



**Banks Economic Development Commission
January 8th, 2020
MEETING MINUTES**

CALL TO ORDER Economic Development Commission Chair Will Moore called the meeting to order at 6:30 pm.

ROLL CALL

Present were: Mayor Peter Edison, City Councilor Marsha Kirk, Margaret Holland, Rich Weitzel, Clint Jackson, Kim Post, Will Moore, and Carolyn McCormick.

Absent:

Staff present: City Manager Jolynn Becker and City Planner Scot Siegel.

APPEARANCE OF INTERESTED CITIZENS – None

APPROVAL OF MINUTES:

1. Approval of November 6th, 2019 minutes.

Kim Post made a motion to approve the minutes from the November 6th, 2019 meeting as presented. Clint Jackson seconded, and the motion passed unanimously.

PRESENTATIONS - None

BUSINESS AGENDA

2. Banks Entrance Sign Update

The City has received the permit from ODOT for the new sign. Staff is starting to work with PGE for the power for the new sign. The City will apply for a grant with Washington County Visitor Assoc for funding for the sign. Looking for grant writer

3. Banks Façade Improvement Program

Commissioners discussed caps on the amount that an applicant could request and what percentage to match. The consensus was to offer a one-to-one match with an initial cap of \$5,000, which would be subject to adjustment based on available funding. Staff was directed to edit the language on the application to reflect this.

Chair Moore stated he did not understand the criteria listed on the application and several phrases listed on the Evaluation Form. Commissioners explained the language used in the documents and shared suggestions about how best to convey the information so that all documents in the packet were consistent. They agreed to the following changes to the Key Elements column of the FY19-20 Evaluation Form (Exhibit 3c):

- First row, a) – the surrounding ground floor ~~uses~~ **improvements**
- First row, b) - ~~activation of~~ **improve and enhance the** pedestrian **and** street environment
- First row, d) – supporting **the needs of** residents in the area **with goods or services**
- First row, e) – ~~complementing other city revitalization projects~~
- Fifth row – Higher scores will be given to ~~projects with greater leverage of these funds beyond minimum requirements, including private match and projects that are greater than the grant scope of work~~ **where owners are investing at a higher rate than the one-to-one match of the City**

The Commission discussed the point system recommended for scoring the evaluation factors and appropriate ways to prioritize each one listed in the first column of the Evaluation Form. Each Commissioner suggested their preferred method for prioritizing the evaluation factors and assigning points to each factor, and explained the rationale behind their proposed methods. After some discussion of the proposed changes to the point system, the Commission agreed to amend the Possible Points column of the Evaluation Form as follows:

- Second row – ~~25~~ **20**
- Third row – ~~40~~ **15**
- Fourth row – ~~40~~ **15**
- Fifth row – ~~45~~ **10**

The Commission also agreed that the entire sixth row should be deleted, as all property owners would be applying to the program for the first time.

Commissioners and Staff discussed the need for objectivity and consistency. They also debated on prioritizing projects for which the improvements will result in the greatest return on investment (ROI). High ROI projects will have the greatest impact on monetary values, but low ROI projects could have the most positive visual impact on the community. The goal of this program is to improve curb appeal while also ensuring a good ROI. After some discussion, the consensus among Commissioners was to refrain from evaluating applications based on a project's ROI.

The Commission discussed specific language on the application (Exhibit 3a) and agreed on the following changes:

- First paragraph – The City of Banks Urban Renewal Agency is offering a 50 percent matching grant (with a cap of \$5,000, ~~subject to adjustment by the Board~~ **the board may increase, subject to availability of funds**)
- Third bullet point – ~~Maximizing private~~ **Optimizing** investment (ratio of public funds to private funds).
- Third paragraph – ~~In the case of multiple applications, limited funds, or at the discretion of the city, the matching grant awarded may be less than the amount requested in the applicant's proposed scope of work.~~

Staff explained that once the Urban Renewal Agency makes funds available, the Commission will decide how to allocate the funds. However, applications would be reviewed by both Staff and the Commission. Staff therefore recommended, and the Commission agreed, that all references to the Urban Renewal Agency be removed from the guidelines documents.

Staff confirmed the updated documents with final edits would be submitted via email to Commissioners for review by Friday, January 10th. Staff requested Commissioners confirm their approval by Monday, January 13th so that the program documents could be forwarded to the City Council and Urban Renewal Agency the same day. This would allow the program to be formally adopted on Tuesday, January 14th.

Commissioner Jackson moved and Commissioner Post seconded to approve the matching grant guidelines and requirements, as amended. The motion passed unanimously.

Staff handed out copies of a case study on the hardware store proposed by SEA that included deliverables and schematics that would help the Commission and Staff illustrate to businesses the type of work that could be funded through the program. The hardware store is a good candidate for a pilot project because the program could have a big impact on the appearance of the building. Funding is available, so Staff could begin working on the case study right away. Commissioners reviewed the proposal, the case study's timeline, scope, budget, goals and design objectives.

Staff explained that outreach to businesses would begin by the end of February and recommended that the Commission decide at their next meeting who will visit each business and complete the application packets. Staff also recommended that applications be accepted for 60 days beginning in March.

Commissioner Jackson moved and Commissioner Weitzel seconded to approve the design services proposal by SEA for the façade program. The motion passed unanimously.

ROUND TABLE:

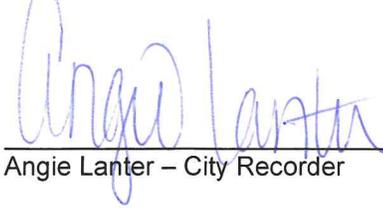
Announced that the kick-off of the 100-year celebration will be on Thursday, January 16th at Schlegel Hall in Sunset Park from 6:00 pm to 8:00 pm.

Carolyn McCormick – Apologized that Michael Walker had attended the EDC meetings in her place for the last year and a half and stated she would be present at future meetings. She also announced that grant applications for up to \$100,000 were due March 1st and provided an update on the Salmonberry Trail master planning project.

Mayor Edison - Expressed his appreciation for the work that the EDC has done.

ADJOURNMENT: The meeting adjourned at 8:30 pm.

Submitted by:



Angie Lanter – City Recorder