



**Banks Economic Development Commission
June 3, 2020
MEETING MINUTES**

CALL TO ORDER Economic Development Commission Chair Will Moore called the meeting to order at 6:32 PM.

ROLL CALL

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

Absent: Mark Ward, Kim Post, Carolyn McCormick, and Jeff Leo.

Staff present: City Manager Jolynn Becker and Lauren Scott.

APPROVAL OF MINUTES:

1. Approval of May 6, 2020 minutes.

Clint Jackson made a motion to approve the minutes from the May 6, 2020 meeting as presented. Rich Weitzel seconded, and the motion passed unanimously.

PRESENTATIONS

No presentations.

BUSINESS AGENDA

2. **Banks Entrance Sign Status Update:** Jolynn Becker said funds for the sign were included in the budget. The City has all of the necessary permits from Oregon Department of Transportation (ODOT), but the power company still needs to confirm that the meter box can be placed on ODOT property. The power company has estimated that installing the electrical equipment will cost about \$7,000. She explained that the hookup for using solar power would be a huge expense, but the monthly energy payments would be lower.

Clint Jackson said his company was willing donate money for the sign. After updating the project costs, he would let the Commission know how much his company plans to donate.

3. **Banks Façade Improvement Program Status Update:** Jolynn Becker stated she updated the letter showing the schedule, as well as new owners on the list of businesses in town. She asked for an update on the Commissioner's discussions with business owners and noted that Main Street Pizza expressed interest in applying.

Each Commissioner responded, letting Staff know which businesses had received application packets and when they would be finished reaching out to businesses. Commissioners also noted which businesses seemed interested in the program, which included the new salon, Café 47, and Banks Billiards.

Chair Moore noted that the letter dated May 18th stated the applications were due by August 31st. The previous letter dated March 13th had stated applications were due by July 1st, but the Commission had decided to extend the due date by two months at the last meeting. Clint Jackson noted the applications would be reviewed August 31st to September 22nd, and the grants awarded on October 7th.

4. **Wayfinding Signage discussion:** Jolynn Becker said in February or March, the Commission had said they wanted to discuss wayfinding signage after the entrance sign and Façade Improvement Program were complete. She noted that the wayfinding signs were identified in the Economic Roadmap. The original idea was to make the wayfinding signs match the entryway sign.

Commissioners and Staff talked about typical wayfinding sign designs and Marsha Kirk shared some examples on the screen. They also discussed the details of prior conversations about wayfinding signs.

Marsha Kirk suggested the Commission try to convince the State Park to allow them to put advertising for food establishments at the Banks and Manning trailheads. She had received permission from the State to advertise on their property temporarily. She also suggested installing a sign across from the Banks trailhead adjacent to the secondary parking lot, noting she received permission from the Port of Tillamook to put the sign in their right-of-way. She had been working with Champion Signs on logos and materials lists. Logo design, materials, and the lease of Port property would total about \$2,000. This would be an interim solution until the intersection work is complete.

Clint Jackson noted the Chamber of Commerce has offered to contribute \$1,000. Marsha Kirk added that the Washington County Visitor's Association (WCVA) might provide some assistance as well. She and Staff answered questions from Commissioners about projects costs, the lease with the Port, the advertising that would go on the sign, budget implications, Code requirements, and the design of the sign and logo. She wanted to know if the City would provide financial assistance and sign the lease.

Clint Jackson explained that City Council would have to make those decisions, but the EDC could make a recommendation to City Council. He recommended the EDC propose a budget of \$2,500 and recommend that Council sign the lease. Mayor Edison added that the City would own and insure the sign. Jolynn Becker listed the tasks Staff would need to take to get the sign approved by the Planning Department and City Council. Chair Moore suggested the EDC just vote to support the concept at this point, pending research of available funds and total project costs.

Commissioners and Staff discussed design, construction, installation, and maintenance of the sign. The City has the right to use concrete posts, but the sign would be temporary and should be minimally secured to the ground. However, the sign might be in place for a couple of years. Clint Jackson offered to assist with the design and manufacturing of the sign, noting a structure that did not require digging into the ground would be best due to so many utilities in the area. He agreed to send some design concepts for the Commissioners to comment on. Jolynn Becker assured the City would do its due diligence to ensure the sign is structurally sound when installed. Staff has already sent preliminary designs to ODOT and would also send them to the County to make sure it does not have any issues with the project. Discussion also included addressing liability concerns, the total project costs and funding amounts anticipated, and that the wayfinding sign match the entryway sign. Mayor Edison noted the temporary wayfinding sign would kick off the long-term Wayfinding Sign Program.

Rich Weitzel moved to recommend to City Council that a budget not to exceed \$5,000 be approved for the temporary wayfinding sign to supplement any remaining expenses after receipt of other funding sources. Clint Jackson seconded, and the motion was approved unanimously.

City Manager Becker said as soon as she received the design, she would start on the permit application, research the insurance and easement agreement, and contact the County.

Mayor Edison updated that ODOT and the County were working out their issues with the Highway 47/Banks Rd Intersection Project. While COVID-19 could have potentially caused delays with the water project, the City was currently only waiting on a permit from the Division of State Lands and would then go out to bid on the project. He noted the City's project on Park St had not been affected by COVID-19. City Manager Becker added some minor delays had been experienced in getting permits due to people working remotely.

ROUND TABLE:

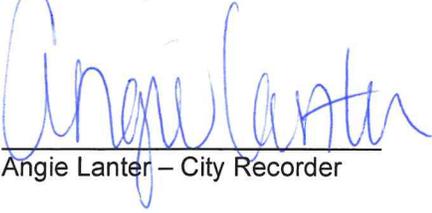
Rich Weitzel announced that Main Street Pizza and Big Horn Logging had done some work on the front of their buildings.

Jolynn Becker said Banks had not lost any businesses but a couple are under new ownership.

Mayor Edison stated Banks may get some funding from the County for businesses. He shared details of grants provided to businesses by other local jurisdictions. The City was not comfortable making grant funds available since the City's economic condition is uncertain, so, he hoped the County would be able to provide assistance.

ADJOURNMENT: The meeting adjourned at 7:29 pm. Next Regular Meeting will be held on Wednesday, July 1, 2020 at 6:30 pm.

Submitted by:



Angie Lanter – City Recorder