



**Regular City Council Meeting
Tuesday, March 13, 2018
MEETING MINUTES**

CALL TO ORDER Council President Gregg called to order the Regular Meeting of the Banks City Council at 7:10 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present were: Dan Keller, Stephanie Jones, Michael Nelson, Teri Branstire, Mark Walsh, and Mark Gregg.

Excused were: Mayor Pete Edison.

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

APPEARANCE OF INTERESTED CITIZENS

Rachel Nelson, Planning Commissioner/EDC Chairperson, 12568 NW Groveshire Ave, Banks, OR 97106, said she had just attended the third or fourth convening of the Tourism Studio for the region and, combined with the issue the Council had heard regarding parking and the uncertainty about how long it would take to do coding or how the Code currently applied to shared parking uses, a parking situation already existed at the Banks-Vernonia Trailhead because of spillover of cars.

- With increased tourism promotion, as well as the other proposed trails it seemed like a timeline should be put together. She was not sure if it was the Council's responsibility, or if the Council wanted to direct the Planning Commission or Economic Development Commission (EDC) to address the issue. Someone from the City, possibly City Manager Becker, had put together a great chart matching the Vision 2037 projects to the Urban Renewal District projects. She suggested expanding the chart to add dates for when the projects might happen. Some of the dates were in the Urban Renewal District Plan, but it might be good to add those dates along with projections of population growth in Banks.
 - The dates of the development could be listed separately but still show how it would affect population growth and visitor estimates. She knew it would involve some guesswork, but a start needed to be made somewhere.
 - She believed some of the projects, such as the Commerce St parking area and the trail from there to the trailhead, etc., could possibly be divided and tackled sooner to build up the infrastructure to allow visitors to have a positive experience and for locals to have a positive visitor experience.
 - A lot of activity was focused around trails in Banks. Also, promotions were being placed in regional, national, and international publications describing the trails as destinations, so the City should be prepared for that.

Council President Gregg said it would be good to discuss Ms. Nelson's suggestions with the City Manager. Ms. Nelson agreed, adding she loved seeing how the projects compared, but she would also like to see when the items were expected to occur and how the items could be prioritized, which might be something the Planning Commission could help tackle.

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

1. 2018 National Community Development Week Proclamation – Council President Gregg read the proclamation designating the week of April 2nd to April 6th, 2018 as National Community Development Week.

Council President Gregg asked about the \$1.6 million the City had received, adding he knew the library was a big part of it. City Manager Becker said almost \$300,000 had been received for the project on Commerce St and confirmed it was Community Development Block Grant (CDBG) funded. Funding the project would involve a combination of CDBG money and some money from the State and City.

BRIEFINGS AND PROGRAMS

2. Police Monthly Briefing – Deputy Todd Hanlon presented the police report for February 2018. He also noted he had begun adding statistics to the bottom of his report to more accurately reflect the number of calls, stops, incidents, etc. that take place within the boundaries of the City of Banks. If someone wanted to pull the stats and double-check his work, they would now have an idea how he obtained his numbers. He confirmed the big increase in the number of citations in 2018 compared to previous years was due to the greatly increased effort of his replacement who was focused on issuing citations, such as to drivers traveling 40 mph to 50 mph on Banks Rd. He answered questions from the Council and described his plans and training for a possible incident at a local school similar to the recent shooting tragedy in Florida.
3. Planning Commission Update – City Manager Becker reported that only a public hearing was held for the Sign Code amendments and a recommendation was made to City Council.
4. Economic Development Commission Liaison – Councilor Nelson updated on the progress of the Economic Development Initiatives with these comments, including additions by Rare Member Michael Walker:
 - Parking Plan. The parking inventory memorandum, Parking Code audit, and the shared parking lot mock-up had been completed. The EDC would keep working with the Code update process, which was currently in the City Planner's hands.
 - Community Outreach. The External Communication Policy and Procedure had been completed. An email service had been identified for mass email blasts. City Staff had met with the Initiative Lead and was in the process of refining the contact lists and identifying how to approach the outreach efforts by creating some mock community-outreach materials.
 - Business Outreach. The Business Directory had been completed and uploaded to the City web site. It was a document which showed every business in town with an exterior photo and some basic contact information for the proprietors. In addition, the EDC Roadmap will be completed before the surveys were released to the businesses. Currently, business outreach materials were being created. Outreach would be extended to everyone on the business license list to remind them of EDC meetings, EDC vacancies, events, etc. which would be a great network-building tool for the City.
 - The Regional Alliance Initiative had been completed as outlined by the Initiative Lead and would be an ongoing process where invitations would be made to regional entities to give presentations to the EDC, Business Oregon, COL-PAC, etc., to show the EDC what services they offer to the community as well as being a learning opportunity for EDC members. Currently, a calendar was being developed and ideas of who to invite were being generated.
 - Marketing. Rack cards had been completed by the Initiative Lead and were being refined. Production quotes have been obtained and the cards would be placed in strategic locations. The rack cards would identify nearby amenities, provide information about Banks as a community, etc. and would be informational tools for visitors.
 - Tourism Studio. A steering committee meeting was held today in Forest Grove that focused on identifying stakeholders who should be at the Tourism Studio on May 15th and May 16th. The stakeholders had positions within the community or regionally, for example, the Banks Bicycle Shop or Trailhead Café. He invited the Councilors to contact him or City Manager Becker about ideas for additional stakeholders who could provide valuable input to the Tourism Studio.

City Manager Becker noted Mr. Walker decided to serve for another year as a Rare Member, so Staff would submit an application for his appointment for another year.

CITY REPORTS

5. City Manager Report – City Manager Becker presented the City Manager Report, which was included in the meeting packet. She also presented the water loss report requested by Councilor Nelson at the last meeting and answered clarifying questions from the Council. She agreed to present the water loss report to the Council regularly by adding to the report each month.

CONSENT CALENDAR

6. City Council Meeting Minutes – February 13, 2018

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

PUBLIC HEARING

7. Shall the City Council adopt Resolution No. 2018-03 to rescind the prior schedule of city fees and adopt a new Comprehensive Fee Schedule to govern fees for all city services, permits and applications? (CL 2018-13)

Councilor Gregg opened the public hearing at 7:47 pm and called for public comment. Seeing none, he closed the public hearing at 7:47 pm.

Councilor Jones moved to conduct First Reading and adopt by title only Resolution No. 2018-03. Councilor Keller seconded the motion. MOTION CARRIED 5-0. Ayes: Keller, Jones, Nelson, Branstitre, Walsh; Nays: None.

BUSINESS AGENDA

8. Shall the City Council adopt Resolution No. 2018-04 allocating a donation of one week's intake of library fines to the Banks Food Pantry?

Library Director Holmes stated that last year, a decision was made countywide that juvenile materials would not accrue fines. It was possible the intake from fines would be a bit less than last year, but more than \$40 was collected from people who did not have fines but just wished to donate. She believed it had worked well and made it easier for the Food Pantry to fill in where they did not receive direct donations because they could buy food from the Oregon Food Bank very cheaply by the pound. She confirmed that last year a little more than \$250 was received, but it included \$43 that was a straight donation. She did not expect the actual expense to the budget would be more than about \$250.

Councilor Walsh moved to adopt Resolution No. 2018-04 by title only. Councilor Nelson seconded the motion. MOTION CARRIED 3-0. Ayes: Keller, Jones, Nelson, Branstitre, Walsh; Nays: none.

9. Shall the City Council authorize the installation of "No Trucks except Local Deliveries" signage on NW Market Street and NW Depot Street and "Truck Route" signage on NW Main Street, plus eliminate two parking spots at the entrance of NW Market Street from NW Main Street? (2018-14).

City Manager Becker presented the staff report via PowerPoint which showed the changes in parking and signage.

Councilor Nelson moved to adopt Ordinance No. 2018-01-02 by title only. Councilor Keller seconded the motion. MOTION CARRIED 3-0. Ayes: Keller, Jones, Nelson, Branstitre, Walsh; Nays: none.

COUNCIL ROUND TABLE DISCUSSION

Councilor Keller stated he believed a proclamation should be made against Daylight Saving Time.

Councilor Jones said the Oregon Humanities Conversations "Stone Soup" event would be held at the library tomorrow at 7 pm. The topic regarded recipes and how they create great connections in the community and with ancestry. Attendees were encouraged to bring family recipes they wished to share.

Councilor Nelson inquired about the six-month overdue internet connection for the weather station that had been applied for in November. City Manager Becker the paperwork had been signed on the City's side, but Metro Area Communications Commission (MACC) had not been requested to come out until December. Because fiber optic and not cable would be used, there had been a delay. MACC was scheduled to come on March 21st. Library Director Homes noted the WCCLS applied to Comcast for fiber optic in July, but would not receive it for another month.

Council President Gregg reported Washington County Consolidated Communications Agency (WCCCA) had redone some of its cost-sharing for the budget process, but the numbers did not appear to be a major adjustment for the City, only larger jurisdictions.

City Recorder Lanter confirmed the email from the Oregon Government Ethics Commission (OGEC) would be sent March 15th and it would include the Statement of Economic Interest (SEI) which the Councilors had until April 15th to file electronically. If the Councilors did not file, OGEC would contact her and she would contact the Councilors, noting a \$50 fine could be charged per day for not completing the form.

City Manager Becker stated the first, and perhaps only, budget meeting would take place on April 14th at 9 am. The budget meeting would include two budget meetings, one for the City and one for the Urban Renewal District.

Staff confirmed the list of City committee openings had been publicized, but there had been no response. The Council was encouraged to refer people who might be interested in serving to Staff.

City Attorney Kearns stated the legislative proposal to fix the City's water-permitting problem did not pass in this session. He explained the City had two permits and wanted to realize the limits of both permits to do one well that was deeper and went to multiple water layers. The Water Resources Department said they did not have authority to allow that suggestion and were going to stop it and said they did not really have statutory or rule guidance on it. The bill limited the number of years the City could go back and generically dealt with all permitting matters, but it was an indirect way of addressing the technical problem the City had. Senator Johnson might be able to get the bill through or the Water Resources Department could address the issue through rulemaking, as it had that authority as an administrative agency. The Water Resources Department adjudicated through permitting and also adopted rules that governed how they operated. The rules had to be consistent with the statute and he believed the statute was unclear on this point.

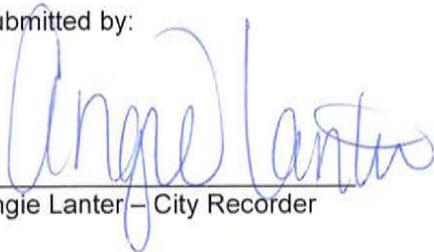
City Manager Becker said the Water Resources Department would be giving her information for the Council which they would receive in a confidential email with schedules and a strategy. She clarified the City would not pursue getting the Department to review and rule on the City's permit revision request, but the City would go forward with the white paper, which was being used in conjunction with the legislation, and would continue to pursue the City's permit request.

City Recorder Lanter stated that for those unable to attend the State of the City Address, she had emailed the Council a link to the video. She recommended watching at least the last seven minutes because the high school film media class video was good. The class would be working with the Washington County Visitors Association on a project. The teacher also taught graphic design classes and had approached the City about giving the students some practical experience. City Manager Becker added the teacher wanted to treat it like a real job so the students would know they have deadlines to meet.

Library Director Holmes stated the Family Justice Center would open on March 26th; the grand opening would be on April 12th. City Recorder Lanter noted an email had been sent to Council.

ADJOURN The meeting adjourned at 8:07 pm.

Submitted by:



Angie Lanter – City Recorder