



**Regular City Council Meeting  
Tuesday, September 10, 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, Stephanie Jones, Marsha Kirk, Michael Nelson, Erica Harold-Heine, Michael Lyda, and Mark Gregg

Excused: None

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

**APPEARANCE OF INTERESTED CITIZENS** – None

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

1. National Preparedness Month Proclamation – Mayor Edison read the proclamation declaring September as National Preparedness Month.

**CITY REPORTS, BRIEFINGS, AND PROGRAMS**

2. Police Monthly Briefing – Washington County Sheriff's Office – Corporal King presented the Police Monthly Briefing for August 2019. He reported that today's school lockdown was just a precautionary measure. It was a domestic violence related incident that was self-contained, and police were looking for the suspect. It was reported as a kidnapping, but no children were ever in danger. He addressed questions from the Council, noting a study confirmed trucks were only being perceived as speeding on Depot St. Bigger trucks passing close by seemed to be speeding, but in reality, they were going the speed limit and could stop in time if needed.

3. Library Director Report – Library Director Holmes was on vacation this week, so the report was in the packet. Councilor Jones noted the Dine and Donate Fundraiser event at Bites Restaurant on Tuesday, October 1<sup>st</sup> from 6 to 9pm in Forest Grove, and the Friends Fall Book Sale October 3 to 7<sup>th</sup> in the Jane Moore Community Room. Book donations were welcome, especially children’s books.
4. 100 Year Celebration Update – City Recorder Lanter noted the report was in the packet. No meeting was held in August, but one would be held at the end of September. She had no changes to report.
5. Economic Development Commission Update – City Manager Becker reported the EDC discussed some projects, which included creating a facade program and updating the city entryway signs on both ends of town. The Committee would contact the Chamber about working together on the sign project later this month.
6. Planning Commission Update – No Planning Commission meeting was held in August. The Commission was still waiting for the final scope of work to be completed by the State to start the Code assistance, which they hoped to address next month for City Council to review and adopt.
7. City Manager Report – City Manager Becker noted her report was included in the packet. She reported on the Washington County project regarding the Seller/Banks/Cedar Canyon Road intersection, noting the City received a copy of the final order showing the Banks Road railroad crossing was one of seven railroad crossings that would be removed in the next six months to a year. Other crossings included Pihl Road, two on Fisher Road, two on Schofield Road, and one in Timber. Next, the traffic control study would be reviewed to determine what kind of traffic control would be used at the intersection. The County wanted to have the project accepted by ODOT by next spring or early summer and then see if any right-of-way purchases were needed based on the intersection’s design. The tentative schedule was to start construction was the summer of 2021. A portion of the amendments to the Banks Transportation System Plan (TSP) were submitted to the County so its transportation plan could be updated. The portion regarding the classification maps for the City’s Collector Streets was adopted into the County TSP in August and would be official in 30 days.
  - Staff would begin research to create a list of projects to submit to Washington County to add to the Transportation Development Tax (TDT) project list, since the City did not have any projects on there at this point. The projects were just being added, so when the City was ready, the projects would be on the list.
  - Daily tips and videos for emergency preparedness were being done on the City Facebook Page for National Preparedness Month. The tabletop exercise was now scheduled for October 30th from 9 am to 1 pm. The Mayor and Council were invited to be observers, and their may be a policy exercise which they would be involved in.
  - The computer bug affecting the City’s ability to email billing statements had been resolved. Postcards would be sent in October so people could request email billing statements and information, instead of paper. Payments could already be made online.
  - The City was down to about 24% water loss in August and September, but the percentage was expected to increase to about 35% in the winter due to changes in water pressure. Meetings had taken place with property owners on the west side regarding the use of Dairy Creek as a possible water source. In 4 or 5 months, the State would recommend that the City find two new sites for two wells first, and then use Dairy Creek as an alternate source of water down the road. The report would also address any corresponding water rights.

Mayor Edison added WRD should inform the City about good well sites at the end of this month. Tapping into ground water was much faster and cheaper than trying to harvest surface water,

treat it, and get it into the system, so that option was being looked at first. At the same time, the other options like Dairy Creek were being explored.

City Manager Becker agreed to check on issues reported about the yellow curb painting and concerns about missing stop signs. She had received no negative comments about the curb painting.

#### **CONSENT CALENDAR**

8. City Council Meeting Minutes – August 13, 2019
9. Shall the City Council adopt the proposed changes to the Banks Public Library Rules of Conduct Policy as presented? (CL 2019-34)
10. Shall the City Council authorize the City Manager to sign the proposal amendment with Kennedy Jenks Consultants for the Park Street Waterline Improvements Project? (CL 2019-35)

Councilor Jones motioned to approve the Consent Calendar as presented. Councilor Kirk seconded the motion. MOTION CARRIED 6-0. Ayes: Jones, Kirk, Nelson, Harold-Heine, Gregg, and Lyda; Nays: None.

#### **PUBLIC HEARING – None**

#### **BUSINESS AGENDA**

11. Shall the City Council discuss the System Development Charges, and approve the new rates? City Manager Becker clarified Council was not approving the System Development Charge (SDC) rates, but the process to approve rate changes. City Planner Goldstein presented the Staff report, noting Staff sought Council's input about noticing options, which she summarized. Council discussed the pros and cons of sending additional mail notifications as a courtesy to the homebuilders and developers. Councilor Jones believed SDC rates should be increased every year based on the City's inflation rate methodology instead of waiting almost 20 years. Staff confirmed the indexing would be done annually from this point forward.

Councilor Jones moved to authorize Staff to proceed with Option 2. Councilor Harold-Heine seconded the motion. MOTION CARRIED 6-0. Ayes: Jones, Kirk, Nelson, Harold-Heine, Gregg and Lyda; Nays: None.

12. Shall the City Council Adopt Ordinance No. 2019-08-01, an Ordinance Amending Title XIII (General Offenses). Chapter 130 (General Offenses), Section 130.04 (Excessive Noise) of the Banks Code of Ordinances to Limit Noise Exemptions to non-Residential Zones Only? (Second Reading and Final Adoption) (CL 2019-36)

Councilor Gregg moved to conduct Second Reading and Final Adoption of Ordinance No. 2019-08-01 by title only. Councilor Kirk seconded the motion. MOTION CARRIED 6-0. Ayes: Jones, Kirk, Nelson, Harold-Heine, Gregg and Lyda; Nays: None.

City Recorder Lanter read the title into the record.

13. Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor? (CL 2019-37)
  - a. Bobbie Gregg – Library Board Position LB2 (Term will expire June 30, 2022)
  - b. Debra Berry – Urban Renewal Agency Budget Committee Position URBC14 (Term will expire December 31, 2021)

Councilor Jones moved to confirm the Mayor's appointments to the Boards, Commissions, and Committees. Councilor Harold-Heine seconded the motion. MOTION CARRIED 6-0. Ayes: Jones, Kirk, Nelson, Harold-Heine, Gregg and Lyda; Nays: None.

### **COUNCIL ROUND TABLE DISCUSSION**

Councilor Gregg reported on the recent Internal Audit Subcommittee meeting where the financial management policy was reviewed. He believed WCCCA was still working on permits for the new dispatch station.

Councilor Harold-Heine reported that the internal audit meeting was very informative and a good experience to see where everything was at. Habitat for Humanity did not meet but would on September 17th.

Mayor Edison said he was glad to hear the school lockdown was inconsequential, noting it was good to err on the side of safety. He applauded the police for handling the situation the way they did. He noted Ride Connection was working to coordinate the Banks bus service schedules. Staff stated the schedules were located online, but the three bus services needed to coordinate and create a schedule so another flyer could be put out to promote all the bus services. The City was waiting for Ride Connection to create a brochure highlighting the Tillamook, CC Rider, and Ride Connection bus schedules. Mayor Edison confirmed finding outside sources to help finance transportation within Banks had been discussed, but nothing has been found yet. He wanted to ensure the current bus services were being promoted. He added he was able to watch the Banks Braves win their first football game.

Councilor Nelson reported that the Library Board did not meet in August and would not meet in September. He was not available for the Fire District meeting, so he had nothing to report.

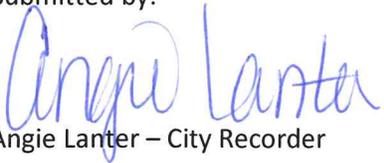
Councilor Jones reported on the School District meeting, noting the Student Success Act would open-up a lot of funding, so the general community would be surveyed about finding a good use for those funds. One suggestion was getting door buzzer cameras so the school office would approve who entered the building. She addressed some clarifying questions, noting she would have more information once she had the meeting minutes. The Policies and Administrative Regulations Manual was also discussed at length as a couple new board members had questions. The Policy Advisory Board would not meet until the third week of this month. At Party in the Park, it rained off and on during the entire one-hour concert, but the music sounded good, and the audience seemed to enjoy themselves. Mayor Edison confirmed the City Manager Performance Review was coming soon.

Councilor Kirk reported that FEMA had a couple grants coming up. A total of \$410 million was available and the application process would be from September 30th to January 31st. One grant was for pre-disaster mitigation which could be used to purchase generators, hard hats, safety vests, etc. for emergency preparedness. The Sunset Park Board meeting was canceled, but she was able to get a lot of good information from Kevin. A changing of the guard on the board was coming soon. Col-Pac-NW Act would meet this Thursday at the fire station and was looking for TSP projects the City wanted promoted at ODOT. Metro would be doing the regional trail count this week, so volunteers at the hundreds of trails would find out how many hikers, bikers, strollers, etc. are using the trails. This information was used to get funding, including grants. A fairly new trail counter was ripped out of the ground just north of the Manning Trailhead recently, so no data would be available for August or September. The Park Manager would be glad to present on park statistics if Council desired.

Councilor Lyda reminded everyone that tomorrow was the 18<sup>th</sup> Anniversary of 9/11, and encouraged everyone to take a moment and think about that.

**ADJOURN** The meeting adjourned at 8:15 pm.

Submitted by:



Angie Lanter – City Recorder