



**Regular City Council Meeting  
Tuesday, December 10, 2019  
MEETING MINUTES**

---

**CALL TO ORDER** Mayor Edison called to order the Regular Meeting of the Banks City Council at 7:18 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

Present were: Mayor Pete Edison, Marsha Kirk, Stephanie Jones, Michael Lyda, Erica Harold-Heine

Excused: Michael Nelson, Mark Gregg

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

**APPEARANCE OF INTERESTED CITIZENS** – None

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS** - None

**CITY REPORTS, BRIEFINGS, AND PROGRAMS**

1. Police Monthly Briefing – Washington County Sheriff's Office – Deputy Melissa Canning introduced herself as the new Banks Contract Deputy and presented the briefing for November 2019.
2. Library Director Report – Library Director Holmes noted due to administrative changes at the county level, library statistics were sometimes delayed, so the information in the meeting packets might not include the previous month's statistics. The Friends of the Library Annual Meeting would be held on January 25, 2020 with a focus on getting people to join the group. The coding grant described at last month's Council meeting was not awarded, but other means for a coding program were being sought. Pie sales were a great success. One child attended the Read to a Dog Program on December 3<sup>rd</sup>. The program was being promoted to families who attend toddler and preschool story time who have older kids. The Oregon Battle of the Books Book Club had to get more books due to its popularity.

3. 100 Year Celebration Update – City Recorder Lanter noted the report was in the meeting packet. She would attend the January 7<sup>th</sup> meeting at the County Commissioner's Office where a proclamation would be issued for the City of Banks, and she shared information about a possible State proclamation. About one-half of the commemorative coins have been sold at \$10 each.
4. Economic Development Commission Update – City Manager Becker reported on last week's EDC work session and updated Council on the façade program and on the progress with the new entry sign for Banks.
5. Planning Commission Update – No Planning Commission meeting was held in November. City Manager Becker relayed the information City Planner Siegel shared about the Transportation and Growth Management (TGM) program.
6. City Manager Report – City Manager Becker provided updates on water loss and plans to investigate its source. The transmission line project received a \$1 million loan increase, and clarified the City would only use additional money needed. The contract would come before the Council for approval in January. Banks' population estimate from Portland State University as of July 1, 2019 was 1,865. The kick-off meeting for the basketball court project would be on Tuesday, December 17, and a new grant writer was needed for the project. The City Manager report was in the packet.

#### **CONSENT CALENDAR**

7. City Council Meeting Minutes – November 12, 2019
8. Shall the City Council adopt the proposed changes to the Banks Public Library Material Selection Policy as presented? (CL 2019-43)
9. Shall the City Council adopt the proposed changes to the Banks Public Library Circulation Policy as presented? (CL 2019-44)  
 Councilor Jones noted that in the second paragraph on Page 2 of the Library Circulation Policy (Item 9), ~~register~~ should be corrected to *register*.

Councilor Harold-Heine moved to approve the Consent Calendar with the correction to the Library Circulation Policy as noted. Councilor Jones seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

#### **PUBLIC HEARING**

10. Shall the City Council adopt Ordinance No. 2019-11-01, An Ordinance Adopting Title III (Administration), Chapter 40 (Park Service Fee) and Establishing a Park Services Fee to Support and Fund City Parks and Park Operations? (First Reading and Consideration for Adoption)  
 City Attorney Kearns gave his recommendations and the Council discussed the policy questions on Pages 2 and 3 of his memo in the packet. Following discussion, City Attorney Kearns noted changes would be made to Section 40.03.A.(2) to clarify that unimproved premises within the city were not subject to the fee, regardless of whether or not the owners were water customers.

With the absence of two Councilors and the ordinance not taking effect until July, Council agreed to defer voting on the ordinance to the January 14, 2020 meeting.

11. Shall the City Council adopt Ordinance No. 2019-12-01, An Ordinance Repealing and Replacing in its Entirety Title III (Administration), Chapter 33 (System Development Charge) of the Banks Code of Ordinances to Create a Comprehensive Program Applicable to All Eligible Public Facility Systems? (First Reading and Consideration for Adoption)

- a. Shall the City Council Adopt Resolution No. 2020-XX, a Resolution Repealing Resolution No. 2016-07 and Adopting New System Development Charge Methodologies and Capital Facility Plans for the City's Water System, Park System, and Transportation System? (Discussion)

City Attorney Kearns presented the ordinance and his recommendations, noting minor changes needed to be made to cross-references in the text. Council would need to determine how often to update SDCs. Further discussion concerned possible Capital Facilities Plan (CFP) amendments as needed, as well as changes to the Capital Improvement Plan (CIP) based on ongoing water projects. City Attorney Kearns agreed to make the non-substantive changes to the resolution for Council's review next month.

Mayor Edison opened the public hearing on Ordinance No. 2019-12-01 and called for public testimony. Seeing none, he closed the hearing at 8:34 pm.

Councilor Lyda moved to conduct the first reading by title only, Ordinance No. 2019-12-01, An Ordinance Repealing and Replacing in its Entirety Title III (Administration), Chapter 33 (System Development Charge) of the Banks Code of Ordinances to Create a Comprehensive Program Applicable to All Eligible Public Facility Systems, including non-substantive changes to reconcile internal cross-references. Councilor Harold-Heine seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

City Recorder Lanter read the title into the record.

#### **BUSINESS AGENDA**

12. Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor? (CL 2019-45)
  - a. Polly Zechmann - Budget Committee Position BC7 (Term will expire December 31, 2022)
  - b. Polly Zechmann - Park, Recreation and Tree Board Position PRT1 (Term will expire December 31, 2021)
  - c. Mitty Brady - Park, Recreation and Tree Board Position PRT2 (Term will expire December 31, 2021)
  - d. Chris Zechmann - Planning Commission Position PC1 (Term will expire December 31, 2022)

Mayor Edison added Margaret Holland to the list of appointments for the Economic Development Commission ED1 position with the term expiring December 31, 2021.

Councilor Jones moved to approve appointments to the Board, Commission and Committee positions, based on recommendations from the Mayor. Councilor Kirk seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

13. Shall the City Council receive the Fiscal Year 2018-2019 Audit? (CL 2019-46)

Councilor Jones moved that City Council receive the Fiscal Year 2018-2019 Audit. Councilor Lyda seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

14. Shall the City Council approve the letter to the State Audits Division regarding the Plan of Action for the City of Banks? (CL 2019-47)

City Manager Becker stated the letter to the State Audits Division was required based on the determination of inadequate segregation of accounting duties, noting the fix would be to hire three more staff members.

Councilor Jones moved that City Council approve the letter to the State Audits Division regarding the Plan of Action for the City of Banks. Councilor Harold-Heine seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

15. Shall the City Council authorize the City Manager to sign the contract for Asset Management? Councilor Lyda stated he had heard a presentation via phone of how the iWork Asset Management System would work. Council discussed the setup and implementation of the program. City Manager Becker clarified no maintenance records were done currently, but Public Works staff would enter records in the new system after the initial setup was complete.

Councilor Lyda moved that City Council authorize the City Manager to sign the contract for the Asset Management Program. Councilor Kirk seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

16. Shall the City Council review and update Council Committee Assignments? (CL 2019-48) The Council discussed and updated committee assignments as shown below. All other committee assignments remained the same:

- Banks Fire District – Councilor Lyda, Alternate
- Park, Recreation and Tree Board - Councilor Jones, Primary
- WCCC – Councilor Kirk, Alternate
- West Tuality Habitat for Humanity – Councilor Harold-Heine, Primary; Alternate TBD
- Planning Commission – Scot Siegel, Primary
- Banks School District – Councilor Jones, Primary and Mayor Edison, Alternate

The Alternate for the West Tuality Habitat for Humanity Committee would be determined next month.

Councilor Jones moved to approve the City Council updates to the Council Committee Assignments as discussed. Councilor Kirk seconded the motion. MOTION CARRIED 4-0. Ayes: Jones, Kirk, Harold-Heine, and Lyda; Nays: None.

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

Councilor Jones suggested a carpool for those planning to attend the Western Washington County Joint Six-City meeting. City Recorder Lanter would email to Council tomorrow the updated legislative choices to be discussed at the meeting.

Councilor Kirk encouraged the Councilors to read her report in the packet on the Col-Pac meeting. She updated on the Salmonberry Trail, noting the trail foundation was now a non-profit. She would be meeting with the State Park Manager in March to discuss statistics for the Banks-Vernonia Trail and Stub Stewart State Park, and asked the Councilors to inform her if they had any topics or special requests for her to discuss with the Park Manager. Usage of the trail and park was rising and had impacts on Banks due to campers buying gasoline, shopping for groceries, etc.

Councilor Lyda updated on Yamhill County's trail program, noting the Yamhelas Trail would run from Carlton to Gaston, and then Gaston's trail program would extend to Hagg Lake and connect toward Forest Grove.

Councilor Harold-Heine reported on the Fire District Board meeting where concern was expressed over the affordability of the \$4,000 cost for each new helmet. The helmets were being adopted nationwide and contained new safety technology, such as integrated radios; however, concerns were also expressed about the helmets being untested and having an unknown wear and tear lifecycle.

Mayor Edison noted the Councilors each had been given a Christmas check as a reward for work on the Council and he thanked them and Staff. The Banks High School Football team lost in the finals, but had played well.

City Manager Becker reported on receipt of a letter addressed to the Council from a Manning resident regarding an eagle's nest near the new fire station. She would give a copy of the letter to the manager of the nearby State Park. Paper copies of the Council Goal submission forms were available and were due on December 16<sup>th</sup>. She needed to determine if she had enough work for a Resource Assistance for Rural Environments (RARE) student, noting the cost would be \$24,000 per year and would be matched by a grant.

City Recorder Lanter reported Staff was doing research into old City Council minutes and historic photos for posting on Facebook and the City's website to provide a glimpse into 1920. The first ordinance passed by the Banks City Council was in May 1920 and established the second Tuesday of the month for the Council meeting day, just as it was today.

**ADJOURN** The meeting adjourned at 9:17 pm.

Submitted by:



Angie Lanter – City Recorder