



**Regular City Council Meeting
October 8, 2013
MEETING MINUTES**

CALL TO ORDER Mayor Pete Edison called to order the Regular Meeting of the Banks City Council at 7:55 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present were: Christy Greagor, Brian Biehl and Michael Nelson. Mayor Pete Edison arrived at 7:55 PM. Rob Fowler and Mark Gregg were excused. Dan Keller's was absent.

Staff present: City Manager Jolynn Becker, City Recorder Angie Lanter, City Attorney Dan Kearns

APPEARANCE OF INTERESTED CITIZENS – None

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

1. CIS Safety and Award presentation. This agenda item was deferred to the November meeting agenda.

BRIEFINGS AND PROGRAMS

Agenda Items 2, 3 and 4 were addressed prior to the Council meeting.

2. Police Monthly Briefing – Deputy Hanlon presented the police report for October 2013. He reported about parking issues that occurred during the Oregon Marathon, which seemed to have gone very well. Ms. Becker added the vendor that organized the event is considering doing a half-marathon next year, but the location was undetermined.
3. Planning Commission Liaison – Planning Commissioner Lisa McAllister briefly described the Commission's efforts to update the Municipal Code, which involved simplifying parts of the Code and ensuring compliance with Oregon Regulatory Statutes. Ms. Becker stated the City Planner would update the Council on the Planning Commission's progress and a public hearing would be scheduled for the Commission in December or January. Ms. McAllister agreed the Commission was learning a lot, adding that much of the Code was written quite some time ago. It was good to update Code periodically to keep it current and relevant.

CITY REPORTS

4. City Manager Report –City Manager Jolynn Becker presented the City Manager Report, which was included in the meeting packet, and responded to clarifying questions from Council with added comments by Mr. Kerns regarding the Design Standards. She also reported on the Main Street Conference held in Astoria, noting that in other cities, Main Street programs were driven by the private sector and then the City assists through ordinances, grant applications, etc. to accomplish the community's vision. Efforts are more collaborative as opposed to the City spearheading the program and a number of organizations are involved. Some cities partner with the Chamber of Commerce. The City had not yet received feedback from businesses in Banks about the Main Street Program. She related different stories about how other cities use grant money to hire a rare program person to facilitate the program and budgeted funds to redo the front façades of its main street buildings to match their Main Street theme, which prompted further improvements by business owners.

The City Council took a brief recess to verify Mayor Edison's arrival time, after which the Council began with the Call to Order.

CONSENT CALENDAR:

5. City Council Meeting Minutes – September 10, 2013

6. Shall the City Council appoint Ms. Lynda Goovaerts to fill Library Advisory Board Position LB4? (CL 2013-53)
 7. Shall the City Council approve an Oregon Public Works Emergency Response Cooperative Assistance Intergovernmental Agreement with the Oregon Department of Transportation? (CL 2013-54)
- Councilor Greagor moved to approve the Consent Calendar. Councilor Nelson seconded the motion. MOTION CARRIED 3-0. Ayes: Greagor, Biehl, and Nelson; Nays: None.

BUSINESS AGENDA

Public Hearing – None

Regular Business

8. Shall the City Council support a Banks Chamber 2013 Holiday Lighting Contest? (CL 2013-55) Ray Deeth noted in prior years the City Council has matched the \$150 donated by the Chamber of Commerce to provide \$300 in gift certificates to the winners. He and Ms. Becker described the contest details. Mr. Deeth confirmed no changes have been made since last year's event. Councilor Greagor moved that the City support the Banks Chamber of Commerce 2013 Holiday Lighting Contest by donating \$150 for the contest. Councilor Biehl seconded the motion. MOTION CARRIED 3-0. Ayes: Greagor, Biehl, and Nelson; Nays: None.
9. Shall the City Council adopt the Resolution 2013-14 that rescinds the previous Comprehensive Fee Schedule, and adopts a new Comprehensive Fee Schedule? (CL 2013-56) Ms. Becker noted the fee changes made for Annexation Applications was to match what was adopted in the resolution four or five years ago. She also discussed the changes made to Pre-Application Conferences and Site Review to help cover the Staff's time. The proposed amounts were based on what other local cities charge. The Council agreed to amend the Site Review title to state, "Site *Plan* Review". Councilor Biehl moved to adopt the Resolution 2013-14 that rescinds the previous Comprehensive Fee Schedule, and adopts a new Comprehensive Fee Schedule with amendments as noted. Councilor Nelson seconded the motion. MOTION CARRIED 3-0. Ayes: Greagor, Biehl, and Nelson; Nays: None.
10. Shall the City Council review and adopt the Banks City Council Goals for 2014-2015 (2013-57) Mayor Edison deferred this item to November in order to have the full Council present.
11. Shall the City Council adopt the amended City Council Guidelines? (CL 2013-58) Ms. Becker confirmed the Guidelines were initially adopted in 2010. The revisions included added sections regarding Travel and Training Reimbursement and Vehicle Safety Policies, as well as a signature page confirming each City Councilor has reviewed and understood the Guidelines. Councilor Greagor moved to adopt the amended City Council Guidelines and Rules. Councilor Biehl seconded the motion. MOTION CARRIED 3-0. Ayes: Greagor, Biehl, and Nelson; Nays: None. Ms. Becker said dated copies of the updated Guidelines would be provided for each Councilors review and signature at the next City Council meeting.
12. Shall the City Council adopt the newly created Boards, Commissions and Committees Guidelines and Rules? (CL 2013-59) Ms. Becker confirmed the new document had been fully vetted by all the City's commissions. Mayor Edison clarified that Council had reviewed the document many times. Councilor Greagor moved to adopt the newly created Boards, Commissions and Committees Guidelines and Rules. Councilor Nelson seconded the motion. MOTION CARRIED 3-0. Ayes: Greagor, Biehl, and Nelson; Nays: None.
13. Shall the City Council review and update City Council Committee Assignments? (CL 2013-60) Council reviewed and discussed the Committee assignments and made the following updates: Councilor Nelson would be the Alternate Council Liaison for the Banks Library Board, Sunset Park Association and Banks Fire District #13 Board. Councilor Fowler would replace Craig Stewart on the Banks Internal Audit Sub-Committee. The Tree Advisory Board and Greenville City Park Management Committee were now defunct having been replaced by the Parks, Recreation and Tree Board of which Councilor Greagor was Chair. She would also act as Council Liaison for that board. Ms. Becker noted Councilor Gregg may want Councilor Keller to be the primary liaison for MACC. Mayor Edison suggested Councilor Nelson could then be the primary liaison for the Fire District. Staff would make the noted changes and return for formal approval of the assignments at the November meeting.
14. Shall the City Council approve the City Manager Contract? Mr. Kearns reviewed key elements of the contract, including the annual evaluation and requirements for training as well as the termination and resignation processes. He recommended approval of the contract. He added that the League of Oregon Cities offers a Government Management Certification Program and Ms. Becker was already on that

meeting schedule to work toward that training requirement. Councilor Biehl moved to approve the City Manager Contract as presented. Councilor Nelson seconded the motion. MOTION CARRIED 3-0. Ayes: Greagor, Biehl, and Nelson; Nays: None.

COUNCIL ROUND TABLE DISCUSSION

Councilor Biehl said he attended the Washington County Coordinating Committee (WCCC) meeting and learned that the Washington County Commissioners decided to impose a \$30 vehicle tax without a vote, although the WCCC had recommended a vote of the people. After receiving innumerable phone calls, however, the Commission changed its mind and the tax will go to voters next November.

Ms. Becker distributed the updated Staff Work Chart that the Council had requested. She noted further changes would be seen in coming months as the Council made amendments. She announced that Senator Betsy Johnson would be holding a Town Hall meeting on October 13th from 4 pm to 5:30 pm at the Chamber of Commerce. She was doing several town halls along the coast and wanted to stop in Banks. No flyers promoting the Town Hall had been seen.

Ray Deeth reminded that the Mayoral State of the City Address will be at the January Chamber of Commerce meeting, which will be the first Thursday of January 2014. He reminded Mayor Edison to reserve the date. He also announced that Representative Suzanne Bonamici will be at the fire station on October 19th. Ms. Becker said that date may change due to the goings on in Washington D.C., adding she had not received any information about a new meeting date.

ADJOURN The meeting adjourned at 8:30 PM

Submitted by:

Angie Lanter – City Recorder