



**Regular City Council Meeting
Tuesday, April 12, 2022
MEETING MINUTES**

CALL TO ORDER

Mayor Jones called to order the Regular Meeting of the Banks City Council at 7:03 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present were: Mayor Stephanie Jones, Erica Harold-Heine, Mark Gregg, Marsha Kirk, and Mike Rainey.

Excused: Peter Edison 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.

1. Update from Commissioner Jerry Willey

Commissioner Willey stated he was committed to updating City and District Boards on issues the County Commission was dealing with, some of which were specific to his District, and some were specific to the entire county. His updates included:

- Ordinance No. 878. The Commission had banned the sale of flavored tobacco, which he had opposed. Convenience store operators had obtained enough signatures, so the ordinance would be on recall on the May ballot. He noted the issue was not about enhancing the ability of under-21's to access the product, but about making it more restrictive to buy the product while at the same time not hurting the convenience stores, which were primarily minority-owned that needed to be enhanced and protected from COVID impacts. The ballot measure had been written as a double negative, so voters would need to read the ballot carefully depending on whether they wanted to support or oppose the ban.

- Ordinance No. 883 regarded a small rural community that would be bifurcated by Cornelius Pass Rd extending south of South Hillsboro, the new housing development that was underway, and the Willamette Water Pipeline that would bring water from the Willamette River into Hillsboro. It was a contentious matter, and he was working to find another resolution.
- Tolling issues on I-205 and I-5. The County Commission was trying to get ODOT to take a stronger position on how much of I-205 and I-5 should be tolled and how the money would be used. He encouraged the Council to stay tuned and weigh in with their opinions, because some believed the tolling money should not be used for any new transportation enhancements, and others believed the money should be used on projects like the Boone Bridge, Rose Quarter, Interstate Bridge, etc.
- Hwy 6 safety. A truck driver who uses Hwy 6 a lot and understood its numerous safety issues, such as areas with no cell phone connection, had reached out and made great strides working with Tillamook's Commissioner Skaar and Representative Weber to get some money for some Hwy 6 safety enhancements. Commissioner Willey sat on the committee and would update the Council with any new information.
- Pumpkin Ridge Golf Course was holding the LIV golf tournament, a private event, in July. The Saudi-financed golf tournament was creating some issues, and Commissioner Willey was working with the golf course owners, Sheriff's Department, North Plains mayor, and Washington County Visitor's Association (WCVA) President Dave Parulo to make the organizers aware of any potential issues. For example, they had not talked to the Port of Portland about players flying in and landing private jets in Hillsboro. They had been receptive to such information, and Commissioner Willey would be meeting with them every two or three weeks with the Sheriff's Department and North Plains mayor to help ensure there would be no hiccups.
- Redistricting. The census had shown the four County districts had not grown consistently. District 2, which was north of Sunset Hwy and Bethany, had grown the most, so the County was working with Portland State University to redraw some lines using various criteria regarding equity and minority communities, etc. He assured the exercise was not politically driven but about not splitting communities.
- The ten-day 2022 Washington County Fair would be held July 22-31. The County had been reaching out and encouraging 4-H and FFA groups to participate. Pre-pandemic, about 600 kids were involved in 4-H and now, there were 200 kids, so the program would be rebuilding, and the Fair Board would be working to incentivize kids to bring their animals and participate in the fair.
 - He clarified the Wingspan Event & Conference Center had been open for the last year's fair, which was also ten days long. The vendors had loved it. The vendor section was full, and all the vendors had signed up to return this year. The fair would include craft vendors, the carnival, and all the 4-H events.
- An all-female air show would be held in May in Hillsboro. The other major air show would be later in the year in McMinnville as it was not possible to have the Blue Angels and Thunderbirds at Hillsboro anymore.

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

2. 2022 National Drinking Water Week Proclamation – Mayor Jones read the Proclamation declaring May 1-7, 2022, as Banks' National Drinking Water Week and announced that blue dye tabs were available to test leaking toilets.
3. 2022 Arbor Day Proclamation – Mayor Jones read the Proclamation declaring Friday, April 29, 2022, as Banks' Arbor Day and urged all citizens to care for their trees, recognizing the value trees added to the city, state, and country.

CITY REPORTS, BRIEFINGS, AND PROGRAMS

4. Police Monthly Briefing – Washington County Sheriff's Office – Deputy Frank Ward presented the police briefing for March, noting it was an eventful month. He noted the traffic stop numbers and citations had been on the rise as more people were headed to the coast in the nicer weather.
5. Library Director Report – Library Director Holmes noted the recent storm and said she had found a post from the Arbor Day Foundation on *Can This Tree Be Saved?* which City Recorder/Assistant City Manager Lanter had shared via Facebook.
 - She clarified the colors and materials being used for the children's area remodel, referencing the images included in her report, which was included in the packet and displayed at the meeting. Stated that the kids would enjoy having a space to sit and that the seating circle would include the alphabet carpet. She reminded the Friends of the Library were paying for the remodel, and their Raise-a-Glass event would be especially important this year to raise funds for the project, which was expected to be completed in August.

Councilor Kirk noted a photo of Beverly Cleary in her grandparent's store was available for use by the Library. Director Holmes responded Susan would be doing the Beverly Cleary Book Club again, and she would talk with Councilor Kirk about using the photo.

6. Public Works Report – Public Works Supervisor Olson presented the Public Works Report, which was included in the packet, providing additional details about the projects and activities of the Public Works crew. His key additional comments and responses to Councilor questions were as follows:
 - Project planning for the Sport Court project was ongoing. He had met with the concrete contractor on site and with Sport Court on the phone and had mapped out the sport court's location. The dimensions still needed to be finalized. Excavation and concrete work would begin at the end of April, possibly beginning of May, depending on the weather. He hoped to complete the work all in one week to avoid having a big hole in the park for too long.
 - The fountain at Greenville Park started leaking because when activated, the valve would stick open, so the lower branch was turned off while waiting for the spare part.
 - At the design meeting with City Manager Becker and the City Engineer for the Wilkes St project, some changes and additions were recommended, but the project was still moving forward.
 - Curb paint had been purchased, but only 20 gallons each of white and yellow paint were available, so the rest was on backorder until June. The painting would get done as the weather allowed.
 - The \$13,800 from the City's sold equipment was put into the Water Utility Reserve Fund that Public Works was trying to build up. He was glad to hear the loan option seemed favorable to Council.
 - MEI was still working on the transmission line work orders. Each inspection revealed additional work that needed to be done, so it would be a while before that water project was completed.
 - Cleanup from the December and April storms was ongoing, as there were more landslides and fallen trees in April. Damaged piping for small springs had been tied in again and 400 ft of mainline was replaced. He was optimistic as the work had withstood the April storm, possibly due to different materials and welded joints.
 - The crew was still exploring the Wilkes St waterline as a different waterline with no end was found. Diamond Maps continued to be updated, and the crew was getting closer to what was actually in the ground and had found some valves that were not opening.
 - Every valve can and fire hydrant had been opened and exercised during the annual flushing. Some hydrants had been half-buried, in hedges, inoperable, and on some, the hydrant wrench could not be used due to the hydrant's proximity to other things. Raising and lowering the gate while exercising the valves had removed debris and had enable the counting of turns to ensure

the gate was okay and monitoring for water buildup inside the valve cans. OAWU would be assessing valves with water buildup free of charge in hopes of reducing the water loss factor by doing a small repair. They also learned there was a broken loop where two sources of water combined. A meter filter was used during the hydrant flushing to filter out leftover pipe pieces, which would prevent water contamination and maintain negative bacteria tests.

- Some logs had been dragged from the large spring, which had been sold to a trucking company that had picked them up free of charge.
 - He confirmed the snow resulted in two downed tree limbs on Trellis Way, one on Main St, and some tree limbs on private property, but none on City property.
7. City Recorder/Assistant City Manager Report – City Recorder/Assistant City Manager Lanter provided additional details to her report, which was included in the packet, with these comments:
- The Traffic Calming Project would be completed by August 15 in time for school resuming.
 - She was completely caught up on the Electronic Records Management Project and moved the scanned files to the State's ORMS website. It was an easy process, and Staff would wait for the new fiscal year to start another round of scanning.
8. City Manager Report – City Manager Becker noted her report was in the packet and shared additional updates as follows:
- It was the season for appropriation requests from the offices of Congresswoman Bonamici and Senators Jeff Merkley and Ron Wyden. The City had been submitting applications to the Senators' offices to secure funding for the construction and design work for the Trailhead Project. The City would be submitting an application to Congresswoman Bonamici's office for a federal government appropriation for the Trailhead Project.
 - Staff was in the process of planning for National Night Out, which would be the first Tuesday of August, and were looking for Fourth of July fireworks sponsorships. The company doing the fireworks show had requested to know the total funding by May 1, and Staff had communicated the existing and expected fund amounts. The final figure would be revisited the last week of April.
 - More ideas would be considered after the Budget Committee approved the budget to go forward to City Council to adopt the appropriations, such as two movies and a concert in the park during summer, and a tree-lighting event later in the year. The City was trying to go back to doing in-person events and creating opportunities for them.
 - The City was also applying for the spring MACC grant, which covered the City's annual Comcast costs and belonging to the BUG. The City was also requesting additional funding to replace the second server and to add network multi factor authentication (MFA), which was about \$10,000.
 - Staff had sent out the Consultant's final draft on the Safe Routes to School Project. The first-round grant cycle had been in March, and the City had been invited to go to the second round. The funding was for the following projects:
 - Flashing school zone lights on Main St, which would flash on the south and north ends of town when school was in session.
 - Improving the Sunset Ave crossing by adding ADA ramps on both sides, at the Main St intersection, and adjusting the crossing which was too far back.
 - Creating a current intersection at the school. ODOT was getting the final designs to remove the old flashing yellow light and move it 100 ft north, creating room for the school crossing. Also putting a crosswalk at the middle school that would cross to Sunset Park.

Councilor Kirk noted that an Economic Development Commission (EDC) member was leaving. City Manager Becker noted there was a member that had moved from the community who wanted to know if he could still be part of the EDC. He was in the hotel business, and had received a promotion and

moved to Utah, and the final determination had been he could remain in the EDC as there was no residential requirement in the ordinance.

Councilor Kirk stated having an out-of-state member in the EDC would be setting a bad precedent, especially with other limited City groups, and suggested adjusting the EDC's ordinance.

Mayor Jones sought further clarification from City Attorney Dan Kearns, and City Manager Becker commented the member had been part of the community for several years and his daughter still lived in the community.

Councilor Kirk commented the member had been introduced by Carolyn McCormick before she had retired from the Washington County Visitors Association, and he had lived in Banks at the time and had been in charge of some hotels along Hwy 26 and had visitor experience. However, her concerns were that he would have to Zoom into meetings, if able to do so with the time difference, and already had limited meeting attendance and suggested letting go of the member, citing previous EDC members who had moved to Beaverton and had not been kept on.

Mayor Jones noted this was the first time she had heard about the topic and suggested tabling it for the next meeting since it would require more preparation, to which Councilor Kirk agreed.

City Attorney Dan Kearns commented EDC members were appointed by the Mayor and confirmed by the City Council, so they served at the pleasure of the Council. Members were supposed to have tangible business connections to the city and its economic development, and it was assumed they would live or work in the city and there was no strict residency requirement, and it would be up to the Council's discretion to remove the member from the position.

CONSENT AGENDA

9. City Council Meeting Minutes – March 8, 2022.
10. Shall the City Council authorize the City Manager to sign the contract with CwM-H2O for services as the City Hydrogeologist? (CL 2022-08)
11. Shall the City Council authorize the City Manager to sign the Intergovernmental Agreement with the State of Oregon for Disposal of Surplus Personal Property, Vehicles, Heavy Equipment, Titled Trailers, and Watercraft. (CL 2022-09)

Councilor Gregg moved to approve the Consent Agenda; seconded by Councilor Harold-Heine. MOTION CARRIED 4-0. Ayes: Kirk, Rainey, Gregg, Harold-Heine; Nays: None.

PUBLIC HEARING

There was none.

BUSINESS AGENDA

12. Shall the City Council authorize the City Manager to sign the Inter-Governmental Agreement (IGA) with Washington County Cooperative Library Services (WCCLS)?

City Manager Becker commented it was being done to consolidate two documents into one, and the document would cover computer-support funding versus books, as well as Pool 2 funding. Funding would be equity and would be prior to the next levy cycle. They would be looking at the current

allocation formula and equity for the different cities to make sure all cities were supported and would then, hopefully, change each city's money allocation. The City of Banks only had the city limits and the School District open area that used the library.

Library Director Holmes added an important thing to understand was the element of looking at equity funding in relation to aspects like diverse populations and past allocation formulas' fostering of equitable funding. This would be an ongoing process for the next four years, the course of the current agreement, so that they would be prepared to make a good proposal to the voters for the next levy cycle, which would hopefully include a different way of distributing funding and an increase in the requests.

City Manager Becker noted it would be an ongoing discussion with the Executive Board, and she wanted to be a part of it as a small city, if the discussion was broken down into subcommittees. She also commented they had gotten Pool 2 funding, which would be an allocation across each library, and the City would be getting one-fifteenth of the Pool 2 fund total. She further added that, with the IGA, the City was requesting the budgeting information in December, or by January, so they would know the next fiscal year's funding allocation, which would help with the budgeting cycle.

Library Director Holmes confirmed they would know if there was Pool 2 money available no later than January, and the distribution would happen in the first payment in the beginning of the following fiscal year. Previously, distribution of funds for cities was twice a year. The new IGA would be quarterly payments beginning 15th of July, then followed by the 1st of every following quarter, which would be helpful to the City's cash flow.

City Manager Becker mentioned City Attorney Dan Kearns had reviewed the IGA, to which he remarked his comments were on the payment part of the IGA.

Mayor Jones sought confirmation from City Attorney Dan Kearns if he had found the IGA satisfactory, to which he responded in the affirmative.

City Manager Becker noted funding allocation would make for interesting conversations because the bigger cities didn't want to lose money, while the smaller cities needed the extra money, and would need to make sure each city's unique equity was covered in the calculations.

Councilor Gregg moved to authorize the City Manager to sign the Inter-Governmental Agreement (IGA) with Washington County Cooperative Library Services (WCCLS); seconded by Councilor Kirk; MOTION CARRIED 4-0. Ayes: Kirk, Rainey, Gregg, Harold-Heine; Nays: None.

COUNCIL ROUND TABLE DISCUSSION

Councilor Harold-Heine thanked Assistant City Manager Lanter for passing along Habitat for Humanity's letter of support from Virginia for the Mayor's signature.

Councilor Gregg stated there was nothing to mention regarding community reports. He mentioned April 10th – 16th was the National Public Safety Telecommunicators Week, and he would be appreciating dispatchers who worked in tight, little closed quarters and had to deal with chaos on the phone.

Councilor Kirk reported the Sunset Park Board meeting had been moved to the following night, and she would be attending. Col-Pac had a special meeting the previous week, a CEDS Workshop, which she had attended. They were having micro-meetings in the Col-Pac area, and she had attended a meeting at the Cornelius Public Library for Western Washington County. They were trying to collate the strengths and weaknesses of each county, which would be presented during economic development opportunities, and the EDC's Matt Craigie and Commissioner Willey had been helping Western Washington County. Col-Pac's Sarah Lu would put everything together, which would be followed by a bigger meeting to address everything. The main aim was to get Western Washington County and the surrounding area looking better to investors. Two leaders of the Historical Society had not been feeling well and not much had been done, and a schoolteacher was going to set up golf for a couple of days within the park, where the log cabin was. The main Col-Pac and NWACT meeting was the following month. She reminded the set meetings and the option of alternate meetings. The Stub Stewart State Park had gotten a foot of snow, and the power had been out for 10 hours.

City Manager Becker added it was going to be a mini golf course tied around Banks' historical facts, and it was scheduled for June 10th and 11th. They had just received the event paperwork, which was being processed.

Mayor Jones reported there had been a lot of WCCC conversations about the I-205 tolling project. Conversations had been on congestion pricing, where it would be more expensive to drive on the road during rush hour. They were speaking with all the communities who would be directly impacted by people getting off the highway and going through neighborhoods, and there were public internet meetings to attend and voice comments.

Councilor Rainey mentioned he would not be able to attend the following day's Fire Board meeting, and Councilor Thompson would also not be available.

City Manager Becker reported that work on the Master Plans had kicked off, and she would get event schedules for the coming couple of months. There could be joint Planning Commission and City Council meetings, or an open house, or asking for one or two members of the Planning Commission, City Council, and some other members to be on a steering committee and would present to the Council once she knew any details. This was expected in the next 6 to 12 months and there may be extra monthly meetings. EDC had met and talked about the Façade Program, and there were minor changes which would be presented at the next EDC meeting. She added that the Budget Committee Meetings would be held on May 7th beginning at 9:00 am via Zoom.

Councilor Kirk asked if the City had received firm dates from ODOT for when bridge work would start that would require total shutdown.

City Manager Becker responded she did not and had only received a link. It would be some time in the summer and after school ended.

Councilor Kirk replied that TripCheck and ODOT's information was not matching, as information posted on TripCheck indicated the work would begin before school ended, while the ODOT representative had said it would be after school ended.

City Manager Becker responded she would check the information.

Assistant City Manager Lanter thanked the Mayor and Council for completing their Statements of Economic Interest with the Oregon Ethics Commission in a timely manner.

City Attorney Dan Kearns presented his observations on the hybrid meeting system. He commented that the microphones were not good or easy to use, and it was hazardous to use the clip-on lapel microphones. There were sound-gathering microphones that could work better, but the visual aspects were good.

Library Director Holmes thanked the Council for agreeing to sign the WCCLS Agreement. She also agreed the meeting audio was the weakest aspect and some people had not been loud, but the video had been good. She would be sitting in the budget meeting, and the library plant swap would also be on Saturday, May 7.

Public Works Supervisor Olson thanked everyone for their patience during the hydrant flushing. Learning the system and putting it onto Diamond Maps had been the highlight of his month.

Councilor Rainey commented the Zoom meeting had been pretty good, but he had been unable to hear Councilor Gregg. He asked if the fire department would have access to the map system of working hydrants or if it updated with the county maps.

Public Works Supervisor Olson responded that the hydrants should be located on the county map system.

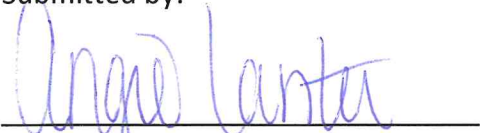
Public Works Supervisor Olson added he didn't know if the county maps included information like when the hydrants were last exercised and their functionality, but the fire department was welcome to access the Public Works maps. He had just contacted the county on getting GIS plots for Public Works maps and would now do it conversely. He was trying to look at what a public map could possibly look like, but he did not have a confident answer as to when that would go live and who would have access.

Mayor Jones asked that Council let Assistant City Manager Lanter know, at least 24 hours prior, what meeting location they would be using, in-person or Zoom. She noted that Sunset Park would be having their Easter Egg Hunt the coming Saturday, which would be starting at 10 AM.

ADJOURN

The meeting adjourned at 8:26 PM.

Submitted by:



Angie Lanter, MMC
City Recorder/Assistant City Manager