



**Regular City Council Meeting
Tuesday, February 12, 2019
MEETING MINUTES**

CALL TO ORDER Mayor Edison called to order the Regular Meeting of the Banks City Council at 7:09 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by members of Boy Scout Troop 581.

ROLL CALL

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

Staff present: City Manager Jolynn Becker, City Recorder Angie Lanter, Library Director Denise Holmes, City Attorney Dan Kearns, Economic Development Coordinator Michael Walker, and Washington County Sheriff's Office Deputy Frank Ward

APPEARANCE OF INTERESTED CITIZENS

There were none.

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

1. 2019 National Fix-a-Leak Week Proclamation – Mayor Edison proclaimed March 18-24, 2019 as National Fix-a-Leak Week in the City of Banks.

CITY REPORTS, BRIEFINGS, AND PROGRAMS

2. Police Monthly Briefing – Deputy Ward presented the Police Monthly Briefing for January 2019.
3. Library Director Report – Library Director Holmes presented the report, providing statistics on circulation, programming, computer and Wi-Fi use, the number of people visiting the library. She described the new 2019 Book Challenge Reading Club, the WCCLS Library Aware Program, and the new book recommendations feature of the BiblioCommons library catalog. She addressed questions about how book donations were handled by the Library and about the Library's Wi-Fi service, noting the Wi-Fi's security was like that of Starbucks and confirming that Wi-Fi users were clearly notified that the Wi-Fi was not a secure connection.

Councilor Jones clarified that the date for a book sale had not yet been set, adding that the Friends of the Library was currently focusing on a type of fundraiser other than the book sale. Library Director Holmes added the library always had a shelf of books for sale.

4. City Manager Report – City Manager Becker presented her report, highlighting efforts to move to emailing billing statements and noting the Commerce Street Water Project was estimated to start at the beginning of March. She also noted the City received its Tree City USA recertification and the City was waiting to hear the outcome on its Community Development Block Grant (CDBG) application for Park Street water looping and street improvement projects.
 - Hampton Lumber emailed the City that they were considering a backup for the projection system for log delivery. Logs would start being delivered on February 14th and the crew would start February 18th.
 - The new government representative from Comcast was expected to provide options on how to speed up the broadband connection and report to the City within a month.
5. Planning Commission Update – The Planning Commission did not meet in January due to a lack of a quorum. Tonight, two new members would be appointed to the Planning Commission bringing the membership to six of seven total members.
6. Economic Development Commission Update – Economic Development Coordinator Walker noted the Chair and Vice Chair elections were postponed until the next meeting when the new members would be present. He provided updates on the EDC Initiatives as follows:
 - Parking Plan – No update; the City Planner was currently doing Code updates.
 - Community and Business Outreach – This initiative was ongoing; communications were being sent. The EDC was looking for ways to improve its subscriber base and the content being shared with them.
 - Regional Alliances – The City was accepted into the Main Street Program and the EDC was working with Program Coordinator Sherry Stewart to identify program focus areas. The EDC would be the volunteer base for the Main Street Program with initiatives to follow, but those initiatives would be derived from the Economic Grow Map Study.
 - Tourism – A “Visit Banks” section of the website was in progress and would include a city map highlighting amenities, a regional trail map, and points of interest. He distributed a draft Visitor’s Guide brochure which contained a map showing trails leading to Banks and how the trails interconnected. The brochure would be distributed at various points of interest in the city and elsewhere and was a great marketing tool to draw visitors and economic development to Banks. Council feedback on the brochure was as follows:
 - Some photographs needed updating and the formatting changed.
 - The size and style of the font was too small and may need changed.
 - The Public Library should be added to the list of amenities.
 - The location of the Wellness Center should be changed on the map.
 - Rural Tourism Studio – A handout was distributed that described the Banks-Vernonia Trailhead improvements, including wayfinding signs to businesses, points of interest, and amenities in town, as well as community-branded signage and a solar USB charger. The Banks-Vernonia Trail already had good infrastructure in place, so the Studio’s focus was on creating kiosks and bike hubs where they did not exist. He confirmed the handouts came from the Tourism Studio and the improvements were funded through the Washington County Visitors Association. Councilor Jones suggested a sign like the one at the trailhead be placed at the dog poop depository station at the trailhead to make it more visible.
 - The Tourism Studio was working with land managers and owners to finalize the design and location of improvements, as well as the selection of materials and equipment which should be

completed by June. He understood the new wayfinding signs would be placed in the existing shelter, but he would need to verify that; he believed the signs were still in the conceptual stage.

- He confirmed he would share Councilor Kirk's concerns about the signs being placed on poles with the consultants, as well as her ideas regarding the State Trail.
7. Banks Visitor Guide Brochure/Farm Trail Update – Economic Development Coordinator Walker said the Farm Trail card presented to Council last year in early spring was a successful marketing piece, noting all of cards were taken from the trailhead and City Hall. This year, more details, including photos and descriptions, as well as more destinations would be added, like wineries within five to ten miles of Banks. The updated card would be ready soon for Council to review, soon.
 8. 100 Year Celebration Update – City Recorder Lanter said planning meetings were taking place monthly and would continue up to the 100 Year Celebration in 2020. The Kickoff Party would be on Thursday, January 16, 2020 which would coincide with the date the vote took place to make Banks a city. More details would be provided as the date grew closer. She updated on the following:
 - A Concert in the Park with various bands and possibly food carts is being planned for May 17th at Greenville City Park.
 - Consideration was given to bringing back the Fourth of July Celebration to include a parade and possibly entertainment and food. The celebration would also tie in with Sunset Park's 75th Anniversary in 2020. A couple of bottling companies in Portland had been contacted for a 75th Anniversary/100 Year Celebration memorial can. The Clydesdales were also being sought for the Fourth of July parade.
 - Work was in progress with Champion Signs for the 100-Year Celebration logo which would use the branding theme adopted for the city.
 - At the next meeting she would share the suggestion to have the Boy Scouts or Cub Scouts assist with a flag ceremony. She did not recommend inviting a scouting representative to the monthly meetings due to the time it would take to update new attendees on the progress so far, and that would be more of an event specific ceremony.
 - She recommended other groups wishing to have events at the Celebration begin having their own monthly meetings, and noted each group involved with planning the Celebration was also planning their own events.

CONSENT CALENDAR

9. City Council Meeting Minutes – January 8, 2019

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

PUBLIC HEARING – None

BUSINESS AGENDA

10. Shall the City Council approve the annual operating hours extension request from Sunset Speedway and Sunset Park Association? (CL 2019-04)
City Manager Becker explained Sunset Speedway tried to complete its races by 10 pm, but an extension was granted until 11 pm in the case of weather delays, accidents, or other issues. Sunset Park had asked for an extension of its noise permit until 11 pm for bands.
Mayor Edison noted the City's noise ordinance said 10 pm and he would like the weekday races to end by then, adding he had received phone calls about the noise and the noise had occasionally disrupted his sleep. He was not opposed to granting the extension but would like the Speedway to be approached with his request for 10 pm cutoff. City Manager Becker stated she would add the request to the permit for the three weekday races this year.

Councilor Nelson moved to approve the annual operating hours extension request from Sunset Speedway and Sunset Park Association with the addition of the 10 pm restriction on the three weekday races. Councilor Harold-Heine seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

11. Shall the City Council adopt Resolution No. 2019-02, a Resolution Declaring a City Council Vacancy Consistent with Sections 31 & 32 of the Banks City Charter? (CL 2019-05)

City Attorney Kearns noted the Charter required Council to accept a resignation to avoid issues with members changing their minds and as a prelude to advertising open positions.

Councilor Jones moved to adopt Resolution No. 2019-02, a Resolution Declaring a City Council Vacancy Consistent with Sections 31 & 32 of the Banks City Charter. Councilor Nelson seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

City Attorney Kearns clarified that the Council was a selection body and would approve a new member for the unexpired portion of the resigning member's term. He did not believe the Charter required consideration of all applications for a Council position but believed it would be fair to consider all of them.

12. 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? (Second Reading and Final Adoption) (CL 2019-06)

Councilor Gregg moved to conduct the second reading and adopt by title only 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. Councilor Harold-Heine seconded the motion. MOTION CARRIED 4-1. Ayes: Jones, Nelson, Harold-Heine, and Gregg; Nays: Kirk.

City Recorder Lanter read the title into the record.

13. Shall the City Council adopt Ordinance No. 2019-02-01, An Ordinance amending Title VII (Traffic Code), Chapter 70 (General Provisions), Section 70.19 (Prohibited Parking or Standing) of the Banks Code of Ordinances to Restrict Parking Near Intersections? (First Reading and Consideration for Adoption) (CL 2019-07)

City Manager Becker stated currently drivers were parking up to the corners at intersections and could not be cited if no crosswalk existed. Multiple signs and yellow curbs were undesirable in residential areas due to their unattractiveness, so Staff suggested a change to the City Code which would override the State Code and allow citations of those parked within 15 ft of a corner. Temporary signs would be used initially to indicate no parking within 15 ft and after the signs' removal, citizens would receive notices of the Code change by mail.

Key comments from the Council and responses to Councilors' questions were as follows:

- Signs were not the best solution because drivers were already ignoring the existing ones. Marking curbs and sidewalks was necessary.
- The Code change would take away a lot of parking spaces in areas that already had parking issues.
- State Code said larger vehicles could park the same distance from a crosswalk if they did not block the view of a stop sign, even temporarily.
- Painted curbs and crosswalks would have cost and maintenance concerns.
- The color of markings should be consistent with standard no-parking zones to avoid confusion.

- The impetus for the Code change was due to safety concerns regarding sight distances at intersections and complaints from pedestrians. Several citizens had called the City about the lack of visibility of children at crosswalks.
- Safety concerns, rather than maintenance costs, should be the focus. Safety could be achieved if cars parked 15 ft away from intersections.
- A balance was needed between safety and providing adequate parking, especially for extended-family households.
- No parking spots would be gained by painting the crosswalks.
- Private roads did not have parking strips in which to place signs.
- Parking restrictions may have a secondary effect of encouraging people to park in their garages rather than walk from distant parking spaces.

The Council decided to table this agenda item until next month to allow time for more research. City Manager Becker confirmed she would obtain from the City Engineer the number of parking spaces anticipated to be lost if the Code amendment was made.

14. Shall the City Council adopt Resolution No. 2019-03, a Resolution adopting the Banks Water System Master Plan and revised Capital Improvements Project List? (CL 2019-08)
City Manager Becker noted the only change was to the project status year of the Water Conservation Management Plan from 2019 to 2020.

Councilor Gregg moved to adopt Resolution No. 2019-03, a Resolution adopting the Banks Water System Master Plan and revised Capital Improvements Project List. Councilor Kirk seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

15. Shall the City Council adopt the City of Banks Water Supply Development Moratorium Corrective Action Plan? (CL 2019-09)
City Manager Becker noted a bookmark correction to the Table of Contents. Councilor Jones stated that on Page 6, the second paragraph of Item 2.1.4 should read, "...and be used as for a pilot ASR program."

Councilor Jones moved to adopt the City of Banks Water Supply Development Moratorium Corrective Action Plan with the correction to Page 6. Councilor Harold-Heine seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

City Attorney Kearns reminded that the moratorium extended two years from the date of the Correction Action Plan's adoption and confirmed it had to be reviewed every six months for renewal.

16. Shall the City Council review and update Council Committee Assignments (CL 2019-10)?
The following changes were made to the Council Committee Assignments:
- Councilor Jones stated she had been attending the West Tuality Habitat for Humanity meetings quarterly and asked that it be added to the list. Councilor Harold-Heine would be the alternate.
 - City Recorder Lanter noted the Emergency Risk Management Team would be removed from the list because the City had completed all it needed to with the insurance company. If an insurance issue arose in the future that the City needed to address, a Council member would be asked to participate.
 - Councilor Harold-Heine withdrew her request for assignment to the Washington County Coordinating Committee (WCCC) in favor of serving on the Park, Recreation, and Tree Board.
 - Councilor Jones would be the alternate for WCCC.

City Recorder Lanter stated she would send out the revised list and then email each Councilor with their committee assignments and meeting details.

Councilor Kirk and Councilor Gregg briefly discussed the Col-Pac meeting schedule. Councilor Nelson stated he needed a couple of weeks notice to rearrange his work schedule to be able to attend the meetings as an alternate.

Councilor Gregg moved to update Council Committee Assignments as discussed. Councilor Nelson seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

17. Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor? (CL 2019-11)
 - a. Katie Erickson – Park, Recreation and Tree Board Position PRT 4 (Term will expire December 31, 2020).
 - b. Katie Erickson – Economic Development Commission Position ED1 (Term will expire December 31, 2021)
 - c. Katherine Brown – Planning Commission Position PC6 (Term will expire December 31, 2020)
Tammie Buck – Planning Commission Position PC3 (Term will expire December 31, 2020)

Councilor Gregg moved to approve appointments to the Board, Commission and Committee positions listed above, based on recommendations from the Mayor. Councilor Nelson seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

COUNCIL ROUND TABLE DISCUSSION

Councilor Kirk reported she had attended the Sunset Park Association meeting where she announced that the Mayor would be the new Council Liaison for Sunset Park and learned about the maintenance that Boy Scouts would be helping with. A remodel of the concession stands was under discussion. She was also working on the Association's barbecue plans and on deciding the type of shirt to offer this year. She attended the Centennial planning meeting and the Historical Society meeting, noting the Historical Society was working on their piece for the Centennial. She summarized the Fire Chief's presentation at the Chamber of Commerce about the levy the Fire Department would request to pay for increase costs for personnel and firefighting apparatus. The Fire Department hoped to break ground this summer for the new station on Hwy 26. The Fire Chief would be attending the Council's April meeting. She confirmed insurance companies could be billed for the cost of car accidents involving out-of-town visitors that were part of the Fire Department's workload. She concluded by noting a pancake breakfast would be held March 3rd at the Fire Station.

Councilor Jones reported on the Community Development Block Grant/Policy Advisory Board meeting noting presentations were given by the grant applicants. The decisions on the grants would be finalized at their meeting on Thursday and she could not discuss the results until afterward. The Park, Recreation, and Tree Board decided to hold meetings every other month. The Board discussed the huge, double basketball court at Greeneville Park, but she would prefer a single court. The upcoming budgeting cycle was also discussed. She had attended the North Plains State of the City Address today, noting it was very nicely done.

Councilor Nelson reported on the Library Board meeting, noting Library Director Holmes presented a report on Strategic Planning. Also, discussions took place about action items and the library staffs' progress on them, the library goals to be presented tomorrow night at the City Council retreat, the budget for the upcoming year, elections of the Library Board Chair and Vice Chair, and the planning of 2019 meeting dates.

Mayor Edison reported he had missed Monday's WCCC meeting and today's North Plains State of the City address due to work. He would attend next week's meeting with the County regarding the restart of the north intersection project, now that issues related to the railroad and Salmonberry Trail were resolved between the Port of Tillamook Bay and Hampton Lumber. He believed the project had been fully-funded and was ready to proceed six months ago, but some project money was possibly siphoned off to other projects because of the hold. He anticipated an update on the status at the February 20th meeting, noting the issue could get shuffled into the next five-year cycle. He expressed excitement about how well the boys' and girls' basketball teams were doing. He urged the Councilors to encourage anyone they knew who may be interested to apply for the open Council seat.

City Manager Becker said she had invited PERS to come to the next Council work session because she was looking to put a portion of money in a savings account for future PERS expenditures. She confirmed the credit expired in 2025 or 2027, but the amount PERS was charging biennially was increasing, and the City's credit did not offset as much as it used to, which necessitated saving money for future PERS expenses. The Fire Chief would attend the April Council meeting to discuss the levy. She was looking to schedule the Washington County Emergency Management Team to describe what they did to Council and talk about the City's current emergency plan, which they had vetted several times. In May, Library Director Holmes would give a presentation on the Library Strategic Planning. The Appreciation Dinner was scheduled for March 15th, 5:30 pm at Prime-Time Restaurant in Forest Grove. Invitations had gone out by regular mail.

Library Director Holmes stated she was looking forward to the Council Retreat tomorrow night and would be bringing the Library's Program Coordinator and Library Supervisor with her.

ADJOURN The meeting adjourned at 8:50 pm.

Submitted by:



Angie Lanter – City Recorder