



**Regular City Council Meeting  
Tuesday, March 10, 2020  
MEETING MINUTES**

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**CALL TO ORDER** Mayor Edison called to order the Regular Meeting of the Banks City Council at 7:06 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

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

Staff present: City Manager Jolynn Becker, City Recorder Angie Lanter, City Attorney Dan Kearns, Library Director Denise Holmes, City Planner Scot Siegel

**APPEARANCE OF INTERESTED CITIZENS** – None

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

1. 2020 National Community Development Week Proclamation – Mayor Edison proclaimed April 13-17, 2020 as National Community Development Week in the City of Banks.

**CITY REPORTS, BRIEFINGS, AND PROGRAMS**

2. Police Monthly Briefing – Washington County Sheriff's Office – Sergeant Bob Ray introduced Deputy Ryan Pope, the new contract Deputy for Banks, noting Deputy Ward was still recovering. He also introduced Chief Baker from the North Plains Police Department to which the County also provided police services. Deputy Pope presented the Police Monthly Briefing which included a CPR/overdose call from January that had been omitted from that month's briefing. The February briefing had been reformatted for readability and included graphs showing the call load by day of the week or the time of day. Sergeant Ray updated on the contract deputy selection process, noting it was very competitive because deputies preferred to serve in small towns like Banks where they could get to know the residents and interact with the schools and businesses. He assured that the number of a deputy's family members living in a city was not part of the selection process. Regarding scheduling, Chief Baker clarified that he met frequently

with City Manager Becker to confer and to ensure adequate coverage and avoid predictability in the schedules. Deputies from surrounding municipalities, including North Plains, Cornelius, and on the west end worked together and backed each other up as needed, especially for significant events, and returned to their primary responsibilities as soon as possible. The North Plains City Council and its residents understood that while North Plains was the deputies' primary responsibility, the surrounding area was also their responsibility because what happened there also affected North Plains, Banks, and other cities in the area. City Manager Becker stated discussions were taking place with the County to increase the Banks' coverage to 80 hours per week in next year's budget to provide for two full-time deputies who would provide services seven days a week, with possibly one day a week when both were on duty.

3. Library Director Report – Library Director Holmes stated her report was in the meeting packet and that the following correction should be made to the third item under Library circulation statistics: "County-wide: February: +0.45% vs. ~~2017~~ **2019**". She noted the role of libraries was changing in that they were becoming much more like community centers instead of just places to get a book or a DVD. She listed the many programs offered at Banks Public Library and provided the attendance numbers for each. She also updated on the Seed Library.
4. 100 Year Celebration Update – City Recorder Lanter's report was in the meeting packet. She listed each month's giveaway item for the 100 Year Celebration, and updated on the Music in the Park event in May and the July 4<sup>th</sup> parade. The Royal Rosarians had contacted her and offered to participate in the parade. She would seek a flatbed truck on which the prior mayors and the current Mayor could ride in the parade.
5. Economic Development Commission Update – City Manager Becker reported that an application had been submitted for a \$55,000 grant from the Washington County Business Association for the city's entryway sign. She would learn the status of the grant by the end of the month. The EDC would be giving a presentation this coming Friday on the sign. The sign would cost almost \$70,000 total which included \$7,000 to PGE for the power hookup, and \$52,000 for the construction. Packets had been assembled for the façade program, and several members of the EDC would meet with business owners and provide them with an application. She would send a copy of the packet to the Councilors once it was complete.
6. Planning Commission Update – City Manager Becker reported that the Planning Commission reviewed the schedule and expectations for the Code update. Two members of the Commission agreed to serve on the Code Advisory Committee, as had Mayor Edison. Two more volunteers were being sought.
7. City Manager Report – City Manager Becker noted her report was in the packet. She updated on a 1.5 million gallon water leak on Sellers Rd, and the Parks St and Cedar Canyon Rd leaks, which totaled .5 million gallons per month. The Parks St leak would be addressed within three to six months and the Cedar Canyon Rd and Sellers Rd leaks would be fixed next year. Bids opened last Thursday for the Parks St project. A special meeting would be held on March 16<sup>th</sup> at 5:30 pm which could be done in part by a 15 to 30 minute conference call with the Council to review the results of the bid opening and to award the contract. She would send out the applicable information to Council by email beforehand. Bids were expected to be approximately \$600,000, but the bids received were \$329,000 and \$400,000. City Attorney Kearns clarified that Councilor Lyda could attend the meeting to form a quorum, but would have to recuse himself from voting on the contract.

City Manager Becker updated on Ride Connection, noting additional money had been received from Washington County and two round-trips would be added to their schedule per day Monday through Friday. Ride Connection was also looking to consolidate their schedule with CC

Rider and the Tillamook bus line. A meeting would be held with an ODOT planner on April 15<sup>th</sup> to discuss the creation of a safer sidewalk at the Banks School District site to include a light and a safer entry and exit for drivers and pedestrians.

#### **CONSENT CALENDAR**

8. City Council Meeting Minutes – February 11, 2020
9. Shall the City Council adopt Resolution No. 2020-05 allocating a donation of one week's intake of library fines to the Banks Community Food Bank?
10. Shall the City Council adopt Resolution No. 2020-06, a Resolution Transferring Appropriations from Fund 17 Water Utility Projects to Fund 14 Governmental Capital Projects (CL 2020-05)
11. Shall the City Council adopt Resolution No. 2020-07, a Resolution of the City Council of the City of Banks, Oregon, Authorizing the Application for a Local Government Grant from the Oregon Parks and Recreation Department for Improvements at Greenville City Park, and Delegating Authority to the City Manager to Sign the Application? (CL 2020-06)

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

**PUBLIC HEARING** – None

#### **BUSINESS AGENDA**

12. Shall the City Council authorize the transfer of the Professional Services Agreement with Siegel Planning Services to Moore, Iacofano, Goltsman (MIG) for Planning Services?

City Planner Siegel stated his company, Siegel Planning Services, had merged with Moore, Iacofano, Goltsman (MIG). He provided the background for MIG, noting he had teamed with them on several planning projects in Oregon over the last eight years. He believed MIG could offer Banks a deeper and wider range of services than his company could alone. His first priority was the City of Banks' planning work. City Manager Becker and Mayor Edison had made clear that relationships mattered and the reassignment stated that he would continue as the principle in charge. Operations would continue with City Staff as they had done for the last several years with the former City Planner. The rates charged would remain the same. He confirmed he would be the member of MIG who would attend Council meetings.

Lauren Scott, Associate Planner, MIG, listed the many Oregon cities that MIG had assisted with projects ranging from permitting to updates to a comprehensive plan. She would be assisting with the Banks façade program, the Greenville Park grant application, and with other planning tasks.

Mayor Edison noted that Item #6 in the contract should state: "This Agreement shall be governed by and construed in accordance with the laws of the State of ~~California~~ **Oregon**."

Councilor Lyda moved that the City Council authorize the transfer of the Professional Services Agreement with Siegel Planning Services to Moore, Iacofano, Goltsman (MIG) for Planning Services with the modification to the contract noted. Councilor Harold-Heine seconded the motion. MOTION CARRIED 6-0. Ayes: Kirk, Jones, Nelson, Lyda, Harold-Heine, and Gregg; Nays: None.

#### **COUNCIL ROUND TABLE DISCUSSION**

Councilor Kirk reported that Col-Pac/NWACT meeting would take place on March 12<sup>th</sup> and she would update Council on the meeting next month.

Councilor Jones reported that she and Councilor Nelson would not attend the Community Development Block Grant (CDBG) Board meeting in Tigard due to other commitments. City Manager Becker stated she would attend the meeting. Councilor Jones said she had attended the State of the City Address and the Mayor had done a great job. Other information was in her report.

Mayor Edison said he had 100 Year Celebration-logoed travel mugs to distribute to those interested in receiving one.

Councilor Harold-Heine reported she had participated in Dr. Seuss Week by reading to first graders and that the event had been interesting.

City Manager Becker distributed information emailed to her from an individual that lived outside the city regarding planes flying over the area.

City Recorder Lanter reported that representation from Banks was strong on Monday in response to the School District's invitation to participate as guest readers at Banks Elementary School during Dr. Seuss Week. She, Susan Cackler from the Library, Councilor Harold-Heine, and Will Moore representing the EDC and the School Board volunteered to read. The event was fun and challenging.

**ADJOURN** The meeting adjourned at 8:12 pm.

Submitted by:



Angie Lanter – City Recorder