# CITY COUNCIL WORK SESSION

*****Hybrid Meeting*****
**Tuesday, June 14, 2022, at 6:00 pm**
**City Council Chambers**
**13680 NW Main Street**
**Banks, OR 97106**

# AGENDA

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Work Sessions provide the City Council an opportunity to conduct informal communications with each other, review their meeting agenda and identify questions they may have for staff before their scheduled meeting. Work Session meetings are open to the public but do not include an opportunity for public comment or communication with the City Council. The City Council typically asks citizens attending the Work Session meetings to hold their Work Session agenda comments and questions for the regular public meeting. The regular Council meeting following the Work Session includes time for public testimony on agenda items, as well as public comment on Council Meeting non-agenda items.

**TO LISTEN TO THIS MEETING LIVE**

**Use the ZOOM App on your electronic device and the following link:**
https://us02web.zoom.us/j/83764078723?pwd=U2haSk5rSFN0dzgyTkw5VzRlNlU4dz09
**Meeting ID: 837 6407 8723**
**Passcode: 421108**

**If using phone only (no internet) call 1-253-215-8782**
**Meeting ID: 837 6407 8723**
**Passcode: 421108**

**CALL TO ORDER**

**INFORMATION AND DISCUSSION ITEMS**

1. Staff response to Councilor questions about any of the June 14, 2022, Council Meeting Agenda items.
2. Water Rate Study Discussion – Tim Tice with OAWU (Oregon Association of Water Utilities)
3. NW Main Street Zoning Update – Lauren Scott with MIG, Inc.
4. Underground Utilities Discussion
5. City Councilor Roles/Responsibilities Discussion
6. Lodging Prohibited on City Streets Discussion

**COUNCILOR COMMITTEE REPORTS**

7. Mayor Jones

Next City Council Work Session: July 12, 2022 @ 6:00 pm

- CDBG – Community Development Block Grant/Policy Advisory Board (PAB) (Alt. Councilor Kirk)
- WCCC – Washington County Coordinating Committee (Alt. Councilor Kirk)
- City Manager Performance Review Sub-Committee

8. Councilor Kirk
    - Col-PAC EDD – Columbia-Pacific Economic Development Directors (Alt. Mayor Jones)
    - NWACT – Northwest Area Commission on Transportation (Alt. Mayor Jones)
    - Sunset Park Association Liaison (Alt. Mayor Jones)
    - Banks Historical Society Liaison (Alt. Councilor Rainey)
    - Internal Audit Sub-Committee
9. Councilor Thompson
    - Banks School District #13 Board Liaison (Alt. Councilor Rainey)
    - City of Banks Park, Recreation and Tree Board Liaison (Alt. VACANT)
10. VACANT
    - West Tuality Habitat for Humanity (Alt. Councilor Thompson)
    - Internal Audit Sub-Committee
    - City Manager Performance Review Sub-Committee
11. Councilor Edison
    - City of Banks Economic Development Commission (Alt. Councilor Kirk)
    - City of Banks Library Board Liaison (Alt. VACANT)
    - City Manager Performance Review Sub-Committee
12. Councilor Rainey
    - Banks Fire District #13 Board Liaison (Alt. Councilor Thompson)
    - MACC – Metropolitan Area Communications Commission (Alt. Councilor Gregg)
13. Councilor Gregg
    - WCCCA – Washington County Consolidated Communications Agency (911) (Alt. Councilor Rainey)
    - Internal Audit Sub-Committee
    - PSWCC – Partners for a Sustainable Washington County Executive Sponsor Team (Alt. VACANT)

**ADJOURN**

Next City Council Work Session: July 12, 2022 @ 6:00 pm

# Moving Overhead Power Lines Underground – Talking Points

The undergrounding process can take two to three years from start to finish.

There are significant costs involved, both for your municipality and for your constituents who are PGE customers, including:

- *Project design*
- *Construction of the underground system and decommissioning overhead lines*
- *Older electrical infrastructure may need to be updated to meet the current National Electrical Code*
- *Converting individual homes and businesses from overhead to underground service*
- *Updating wiring and service panels at those homes and businesses to meet current code*
- *No guarantees that the pole can be move based on the infrastructure in the city*

**Option 1 – "Force"**

- This option has not been done in 40 years
- Work in only done inside the City Limits
- Established Payment District to chargeback the cost to the rate payer
- Rater payer would see an increase to their monthly bill base on the cost and length of the payback period, and number of rate payer in the district. Could potentially see increases from $35.00- $100.00.
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**Option 2 – Conversion**

- These costs would be covered by the municipality and PGE
- Buy in from the PGE customer to accept underground services

Feasibility Study

# CITY COUNCILOR ROLE/RESPONSIBILITIES

**Regular Council Meeting Date & Time:** City Council meets the 2nd Tuesday of each month at 6:00 pm for the Council Work Session, and 7:00 pm for the regular City Council Meeting. If there is an Executive Session, it will typically be held immediately following the regular City Council Meeting. City Council Meetings typically end by 9:00 pm.

**Additional Meetings:** City Councilors are also members of the Banks Urban Renewal Agency. The Urban Renewal Agency meets when there is business to conduct. Typically, Urban Renewal Agency meetings are held immediately following regular City Council Meetings (if an Urban Renewal Agency meeting is necessary).

City Councilors are members of the City of Banks Budget Committee, and the Banks Urban Renewal Agency Budget Committee. These committees meet 1-3 times in the spring, typically on Saturday's.

City Councilors also attend an Annual City Council Retreat to discuss and set Council Goals for the upcoming Budget year. This retreat is held in January of each year, usually on a weeknight.

City Council will also occasionally hold joint work sessions with other City Boards/Commissions/Committees.

City Councilors are also assigned to represent the City of Banks on committees with outside agencies. These meetings occur on different dates/times.

**Council Packets:** A council packet containing the agenda and supporting documentation will be emailed on the Thursday afternoon prior to Monday's meeting. If there will be any delay in that schedule, you will receive an email notifying you of the expected timeframe for delivery.

**Read Your Council Packets Before the Meeting:** It is vitally important that you read and review the materials in your Council packet in advance of the meeting. This will give you a sense of the potential impacts recommended actions could have and understand the issues surrounding those actions. Understanding the background of an issue will allow you to better represent your community and help you make informed, reasonable decisions that you will feel comfortable defending if you are challenged by a community member. If a Councilor is ill prepared, it is usually obvious to those observing the meeting, including the press.

**Ask Questions:** If you have detailed, technical questions regarding a matter on the agenda, ask the Mayor, City Manager, or responsible staff person BEFORE the meeting. Staff deals with a variety of issues, and often your question may need some time and research to provide a clear and thorough response. If you ask your questions during the meeting, staff may not have the resources available to respond or respond with enough information that could be critical to your decision. We all know how uncomfortable it is to be put on the spot at a public meeting and not be able to respond in a professional and thorough manner. It makes both staff and Council look unprepared by failing to do their "homework" prior to the meeting.

**Meeting Attendance:** City Council meetings are hybrid meetings. Councilors may attend either in person, or via zoom. If attending via zoom, it is requested that you please leave your camera on during the meeting.

**Meeting Quorum:** A quorum of City Council must be present to conduct City Council business. While it is understood that situations do arise (work, illness, etc.) it is important to attend City Council meetings to help Council business move forward.

**Meeting Decorum:**
City Councilors shall refrain from using their cell phones, texting or emailing during meetings.

City Councilors should conduct themselves in a manner that will bring credit upon the city government by respecting the rule of law, ensuring non-discriminatory deliver of public services, keeping informed concerning the matters coming before the City Council, and abiding by all City Council decisions, whether they voted on the prevailing side or not.

City Councilors should be of assistance to the Mayor in preserving order and decorum during City Council Meetings.

City Councilors should not, by conversation or other action, delay or interrupt the proceedings or refuse to comply with the rules of the City Council.

When addressing the public, city staff and city consultants, City Councilors should stick to questions or issues under discussion, and should refrain from personal attacks, or impugn the motives of a speaker.

City Councilors will be solicited by the Mayor and have an opportunity to speak at least once on any pending motion or agenda item.

City Councilors should speak for themselves, rather than for other councilors.

City Councilors are encouraged to be open, direct, and candid in the meeting forum. Comments should be brief and succinct in stating their views and should focus on a single issue or topic during discussion.

City Councilors will be called upon by the Mayor to speak in the order of their requests.

City Councilors will refrain from interrupting another councilor who has the floor.

City Councilors will refrain from using statements as questions and will refrain from repetitive statements as a means of attempting to persuade other councilors.

City Councilors will refrain from criticizing city staff, city consultants, and others.

City Councilors that wish to discuss a major policy issue not on the agenda, should request that the Mayor add it to a future meeting agenda.

**Absence from Meetings:** If you will be absent from a scheduled meeting, please contact as soon as possible (in this order, until you successfully make contact):

- City Recorder/Assistant City Manager
- City Manager
- Mayor

**Meeting Recordings:** It is important to always speak loudly and clearly to ensure that the content of your statements is audible for the listening public. Meeting recordings are linked to the City's website typically the morning after the meeting.

**Meeting Minutes:** Meeting minutes are not a transcript of the meeting. They are summarized action minutes intended to summarize and clearly state the action taken by the Council via motions, resolutions, and ordinances. Motions should be clearly and specifically stated for the benefit of the record and the audience.

**Statement of Economic Interest:** ORS 244.050 requires elected and appointed officials (for the City of Banks, this would be the Mayor, City Councilors, Planning Commissioners, and the City Manager), to file a Statement of Economic Interest (SEI) report with the Oregon Government Ethics Commission. SEI's are submitted electronically, with links to file emailed out annually by the OGEC around March 15th, and due by April 15th.

**Meeting Notes:** As a public official, notes taken by yourself during meetings are a public record and are subject to disclosure upon request. It is recommended to use a notepad during meetings, rather than your Council packet for notes, and when the notebook is filled, give it to the City Recorder/Assistant City Manager for record retention. Meeting packets without any notes on them can then be recycled.

**Website Information:** The City's website is www.cityofbanks.org .Take the time to familiarize yourself with the City website so you can feel confident referring citizens to it for valuable information. The City website includes a listing of each Councilor's name, committee assignments and city e-mail address.

**E-mail Accounts:** An e-mail account has been established for each member of the Council. This e-mail address will appear on the city website and will be provided to the public upon request. You should check this at least weekly. You will be provided with your username and password.

**Laptop:** City Councilors will be issued a city laptop. This laptop can be used to access your city email, attend zoom meetings, and conduct other city business.

**Ordinance Books:** The City's Municipal Code is on our website. Please let me know if you wish to receive a hard copy.

**Close of Term:** If you will not be continuing as a member of the Banks City Council at the end of your elected term, you will be expected to return any City-issued items, and any notes taken during your term. Any documents that you elect to keep should be reviewed with the City Recorder/Assistant City Manager to determine if the City needs them for public records inventory.

## § 90.08 USE OF A RECREATIONAL VEHICLE AS A DWELLING.

(A) For purpose of this section, ***RECREATIONAL VEHICLE*** or ***TRAILER*** means any vehicle that is self-propelled or towed by a motor vehicle and designed for camping, non-permanent or recreational habitation.

(B) No person shall live, sleep or reside in a recreational vehicle or trailer located on a lot or on a public street for more than 5 consecutive days nor more than 10 days total in a 30-day period, except when situated on a legally permitted campground where overnight camping is allowed.

(Ord. 2014-10-01, passed 11-11-2014)

## § 90.09 USE OF VEHICLES FOR LODGING PROHIBITED ON CITY STREETS AND PROPERTY.

(A) *Lodging in vehicle prohibited.* Between the hours of 9:00 p.m. and 6:00 a.m., no person shall use a vehicle for lodging on any public street, parking lot or other public property in the city. As used in this section, vehicle lodging means the combination of one or more of the activities in division (A)(1) with one or more of the activities in division (A)(2) where it reasonably appears, in light of all the circumstances, that a person is using a vehicle for living accommodations. As used in this section, "vehicle" means any vehicle, car, truck, van, a motorized or towed recreational vehicle, trailer or coach.

(1) Storing of contents inside a vehicle that are not associated with ordinary vehicle use, such as a sleeping bag bedroll, blanket, sheet, pillow, kitchen utensils, cookware equipment, bodily fluids, the storage or placement of personal possessions or belongings that obscure some or all of the vehicle's windows; and

(2) The preparation or cooking of meals or sleeping.

(B) *Penalty.* Violation of this section constitutes a civil infraction of the Banks Code of Ordinances (BCO) that may be prosecuted pursuant to BCO Ch. 27 (Civil Enforcement).

(Ord. 2016-12-02, passed 2-10-2017)