

**CITY OF HUBBARD  
CITY COUNCIL MEETING MINUTES  
MAY 12, 2026**

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

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

**CITY COUNCIL PRESENT:** Mayor Charles Rostocil, City Councilor Chris Pieschel, City Councilor James Yonally, City Council President Joseph Steininger and City Councilor Patrick Zotti.

**STAFF PRESENT:** Interim City Administrator Steve Martinenko, City Recorder/Court Supervisor Julie Hedden, Police Chief Don Parise, Administrative Support Assistant/Utility Clerk Megan Holstad.

**COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT ORS 192.660(2)(a). PURSANT TO ORS 192.660(4) COUNCIL SPECIFICALLY REQUEST THAT MEMBERS OF THE MEDIA AND OTHER ATTENDEES NOT DISCLOSE MATTERS DISCUSSED IN THE EXECUTIVE SESSION.**

Mayor Charles Rostocil read the ORS and closed the open public meeting at 6:01 p.m., to go into an executive (closed) session.

**COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENNE PUBLIC (OPEN) MEETING.**

Mayor Charles Rostocil closed the executive session at 6:27 p.m. and reconvened the open public meeting.

MSA/City Council President Joseph Steininger/City Councilor Patrick Zotti made a motion for Mayor Charles Rostocil and City Recorder/Court Supervisor Julie Hedden to work together to negotiate an offer to Candidate A. City Council President Joseph Steininger, City Councilor Chris Pieschel, City Councilor Patrick Zotti and Mayor Charles Rostocil were in favor. City Councilor James Yonally abstained. Motion carried with 4 votes in favor and 1 abstention.

**PUBLIC HEARING.**

**2025-26 SUPPLEMENTAL BUDGET 3.**

**A) Resolution No. 844-2026. A Resolution approving a Supplemental Budget and Transferring Appropriations for Fiscal Year 2025-2026 Budget.**

Mayor Charles Rostocil opened the Public Hearing at 6:28 p.m.

Interim City Administrator/Public Works Superintendent Steve Martinenko presented the Supplemental Budget. He explained this resolution essentially moves and appropriates funds received through the City of Aurora intergovernmental agreement (IGA). Those additional

revenues are being used to help fund professional services, intergovernmental police services, and equipment maintenance and supplies within the Police Department.

Interim City Administrator/Public Works Superintendent Steve Martinenko went on to say what this action does is provide the necessary appropriations authority for those expenditure lines. Under Oregon law, the City may receive the funds when they are awarded; however, expenditures cannot be made unless they are formally appropriated through the supplemental budget process.

Mayor Charles Rostocil asked if there were any questions or comments from the City Council. There were none.

Mayor Charles Rostocil asked if there were any questions or comments from the Public. There were none.

Mayor Charles Rostocil closed the Public Hearing at 6:31 p.m.

MSA/City Councilor Chris Pieschel /City Councilor James Yonally made a motion to approve Resolution No. 844-2026. A Resolution approving a Supplemental Budget and transferring appropriations for the fiscal year 2025-26 Budget. Mayor Charles Rostocil, City Council President Joseph Steininger, City Councilor James Yonally, City Councilor Chris Pieschel and City Councilor Patrick Zotti were in favor. Motion carried unanimously.

### **CALENDAR OF ORDINANCES.**

**A) Ordinance No. 398-2026. An Ordinance amending Section 2.110 (Floodplain Overlay Zone) of the Hubbard Development Code to maintain compliance with the National Flood Insurance Program (NFIP) and to Implement FEMA Pre-Implementation Compliance Measure (PICM) Option 2.**

- a) Motion to read by title only for the first reading. (Reading by title only by the Mayor)
- b) Motion to read by title only for the first reading. (Reading by title only by the Mayor)
- c) Motion to adopt Ordinance.

MSA/Mayor Charles Rostocil /City Councilor Chris Pieschel a motion to read by title only for the first reading. Mayor Charles Rostocil, City Councilor Patrick Zotti, City Council President Joseph Steininger, City Councilor James Yonally, City Councilor Chris Pieschel were in favor. Motion passed unanimously.

MSA/Mayor Charles Rostocil /City Council President Joseph Steininger made a motion to read by title only for the second reading. Mayor Charles Rostocil, City Councilor Patrick Zotti, City Council President Joseph Steininger, City Councilor James Yonally, City Councilor Chris Pieschel were in favor. Motion passed unanimously.

MSA/City Councilor James Yonally/City Councilor Chris Pieschel made a motion to adopt Ordinance 398-2026, an Ordinance amending Section 2.110 (Floodplain Overlay Zone) of the Hubbard Development Code to maintain compliance with the National Flood Insurance Program (NFIP) and to Implement FEMA Pre-Implementation Compliance Measure (PICM) Option 2. Mayor Charles Rostocil, City Councilor Patrick Zotti, City Council President Joseph Steininger,

City Councilor James Yonally, City Councilor Chris Pieschel were in favor. Motion passed unanimously.

**OTHER AGENCY REPORTS.**

**A) Hubbard Fire District – Fire Chief Michael Kahrmann.**

Fire Chief Michael Kahrmann reported that the district responded to 49 calls for service in April, bringing the year-to-date total through April 30 to 172 calls for service. He also shared that the district has recruited six new volunteers, with one additional interview scheduled next week, helping replenish staffing levels in preparation for wildfire season. In addition, the district was awarded a seasonal staffing grant from the Oregon State Fire Marshal’s Office, allowing the district to hire two seasonal firefighters to help boost staffing levels between July 1 and October 31, 2026.

Fire Chief Michael Kahrmann also reported that the district completed approximately 12 hours of public outreach and education during April, along with 159 hours of training. Lastly, he announced that the district’s budget meeting will be held tomorrow evening at the fire station beginning at 6:00 p.m., and he encouraged anyone interested to attend.

**PARK USAGE DISCUSSION – Interim City Administrator Steve Martinenko.**

Interim City Administrator Steve Martinenko opened a discussion regarding playground safety following an incident involving the hammock swing at the park. He reported that older children were using the equipment in ways beyond its intended design and age range, resulting in a clevis bolt coming loose and a cable striking a child. The incident was reported to Public Works by a nearby resident. Staff contacted the manufacturer, which provided a replacement assembly and installation instructions, and repairs are expected to be completed soon so the equipment can be returned to service.

Interim City Administrator Steve Martinenko also discussed community concerns regarding playground safety and the need to balance recreational opportunities for different age groups. Discussion included possible approaches such as surveillance cameras, additional signage identifying occupancy limits with weight restrictions for equipment, enforcement options, or creating separate areas or amenities for older children. Council participated in an open discussion regarding ideas to improve safety while continuing to provide enjoyable park and playground opportunities for the community.

Interim City Administrator Steve Martinenko stated he would work on obtaining additional information regarding cameras and signage options.

**INTERGOVERNMENTAL AGREEMENT (IGA), FOR POLICE FIREARMS RANGE USAGE – Interim City Administrator Steve Martinenko.**

- A) Resolution No. 845-2026. A Resolution approving an Intergovernmental Agreement (IGA) between the City of Hubbard and the City of Woodburn for police firearms range usage.**

Interim City Administrator Steve Martinenko introduced an intergovernmental agreement (IGA) between the City of Hubbard and the City of Woodburn for the continued use of Woodburn’s

firearms training range and invited Chief Don Parise to provide additional background on the agreement.

Hubbard Police Chief Don Parise explained that Hubbard and Woodburn have maintained a longstanding partnership dating back to the early 1990s, allowing Hubbard officers to utilize the Woodburn firearms range for police training. He stated the arrangement had historically operated informally through agreements between police chiefs, with Hubbard assisting with range-related work in exchange for use of the facility. Over time, partner agencies began contributing financially toward range maintenance and upkeep costs. Chief Parise noted that Woodburn recently proposed formalizing the arrangement through an official IGA, which would also reflect updated fees shared among participating agencies, including Hubbard, Silverton, and the Marion County Sheriff's Office. He stated the agreement remains very cost-effective and emphasized the importance of the range for police training and the benefit of its close proximity to Hubbard.

MSA/Mayor Charles Rostocil /City Councilor Patrick Zotti made a motion to approve Resolution No. 845-2026. A Resolution approving an Intergovernmental Agreement (IGA) between the City of Hubbard and the City of Woodburn for police firearms range usage. Mayor Charles Rostocil, City Council President Joseph Steininger, City Councilor James Yonally, City Councilor Patrick Zotti and City Councilor Chris Pieschel were in favor. Motion carried unanimously.

**INTERGOVERNMENTAL AGREEMENT (IGA), FOR PUBLIC SAFETY RADIO COMMUNICATIONS. – Interim City Administrator Steve Martinenko.**

**A) Resolution No. 847-2026. A Resolution approving the Intergovernmental Agreement (IGA) for access to and use of the WCN Radio System between The City of Hubbard and Washington County Consolidated Communication Agency.**

Interim City Administrator Steve Martinenko explained that implementation of the City's new dispatch services requires a separate agreement with the Washington County Consolidated Communications Agency (WCCCA) for radio communications services through the Washington County/Clackamas County/Newberg system digital radio system (WCN). He stated the radio services were originally included in the NewCom agreement but were separated once it was determined the City would connect directly to the WCN system. The adjustment does not change the City's projected overall savings.

Interim City Administrator Steve Martinenko stated the WCN system is reliable, widely used throughout the region, and provides more predictable and transparent long-term budgeting costs for the City.

MSA/City Councilor Chris Pieschel /City Councilor James Yonally made a motion to approve Resolution No. 847-2026. A Resolution approving the Intergovernmental Agreement (IGA) for access to and use of the WCN Radio System between the City of Hubbard and Washington County Consolidated Communication Agency. Mayor Charles Rostocil, City Council President Joseph Steininger, City Councilor James Yonally, City Councilor Patrick Zotti and City Councilor Chris Pieschel were in favor. Motion carried unanimously.

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (IGA), PUBLIC SAFETY COMMUNICATIONS SERVICES - Interim City Administrator Steve Martinenko.**

**A) Resolution No. 848-2026. A Resolution approving the First Amendment to the Intergovernmental Agreement (IGA) with the City of Newberg for Public Safety Communication Services.**

Interim City Administrator Steve Martinenko explained that the resolution approves the first amendment to the NewCom intergovernmental agreement. The amendment removes WCCCA radio services from the agreement, as those services will now be contracted separately, and revises the invoicing structure to require payment at the beginning of the fiscal year.

Interim City Administrator Steve Martinenko noted that while the City can accommodate the upfront payment at this time, future budgets will need to account for maintaining adequate beginning fund balances until property tax revenues are received later in the year. He stated the issue would be further reviewed during the budget process.

MSA/City Councilor Patrick Zotti /City Council President Joseph Steininger made a motion to approve Resolution No. 848-2026. A Resolution approving the first amendment to the Intergovernmental Agreement (IGA) with the City of Newberg for Public Safety Communication Services. Mayor Charles Rostocil, City Council President Joseph Steininger, City Councilor James Yonally, City Councilor Patrick Zotti and City Councilor Chris Pieschel were in favor. Motion carried unanimously.

**APPEARANCE OF INTERESTED CITIZENS.**

Matt Kennedy, 3635 5<sup>th</sup> Street described a recent situation involving a significant water leak at a residence purchased approximately six years ago. The leak was discovered during a meter reading, resulting in a bill of \$674.96 for a two-week period, which the speaker partially reimbursed to the tenant. After identifying and repairing the leak within 24 hours at the speaker's expense, a partial credit of approximately \$100 was issued per existing policy.

Matt Kennedy noted that a second bill of \$636.26 was subsequently received, likely reflecting usage from an additional leak period spanning between meter readings. They requested additional assistance or consideration from staff regarding further bill adjustment due to the circumstances and suggested the possibility of earlier notification when unusually high water usage is detected to prevent similar situations in the future.

Matt Kennedy added that the combined costs, including the recent bills, were significant and emphasized that the issue was not due to neglect, as the leak was addressed immediately upon discovery. They reiterated that the repair was completed promptly and requested consideration for the second bill to be reduced back to a normal usage amount given the circumstances.

It was agreed that City staff should have contacted the customer when the meter was read and unusually high water usage was identified. Interim City Administrator Steve Martinenko will coordinate with City Recorder/Court Supervisor Julie Hedden to issue a credit to Matt Kennedy. Additionally, Julie Hedden will provide further staff training regarding how to respond to and communicate high water usage or potential leak situations in the future.

**MAYOR’S AND/OR COUNCIL’S PRESENTATIONS.**

Mayor Charles Rostocil informed City Council that City Councilor Patrick Zotti has agreed to take on the management of the Community Garden.

City Councilor James Yonally said he was looking at the City’s website and noticed the City newsletters were not up to date on the site. City Recorder/Court Supervisor Julie Hedden will go over the process with Administrative Support Assistant/Utility Clerk Megan Holstad to make sure the newsletters get posted on the website.

City Councilor James Yonally asked if, as Veteran’s Day and other community events approach, the City could explore allocating a portion of those funds toward flower baskets or similar enhancements at the memorial site. He stated that when part of the memorial was transferred to the City, a portion of the funds was moved as well, and he hoped those funds are still maintained as a separate budget.

City Council President Joseph Steininger stated that he had spoken with a family at 7th and G Streets who mentioned their daughter, who lives near 4th and G Streets, had concerns about vehicles traveling at high speeds through that intersection along 4th Street. He noted the family had observed officers patrolling the area periodically, but stated that rush hour appears to be the most dangerous time. They asked whether the City could consider installing a stop sign or increasing patrol presence during peak traffic times to help slow vehicles in the area. He added that, without identifying specific patrol locations, if an extra officer is available, additional attention to that area would be appreciated.

**STAFF REPORTS:**

**CITY ADMINISTRATOR REPORT – Interim City Administrator Steve Martinenko.**

Interim City Administrator Steve Martinenko reported on balancing responsibilities between administration and public works, focusing on improving accountability, staff guidance, and operational efficiency. He stated staff are managing assignments and timelines well, while administrative efforts have focused heavily on accounting support and organizational processes.

Interim City Administrator Steve Martinenko also reported on progress with dispatch services, including a meeting with the City of Newberg regarding potential partnership opportunities with Newberg-Dundee dispatch services. He stated the meeting was productive and highlighted improved technology, seamless call transfers, and strong operational support. He presented a financial and risk analysis comparing MetCom and Newberg dispatch services, noting Newberg offers more predictable long-term costs and potential savings.

Interim City Administrator Steve Martinenko shared that federal funding requests for phases three and four of the wastewater treatment plant project are advancing through the allocation and appropriation process. He expressed confidence that sufficient funding will be secured to complete the project.

Interim City Administrator Steve Martinenko gave additional updates which included plans to move forward with a grant application for Barendse Park improvements, continued progress on the urban renewal district and FEMA floodplain requirements, ongoing fee schedule review, and development activity generating system development charges revenue. He also reported progress

on the Hwy. 99 crosswalk and pathway planning project with ODOT and announced Movies in the Park dates for June 21, July 28, and August 26.

City Council discussion followed regarding dispatch services, transferred emergency calls, and the importance of providing accurate information to the public regarding the proposed transition.

**POLICE DEPARTMENT- Police Chief Don Parise.**

Police Chief Don Parise reported Officer Bobb has begun solo patrol duties and is doing well. He noted Officer Bobb's first solo traffic stop resulted in contact with a suspended driver who also had a warrant, which provided a positive confidence boost. Chief Parise also reported the department recently conducted interviews and is moving forward with a candidate entering the background investigation phase.

Police Chief Don Parise stated officers remained active throughout the month while continuing training efforts. Officers Dan Marshall, Cory Yakis, and Ayden Bobb attended a week-long Basic Detective Academy, and the department also completed firearms training and issued new rifles.

Police Chief Don Parise highlighted the department's participation in community events, including the Easter egg hunt at Barendse Park and the ribbon cutting for the new playground. He noted officers were unable to attend one planned event in Aurora due to a significant call in Donald requiring response and investigation.

Police Chief Don Parise recognized Public Safety Telecommunicators Week and thanked dispatch personnel at METCOM and NEWCOM for their professionalism, dedication, and essential role in emergency response and community safety.

**PUBLIC WORKS DEPARTMENT-Public Works Superintendent Steve Martinenko.**

Public Works Superintendent Steve Martinenko explained Public Works has transitioned into summer operations, including mowing, irrigation, and preparing the splash pad for opening. He stated repairs and maintenance to the splash pad filtration system have been completed, with final testing and electrical work remaining.

Public Works Superintendent Steve Martinenko reported the City rebid the water plant improvement project, receiving three bids, with HP Civil as the apparent low bidder. Staff is preparing to move forward with the intent to award pending review and Council approval. He also noted staff located and uncovered several buried water valves needed for the project.

Public Works Superintendent Steve Martinenko stated irrigation systems at Barendse Park were tested and repaired, and watering schedules are being adjusted to reduce impacts on morning park users.

Public Works Superintendent Steve Martinenko said regarding wastewater operations, Mr. Martinenko reported Civil West is completing its preliminary report and discussed ongoing concerns related to DEQ thermal requirements for Mill Creek. Staff is exploring alternatives to thermal mitigation credits, including methods to cool effluent before discharge.

Public Works Superintendent Steve Martinenko also discussed ongoing maintenance at Rivenes Park, potential buyout offers for the water tower lease, and a proposed backflow management program that would streamline testing and reporting requirements.

City Council President Joseph Steininger inquired about the Public Works Dashboard and if it is on the website yet. Public Works Superintendent Steve Martinenko responded it is about 80% complete, and is still being worked on.

Mayor Charles Rostocil thanked Public Works staff for their work maintaining City parks and facilities.

**CONSENT AGENDA.**

**A) Approval of City Council meeting minutes.**

- 1. April 14, 2026, City Council.**
- 2. April 20, 2026, Special City Council meeting.**
- 3. April 27, 2026, City Council.**

**B) Approval of the April 2026 Check Register Report.**

**C) Resolution 846-2026. A Resolution confirming the City of Hubbard’s intent to apply to the Local Government Grant Program through the Oregon Parks and Recreation Department for monies to be used for the Barendse Park Playground Equipment Upgrade Project.**

MSA/City Councilor Chris Pieschel/City Council President Joseph Steininger motioned to approve Consent Agenda as read. City Councilor Chris Pieschel, City Councilor Patrick Zotti, City Council President Joseph Steininger, City Councilor James Yonally and Mayor Charles Rostocil were in favor. Motion passed unanimously.

**OTHER CITY BUSINESS.**

None.

**ADJOURNMENT - (NEXT SCHEDULED CITY COUNCIL MEETING IS JUNE 9, 2026, AT 6:30 P.M)**


MSA/City Council President Joseph Steininger/City Councilor Patrick Zotti motioned to adjourn the meeting. City Council President Joseph Steininger, City Councilor Chris Pieschel, City Councilor Patrick Zotti, City Councilor James Yonally and Mayor Charles Rostocil were in favor. Meeting adjourned at 8:07 p.m.



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Charles Rostocil, Mayor

**ATTEST:**



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Julie Hedden  
City Recorder/Court Clerk  
Recording/Transcribing