

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
SEPTEMBER 13, 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 Robert Prinslow.

EXCUSED: City Councilor Tyler Thomas, City Councilor James Yonally.

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.

Mayor Charles Rostocil asked City Council that Agenda Item #7, the continued discussion regarding compensation for non-represented employees, be postponed until the next City Council meeting, October 11, 2022, when all City Council members will be present to discuss.

City Council consensus was to hold of Agenda Item #7.

APPEARANCE OF INTERESTED CITIZENS. Hannah Mack and Kira Barber, representing North Marion School District, 20167 Grim Rd. Hubbard, and Rocky Sherwood, 2622 Nina Place, Hubbard. Rocky Sherwood said the North Marion High School is wanting to have a Homecoming Parade, Friday, October 14, 2022, and they want to have it come through Hubbard and would like to see if the City can provide traffic control and escorts for the parade.

Mayor Charles Rostocil said the Police Department does not have enough staff to handle an organized parade, but if they want to drive cars through town, obeying all traffic laws, they might be able to work something out, but floats or something that would require traffic control or slow down traffic would probably not be acceptable.

Sergeant Chris Anderson stated they do not have the resources to provide the necessary support for traffic control and any kind of organized event like a parade that would disrupt the flow of traffic would be prohibited, but if they wanted to drive cars with the flow of traffic, not impede traffic, or create congestions issues that is a different story.

Rocky Sherwood, 2622 Nina Place, Hubbard, said there was some vandalism done to the new backstops, and benches at Barendse Park and asked if there could be surveillance cameras put up. He also stated the bleachers are dented and the Park could use some clean up.

Sergeant Chris Anderson said the department can look into increasing patrols in and around the park.

Public Works Administrative Manager Melinda Olinger, stated they have budgeted for security cameras for Rivenes and Barendse Parks this fiscal year, and those cameras should be able to capture more area than the ones that are there now.

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

STAFF REPORTS:

POLICE DEPARTMENT- Police Sergeant Chris Anderson. Sergeant Chris Anderson stated there was an incident that did not make it on the staff report that Officer Bentley got involved with on August 31, 2022. Officer Bentley made contact with some people in the parking lot of Marisco Morales after hours, which led to a couple of arrests and also he seized a large amount of quantity of mushrooms, methamphetamine, and a small amount of cocaine, all on a self-initiated contact.

Sergeant Chris Anderson said Officer Chris Davis responded to a vehicle fire on Rudometkin Dr. on August 27, 2022, and he was able to assist using his fire extinguisher and was able to stop the fire from spreading.

Sergeant Chris Anderson said they are waiting to hear back from Woodburn Ambulance regarding a Personal Service Agreement to do blood draws. This agreement would allow Hubbard Police to contact Woodburn Ambulance and come to the Woodburn Police Department where DUI's are processed and have them do a blood draw on site.

Mayor Charles Rostocil asked how the reimbursement works and what the cost is.

Sergeant Chris Anderson said the Department of Transportation is setting up a program that will allow for reimbursement, and the cost is \$225 per draw. He also said there is a Police Fund set up that would help pay for it, and last year the department only had 1 or 2 draws done last year, so it is not frequent, but time is of the essence for DUI's.

Sergeant Chris Anderson stated Chief Rash was successful in getting some much need updated Tasers from the Tualatin Police Department, saving the City a tremendous amount of money.

Sergeant Chris Anderson said Officers were busy doing Community Outreach, helping with the Bike Rodeo, and Back to School Night at the North Marion School District. He went on to say the department has had some Officers attend various trainings. Officer Chris Davis attended a defensive tactics instructor training, Chief Dave Rash attendant the CIS Management Conference and Officer Holliman attended the ODOT yearly Traffic Conference.

HUBBARD FIRE DISTRICT – Interim Fire Chief Michael Kahrmann. None.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle stated the candidates for the upcoming election are, Charles Rostocil for Mayor, James Yonally and Joseph Steininger for City Council Positions.

Director of Administration/City Recorder Vickie Nogle said there is a Planning Commission meeting scheduled for September 13, 2022, that will be a continued Public Hearing on the PUD for the Bronec Property Subdivision. She also said we have received an application for a Planning Commissioner and the appointment will be on the agenda for the October 11, 2022, City Council meeting.

Director of Administration/City Recorder Vickie Nogle said there was an issue with the electrical panel not working at City Hall, and the cost to fix it was approximately \$1300.00, and prior to this electrical incident there was a problem with the sewer line and the cost to fix that was \$988.00. She stated they made recommendation for in the future to install a clean out, and the total amount of that would be approximately \$10,000, which we might want to budget for. V. Nogle said Public Works Superintendent Mike Krebs recommendation for a temporary fix is put in a different flushing mechanism in the toilet.

Mayor Rostocil said he has noticed mold on the windows and if that could also be taken care of.

Public Works Superintendent Mike Krebs said the electrical issue is pretty much taken care of and is confident in saying it is ok, however to take care of the windows with the mold, they will need to be replaced.

Public Works Superintendent Mike Krebs said in regards to the sewer, most of the plumbing underneath the building has been replaced with ABS piping as the building has been remodeled, but at the point where it goes out into the sewer, the pipe looks to be the original pipe which is approximately 100 years old and the corrosion of the pipe is causing some issues. He went on to say in his opinion if we replace the Officers toilet with a 5-gallon flush toilet, it will have enough fluid and pressure to carry out any solids into the sewer system alleviating any extra pressure on the pipes, which will save us \$10,000 and give us enough time to budget for the clean out.

Director of Administration/City Recorder Vickie Nogle asked City Council if they would like to schedule a goal setting session and when they would like to do it.

There was a consensus of City Council to wait until the first of the year for this.

V. Nogle asked if City Council would like her to schedule the Department Head Reviews for October.

There was a consensus of the City Council for her to schedule the reviews for the later part of October 2022

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Mike Krebs. Public Works Superintendent Mike Krebs said he signed up for a management training class through the University of Wisconsin, but has found out it is only an in-person class, so instead of taking this class, he is now looking into taking an online class through the University of Iowa. He went on to say that he has also found a Certified Public Works Professional Management Course offered by the American Public Works Association, which is an elite course that would take 18 months to complete, and he would like to take both trainings.

City Councilor Robert Prinslow asked what the time commitment is for the 18-month program.

Public Works Superintendent Mike Krebs said the course is done at your own speed with a test at the end of the course, and you have 2 years to take the exam. He went on to say he believes it would take approximately 500 hours over the course of 2 years to complete the course.

City Councilor Robert Prinslow asked if he will be able to fit this course into his work schedule.

Public Works Superintendent Mike Krebs responded yes, that he plans on doing a lot of the course work on his own time.

Consensus of City Council is that Public Works Superintendent Mike Krebs can take both courses.

Public Works Administrative Manager Melinda Olinger is also doing training. She is enrolled in the State of Oregon Project Management & Business Analysis Certification Program.

Public Works Superintendent Michael Krebs stated they are still working on the G Street Sidewalk project and hope to get it done in the March or April, weather permitting, but they are still working with the Railroad on this. He went on to say that this project is about 100 ft, and will be a full crossing.

Mayor Charles Rostocil asked if Union Pacific is going to trim back the overgrown vegetation that is growing along the tracks.

Public Works Administrative Manager Melinda Olinger said she has reached out to them, but is not having much luck getting a response back. She said last year Union Pacific sent out a crew just to do the easy stuff between D Street and A Street, but did not do any of the critical stuff, so she will reach back out to them.

Public Works Superintendent Michael Krebs said the splash fountain shut down the Saturday before Labor Day, and he could not get it back up and running, so he made the decision to shut it down for the season. He went on to say that he now has the parts and will make sure it is up and running in May.

City Councilor Robert Prinslow asked if notice was given to the public on the shut down and the reason behind it.

Public Works Superintendent Michael Krebs said he was not able to do it because it was on a weekend, and he does not have the ability to put it on Facebook himself.

Director of Administration/City Recorder Vickie Nogle stated we are having issues with the City Facebook page since it Facebook has migrated to Meta Business Suite.

City Councilor Robert Prinslow said he had heard from various people that were upset the fountain was shut down and thought the City intentionally shut it down, so it would be good for the City in the future to put a note on the bulletin boards that are in and around town.

Mayor Charles Rostocil also said to send him a text and he can post something on social media.

Public Works Administrative Manager Melinda Olinger asked for Council direction as they are interested in receiving a low interest loan to keep the funding options open for the water system improvement project. She went on to say they would not be committing to anything it just keeps the option open as a potential funding resource for the phase 1B of the water improvement project.

Consensus of Council is to keep the option open of receiving a low interest loan.

Public Works Administrative Manager Melinda Olinger will notify the funding agency that the City would like to continue to move forward.

City Councilor James Audritsh said there are two large fir trees with broken branches on the walkway between A and B Street that could be a hazard.

Public Works Superintendent Michael Krebs said he will take a look at them.

Sergeant Chris Anderson said people don't realize it is a public walkway and maybe if it is cleaned up, maybe some marking, or lighting it would help the public utilize it more.

City Councilor James Audritsh said he noticed that some of the crosswalk flags were missing.

Public Works Superintendent Michael Krebs said he found a couple shredded up on 5th Street. Mayor Charles Rostocil asked if we need to replace them and if they are being used. City Councilor James Audritsh said he has seen them being used.

Director of Administration/City Recorder Vickie Nogle asked if the sidewalk notices have been sent out to the property owners that need to do repairs to damaged sidewalks.

Public Works Administrative Manager Melinda Olinger stated it is still a pending project, that hasn't made it on to the master list yet, and they are still working towards that.

DISCUSSION REGARDING APPROVAL OF ROCKY SHERWOOD BARENDSE PARK USE APPLICATION FOR THE 2022 OCTOBER HARVEST & DANCE EVENT ON SATURDAY, OCTOBER 15, 2022, CONTINGENT UPON POLICE CHIEF APPROVAL OF THE PARADE ROUTE AND ROAD CLOSURES; APPROVAL OF THE PARADE ROUTE AND ROAD CLOSURES; APPROVAL OF THE OUTDOOR ENTERTAINMENT PERMIT AND REQUEST TO WAIVE THE \$20 FEE, AND SUBJECT TO ALL VENDORS OBTAINING A VENDOR LICENSE PERMIT FROM CITY HALL BY OCTOBER 11, 2022. *(Refer to Public Works Administrative Manager report, and Director of Administration/City Recorder report).*

Mayor Rostocil said they will strike the parade out. Rocky Sherwood, 2262 Nina Place, said there will not be holding a dance, only a band. Rocky also said they will have 4 F-15's from the Air Force do a fly over and then the pilots will be interacting with the festival goers. He went to say they will have 2 bands, 2 Latino food trucks, Rock and Latte, La Petite Bistro, Wood Crust Fire Pizza, and other food trucks. He said he is asking for the waiver of the \$20 application fee because money is tight, and he puts a lot of

money and time into these events, and morale is down in the community, and he has been told by citizens the events give them something to look forward to and give the community something worth living for.

Mayor Charles Rostocil asked Rocky Sherwood to make sure he works with Director of Administration/City Recorder Vickie Nogle because all the vendor permits need to be in by Tuesday, October 11, 2022, or they will not be able to be included in the event.

Mayor Charles Rostocil said Rocky Sherwood has put a lot of work into this event, and he is sorry they cannot support the parade, but there are no concerns from the actual event itself.

Sergeant Chris Anderson said this was a huge success last year, and it a great event, and keeping it at the park makes it work.

Mayor Charles Rostocil said going through this, striking out the parade route discussion, if Council had any concerns.

City Council consensus was they had no concerns.

MSA/Mayor Charles Rostocil /City Councilor Robert Prinslow motioned to approve the park use application for Rocky Sherwood for the 2022 Harvest Festival Event, Saturday, October 15, 2022, and waive the \$20 single event fee. Mayor Charles Rostocil, City Councilor James Audritsh, and City Councilor Robert Prinslow were in favor. Motion passed unanimously.

CONSENT AGENDA.

A) Approval of June 14, 2022 City Council meeting minutes.

B) Approval of July 2022, and August 2022 Check Register Reports.

C) Resolution 735-2022. A Resolution adopting a job description for the Administrative Support Assistant.

D) Resolution No. 739-2022. A Resolution amending Resolution 668-2019, City of Hubbard Policies for the City of Hubbard, adding Section 7.03.03, Longevity Pay.

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

MSA/Mayor Charles Rostocil/City Councilor James Audritsh moved to adopt Resolution 740-2022,

CONTINUED DISCUSSION REGARDING COMPENSATION FOR NON-REPRESENTED EMPLOYEES. *(Refer to Director of Administration/City Recorder Memo dated August 24, 2022)* Consensus of City Council is to have the discussion regarding COLA compensation for Non-Represented employees at the October 11, City Council meeting.

- A. Resolution No. 740-2022. A Resolution for compensation ranges for represented Employees and amending Non-Represented Employees, and repealing resolution No. 737-2022. MSA/Mayor Charles Rostocil/City Councilor James Audritsh moved to approve Resolution 740-2022, Exhibit A, with the blue highlighted table City Councilor James Audritsh, and City Councilor Robert Prinslow were in favor. Motion passed unanimously.


OTHER CITY BUSINESS.

None

**ADJOURNMENT - (SPECIAL CITY COUNCIL MEETING SEPTEMBER 19, 2022;
NEXT REGULAR CITY COUNCIL MEETING IS OCTOBER 11, 2022, AT 7:00 P.M.)**

MSA/City Councilor James Audritsh /City Councilor Robert Prinslow motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor James Audritsh and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:05 p.m.

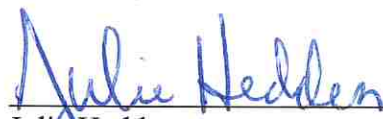
ATTEST:



Charles Rostocil, Mayor



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



Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

