



**Regular City Council Meeting  
May 10, 2016  
MEETING MINUTES**

**CALL TO ORDER** Mayor Pete Edison called to order the Regular Meeting of the Banks City Council at 7:02 PM.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

Present were: Mayor Pete Edison, Brian Biehl, Mark Walsh, Michael Nelson, Teri Branstitre, and Dan Keller. Mark Gregg was excused.

Staff present: City Manager Jolynn Becker, City Planner Stacey Goldstein, City Recorder Angie Lanter, and City Attorney Dan Kearns.

**APPEARANCE OF INTERESTED CITIZENS** – There were none.

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS –**

1. National Drinking Water Week Coloring Contest Award Winners – Mayor Edison announced the winners of the National Drinking Water Week Coloring Contest Award Winners according to age, presenting prizes to each of the winners as follows: Age 2 to 6 years 3<sup>rd</sup> Place Lilja Woods; 2<sup>nd</sup> Place Jack Johnson; 1<sup>st</sup> Place Logan Fleming. Age 7 to 9 years: 3<sup>rd</sup> Place Sadie Shroyer; 2<sup>nd</sup> Place Brady Johnson; 1<sup>st</sup> Place Keegan Ragan. Age 10 to 12 years: 3<sup>rd</sup> Place Cain Peters; 2<sup>nd</sup> Place Bella Demuth; 1<sup>st</sup> Place Lyndsay Shroyer
2. Emergency Medical Services Week Proclamation – Mayor Edison read the Proclamation declaring May 15-21, 2016 Emergency Medical Services Week. Chris Lanter, Supervisor, Metro West Ambulance, thanked Council, noting Metro West had been providing EMS services for Washington County since 1953 which was the result of a large collaborative effort between police, fire, and hospitals countywide. Metro West looked forward to many continued years of service.
3. National Bike Month Proclamation – Mayor Edison declared May 2016 as National Bike Month, and Friday, May 22, 2016 as Banks' Bike-to-Work day in the City of Banks.

**BRIEFINGS AND PROGRAMS**

4. Police Monthly Briefing –Deputy Hanlon presented the police report for April 2016 and addressed clarifying questions from Council. He described the Stop Kids Impaired Driving (SKID) exercise held at the high school, which went very well.
5. Planning Commission Liaison – City Manager Becker reported that in April, the Planning Commission approved two applications, one for Periodic Edibles, a marijuana manufacturing facility, and one for the West Hills development, which included recommendations of approval for a Zone Change and Comprehensive Plan Amendment that would be presented for public hearing at the June City Council meeting. She and City Attorney Kearns addressed clarifying questions.
6. Economic Development Commission Liaison – Councilor Nelson and Councilor Walsh reported on the recent Economic Development Commission's (EDC's) meeting, noting the EDC expected to finish review of the Initiatives next month and start developing the draft Strategic Plan, which would be presented to Council within two to three months.  
City Manager Becker added discussion included getting public input before the draft Strategic Plan was presented to Council. Given the recent overview presented on urban renewal districts, the EDC wanted to ensure citizens were aware of what is happening.

## **CITY REPORTS**

7. City Manager Report – City Manager Becker presented the City Manager Report via PowerPoint, which was included in the meeting packet, and answered clarifying questions from Council. Discussion included the MSTIP 150% List and efforts to receive public input on the MSTIP List as well as West Hills' condition requiring street and sidewalk improvements.  
City Manager Becker also reported on the Water Audit Leak Update, which was distributed to Council. The Council discussed the substantial progress made and commended Staff for their work. Staff addressed questions and noted how the water line mapping project could review more leaks, which would be repaired immediately.

## **CONSENT CALENDAR:**

8. City Council Meeting Minutes – April 12th, 2016.
9. Shall the City Council authorize the Mayor or City Manager to sign the contract amended with the Washington County Sheriff's Office for law enforcement services for 2016-2017? (CL 2016-23)
10. Shall the City Council authorize the City Manager to sign the OLCC Application for Our Café (13310 NW Main Street, Banks, Oregon)? (CL 2016-24)
11. Shall the City Council authorize the City Manager to sign the Professional Services Contract with Shaun Pigott Associates, LLC in the amount of \$5,590.00 to conduct a water rate study? (CL 2016-25)

Councilor Biehl moved to approve the Consent Calendar. Councilor Keller seconded the motion. MOTION CARRIED 5-0. Ayes: Biehl, Walsh, Keller, Nelson, and Branstitre; Nays: None.

## **PUBLIC HEARING –**

12. Public Hearing for Fiscal Year 2016-2017 Operating Budget and Capital Improvement Plan.  
City Manager Becker explained the Budget Committee sought public input on the proposed 2016-2017 budget, which would be adopted at the next City Council meeting.

The City Council returned to address this agenda item following the Business Agenda Items 13 and 15.

Mayor Edison opened the public hearing at 7:54 PM and called for public comment on the Fiscal Year 2016-2017 Operating Budget and Capital Improvement Plan. Seeing none, he closed the public hearing at 7:55 PM.

The Council proceeded to Agenda Item 14 at this time.

## **BUSINESS AGENDA**

13. Shall the City Council adopt Ordinance #2016-04-01, amending Title 3 (Administration), Chapter 32 (City Organizations) of the Banks Code of Ordinances, amending the structure and functions of the Library Board, Budget Committee, Park, Recreation and Tree Board, and Planning Commission? (Second Reading and Final Adoption) (CL 2016-26) City Attorney Kearns confirmed no changes had been made since First Reading.

Councilor Walsh moved to adopt, by title only, Ordinance #2016-04-01, amending Title 3 (Administration), Chapter 32 (City Organizations) of the Banks Code of Ordinances, amending the structure and functions of the Library Board, Budget Committee, Park, Recreation and Tree Board, and Planning Commission. Councilor Nelson seconded the motion. MOTION CARRIED 5-0. Ayes: Biehl, Walsh, Keller, Nelson, and Branstitre; Nays: None.

City Recorder Lanter conducted Second Reading.

The City Council proceeded to Agenda Item 15 at this time.

14. Shall the City Council authorize staff to proceed with creating a Downtown/Business Corridor Master Plan?  
City Planner Goldstein updated Council on the progress of the Downtown/Business Corridor Master Plan, noting the name was changed to Banks Downtown Business Corridor Visioning Project in order to include the planning, design, and implementation for the industrial land along Wilkesboro Rd. She described the visioning process, which would include a lot of community outreach and input. Someone from the Code Assistance Department of the TGM Program would be on the steering committee and Staff expected to begin the Code work needed to implement the project as soon as the visioning project was complete. Staff

addressed questions and explained consensus was being sought from Council due to an upcoming TGM Grant submission deadline. By authorizing Staff to proceed with the project, Staff would not apply for the TGM Grant and use the \$35,000, originally slated as a match for the TGM Grant, for the Visioning Project. The consultant's contract and further details about the costs and the scope of work would be presented to City Council at the next Council meeting for authorization.

Councilor Keller moved to authorize staff to proceed with creating a Downtown/Business Corridor Master Plan. Councilor Walsh seconded the motion. MOTION CARRIED 5-0. Ayes: Biehl, Walsh, Keller, Nelson, and Branstitre; Nays: None.

City Council proceeded to Council Round Table at this time.

15. Shall the City Council authorize Rachel Nelson to provide Design and Branding Services to the City of Banks on a volunteer basis? Mayor Edison clarified that paying Ms. Nelson would trigger the need for a full RFP. Councilor Branstitre stated for the record that she believed Ms. Nelson should be paid for her work for the City.

Councilor Keller moved to authorize Rachel Nelson to provide Design and Branding Services to the City of Banks on a volunteer basis. Councilor Walsh seconded the motion. MOTION CARRIED 5-0. Ayes: Biehl, Walsh, Keller, Nelson, and Branstitre; Nays: None.

The City Council returned to the Public Hearing item at this time.

#### **COUNCIL ROUND TABLE DISCUSSION**

Councilor Nelson asked if other areas in the city needed to be designated industrial now that Phase 9 was rezoned from industrial to residential. City Planner Goldstein stated the Industrial Lands Need Analysis did not include the Arbor Village Phase 9 land because of its adjacency to residential and the probability that it would be changed to residential. She confirmed no industrial land deficiency existed in Banks.

Councilor Branstitre noticed there were a number of dead trees in Greenville City Park that she believed had only been recently planted. City Manager Becker agreed to have the trees checked.

City Manager Becker noted the Mayor's position, as well as three City Council positions would be on the ballot in November, and added the summer would be very busy for City Council.

**ADJOURN** The meeting adjourned at 8:09 PM

Submitted by:

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Angie Lanter – City Recorder