



**Regular City Council Meeting
Tuesday, January 11, 2022
MEETING MINUTES**

CALL TO ORDER

Mayor Jones called to order the Regular Meeting of the Banks City Council at 7:00 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present were: Mayor Stephanie Jones, Peter Edison, Marsha Kirk, Mark Gregg, Jeff Thompson, and Mike Rainey

Excused: Erica Harold-Heine

Staff Present: City Manager Jolynn Becker, City Recorder/Assistant City Manager Angie Lanter, Public Works Supervisor Jeffrey (J.J.) Olson, Library Director Denise Holmes, and City Attorney Dan Kearns

APPEARANCE OF INTERESTED CITIZENS

There were none.

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

Mayor Jones acknowledged the recent loss of Raymond Deeth, an instrumental member of the Banks community who had served as Mayor, on City Council and on the Planning Commission.

CITY REPORTS, BRIEFINGS, AND PROGRAMS

1. Police Monthly Briefing - Washington County Sheriff's Office – Mayor Jones noted Deputy Frank Ward was unable to attend the meeting, but his December Police Monthly Briefing had been e-mailed to Council.

2. Library Director Report – Library Director Holmes noted the Library Report included in the packet and provided additional updates and responses to questions as follows:
 - The Seed Library had been refreshed, as people were thinking about their vegetable and flower gardens.
 - In addition to E-books, the Library also offered audio books for download and streaming movies under Kanopy, a service that could be accessed through the Library's website.
 - Due to the way things were going with the health of the community and the world in general, the Library had moved to curbside pickup for Thursday, Friday, Saturday, and Monday, and then reopened for full services on Tuesday. Programs were cancelled for this week, but she hoped they would be back next week.
 - She had confirmed the History Class from Banks High School was planning to come put up its display on Wednesday the 19th at 10:30 AM. The History Class had had to reschedule previously due to the weather.
 - The annual meeting for the Friends of the Library would be Saturday, January 22nd, from 10:00 AM to 12:00 PM, and everyone was invited.
 - The Library has a puzzle exchange for patrons to take puzzles and either bring them back or not. Returned and donated puzzles should have all of their pieces. The puzzles were of all different sizes and for different ages, and many new puzzles had just been donated. Puzzles had been set up for the week between Christmas and New Year's, but nobody could get to the Library because of the snow.
3. Public Works Report – Public Works Supervisor Olson reviewed the projects and activities presented in the Public Works Report, which was included in the packet, and described the details related to the pictures. His key additional comments were as follows:
 - The Sports Court was moving forward. Staff was working on the bid documents to stay on schedule to have it completed this summer.
 - He had purchased a snow pusher, which had to be modified to work with the backhoe, which was being done when it snowed. The snow pusher was about half the cost of the previous road clearing contract and would allow Public Works to clear snow without having to wait for the contractor.
 - Washington County had purchased some river rock for the homeless community that ended up not being used. The County agreed to allow Banks to use the rock at the intersection of Sellers Rd and Banks Rd to help improve the aesthetic appeal and would expedite the permit process for a solution that made everyone happy.
 - Fixing the bottle filler at the Library had been a four-month long process, but it was finally done.
 - He explained the different locates around town were for different things, but primarily, Wilkes St was being marked to figure out the locations of utilities for that project. As contractors were doing their work, planning, and doing surveys of their own, Public Works was marking them as well. The only markings done for asset management was the line parallel with the railroad tracks on the back side of the housing development, which had been a hard to find. Any time paint was put on the ground, Public Works tried to come back with its GPS unit to not lose the paint and to be more accurate if the area had to be marked again.
4. City Recorder/Assistant City Manager Report – City Recorder/Assistant City Manager Lanter noted her report each month would highlight projects handed off to her by City Manager Becker. She presented the City Recorder/Assistant City Manager Report, which was in the packet, with these key additional updates and comments:
 - She reviewed the work AKS was doing with traffic calming. Arbor Park Loop Rd could not be a school zone because the property did not abut the school property, but the Safe Routes to School

evaluation had provided some things that could be implemented around the school, including the Trellis Way cross walks.

- Stop signs could not be placed on both sides of Arbor Park Loop Rd at Trellis Way because only one of the three requirements for a stop sign was met, and traffic had to have 2,000 or more trips by bicycle, pedestrian, or vehicle per day. AKS was researching more options to present to Staff in a week or two.
 - GovOffice had assigned someone to go through the City's website with a fine-toothed comb to make recommendations for the website refresh.
 - She described the Electronic Management Records project that would cut down on paper storage and free up space in city hall. She looked forward to talking with the State Archives Division about preserving older documents, such as those that were actually handwritten.
5. City Manager Report – City Manager Becker noted the City Manager Report was in the packet and provided additional updates and responses to questions as follows:
- The City Manager Report format had changed. Projects turned over to Staff to work on are now removed from the list, such as the records management project.
 - She would be scheduling a mini table-top meeting this month so those at the original table-top meeting could review the new draft Emergency Response Plan. After the new Emergency Response Plan was updated and adopted, a table-top exercise would be held later in the spring or summer. The topic of the exercise was still to be decided, but a wildfire scenario had been suggested. The consultant would meet with the School District, Fire Department, and City Council to go over the updated Emergency Response Plan for the individual agencies as well as the consolidated plan that meshed the three agencies together.
 - Banks Municipal Court would become a day court instead of an evening court. The first daytime court would be held tomorrow, January 12th, at 8:00 AM.
 - The Capital Improvement Projects (CIP) list would be discussed in work session at the next Council meeting and updates might be required to both the CIP list and the Master Plan, because the Master Plan reflected some of the projects on the CIP list.
 - Staff, the School District and consultant would meet to finalize the draft Safe Routes to School recommendations. The final report would be used as a steppingstone for the City and District to apply for different grants for projects such as installing the flashing school zone lights that would be programmed to flash during school hours.
 - The City had been communicating with the owner of the Lepschat Apartments asking him to clean up some nuisance on the property, including sitting vehicles, an unmaintained lawn, and the building in disrepair. A letter had been sent, but the next steps going to forward might involve Council at a later meeting.
 - At the Planning Commission held in early December discussion included the survey that would be sent to Main Street residents and businesses to request feedback on changing the zone from Residential to Mixed-Use or the Downtown Commercial Zone or a mixture of both. Survey responses would inform the Planning Commission going forward, and the information would be given to the EDC for feedback on whether a zone change was worthwhile. Eventually, the zone change discussion would come before City Council.
 - Staff was working to update the employee and supervisor handbooks, which would come before Council later this year for comment and input on the updates
 - Currently, the City paid 100 percent of the insurance for its employees, but she would explore more affordable options for adding employee family members onto the policy. Any changes would take place in the next insurance cycle in January of next year.

- She confirmed the results of the Main Street survey would affect the City's Planning and Zoning Maps being addressed during tonight's public hearing, so another change could be made in another three to six months. Changing the zones on Main St could be an interesting topic as people might be worried about how the change could affect their assessed value, property taxes, etc. which the City would provide information about to help people going forward.

CONSENT AGENDA

6. City Council Meeting Minutes – December 14, 2021.
7. Shall the City Council ratify the revisions to the City of Banks Organizational Chart?
8. Shall the City Council adopt Resolution No. 2022-01, a Resolution of the City of Banks Declaring Certain Property as Surplus and Authorizing its Disposal. (CL 2022-01)

Councilor Gregg moved to approve the Consent Agenda; seconded by Councilor Thompson. MOTION CARRIED 5-0. Ayes: Gregg, Kirk, Rainey, Thompson, Edison; Nays: None.

PUBLIC HEARING

9. Shall the City Council approve and adopt the changes to the City's Planning and Zoning Maps? (First Reading and Consideration for Adoption).

Mayor Jones opened the public hearing at 7:30 PM and confirmed with Staff that there was no public comment.

City Planner Scott noted the update to the City's Planning and Zoning Maps was the final stage of the Development Code update, which went into effect November 13, 2021. The map changes would apply new zone names but would not change the amount or availability of any base land use designations, just commercial, industrial, and residential, so all the land needs called for in the City's Comprehensive Plan would still be met with the Map updates. The Planning Commission voted on December 7th, 2021, to recommend approval of the map changes to City Council during a public hearing. No public comments had been received, either written or during the public hearing. She presented the Staff report, describing the five main criteria that the proposed Zoning or Planning Map updates satisfied. Staff recommended that Council approve City Case File LU21-04 and adopt Ordinance 2022-01-01.

Councilor Kirk asked why the school was a Community Facilities (CF) zone. City Planner Scott replied CF was the school's original designation, but she did not know why; perhaps because the City's zones did not distinguish between parkland and other government or civic uses. The school's CF designation would remain the same under the proposed map updates.

Councilor Edison noted the elementary school was and always had been on commercial zoned property and asked if that should be changed. Councilor Kirk agreed, noting the school zones were not consistent.

City Manager Becker said the elementary school zone could potentially be changed to CF when doing the zoning for Main St, depending on the procedure. City Attorney Kearns said such a change would be a quasi-judicial change because it was a specific parcel. He recommended handling this and any other similar parcel-by-parcel changes as a clean-up change, rather than fearing the School District would open up a 7-Eleven, for example. Having an illogical zone designation would not have any practical impact at the moment. He encouraged Council to look for any errors or any illogical zone designations that might have a practical impact when carried over to the new mapping.

Mayor Jones stated Council wanted to ensure the elementary school zone issue did not get lost, but understood it was not something that could be addressed tonight. City Attorney Kearns agreed, adding this was Council's opportunity to say that a different new zone should apply for a particular old zone to take a more traditional legislative approach. City Manager Becker stated she would add making the elementary school zone the same as the high school and middle school to the list for Planning Staff. The zone change would be presented to Council with the Mixed-Use/Downtown commercial zone changes.

Councilor Edison noted conversations had been held with development and land use professionals about the Mixed-Use Zone on the West Side, and that the future of Banks might not support that much mixed use off Main St. He questioned whether that conversation should be continued.

Councilor Thompson noted some colors in the map legend would be hard to read for colorblind individuals. For example, the three groupings of orange/brown appeared as only two groups for him so the MDR-High and HDR groups would probably look the same for anyone who was colorblind. City Planner Scott stated the colors closely matched the County's system, but the colors could be changed. City Attorney Kearns confirmed there were no requirements that dictated color. The challenge with needing nine colors was to find colors that everyone could distinguish. He agreed the map needed to be readable by people with disabilities.

Councilors discussed having more distinctive colors or adding polka dots or other patterns over the colors.

City Manager Becker said Staff would talk to the County about any different color schemes that are available. The City was using the County's system to help create the map and would check to see what help the County could provide before submitting the final draft to the County. She confirmed the changing the colors would not change the meaning of the zones.

- With regard to the Mixed-Use Zone on the West Side, she noted the property owner or developer would submit findings that Mixed-Use was not a good fit for the area. Those findings could be based on several things, including the Main St Report and the Economic Development Report.

Mayor Jones confirmed there were no further questions and no public testimony. She closed the public hearing at 7:46 PM.

Councilor Thompson moved to adopt Ordinance No. 2022-01-01, an Ordinance Repealing and Replacing in their Entirety the City's Planning and Zoning Maps to Implement Recent Text and Zone Amendments to the City's Land Use Regulations (First Reading and Consideration for Adoption); seconded by Councilor Kirk. MOTION CARRIED 5-0. Ayes: Kirk, Thompson, Edison, Gregg, Rainey; Nays: None.

Councilor Thompson read the title into the record.

BUSINESS AGENDA

10. Shall the City Council adopt Ordinance No. 2021-12-01, an Ordinance Amending Title V (Public Works), Chapter 50 (Water), Section 50.24 (Water Conservation) of the Banks Municipal Code by Adopting New Water Conservation Measures? (Second Reading and Final Adoption)

City Attorney Kearns confirmed no changes had been made since the First Reading.

Councilor Gregg moved to adopt Ordinance No. 2021-12-01, an Ordinance Amending Title V (Public Works), Chapter 50 (Water), Section 50.24 (Water Conservation) of the Banks Municipal Code by Adopting New Water Conservation Measures (Second Reading and Final Adoption); seconded by Councilor Kirk. MOTION CARRIED 5-0. Ayes: Kirk, Edison, Gregg, Thompson, Rainey; Nays: None.

City Recorder Lanter read the title into the record.

11. Shall the City Council elect a new Council President?

Councilor Edison nominated Mark Gregg as the new Council President; seconded by Councilor Kirk. Councilor Gregg accepted the nomination.

Councilor Edison moved to elect Mark Gregg as the new Council President; seconded by Councilor Kirk. MOTION CARRIED 5-0. Ayes: Kirk, Edison, Gregg, Thompson, Rainey; Nays: None.

COUNCIL ROUND TABLE DISCUSSION

Councilor Thompson noted Councilors received both PDF and printed versions of the packet and asked if the printed versions were necessary. Money could be saved by not having to print and deliver the packet copies.

Mayor Jones recalled the reason for going back to paper was because people were using their devices to join the Zoom meetings. Those with dual devices could let City Recorder Lanter know they did not need the paper copies. When in-person meetings resumed, Council would likely cease using the paper packet and use the electronic version.

Councilor Rainey asked for an estimate on when in-person meetings would resume noting the Fire Board had been meeting in person for over a year.

Mayor Jones responded that with technology issues for hybrid meetings and the Omicron variant hitting, it was hard to guess when in-person meetings could resume. Once everything within the Council Chamber got better, there would be more hybrid type meetings. Nobody should be forced to meet in Council Chambers before they were ready to meet in-person.

City Manager Becker noted other cities had also been ready to start in-person meetings in January or February, but the in-person meetings were pushed back to May due to the COVID-19 variants. The City was waiting on technology and for people to feel comfortable returning to in-person meetings.

Councilor Gregg stated he appreciated the efficiency of the City Council meetings.

Councilor Edison noted he had had multiple health issues but was coming back. He added he had retired from his primary job on December 31st, 2021.

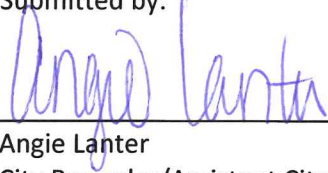
Library Director Holmes noted no Library Board meetings were held in November or December, but a meeting would be held in January.

Councilor Kirk announced the Rural Roads meeting was coming up on Thursday, January 13th from 7:30 AM to 9:30 AM. The meeting only occurred four times per year.

ADJOURN

The meeting adjourned at 8:00 PM.

Submitted by:



Angie Lanter
City Recorder/Assistant City Manager