



**Regular City Council Meeting  
Tuesday, October 9, 2018  
MEETING MINUTES**

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**CALL TO ORDER** Mayor Edison called to order the Regular Meeting of the Banks City Council at 7:32 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

Present were: Mayor Pete Edison, Michael Nelson, Stephanie Jones, Teri Branstitre, Mark Walsh, and Mark Gregg

Excused: Dan Keller

Staff present: City Manager Jolynn Becker, City Recorder Angie Lanter, Library Director Denise Holmes, City Attorney Dan Kearns, and Deputy Ward.

**APPEARANCE OF INTERESTED CITIZENS** – None

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS** – None

**BRIEFINGS AND PROGRAMS**

1. Police Monthly Briefing – Deputy Ward presented the police report for September 2018. He clarified the Department of Human Services (DHS) had been called by the school regarding the spanking of a 12-year-old by his father. The school was a mandatory reporter.
2. Planning Commission Update – No September Planning Commission meeting was held.
3. Economic Development Commission Update – Councilor Nelson reported the EDC meeting was the first held since early summer. Michael Walker was part of the team again and gave a presentation on the ongoing initiatives and updates. Most of the meeting was spent covering the Economic Roadmap approved two months ago, going into detail on each one of the steps and the progress being made. The deliverables looked to be on schedule for 2018. The Economic Roadmap would be very active for the City if no moratorium occurred. The City was doing a great job of executing the Economic Roadmap.

**CITY REPORTS**

4. City Manager Report – City Manager Becker presented the City Manager Report, which was included in the meeting packet, noting that on Thursday night, the City would be presenting for the Community Development Block Grant (CDBG) to get approvals for an additional \$60,000 for the Commerce St project. Councilor Jones would not be at the meeting, but Councilor Branstitre would attend. Jolynn noted the letter

in the packet recommended that the CDBG Board approve the additional \$60,000. Staff addressed questions from the Council with the following key comments:

- City Manager Becker had received copies of the requests submitted to ODOT from a company that would begin filming a movie on October 17<sup>th</sup> from 9 am to 4 pm on Main St. The company was working with the Washington County Sheriff's Office to provide off-duty police officers to help with traffic control through town. She briefly described the film, and the company's plans to use various buildings in the movie.
- City Manager Becker updated on the Street and Sidewalk Repair Project in Arbor Village, noting the cost for the City to manage the project would be more than what Lennar would pay for the project. Lennar was waiting for bids from contractors and had told her work would take place in October or November, but she believed it would not happen until spring. The cost of the contracts was higher than Lennar expected, so they were defining and refining the project further with the contractors to reduce the costs. She did not know the specific cost. She confirmed the final plat map had been submitted to the County to start the process, but it had not been finalized yet. Lennar was given the sidewalk repair map showing what was agreed upon between West Hills and the City. City Attorney Kearns noted the agreement was very clear, so there was no question as to the number of trees or amount of sidewalk and curb being called for.  
City Manager Becker added a chart was also available showing what work needed to be done at specific addresses. She confirmed Lennar had twelve months to complete the project after the final plat was approved. City Attorney Kearns explained the reason for the sequence of events was due to scheduling around the wet and dry seasons. It was preferable to tie the project to the final plat to maintain some control over it before sign-off.

#### **CONSENT CALENDAR**

5. City Council Meeting Minutes – September 11, 2018

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

#### **PUBLIC HEARING – None**

#### **BUSINESS AGENDA**

6. Shall the City Council adopt Resolution No. 2018-18, a Resolution Authorizing A Prior Period Adjustment to The Fixed Asset Ledger and The Receipt of The Five-Acre Greenville Park In 2005 (CL 2018-45)  
City Recorder Lanter reviewed the background regarding the Resolution, noting the Assessment Department valued the park at \$633,000 in 1998. Currently, the park was valued at a little more than \$1 million. The Resolution was a formality, so the City Auditor could have a Resolution with a dollar amount and the park could be added to the fixed asset list.

Councilor Jones moved to adopt Resolution No. 2018-18, a Resolution Authorizing A Prior Period Adjustment to The Fixed Asset Ledger and The Receipt of The Five-Acre Greenville Park In 2005. Councilor Gregg seconded the motion. MOTION CARRIED 5-0. Ayes: Branstitre, Gregg, Jones, Nelson, Walsh; Nays: none.

7. Shall the City Council approve appointments to the Board, Commission, and Committee positions listed below, based on recommendations from the Mayor? (CL2018-46)
- a. Elaine Goldman – Library Board Position PRT1 (Partial Term will expire June 30, 2020).

Mayor Edison stated he had spoken with Ms. Goldman and he highly recommended her appointment. He confirmed the Library Board had not met with Ms. Goldman.

Councilor Gregg moved to confirm the Mayor's appointment to the Board, Commission, and Committee positions. Councilor Walsh seconded the motion. MOTION CARRIED 4-1. Ayes: Gregg, Jones, Nelson, Walsh; Nays: Councilor Branstitre.

8. Shall the City Council support the Banks Chamber of Commerce 2018 Holiday Lighting Contest?  
City Recorder Lanter said she had not yet received a formal request for a dollar amount. City Manager Becker stated the Chamber had confirmed the amount was \$150 and that it was in the City's budget.

Councilor Gregg moved to approve giving \$150 to the Banks Chamber of Commerce 2018 Holiday Lighting Contest. Councilor Nelson seconded the motion. MOTION CARRIED 5-0. Ayes: Branstitre, Gregg, Jones, Nelson, Walsh; Nays: none.

## COUNCIL ROUND TABLE DISCUSSION

Councilor Jones reported on the School Board meeting, noting Dan Streblov was appointed to fill the rest of Lori Schlegel's term, as well as the Habitat for Humanity Board meeting. The Habitat for Humanity Board was looking for suggestions on how to improve their public image, so people would know what they were doing. Habitat for Humanity had a rapid repair program and was looking to branch out from Cornelius and Forest Grove to Banks, but they were uncertain if they could get the needed volunteers in Banks or if a Banks property was available for building a house or a community of houses. She believed the rapid repair program could be better advertised so people would apply for assistance. Quarterly meetings had been suggested, though the next meeting would be scheduled sooner so goals could be set. The Public Advisory Board did not meet in September. She noticed the only garbage cans at the trailhead were in the bathrooms and that dog droppings were the main thing deposited in them which was unpleasant in an enclosed space. She asked if the City had any control over making outside garbage cans available for that purpose and was advised to call to the State Parks Department. The Friends of the Library cleared more than \$1,000 at the book sale. She believed having extra days for the sale made a difference. Typically, about \$300 was made in two days. The Bites Fundraiser raised \$510. On the first Tuesday in November, a fundraiser would be held at McMenamins.

Councilor Nelson reported the Library Board did not meet last month in lieu of the Strategic Planning Meeting Part 1 which was well attended. The feedback, energy, and entire process were very positive. A few strategic options were discussed, but nothing was finalized yet. A second meeting would be held in November and then the Council would be informed of what was finalized.

Mayor Edison asked for the Councilors' opinions on the Hwy 6/Aerts Rd roundabout. All members of the Council preferred a roundabout, especially if ODOT paid for it. Additional comments were that a roundabout did not restrict traffic in any direction. He confirmed City Manager Becker would relay the decision to the City Engineer. On Thursday, Senator Johnson was convening a meeting from 1 pm to 3 pm at the fire station to discuss the Port of Tillamook Bay Railroad's proposed sale of one mile of track to Portland Western. People would attend from ODOT, Hampton Lumber, and other organizations. More information would be shared about the proposed distribution center to be located in Banks to handle lumber from Warrenton and Tillamook.

Councilor Branstitre reported on the Park and Tree Board Meeting noting a quorum was not present. No meeting took place in September. In August, the Board discussed upcoming events.

Councilor Gregg reported on September's Quarterly WCCCA Board meeting. The Board reviewed architectural plans for the new WCCCA facility located just north of Highway 26 off Jacobson Rd, which was part of WCCCA's long-term plans. The training cycle for new dispatchers was constant due to a lot of turnover, which was expected. The Banks Historical Society held a meeting for the 100-Year Celebration, which would take place in 2020. Representatives from the School District, Chamber of Commerce, and Sunset Park also attended. The organizations were working to find ways to incorporate the 100-year theme into their activities.

City Manager Becker stated that with regard to the EDC Roadmap Task List, the Oregon Main Street Program would present to the EDC in November. She also wanted to present it to Council in November or December to help understand how the program worked and how it could be tied into the Roadmap. She agreed to schedule and publish the November EDC meeting as a joint work session with Council, so the Main Street Program presenter would not have to make two separate trips. The Façade Program was being worked on so, the program was ready when funds were available. The EDC would review the program and make recommendations to City Council.

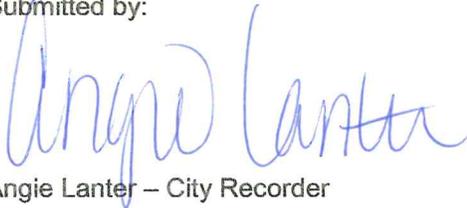
City Recorder Lanter noted she had sent an email yesterday regarding the Elected Essentials training by the League of Oregon Cities (LOC) for new and current Councilors to review ethics, public records law, etc. She also extended invitations to the two candidates running for City Council. Two training session options were available at the end of November one in Tigard and one in McMinnville. She asked the Councilors to notify her if they wanted to go and she would register them. The training was free, but space was usually very limited. She confirmed that Stephanie Harr at Champion Signs would help design a logo for the 100-Year Celebration. The film and graphics

class at the high school would help with posters for the different events, which would give them practical experience and items for their portfolios.

Library Director Holmes reported on the Conversations Project, noting the Oregon Humanities presentation entitled, "Anyone Can Be a Leader" would occur on Thursday at 7 pm in the Jane Moore Community Room. Leadership classes from the junior high and high school had been invited, and anyone else who wished to come was welcome. The head of the Conversations Project would also attend. The tech equipment in the community room was well utilized by the Mayor to record a message for the strategic planning group that was well received. She noted the calendar in Council's meeting packet contained everything that was happening and that she would include the calendar every month.

**ADJOURN** The meeting adjourned at 8:09 pm.

Submitted by:



Angie Lanter – City Recorder