



**Regular City Council Meeting
Tuesday, September 8, 2020
MEETING MINUTES**

CALL TO ORDER

Mayor Edison called to order the Regular Meeting of the Banks City Council at 6:39 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present were: Mayor Pete Edison, Councilor Marsha Kirk, Councilor Stephanie Jones, Councilor Michael Nelson, Councilor Mike Lyda, Councilor Erica Harold-Heine

Excused: Councilor Mark Gregg

Staff Present: City Manager Jolynn Becker, City Recorder Angie Lanter, City Attorney Dan Kearns, Library Director Denise Holmes

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

1. 2020 National Preparedness Month Proclamation
Mayor Edison read a proclamation declaring September as National Preparedness Month.

CITY REPORTS, BRIEFINGS, AND PROGRAMS

2. Police Monthly Briefing - Washington County Sheriff's Office - Deputy Frank Ward presented the Police Monthly Briefing for August. Due to the high volume of citations written, municipal court would resume monthly, rather than being held every other month. He responded to clarifying questions from Council, including the progress on his recovery, adding that he was feeling much better.
3. Library Director Report - Library Director Holmes noted the Library Report was in the packet. She explained that physical item checkouts were up in July as many more county libraries were providing curbside pick-up. Banks had not seen as much of an increase because the library had been providing curbside pick-up since June 1st. E-books and Kanopy streaming had decreased somewhat, partially because real books and DVDs were now accessible. She reported how Library Staff have been providing a lot more hands-on librarianship

to local patrons, making customized recommendations based on the patron's specific preferences. While labor intensive, people were very appreciative of the Staff's assistance and their knowledge of the collection. Instead of STEM and Art lab programs, topic-related take-and-make kits would be available for grade school children. She noted the library was still able to offer many different services even though people were not physically coming into the building as much.

4. 100 Year Celebration Update - City Recorder Lanter noted her reports had been minimal with nothing happening, adding that the 100 Year Celebration masks were extremely popular and going fast.
5. Economic Development Commission Update - City Manager Becker reported the Commission briefly reviewed about seven applications for the Façade Program at the September 2nd meeting and would be rating the applications in time for the October meeting to determine which businesses would be awarded the Façade Program funds. She explained that the City had planned to award \$25,000; however, \$29,000 in project funding had been received.
6. Planning Commission Update - City Manager Becker stated no meeting was held in August.
7. City Manager Report - City Manager Becker noted that the report was in packet. She clarified that any item in the Budget Variance Report that exceeded the 23% threshold was highlighted and was something to watch over the next couple months. The item with 100% was likely a loan payment that was had to be paid all at once and would be 100% every month. She confirmed Staff still had to go to the bank every day, but a scanner was being purchased so checks could be scanned and automatically deposited into the City's two checking accounts, similar to online deposits using a mobile phone. Currently, depositing checks at the US Bank drive through could take 25 to 45 minutes.

CONSENT CALENDAR:

8. City Council Meeting Minutes - August 11, 2020

Councilor Nelson moved to adopt the Consent Calendar as presented; seconded by Councilor Jones. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

PUBLIC HEARING – None

BUSINESS AGENDA

9. Shall the City Council approve the Transportation Development Tax (TDT) Project List?
City Manager Becker noted the County's October 1st deadline to receive project requests to amend the TDT Project List.

Councilor Nelson moved to adopt the Transportation Development Tax (TDT) Project List; seconded by Councilor Harold-Heine. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

10. Shall the City Council adopt Resolution No. 2020-26, a Resolution Supporting and Authorizing the City's Application with Washington County for Community Development Block Grant (CDBG) Funding for the 2021-2022 Funding Period? (CL 2020-32)

City Manager Becker explained the City projects on Commerce St and Park St, which was near completion, had received CDBG funding, and the Wilkes Street Water Line project, which included looping the water line, and doing sidewalk and road improvements, was the third project for which the City was requesting CDBG funding. The deadline for submission was October 2nd and a resolution had to be submitted as part of the application. The numbers for the Wilkes Street Project's survey needed updating, which might delay submitting the application. Only a third of those surveyed had responded, and a 50 percent response rate to

the survey was needed by the end of September. A second survey letter had been sent last week, and if there were not enough responses by next week, she would call residents or go door-to-door asking for the information to hit the required 50 percent.

Councilor Jones moved to adopt by title only Resolution No. 2020-26, a Resolution Supporting and Authorizing the City's Application with Washington County for Community Development Block Grant (CDBG) Funding for the 2021-2022 Funding Period"; seconded by Councilor Kirk. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

City Recorder Lanter read the title into the record.

11. Shall the City Council adopt Resolution No. 2020-27, a Resolution Amending the 2020-21 Budget to Increase the Appropriation for Material and Services by \$75,000.00 for the City of Banks Small Business Emergency Assistance Program? (CL 2020-33)

City Manager Becker explained that the funding for the small business grants was not included in the appropriation. Because the City received the funds from the County in August and wanted to spend them in September, a simple budget change was being requested. The change did not need the Budget Committee involved as the money was being used for a specific use only.

Councilor Jones moved to adopt Resolution No. 2020-27, a Resolution Amending the 2020-21 Budget to Increase the Appropriation for Material and Services by \$75,000.00 for the City of Banks Small Business Emergency Assistance Program; seconded by Councilor Harold-Heine. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None

12. Shall the City Council approve the list of Recipients to be Awarded Funds from the City of Banks Small Business Emergency Assistance Program? (CL 2020-34)

Mayor Edison confirmed the Councilors received the list of recipients for the program, which was in addition to the packet.

City Manager Becker stated there were 15 applications with a total requested amount of about \$100,000. The decision-making process involved looking at applicants' expenses, resulting in the final award amounts identified for the businesses and non-profits. No applicant had been left out. The total allocation was up to \$75,000 from Washington County. The intergovernmental agreement (IGA) signed with Washington County went from March 1st to December 31st, but in the City's application for the grants, the timeframe for reporting expenses was March through June 30th. The dates in the title related to the IGA signed with Washington County.

Councilor Lyda recused himself from the vote, because he was on the recipients' list.

Councilor Kirk moved to approve the list of Recipients to be Awarded Funds from the City of Banks Small Business Emergency Assistance Program; seconded by Councilor Harold-Heine. MOTION CARRIED 4-0. Ayes: Kirk, Jones, Harold-Heine, Nelson; Nays: None.

13. Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor? (CL 2020-35)
 - a. Sam VanDyke - Planning Commission Position PC2 (New Term will expire December 31, 2022)

- b. Trevor Beard - Economic Development Commission Position ED2 (New Term will expire December 31, 2024)

Mayor Edison stated he had interviewed the candidates, asking general questions about their interests and past experiences to determine their genuine interest in serving the City, and recommended their appointment to the City Commissions.

Councilor Kirk made a motion to confirm the Mayor's appointments to the Board, Commission and Committee, seconded by Councilor Jones. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None

COUNCIL ROUND TABLE DISCUSSION

City Manager Becker noted discussion was needed regarding the USS Oregon and the letter of support from Hampton Lumber along with the other letters received.

USS Oregon

Mayor Edison asked City Staff knew what other Washington County cities were doing regarding the USS Oregon. City Manager Becker replied she had not heard anything.

Councilor Kirk asked if they could find out if anyone in the Banks area was associated with the original vessel. Councilor Harold-Heine suggested a calling the military to find out. City Manager noted a phone number was on the letter. Councilor Kirk proposed that the City donate \$100 per service person associated with the USS Oregon and a resident of Western Washington County. Other than the State, the USS Oregon was not really associated with Banks. Councilor Nelson confirmed the USS Oregon was a battleship.

Following a brief discussion, Mayor Edison suggested the City simply donate \$100.

Councilor Jones made a motion to donate \$100 for the USS Oregon; seconded by Councilor Nelson. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None

Letter of Support, Hampton Lumber

Mayor Edison noted the letters presented to the Council. He summarized the letter from Steve Zika, CEO and owner of Hampton Lumber, to the Washington County Commissioners, which discussed his grave concerns about the impacts of the 70-year Habitat Conservation Plan that would prohibit logging in about half of the Tillamook Forest. Hampton Lumber in Banks gets about half of its raw material from the Tillamook Forest. Mr. Zika believed there were better ways to address conservation and had forwarded the letter, requesting that the Council send to the Board of Forestry Chair, which was also included in the packet.

Mayor Edison believed the Council should send the letter, as Banks has relied on the forest products industry for generations. The city had a lumber mill and there were a number of logging families and those who supported the logging industry, such as truck drivers. As mentioned in Mr. Zika's letter, 18 million acres of federal forest had already been set aside in the 1990s for spotted owl habitat and other things. The Tillamook Forest was only about 700,000 acres, and with so much already set aside why shut down a prolific working forest for commercial activity?

Councilor Harold-Heine asked why Washington County earmarked half of Tillamook Forest to be put into conservation and what the intentions were around that.

Mayor Edison clarified it was not Washington County, but the Board of Forestry at the State Forestry Department. The Habitat Conservation Plan was part of the State's Forest Management Plan. Such changes occurred periodically, and the proposed conservation plan would curtail all kinds of industrial logging activity. The State created many regulations on the logging industry over the last 30 years that set aside large land areas related to riparian areas, road building, etc. The proposed conservation plan would certainly have a direct effect on Banks' economy.

- He explained it was not unusual for Council to receive such letters, noting anyone could present information seeking Council's support or opinion, noting Council had voted and forwarded an opinion on the natural gas pipeline proposed to go by Banks. Being elected by Banks' residents, Council should want to support something that supports the livelihood of its constituents. He clarified the Washington Board of Commissioners recently raised this issue, which was why the letter was addressed to them. He believed Mr. Zika had written letters to a myriad of people.
- He agreed Mr. Zika was looking for his endorsement. Additionally, Vice Chair Dick Schouten on the Washington County Board of Commissioners was the Washington County representative on an advisory panel to the Forestry Department. He believed Vice Chair Schouten and Chair Harrington were copied on the letter because of that relationship and because they were most likely in support of the conservation plan.

Councilor Jones believed everything in the letter Mr. Zika was asking the Mayor to sign was true.

Mayor Edison agreed and confirmed that the Council was comfortable with him signing the letter.

Councilor Kirk motioned to authorize the Mayor to sign the proposed State Forest Habitat Conservation Plan letter; seconded by Councilor Jones. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

Councilor Harold-Heine reported the Habitat for Humanity meeting was being held tonight, so she would update Council next month after reading tonight's meeting minutes. She noted activities were light due to COVID.

Councilor Jones reported that the School Board was active and the recordings of its meetings were posted on the School District's website. She highlighted the activities related to the start of school, noting the federal funding was approved to continue the free breakfasts and lunches for ages 1 through 18 that were picked up or delivered to the outskirts of Banks. With the funding, people did not have to pay for the meals, eliminating the need to track any payments. The Public Advisory Board (PAB) met in August and went through the timeline for next year with regard to deadlines and ensuring availability for meetings. The PAB's Caper report would be on September 17th, which involved a public meeting.

Councilor Lydia noted the fires of the Tillamook Burn in the Tillamook Forest remained very relevant in light of the current fire situation. Those involved in the forest industry were passionate about forest health and how it should be managed. People making decisions in Washington DC, Salem, or wherever was controversial as they hit close to home. He did not want to see a repeat of those terrible fires in which the sky turned black and there was no summer. Mr. Zika's letter affected everybody, not just the local mill. Healthy logging practices were important to everyone.

Councilor Kirk reported the Northwest Regional Park meeting was held last month, and September might be a second June when it came to recreation. Col-Pac and Northwest ACT would meet this Thursday, but Col-Pac was putting in a request for a USDA grant on September 1st to start pushing for broadband for the region and getting an action team to push harder at the Capitol to get broadband in the Banks area. A broadband team met a few weeks ago basically to get the group started. In August, more than 9,000 users visited the Banks-Vernonia Trailhead, which was not as busy as July, but it was definitely busy.

Councilor Nelson reported that the Hornshuh Creek Fire Station was coming along nicely and should be done in the next few weeks. An open house would likely be held in October. Deanna, the Fire District Secretary, was retiring, so the Fire District was in the process of finding a new secretary. The Library Board did not meet in August.

City Manager Becker stated the bid opening for the transmission line was scheduled for September 24th and a special council meeting would be held on October 1st to award the contract. She expected there might be 6 or 7 bidders. An employee from Public Works had given notice so the department would be down to two people, so Staff was looking at different options regarding that position.

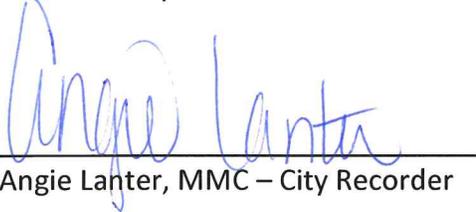
City Recorder Lanter reported that because the National Night Out had been cancelled, she had been working with Tualatin Valley Cable TV on producing a short video featuring the Mayor, Banks Fire District, Life Flight, Washington County Sheriff's Office, and the school district. Although the plan was to shoot the video tomorrow, it might be moved later in the month due to the fires and the Fire District, Life Flight, and Sheriff's Office being so busy. She announced that on September 25, she would be sworn in as the President of the Oregon Association of Municipal Recorders (OAMR) and would serve in that position for a year. Then, she would serve a year as the OAMR Media Pass President and then her term on the board would be over. Being president should not affect her duties at the City, but she did have some traveling obligations. Her November trip to Alaska was cancelled because of COVID. In March, she was scheduled to go to Washington; in April, to California; and in May, to Grand Rapids, Michigan.

Mayor Edison stated that he had three Council meetings left as Mayor, noting he felt a bit lukewarm about that. His business demands had increased significantly, and he could not devote the time to being Mayor anymore. He planned to return as a Councilor, however, so he was not gone yet.

ADJOURN

The meeting adjourned at 7:45 PM.

Submitted by:



Angie Lanter, MMC – City Recorder