



**Regular City Council Meeting
Tuesday, March 8, 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, and Erica Harold-Heine.

Excused: Mike Rainey, Mark Gregg, and Jeff Thompson.

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

1. 2022 National Community Development Week Proclamation – Mayor Jones read the Proclamation declaring April 11-15, 2022, as Banks National Community Development Week.

CITY REPORTS, BRIEFINGS, AND PROGRAMS

2. Police Monthly Briefing – Washington County Sheriff's Office – Deputy Frank Ward presented the police briefing for February, noting it was an eventful month. The briefing had been emailed to Council.
3. Library Director Report – Library Director Holmes reported that the Mason Bee Program went very well and confirmed the See's candy sale fundraiser would end March 25th. The Library's programs were filling up, especially Wednesday Wiggles and Thursday Learners, in part due to the return of in-person programming, something the surrounding libraries were not doing yet, so people were coming from neighboring communities.

Councilor Edison asked about the City Staff's success with Pool 2 funds. Director Holmes confirmed that was the case, noting Lisa, the Cooperative Manager, had gone before the County Commissioners, who agreed to move ahead and submit the document to the cities and non-profit organizations for approval. She had also watched a portion of the Board of Commissioners report, and Commissioner Willey was very vocal about correcting funding inequities for smaller libraries in his district. Staff's work resulted in changing the distribution formula of Pool 2 funding, which was now called Revenue Contingent Allocations, which was the extra money that would be distributed amongst the 15 full-service library locations in the county. Previously, the formula did not provide equal benefits for the Banks Library.

Director Holmes confirmed the Jane Moore Community Room was available to rent and had already been rented last month. People just needed to call to see if the room was available and sign up.

4. Public Works Report – Public Works Supervisor Olson reviewed the projects and activities presented in the Public Works Report, which was included in the packet, as well as the details related to the pictures. He reminded Council that he had been gone for two weeks in February. His key additional comments and responses to Councilor questions were as follows:
 - The old backhoe was sold in March, and an air compressor and old welder were also sold for a total of \$7,300.
 - Public Works had been working on the sports court project and hoped to have it completed by the end of the fiscal year. City Manager Becker noted funding for the sport court was on the Business Agenda tonight for Council's approval.
 - He and Rob were still working on the design phase and getting input on what should be done for the Wilkes Street Project, including how to possibly save money.
 - Cleanup from the December storm was continuing with stream restoration and tree removal still to come. He hoped it would be completed by the end of March, but it might be mid-April.
 - A monitoring meter off Woollen Rd was reading incorrectly, providing a negative loss factor. Testing revealed it was a warranty issue, so the meter would be replaced.
 - They were still exploring the Wilkes St waterline. Maps indicated the water lines were in one area and locates done by experienced Public Works employees showed the lines in a different area, but the crew was trying to discover where the waterline was actually located. Currently, a 2-inch pipe was found, and the main line was not where it was marked and was about 6 ft deep. The waterline needed located so the engineers could design where to tie into the water line for the project.
 - After organizing at the shop and the boneyard, additional items were found that were no longer needed and could be sold, including brand new, manual-read meters for which he already had a potential buyer.
 - A desk had been assembled for the ham radio, laptop, and printer, so the emergency response station was a more organized and fully functional space.
 - Zach was working to get all the meters and valves uploaded on Diamond Maps, and Supervisor Olson said he looked forward to being able to reference the map and be confident about the finding waterline components. There had been a lot of success with the GPS unit with some of the points down to within a 6-inch radius.
 - He clarified that Eric had been on medical leave.
5. City Recorder/Assistant City Manager Report – City Recorder/Assistant City Manager Lanter stated her report was included in the packet. She noted the traffic calming, website, and electronic records management projects were all moving forward, and would proceed more quickly once further training was done by Staff. Additionally, the Oregon Ethics Commission would be sending out reminders on

March 15th for Councilors to submit their Annual Statements of Economic Interest, which were due by April 15th.

6. City Manager Report – City Manager Becker noted her report was in the packet and shared the following updates:
 - For the last couple weeks, she was working on the budget and gathering information on what Staff wanted to include and evaluating what was possible.
 - The consultant was finishing up the documentation and would present the updated Emergency Response Plan in May, including the new portion that involves the three agencies.
 - The Councilors were sent notice that Staff was looking for comments on the final draft of the Safe Routes to School Plan, which would be completed by the end of March. She had applied for grant money through ODOT's Safe Routes to Schools for the following three projects:
 - Installing signs on Main St that state, Entering School Zone, and flash during school hours.
 - Adding a crosswalk at the middle school that goes across Highway 47 to Sunset Park. This was in addition to the crosswalk with the flashing signal ODOT was installing near the front of the District office.
 - Improving the crosswalk and curbs at Sunset Park to make them ADA compliant.

CONSENT AGENDA

7. City Council Meeting Minutes – February 8, 2022.
8. Shall the City Council authorize the City Manager to sign the proposals for the work to update the City of Banks Water Master Plan, Parks Master Plan and Transportation/Bike & Pedestrian Master Plan?

Councilor Edison moved to approve the Consent Agenda; seconded by Councilor Kirk. MOTION CARRIED 3-0. Ayes: Kirk, Edison, Harold-Heine; Nays: None.

PUBLIC HEARING

9. Shall the City Council adopt Resolution No. 2022-03, a resolution ending the City's moratorium on new development that was based on a documented shortage of municipal water supply and adopting a new policy that requires Subdivision Applicants to provide a source of new water to serve their proposed developments?

Mayor Jones opened the public hearing at 7:30 PM and confirmed with Staff that there was no public testimony. She noted the resolution was discussed during work session and confirmed there were no questions. She closed the public hearing at 7:31 PM.

Councilor Harold-Heine moved to adopt Resolution No. 2022-03, a resolution ending the City's moratorium on new development that was based on a documented shortage of municipal water supply and adopting a new policy that requires Subdivision Applicants to provide a source of new water to serve their proposed developments; seconded by Councilor Edison. MOTION CARRIED 3-0. Ayes: Kirk, Edison, Harold-Heine; Nays: None.

BUSINESS AGENDA

10. Shall the City Council approve the funding for the construction of a sports court at Greenville City Park?

City Manager Becker noted Staff recommended Option 3 from the three funding options presented in the packet because it was under \$50,000. Additional costs would result for any option above \$50,000 due to Davis-Bacon wages. She responded to questions and comments from Council as follows:

- Option 3 did not include installing lighting on the court, which would be set up to have lighting, but Staff would wait a year to see if people wanted lighting.
- The court would be similar to the one pictured in the packet. The court dimensions were 33 ft by 66 ft and a picture of a court that size was displayed. The Park Committee had not recommended a full-size court; however, quotes for a full court could be obtained.
- She confirmed the project would be completed prior to June 30th.

Mayor Jones commented that the court was not for professional basketball games, but people just out having fun.

Councilor Edison disagreed, noting that was what a full court allowed for; however, he had understood the court was going to be a half court. A full-sized court was 50 ft wide and allowed for 3-point shots from the side of the court, which was not possible on the smaller court. If the Committee recommended a court where an actual game could not be played, that was fine, but he had never intended that to happen.

Councilor Harold-Heine agreed and noted all of the renditions had shown three baskets, but the pictures showed only two baskets.

City Manager Becker explained when looking at the full-size courts, Staff was considering the costs and presented different sizes to the Parks Committee, which decided to install a sports court rather than a full-sized basketball court, and that was presented to Council last fall. The recommendation was for a 33 ft by 66 ft court.

Councilors Edison and Harold-Heine responded Council had not been provided the actual court dimensions before.

Councilor Edison reiterated he understood it was to be a full court with a half-court set with one basket in the middle and baskets on each end. He clarified the dimensions of a regular basketball court, which he believed was 50 ft wide to allow for the full arc of the 3-point line.

City Manager Becker replied Staff could find out the cost of a full-size court and move forward if the cost did not change too much.

Discussion continued about the need to stay under \$50,000 and not delay the project another month. The court needed to be built so lighting could be added later if needed. Staff reviewed the background leading to the three proposed funding options, noting lighting cost \$10,000 and installing them would require changing the park hours since the park currently closed at dusk.

Councilor Edison moved to allocate \$50,000 to installing a sports court at the Greenville City Park; seconded by Councilor Harold-Heine; MOTION CARRIED 3-0. Ayes: Kirk, Edison, Harold-Heine; Nays: None.

Supervisor Olson confirmed Council wanted three basketball hoops. Staff had budgeted for two baskets, so the additional basket would increase the cost by \$4,000.

Councilor Edison confirmed via Google that a full high school basketball court was 84 ft by 50 ft, so a half court would be 42 ft by 50 ft wide.

11. Shall the City Council adopt the 2022-2023 Council Work Plan?

Councilor Edison moved to approve the Council Work Plan as presented; seconded by Councilor Harold-Heine; MOTION CARRIED 3-0. Ayes: Kirk, Edison, Harold-Heine; Nays: None.

12. Shall the City Council adopt the Mayor/City Council Reimbursement Policy?

Mayor Jones noted the policy was discussed at the Council retreat and the document formalized what had already been happening.

Councilor Edison moved to approve the Mayor/City Council Reimbursement Policy as presented; seconded by Councilor Kirk; MOTION CARRIED 3-0. Ayes: Kirk, Edison, Harold-Heine; Nays: None.

COUNCIL ROUND TABLE DISCUSSION

Councilor Edison reported the Library Board did not meet. The EDC discussed the plaza and façade program. In April, Leland Consulting Group would do a presentation about the potential plaza sites. Another EDC meeting would be held to finalize details before sending messages to potential façade program participants about the funding.

Councilor Kirk reported Col-PAC would meet this Thursday and NWACT voted on the ODOT Summary. She was unable to attend the Sunset Park Board meeting. She suggested that City Manager Becker contact Aaron at Stub Stewart State Park because they had been working on their internet with Ziply.

City Manager Becker stated that with regards to the American Rescue money, PGE and Ziply were looking for additional projects the City might be interested in. PGE was looking at infrastructure to make sure smaller cities had enough generators or additional power sources when a disaster happens. The City had been talking to PGE about funding PGE could help with, but it would not be available to the City for a couple years. With Council's work plan, Staff could start going forward with broadband and consider having a consultant help point the City in the right direction.

City Attorney Dan Kearns stated the legislature passed a water project funding bill, House Bill 5202, described as a Christmas tree bill, which provides more than \$10 million in direct grants to small cities for water and infrastructure projects.

Assistant City Manager Lanter noted she had forwarded Council's October work session packet to Council that included the four different versions of the layout and size of the sports court.

Mayor Jones reported the WCCC would meet on Monday. The school superintendent announced his retirement at the end of the year, so the School District was organizing for a search committee working through the Oregon School Board Association. She understood City Council might meet in Council Chambers in April. She added that Jennie had announced her retirement in July or August from the Washington County Public Advisory Board, so there would be changes with the Office of Community Development.

City Manager Becker replied meetings in April would be half in-person and half virtual, with in-person meetings resuming in May. The Budget Committee would be done as a Zoom meeting due to the number of people. She added that the documents just emailed to Council were those used to go out for bid on the sports court based on the recommendation of the Park and Tree Board and different sizes were considered.

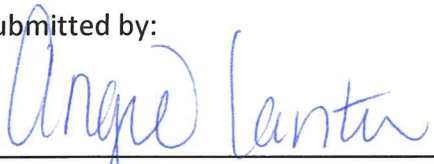
Councilor Edison added Marlo and Joni were also retiring from the School District.

Mayor Jones agreed the district was going to have a lot of changes and she hoped a strong school superintendent candidate was found.

ADJOURN

The meeting adjourned at 8:01 PM.

Submitted by:



Angie Lanter, MMC

City Recorder/Assistant City Manager