



**Regular City Council Meeting  
Tuesday, January 8, 2019  
MEETING MINUTES**

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**CALL TO ORDER** Mayor Edison called to order the Regular Meeting of the Banks City Council at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited

Mayor Swearing-in Presentation – Peter Edison

Councilor Swearing-in Presentation – Marsha Kirk (Position CC1)

Councilor Swearing-in Presentation – Erica Harold-Heine (Position CC3)

Councilor Swearing-in Presentation – Mark Gregg (Position CC5)

City Recorder Lanter conducted the Swearing-in Presentations for Mayor Edison and Councilors Kirk, Harold-Heine, and Gregg.

**ROLL CALL**

Present were: Mayor Pete Edison, Marsha Kirk, Stephanie Jones, Michael Nelson, Teri Branstitre, Erica Harold-Heine, and Mark Gregg

Staff present: City Manager Jolynn Becker, City Planner Stacey Goldstein, City Recorder Angie Lanter, Library Director Denise Holmes, and City Attorney Dan Kearns

Guests: Ray Deeth, Chamber of Commerce

1. Shall the City Council elect a new Council President?

Councilor Nelson moved to elect Mark Gregg as Council President. Councilor Branstitre seconded the motion.

MOTION CARRIED 6-0. Ayes: Kirk, Jones, Nelson, Branstitre, Harold-Heine, and Gregg; Nays: None.

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

## **CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

### **2. Holiday Lighting Contest Winners**

Ray Deeth, President, Banks Chamber of Commerce, announced the winners of the Holiday Lighting Contest, presenting each with a cash prize as follows:

1<sup>st</sup> Place – Hammett Family, 12553 Maplecrest Wy, \$125

2<sup>nd</sup> Place – Breazle Family, 12787 NW Ashton Dr, \$100

3<sup>rd</sup> Place – O’Connor Family, 13356 NW Park St, \$75

Photos of the winners’ homes were shown via PowerPoint.

### **3. Certificate of Appreciation – Rachel Nelson**

Mayor Edison presented a certificate of appreciation to Rachel Nelson for her service as Chair of the Planning Commission from April 2014 to December 2018, and as Chair of the Economic Development Commission (EDC) from October 2015 to December 2018. He also noted her integral role on the City’s Branding Committee and in creating Banks’ brand.

Mayor Edison recognized Councilor Branstitre’s contributions to City Council from January 2001 to December 2006, as Mayor from January 2007 to December 2008, and once again to City Council from July 2014 to January 2019. She was moving from Banks and would no longer be serving on City Council. He called for a brief recess for refreshments and reconvened the meeting at 7:46 pm.

## **BRIEFINGS AND PROGRAMS**

### **4. Police Monthly Briefing – Deputy Ward presented the Police Monthly Briefing for December 2018.**

### **5. Planning Commission Update – The Planning Commission did not meet in December.**

### **6. Economic Development Commission Update – City Manager Becker**

- a. Business Outreach – No EDC meeting was held in January; however, several joint meetings with the EDC, City Council, and Planning Commission were held to discuss Business Outreach. A consultant was being considered to do the initial conversation with business owners, as well as property owners who leased to businesses. The scope of work was currently being reviewed and would be brought to Council for approval. Mayor Edison noted property and business owners have different needs. The consultant’s presentation was interesting, but no decision had been made to move forward yet. City Manager Becker confirmed the consultant’s proposal could be presented to Council at a work session next month.
- b. State of Oregon Main Street Application – The EDC agreed to be the lead for the Main Street Application Program. She distributed the application and asked the Councilors to provide her with any comments or questions by Friday, January 11<sup>th</sup>, adding the application would be submitted to the State of Oregon Main Street Program the following Monday.
- c. Economic Roadmap –The last step for the Economic Roadmap was to create a concept plan for the of Hwy 47/Banks Rd intersection. The Economic Roadmap suggested a cluster of restaurants at the intersection would benefit the city. Creating the concept plan and vision was in progress and would be presented to the EDC and Council when complete.

## **CITY REPORTS**

7. City Manager Report – City Manager Becker noted the City Manager Report was included in the meeting packet. Not included in the packet was the section of the Sign Code regarding temporary signs in public rights-of-way. Staff created a procedure and an application for temporary signs. The community would be notified in the spring that any temporary signs in the public rights-of-way required a permit. Signs could remain in the public right-of-way for 130 days, but the permit had to be renewed every 45 days. A sticker would be placed on the sign to monitor the dates, and any sign without a sticker would be removed. Public rights-of-way did not include people’s lawns but were the planting strips or near intersections

where street signs were located. City Attorney Kearns clarified that as City property, street signs could not be used for sign posting. Signs could be removed if they obstructed sight distance or caused a sight-specific traffic problem. The purpose of the Code was to limit the amount of time signs were located in the public rights-of-way and was not to limit free expression in a public forum. City Manager Becker reminded about the Open House for the Commerce Street Project being held January 16, 2019 at the fire station from 7 pm to 8 pm. Door-hanger notices were distributed to residents who would be affected by the project. Notice was also posted on Facebook as anyone was invited to the Open House. She confirmed the project would involve street closures and Staff would talk with the contractor about giving notice about specific road closures to the property owners.

#### **CONSENT CALENDAR**

8. City Council Meeting Minutes – December 11, 2018
9. Shall the City Council recommend approval of 2018 OLCC License Renewals to the OLCC Board? (CL 2019-01)
10. Shall the City Council authorize the Mayor to sign the First Amendment to the Agreement with West Hills Development Company, South Banks Joint Venture?

Councilor Gregg moved to approve the Consent Calendar. Councilor Nelson seconded the motion.

Councilor Kirk noted her name needed to be corrected in the minutes as follows, "~~Marcia~~ **Marsha**." She noted two businesses on the OLCC list needed their addresses updated to the correct format. City Manager Becker replied the businesses had to contact the OLCC, but she would follow up with the OLCC as well.

Councilor Gregg amended his motion to include Councilor Kirk's corrections to the December 11, 2018 minutes and approve the Consent Agenda. Councilor Nelson seconded. MOTION CARRIED 6-0. Ayes: Kirk, Jones, Nelson, Branstitre, Harold-Heine, and Gregg; Nays: None.

#### **PUBLIC HEARING – CPA 19-01/ZCA 19-01**

11. CPA 19-01/ZCA 19-01 – Staff Report
  - a. Shall the City Council adopt Ordinance No. 2019-01-01, An Ordinance adopting the East Banks Planning Project (EBPP), by amending City of Banks Transportation System Plan, the Banks Zoning Code Chapter 152, Land Divisions (CL 2019-02)

Mayor Edison opened the public hearing at 7:41 pm

City Planner Goldstein presented the Staff report, briefly reviewing the proposed Ordinance and the three minor amendments to the Transportation System Plan (TSP) presented in the meeting packet. If the Ordinance was adopted, it would conclude the current phase of work for the East Banks Planning Project (EBPP).

Councilor Kirk expressed concern that although she had read the Staff report she had not had time to look into other things being referred to; therefore, she could not make a well-educated decision. She asked if the item could be postponed to allow more time for the new Councilors to get up to speed.

Mayor Edison stated the EBPP had involved a lot of work and had been worked on a very long time, so Council would proceed.

Mayor Edison called for public testimony. Seeing none, he closed the public hearing at 7:46 pm.

Councilor Jones moved to conduct First Reading and adopt by title only of Ordinance No. 2019-01-01, An Ordinance adopting the East Banks Planning Project (EBPP), by amending the City of Banks Transportation System Plan, the Banks Zoning Code Chapter 152, Land Divisions. Councilor Nelson seconded.

Councilor Harold-Heine concurred with Councilor Kirk, noting she did not know much about the ordinance and unfortunately, she had not had a chance to read it in depth. Without more time, she did not wish to proceed.

Councilor Kirk agreed Council needed to move certain things to Public Works, but she wanted to read up on a few things with regard to the ordinance itself before making her decision.

Mayor Edison stated the Council would move forward.

MOTION CARRIED 4-2. Ayes: Jones, Nelson, Branstitre, and Gregg; Nays: Kirk and Harold-Heine.

City Recorder Lanter read the title into the record.

#### **BUSINESS AGENDA**

12. Shall the City Council adopt Resolution No. 2019-01, A Resolution amending the Public Works Design Standards of the City of Banks? (CL 2019-03).

City Planner Goldstein explained the updates pertaining to Chapter 2, Streets, of the Public Works Design Standards were on Page 180 of the Staff report. The amendment would remove language that should not be in the Development Code and move it to the Public Works Design Standards. City Staff addressed clarifying questions, explaining that technical snippets from the more discretionary Land Division Code were being moved into the technical Public Works Design Standards Manual. The Code amendment process was also briefly described.

Councilor Nelson moved to adopt Resolution No. 2019-01, A Resolution amending the Public Works Design Standards of the City of Banks. Councilor Gregg seconded the motion. MOTION CARRIED 6-0. Ayes: Kirk, Jones, Nelson, Branstitre, Harold-Heine, and Gregg; Nays: None.

13. Shall the City Council review and update Council Committee Assignments?

Following discussion, the Council Committee Assignments, shown on Page 215 of the packet, were updated as shown in italicized text; all other assignments remaining unchanged:

1. Banks Chamber of Commerce Liaison – Primary: City Manager Becker; Alternate Councilor Kirk
2. Banks Economic Development Commission – Primary: Pete Edison, and Councilor Kirk
3. Banks Fire District #13 – Primary: Councilor Nelson; Alternate: Councilor Harold-Heine
4. Banks Library Board – Primary: Councilor Nelson; Alternate: Councilor Jones
5. Banks School District #13 – Primary: Councilor Jones; Alternate: Mayor Edison
7. Community Development Block Grant (CDBG) – Primary: Councilor Jones; Alternate: Councilor Nelson
9. Col-PAC EDD – Primary: Councilor Kirk; Alternate: Councilor Gregg
12. Emergency Risk Management Team – Councilor Harold-Heine
13. Metropolitan Area Communications Commission (MACC) – Primary: Councilor Nelson; Alternate: Councilor Gregg
14. NWACTION – Primary: Councilor Kirk; Alternate: Councilor Gregg

15. Park, Recreation and Tree Board – Primary: Councilor Jones; Alternate: Councilor Nelson
16. Sunset Park – Primary: Mayor Edison; Alternate: Councilor Kirk
18. Washington County Planning Directors – Primary: City Planner Goldstein
19. Washington County Coordinating Committee (WCCC) – Primary: Mayor Edison; Alternate: Councilor Harold-Heine
21. Washington County Consolidated Communications Agency (WCCCA) – Primary: Councilor Gregg; Alternate: Councilor Nelson
22. Banks Historical Society Liaison – Primary: Councilor Kirk; Alternate: Gregg
23. Banks Internal Audit Subcommittee – Councilor Gregg, Councilor Nelson, Councilor Harold-Heine
26. City Manager Performance Review Subcommittee – Mayor Edison, Councilor Jones; Councilor Nelson
27. PSWCC-Partners for Sustainable Washington County Committee Executive Sponsor Team – Primary: Councilor Gregg; Alternate: Mayor Edison

City Manager Becker confirmed she generally attended meetings on the Salmonberry Trail. City Recorder Lanter clarified she would present the updated list to Council for review at the February Council meeting.

### **COUNCIL ROUND TABLE DISCUSSION**

Councilor Gregg inquired about the Water Facility Tour and training for the Councilors. City Manager Becker said the training was usually held on a Saturday morning, adding she would check with Tom for a date sometime this spring.

Councilor Branstitre said she was honored to have served the City, adding she enjoyed working with the Councilors and Staff and that it was awesome to be part of all the work that had been accomplished.

Councilor Jones welcomed the Council's new members, noting Councilor Branstitre would be missed. The Friends of the Library Annual Meeting would be held on January 26, 2019 at 10 am in the Jane Moore Community Room.

Councilor Kirk reported she had been volunteering at the Stub Stewart State Park and updated on parking and restroom improvements planned at the Manning Trailhead. Timber thinning was also planned in several phases over the next five years in the park.

Councilor Harold-Heine asked if the Emergency Manager for Washington County could talk to Council about how the County's Emergency Preparedness Plan integrated with Banks' Plan. City Manager Becker confirmed the presentation could be a future topic for a work session.

Mayor Edison thanked Councilor Branstitre for her service to the Council and welcomed Councilors Kirk and Harold-Heine.

City Manager Becker reported the City had received an email from Washington County stating the Port of Tillamook's Board decided at its December 8, 2018 meeting to limit any sale of the railroad tracks to the south of Banks Rd, which meant the project to look at the Hwy 47/Banks Rd/Cedar Canyon Rd intersection could move forward. She had not yet connected with Portland & Western (P&W) Railroad and Hampton Lumber about their distribution center and how to reroute trains south of Banks Rd. She noted the Volunteer Holiday Party was being planned for a Saturday in March.

Library Director Holmes reported the November and December library statistics were not correct because the people who renewed books through the new catalog were not being counted. The November report showed the stats were down 7.65 percent from the previous year, but the actual number was less than 1 percent. December was down a bit as well, but not as bad as first reported. She encouraged the Council to look at the News and Happenings in her report as a lot of activities were taking place in the Community Room.

Ray Deeth reported the Chamber of Commerce calendars were available at Jim's and Banks Hardware. Calendars would also be available at City Hall and the Library. He shared the history about the calendar's pictures.

**ADJOURN** The meeting adjourned at 8:27 pm.

Submitted by:



Angie Lanter – City Recorder