



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

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**CALL TO ORDER** Mayor Edison called to order the Regular Meeting of the Banks City Council at 7:12 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**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, and Washington County Sheriff's Office Deputy Patrick Lahr

**APPEARANCE OF INTERESTED CITIZENS**

There were none.

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

1. Personal Achievement Award – Tanner Thompson – Banks High School Wrestling
2. Personal Achievement Award – J.J. Ellis – Banks High School Wrestling  
Mayor Edison presented Personal Achievement Awards to Tanner Thompson and J.J. Ellis, highlighting their wrestling achievements at the State 4A Wrestling Championships.
3. 2019 National Community Development Week Proclamation – Mayor Edison proclaimed April 22-26, 2019 as National Community Development Week.

**CITY REPORTS, BRIEFINGS, AND PROGRAMS**

4. Police Monthly Briefing – Deputy Pat Lahr, who was filling in for Deputy Ward, presented the Police Monthly Briefing for February 2019 and addressed a procedural question regarding a disturbance with a juvenile female.
5. Library Director Report – Library Director Holmes presented the report, highlighting library use statistics and noting circulation for February was up nearly 5 percent. The library had struggled with adult programming, but a recent presentation on gardening was well-attended. She noted the library had a

seed library and the Garden Club had been very active. Given the popularity, similar programming would be offered, including water-wise gardening and small trees for small yards programs. The library would be continuing the Art Lab and STEM. Spanish Story Time, originally funded by a grant from Washington County Cooperative Library Services (WCCLS), was moved to the grade school to boost attendance, but Clackamas EDC agreed to cover the cost and had already hired the contractor. The program was growing and she was glad to see it continuing. The local Library Strategic Plan would be presented to Council next month. WCCLS had started its strategic planning process, and she would chair the policy group comprised of library directors. WCCLS hoped to have the plan in place by June in order to begin preparing for the next levy. She clarified the catalog machine had been delayed due to illness, but she had received some set-up information from WCCLS and Gary Gale had offered to help get the machine installed.

6. 100 Year Celebration Update – City Recorder Lanter presented the 100 Year Celebration Update, noting the Committee did not meet in February. She had worked with the Washington County Board of Commissioners and the Governor’s Office and was successful in getting the proclamation on the January 7, 2020 Board of Commissioners meeting agenda, and the Governor’s office would also issue a proclamation that would be sent to the City in January.
  - The logo for the 100-year celebration was nearing completion. It was in keeping with the same logo done through the branding process, adding “Celebrating 100 Years”, and “1920 – 2022” on the bottom.
  - She was beginning work with City Manager Becker on the budget for next year’s events, which would be presented to Council at the next Budget Committee meeting.
  - The City was sponsoring three events: the kick-off party in January, a 1920’s themed Movie in the Park, and Music in the Park, featuring four or five local bands and food carts. Each month in 2020, the City would also be doing a different giveaway of an item displaying the 100-Year logo for 100 recipients. Numbered collector coins with the City’s logo were also being ordered.
7. Economic Development Commission Update – City Manager Becker reported the Economic Development Commission (EDC) identified three projects on the Economic Roadmap task list to move forward and work with the State of Oregon Main Street Program on: identifying Broadband, Tourism, and Outreach to Businesses. Sherry, from the State of Oregon, would be at the next EDC meeting in May.
8. Planning Commission Update – City Manager Becker noted the Planning Commission reviewed the audit report related to the Code updates and discussed updating the Code to allow different types of housing needs for the city, including starter homes to large homes on large lots.
9. City Manager Report – City Manager Becker noted her report was included in the meeting packet. She highlighted that the City had been tentatively awarded a \$452,000 grant for the Park Street Project, although Staff applied for \$500,000. She explained the amount could vary until the final numbers were confirmed from the federal government, which could be as late as May or June. She also noted the City received its recertification for Tree City USA, adding there would be a tree planting event in April and citing the library program on growing small trees in small yards. Library Director Holmes added a tree pruning program might be offered next spring as well.

#### **CONSENT CALENDAR**

10. City Council Meeting Minutes – February 12, 2019
11. Shall the City Council authorize Siegel Planning to execute the contract with Civilis Consultants for work on Downtown Economic Improvement?
12. Shall the City Council approve the scope of work to review the City's current System Development Charges?

Councilor Kirk noted a correction, stating she believed Councilor Gregg and not Councilor Nelson asked about the Col-PAC meeting. Staff will review the audio and make the correction.

Councilor Nelson moved to approve the Consent Calendar with the correction noted to the February 12, 2019 minutes. Councilor Jones seconded the motion. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Nelson, Harold-Heine, and Gregg; Nays: None.

**PUBLIC HEARING – None**

**BUSINESS AGENDA**

13. Shall the City Council authorize Staff to sign the proposal with CwMH2O for Water Supply Development (Phase 1)?

Bob Long, CwMH2O, presented via PowerPoint highlights of the scope of work, reviewing the actions and negotiations proposed for developing a new water supply for the city, as well as the budget of \$153,094, of which \$42,000 would be needed this 2018-2019 fiscal year. He addressed questions from City Council about the process and requirements for obtaining new water rights and how repairing existing water leaks would not impact the city's current water resource because the water supply which came from a different aquifer.

City Manager Becker noted the City's water budget could not currently support the project's cost so the Capital Project Fund would need to be used. Staff would be meeting with Oregon Solutions to discuss applying for the One-Stop Shop, which would allow the City to present projects to various State agencies and receive assistance for getting grants and loans for funding. Oregon Solutions had mentioned there was \$20,000 to \$30,000 in grant opportunities from each agency. The City would request help for funding Phase 1 and as Phase 1 neared completion, Staff would return to One-Stop to apply for the next phase. She was planning the budget without receiving any additional funds. The next opportunity to present to One-Stop was May 14, 2019, and she hoped to hear about any additional funding before the budget was adopted at the end of May.

Mr. Long noted Phase One would establish direction for the City regarding specific projects. Once those were identified, a preconstruction budget would be put together for the City and then infrastructure funding could be pursued through the State and One-Stop. He confirmed if the City wanted to expand its urban growth boundary and allow for more development, the City had to have more water.

Mayor Edison stated the Regional Solutions meeting for the Portland region had been very positive. The Regional Solutions meetings for the coastal region had not been as helpful for the City. City Manager Becker added that Anne Debbaut from the Department of Land Conservation and Development (DLCD) was very interested in Banks' situation and in providing assistance from the State.

Councilor Jones inquired about Task 3.1 Land and Water Right Negotiations, and confirmed property owners who wanted to develop were expected to go through the process and cover the cost for transferring water rights to the City. The onus was on the property owner to bring in the water needed to make the development work and could receive an exception to the water moratorium and be able to develop.

City Manager Becker stated she would examine the budget to determine if funds were available immediately in order to start some of the larger projects of Phase 1 in the next couple weeks, such as the certifications of the water rights.

Mr. Long added the Water Management Conservation Plan also needed to get started, and meetings with Oregon Water Resources Department (OWRD) would be necessary to determine a strategy for the City. In previous meetings, he had not had a lot of tangible success in finding a solution, but from a political standpoint, it could be helpful for OWRD, as the regulator, to have a heads up about what the City was trying to accomplish and allow them to provide expertise and discuss creative opportunities from the State's standpoint in the thought process.

City Manager Becker confirmed funds were available in the General Funds to start the project, as well as \$80,000 to \$100,000 in Fund #14 Capital Projects Funds could be available if no other funding was obtained. She confirmed the City would be receiving System Development Charge (SDC) revenue from the new Arbor development and the new housing project on Banks Rd, but she was not sure it was enough to cover the entire cost. SDCs had to be used for projects on the Capital Facilities Plan and could fund the entire Water Conservation Plan.

Mayor Edison noted the Westside Water Development had a lot of potential, but first, the City's well needed to be certified and the Conservation Plan needed to be done.

City Attorney Kearns confirmed City Council was being asked to approve the entire proposal to get started and to authorize the City Manager to move forward as funding became available and to prioritize the proposed tasks in consultation with Mr. Long, the Mayor and Council.

City Manager Becker confirmed the project was expected to be completed in January 2020 and that Council would continue to be involved as updates on the project's progress, negotiations, etc. were provided. The six-month review of the water moratorium would also be a critical update with regard to water supply development.

Councilor Jones moved to authorize the City Manager to sign the proposal with CwM-H2O for Water Supply Development (Phase 1) and report each month to City Council on the status of funding sources for and progress on the project. 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 the Col-PAC and Northwest Oregon Area Commission on Transportation (NWACT) meetings would be on March 14, 2019, when new board members would be elected. The Banks Historical Society did not meet in February, although she and Ray Deeth attended the Banks Fire Pancake Breakfast. They manned a table for the Banks Historical Society, recruiting new members for the Banks Historical Society, as well as informing the community about the Centennial Celebration. She noted the regular school garage sale would not take place this year, instead, next year, a bazaar would be held and individuals could rent booths for their own garage sale items.

Councilor Jones reported the City came in second behind the City of Tigard for the Community Development Block Grant (CDBG) but was still rewarded most of the money. The overall amount available was higher than expected due to a category with no applicants. The March CDBG meeting was cancelled, but Council would be hosting it in May as long as there were items on the agenda. She reported on last night's School Board meeting noting the superintendent received 3.3 out of 4 average on his evaluation and that inter-district transfers numbers were set since open enrollment was no longer allowed, which would harm the District since students had to be released from a district first. Banks School District would be releasing only 10 students to go to other schools.

Councilor Nelson reported he did not attend the Banks Fire or Library Board Meetings due to conflicts. He confirmed City Councilors could serve on other panels or boards unrelated to the City with no conflict of interest.

Mayor Edison commended the Banks Boys' Basketball team for winning the State Championship. He reported on the Sunset Park Association meeting, noting bids would be solicited for replacing the concrete between the kitchen and Schlegel Hall and that the diesel truck pull event would be pared down at the Banks Barbeque due to the noise and pollution. He confirmed the newspaper bin was no longer at Sunset Park as it was a waste of time. The Sunset Park Association's 75<sup>th</sup> Anniversary was next year, so getting t-shirts noting Sunset's 75-year and the City's 100-year for the Barbeque was discussed. He reported the State of the City Address was well-attended and featured, Cherry Bomb, a band from Banks High School. City Manager Becker confirmed a meeting would be held in early April with representatives from Hampton Lumber, P&W Rail and Port of Tillamook, Washington County, and the Salmonberry Trail to discuss moving forward and getting buy-in on the roundabout project.

Councilor Harold-Heine reported the Parks, Recreation, and Tree Board (PRT) would not meet until next week. She expressed concern about the gaping holes in the planting strips between the street and sidewalks.

City Manager Becker clarified that after the tree removal and sidewalk repairs were finished, the landscaper would work on the planting strips to plant new trees and replacing the grass, bark dust or rock; whatever was originally there. The work would also include replacing/repairing broken sprinkler lines. She noted Lennar intended to plant the trees in April and wanted to get the work done because Lennar could not build the last 10 homes until the project was complete. She would have more information after meeting with Lennar and the landscaper next month.

Councilor Gregg reported a meeting needed to be scheduled for the Internal Audit Subcommittee in order to review the financial policy and spot check records. He was unable to attend the Washington County Consolidated Communications Agency (WCCCA) although there was nothing new to report. Staff confirmed they would send information on the next meeting for Partners for a Sustainable Washington County Community (PSWCC), which would be in May.

City Manager Becker reported next month, Scott Porter from Washington County Emergency Services would be presenting at the work session, adding she hoped the FEMA training for Council could be done the same day. Rob Peacock would attend the City Council meeting in April to give a brief presentation on the water transmission line. She explained the project would go out for bid this spring, Council would then approve the contract in May or June, and work would start in late summer or fall and take a year to complete. She confirmed several contractors were interested in the project. She reminded about the Appreciation Dinner on Friday, March 15<sup>th</sup> at 5:30 pm and confirmed the water field trip would be sometime in May.

City Attorney Kearns reported on the legislative session, which was underway, noting that the land use bills have focused on increasing urban density and housing opportunities in urban growth boundaries, and making it easier to cite and construct affordable housing projects. All the bills appeared to target cities with populations greater than 10,000. One bill regarded single-family zoning and requiring Cities to allow multi-family units on otherwise conforming lots in single-family residential zones.

City Recorder Lanter reported the State of the City address was taped by Tualatin Valley Cable TV, and she would provide it to the Council when it became available. The video would also be available on the City's website and Facebook page.

Library Director Holmes reported that the Library Board discussed plans to begin a cycle of reviewing policies, starting with the behavior policy. The Board also reviewed the budget and discussed the last phases of the Strategic Plan. She updated that the Banks Community Foundation (BCF) would not be doing the farmers market project this year but would still do fund raising with the Blue Bag Project and Chop Chop Chicken Sundae truck, which she described. The USDA had farmers' market grants and OSU had a program to assist farmers markets as well. The BCF was focused on planning for a good start and to make the farmers market sustainable. The Banks Community Foundation Steering Committee meeting was scheduled for late afternoon on March 14<sup>th</sup>. She noted discussion at the Sunset Park meeting also included the explorer project by one of the Boy Scouts that would involve redoing the benches and painting signs, she believed.

Mayor Edison stated Staff had reviewed the City Charter and developed a recruiting process for filling the open Council position that better reflected what the Charter discussed. He distributed and reviewed a handout highlighting the new process.

City Recorder Lanter explained the proposed process was modeled after how appointments were made to other commissions and committees. Several people might apply to a commission and would be interviewed by the mayor, then two or three would be selected for the Council to review.

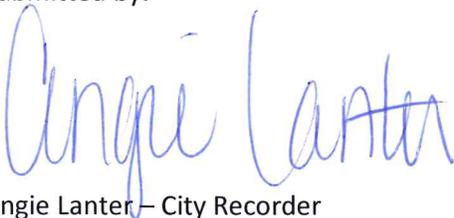
Councilor Gregg suggested having at least a one more person involved in the selection process with the mayor to add validity and checks and balances to the process.

Following discussion, City Council agreed the Council President, currently Councilor Gregg, would join the Mayor in the selection process.

City Recorder Lanter noted she would begin advertising the position in the News-Times on March 20<sup>th</sup>, as well as on the City's website and Facebook page. However, it was likely the new Councilor would not come on board before late May.

**ADJOURN** The meeting adjourned at 8:49 pm.

Submitted by:



Angie Lanter – City Recorder