



**Banks Economic Development Commission  
March 4th, 2020  
MEETING MINUTES**

**CALL TO ORDER** Economic Development Commissioner Kim Post called the meeting to order at 6:30 pm.

**ROLL CALL**

Present were: City Councilor Marsha Kirk, Margaret Holland, Rich Weitzel, Clint Jackson, and Kim Post. Chair Will Moore arrived after Roll Call.

Absent: Mayor Pete Edison and Carolyn McCormick.

Staff and others present: City Manager Jolynn Becker, Scot Siegel, MIG and Lauren Scott, MIG.

Scot Siegel noted that he and Lauren Scott would be supporting City Manager Becker, providing both day to day and on call services.

Lauren Scott briefly introduced herself and described the work that MIG does.

Chair Will Moore arrived at 6:32 pm.

**APPEARANCE OF INTERESTED CITIZENS** – None

**APPROVAL OF MINUTES:**

1. Approval of February 5<sup>th</sup>, 2020 minutes.

Kim Post made a motion to approve the minutes from the February 5<sup>th</sup>, 2020 meeting as presented. Margaret Holland seconded, and the motion passed unanimously.

**PRESENTATIONS - None**

**BUSINESS AGENDA**

2. **Banks Entrance Sign Status Update:** City Manager Jolynn Becker stated the grant application was submitted to the Washington County Visitor's Association. Costs totaled about \$68,000, which included construction, design, and electrical work. She will give a presentation on March 6<sup>th</sup> at 11:00 am to the Visitor's Association. The City will be notified of the Association's decision by March 31<sup>st</sup>. She answered clarifying questions from Commissioners about the application process, the grant requirements, the City's requirements, and the project costs.
3. **Banks Façade Improvement Program:** Mr. Siegel handed out copies of promotional materials to use when doing field work and visiting with business owners to promote the program. He briefly described the materials and reviewed the program's timeline. He also provided an overview of the draft design of the program's pilot project.  
Commissioners shared feedback about the materials and colors used in the pilot project design concept. They also discussed factors that would impact the project timeline. Promotional materials would be ready for distribution by March 12<sup>th</sup>. The Commission agreed to begin taking applications on April 1<sup>st</sup>, as that would give Commissioners three weeks to promote the program first. They also agreed to change the application due date to July 31<sup>st</sup>. This would give the City and Commissioners a month to review applications.

The Commissioners decided who would be contacting each business.

The Commission and Staff discussed the map that showed the Urban Renewal District boundaries, city limits, and several businesses in the area. After some discussion, the Commission directed Staff to remove the businesses that were not eligible for the program.

Mr. Siegel asked if the Commission wanted to extend the program to all properties located in commercial zones or limit eligibility to businesses only. Opening the program to all properties in commercial zones would allow non-profits, like churches and the American Legion, to apply for the grant. Commissioners briefly discussed and agreed to allow all properties to apply except residential.

Mr. Siegel confirmed that he would be updating the pilot project design and timeline as discussed by the Commission. Commissioners made recommendations about more changes to the marketing materials, including specifying an architectural theme and adding before and after photographs of projects completed in other jurisdictions. The marketing materials would be available in paper and electronic format. The program would be announced at the City Council meeting and advertised online.

#### **ROUND TABLE:**

Kim Post: Confirmed that Staff had not yet contacted Frontier to see if her customers could use their lot for parking.

Jolynn Becker: Said a member of the EDC will need to participate in the Code update process. Chair Moore and Clint Jackson volunteered.

Will Moore: Announced the school will receive about \$950,000 in tax revenue for improvements. Community stakeholders contributed to a request that will be voted on at next week's School Board meeting. Part of the process would include hiring six counselors. He answered Commissioner's questions about school funding and budgeting.

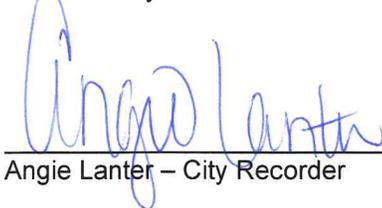
Rich Weitzel: Stated fiber optics would be brought from North Plains to the Fire Station. Ms. Becker confirmed that information on additional opportunities would be provided to the City by the end of April. She would share that information with all of the City's committees.

Marsha Kirk: Invited Commissioners to attend the next City Council work session on March 10<sup>th</sup> at 6:00 pm to hear the manager of Stub Stewart State Park provide statistics on the Banks-Vernonia Trail.

Clint Jackson: Said he contacted the railroad and they are receptive to removing the rail and restructuring the area near the apartment complex. Ms. Becker said she could provide copies of the Salmonberry Parking Concept Plan which would enhance the parking at the trailhead. The City is working with Oregon Department of Transportation (ODOT) on the intersection, and City Council has recommended a light signal instead of a roundabout. She addressed clarifying questions about the process and timeline expected for any improvements at the intersection.

**ADJOURNMENT:** The meeting adjourned at 7:30 pm. Next Regular Meeting will be held on Wednesday, April 1<sup>st</sup>, 2020 at 6:30 pm.

Submitted by:



Angie Lanter – City Recorder