

**CITY OF HUBBARD
CITY COUNCIL SPECIAL MEETING MINUTES
AUGUST 25, 2020**

CALL TO ORDER: The Hubbard City Council special meeting was called to order by Mayor Charles Rostocil at 6:30 p.m. 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 Robert Prinslow, City Councilor Tyler Thomas, City Councilor James Audritsh, City Councilor Michelle Dodge.

STAFF PRESENT: Director of Administration/City Recorder Vickie Nogle, Finance Director Judy Smith, Public Works Superintendent Michael Krebs, Police Chief Dave Rash, Administrative Assistant/Court Clerk Julie Hedden.

OTHER ATTENDEES:

REVIEW TELECOMMUTING POLCIY – Mayor Charles Rostocil. Mayor Charles Rostocil said as the City Council they are supervisors for the City and so he wants to make sure that everyone has a chance to review the telecommuting policy which has been included in the packet. He stated it starts at section 6.16, also added included in the packet is the temporary COVID-19 City Policy which includes additional criteria for telecommuting options. C. Rostocil stated he wanted to make sure the policies were being read correctly and part of that is, if you are a manager in the City, you have the ability to approve or not approve telecommuting options as long as you fall within the criteria. He said for Department Heads they need to go through the City Council to approve their plans for telecommuting. C. Rostocil stated he would like to have a consensus from City Council to write up an email from the City Council to release to City Staff reminding them of the City Policies, and that if they wish to work through telecommunication they need to bring their plan to City Council for approval. He said if you are telecommuting because of the COVID-19 restrictions you need to fall into one of the 6 criteria listed on the policy.

Mayor Charles Rostocil said the City Council need to find a means to be able to communicate as a single voice as a supervisor to work with the Department Heads. He stated this was brought up in the Goal Setting Sessions; it is hard to do with a “weak mayor” system, so we will have to use City Council time to address these issues so City Staff will need to come prepared and make proposals if they wish to telecommute. He went on to say that one of the reasons City Hall was kept closed is to be able to keep employees as safe as possible by maintaining social distancing and wearing masks if needed, but because everyone has their own area or office it does not seem to be a problem.

Mayor Charles Rostocil asked for a consensus to release an email that will clarify the policies to make sure everyone is aligned on them.

There was a consensus of the City Council for Mayor Charles Rostocil to draft and release an email clarifying the policies in making sure everyone is aligned with them.

Finance Director Judy Smith said she has a concern about social distancing when court is being held. She wanted to know if she feels uncomfortable with it, and doesn't need to be in the building during court, if she needs to tell the City Council.

Mayor Charles Rostocil said yes she would need to tell City Council. He went on to say he understands her position but he does know that when we have court it does get very busy but it seems to be "all hands on deck" and that it would be good to have someone answering phones. He stated she could be isolated in her office keeping the door shut and she should be ok.

Mayor Charles Rostocil stated unless there is a medical reason that an employee's Dr. says the employee should not come in on specified days, then that would be justification. C. Rostocil said she could bring a Doctor recommendation which would fall in line with the COVID policy, but it still needs to go through City Council.

ADJOURNMENT - (NEXT REGULAR CITY COUNCIL MEETING IS SEPTEMBER 8, 2020, AT 7:00 P.M.) MSA/Mayor Charles Rostocil/City Councilor Michelle Dodge 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 6:39 p.m.

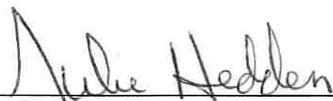
ATTEST:



Charles Rostocil, Mayor



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



Julie Hedden
Administrative Assistant / Court Clerk
Transcribing