Robert Prinslow asked what it would take to improve the sidewalks on A Street between 3rd and 5th Street while we are doing the paving.

Public Works Superintendent Mike Krebs said we have written Small City Allotment Grant twice for the area and that should be the next one that comes open on the list and it does include a sidewalk on the north side, along with widening, and replacing the water lines that run underneath the road.

CONSENT AGENDA.

A) Approval City Council meeting minutes.

- 1. November 2, 2021, Special.**
- 2. March 8, 2022.**

B) Approval of March 2022 Check Register.

C) Approval of the Marion E Carl Veterans Memorial Application for Celebrating Veterans June 18, 2022, contingent upon receiving the required insurance documents.
(Refer to Public Works Administrative Manager report).

D) City Council officially lifts the State of Emergency declared in Resolution No. 692-2020.

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

OTHER CITY BUSINESS. Mayor Charles Rostocil said he spoke with Maureen, who is the president of the Hop Festival commission and they are moving forward with the Hop Festival this year. The theme is “Small Town,” they have a full board, and are meeting every other Tuesday at the Fire Hall if anyone is interested in helping out.

City Councilor James Yonally said he wanted to reiterate that in the interest of not wanting to stifle innovation, cost savings efficiencies, and good business practices, he wanted to make sure that the Department Heads and support staff have his full support in bringing any improvements to him and the City Council at any time.

City Councilor James Audritsh said he attended the County Commissioners round table discussion today. There were Council members from some of the surrounding communities and the County Commissioners wanted to make sure the City leaders knew they were supporting small towns and they are a priority.

Mayor Charles Rostocil asked if there were any updates on the City Administrator position.

Director of Administration/City Recorder Vickie Nogle said there were no updates other than Prothman is in the process of actively advertising.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS MAY 10, 2022, AT 7:00 P.M.) MSA/City Councilor James Audritsh /City Councilor Tyler Thomas 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 8:14 p.m.

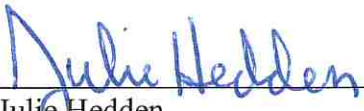
ATTEST:



Charles Rostocil, Mayor COUNCIL PRESIDENT



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



Julie Hedden
Administrative Assistant / Court Clerk
Transcribing