

**CITY OF HUBBARD
CITY COUNCIL SPECIAL
MEETING MINUTES
SEPTEMBER 21, 2022**

CALL TO ORDER. The Meeting was called to order at 6:30 p.m. via Zoom by Mayor Charles Rostocil.

FLAG SALUTE. Led by Mayor Charles Rostocil.

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor Robert Prinslow, City Councilor James Audritsh.

BUDGET COMMITTEE PRESENT: Joseph Steininger.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Police Chief Dave Rash, Public Works Administrative Manager Melinda Olinger, Administrative Assistant / Court Clerk Julie Hedden, Contracted Budget Officer Christa Bosserman Wolfe.

SUPPLEMENTAL BUDGET REVIEW AND DISCUSSION. Contracted Budget Officer Christa Bosserman Wolfe presented the Supplemental Budget. She said the purpose of the Supplemental Budget and creation of new Special Revenue Fund is largely to provide the accounting and budget support for the ARPA dollars that the City has been granted and the Resolution presented this evening will accomplish this. She went on to say this new Revenue Fund will house all the Grant Funds specifically for ARPA and all the related expenditures so everything is very separate from the rest of the City Finances which creates an internal control mechanism, as well as allowing transparency, and a clear, easy budget trail for the Auditors.

Contracted Budget Officer Christa Bosserman Wolfe said the other task is the Supplemental Budget, which is a proposed budget adjustment. This adjustment creates the ARPA Fund, it shows the Grant Revenue coming in, and also captures expenditures that Staff reasonably believe will happen over the course of this fiscal year. She went on to say we have Grant Revenue increasing in this new fund of \$1,792,504, \$36,000 in personnel services, \$822,000 in Capital Outlay, \$47,5000 in special payments such as pass through Grants and funding that are going to special non-profit organizations, and \$887,004 in Reserved for Future Expenditures. Furthermore, it is requested the Water Construction Fund has an adjustment because it is expected to spend more in Capital Outlay there, so it has increased by \$170,000 and so the Reserve for Future Expenditures is being decreased by the same amount.

Contracted Budget Officer Christa Bosserman Wolfe said this entire package is going from a total Adopted Budget of \$10,365,187 and we are bumping it up to a total Amended Budget of \$12,157,691.

City Councilor James Audritsh asked if any of the ARPA money has been distributed yet.

Director of Administration/City Recorder Vickie Nogle said the only money that has been distributed is the Personnel Services as approved.

City Councilor James Audritsh said Jubilee Garden would have been one of the recipients of the ARPA Funds, but they are disbanding, and if we decide to put the money elsewhere, do we need to take care of that now in this meeting.

Contracted Budget Officer Christa Bosserman Wolfe stated it is ok to adopt this Supplemental Budget as presented today, because this will give a little more capacity within the budget appropriations laid out, and you do not have to spend, but it will give you room if there is another organization that Council would like to grant funds too because it would already be appropriated.

PUBLIC HEARING.

A. 2022-23 BUDGET

Mayor Charles Rostocil opened the 2021-22 Supplemental Budget Hearing at 6:38 p.m.

Mayor Charles Rostocil asked for comments and questions from the Budget Committee. There were none.

Mayor Charles Rostocil asked for comments and questions from the Public. There were none.

Mayor Charles Rostocil closed the Supplemental Budget Public Hearing at 6:39 p.m.

RESOLUTION NO. 741-2022. A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET AND CREATING A NEW SPECIAL REVENUE FUND FOR THE FISCAL YEAR 2022-23 BUDGET. MSA/Mayor Charles Rostocil / City Councilor James Audritsh made a motion to approve Resolution number 741-2022, creating the new ARPA fund for the fiscal year 2022-2023 and adopting the Supplemental Budget as presented. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow, were in favor. Motion carried unanimously.


OTHER CITY BUSINESS. Director of Administration/City Recorder Vickie Nogle said the City Attorney is recommending City Council make a motion to delegate authority to the Mayor and Director of Administration/City Recorder to work with the City Attorney to make an offer and negotiate with the top candidate for the City Administrator position.

MSA/Mayor James Audritsh/City Councilor Robert Prinslow made a motion to delegate authority to the Mayor and Director of Administration/City Recorder to work with the City Attorney to make an offer and negotiate with the top candidate for the City Administrator position. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow were in favor. Motion carried unanimously.

Police Chief Dave Rash asked City Councilor for permission to hire a Police Officer for the potentially vacant position. He said we will be losing an Officer within the next month or two and would like to get the hiring process started.

MSA/Mayor Charles Rostocil/ City Councilor Robert Prinslow made a motion to approve Police Chief Dave Rash request to move forward in hiring a Police Officer. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow were in favor. Motion carried unanimously.

ADJOURNMENT – Next regular scheduled City Council Meeting October 11, 2022, at 7:00 p.m.)MSA/ City Council James Audritsh / Mayor Charles Rostocil moved to adjourn the meeting at 6:44 p.m. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor Robert Prinslow were in favor. Motion carried unanimously.



Charles Rostocil, Mayor

ATTEST:



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



Julie Hedden, Administrative Assistant
Transcribing