

CALL TO ORDER

Mayor Kirk called the meeting to order at 6:43 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor Marsha Kirk, Council President Peter Edison, and Councilors Stephanie Jones, Niki Walters, Pearcia Bogroff, and Marilyn McCalister

Excused: None.

Staff Present: City Manager Jolynn Becker, City Recorder/Assistant City Manager Angie Lanter, City Attorney Dan Kearns, Deputy Library Director Susan Cackler, Public Works Supervisor Conner Hayes, City Planner Shayna Rehberg, and Engineer Robert Peacock (Zoom)

OATH OF OFFICE

4. Shall the City Council approve the appointment of Megan Blake to fill vacant City Council position CC2?
 - a. Swearing in of City Councilor Megan Blake (Position CC2)

Councilor McCalister moved to approve the appointment of Megan Blake to fill vacant City Council Position CC2.

The motion died due to lack of a second.

Councilor Bogroff moved to interview both candidates for the vacant City Council position. Councilor Walters seconded the motion.

Council discussion on whether to interview the candidates included comments that interviews were unnecessary since the applications were already reviewed and that with two candidates, the normal process of an interview and vote should be followed to avoid discouraging citizens from applying to be on Council.

Councilor Bogroff amended her motion and moved to interview both candidates and vote to fill vacant City Council Position CC2 today. Councilor Jones seconded the motion, which passed 4 to 1. (Ayes: Edison, Walters, Bogroff, and Jones. Nays: McCalister.)

Mayor Kirk called for a brief recess at 6:50 pm so Council could decide how to conduct the interviews and reconvened the meeting at 6:57 p.m.

The Council interviewed April Cannon and Megan Blake separately, each responding to questions about their ability to fulfil the requirements of being a City Councilor, preserve their favorite aspects of the city as it grew, and how they would address what they believed to be the most important issue facing the city.

A roll call vote was taken, and April Cannon was elected to fill the vacant City Council Position CC2 by a 3 to 2 vote. (April Cannon: Edison, Walters, Bogroff. Megan Blake: McCalister, Jones.)

Councilor Bogroff moved to appoint and swear in April Cannon to City Council Position CC2. Councilor Walters seconded the motion, which passed 5 to 0. (Ayes: Edison, Walters, Bogroff, Jones, and McCalister. Nays: None.)

April Cannon was sworn in as City Councilor (Position CC2) by Assistant City Manager/City Recorder Lanter and assumed her seat at the dais.

APPEARANCE OF INTERESTED CITIZENS

Ayla Hofler, Resident, stated the Council appears to operate as a clique and the Mayor is excluded from decisions and not respected. She appreciated the Mayor's State of the City address and criticized Councilors Bogroff and Jones for slandering the Mayor at the April meeting. She noted the City Attorney interfered in the earlier appointment vote by suggesting ranked voting, noting the Mayor should have broken the tie. The Council should have supported the Mayor's appointment today out of courtesy and respect.

Andy Terrall, Resident, read Facebook comments expressing sadness over the Wilkes House destruction and criticized Council for allowing it. She referenced the Banks 2037 Vision Plan, stating the Wilkes property and Historic High School Building align with its goals and could serve as restorative spaces honoring local heritage. (Agenda Packet Pgs. 13)

Nina Shurts, Resident, urged including the historic 1920 Banks Union High School Building in the urban renewal area, stating it preserves the town's identity, addresses growth concerns, aligns with the City's vision, and could serve as a shared civic hub. (Agenda Packet Pgs. 15-16)

Laurelen Jabbour, Resident, opposed placing a water treatment plant on the acre intended for the City, citing environmental and health risks, and criticized the City's handling of the Wilkes House demolition, which was confirmed historic by the State Historic Preservation Office.

CEREMONIAL PRESENTATIONS & PROCLAMATIONS

5. Certificate of Appreciation – Rural Ramblers (Agenda Packet Pg. 20)

Mayor Kirk presented the certificate to the Rural Ramblers for fundraising, purchasing and installing the parcourse in Greenville City Park.

6. 2025 National Night Out Proclamation (Agenda Packet Pg. 21)

Mayor Kirk read the proclamation declaring evening of Tuesday, August 5, 2025, Banks National Night Out 2025.

CITY REPORTS, BRIEFINGS, AND PROGRAMS

7. Police Monthly Briefing – Washington County Sheriff’s Office Deputy Pope thanked all deputies who assisted during the 4th of July event, noting the high turnout and no incidents. He presented the June 2025 briefing.
8. Library Director Report (Agenda Packet Pg. 22) – Deputy Library Director Cackler presented her report, noting 168 Summer Reading sign-ups last week and highlighting the community garden which continues to provide free produce through the library and food bank.

City Manager Becker noted Deputy Library Director Cackler will become Library Director on September 1, and that Library Director Holmes will retire on August 31.

9. Public Works Report (Agenda Packet Pg. 24) – Public Works Supervisor Hayes reported the Pihl Intersection Project is progressing, with base pavement expected next week. The second phase of Greenville sidewalk repairs began today and may finish tomorrow, followed by stump grinding and concrete work. He confirmed stump grinding will leave a mound, not a hole, and that root barriers and ground prep will follow sidewalk installation. Tree replacements will likely match those on Trellis Way, though final selections are still under review.
10. City Recorder/Assistant City Manager Report (Agenda Packet Pg. 26) – City Recorder Lanter stated she had nothing to add to her report provided in the packet.
11. City Manager Report (Agenda Packet Pg. 27) – City Manager Becker reported ongoing work documenting new procedures for developments on the East and West sides and coordinating with Washington County to align land use and permitting processes. Year-end tasks are being finalized, and a summary sheet of current and upcoming projects will be created for Council. Staff addressed questions regarding ongoing project timelines.

CONSENT AGENDA

12. City Council Meeting Minutes – June 10, 2025. (Agenda Packet pg. 29)
13. Shall the City Council ratify the City Manager’s decision to sign the proposal and cost estimate for a literature review and reconnaissance survey for purchase of the overflow parking that was used by the Banks-Vernonia Trailhead with the cost not to exceed \$8,000.00? (CL2025-16) (Agenda Packet pg. 37)
14. Shall the City Council authorize the City Manager to sign the OLCC Application for Stelly’s Deli LLC? (CL2025-17) (Agenda Packet pg. 40)

15. Shall the City Council authorize the City Manager to sign Amendment Request #2 for Additional Engineering Services for Carsten Reservoir #3 Design with Kennedy Jenks Consultants Inc? (Agenda Packet pg. 43)

Councilor Jones moved to approve the Consent Agenda. Councilor Edison seconded the motion, which passed 6 to 0. (Ayes: Edison, Walters, Bogroff, Jones, McCalister, Cannon. Nays: None.)

PUBLIC HEARING

There was none.

BUSINESS AGENDA

16. Annexation, Property Line Adjustment, Comprehensive Plan Map Amendment and Zone Map Amendment (AN 23-01, PLA 24-02, CPA 24-04, and ZMA 24-03).

- a. Shall the City Council adopt Ordinance No. 2025-05-01, and Ordinance Annexing Approximately 0.67 acres plus abutting rights-of-way to the City of Banks, and Establishing City Zoning thereon, Approving City Files AN 23-01 (Annexation), PLA 24-02 (Property Line Adjustment), CPA 24-04 (Comprehensive Plan Map Amendment), and ZMA 24-03 (Zoning Map Amendment)? (Second reading and Final Adoption). (Agenda Packet pg. 46)

City Attorney Kearns stated the Duncan brothers signed their section of the ordinance and recommended changes to Conditions P1 and P4 related to the property line adjustment. The conditions should be met before the City signs or approves the final Property Line Adjustment (PLA), not before it is recorded. (Agenda Packet pg. 108)

David Phillips, Attorney, representing the Applicant, clarified that the application was for a property line adjustment (PLA), not a subdivision, and noted the only issue is timing for meeting Condition P4. He had no objections to the previously discussed conditions and appreciated Council for considering the request to reduce the repayment amount.

City Attorney Kearns clarified that the Applicant must install the landscaping and show the required screening meets the 5% landscaping standard before the City signs the final PLA, rather than before recording the PLA, but the Applicant can choose the timing as long as the sequence meets this requirement.

- The last sentence of Condition P4 should be amended to state, "Before providing the City with the recorded PLA survey map, the applicant must provide evidence of the screening being installed and demonstrate that landscaping meets the 5% minimum landscape standard ***prior to final PLA approval.***" (Agenda Packet pg. 108)

City Planner Rehberg noted that the timing issue appears in Conditions P1 and P4, and small language changes are needed to reflect the sequencing described by City Attorney Kearns.

Mayor Kirk noted the Applicant's request at the last meeting to adjust the estimated \$7,000 City Attorney fees from the application processing costs.

City Manager Becker reviewed the application processing costs, noting pending additional charges and one un-reflected payment. Administrative fees and outstanding charges from contract staff were still expected with the application costs anticipated to be finalized by August 31.

Discussion continued about the Applicant's request to waive the City Attorney fees, with the Applicant addressing clarifying questions. Staff confirmed this was the first such request, the City had already paid part of the fees, and the City's attorney fees charged to applicants typically cover land use work, but not time at Council meetings. Staff explained the charges reflected the complexity of the case, which involved one annexation evolving into four separate Type IV applications. Councilors considered impacts to the General Fund, fairness to all applicants, and past annexation history.

A straw poll by Council showed mixed views: some opposed the waiver, some supported waiving the full \$7,000, and others suggested a reduced amount such as \$5,000. Given the split, Council agreed to a \$3,500 waiver, which the Applicant accepted.

Councilor Walters moved to approve a \$3,500 discount on the annexation costs associated with Ordinance No. 2025-05-01. Councilor McCalister seconded the motion, which passed 6 to 0. (Ayes: Edison, Walters, Bogroff, Jones, McCalister, Cannon. Nays: None.)

Councilor Jones moved to adopt by title only Ordinance No. 2025-05-01 with the amendments to the application costs repayment schedule and to the language in Conditions P1 and P4 as noted by Staff.

The following amendment was made:

(Note: additional language in bold, italic text)

- Amend the last sentence of Condition P4 to state, "Before providing the City with the recorded PLA survey map, the applicant must provide evidence of the screening being installed and demonstrate that landscaping meets the 5% minimum landscape standard ***prior to final PLA approval.***"

Councilor Walters seconded the motion.

Ayes: Cannon, Jones, Bogroff, Walters, McCalister, Edison

Nays: None.

Motion Passed: 6 to 0.

17. Shall the City Council adopt Ordinance No. 2025-06-01, an Ordinance Repealing and Replacing Title XV (Land Usage), Chapter 152 (Land Division Regulations), Section 152.055 (Grading of Building Sites) of the Banks Municipal Code to Adopt by Reference Washington County's Grading Regulation in Chapter 14.12 of the Washington County Code, and authorizing Washington County to Continue administering its Grading Permit Regulations in the City of Banks? (Second Reading and Final Adoption). (Agenda Packet pg. 164)

Councilor Edison moved to adopt Ordinance No. 2025-06-01 for Second Reading and Final Adoption by title only. Councilor McCalister seconded the motion.

Ayes: Cannon, Jones, Bogroff, Walters, McCalister, Edison

Nays: None.

Motion Passed: 6 to 0.

18. Shall the City Council adopt Resolution No. 2025-13, a Resolution Exercising the Power of Eminent Domain for the Depot Street Extension/Public Plaza Project? (Agenda Packet pg. 167)

City Attorney Kearns stated the City is pursuing acquisition of the Cops Towing property, which has environmental contamination affecting its value and requiring cleanup under State law. While negotiations are ongoing, this action begins the formal condemnation process as allowed under State law. The goal is to reach a fair, negotiated purchase price, but if an agreement is not reached, the City retains the right to acquire the property for public use by paying its market value.

Councilor Edison moved to adopt Resolution No. 2025-13, a resolution exercising the power of eminent domain for the Depot Street Extension/Public Plaza Project. Councilor Bogroff seconded the motion, which passed 6 to 0. (Ayes: Edison, Walters, Bogroff, Jones, McCalister, and Cannon. Nays: None.)

COUNCIL COMMITTEE REPORTS AND ROUND TABLE DISCUSSION

Councilor McCalister noted Banks Fire adopted its budget for the year.

Staff confirmed a map of the City's water facilities was in the Water Master Plan and that Staff will email Council scheduling options to take a weekday tour.

Councilor Walters asked if the City had issued a statement to clarify that placing a property on the National Registry must come from the property owner, not the City, and noted concerns about ignoring Historical Society input.

Council and Staff discussed the School District building, noting that while inclusion in the urban renewal district was suggested, concerns were raised about community impacts, coordination with the School District, and delayed communication.

Councilor Jones updated on the Policy Advisory Board meeting, noting PAB updated its bylaws and renamed itself the Community Development Block Grant –Policy Advisory Board (CDBG-PAB) and that the Vice Chair was elected to replace her as Chair since her term ended. Federal funding was higher than expected, allowing the next project on the CDBG-PAB project list to receive additional funding. She noted the fireworks show was fabulous.

Councilor Edison reported that the Library Board held ethics training, reviewed Oregon Public Library standards, and discussed the budget. He missed the June Economic Development Commission meeting but noted the Business Appreciation Event is set for September 11 at Main Street. He noted the 4th of July festival received positive feedback. He also gave a brief recap of the Urban Renewal Agency (URA) meeting, expressing concern about combining old and new projects on the same list for prioritization and the use of previously allocated funds.

Mayor Kirk stated she missed the Washington County Consolidated Communications Association meeting but plans to join an upcoming discussion on small cities fees. A failed Salem bill led to ODOT cuts, with the Northwest ACT losing \$30,000 and possibly ending, staff layoffs, and closure of the Manning station, affecting snow response and Main Street maintenance. She also welcomed Councilor Cannon, noting that several committee assignments would be given to her at the next meeting.

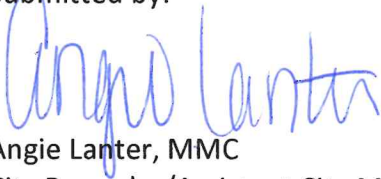
City Recorder Lanter welcomed Councilor Cannon and stated she would send her an email outlining Council roles and appointments and will coordinate with IT to set up her laptop and email.

City Manager Becker asked Councilor Cannon to schedule a one-hour meeting to review current and future projects.

ADJOURNMENT

The meeting adjourned at 9:01 pm.

Submitted by:



Angie Lanter, MMC
City Recorder/Assistant City Manager