



**Banks Economic Development Commission  
May 5, 2021  
MEETING MINUTES**

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

**ROLL CALL**

Present were: Will Moore, Marsha Kirk, Margaret Holland, Rich Weitzel, and Doug Ableman. Peter Edison arrived at approximately 7:00 pm.

Absent: Clint Jackson, Kim Post, and Trevor Beard.

Staff present: City Manager Jolynn Becker and City Planner Lauren Scott.

**APPROVAL OF MINUTES:**

1. Approval of April 7, 2021 minutes.

Margaret Holland made a motion to approve the minutes from the September 3, 2020 meeting as presented. Doug Abelman seconded, and the motion passed unanimously.

**PRESENTATIONS** - None

**BUSINESS AGENDA**

2. **Community Center/Plaza Discussion:** Chair Moore said he reviewed the documentation and work done to date on the plaza, including the 2037 Vision Plan. He also spoke to the urban designer about the process used to develop the documentation. Based on the conversation, he concluded that the EDC should only consider two potential locations for the plaza, the Cop's Garage site and the site near the park that Pete Edison had suggested. He also believed the EDC should get a second opinion on their planned layout of the city, which would cost less than \$5,000.

The Commissioners and Staff discussed Chair Moore's recommendation. City Council's goal was to get a recommendation from the EDC on a location for the plaza so that the City could then evaluate funding options. In order to get a second opinion on the 2037 Plan, Council would have to approve a scope of work.

City Manager Becker explained what would need to be included in the scope of work. Chair Moore said he wanted an overall review of the entire 2037 Vision Plan and a comprehensive opinion of how the two sites would fit with other City plans because he doubted the credibility of the 2037 Plan after speaking with the urban designer who developed it.

The Commission and Staff discussed the importance of developing a schedule and timeline for the plaza project. Mr. Edison confirmed the first step was for the EDC to recommend a location to City Council. He described next steps and the process the City would take to move forward with the project. City Manager Becker confirmed she would put those next steps in writing for the Commissioners to use as a plan for implementing the project.

Chair Moore stated he and City Manager Becker would draft a scope of work. City Manager Becker confirmed she would get consensus on the scope from the Commissioners prior to presenting it to the Council in June.

Ms. Kirk said she did not believe it was appropriate to spend more money redoing the 2037 Plan. However, she would agree to have someone review the two identified sites. Chair Moore explained he just wanted validation that the plan was still practical after seven or eight years. The urban designer who created the

plan offered to present the plan to the City again, and the EDC could ask him to offer an opinion on the two sites. Ultimately, the consensus was to develop a scope of work to have a professional make a recommendation on the two potential plaza sites.

3. **Business Outreach:** City Manager Becker briefly reviewed the Commission's discussion from the last meeting about business outreach and noted that a list of businesses and a list of questions were included in the Agenda packet. She recommended the questions be used instead of a ranking system.

The Commissioners and Staff discussed the list of questions. Chair Moore questioned whether the Commission should use a qualitative process rather than a quantitative process. Commissioners shared opinions about how the questions would give the EDC the information needed to help local businesses. They also discussed whether the questions should be presented just to the businesses in the city or to include the businesses in the urban growth boundary. The list only included licensed businesses in the city, but the goal was to plan for future growth and expansion. Staff recommended that non-conforming businesses which have unresolved land use issues with the County be omitted. They debated about whether non-licensed businesses should be included. The County did not require a business license but some businesses located in the County did have a license with the City.

Chair Moore directed Staff to divide the businesses equally among the Commissioners and send each Commissioner a list of businesses to present the questions to. City Manager Becker noted that an updated list of the questions had been sent to Commissioners in an email. The Commissioners compared the updated list to the list that was included in the Agenda packet. After a short discussion, the consensus was to use the list of questions that was sent via email because it contained some additional questions that might be helpful to businesses.

#### **ROUND TABLE:**

City Manager Becker announced that Global Data Link would be giving a presentation in June on their plans to install fiber optics between the Banks and Manning Fire Departments. Their presentation would include additional work that could be done to bring fiber into the city. She also reported that she and the City Attorney were working on a shared parking agreement between the City and Five Star. The agreement would be presented to the Commission in June. She planned to speak to the Washington County Visitors Association and the State Parks about advertising parking areas. She reported that Banks Hardware and The Armory were participating in the Façade Improvement Program and provided an update on the progress of their projects. Lastly, she reported that construction on the entryway sign would begin in late May and should be complete by early July at the latest.

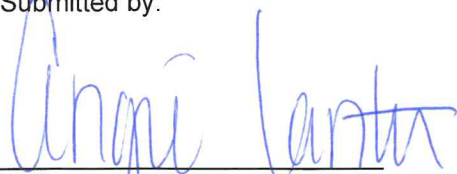
Mr. Weitzel asked for feedback from the Washington County Economic Development Manager. City Manager Becker replied that he thought the Commission was very engaged at the meeting. He planned to look for funding sources for studying potential community center/plaza sites and for other projects. He also planned to provide the City with more information on broadband.

City Manager Becker provided a brief update on the progress of the transmission line and water tank maintenance. She confirmed that the tank maintenance would not interfere with the supply of available water as the City had implemented a conservation ordinance and plenty of rain was expected.

Chair Moore asked if any of the Commissioners or Staff preferred to meet in person in June. City Manager Becker recommended that the Commission until after the Council began meeting in person again. At the next Council meeting, the Council would discuss what it would cost to prepare Council chambers for in person meetings.

**ADJOURNMENT:** The meeting adjourned at 7:51 pm. The next regular meeting will be held on Wednesday, June 2, 2021 at 6:30 pm.

Submitted by:



Angie Lanter – City Recorder