CITY OF HUBBARD
CITY COUNCIL MEETING MINUTES
AUGUST 11, 2020

CALL TO ORDER: The Hubbard City Council meeting was called to order by Mayor Charles Rostocil at 7:00 p.m. at the Hubbard Fire Department. Members of the public, specified City Council members and Staff were able to attend via ZOOM per COVID-19 restrictions.

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

CITY COUNCIL PRESENT: Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and City Councilor Robert Prinslow (via Zoom).

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, and Finance Director Judy Smith (via Zoom).

OTHER ATTENDEES: Gayla Jones, Scott Stierle, Marty Sobo (all via Zoom)

LIBRARY STATION – City Councilor Tyler Thomas. *(Refer to Public Works Report).* City Councilor Tyler Thomas said the City was approached by Hubbard resident Gayla Jones about putting in a little library, and it was talked about utilizing the old phone booth as the location. Councilor Thomas stated after looking into it, converting the old phone booth would not be feasible. T. Smith said after looking for other options, it was decided the best location would be near the bathrooms at Rivenes Park where it would get a lot of foot traffic and also be protected by the cameras, and if that is successful then possibly adding a second one at Barendse Park. He also added that Gayla Jones has $250.00 donated toward this project which would cover the costs and she also has people that will help to build it.

Mayor Charles Rostocil said he thought it was a good idea.

City Councilor Michelle Dodge added she would like one on the other side of Pacific Highway 99E because they do not have a park or anything on that side of the highway.

City Councilor James Audritsh said since we do not have any land on that side, we could possibly put one in at the Hubbard Cleaners and said he would ask them.

Mayor Charles Rostocil said he has a concern about needing someone to monitor what is in the library to make sure there is no inappropriate material placed in there.

City Councilor Tyler Thomas said Gayla Jones is close to where it will be put so she could possibly monitor it.

Public Works Superintendent Mike Krebs said if he is shown the general idea of where it would be, he would find the best spot for it.

MSA/City Councilor Tyler Thomas/City Councilor Robert Prinslow motioned to approve the building of a little library in Rivenes Park provided the funding can be raised and if successful adding a second one on the other side of Pacific Highway 99E if they can find a location. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

City Councilor Tyler Thomas said he will get with Public Works Superintendent Mike Krebs and Gayla Jones so they can schedule a date where they could all go out and get an approved site, then schedule a date to install.

Mayor Charles Rostocil asked how the donation of the money will be handled.

Director of Finance said any donated funds need to go directly to the City of Hubbard and we will set up a donation account specifically for this project, and then we can monitor what the funds are spent on.

Gayla Jones added she would like to have a sitting area next to the little library eventually and she has someone that will donate money for that also.

DISC GOLF COURSE – Matt Fryauf. ***(Refer to Public Works Report).*** Matt Fryauf was not present, so Mayor Charles Rostocil gave an update on the Disc Golf Course. He said from what he understands the initial fund raising is done, he has raised all the funds and is donating all those funds to the City so they can procure the equipment to start putting in the course. Mayor Rostocil went on to say that he let Matt Fryauf know that before any expansions to a Phase 2 would have to take into account any parking issues.

Public Works Superintendent Mike Krebs said during this process we will need to revisit the parking, and as of now we can get 4 parking spaces and 1 marked handicap spot, but it will need to be monitored to make sure it does not negatively impact the neighbors being able to park.

Finance Director Judy Smith said if anyone wants to donate money and for auditing and financial perspectives, they should write a check directly to the City so we can receipt it in, instead of Matt collecting it and bringing in one lump sum.

Public Works Administrative Manager Melinda Olinger said she will bring that up with Matt Fryauf.

City Councilor James Audritsh asked if there was room for a bike rack to be put by the disc golf course.

Public Works Superintendent Mike Krebs said he thinks they could fit one in, and the cost with a concrete pad and the bike rack would be approximately $350. He went on to say that he will get a quote for it and let Council know.

City Councilor Robert Prinslow said his concern is for the parking and wants to make sure the parking for the people that live in the area is not compromised. He also asked why there is no

parking on the westside of 5th Street in that area, because that would be a great place for people to park.

Director of Administration/City Recorder Vickie Nogle said it might have been a requirement of the subdivision.

Public Works Superintendent Mike Krebs said it is because they did not widen out the street enough, it is too narrow.

Director of Administration/City Recorder Vickie Nogle stated it is possible the "no parking" signs may not have gotten taken out after the 2nd subdivision was put in.

Public Works Superintendent Mike Krebs said he will measure the width of the street to see if it will be wide enough so people could park there and let the City Council know.

DISSCUSSION REGARDING CITY COUNCIL MEETINGS. Director of Administration/City Recorder Vickie Nogle asked the City Council how they would like to conduct the City Council meetings, face to face, virtually, or a Hybrid of the two.

Mayor Charles Rostocil said his preference is face to face, but feels a Hybrid is fine, stating that way if you want to show up you can, but if you have a health concern you can call in.

City Councilor James Audritsh said he does not have a preference and the Hybrid model works fine. He stated if he did not feel well, he would not come to the meeting in person and with the Hybrid meeting he would be able to Zoom in.

City Councilor Michelle Dodge and City Councilor Tyler Thomas concurred with City Councilor James Audritsh.

City Councilor Robert Prinslow suggested the City Council set a good example for the citizens, stating that it shows our citizens that even though these meetings are important, we are conducting them in a safe way and following the State guidelines. He went on to say from his vocation he sees a lot of things and is exposed to many different activities and does not want to inadvertently pass on something to anyone. Furthermore, he said he feels that City Council and City Staff should be the best role models that we can be.

Mayor Charles Rostocil said he respects Councilor Prinslow's opinion but sees it differently. He stated we need to be a role model for the City, but not a role model for fear, and he will take the precautions that need to be taken. C. Rostocil said we are practicing social distancing at the meeting, and feels a Hybrid model works.

City Councilor Tyler Thomas said he wants people to be able to choose what they want to do and should have the right to choose.

City Councilor James Audritsh said he thinks the Hybrid works and appreciates City Councilor Prinslow's insight.

City Councilor Michelle Dodge said she likes the Hybrid meeting, and she personally likes the face to face because she likes to see people's body language and facial expressions.

Director of Administration/City Recorder Vickie Nogle said she is looking into livestreaming the Zoom meetings and asked if the City Council would like her to continue looking into that.

Mayor Charles Rostocil said he likes the idea of livestreaming, because then anyone can see it and that shows the upmost transparency.

Director of Administration/City Recorder Vickie Nogle said that the Zoom meeting would be live streamed using YouTube and the link to the City's channel would be on the City's website.

There was a consensus of the City Council to have Director of Administration/City Recorder Vickie Nogle to further look into Livestreaming the City Council meetings.

CONTINUED DISCUSSIOM REGARDING COOPERATION AGREEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THREE FEDERAL FISCAL YEARS 2021-2023. Public Works Administrative Manager Melinda Olinger said she did some research and provided the information in an email which is included in the packet. She said she is strongly recommending the City opt into this program. She stated she had a call with Business Oregon and at this time the City is not eligible for CDBG funding because our community is at 46% low to moderate income, and the eligibility requirement is 51%, which means the income level in our Community would have to drop. M. Olinger said that is why she is recommending we opt in with Marion County for the three years so we retain the possibility of the City receiving some sort of benefit in the next 3 fiscal years.

Director of Administration/City Recorder Vickie Nogle said if the City wants to participate in the County Program, she would need to get back to them by tomorrow, so there needs to be a consensus or motion.

MSA/City Councilor James Audritsh/City Councilor Michelle Dodge motioned to participate in the Cooperation Agreement for Community Development Block Grant Funds. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

MSA/City Councilor James Audritsh/City Councilor Michelle Dodge motioned to participate in the Cooperation Agreement for Community Development Block Grant Funds starting July 1st of 2021. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

MAYOR'S AND/OR COUNCIL'S PRESENTATIONS. Mayor Charles Rostocil thanked Public Works for getting the fountain in Rivenes Park on before August 1st and for getting it back up and running so soon after it went down.

Public Works Superintendent Mike Krebs said he will pass that along to the crew.

City Councilor James Audritsh thanked Public Works and said he appreciated the new crosswalk that was put in at 7th and "D" Streets.

STAFF REPORTS:

PUBLIC WORKS DEPARTMENT-Public Works Superintendent Michael Krebs. Public Works Superintendent Mike Krebs said he does not have anything to add at this time.

Mayor Charles Rostocil asked if we will have an update on the Static Water Pressure Project by next month.

Public Works Superintendent Mike Krebs said that is the plan, he talked to the Engineer this afternoon and he is supposed to have a projected cost by then.

Mayor Charles Rostocil told the City Councilors that he talked to Public Works Superintendent Mike Krebs about the cloudy water issue that was happening in the City. C. Rostocil said the reason it happened is because there are cracked casing in 2 of our wells. He asked what the cost would be to fix the issue and what the cost would include. He stated it is his understanding the issue can be fixed for now by turning off well 1.

Public Works Superintendent Mike Krebs said unfortunately that re-vamping a well is very expensive, but we do not have as many restrictions on fixing this one versus putting in a new Well regarding water rights.

Mayor Charles Rostocil asked if there was any resolution with ODOT on Item # 3 that is listed on the Public Works report.

Public Works Administrative Manager Melinda Olinger said they have not gotten confirmation one way or another yet, but she is hoping that ODOT will work with them on a fix regarding the ADA ramps that will not be as costly. She stated unfortunately because of the result of a litigation judgement; anytime you do street improvements that encroach into any State highway property you have to do ADA ramps if there is a sidewalk in the area, and since we have one on "G" Street coming in, we are responsible to do one. M. Olinger said the ADA ramp we would have to put in is in front of the Shell Station.

City Councilor Tyler Thomas asked Public Works Superintendent Mike Krebs if he could send him the contact information for ODOT so he could talk to them about getting the tree trimmed at "A" and Pacific Highway 99E since they are not responding. He said if they do not respond to him, maybe Police Chief Rash could contact them and approach it from a safety standpoint, because you cannot see the oncoming traffic.

City Councilor James Audritsh asked Public Works Superintendent Mike Krebs if the tennis courts got resurfaced.

Public Works Administrative Manager Melinda Olinger said they did not, that was a potential project that did not get done yet.

City Councilor James Audritsh asked since it has not been done yet if a Pickle Ball surface can be added as well.

Public Works Administrative Manager Melinda Olinger said that is a good idea and they will check on it.

City Councilor Michelle Dodge asked if we have heard any more about dealing with the sidewalk and the railroad.

Public Works Superintendent Mike Krebs said they did have the surveyors come through and let them know what property is owned by the City, so now they are revamping the design of it and as soon as that is done they will submit it to the Railroad for them to review.

Director of Administration/City Recorder Vickie Nogle asked Public Works Superintendent Mike Krebs if anyone was utilizing the tennis courts at night, and the possibility of putting the lights on a timer so it could be utilized at night.

Public Works Superintendent Mike Krebs said it could be done.

There was a consensus of the City Council for the Public Works Superintendent Mike Krebs look into it.

HUBBARD FIRE DISTRICT – Chief Joseph Budge. Chief Joseph Budge was not at the meeting.

POLICE DEPARTMENT- Police Chief Dave Rash. Police Chief Dave Rash said he has been trying to keep the City Council informed of what has been going on in the Special Sessions of the Oregon Legislature in regards to Police reform. He stated most of the bills have been moved to the new session, except for the use of force, primarily choke holds, which they originally wanted to make it a crime, but it has been pushed back to a deadly force situation. D. Rash said this will be left up to the courts to decide if it's justified, which is consistent with the 9th Circuit Court rulings. He stated Lexipol, which puts out the new policy manual, should be updated by September, and they should have an update in regarding the carotid restraint, but he has suspended the carotid restraint in our policy manual and sent an email out to all the officers.

Police Chief Dave Rash said his Officers have made 21 arrests for the month, the highest since Chief Rash has been here and they are making at least 2 DUI arrests per week. He stated they are out working hard and working well together, showing great teamwork.

Police Chief Dave Rash said he does not have much more to report because of the pandemic, events such as the Hop Festival, Bike Rodeo, and National Night Out have been cancelled, as has many trainings.

City Councilor Tyler Thomas asked about where we are at in terms of getting the new vehicles.

Police Dave Chief Dave Rash said they were ordered in February but then COVID-19 happened, and Ford got way behind in production because of plant shutdowns. He stated he has been in touch with Wire Works that is handling the lease program, and is hoping to have it by December. D. Rash said he is not sure if that is possible, they are on order, but have no control over when they will come.

Police Chief Dave Rash said North Marion School is not in our jurisdiction, but the school asked if Hubbard could help keep an eye on it during construction. He stated Officer Bentley caught a thief as he was driving by and made an arrest. D. Rash said last night Officer Holliman drove by and noticed the doors were wide open on the intermediate school at 4:00 a.m. so he cleared and secured the building and fixed the lock.

Mayor Charles Rostocil asked if there were any concerns from Marion County thinking Hubbard is jumping in on their jurisdiction.

Police Chief Dave Rash said they had no concerns, and he did let them know what we would be doing.

ADMINISTRATION DEPARTMENT – Director of Administration/City Recorder Vickie Nogle. Director of Administration/City Recorder Vickie Nogle said there was a questioned posed earlier out the library from Scott Stierle as he asked how the donation of the books for the little library will be handled.

City Councilor Tyler Thomas said Gayla Jones will contact Scott because we do not have a date yet when it will be ready, but when the library is ready to open an announcement will be put out regarding how to donate books.

Director of Administration/City Recorder Vickie Nogle said we held Municipal Court, July 29th and August 5th, having two Officers/employees help so we could adhere to social distancing by directing people and making sure they had their temperatures taken as they entered the building. She stated they were checked in for court at the window before the entrance to City Hall, then an Officer/employee would take down their phone number and they would wait in their cars until they were called (with social distancing guidelines we could only allow 11 in the Court room at one time). She stated there was a little jamming up in the hallway the first court once they came out of the court room, but we have since remedied that by shuffling them back into the court room to wait and also utilizing the outside window to take payments. V. Nogle said both the Judge and the Bailiff thought it ran very smoothly and were very impressed. She wanted to reiterate that a big thank you goes to the Police Department and officers for helping us out.

Director of Administration/City Recorder Vickie Nogle said we are having the next court October 7th. She state there has been Plexiglas installed at the outside window so we can utilize it even more, being able to take payments and utilizing it as a pass through window, receiving deliveries and such.

City Councilor James Audritsh said he was very impressed with the creativity used to figure out how we can keep serving our citizens.

Mayor Charles Rostocil was also impressed with the cooperation shown between the departments so we could keep City Hall functioning.

Director of Administration/City Recorder Vickie Nogle said we would like to put up a shelf and an awning at the outside window by the City Hall entrance so we could keep utilizing the window for as long as we need to, in case the COVID-19 guidelines go into winter.

Public Works Superintendent Mike Krebs showed the City Council a picture of the awning that we were looking at purchasing.

There was a consensus of the City Council to install the awning, as shown by the Public Works Superintendent Mike Krebs, and a shelf for the outside window.

FINANCE DEPARTMENT – Finance Director Judy Smith. Finance Director Judy Smith said she is meeting the deadline for the Auditors and getting them everything they have requested. She stated she was sorry for not including the graphs, but she is working on the 20-21 graph model so that we can have our budget on there with the correct numbers. J. Smith said it should be available the next meeting.

Finance Director Judy Smith said in regards to the utilities, we are still working with customers setting up payment arrangements and also trying to collect on those. She said we have two customers so far that may have to have a bit of carry over, but other than that we have been working diligently to collect on what is owing.

Finance Director Judy Smith said on the accrual report, everyone has gotten down their comp-time and are working on getting their vacation time down, which we have until the end of the year to do.

Mayor Charles Rostocil said he appreciates everyone trying to keep those liabilities down.

City Councilor James Audritsh asked if water shut off day and court are on the same day.

Director of Administration/City Recorder Vickie Nogle said normally it isn't, but this time is was.

City Councilor James Audritsh said that could complicate things with court and also people trying to pay their utility bills.

Finance Director Judy Smith said because Julie made all those calls prior to shut off, we got the list way low and people made their payments, but we did have 2 customers complain they did not appreciate getting called about their bill.

Mayor Charles Rostocil said he appreciates the work and going the extra mile and doing the calls, and working with our residents.

CONSENT AGENDA.

A) Approval of the June 17, 2020 Special City Council minutes.

B) Approval of the July 2020 Check Register Report.

MSA/City Councilor Tyler Thomas/City Councilor James Audritsh motioned to approve the Consent Agenda as presented. City Councilor Robert Prinslow, Mayor Charles Rostocil, City Councilor Tyler Thomas, City Councilor Michelle Dodge, and City Councilor James Audritsh were in favor. Motion passed unanimously.

APPERANCE OF INTERESTED CITIZENS. Scott Stierle said it was mentioned to have the City Council meeting live using a local T.V. channel. He voiced concern that some people do not have televisions and would not be able to participate.

Mayor Charles Rostocil said the Director of Administration/City Recorder Vickie Nogle is pursuing using YOUTUBE to live stream the meeting which means it will be viewed on the internet instead of television.

OTHER CITY BUSINESS. City Councilor James Audritsh said the Kiwanas Club of Woodburn is doing a 5-card poker run fund raiser on Saturday, August 22, 2020, starting at 10:00 a.m. that will start in Woodburn, go to Silverton, then Hubbard with the final destination being the Methodist Church in Woodburn. The cost will be $20 per car and prizes will be awarded.

COUNCIL RECESS OPEN PUBLIC MEETING AND CONVENE CLOSED EXECUTIVE SESSION TO REVIEW AND EVALUATE EMPLOYMENT-RELATED PERFORMANCE OF EMPLOYEES UNDER ORS 192.660(2)(i). 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 for the executive session and recessed the (open) public meeting at 8:27 p.m. to go to a closed session.

COUNCIL CLOSE EXECUTIVE (CLOSED) SESSION AND RECONVENE PUBLIC (OPEN) MEETING. Mayor Charles Rostocil closed the executive session and reconvened the (open) public meeting at 9:23 p.m.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 8, 2020, AT 7:00 P.M). MSA/Mayor Charles Rostocil/City Councilor James Audritsh motioned to adjourn the meeting. City Councilor Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge, and Mayor Charles Rostocil were in favor. Meeting adjourned at 9:25 p.m.

ATTEST:

Charles Rostocil, Mayor

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

Julie Hedden
Administrative Assistant / Court Clerk
Transcribing