

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

SEPTEMBER 13, 2022

CITY COUNCIL: ROSTOCIL, AUDRITSH, PRINSLOW, THOMAS, YONALLY

The Hubbard City Council will meet for a regular City Council meeting. Council and Staff will meet at the Hubbard City Hall. Members of the public may attend/view the meeting via telephone, electronic device, and YouTube. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.** (Comments may be limited at the Mayor's discretion.)
<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

See the below choices to Join the Zoom Meeting:

<https://us02web.zoom.us/j/85872589920?pwd=TE03ajl2N1dhd2pvMENjTzdRQXJhdz09>

Meeting ID: 858 7258 9920 Passcode: 894069

One tap mobile

+12532158782,,85872589920#,,, *894069# US (Tacoma)

+13462487799,,85872589920#,,, *894069# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

Meeting ID: 858 7258 9920 Passcode: 894069

Find your local number: <https://us02web.zoom.us/j/kcg0qeKVeG>

Live streaming: <https://www.cityofhubbard.org/livestream>

Agenda / Packet is located at the following link: <https://www.cityofhubbard.org/meetings>

*****ACCESSIBILITY NOTICE*****

Please contact the Director of Administration/City Recorder prior to the scheduled meeting if you need assistance accessing this electronic meeting at the following: vnogle@cityofhubbard.org; Phone No. 503.981.9633; or Hubbard City Hall, 3720 2nd St., Hubbard OR 97032. TTY users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Agendas are posted at City Hall and on the City's website at www.cityofhubbard.org. You may schedule Agenda items by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 9/7/2022, 4:00 p.m.

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

**HUBBARD CITY COUNCIL MEETING AGENDA
CITY HALL: (503)981-9633**

SEPTEMBER 13, 2022 – 7:00 PM
**LOCATION: City Council and Staff will meet at the
HUBBARD CITY HALL (3720 2ND STREET)**

**(MEMBERS OF THE PUBLIC MAY CALL OR LOG IN WITH AN ELECTRONIC
DEVICE -Refer to Cover Sheet for details)**

MEETING Notice: Members of the public may attend/view via telephone, electronic device, YouTube. This is to enable interested citizens to listen to the meeting. **Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting.** (Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

1) CALL TO ORDER.

A) Flag Salute.

2) APPEARANCE OF INTERESTED CITIZENS.

(Should you wish to speak at the meeting, you may sign up by completing the form on the City's webpage or calling City Hall 48 hours prior to the meeting. Comments may be limited at the Mayor's discretion.)

<https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>

3) MAYOR'S AND/OR COUNCIL'S PRESENTATIONS.

4) STAFF REPORTS.

A) Police Department—Sergeant Chris Anderson.

B) Hubbard Fire District – Interim Fire Chief Michael Kahrmann.

C) Administrative Department—Director of Admin/Recorder Vickie Nogle.

D) Public Works Department—Public Works Superintendent Mike Krebs.

5) 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 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)

6) CONSENT AGENDA.

(Matters listed within the Consent Agenda have been distributed to each member of the Hubbard City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda at the beginning of the meeting and placed on the Regular Agenda by request.)

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

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

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

D) 739-2022. A Resolution amending Resolution 668-2019, City of Hubbard Policies for the City of Hubbard, adding Section 7.03.03, Longevity Pay.

7) CONTINUED DISCUSSION REGARDING COMPENSATION FOR NON-REPRESENTED EMPLOYEES. *(Refer to Director of Administration/City Recorder Memo dated August 24, 2022)*

A) Resolution No. 740-2022. A Resolution for compensation ranges for represented Employees and amending Non-Represented Employees, and repealing resolution No. 737-2022.

8) OTHER CITY BUSINESS.

9) ADJOURNMENT. **(Special City Council meeting September 19, 2022; next regular scheduled meeting October 11, 2022, at 7:00 p.m.)**

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Chief's Report

"Committed to our community"

TO: Mayor and City Council Members
FROM: David J. Rash, Chief of Police
DATE: August 30, 2022
RE: September 2022 Police Department Report

The Success Of Teamwork

"Coming together is a beginning; keeping together is progress; working together is success." – Henry Ford

- **Notable Police Activity August 2022**

Officer Davis responded to a vehicle fire at 3414 Rudometkin Dr. on August 27, 2022 at about 4 am. Hubbard Fire was already dispatched on a separate call, and the Woodburn Fire was dispatched to respond. Upon Officer Davis' arrival he observed the fire had cause damage to the residence as the vehicle was parked under the carport. He utilized a fire extinguisher and was able to stop the fire from spreading to the residence. The Woodburn Fire arrived and took over the fire incident.

Please refer to the monthly statistical report for a complete list of incidents we responded to.

- **Personal Service Agreement-Woodburn Ambulance**

With recent changes on how we can investigation to DUII, the police department is recommending we enter into a Personal Service Agreement with Woodburn Ambulance to do blood draws. Several agencies are

utilizing ambulance services to have a service do on scene blood draws if the investigation needs to utilize a subject's blood to further the investigation. We don't have too many, but this may increase with recent case law. We have had \$1000 budgeted for ambulance services since I have been here. Sergeant Anderson will present the request to council.

- **Equipment**

The current Tasers officer carry are outdated and are not supported by the company Axon any longer. Last year we looked into upgrading the Tasers to the next generation and our cost for 8 Tasers and equipment was going to cost \$10,000. The Tualatin Police Department gave us 40 to 50 Tasers and equipment at no cost! There is their latest Tasers that will cost \$25,000 or more for 8. The Tasers we received from the Tualatin Police Department are supported and in great shape.

We also received safety equipment (helmets with face shields and neck protectors) from the Oregon City Police Department that they no longer needed. The equipment is in fantastic shape and we can utilize for active shooter training or confrontation simulation training.

- **Community Outreach**

Officers Holliman and Officer Wai assisted the Hubbard Fire Department with a Bike Rodeo on August 20, 2022.

Officers participated with "Back to School" Night at the North Marion School District on August 31, 2022

On October 5, we will be having Coffee with a Cop at Le Petite Bistro on National Coffee with a Cop Day. We will be there at 9:00 a.m. to 10:00 a.m. and 2:00 p.m. to 3:00 p.m.

- **Training**

Officer Davis attended a defensive tactics instructor school in Albany August 10-12. The training was conducted by DPSST Personnel and the registration was no charge.

Chief Rash attended the CIS (Our Insurance Provider) Management Conference in Salem. Our city received one scholarship and this training was no charge.

Officer Holliman attended the Oregon Department of Transportation's yearly Traffic Conference in Bend August 29 and 30th. ODOT covers the lodging and the registration fee for the training is \$50.

**** Friendly reminder that as our school age children will be out waiting for buses starting September 6, 2022!

Respectfully Submitted,

David J. Rash, Chief of Police
Hubbard Police Department

HUBBARD POLICE



*PO Box 380/3720 Second Street
Hubbard, OR 97032 503-981-8738*

Monthly Statistical Report

To: Mayor and City Council Members
From: Chief David Rash
Date: September 1, 2022
RE: August 2022 Statistics

Adult and Juvenile Arrests:	26
Citations Issued:	117
Towed Vehicles:	6
Calls for service:	532

HPD Calls for Service

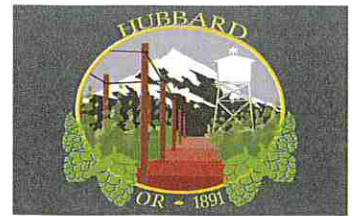
Aug-22

Call Type

911 Investigation	4
Alarm - Burg	9
Animal Complaint	4
Area Check	34
Assault - Simple	3
Assist - Fire	2
Assist - Police	12
Assist - Public	55
Attempt to Locate	7
Bar Check	4
Civil Situation	9
Crash - Injury	2
Crash - Non Injury	2
DHS Referral	4
Disturbance	3
DUII	3
EDP	5
Elude	2
Family Disturbance	7
Fight	2
FIR	8
Follow Up	2
Foot Patrol	11
Forgery	2
Harrasment - Verbal	5
Info	5
Insecure Premise	3
Man with Gun	1
Menacing	1
Narcotic Investigation	1
Noise Complaint	4
Ordinance - Other	13
Parking Violation	2
Property Lost/Found	5
Radar	1
Reckless Driving	4
Sex Offense	1
Suicide Attempts/Threats	2
Suspicious Activity	13
Suspicious Person/Vehicle	25
Theft - All Other	9
Traffic Assist	5
Traffic Stop	214
Trespass	1

Vandalism	3
Warrant Service	15
Welfare Check	3
Total	532

DIRECTOR OF ADMINISTRATION/ CITY RECORDER MONTHLY REPORT



To: CITY COUNCIL
From: VICKIE NOGLE, MMC, Director of Administration/City Recorder
Date: SEPTEMBER 7, 2022
RE: REPORT FOR SEPTEMBER 13, 2022, CITY COUNCIL MEETING

OUTDOOR ENTERTAINMENT PERMIT

In conjunction with the Park Use Permit application and insurance, an Outdoor Entertainment Permit for music at the 2022 October Harvest & Dance Event Saturday, October 15, 2022, was submitted. The applicant is requesting the City Council waive the \$20 single event fee.

In order to allow staff to process the Vendor applications, I am requesting Vendors to submit their application by **October 11, 2022**, which is prior to the event. Due to scheduling conflicts, these types of applications will not be able to be processed from October 14th through October 18th.

ELECTIONS

The following candidate's information has been sent to Marion County Elections to be placed on the ballot to fill certain positions on the City Council before the voters at the regularly scheduled November 8, 2022, statewide General Election. We have provided the following, relative to the positions up for consideration:

Mayor (one) to be elected to a two-year term, commencing in January 2023:

A. Charles Rostocil

Councilors (two) to be elected to four-year terms, commencing in January 2023:

A. Joseph Steininger

B. Jim Yonally

The Explanatory Statement and pertinent paperwork has been filed with the Marion County Elections office regarding the two-year prohibition on psilocybin product manufacturers and psilocybin service centers within the City of Hubbard.

PLANNING COMMISSION MEETING

The following public hearing will be held at the September 13, 2022, Planning Commission meeting:

- ICON Construction & Development, LLC – 11984 Broadacres Road NE, Hubbard (041W3300100) - Frank J. Bronec QTIP Trust and Columbia Trust Company TRE; Planned Unit Development (PUD #2022-01) for 204 lots.

Upon a completeness review, the following applications are potentially scheduled for the October 11, 2022, Planning Commission meeting:

- Lance Courtney – 3735 5th Street, Hubbard (041W33AA010100) – Variance request to waive the garage setback requirement (VA 2022-02).
- Emerio Design, LLC/Steve Miller-2347 & 2363 Industrial Avenue, Hubbard (04W33DD 1300 & 1500)- Gravel Lot Improvements.

ADMINISTRATION

In 2009 I started the League of Oregon Cities Local Government Management Certificate (LGMC) program and will be completing this program September 21, 2022. The League of Oregon Cities (LOC) offered this certification through the Oregon Local Leadership Institute to local government officials who successfully complete 140 hours of training in ten core areas: (Budget & Finance; Human Resource Management; Public Safety & Emergency Management Services; Public Works & Utilities Management; Land Use Planning & Economic Development; Public Contracting & Purchasing; Community Relations; Risk Management; Elected Official/Manager Competencies; Ethics Leadership).

CITY HALL UPDATE

On Monday, August 29, 2022, when arriving to work, the entire wall the city server, copier/fax/scanner, postage meter, and counter computer are plugged into was not working. While checking to see if the reset on the breaker was the issue, the PD Administrative Assistant heard electrical popping coming from the box. Dryden Electric was immediately called, where he discovered breakers that had melted and the panel needed to be replaced. He was able to keep us running until an entire electrical box was installed on Friday September 2, 2022.

CITY COUNCIL

- Special Executive Closed Session City Council meeting, September 19, 2022, 6:30 p.m.
- Supplemental Budget meeting via Zoom September 21, 2022, 6:30 p.m.
- **GOAL SETTING**
The City Council held a Goal Setting meeting October 27, 2021 at 6:30 p.m., to work in conjunction with the FY2022-2023 Budget. Does the City Council want to schedule another Goal Setting meeting now or wait until after the first of the year? *[Attached Goal-Setting 2021-2022]*

NEWSLETTER

Please submit your information for the Newsletter no later than **October 13, 2022**. You can submit them in writing or e-mail the Administrative Assistant/Court Clerk Julie Hedden at <mailto:lastorga@cityofhubbard.org> jhedden@cityofhubbard.org.

BUILDING PERMITS

4 building permit applications have been submitted January - August 2022.

BUILDING PERMITS

	Date Received & Sent to Co.	Date Received From County	Permit #	Applicant Name	Address	Map & Tax Lot #
1	6/8/2021	8/18/2021	555-21-006035-DWL	Dimitriy Gridinar	3787 10th St	041W33AB07000
2						
3	10/5/2021			Elite Home, LLC	3177 Elm St #22	
4						
5	9/22/2021	11/2/2021	555-21-009868-DWL	JERRY VOSIKA	3165 5TH	041W33AC05401
6						
7	12/16/2021			PACIFIC CREST STRUCTURES	2350 INDUSTRIAL AVENUE	
8						
9	12/28/2021			MH CUSTOM CABINETRY INC	2694 INDUSTRIAL AVE	
10						
11	6/7/2022	8/1/2022	555-22-005134-STR	Matt Kennedy	3635 5th STREET	04W33AA10900
12						
13	6/14/2022			Armando Rendon	3346 4th STREET	
14						
15	6/21/2022	7/11/2022	555-22-004726-STR	Hubbard Fire District	3161 2nd Street	041W33DA04600
16						
17	6/23/2022			Moshen Salem /W.Side Drywall	2755 Pacific Highway 99E	
18						
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42						

BUILDING PERMITS page 2

	Type of permit	Permit Amount	Reciept #	ROW	Reciept #	City Fee	SDC	Reciept #	EXCISE TAX	Valuation
1	SFR	\$ 2,657.04	9.002219	\$ 225.00	1.011141	\$ 312.16	\$ 17,703.00	1.01141	\$ 2,354.00	\$ 333,384.28
2	ADDITIONAL PYMNT	\$ 21,648.10								
3	ADDITION TO MFH	\$ 275.80	9.002424							
4										
5	SFR	\$ 2,618.13	9.002373	\$ 135.00	1.011378	\$ 185.25	\$ 17,703.00	1.011378	\$ 2,112.00	\$ 313,219.36
6	ADDITIONAL PYMNT	\$ 21,597.01	1.011378							
7	ROOF REPAIR	\$ 401.88	1.011527							
8										
9	ADDING BATHROOM & LUNCH ROOM	\$ 797.85	1.011586							
10										
11	ACCESSORY STRUCTURE/GARAGE	\$ 1,331.00	9.003579				N/A	N/A		
12										
13	ADDING covered to patio	\$ 150.36	9.003592							
14										
15	Interior dorm room renovation	\$ 1,558.28	4.000728	N/A	N/A	\$ 131.50	N/A	N/A		DIDN'T VALUE
16	FIRE SPRINKLER SYSTEM									
17	Additional Warehouse	\$ 3,196.54	4.000731							
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37										
38										

Report Criteria:

Suppress employee name and number

Employee.Employee number <> 104

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
Administration							
137	Hedden, Julie	Vac	236.98	.00	.00	236.98	5,891.23
		Sic	250.50	.00	.00	250.50	
		Hol	.00	.00	.00	.00	.00
		Com	13.11	.00	.00	13.11	325.79
117	Nogle, Vickie Lynne	Vac	284.29	.00	.00	284.29	11,736.91
		Sic	1,041.25	.00	.00	1,041.25	
		Hol	.00	.00	.00	.00	.00
		Com	60.00	.00	.00	60.00	2,477.10
Total Administration:			1,886.13	.00	.00	1,886.13	
Police Department							
101	Anderson, Chris	Vac	243.59	.00	.00	243.59	9,819.28
		Sic	1,286.00	.00	.00	1,286.00	
		Hol	4.50	.00	.00	4.50	181.40
		Com	6.82	.00	.00	6.82	274.92
103	Bentley, Glen W	Vac	174.72	.00	.00	174.72	6,329.63
		Sic	1,402.00	.00	.00	1,402.00	
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00
141	DAVIS, CHRISTOPHER	Vac	.00	.00	.00	.00	.00
		Sic	40.00	.00	.00	40.00	
		Hol	15.00	.00	.00	15.00	452.26
		Com	.00	.00	.00	.00	.00
139	Holliman, Steve	Vac	52.41	.00	.00	52.41	1,709.24
		Sic	10.50	.00	.00	10.50	
		Hol	5.00	.00	.00	5.00	163.06
		Com	50.25	.00	.00	50.25	1,638.79
128	Rash, David	Vac	60.60	.00	.00	60.60	3,208.14
		Sic	333.00	.00	.00	333.00	
		Hol	.00	.00	.00	.00	.00
		Com	43.50	.00	.00	43.50	2,302.87
129	Schwartz, Molly	Vac	12.61	.00	.00	12.61	326.02
		Sic	12.25	.00	.00	12.25	
		Hol	.00	.00	.00	.00	.00
		Com	5.66	.00	.00	5.66	146.33
140	Wai, Mark-Carlo	Vac	21.76	.00	.00	21.76	656.07
		Sic	12.00	.00	.00	12.00	
		Hol	2.50	.00	.00	2.50	75.38
		Com	18.38	.00	.00	18.38	554.17
Total Police Department:			3,813.05	.00	.00	3,813.05	
Public Works							
138	Caballero, Aaron	Vac	47.10	.00	.00	47.10	1,068.44
		Sic	131.00	.00	.00	131.00	
		Hol	18.25	.00	.00	18.25	413.99
		Com	2.00	.00	.00	2.00	45.37

Employee Number	Name	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
109	Hernandez, Juan M	Vac	322.81	.00	.00	322.81	9,099.50
		Sic	685.50	.00	.00	685.50	19,323.15
		Hol	1.50	.00	.00	1.50	42.28
		Com	32.27	.00	.00	32.27	909.50
112	Krebs, Michael R	Vac	351.73	.00	.00	351.73	14,502.14
		Sic	1,395.50	.00	.00	1,395.50	57,537.72
		Hol	10.00	.00	.00	10.00	412.31
		Com	62.04	.00	.00	62.04	2,557.97
118	Olinger, Melinda L	Vac	297.02	.00	.00	297.02	10,372.77
		Sic	1,317.75	.00	.00	1,317.75	46,019.52
		Hol	.00	.00	.00	.00	.00
		Com	63.15	.00	.00	63.15	2,205.37
142	TRAMEL, JORDAN	Vac	.00	.00	.00	.00	.00
		Sic	16.00	.00	.00	16.00	318.55
		Hol	.00	.00	.00	.00	.00
		Com	.00	.00	.00	.00	.00
Total Public Works:			4,753.62	.00	.00	4,753.62	
Grand Totals:			10,452.79	.00	.00	10,452.79	

Pay Code Summary

Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain	Liability Amount
2,105.62	.00	.00	2,105.62	74,719.37
7,933.25	.00	.00	7,933.25	
56.75	.00	.00	56.75	1,740.68
357.17	.00	.00	357.17	13,438.18

Report Criteria:

Suppress employee name and number
Employee.Employee number <> 104



CITY OF HUBBARD, OREGON

Goal-Setting 2021-2022

The City of Hubbard SWOT: Strengths, Weaknesses, Opportunities, Threats

Starred items = Priorities for this planning cycle

Strengths

- **Identity as a small town with history, livability, & safety.** There are many longtime residents. People know and help each other. Care shown for all residents.
- **Location.** Proximity to large urban areas & I-5. 205, 99-E&W, an international airport. A major highway brings people through town.
- **Dedicated, capable employees** who go above and beyond what is asked of them.
- A cadre of **involved & helpful citizens.**
- **Solid law enforcement** that is interactive with the community.

Potential Opportunities

- Assess & enhance **competitiveness as a housing or visiting destination.**
- Leverage our **annexed area.**
- ★Obtain **grants and matching funds.**
- Increase **team effort within the City.**
- Provide **contract policing services** to other Marion County cities.
- ★Update **systems:** water, roads, sidewalks.

Weaknesses

- **Size limits type of businesses that come to Hubbard.** Limited area in which to expand the urban growth boundary.
- ★**“The city looks neglected.”** Old streets are narrow with limited parking; potholes, cracked sidewalks need fixing but require funding.
- **“Growing pains.”** More housing will require more land, water & infrastructure capacity; while increasing taxes is difficult with 40% below the poverty threshold.
- **Communication among staff and council is difficult under the “weak mayor” framework..** No single individual is accountable to maintain the web of communication.

Potential Risks/Threats

- **Financial uncertainty due to Covid-19.**
- ★**Aging water system and other infrastructure.** Citizens are sensitive to water rates increases, even in cases where it is functionally necessary.
- **EOCs at Fire Hall and City Hall are both vulnerable to a train derailment.**

City of Hubbard: Vision for the Future

This statement of a vision for the city was compiled based on council discussion and citizen input provided at council meetings.

- Hubbard retains the small-town feel that residents appreciate and value.
- Hubbard has civic amenities that residents want and engage in. *Amenities could include:*
 - ⇒ Paths and sidewalks that provide greater walkability.
 - ⇒ A Community Center and other vibrant community gathering places.
 - ⇒ Preserved historic architectural heritage.
- Community events bring people out to engage in the city and bring the community together. *Events could include:*
 - ⇒ A reprise of National Night Out.
 - ⇒ Expansion of the Farmers Market.
 - ⇒ Movies in the Park, wine tours, pub crawl.
- Infrastructure is up-to-date and well-maintained.
 - ⇒ Improved, up-to-date water and effluent infrastructure and capacity.
 - ⇒ Streets and sidewalks in good repair.
 - ⇒ Traffic impacts managed for safety and livability.

Strategic Priorities for the City of Hubbard in 2021 - 2022

Based on council and staff discussion the following strategic priorities were identified. The list includes completion or continuation of existing priorities and initial stages of new priorities.

- ⇒ Complete preparation on the construction bid for a **water system upgrade**.
- ⇒ Inventory the needs for **street and sidewalk repair**, determine incentives and budget, and begin work as feasible based on budget and participation in incentives.
- ⇒ Complete **City Hall revitalization**.
- ⇒ Complete **G St. revitalization**.
- ⇒ Complete **5th St. paving and sidewalks**.
- ⇒ Determine **opportunities for new funding mechanisms** such as grants and matching funds.
- ⇒ Inventory available properties and determine costs for an **east side park**.
- ⇒ Coordinate with the MWCOG on **3rd St. revitalization**.
- ⇒ Anticipate and plan for **community involvement** in city decision-making.

Goals & Milestones for 2021 - 2022

The following page illustrates Council's priorities for 2021–2022 and anticipated milestones along a timeline.

Goals with Major Milestones

Timelines and milestones will be reviewed by city staff and may be periodically revised due to circumstances and capacity.

GOALS	MAJOR MILESTONES							Outyear Priorities
	1 st QTR 20/21 (July-Sept 2020)	2 nd QTR 20/21 (Oct-Dec 2020)	3 rd QTR 20/21 (Jan-Mar 2021)	4 th QTR 20/21 (Apr-June 2021)	1 st QTR 21/22 (July-Sept 2021)	2 nd QTR 21/22 (Oct-Dec 2021)	3 rd QTR 21/22 (Jan– Mar 2023)	
Water System Upgrade	Plans drawn up and cost-per-\$1000 known	If “Go” If “No Go” →	Community engagement begun →	Bond goes to vote →	If bond passes, → →	Bond developed →	Ready to go for construction bid	Complete System Upgrade completed
Street & Sidewalk Repair		Homeowner and overall city needs inventoried	Incentives determined	Goals revisited in light of budget	Work begun as financially feasible			Repairs prioritized and phased-in
City Hall Revitalization		DONE						
G St. Revitalization		DONE						
5 th St. Paving & Sidewalk		DONE						
New Financing Mechanisms	Council info session & discussion held	Opportunities identified in conjunction with MWVCOG	Opportunities pursued	→	→	→	→	New financing mechanisms in place, leveraged
East Side Park			Available properties inventoried and costs known	(If availability and costs feasible) Path forward determined	→	→	→	TBD based on availability and feasibility
3 rd St. Revitalization		Council discussions begun	COG/City coordinate. Plan established					Revitalization plan implementation phased in
Community Involvement	-----Involvement addressed in a focused session once per year, and as city initiatives require-----							

- MONTHLY REPORT -

DATE: September 13, 2022
TO: City Council
FROM: Melinda Olinger, P.W. Administrative Manager

ITEM #1 On the Consent Agenda is a park use application from Rocky Sherwood for their 2022 October Harvest and Dance event on Saturday, October 15, 2022.

I have received a copy of the required insurance paperwork for this event. Public Works recommends Council approve the park use application for the 2022 October Harvest and Dance event on Saturday, October 15, 2022.

ITEM #2 Training: Public Works Superintendent Mike Krebs has registered and begun an on-line Public Works Supervisory Academy training through the Wisconsin Department of Transportation Information Center. The training consists of nine, one-day courses (54 hours). Required courses are as follows:

1. Basic Management for Public Works Supervisors
2. Citizen/Customer Service
3. Fundamentals of Local Government
4. Equipment Use and Workplace Safety
5. Improving Communication Skills
6. Leadership Skills for Supervisors
7. Management Assessment for Personal and Planning Development
8. Nuts and Bolts of HR Management
9. Purchasing and Inventory Control.

ITEM #3 Training: Public Works Administrative Manager Melinda Olinger is enrolled in the State of Oregon's Project Management & Business Analysis Certification Program. This program is designed to address the increased complexity of government work; the decreasing amount of time to complete projects; and the continued rise of public expectations. The program includes fourteen instructor-led classes over a 4-5 month period, (98 hours). There is a large demand for this training and all Cohorts were full through September, 2023. I have enrolled in the Cohort which begins September 6, 2023 and runs through January 11, 2024.

ITEM #4 Public Works project update details will be provided prior to the Council meeting.

ITEM #4 The Splash Fountain lasted through Labor Day, but then ended the season on its own in that additional motor and mechanical issues arose that could not be corrected in a short period of time. As Labor Day was the last day of the 2022 fountain season, it will be winterized in the coming weeks and the motor replacement and other repair maintenance will be completed well in advance of the 2023 season which begins on Memorial Day weekend in May, 2023.

ITEM #5 Water System Improvements Project Council Direction Request from Melinda Olinger, Public Works Administrative Manager:

As Council is aware per my July, 2022 council report, in order to keep the City's funding options open for the additional water system improvement project phases, I submitted a Letter of Interest (LOI) to the State of Oregon Safe Drinking Water Revolving Loan Fund (DWSRF). The State reviewed and scored the LOI, and it was ranked high priority for funding.

Our City Engineer is currently working on both our MCARPA detailed project scope and cost estimate, along with the Phase 1B detailed project scope and cost estimate. Once this is complete, we will be better able to determine the best way to fund this project. I will continue to provide updates to Council as they become available.

I also met with the funding agency representative on Thursday, September 1, 2022 and based on that meeting, at this time I request Council direction on:

1) Whether Council is interested in the potential of receiving a low-interest loan to help off-set the cost of the additional water system improvement phase(s) which means I will notify the funding agency that the City would like to continue to move forward in the funding decision process, or

2) Council is not interested in this type of project funding and does not wish to pursue a low-interest loan potential at all, i.e. you want the additional project phase(s) to be funded with city funds only. If this is the case I would notify the funding agency that the City is not interested in a low-interest loan, and this option would be taken out of the "funding equation."

The Public Works Department completed 42 requests for locates for the month of August.

CITY OF HUBBARD
PARK USE APPLICATION
TODAY'S DATE 9-1-22

PLEASE SEE ATTACHED PARK USE MUNICIPAL CODE CHAPTERS 3.15 AND 12.05

**Please attach a Hold Harmless agreement in favor of the
City of Hubbard and provide liability insurance, in the
amount of \$500,000 per occurrence naming the
City of Hubbard as an additional insured.**

DATE OF EVENT: 10-15-22 LOCATION OF EVENT: Barendse Park
NATURE OF EVENT: October Harvest & Dance Parade
SET UP DATE & TIME: 10/15/22 1:00 p.m. REMOVAL DATE & TIME: 10/15/22 9:00 p.m.
NAME OF PERSON/ORGANIZATION USING PARK: Hubbard Oregon Community Planning
ADDRESS: 2622 Nina Place CITY: Hubbard STATE: OR ZIP: 97032
CONTACT NUMBERS: [REDACTED]
E-MAIL ADDRESS: [REDACTED]
DATE OF BIRTH (Must be 18 or Older): [REDACTED] DRIVER'S LICENSE #: [REDACTED] STATE: [REDACTED]

NOTE: Anyone applying for outdoor entertainment is subject to a
background investigation by the City of Hubbard.

WILL YOU BE USING TEMPORARY STRUCTURES? ☒ YES ☐ NO

IF YES, PLEASE ATTACH DIAGRAMS OF TEMPORARY STRUCTURES BEING CONSTRUCTED.

WILL THE EVENT IMPACT TRAFFIC? ☐ YES ☒ NO IF YES, PLEASE PROVIDE A PLAN.

WILL YOU NEED SECURITY FOR THE EVENT? ☐ YES ☒ NO IF YES, PLEASE PROVIDE A PLAN.

PLEASE PROVIDE A PLAN FOR THE CLEAN-UP OF THE PARK AFTER THE EVENT, TO INCLUDE THE
THE DISPOSAL OF ALL TRASH OFF-SITE:

I will have Volunteers Picking up Trash

WILL ALCOHOL BE SERVED? ☐ YES ☒ NO IF YES, PLEASE PROVIDE THE CITY WITH AN
OLCC APPROVED APPLICATION & A COPY OF LIABILITY INSURANCE OF \$500,000 PER OCCURRENCE.

PERCENTAGE OF PARTICIPANTS LIVING WITHIN THE HUBBARD CITY LIMITS: 100% Percent

SIGNATURE

DATE

MUSIC IN The PARK During Event

APPLICATION FOR OUTDOOR MERCHANDISING/ OUTDOOR ENTERTAINMENT PERMIT

RECEIVED
SEP 06 2022
CITY OF HUBBARD

DATE OF APPLICATION: 9-6-22

APPLICANT: Rocky Sherwood Hubbard Oregon Community Plans
[corporation, business, or group in control of event]

PERSON RESPONSIBLE: Rocky Sherwood

ADDRESS & TELEPHONE: [REDACTED]
[of person responsible]

DATES AND TIMES OF EACH EVENT: Saturday October 15th
Second Annual Harvest Festival

EVENT PURPOSE/ACTIVITY: Fund Raiser For 11058 of 2023

LOCATION OF EVENT: Barendse Park

[Signature of Person Responsible]

[Signature of Property Owner]

CONDITIONS:

Permit must be carried upon the person in charge or control of the event and at the location of the event.

Permittee shall comply with all permit directions and conditions, and with all applicable laws and ordinances, to include, Hubbard Municipal Code Chapter 9.25 - Noise Regulations.

The merchandising/outdoor entertainment shall be discontinued no later than the time specified on the permit for each date of the event.

**CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
JUNE 14, 2022**

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 James Audritsh, City Councilor James Yonally, City Councilor Robert Prinslow (Zoom), City Councilor Tyler Thomas.

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, Contracted Budget Officer Christa Bosserman Wolfe, Fire Chief Joe Budge

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER THE DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT WHO DOES NOT REQUEST AN OPEN PUBLIC HEARING ORS 192.660(2)(b) AND TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE, OR STAFF MEMBER WHO DOES NOT REQUEST AND OPEN HEARING, PURSUANT 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 declared the ORS and recessed the public open meeting at 6:01 p.m. to go into the Executive Session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the Executive Session and reconvened the public open meeting at 6:46 p.m.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO CONSIDER RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION PURSUANT TO ORS 192.660(2)(f). PURSUANT 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 declared the ORS and recessed the public open meeting at 6:49 p.m. to go into the Executive Session.

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

Mayor Charles Rostocil closed the Executive Session and reconvened the public open meeting at 6:59 p.m.

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). PURSUANT 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 declared the ORS and recessed the public open meeting at 7:00 p.m. to go into the Executive Session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the Executive Session and reconvened the public open meeting at 7:21 p.m.

MSA/Mayor Charles Rostocil/City Councilor James Yonally made a motion to direct Director of Administration/City Recorder Vickie Nogle to work with Gary Milliman of Prothman Inc., to set up an interview for the City Administrator position with candidate 1. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, and City Councilor Robert Prinslow were in favor. City Councilor Tyler Thomas was against. Motion carried 4-1 in favor.

PUBLIC HEARINGS.

A) State Shared Revenue. *(Refer to Resolution No. 727-2022 & No. 728-2022 in the consent agenda.)*

Mayor Charles Rostocil opened the Public Hearing at 7:24 p.m.

Contracted Budget Officer Christa Bosserman Wolfe shared a PowerPoint presentation with the City Council on State Shared Revenues. She said the city is qualified to receive State Shared Revenues for providing certain services that are outlined in statute and the city meets these criteria by providing police protection, street construction & maintenance, sewer & storm services, utilities, and planning & zoning. She went on to say some of the things we see with shared revenue right now is the trends are relatively stable, with the exception of the State marijuana dollars which have been forecasted to have a decline largely due to the fact that the State passed a house bill which changed the allocation methodology, which means the State will be retaining more funds and Cities are receiving less.

Mayor Charles Rostocil asked the public if there are any comments or questions. There were none.

Mayor Charles Rostocil closed the Public Hearing at 7:27 p.m.

B) Budget for Fiscal year 2022-2023.

Mayor Charles Rostocil opened the Public Hearing at 7:27 p.m.

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Contracted Budget Officer Christa Bosserman Wolfe said the City is presenting an approved budget by the Budget Committee of \$10,365,187. She stated the budget is balanced and complies with Oregon Local Budget Law. C. Bosserman noted in general these dollars are allocated out with \$2 million in Personnel Services, \$1 million in Material and Services, \$1.1 million in Capital Outlay, \$0.2 million in Debt Service, \$0.3 million in Interfund Transfers, \$0.5 million in Contingencies, and \$4.9 million in Unappropriated Fund Balance & Reserve for Future Expenditures. Furthermore, the City has published the copy of this budget on the website so there is more detailed information on the budget book that is available to the public on the website.

City Councilor Tyler Thomas asked Contracted Budget Officer Christa Bosserman Wolfe to explain the difference between a balance budget and a negative operating budget.

Budget Officer Christs Bosserman Wolf explained a balanced budget means that resources, the funds coming in, equals the requirement of the expenditures going, an operating budget where you can have an operating deficit means that you know when you are looking at your ongoing revenues coming in for that year, they are not covering those ongoing expenditures also for that year which then creates an operating deficit and that means in order to fill that gap, you are dipping into one-time resources to cover that gap. C. BossermanShe went on to say often we will see a government have to dip into some contingency dollars or reserves of that ending fund balance that has been built up over time to close the gap.

City Councilor Tyler Thomas asked Contracted Budget Officer Christa Bosserman Wolfe where Hubbard falls.

Budget Officer Christa Bosserman replied as discussed in the Budget Committee meeting, Hubbard has an operating deficit within the general funds, that we have a gap there which was discussed in detail with the Budget Committee.

City Councilor Tyler Thomas then asked if that means that City Council approved a budget that is negatively operating.

Contracted Budget Officer Christa Bosserman Wolfe said the city is using some one-time dollars out of the reserves to fund the budget.

Mayor Charles Rostocil asked the public if there are any comments or questions.

Rocky Sherwood, 2622 Nina Place, Hubbard, asked with all the money being raised we are still in a deficit and going on reserve funds?

Mayor Charles Rostocil responded we have a built-up saving fund that has not been spent, so we are supplementing the budget with those funds to allow us to proceed through the 2022-2023 budget year.

Contracted Budget Officer Christa Bosserman Wolfe said the cash build up is \$4.9 million, that is what is budgeted as what is left in that remaining balance of reserve.

Rocky Sherwood asked how long that money is supposed to last.

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Contracted Budget Officer Christa Bosserman Wolfe said it is hard to predict because there are a lot of variables that happen during the year, but it was discussed that if nothing has changed, then over the course of 5 years we would start to deplete that \$4.9 million, around \$300,000 a year, so we are having to readjust every year when we do a budget.

Rocky Sherwood, 2622 Nina Place, Hubbard, asked how we are going to be able to afford a City Manager and pay raises if we are battling a \$4.9 million deficit.

Mayor Charles Rostocil replied, we are not battling a \$4.9 million deficit.

City Councilor Tyler Thomas said what Rocky Sherwood is trying to say is, if you have \$100 for groceries, then you go to the store and spend \$120 it doesn't make sense.

Mayor Charles Rostocil explained using City Councilor Tyler Thomas's explanation, if you have \$1000 in the bank your pulling \$20 out of that \$1000.

Brandon Jackson, 3525 5th Street, Hubbard, asked for clarification on the actual operating budget. He asked if the actual operating budget is \$4 million and the \$4.9 million is the savings account and based off of the numbers currently about \$300k is being used out of the savings account per year which is about a 5% deficit.

Contracted Budget Officer Christa Bosserman Wolfe said yes, she would think of the \$4.9 million as the savings account, and the deficit is a very small amount, and this does include the salary of a City Administrator, which is part of what is causing the deficit as well as factors of normal personnel costs that we see every year which include COLA's, insurance costs, and other costs such as inflation and the cost of goods.

Mayor Charles Rostocil closed the Public Hearing at 7:37 p.m.

RESOLUTION 732-2022. A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING, AND CATEGORIZING PROPERTY TAXES FOR THE FISCAL YEAR 2022-2023. Contracted Budget Officer Christa Bosserman Wolfe presented Resolution 732-2022. She explained this Resolution is for the budget for the upcoming fiscal year 2022-2023. The Budget Committee approved a budget and imposed property taxes for the City of Hubbard on May 31, 2022, and a public hearing was just held moments ago on June 14, so now we will go through the process of adopting the budget, making appropriations and declaring and categorizing taxes.

Contracted Budget Officer Christa Bosserman Wolfe said the total budget is \$10,365,187, the budget for the General Fund as presented in the Resolution is a total of \$2,412,327, and the categories of those expenditures for the various departments can be found in the Resolution. The total appropriations are \$5,455,019 with total unappropriated amount of \$4,910,068 for a total adopted budget of \$10,365,187, and the details of each individual appropriation can be found in the resolution. She went on to say she would respectfully ask that the City Council also impose the tax rate at the full rate of \$3.9772 per 1000 of assessed value for operations.

MSA/City Councilor James Audritsh/City Councilor James Yonally motioned to adopt Resolution 732-2022 as presented. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Robert Prinslow were in favor. City Councilor Tyler Thomas was against. Motion carried 4-1 in favor.

UPDATE REGARDING JUBILEE COMMUNITY GARDEN/JUBILEE FOOD PANTRY.

– **Serenity Coulombe.** Serenity Coulombe, Community Garden/Jubilee Food Pantry, said they will be starting the garden and a gentleman that has volunteered his time to work on the fence. She stated the fence should be finished in the next couple of months. She went on to say there is 1 new gardener this year, who is doing a couple of plots for her family, and Serenity has been gardening with most of what she harvests going to the food pantry. Furthermore, she very much appreciates the City taking care of the water cost.

Serenity Coulombe explained after much consideration she and Andy have decided to be finished with the food pantry at the end of this year in December. She added Marion/Polk food share has started a mobile food truck that will be coming once a month to Barendse Park, which will help alleviate the needs of people from the food pantry closing.

Serenity Coulombe stated she is not sure how much longer she can keep working at the garden, it is a lot of work, but it has been a struggle to get people to help maintain the garden, and her and Andy have been doing most of the work. She also asked if anyone has any ideas on how to get volunteers to maintain the garden to please let her know.

Mayor Charles Rostocil suggested that something be put in the newsletter about looking for volunteers for the garden.

Serenity Coulombe said she will write something for the next newsletter.

PUBLIC COMMENT.

A) Resolution No. 726-2022. A Resolution revising the Transportation Utility Fees for the City of Hubbard and repealing Resolution No. 691-2020.

Director of Administration/City Recorder Vickie Nogle stated this is something that is looked at annually, it is in conjunction with the System Development charges and ENR index, and if there is an increase it usually applies to this Resolution. She said last year Council chose not to increase the fee, and it is put on the agenda this year for City Council to consider based on the ENR index. The current transportation fee is \$6.68 per month for a single family, and this would increase the fee to \$7.14 per month, which is a .92 cent increase. This fee will be seen on the Utility bill and it would take affect August 16, 2022. This fee is used for street maintenance.

There was no public comment.

MSA/Mayor Charles Rostocil /City Councilor Tyler Thomas motioned to adopt Resolution No. 726-2022. Mayor Charles Rostocil, City Councilor James Yonally, City Councilor James Audritsh, City Councilor Robert Prinslow, City Councilor Tyler Thomas were in favor. Motion carried unanimously.

APPEARANCE OF INTERESTED CITIZENS. Rocky Sherwood, 2622 Nina Place, Hubbard, explained he is speaking for the Community of Hubbard, and let Police Chief Dave Rash and the Hubbard Police Department know the community is behind them and are glad the Officers are okay after the incident with the dog last week. He went on to say he is friends with Hoffman Family Gold Rush, and the Discovery Channel will be here filming at the Harvest Festival. He also has a PR person now, so he can focus on networking, so he can keep bringing events to Hubbard, and is asking for the Council's support to make the Harvest Festival and the Christmas event annual events.

Brandon Jackson, 3525 5th Street, Hubbard, said he had faxed in an application for a park use permit to use Rivenes Park for a Cross-Fit competition starting at noon and ending at approximately 7:00 p.m. on the Friday going into Labor Day weekend. He explained a temporary structure would be erected for pull-ups, and rope line, but nothing would be anchored to the ground. He went on to say insurance will be in place, and any and all measures the City puts into place will be met. Furthermore, he would like to be able to start advertising the event, and get people registered. There will be 3 adult divisions, and 2 youth divisions and the number of participants in each division will be capped at 18 entries. The reason Rivenes Park was chosen over Barendse is because they need a concrete surface, and the competition will be set up on the basketball court. Pop up tents or tarps will be erected over the competition and benches if it rains.

Public Works Superintendent Michael Krebs said he has no concerns with the use of Rivenes Park for this activity, as long as the equipment they are using is stable and has been engineered out, and he would like to be able to personally inspect the equipment.

Brandon Jackson said he has videos of the equipment and how it is used that Public Works Superintendent Michael Krebs could view.

Mayor Rostocil asked Public Works Superintendent Michael Krebs and Police Chief Dave Rash work with Brandon Jackson to accommodate parking for the event.

Mayor Charles Rostocil said he does not see any issues with it being approved, so it can be advertised, and the application will be brought before City Council next month to be approved.

Joseph Steiniger, 2737 B Street, Hubbard, asked the City Council to consider putting in a non-nudity clause in the City code, because he does not feel comfortable with people walking around outside his home with no clothes on. He said he does not have any issues now, but has heard rumors about people doing this, so he wanted to be pro-active in bringing it to the Council.

Mayor Charles Rostocil said Council has requested that Director of Administration/City Recorder Vickie Nogle work with the City Attorney to update our City Ordinances on public indecency, like what Portland has.

Joseph Steiniger said he does not have any issues now, but has hear rumors about people doing this, so he wanted to be pro-active in bringing it to the Council.

UPDATE REGARDING LOVE INC. UTILITY ASSIST / VULNERABLE & LOW INCOME FAMILIES. – Police Chief Dave Rash. Police Chief Dave Rash said he met with Love Inc., and they want to manage the Utility Assistance program for the City, but need to get it approved by their board, and they will contact Police Chief Rash when it is approved. He went on to say that Love, Inc., said the administrative cost would be 15% instead of 10% and would be added on to the amount of assistance given out to each citizen, and they also said something should go on the UB bills to contact Love Inc., for payment assistance. Police Chief Dave Rash will bring the full proposal to the next City Council meeting after he hears back from Love, Inc., that it has been approved by their Board.

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

STAFF REPORTS:

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash recognized Sergeant Chris Anderson, there was a post on the Next Door app, thanking him, he went out of his way to help one of our vulnerable citizens, she is bed ridden, and he moved a bird feeder for her so she could watch the birds. He went on to say this is not the first time Sergeant Anderson has done things like this, he has a history of helping citizens who cannot always help themselves.

Police Chief Dave Rash said prior to law enforcement Officer Mark Wai earned a teaching degree and one of his fellow classmates who became a teacher in Salem asked him to come speak to his students. He was very well received by the students and they were very appreciative.

Police Chief Dave Rash stated the Department participated in various community outreach programs including Fish With A Cop and Field Day at North Marion Middle School. He went on to say this weekend they will be participating in the Marion E. Carl Veteran’s Memorial Flag Day Ceremony.

Police Chief Dave Rash said Coffee With A Cop will be October 7, at Le Petite Bistro. Details will be provided as the date gets closer.

Police Chief Dave Rash stated the Department will be participating in Active Threat training next week with the Canby Police Department. The Department participates in this type of training at least once a year.

Mayor Charles Rostocil said he appreciates the efforts of the Police in they have done, and the good job Officer Davis did in having to make a hard decision, and is also glad to hear that Officer Wai is ok.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Fire Chief Joe Budge said the Fire District has applied for a Fire Grant from the Oregon Emergency Management for a 500-gallon fueling trailer and a 500-gallon water trailer. If they are awarded the grant the equipment will be stored in Woodburn, but they will service the whole region.

Fire Chief Joe Budge stated the Hubbard Fire Department has just completed an application testing process with four other Fire Districts in which they had over 100 applicants, and the Hubbard Fire

District will be filling two vacant positions from that list in July. He also said they are moving forward with the dorm remodel project, they are in the permitting process, and should be ready in September to go out and request proposals from contractors.

Fire Chief Joe Budge said as of July 1, 2022, he will be stepping down as Fire Chief in Hubbard, and Michael Kahrman has been named the Interim Chief.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle requested the \$20 vendors permit fee, and the \$125 clean-up fee be waived for the Hubbard Fire Department Volunteer Association Softball Fundraiser that is being held at Barendse Park. This item is on the Consent Agenda.

Director of Administration/City Recorder Vickie Nogle said candidates for the upcoming election can now file their paperwork to go out and get signatures for their petition.

The July Planning Commission meeting has been cancelled.

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he concurs with Director of Administration/City Recorder Vickie Nogle regarding the waiving of the fees for the Hubbard Fire Department Volunteer Association Fundraiser. He also added they are going to try and get the new backstop up at Barendse Park on the Northfield before the Hop Festival and the Softball Fundraiser game.

City Councilor Tyler Thomas said in regards to the severely damaged sidewalk that a citizen tripped over and got injured, he agrees with the recommendation of sending a repair notice to property owners they have 60 days to complete repairs of that damaged sidewalk, but will a notice be sent to all property owners who sidewalks are in need of repair. He said Public Works Superintendent Mike Krebs has taken an inventory of sidewalks that need repaired, some so damaged that people are getting injured, it is long overdue that property owners with sidewalks in disrepair are held accountable for getting them repaired.

Mayor Charles Rostocil agreed with City Councilor Tyler Thomas that letters should be sent to everyone that has a sidewalk that needs to be repaired.

City Councilor James Audritsh asked if the City offers and incentive to property owners.

Mayor Charles Rostocil said the old budget had a \$300 incentive.

Public Works Administrative Manager Melinda Olinger said Council had requested and increase for the 2022-23 budget that was officially approved today, and the percentage of the gas tax that is going into the street construction funds was increased which means the incentive increase went from three \$300 matches to potentially thirty \$1500 matches. She went on to say it was her understanding that Council was going to potentially discuss suggested revisions to the sidewalk program to get people to utilize the matches.

City Councilor suggested notices for sidewalk repair be sent now to property managers, so the 60 days can start now, and people can start working sooner than later getting them repaired.

Consensus of Council is to send notices to property owners that need to repair their sidewalks now.

Public Works Administrative Manager Melinda Olinger said she will bring proposed revisions to the sidewalk incentive program to Council at the next meeting, and Council can make the decision on the changes to the program.

Public Works Superintendent Mike Krebs said that a young girl was hurt on a piece of playground equipment at Barendse park, and that piece of equipment has now been removed. There is other playground equipment that is similar and they will be removed by the end of the year. He went on to say they are looking at replacements for the equipment similar to what is at Rivenes Park, it requires little maintenance and is durable.

CONSENT AGENDA.

- A) Approval of May 10, 2022, City Council meeting minutes.**
- B) Resolution No. 727-2022. A Resolution declaring the City of Hubbard's election to receive State Revenues pursuant to ORS 221-770.**
- C) Resolution No. 728-2022. A Resolution certifying that the City of Hubbard provides four or more municipal services to be eligible to receive State-Shared Revenues.**
- D) Resolution No. 730-2022. A Resolution amending compensation ranges for non-represented employees and represented employees, and repealing Resolution No. 723-2022.**
- E) Resolution 724-2022. A Resolution approving the Coronavirus Local Fiscal Recovery Funds award of the American Rescue Plan Act of 2021 (ARPA), authorizing to initiate projects that are on the Distribution of ARPA Funds Plan approved March 8, 2022, by City Council, and related matters.**
- F) Resolution 725-2022. A Resolution authorizing and annual adjustment of Systems Development Charges, amending Resolution No. 533-2012, and repealing Resolution No. 708-2021.**
- G) Resolution No. 729-2022. A Resolution extending the City of Hubbard's Workers' Compensation coverage to volunteers of the City of Hubbard, and repealing Resolution No. 717-2021.**
- H) Resolution No. 731-2022. A Resolution amending Resolutions 665-2019, 682-2019, 688-2020, 702-2020, 721-2021. Police Personnel Policies and Procedures for the City of Hubbard.**

- I) Approval of May 2022 Check Register Report.**
- J) Approval to move Juan Hernandez (Utility Worker II) from step C to D of the Hubbard Salary Schedule, effective July 1, 2022. (*Refer to Public Works Administrative Manager Report*)**
- K) Accept the Managing Oregon Resources Efficiently (MORE) Intergovernmental Agreement for resources and services between the City of Hubbard and Marion County. (*Refer to Public Works Administrative Manager Report*)**
- L) Approval of Hubbard Fire Volunteer Association's Park Use application for their Softball & BBQ fundraiser event on Saturday, July 23, 2022, at Barendse Park, and waive the \$125 clean-up fee contingent upon receipt of the required insurance documentation. (*Refer to Public Works Administrative Manager Report*)**
- M) Approval to waive the \$20 fee for the sale of food items in conjunction with an organized event. (Outdoor merchandising application for Hubbard Fire Volunteer Association fundraiser July 23, 2022, at Barendse Park). (*Refer to Director of Administration / City Recorder report*)**
- N) Authorize Public Works to issue a notice to property owners of major repairs required for the sidewalk adjacent to their property as written in the Hubbard Municipal Code. (*Refer to Public Works Administrative Manager Report*)**
- O) Authorize Public Works Superintendent Mike Krebs to hire the desirable candidate for Utility Worker 1, negotiate salary step pay range subject to passing the medical requirements and background check.**
- P) Authorize Hubbard Hop Festival Inc. the use of Rivenes Park for July 16, 2022, through July 17, 2022, for the Hubbard Hop Festival July 16, 2022, work with city staff to confirm security, and submittal of required Insurance documentation.**
- Q) Approval for Hubbard Hop Festival Inc. to work with Staff in regard to the OLCC permit application, and waive the \$20 fee for the Oregon Liquor Control Commission temporary sale permit for the Hop Festival July 16, 2022, and authorize the Director of Administration / City Recorder to sign.**
- R) Authorize Hubbard Hop Festival Inc. to work with the Police Chief and the Public Works Superintendent for approval of Parade Route and Road Closures July 16, 2022, for the Hubbard Hop Festival Parade.**

Director of Administration/City Recorder stated there is a correction to item D of the Consent Agenda which should read as, "Resolution No. 730-2022, A Resolution amending Compensation

PAGE 11 – CITY COUNCIL MEETING MINUTES JUNE 14, 2022

Ranges for Non-Represented employees and represented employees, and repealing Resolution No. 723-2022.”

MSA/City Councilor James Audritsh /City Councilor James Yonally, motioned to approve Consent Agenda with the amendments to item (D) and item (N) to include notice to all property owners. 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. City Councilor James Audritsh said the City of Woodburn’s traveling promotion kiosk is functioning and located in downtown Woodburn. Included on it are numerous events in the surrounding communities, and if a community would like to have it at an event they can contact the City of Woodburn.

City Councilor James Audritsh said the Relay for Life event is July 30, 2022 at the Wooden Shoe Tulip Farm.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 14, 2021, AT 7:00 P.M.) MSA/City Councilor Tyler Thomas /City Councilor James Audritsh motioned to adjourn the meeting. Mayor Charles Rostocil, City Councilor James Audritsh, City Councilor James Yonally, City Councilor Tyler Thomas and City Councilor Robert Prinslow were in favor. Meeting adjourned at 8:46 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/11/2022	11945	1	911 Supply Inc.	100-000-2001	82.00
07/22	07/11/2022	11946	18	Canby Rental & Equip, Inc	100-000-2001	641.11
07/22	07/11/2022	11947	28	CIS	100-000-2001	67,035.99
07/22	07/11/2022	11948	711	Civil West Engineering Services Inc	202-000-2001	9,163.64
07/22	07/11/2022	11949	531	DATAVISION	121-000-2001	809.54
07/22	07/11/2022	11950	75	Dryden Electric, Inc.	100-000-2001	584.70
07/22	07/11/2022	11951	610	FBINAA - Oregon Chapter	100-000-2001	30.00
07/22	07/11/2022	11952	57	Fisher's Supply	100-000-2001	253.57
07/22	07/11/2022	11953	95	GW Hardware Center	100-000-2001	96.94
07/22	07/11/2022	11954	96	GW Sweeping, Inc.	121-000-2001	2,355.10
07/22	07/11/2022	11955	107	League Of Oregon Cities	100-000-2001	3,269.32
07/22	07/11/2022	11956	110	Les Schwab-W	100-000-2001	180.34
07/22	07/11/2022	11957	123	Mid-Willamette Valley	100-000-2001	2,004.00
07/22	07/11/2022	11958	130	Net Assets Corporation	100-000-2001	96.00
07/22	07/11/2022	11959	764	NW TECH SUPPORT	205-000-2001	600.00
07/22	07/11/2022	11960	754	OES	100-000-2001	126.46
07/22	07/11/2022	11961	139	One Call Concepts, Inc.	205-000-2001	26.40
07/22	07/11/2022	11962	152	PGE- Portland General Electric	121-000-2001	8,486.48
07/22	07/11/2022	11963	266	Profectus, INC.	100-000-2001	530.74
07/22	07/11/2022	11964	665	SAIF Corporation	100-000-2001	14,640.49
07/22	07/11/2022	11965	615	TransUnion Risk	100-000-2001	75.00
07/22	07/11/2022	11966	122	Verizon Wireless	100-000-2001	535.72
07/22	07/11/2022	11967	787	Wolfe Consulting, LLC	205-000-2001	3,250.00
07/22	07/25/2022	11968	297	Beery Elsner & Hammond, LLP	100-000-2001	4,798.81
07/22	07/25/2022	11969	753	CANON FINANCIAL SERVICES, INC.	205-000-2001	91.47
07/22	07/25/2022	11970	501	Cascade Columbia Distribution	205-000-2001	752.65
07/22	07/25/2022	11971	394	Caselle Inc	205-000-2001	2,099.00
07/22	07/25/2022	11972	349	CIT	205-000-2001	216.07
07/22	07/25/2022	11973	27	City of Woodburn	100-000-2001	6,550.00
07/22	07/25/2022	11974	711	Civil West Engineering Services Inc	206-000-2001	1,528.88
07/22	07/25/2022	11975	49	ELAN Corporate Payment Systems	100-000-2001	5,562.58
07/22	07/25/2022	11976	610	FBINAA - Oregon Chapter	100-000-2001	275.00
07/22	07/25/2022	11977	225	Ferguson Enterprises, LLC	205-000-2001	81.99
07/22	07/25/2022	11978	95	GW Hardware Center	100-000-2001	55.91
07/22	07/25/2022	11979	97	Hach Company	201-000-2001	318.46
07/22	07/25/2022	11980	645	Hillyer's Mid City Ford	100-000-2001	176.04
07/22	07/25/2022	11981	792	Hubbard Hop Festival Inc.	100-000-2001	1,500.00
07/22	07/25/2022	11982	177	Language Line Services	100-000-2001	144.30
07/22	07/25/2022	11983	571	Legacy Business Health Services	205-000-2001	215.00
07/22	07/25/2022	11984	299	Marion County Dept of Public Works	100-000-2001	29.00
07/22	07/25/2022	11985	293	Metcom 9-1-1	100-000-2001	23,643.63
07/22	07/25/2022	11986	132	NW Natural Gas	205-000-2001	106.06
07/22	07/25/2022	11987	764	NW TECH SUPPORT	205-000-2001	382.00
07/22	07/25/2022	11988	137	ODB Business Solutions, LLC	201-000-2001	55.98
07/22	07/25/2022	11989	152	PGE- Portland General Electric	121-000-2001	3,342.43
07/22	07/25/2022	11990	581	Rash, Dave	100-000-2001	106.25
07/22	07/25/2022	11991	284	Republic Services	205-000-2001	545.91
07/22	07/25/2022	11992	158	San Diego Police Equip Co	100-000-2001	1,841.22
07/22	07/25/2022	11993	582	The Police & Sheriffs Press Inc.	205-000-2001	17.58
07/22	07/25/2022	11994	122	Verizon Wireless	205-000-2001	265.20
07/22	07/25/2022	11995	125	Walmart-Capital One	205-000-2001	40.30
07/22	07/25/2022	11996	343	Walter E. Nelson Co	100-000-2001	193.16
07/22	07/25/2022	11997	643	WEX Bank	100-000-2001	3,748.62

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						173,557.04

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-000-2001	.00	105,469.29-	105,469.29-
100-410-4190	57.23	.00	57.23
100-410-5100	2,099.90	.00	2,099.90
100-410-6100	246.14	.00	246.14
100-410-6200	75.62	.00	75.62
100-410-6300	4,841.34	.00	4,841.34
100-410-6400	199.00	.00	199.00
100-410-6500	3,269.32	.00	3,269.32
100-410-6600	382.07	.00	382.07
100-410-6700	444.60	.00	444.60
100-410-6900	425.28	.00	425.28
100-412-4190	15.61	.00	15.61
100-412-5100	250.28	.00	250.28
100-412-6100	25.59	.00	25.59
100-412-6200	17.29	.00	17.29
100-412-6300	1,094.69	.00	1,094.69
100-412-6600	199.84	.00	199.84
100-412-6700	49.40	.00	49.40
100-412-6900	106.85	.00	106.85
100-413-5100	1,948.74	.00	1,948.74
100-419-4190	8.92	.00	8.92
100-419-5100	387.50	.00	387.50
100-419-5400	2,004.00	.00	2,004.00
100-419-5501	1,500.00	.00	1,500.00
100-421-4190	8,929.54	.00	8,929.54
100-421-5100	3,179.05	.00	3,179.05
100-421-5300	1,287.51	.00	1,287.51
100-421-5400	30,193.63	.00	30,193.63
100-421-6100	271.72	.00	271.72
100-421-6200	17.29	.00	17.29
100-421-6300	24,344.12	.00	24,344.12
100-421-6500	1,023.81	.00	1,023.81
100-421-6600	50.55	.00	50.55
100-421-6700	5,376.89	.00	5,376.89
100-421-6800	82.00	.00	82.00
100-421-6900	909.09	.00	909.09
100-452-4190	1,226.94	.00	1,226.94
100-452-5100	259.46	.00	259.46
100-452-5300	308.04	.00	308.04
100-452-6100	19.59	.00	19.59
100-452-6200	33.66	.00	33.66
100-452-6300	5,570.69	.00	5,570.69
100-452-6600	89.47	.00	89.47
100-452-6700	1,858.97	.00	1,858.97
100-452-6900	788.06	.00	788.06
121-000-2001	.00	13,679.97-	13,679.97-
121-431-4190	1,590.56	.00	1,590.56
121-431-5100	3,076.80	.00	3,076.80

GL Account	Debit	Credit	Proof
121-431-6100	42.46	.00	42.46
121-431-6200	31.51	.00	31.51
121-431-6300	4,667.72	.00	4,667.72
121-431-6500	100.00	.00	100.00
121-431-6600	194.95	.00	194.95
121-431-6700	348.98	.00	348.98
121-431-6900	3,626.99	.00	3,626.99
201-000-2001	.00	19,736.57-	19,736.57-
201-432-4190	1,647.28	.00	1,647.28
201-432-5100	1,398.93	.00	1,398.93
201-432-5300	371.45	.00	371.45
201-432-6100	63.69	.00	63.69
201-432-6200	66.08	.00	66.08
201-432-6300	11,354.56	.00	11,354.56
201-432-6600	441.82	.00	441.82
201-432-6700	461.72	.00	461.72
201-432-6900	3,931.04	.00	3,931.04
202-000-2001	.00	8,938.64-	8,938.64-
202-432-7000	8,938.64	.00	8,938.64
205-000-2001	.00	23,958.69-	23,958.69-
205-461-4190	1,365.79	.00	1,365.79
205-461-5100	1,435.95	.00	1,435.95
205-461-5300	834.64	.00	834.64
205-461-6100	72.23	.00	72.23
205-461-6200	66.09	.00	66.09
205-461-6300	15,162.87	.00	15,162.87
205-461-6600	445.46	.00	445.46
205-461-6700	271.63	.00	271.63
205-461-6900	4,304.03	.00	4,304.03
206-000-2001	.00	1,773.88-	1,773.88-
206-461-7000	1,773.88	.00	1,773.88
Grand Totals:	<u>173,557.04</u>	<u>173,557.04-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Check Number	Check Issue Date	Name	Description	Amount
11940	08/25/22	Kustom Kreations	Uniforms	57.56- V
11999	08/09/22	Caselle Inc	Contracted Support	2,099.00
12000	08/09/22	Coukoulis, Lori	Municipal Court Judicial Services	450.00
12001	08/09/22	DATAVISION	Phone/Internet	809.41
12002	08/09/22	Ferguson Enterprises, LLC	SUPPLIES	3,654.10
12003	08/09/22	Galls LLC	uniforms	144.32
12004	08/09/22	GW Hardware Center	Supplies	125.75
12005	08/09/22	Hubbard Chevrolet, Inc.	Vehicle Maint	695.00
12006	08/09/22	John Deer Financial	Uniforms	87.98
12007	08/09/22	Kennedy, Matt	Refund - Receipt 9.003579 6/6/2022	374.07
12008	08/09/22	League Of Oregon Cities	Learning, Dues & Memberships	59.00
12009	08/09/22	Mid-Willamette Valley	Land Use Services	877.50
12010	08/09/22	Multiverse Interpreting, Inc	INTERPRETING SERVICE	190.00
12011	08/09/22	Net Assets Corporation	Lien Search	96.00
12012	08/09/22	NW Natural Gas	Utilities 454934-1	78.13
12013	08/09/22	NW TECH SUPPORT	SPLIT	600.00
12014	08/09/22	ODP Business Solution, LLC	Office Supplies	352.98
12015	08/09/22	One Call Concepts, Inc.	REGULAR TICKETS	31.20
12016	08/09/22	Pacific Office Automation	Copies	111.39
12017	08/09/22	PGE- Portland General Electric	Utilities	8,475.35
12018	08/09/22	Pitney Bowes Inc	Contract 0040456345	134.97
12019	08/09/22	Profectus, INC.	Janitorial Services	530.74
12020	08/09/22	Republic Services	Garbage	545.91
12021	08/09/22	The Pool and Spa House Inc	POOL/SPA SUPPLIES	179.45
12022	08/09/22	TransUnion Risk	Background Check Service	75.00
12023	08/09/22	Verizon Wireless	Verizon	535.90
12024	08/25/22	Walter E. Nelson Co	Building Maint/Supplies	.00 V
12025	08/09/22	Waste Connections	Shred Service	8.78
12026	08/09/22	Waterlab Corporation	Testiing	360.00
12027	08/09/22	WEX Bank	FUEL	4,313.76
12028	08/09/22	Wolfe Consulting, LLC	Split	5,100.00
12029	08/09/22	Yes Graphics Printing Co. Inc.	Printintng Services	79.00
12034	08/24/22	American Extermination Plus	Extermination	112.00
12035	08/24/22	Aramark Uniform Svcs, Inc	Uniforms	235.21
12036	08/24/22	Beery Elsner & Hammond, LLP	Legal Services	2,815.50
12037	08/24/22	Cascade Columbia Distribution	SUPPLIES	2,624.39
12038	08/24/22	CIT	Water	216.07
12039	08/24/22	Davison Auto Parts	Equip Maint/Supplies	146.81
12040	08/24/22	Don Sprague Sales	Equipment Maint & Supply	210.00
12041	08/24/22	ELAN Corporate Payment Systems	Credit card payment	3,347.54
12042	08/24/22	Gametime	Operational Supplies	321.75
12043	08/24/22	Great Western Sweeping, Inc.	Street Sweep	2,228.40
12044	08/24/22	GW Hardware Center	Supplies	91.85
12045	08/24/22	Hillyer's Mid City Ford	Vehicle Maint Supplies	68.68
12046	08/24/22	Holliman, Steve	Reimb Boot Allowance	200.00
12047	08/24/22	Language Line Services	Interpreter Services	177.45
12048	08/24/22	Long Bros. Bldg Supply	BLDG MAINT/SUPPLIES	55.95
12049	08/24/22	Marion County Treasury Dept	Building Permits	2,286.56
12050	08/24/22	Mid-Willamette Valley	Land Use Services	3,572.50
12051	08/24/22	NW TECH SUPPORT	SPLIT	1,384.51
12052	08/24/22	ODP Business Solution, LLC	Office Supplies	60.82
12053	08/24/22	Oregon Assoc Chiefs of Police	OACP Membership	225.00
12054	08/24/22	Pacific Office Automation	Copies	472.93
12055	08/24/22	PGE- Portland General Electric	Utilities	3,341.92
12056	08/24/22	R & R Tree Service, INC	Tree Trimming	800.00
12057	08/24/22	Rain	Membership	812.86
12058	08/24/22	The Greg Prothman Company (Prothman)	Recruitment Service	860.00
12059	08/24/22	The Pool and Spa House Inc	POOL/SPA SUPPLIES	230.35
12060	08/24/22	UV Doctor Lamps LLC	Ballast Replacement	1,345.43

Check Number	Check Issue Date	Name	Description	Amount
12061	08/24/22	Verizon Wireless	Verizon	230.22
12062	08/24/22	Wai, Mark Carlo	BOOT REIMBURSEMENT	50.00
12063	08/24/22	Walter E. Nelson Co	Building Maint/Supplies	112.43
12064	08/24/22	Waterlab Corporation	Testiing	360.00
12065	08/24/22	Willamette Valley Security, In	Security Services	134.70
Grand Totals:				60,248.96

RESOLUTION NO. 735-2022

**A RESOLUTION ADOPTING A JOB DESCRIPTION FOR THE
ADMINISTRATIVE SUPPORT ASSISTANT**

Findings:

- A. The City of Hubbard City Council finds there is a need to create an Administrative Support Assistant job description.

Based on the findings, the City of Hubbard resolves as follows:

- a. The City of Hubbard hereby adopts the Administrative Support Assistant job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "Administrative Support Assistant."
- b. This Resolution will be effective following its adoption by the Hubbard City Council.

ADOPTED BY THE CITY COUNCIL this 13th day of September 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Beery, Elsner & Hammond, City Attorney

EXHIBIT A

ADMINISTRATIVE SUPPORT ASSISTANT

General Statement of Duties

Performs a variety of routine office support duties and clerical tasks using standard office equipment, forms, and documents. Provides support for internal and/or external customers. As assigned, handles subject matter-specific department-specific support; provides customer service; performs cashiering functions; and performs report compilation activities. As assigned, prepares specific documentation and correspondence for a designated function; answers phone, email and in-person inquiries; performs data entry; and provides general administrative support as needed.

Distinguishing Features

The role of an employee in this class is to perform various functions for the Municipal Court, Utility Billing, and general clerical duties for the City. The work is performed under the supervision and direction of the Director of Administration / City Recorder. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with supervisors, co-workers, vendors, City personnel, and the general public. The principal duties are performed in a general office environment. This position operates under state and federal laws, the city charter, ordinances, and the direction and rulings of the City Council. This is a non-exempt position.

Essential Duties

- Receipts payments.
- Files documents, records and other materials.
- Receives calls from the public in person and over the telephone, and answers questions and matters of a general nature.
- Picks up office mail from Post Office, opens and delivers to departments.
- Operates City vehicles on a daily basis to run errands.
- Assists in creating, preparing, folding, and stuffing newsletter, utility bills, and additional flyers to include in utility bill mailings.
- Provides general administrative assistance to administrative staff.
- Data Entry.
- Provides assistance during court to administrative staff.
- Serves as primary recipient of in-coming calls and provides customer service at the front counter.

EXHIBIT A

- Maintains flexibility in handling numerous interruptions caused by phone calls and customers at the front counter.
- Responds to questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate staff members to maximize effectiveness/efficiency of inter-departmental operations and activities.
- Performs other directly related duties consistent with the role/function of the classification.

Required Knowledge, Skills, and Training

- Substantial knowledge of office procedures and operations, including telephone etiquette, basic spelling, English grammar, punctuation, and basic arithmetic.
- Substantial knowledge of computers and software applications including but not limited to MS Windows, MS Office Small Business, and Adobe Professional.
- Substantial knowledge of principals/practices of customer service.
- Substantial knowledge of common office equipment.
- Substantial knowledge of City and department operations, policies, and procedures.
- Ability to maintain accurate records and files.
- Ability to efficiently operate a 10-key by touch, and type 40 wpm.
- Ability to operate a personal computer and software applications.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand, compose, and follow oral and/or written policies, procedures, and instructions.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under deadlines.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.
- Ability to establish successful working relationships; work under pressure and/or frequent interruptions and deal with angry or difficult people.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

EXHIBIT A

Required Education and Experience
--

Minimum Qualifications:

- High School Diploma or GED.
- General office experience including the use of computers and Microsoft Office programs.
- Customer service experience.
- OR any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Oregon driver license, and acceptable driving record.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes which enable the employee to function within a general office environment.
- Ability to push, pull, and lift up to fifty (50) lbs.

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.

Findings:

A. The City Council of the City of Hubbard finds it in the best interest of the City to update the City of Hubbard Policies adding Longevity Pay.

Based on the findings, the city of Hubbard resolves as follows:

Section 1. The City of Hubbard amends the City of Hubbard Personnel Policy, adding Section 7.03.02, Longevity Pay: Full-Time Employees will receive the percent which represents their years of service; 10 to 15 years of continuous service: two percent (2%) added to base hourly pay; 16 to 20 years of continuous service: three percent (3%) added to base hourly pay; 21 plus years of continuous service: four percent (4%) added to base hourly pay.

Section 2. Effective September 1, 2022.

ADOPTED BY THE CITY COUNCIL this 13th day of September 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

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

APPROVED AS TO FORM:



Beery, Elsner & Hammond, City Attorney

August 24, 2022

TO: CITY COUNCIL

FROM: VICKIE NOGLE, DIRECTOR OF ADMINISTRATION/CITY RECORDER

RE: 1.37% COLA FOR NON-REPRESENTED EMPLOYEES' RETRO - JULY 2021

At the August 9, 2022, City Council meeting I was asked to provide a cost estimate for the 1.37% increase if it was to be given to the 9 non-represented employees. Based on Gross Salary, retro July 2021- June 2022 it would be approximately \$9,168.36.

For information purposes, upon ratification of the Union Contract for the 4 represented employees they were paid retro July 2021 – June 2022 in the amount of \$9,505.

Resolution No. 740-2022. This Resolution was prepared to include an hourly rate for the Part-Time Administrative Support Assistant.

There are two exhibits prepared should the City Council agree to provide the non-represented employees the 1.37% increase. The red lined out number is what was adopted during the original time. The black amount is what it would have been if a 3% COLA was provided from the dates indicated on the exhibit(s).

Should the City Council agree to provide the non-represented employees the 1.37% retro July 2021, I recommend replacing the “Blue Highlighted Non-Represented Employees Exhibit A” and replacing with the “Orange Highlighted, and Green Highlighted, Non-Represented Employees Exhibit A,” and making a motion to adopt Resolution No. 740-2022 as amended.

Please let me know if you have any questions.

RESOLUTION NO. 740-2022

A RESOLUTION FOR COMPENSATION RANGES FOR REPRESENTED EMPLOYEES AND AMENDING NON-REPRESENTED EMPLOYEES, AND REPEALING RESOLUTION NO. 737-2022.

Findings

- A. The City Council of the City of Hubbard finds it necessary to amend the compensation ranges for non-represented employees, adding Administrative Support Assistant.

Based on the findings, the City of Hubbard ordains as follows:

1. The City of Hubbard Compensation Ranges for non-represented employees is set forth in the attached documents marked Exhibit "A" attached hereto and by this reference incorporated herein and entitled City of Hubbard Salary Schedule for Non-Represented employees.
2. The City of Hubbard Compensation Ranges for represented employees is set forth in the attached documents marked Exhibit "B" attached hereto and by this reference incorporated herein and entitled City of Hubbard Salary Schedule for Represented employees.
3. Resolution No. 737-2022 is hereby repealed.
4. Effective September 1, 2022.

ADOPTED BY THE CITY COUNCIL this 13th day of September 2022.

APPROVED:

Charles Rostocil, Mayor

ATTEST:

Vickie Nogle, MMC
Director of Administration/City Recorder

APPROVED AS TO FORM:



Beery, Elsner & Hammond, LLP, City Attorney

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective September 1, 2022)

4.63% COLA effective July 1, 2022

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Administration Department</u>						
Director of Administration/City Recorder	5,447	5,665	5,890	6,126	6,372	6,626
Finance Director	5,447	5,665	5,890	6,126	6,372	6,626
Administrative Assistant/Court Clerk	3,542	3,683	3,830	3,984	4,143	4,309
Administrative Support Assistant / Part-Time \$16.12 - \$19.52						
<u>Public Works Department</u>						
Public Works Superintendent	6,009	6,249	6,497	6,758	7,029	7,309
Public Works Administrative Manager	4,523	4,704	4,892	5,087	5,292	5,503
Utility Worker II	4,134	4,300	4,471	4,650	4,836	5,029
Utility Worker I	3,451	3,590	3,733	3,882	4,037	4,200
Public Works Office Assistant / Part-Time \$16.12 - \$19.52						
Utility Worker I / Part-Time	Minimum Wage (\$13.50 - \$18.00 hr.)					
Temporary Summer Helper	Minimum Wage (\$13.50 - \$14.25 hr.)					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2022)

4.63% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Police Department</u>						
Chief of Police	6,860	7,133	7,415	7,714	8,023	8,342
Sergeant	5,222	5,430	5,649	5,875	6,108	6,352
Administrative Assistant to Chief of Police	3,542	3,683	3,830	3,984	4,143	4,309
Temporary Police Reserves	0					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

EXHIBIT "B"

CITY OF HUBBARD - SALARY SCHEDULE FOR REPRESENTED EMPLOYEES

(Effective July 1, 2022)

4.63% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
Police Officer	4,568	4,751	4,941	5,139	5,343	5,557

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2021 through June 30, 2022)

3.00% COLA (1.63% + 1.37%=3%)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Administration Department</u>						
Director of Administration/City Recorder	5,276	5,487	5,705	5,934	6,172	6,418
	5,206	5,414	5,629	5,855	6,090	6,333
Finance Director	5,276	5,487	5,705	5,934	6,172	6,418
	5,206	5,414	5,629	5,855	6,090	6,333
Administrative Assistant/Court Clerk	3,431	3,567	3,710	3,859	4,013	4,174
	3,385	3,520	3,661	3,808	3,959	4,118
<u>Public Works Department</u>						
Public Works Superintendent	5,820	6,053	6,293	6,546	6,809	7,080
	5,743	5,972	6,209	6,458	6,718	6,985
Public Works Administrative Manager	4,381	4,556	4,738	4,928	5,126	5,330
	4,323	4,496	4,675	4,862	5,057	5,259
Utility Worker II	4,004	4,165	4,330	4,504	4,684	4,872
	3,951	4,109	4,273	4,444	4,622	4,807
Utility Worker I (July 1, 2021- April 30, 2022)	3,124	3,250	3,380	3,514	3,654	3,802
	3,083	3,207	3,335	3,467	3,606	3,752
Utility Worker I (May 1, 2022 - June 30, 2022)	3,299	3,431	3,568	3,710	3,858	4,015
Public Works Office Assistant / Part-Time \$16.12 - \$19.52						
Utility Worker I / Part-Time \$12.75 - \$17.25 hr.						
(May 1, 2022 - June 30, 2022 - Minimum Wage (\$13.50-\$18.00 hr.))						
Temporary Summer Helper Minimum Wage (\$12.75 - \$13.50 hr.)						
(May 1, 2022 - June 30, 2022 - Minimum Wage (\$13.50-\$14.25 hr.))						

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2021 through June 30, 2022)

3.00% COLA (1.63% + 1.37%=3%)

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Police Department</u>						
Chief of Police	6,645	6,909	7,183	7,472	7,771	8,081
	6,556	6,817	7,087	7,373	7,668	7,973
Sergeant	5,058	5,260	5,471	5,690	5,917	6,153
	4,991	5,190	5,399	5,615	5,838	6,071
Administrative Assistant to Chief of Police	3,431	3,567	3,710	3,859	4,013	4,174
	3,385	3,520	3,661	3,808	3,959	4,118
Temporary Police Reserves	0					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES**(Effective July 1, 2022)**

4.63% COLA effective July 1, 2022

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
Administration Department						
Director of Administration/City Recorder	5,521	5,741	5,969	6,209	6,458	6,715
	5,447	5,665	5,890	6,126	6,372	6,626
Finance Director	5,521	5,741	5,969	6,209	6,458	6,715
	5,447	5,665	5,890	6,126	6,372	6,626
Administrative Assistant/Court Clerk	3,589	3,732	3,882	4,038	4,199	4,367
	3,542	3,863	3,830	3,984	4,143	4,309
Administrative Support Assistant / Part-Time \$16.12 - \$19.52						
Public Works Department						
Public Works Superintendent	6,090	6,333	6,585	6,849	7,124	7,407
	6,009	6,249	6,497	6,758	7,029	7,309
Public Works Administrative Manager	4,584	4,767	4,958	5,156	5,363	5,577
	4,523	4,704	4,892	5,087	5,292	5,503
Utility Worker II	4,190	4,358	4,531	4,712	4,901	5,097
	4,134	4,300	4,471	4,650	4,836	5,029
Utility Worker I	3,451	3,590	3,733	3,882	4,037	4,200
Public Works Office Assistant / Part-Time \$16.12 - \$19.52						
Utility Worker I / Part-Time	Minimum Wage (\$13.50 - \$18.00 hr.)					
Temporary Summer Helper	Minimum Wage (\$13.50 - \$14.25 hr.)					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .

EXHIBIT "A"

CITY OF HUBBARD - SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

(Effective July 1, 2022)

4.63% COLA

POSITION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP
<u>Police Department</u>						
Chief of Police	6,952	7,229	7,515	7,818	8,131	8,455
	6,860	7,133	7,415	7,714	8,023	8,342
Sergeant	5,292	5,503	5,725	5,954	6,191	6,438
	5,222	5,430	5,649	5,875	6,108	6,352
Administrative Assistant to Chief of Police	3,589	3,732	3,882	4,038	4,199	4,367
	3542	3683	3830	3984	4143	4309
Temporary Police Reserves	0					

Step increases will be authorized upon the satisfactory completion of the annual performance evaluation as stated in Chapter 7.00 of the City of Hubbard Personnel Policy .