

**CITY OF HUBBARD  
CITY COUNCIL MEETING MINUTES  
APRIL 5, 2022**

**CALL TO ORDER:** The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 6:30:00 p.m. via ZOOM.

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

**CITY COUNCIL PRESENT:** Mayor Charles Rostocil, City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor James Yonally.

**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.

**OTHER ATTENDEES:** None

**APPROVE FINANCE CONSULTANT PERSONAL SERVICE AGREEMENT BETWEEN THE CITY OF HUBBARD AND WOLFE CONSULTING LLC FOR CONSULTING FOR BUDGET SUPPORT SERVICES FY 2022-2023, AND AUTHORIZING THE DIRECTOR OF ADMINISTRATION/CITY RECORDER SIGN.** Director of Administration/City Recorder Vickie Nogle said she found a consultant to prepare the 2022-2023 budget. She stated she has also been looking for a replacement for Financial Consultant Summer Sears who has resigned, and was just informed today that Christa Bosserman has agreed to potentially take on this role. V. Nogle said the personal service agreement would need to be amended and she was hoping the City Council would agree to let her finish negotiating that part, and authorize her to sign the agreement, which would be approved by the City Attorney.

MSA/Mayor Charles Rostocil /City Councilor James Audritsh motioned to authorize Director of Administration/City Recorder Vickie Nogle to negotiate and work with the City Attorney to amend and initiate the Finance Consultant Personal Service Agreement between the City of Hubbard and Wolfe Consulting LLC for finance consulting services, and for budget support services for fiscal year 2022-2023, as well as authorizing the Director of Administration/City Recorder to sign. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow, and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

**APPOINT FINANCE CONSULTANT CHRISTA BOSSERMAN WOLFE AS BUDGET OFFICER.** MSA/Mayor Charles Rostocil /City Councilor James Audritsh motioned to appoint Finance Consultant Christa Bosserman Wolfe as Budget Officer. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow, and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

**APPROVE FINANCE CONSULTANT PERSONAL SERVICE AGREEMENT BETWEEN THE CITY OF HUBBARD AND MERINA+CO. FOR CONSULTING FOR ARPA FUNDS, AND AUTHORIZING THE DIRECTOR OF ADMINISTRATION/CITY RECORDER TO SIGN.** Director of Administration/City Recorder Vickie Nogle said this is a Personal Service Agreement for consulting services that will strictly be working on the reporting and appropriation of the ARPA funds, anything that has to do with ARPA she will be the go to person.

City Councilor Robert Prinslow asked if it is anticipated to actually spend \$20,000 to \$35,000 a year for this consultant.

Director of Administration/City Recorder Vickie Nogle said the cap is that amount, it is a not to exceed amount. She went on to say this is unknown territory and it is unsure if that much will be spent. She explained it is hard to say because it is pretty extensive with all the rules and regulations that accompany the ARPA funds.

City Councilor James Audritsh asked if the ARPA funds could be used to cover the consultants fee.

Director of Administration/City Recorder Vickie Nogle said she does not believe that consulting services are an authorized use of the ARPA funds. She went on to say that if the city had a Finance person the ARPA funds would be taken care of in house, but since the city doesn't the city needs the services and guidance of a Financial Consultant which are hard to come by.

Mayor Charles Rostocil said the City Council did request these funds are reviewed by a Financial individual before we spend them.

Mayor Charles Rostocil asked if the \$20,000 was an amount the Attorney put in, or the Consulting firm.

Director of Administration/City Recorder Vickie Nogle said the City Attorney wanted a not to exceed amount and the Consultant set the fee based on an estimate of how many hours would be spent on this project.

Mayor Charles Rostocil suggested to put a cap of \$10,000 for the fiscal year ending 2023, and if additional hours and more funds are needed, then staff can come back and request it of City Council.

Director of Administration/City Recorder Vickie Nogle said unfortunately the Consultant was unable to attend this meeting, but she did estimate how many hours it would take and we have had issues with these types of contracts before where we needed additional work done, we were on a time schedule and things got pushed out waiting to ratify the contract for the additional funds.

City Councilor Tyler Thomas said he would like to hear from her and would like to see a breakdown of how the hours are being used, or at least a rough estimate.

Director of Administration/City Recorder Vickie Nogle said she has outlined a scope of work that is included in the packet. She also said that Public Works is working on a Grant and waiting to move forward on it, the Grant involves the allotted ARPA funds for their project.

Public Works Superintendent Mike Krebs agreed with Director of Administration/City Recorder Vickie Nogle, and stated the longer this gets pushed out the longer it will take to get the wastewater project started.

There was a consensus of the City Council they should move forward on this.

Mayor Charles Rostocil said he would like to see a breakdown of how the hours are being consumed without her coming in, it could be just a written update.

MSA/City Councilor Robert Prinslow/City Councilor James Yonally motioned to approve the Finance Consultant Personal Service Agreement between the City of Hubbard and Merina+Co. for consulting for ARPA funds, and authorizing the Director of Administration/City Recorder to sign. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Robert Prinslow, and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

**AUTHORIZE HIRING CHRISTOPHER DAVIS AS POLICE OFFICER, AT STEP B OF THE CURRENT HUBBARD SALARY SCHEDULE EFFECTIVE APRIL 1, 2022.**


MSA/Mayor Charles Rostocil /City Councilor Robert Prinslow motioned to approve the hiring of Christopher Davis as Police Office at Step B of the current Hubbard Salary Schedule effective April 1, 2022. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Robert Prinslow, and City Councilor Tyler Thomas were in favor. Motion passed unanimously.

**APPEARANCE OF INTERESTED CITIZENS.** None


**OTHER CITY BUSINESS.** Mayor Charles Rostocil reminded City Council of the meeting next week.

**ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS APRIL 12, 2022, AT 7:00 P.M.)** MSA/City Councilor James Audritsh/Mayor Charles Rostocil motioned to adjourn the meeting., Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow, and City Councilor Tyler Thomas were in favor. Meeting adjourned at 6:52 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