



## **CITY COUNCIL MEETING**

**\*\*\*ZOOM Meeting\*\*\***

**Tuesday, October 13<sup>th</sup>, 2020 at 6:45 pm  
(or upon completion of City Council Work Session)  
City Council Chamber  
13690 NW Main Street  
Banks, OR 97106**

## **AGENDA**

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and encouraging social distancing.

The City Council Work Session will be conducted remotely by video conferencing.

### **TO LISTEN TO THIS MEETING LIVE**

Use the ZOOM App on your electronic device and the following link:

<https://us02web.zoom.us/j/88527605456?pwd=MkRlJlZGxXZEpzWk11Y2s4R3JlTGJlZz09>

**Meeting ID: 885 2760 5456**

**Password: 120182**

**If using phone only (no internet) call 1-253-215-8782**

**Meeting ID: 885 2760 5456**

**Password: 120182**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

**CITY REPORTS, BRIEFINGS AND PROGRAMS**

1. Police Monthly Briefing – Washington County Sheriff's Office – Deputy Frank Ward
2. Library Director Report – Denise Holmes, Library Director
3. 100 Year Celebration Update – Angie Lanter, MMC, City Recorder

Next Regular Meeting: Tuesday, November 10<sup>th</sup>, 2020 @ 7:00 P.M.

4. Economic Development Commission Update – Jolynn Becker, City Manager
5. Planning Commission Update – Jolynn Becker, City Manager
6. City Manager Report – Jolynn Becker, City Manager

**CONSENT CALENDAR:** *The items on the Consent Calendar are considered routine and all will be adopted by one motion unless a Council Member requests, before the vote on the motion, to have any item considered separately. If any item is removed from the Consent Calendar, the Mayor will indicate when it will be discussed on the Business Agenda.*

7. City Council Meeting Minutes – September 8<sup>th</sup>, 2020.
8. Shall the City Council authorize the City Manager to sign the FY 2020-2021 On-Call Engineering Services Contract with Kennedy Jenks? (CL 2020-36)

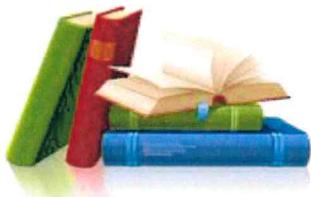
#### **PUBLIC HEARING**

#### **BUSINESS AGENDA**

9. Shall the City Council award the contract for the Transmission Line Replacement project to Moore Excavation, Inc, not to exceed the amount of \$3,071,645.00?
10. Shall the City Council adopt Resolution No. 2020-28, a Resolution authorizing the purchase of a Public Works Department Utility Truck? (CL 2020-37)
11. Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor? (CL 2020-38)
  - a. Doug Ableman – Economic Development Commission Position ED3 (term will expire on December 31, 2021)

#### **COUNCIL ROUND TABLE DISCUSSION**

#### **ADJOURN**



# Library Report

## October 2020

- ❖ Library services continue by appointment and include curbside pickup of holds, curated book bundles and limited appointments for computer and WiFi access. Bookdrop remains open 24/7. Reminder notices for overdue items have been added to the list of automatic notifications restored by WCCLS. All automatic notices were suspended in March when the libraries shut down.
- ❖ Since it is not yet possible to hold in-person programs, Susan and the staff have compiled take-and-make kits that are themed to our Arts Lab and STEM Library programs for grade-schoolers. They are available for curbside pickup. Other alternatives for in-person programs are in development and staff is working to support students' learning needs.
- ❖ Staff is currently reviewing how curbside services will be transitioned to delivery during the rainy season. WCCLS member libraries recently held a virtual conference on this topic and many helpful ideas were discussed.
- ❖ The Oregon Health Authority has reviewed the IMLS research regarding how long the COVID-19 virus can live on library materials, and has recommended that materials need only be quarantined for 24 hours, due to the dramatic drop in viability of the virus within that time period. Washington County Health Authority concurs. All libraries will shift to 24 hours quarantine period by October 9<sup>th</sup>.
- ❖ Library circulation statistics in September:
  - Local checkouts, including Overdrive – 4,162 vs. 5,794 in September 2019, down 28.17%, the lowest drop of all WCCLS libraries.
  - County-wide checkouts – Overdrive: 183,097 vs. 192,225 in August; Physical items: 309,601 vs. 298,891 in August.
  - County-wide Kanopy streaming video usage (number of patrons) – 2,732 vs. 2,609 in August.



**City Manager Report  
City Council Meeting  
October 13, 2020**

# News & Updates

- **COVID-19 Updates**
  - Several of the daily meetings are transitioning to weekly or monthly
  - Signed a Community Psyche IGA with City of Hillsboro to received additional funding (\$5,000) if the City can find an event that will meet the condition of the Executive Orders
  - Small Business Grant Program
    - Checks were issued for the Small Business Grant Program
    - Washington Co is looking other project for funds that were not used for the Small Business Grant
- **Police Services Levy**
  - Current levy ends on June 30, 2022
  - Starting the research for the funding for the next levy cycle
  - May 2022 ballot
- **Staffing**
  - Job Posting has gone out on October 7, 2020 to replace Enrique Smith's position in Public Works.
- **CDBG Application Process has started.**
  - Wilkes Street Project (Street and Water Project) which includes sidewalks
  - Demographic Survey was needed for this project. The last survey was outdated
  - We have applied for a Small Cities Allotment Grant for \$100,000 for this area
- **US Bank**
  - Started US Banks Deposit Express for daily check deposits

# News & Updates

- **SRTS Project Identification Project** -The ODOT Safe Routes to School Project Identification Program provides a service to school communities to identify infrastructure projects that address barriers to students walking and biking to school in a newly-created local plan. Consultant services will be provided for up to 20 communities each cycle. Consultant services will assist the community (school representatives, school community, and local road authority representative) identify infrastructure needs near one school or a cluster of up to three schools feeding into the same middle or high school, focusing on all streets within a quarter-mile of the school, as well as critical issues within a mile of the school. The outcome of each Project Identification Program process will be a Safe Routes to School Infrastructure Plan for each school or cluster of schools that outlines general infrastructure needs to address barriers to students walking and biking to school and provides some information needed to apply for the ODOT Safe Routes to School Competitive or Rapid Response Infrastructure Grants.
  - We are a partner with Banks School District and ODOT on this project
  - Received notice that our application was accepted. They had enough resources to work with all of the communities that applied.
- **Street Banners**
  - Ordering new holiday banners
  - Replacing the banners from the Ford Family project
- **There are several vacancies on the following Boards/Commissions/Committees**
  - Planning Commission – 2 positions
  - Budget Committee – 2 positions
  - URA Budget Committee – 1 position
  - Economic Development Commission – 13 positions
  - Park, Rec & tree Board – 1 position

# Work Order Report

**Open Work Orders: 43**

**Move Out: 6**

**Meter Change Out: 37**

**Completed Work Orders: 14**

**Miscellaneous: 1**

**Move Out: 11**

**Verify Meter Reading: 2**

**Move In: 0**

**Tasks Completed:**

- Opened the Playground Equipment**
- Repaired Water Leaks on Cedar Canyon Rd**
- Water Leak Rate for the month of September is 42% for Area 3 – Seller Rd**

# 2020/2021 Council Work Plan

- ❖ Sustainable Growth
  - ❖ Additional Parking for Banks-Vernonia State Trailhead
    - ❖ Striping down Main Street
    - ❖ Amending the City Code on Parking (Shared, etc.)
    - ❖ Project to enhance the overflow parking – cxi
    - ❖ Starting a conversation with Washington County, State Parks and Salmonberry to see if we can piggyback a parking project with the intersection project
  - ❖ Community Center
- ❖ Managing Resources
  - ❖ Non-Operational Vehicle Ordinance
    - ❖ Started the review to see if the ordinance needs to be amended
  - ❖ Continue Emergency Preparedness Plan and Coordination
    - ❖ Grant was applied for with Banks Fire thru Forest Grove Fire and Cornelius Fire
    - ❖ Requested amount was \$43,000. Awarded \$25,000. Waiting on what portion that Banks Fire will receive.
    - ❖ Started the process to get a quote from consultant to look at ERP for Banks School District, Banks Fire, and City of Banks.
  - ❖ Laserfiche
- ❖ Community Services
  - ❖ Park Improvements
    - 2020 Local Government Grant Program is still on hold, the LGGP has been put on hold until OPRD has a better understanding of what Lottery revenue may look like in the near future. They are still waiting on the fall Lottery forecast which will provide some insight on LGGP funding. They may get the green light to move forward with the 2020 LGGP cycle, or they may be put it on hold for another three months until the winter Lottery forecast.

# Projects Updates

## ❖ **New Water Sources**

- Task 1 – WMCP outline and technical analysis
  - Final edits on WMCP. Submitted the WMCP to State of Oregon and Washington County
- Task 2 – Groundwater Certifications
- Task 3 – Westside Water Development – Surface water permit and cost estimates
- Task 4 – Complete.
- Task 5 – Developing new groundwater locations and permits
- Task 6 – Water Supply Negotiations

# Project Updates

## Construction Project

- ❖ **Transmission Line & Water Distribution Improvements Project**
  - ❖ Call for bids was announced on August 14, 2020
  - ❖ Pre-Bid Conference – August 26, 2020
  - ❖ Bid Opening – September 29, 2020
  - ❖ Award the contract – October 13, 2020
- ❖ **Park Street Water & Road Project**
  - ❖ Project is scheduled to be completed by November 30, 2020.
- ❖ **MSTIP Project – Banks Road/Cedar Canyon/Hwy 47 Intersection Project**
  - ❖ Project is schedule to go to Bid in the Spring 2022
  - ❖ Started a discussion with Washington County/Salmonberry/State Park to add a project to create more parking at the Banks – Vernonia Trailhead in conjunction with this project
- ❖ **Entry Way Sign**
  - ❖ Contractor is working the design to get ready to submit to Washington Co for the permits
  - ❖ The cost for PGE came in low so we are re-evaluating the power sources
- ❖ **Railroad Trail**
  - ❖ Researching the pathway along the railroad tracks
- ❖ **Banks Road Speed Zone**
  - ❖ Submitted a request to discuss options on lowering the speed on Banks Road
- ❖ **School Crossing Project**
  - ❖ Funding was completed
  - ❖ Tentative Schedule to be completed is 1.5 years

# Upcoming Calendar

- Code Committee Work Session – October 15, 2020
- Work Session/City Council Meeting – November 10, 2020
- Community Meeting #2 – November 11, 2020
- Virtual Public Workshop – November 13-27, 2020
- Work Session/City Council Meeting – December 8, 2020
- Joint Work Session- City Council/Planning Commission – December 10, 2020



## September 2020

Fund #	Fund	2019-2020 Beginning Balance	Un-Audited Beginning Balance as of 7-1-2020	2020-2021 Proposed Beginning Balance
1	General Fund	\$426,620.34	\$505,743.71	
2	Water Fund	\$155,820.22	\$239,017.76	
3	Library Fund	\$49,030.54	\$42,836.50	
4	Streets & Roads Fund	\$398,797.60	\$310,489.36	
5	Water Bond Debt Fund	\$45,943.99	\$46,686.81	
6	Traffic impact Reserve Fund	\$444,413.24	\$452,551.22	
7	Police Services Fund	\$325,895.12	\$302,213.15	
8	System Development Reserve Fund	\$120,072.29	\$140,604.56	
9	Water Utility Depreciation Fund	\$79,215.58	\$43,573.66	
10	Parks & Trees Fund	\$38,262.70	\$35,059.89	
11	TDT Fund	\$328,969.96	\$382,101.09	
12	Transportation SDC Fund	\$235,874.23	\$269,163.97	
13	Capital Project Reserve	\$197,383.58	\$225,374.55	
14	Capital Projects	\$0.00	\$0.00	
15	TLT	\$0.00	\$0.00	
16	Water Utility Reserve	\$4,723.51	\$5,842.92	
17	Water Utility Project	\$0.35	\$0.78	
18	Park SDC	\$62,204.27	\$73,447.06	

### Budget Variance Report - Threshold is greater than 30% for total expense

#### CATEGORY ITEMS:

#### GENERAL FUND/MUNICIPAL COURT (FUND #1)

Personal Services – 23.0%

Materials & Services – 45.6%

Capital Outlay – 0.0%

Debt Service – 0.0%

Transfer – 41.3%

**WATER FUND (FUND #2)**

Personal Services – 30.5%  
Materials & Services – 26.2%  
Capital Outlay – 0.0%  
Debt Service – 0.0%  
Transfer – 64.7%

**LIBRARY FUND (FUND #3)**

Personal Services – 26.7%  
Materials & Services – 22.4%  
Capital Outlay – 0.0%  
Debt Service – 0.0%  
Transfer – 0.0%

**STREETS/ROADS FUND (FUND #4)**

Personal Services – 19.0%  
Materials & Services – 22.3%  
Capital Outlay – 73.5%

**WATER BONDED DEBT FUND (FUND #5)**

Materials & Services – 0.0%  
Debt Services – 100.0%

**TRAFFIC IMPACT FUND (FUND #6)**

Materials & Services- 0.0%  
Capital Outlay – 0.0%

**POLICE SERVICES FUND (FUND #7)**

Personal Services – 33.1%  
Materials & Services – 24.7%  
Capital Outlay – 0.0%

**SYSTEM DEVELOPMENT RESOURCE FUND (FUND #8)**

Capital Outlay – 0.0%

**WATER DEPRECIATION FUND (FUND #9)**

Materials & Services- 0.0%  
Capital Outlay – 0.6%  
Transfer – 0.0%

**PARKS & TREES FUND (FUND #10)**

Personal Services – 18.3%  
Materials & Services – 21.9%  
Capital Outlay – 0.0%  
Transfer – 0.0%

**TDT FUND (FUND #11)**

Capital Outlay – 0.0%

**CAPITAL EQUIPMENT RESERVE FUND (FUND #12)**

Capital Outlay – 0.0%

**CAPITAL PROJECT RESERVE FUND (FUND #13)**

Capital Outlay – 0.0%

**CAPITAL PROJECT FUND (FUND #14)**

Capital Outlay – 59.9%

**WATER UTILITY EQUIPMENT RESERVE FUND (FUND #15)**

Capital Outlay – 0.0%

**WATER UTILITY RESERVE FUND (FUND #16)**

Capital Outlay – 0.0%

**WATER UTILITY PROJECT FUND (FUND #17)**

Capital Outlay – 0.1%

**PARK SDC FUND (FUND #18)**

Capital Outlay – 1.1%



**Regular City Council Meeting  
Tuesday, September 8, 2020  
MEETING MINUTES**

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**CALL TO ORDER**

Mayor Edison called to order the Regular Meeting of the Banks City Council at 6:39 PM.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

Present were: Mayor Pete Edison, Councilor Marsha Kirk, Councilor Stephanie Jones, Councilor Michael Nelson, Councilor Mike Lyda, Councilor Erica Harold-Heine

Excused: Councilor Mark Gregg

Staff Present: City Manager Jolynn Becker, City Recorder Angie Lanter, City Attorney Dan Kearns, Library Director Denise Holmes

**CEREMONIAL PRESENTATIONS & PROCLAMATIONS**

1. 2020 National Preparedness Month Proclamation  
Mayor Edison read a proclamation declaring September as National Preparedness Month.

**CITY REPORTS, BRIEFINGS, AND PROGRAMS**

2. Police Monthly Briefing - Washington County Sheriff's Office - Deputy Frank Ward presented the Police Monthly Briefing for August. Due to the high volume of citations written, municipal court would resume monthly, rather than being held every other month. He responded to clarifying questions from Council, including the progress on his recovery, adding that he was feeling much better.
3. Library Director Report - Library Director Holmes noted the Library Report was in the packet. She explained that physical item checkouts were up in July as many more county libraries were providing curbside pick-up. Banks had not seen as much of an increase because the library had been providing curbside pick-up since June 1st. E-books and Kanopy streaming had decreased somewhat, partially because real books and DVDs were now accessible. She reported how Library Staff have been providing

a lot more hands-on librarianship to local patrons, making customized recommendations based on the patron's specific preferences. While labor intensive, people were very appreciative of the Staff's assistance and their knowledge of the collection. Instead of STEM and Art lab programs, topic-related take-and-make kits would be available for grade school children. She noted the library was still able to offer many different services even though people were not physically coming into the building as much.

4. 100 Year Celebration Update - City Recorder Lanter noted her reports had been minimal with nothing happening, adding that the 100 Year Celebration masks were extremely popular and going fast.
5. Economic Development Commission Update - City Manager Becker reported the Commission briefly reviewed about seven applications for the Façade Program at the September 2<sup>nd</sup> meeting and would be rating the applications in time for the October meeting to determine which businesses would be awarded the Façade Program funds. She explained that the City had planned to award \$25,000; however, \$29,000 in project funding had been received.
6. Planning Commission Update - City Manager Becker stated no meeting was held in August.
7. City Manager Report - City Manager Becker noted that the report was in packet. She clarified that any item in the Budget Variance Report that exceeded the 23% threshold was highlighted and was something to watch over the next couple months. The item with 100% was likely a loan payment that was had to be paid all at once and would be 100% every month. She confirmed Staff still had to go to the bank every day, but a scanner was being purchased so checks could be scanned and automatically deposited into the City's two checking accounts, similar to online deposits using a mobile phone. Currently, depositing checks at the US Bank drive through could take 25 to 45 minutes.

#### **CONSENT CALENDAR:**

8. City Council Meeting Minutes - August 11, 2020

Councilor Nelson moved to adopt the Consent Calendar as presented; seconded by Councilor Jones. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

#### **PUBLIC HEARING – None**

#### **BUSINESS AGENDA**

9. Shall the City Council approve the Transportation Development Tax (TDT) Project List?  
City Manager Becker noted the County's October 1<sup>st</sup> deadline to receive project requests to amend the TDT Project List.

Councilor Nelson moved to adopt the Transportation Development Tax (TDT) Project List; seconded by Councilor Harold-Heine. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

10. Shall the City Council adopt Resolution No. 2020-26, a Resolution Supporting and Authorizing the City's Application with Washington County for Community Development Block Grant (CDBG) Funding for the 2021-2022 Funding Period? (CL 2020-32)

City Manager Becker explained the City projects on Commerce St and Park St, which was near completion, had received CDBG funding, and the Wilkes Street Water Line project, which included looping the water line, and doing sidewalk and road improvements, was the third project for which the City was requesting CDBG funding. The deadline for submission was October 2<sup>nd</sup> and a resolution had to be submitted as part of the application. The numbers for the Wilkes Street Project's survey needed updating, which might delay submitting the application. Only a third of those surveyed had responded,

and a 50 percent response rate to the survey was needed by the end of September. A second survey letter had been sent last week, and if there were not enough responses by next week, she would call residents or go door-to-door asking for the information to hit the required 50 percent.

Councilor Jones moved to adopt by title only Resolution No. 2020-26, a Resolution Supporting and Authorizing the City's Application with Washington County for Community Development Block Grant (CDBG) Funding for the 2021-2022 Funding Period"; seconded by Councilor Kirk. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

City Recorder Lanter read the title into the record.

11. Shall the City Council adopt Resolution No. 2020-27, a Resolution Amending the 2020-21 Budget to Increase the Appropriation for Material and Services by \$75,000.00 for the City of Banks Small Business Emergency Assistance Program? (CL 2020-33)

City Manager Becker explained that the funding for the small business grants was not included in the appropriation. Because the City received the funds from the County in August and wanted to spend them in September, a simple budget change was being requested. The change did not need the Budget Committee involved as the money was being used for a specific use only.

Councilor Jones moved to adopt Resolution No. 2020-27, a Resolution Amending the 2020-21 Budget to Increase the Appropriation for Material and Services by \$75,000.00 for the City of Banks Small Business Emergency Assistance Program; seconded by Councilor Harold-Heine. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None

12. Shall the City Council approve the list of Recipients to be Awarded Funds from the City of Banks Small Business Emergency Assistance Program? (CL 2020-34)

Mayor Edison confirmed the Councilors received the list of recipients for the program, which was in addition to the packet.

City Manager Becker stated there were 15 applications with a total requested amount of about \$100,000. The decision-making process involved looking at applicants' expenses, resulting in the final award amounts identified for the businesses and non-profits. No applicant had been left out. The total allocation was up to \$75,000 from Washington County. The intergovernmental agreement (IGA) signed with Washington County went from March 1<sup>st</sup> to December 31<sup>st</sup>, but in the City's application for the grants, the timeframe for reporting expenses was March through June 30<sup>th</sup>. The dates in the title related to the IGA signed with Washington County.

Councilor Lyda recused himself from the vote, because he was on the recipients' list.

Councilor Kirk moved to approve the list of Recipients to be Awarded Funds from the City of Banks Small Business Emergency Assistance Program; seconded by Councilor Harold-Heine. MOTION CARRIED 4-0. Ayes: Kirk, Jones, Harold-Heine, Nelson; Nays: None.

13. Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor? (CL 2020-35)
  - a. Sam VanDyke - Planning Commission Position PC2 (New Term will expire December 31, 2022)

- b. Trevor Beard - Economic Development Commission Position ED2 (New Term will expire December 31, 2024)

Mayor Edison stated he had interviewed the candidates, asking general questions about their interests and past experiences to determine their genuine interest in serving the City, and recommended their appointment to the City Commissions.

Councilor Kirk made a motion to confirm the Mayor's appointments to the Board, Commission and Committee, seconded by Councilor Jones. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None

### **COUNCIL ROUND TABLE DISCUSSION**

City Manager Becker noted discussion was needed regarding the USS Oregon and the letter of support from Hampton Lumber along with the other letters received.

#### **USS Oregon**

Mayor Edison asked City Staff knew what other Washington County cities were doing regarding the USS Oregon. City Manager Becker replied she had not heard anything.

Councilor Kirk asked if they could find out if anyone in the Banks area was associated with the original vessel. Councilor Harold-Heine suggested a calling the military to find out. City Manager noted a phone number was on the letter. Councilor Jones proposed that the City donate \$100 per service person associated with the USS Oregon and a resident of Western Washington County. Other than the State, the USS Oregon was not really associated with Banks. Councilor Nelson confirmed the USS Oregon was a battleship.

Following a brief discussion, Mayor Edison suggested the City simply donate \$100.

Councilor Jones made a motion to donate \$100 for the USS Oregon; seconded by Councilor Nelson. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None

#### **Letter of Support, Hampton Lumber**

Mayor Edison noted the letters presented to the Council. He summarized the letter from Steve Zika, CEO and owner of Hampton Lumber, to the Washington County Commissioners, which discussed his grave concerns about the impacts of the 70-year Habitat Conservation Plan that would prohibit logging in about half of the Tillamook Forest. Hampton Lumber in Banks gets about half of its raw material from the Tillamook Forest. Mr. Zika believed there were better ways to address conservation and had forwarded the letter, requesting that the Council send to the Board of Forestry Chair, which was also included in the packet.

Mayor Edison believed the Council should send the letter, as Banks has relied on the forest products industry for generations. The city had a lumber mill and there were a number of logging families and those who supported the logging industry, such as truck drivers. As mentioned in Mr. Zika's letter, 18 million acres of federal forest had already been set aside in the 1990s for spotted owl habitat and other things. The Tillamook Forest was only about 700,000 acres, and with so much already set aside why shut down a prolific working forest for commercial activity?

Councilor Harold-Heine asked why Washington County earmarked half of Tillamook Forest to be put into conservation and what the intentions were around that.

Mayor Edison clarified it was not Washington County, but the Board of Forestry at the State Forestry Department. The Habitat Conservation Plan was part of the State's Forest Management Plan. Such changes occurred periodically, and the proposed conservation plan would curtail all kinds of industrial logging activity. The State created many regulations on the logging industry over the last 30 years that set aside large land areas related to riparian areas, road building, etc. The proposed conservation plan would certainly have a direct effect on Banks' economy.

- He explained it was not unusual for Council to receive such letters, noting anyone could present information seeking Council's support or opinion, noting Council had voted and forwarded an opinion on the natural gas pipeline proposed to go by Banks. Being elected by Banks' residents, Council should want to support something that supports the livelihood of its constituents. He clarified the Washington Board of Commissioners recently raised this issue, which was why the letter was addressed to them. He believed Mr. Zika had written letters to a myriad of people.
- He agreed Mr. Zika was looking for his endorsement. Additionally, Vice Chair Dick Schouten on the Washington County Board of Commissioners was the Washington County representative on an advisory panel to the Forestry Department. He believed Vice Chair Schouten and Chair Harrington were copied on the letter because of that relationship and because they were most likely in support of the conservation plan.

Councilor Jones believed everything in the letter Mr. Zika was asking the Mayor to sign was true.

Mayor Edison agreed and confirmed that the Council was comfortable with him signing the letter.

Councilor Kirk motioned to authorize the Mayor to sign the proposed State Forest Habitat Conservation Plan letter; seconded by Councilor Jones. MOTION CARRIED 5-0. Ayes: Kirk, Jones, Harold-Heine, Lyda, Nelson; Nays: None.

Councilor Harold-Heine reported the Habitat for Humanity meeting was being held tonight, so she would update Council next month after reading tonight's meeting minutes. She noted activities were light due to COVID.

Councilor Jones reported that the School Board was active and the recordings of its meetings were posted on the School District's website. She highlighted the activities related to the start of school, noting the federal funding was approved to continue the free breakfasts and lunches for ages 1 through 18 that were picked up or delivered to the outskirts of Banks. With the funding, people did not have to pay for the meals, eliminating the need to track any payments. The Public Advisory Board (PAB) met in August and went through the timeline for next year with regard to deadlines and ensuring availability for meetings. The PAB's Caper report would be on September 17<sup>th</sup>, which involved a public meeting.

Councilor Lydia noted the fires of the Tillamook Burn in the Tillamook Forest remained very relevant in light of the current fire situation. Those involved in the forest industry were passionate about forest health and how it should be managed. People making decisions in Washington DC, Salem, or wherever was controversial as they hit close to home. He did not want to see a repeat of those terrible fires in which the sky turned black and there was no summer. Mr. Zika's letter affected everybody, not just the local mill. Healthy logging practices were important to everyone.

Councilor Kirk reported the Northwest Regional Park meeting was held last month, and September might be a second June when it came to recreation. Col-Pac and Northwest ACT would meet this Thursday, but Col-Pac was putting in a request for a USDA grant on September 1<sup>st</sup> to start pushing for broadband for the region and getting an action team to push harder at the Capitol to get broadband in the Banks area. A broadband team met a few

weeks ago basically to get the group started. In August, more than 9,000 users visited the Banks-Vernonia Trailhead, which was not as busy as July, but it was definitely busy.

Councilor Nelson reported that the Hornshuh Creek Fire Station was coming along nicely and should be done in the next few weeks. An open house would likely be held in October. Deanna, the Fire District Secretary, was retiring, so the Fire District was in the process of finding a new secretary. The Library Board did not meet in August.

City Manager Becker stated the bid opening for the transmission line was scheduled for September 24<sup>th</sup> and a special council meeting would be held on October 1<sup>st</sup> to award the contract. She expected there might be 6 or 7 bidders. An employee from Public Works had given notice so the department would be down to two people, so Staff was looking at different options regarding that position.

City Recorder Lanter reported that because the National Night Out had been cancelled, she had been working with Tualatin Valley Cable TV on producing a short video featuring the Mayor, Banks Fire District, Life Flight, Washington County Sheriff's Office, and the school district. Although the plan was to shoot the video tomorrow, it might be moved later in the month due to the fires and the Fire District, Life Flight, and Sheriff's Office being so busy. She announced that on September 25, she would be sworn in as the President of the Oregon Association of Municipal Recorders (OAMR) and would serve in that position for a year. Then, she would serve a year as the OAMR Media Pass President and then her term on the board would be over. Being president should not affect her duties at the City, but she did have some traveling obligations. Her November trip to Alaska was cancelled because of COVID. In March, she was scheduled to go to Washington; in April, to California; and in May, to Grand Rapids, Michigan.

Mayor Edison stated that he had three Council meetings left as Mayor, noting he felt a bit lukewarm about that. His business demands had increased significantly, and he could not devote the time to being Mayor anymore. He planned to return as a Councilor, however, so he was not gone yet.

#### **ADJOURN**

The meeting adjourned at 7:45 PM.



**Honorable Mayor and  
Members of the City Council  
Banks, Oregon**

**Council Letter 2020-36  
Agenda of September 8, 2020**

**AGENDA ITEM:**

Shall the City Council authorize the City Manager to sign the FY 2020-2021 On-Call Engineering Services Contract with Kennedy Jenks?

**BACKGROUND:**

The purpose of this letter is to request approval of the budget for On-Call Engineering Services for fiscal year 2020/2021. Kennedy Jenks has prepared a scope and fee estimate based on historic expenditures and anticipated project needs. See the proposal for the types of services.

In the past, Kennedy Jenks has invoiced based on work requested and completed without this formal proposal. This request for budget amendment formalizes the process so both parties are clear on the approved budget. The amount of proposal was budgeted over several forms based on the type of service.

It is recommended that the City Council authorized the City Manager to sign the FY 2020-2021 On-Call Engineering Services with Kennedy Jenks

**COUNCIL ALTERNATIVES:**

1. Authorized the City Manager to sign the FY 2020-2021 On-Call Engineering Services Contract with Kennedy Jenks.

Sample Motion: "I make a motion to authorize the City Manager to sign the FY 2020-2021 On-Call Engineering Services Contract with Kennedy Jenks."

2. Decline to approve a contract.

Jolynn Becker  
City Manager



16 September 2020

Jolynn Becker  
City Manager  
City of Banks  
13680 NW Main Street  
Banks, Oregon 97106

Subject: REVISED Engineering Budget Amendment Request for 1 July 2020 through 30 June 2021  
On-Call City Engineering  
KJ Project Number 0791015\*00

Dear Jolynn:

The purpose of this letter is to request approval of the budget for On-Call Engineering Services for fiscal year 2020/2021. We have prepared a scope and fee estimate based on historic expenditures and anticipated project needs. In the past, Kennedy Jenks has invoiced based on work requested and completed. This request for budget amendment formalizes the process so both parties are clear on the approved budget.

### **Phase 12 - Design Standards Amendment**

Kennedy Jenks and DKS Associates (DKS) will participate in Development Code and Design Standards Updates. Kennedy Jenks will provide updates to Public Works Design Standards, and DKS will participate in updates to Development Code and Public Works Design Standards related to transportation and streets. The work includes:

- Participation in up to 3 conference calls
- Preparation of draft edits to Code and Standards for Council review and comments
- Finalizing edits to Code and Standards for Council approval
- Draft deliverable will be electronic (PDF or MS WORD) format delivered by email
- Final deliverables will be electronic (PDF or MS WORD) format delivered by email
- A technical memorandum (prepared by DKS) regarding changes to the Code and Standards review for transportation to amend the City's Transportation System Plan.

For the purpose of this scope of work and budget we have assumed no drawings will be updated as part of this update. Additionally, electronic versions of the design standards will be provided, no hard copies will be provided. DKS's scope of work and fee estimate is included as Attachment 1.

### **Phase 13 – General Water Amendment**

#### ***Task 13.2 - Prepare Moratorium Semi-Annual Corrective Action Report***

Kennedy Jenks will collect water production and demand data provided by the City, as well as actions to reduce water loss by the City and prepare two semi-annual Corrective Action Reports required under the existing Building Moratorium. Deliverables will be final reports in PDF format.

### ***Task 13.3 - General Water Assistance***

Kennedy Jenks will continue to assist the City as requested related to water supply, transmission, treatment, distribution, customer comments, and water inventories.

### **Phase 14 – General On-Call**

#### ***Task 14.1 - General On-Call Assistance***

Kennedy Jenks will continue to provide Engineering assistance to the City as requested related items not related to water supply, development review, and mapping.

#### ***Task 14.2 - Development Review***

Kennedy Jenks will continue to provide development review services including:

- Attending Pre-Application and Related Review Meetings
- Reviewing Pre-Application and Development Application submittals for compliance with Development Code and Public Works Design Standard compliance
- Attend Council Meetings when needed to provide Engineering and Public Works input
- Review and Acceptance of public improvements after completion

Comments and approvals will be provided in electronic (PDF) format delivered by email.

#### ***Task 14.3 - Right of Way Permits***

Kennedy Jenks will continue to review Right-of-Way Permit Applications forwarded by the City. Tasks include:

- Review of applications for completeness
- Review of potential impacts to City assets, including streets, sidewalks, and utilities
- Prepare comments and approvals of permit applications when they are complete and approvable

Comments and approvals will be provided in electronic (PDF) format delivered by email.

### ***20 – City Mapping***

Kennedy Jenks has completed updates to the City's water geodatabase using ArcGIS to reflect waterline improvements made since the water system map was created. The updates incorporated information acquired from Public Works Staff and recently acquired water system record drawings.

The City's ArcGIS Online database was updated to reflect the changes. In addition, Kennedy Jenks prepared a set of labeled waterline layers for the City's asset management database consultant for incorporation into their product. Work products will were transmitted electronically to the City in ".gdb" format by file transfer.

### Fee Estimate

The budget table below summarizes anticipated effort to be expended for the following categories:

Task	Description	Budget (\$)
12	Design Standards Update	9,150
13	General Water	11,900
14	General On-Call	19,480
20	City Mapping Update	6,275
<b>TOTAL</b>		<b>\$46,805</b>

Proposed budgets have been estimated for each of these tasks, however, because the effort each task cannot be precisely determined at this time, we may transfer budgets within the approved total amounts to accommodate work requested up to the total approved budget. We can also accommodate additional requests by allocating a portion of the contingency budget for these needs. At the request of the City we have revised this request to reduce budget by reducing the scope of work. If the City requests work outside that approved in this scope of work and beyond the approved budget, we will request a contract amendment to cover the additional work.

We propose a total budget of \$46,805 to be completed on a time and materials basis under the terms and conditions of the existing agreement with the City of Banks and Kennedy Jenks dated 17 May 2007. A breakdown of estimated fees is provided in Attachment 2. An updated rate schedule for the period is included as Attachment 3. We will continue to prepare a summary of specific tasks and costs for each invoice. If work requested exceeds the approved budget, we will notify the City before incurring additional charges.

If the If you approve of this proposal, please sign where indicated in the signature block.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Mark Cullington  
Vice President



Rob Peacock, PE  
Project Manager

**AUTHORIZATION:**

CITY OF BANKS

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures

## ATTACHMENT 1



720 SW WASHINGTON STREET, SUITE 500, PORTLAND, OR 97205 • 503.243.3500 • DKSASSOCIATES.COM

### ON-CALL CONTRACT TASK ORDER

DATE: June 5, 2020

TO: Robert Peacock, P.E., Kennedy/Jenks

FROM: Randy Johnson, P.E.  
Reah Flisakowski, P.E.

SUBJECT: City of Bank On-call Task Order: Development Code and Public Works Design Standards Review

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This memorandum describes the scope of services for DKS Associates to provide transportation planning services to the City of Banks to support the technical review of the Bank Development Code. DKS Associates will execute this scope of services as a sub-consultant to Kennedy/Jenks under the City of Banks on-call contract.

#### SCOPE OF SERVICES

##### TASK 1. DEVELOPMENT CODE AND STANDARDS REVIEW

---

DKS will conduct the following support to City staff:

- Review current City of Banks Zoning and Development Code with a focus on transportation related requirements.
- Review City of Banks Public Works Design Standards: Chapter 2 – Streets. Review will focus on intersection spacing, driveway spacing, dead-end streets, bikeways and the need for new requirements.
- Recommend amendments based on community development goals and City staff input.
- Recommendations will include revisions to the current code and standards or new requirements.
- Participate in up to three conference calls with the project team to discuss the review and recommendations.

Deliverables:

DKS will prepare a technical memorandum that summarizes the code and standards review and recommendations for revisions.

#### BUDGET

In consideration of the performance of these services, DKS Associates will be compensated on a time and materials basis for a maximum fee of \$6,000. This fee is based upon the scope of services and level of effort presented above.

Proposal Fee Estimate

ATTACHMENT 2



CLIENT Name: City of Banks  
 PROJECT Description: On-Call Engineering Budget FY 2020/2021  
 Proposal/Job Number: 0791015\*00 Date: 09/16/20 Revised

Banks 2020 Rates	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-6 PEACOCK	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Project Administrator	Total	KJ Labor	Sub Associates	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	\$200	\$190	\$180	\$165	\$160	\$150	\$140	\$130	\$115	Hours	Fees	Fees	10%	Fees	10%				Fees	
<b>Phase 12 - Design Standards</b>																				
Task 12.20 - 2020 Update to PWS																				
Prepare Draft Standards				4					4	2	10	\$1,410		\$0	\$200	\$20	\$1,410	\$0	\$220	\$1,630
DKS Subconsultant Fee											0	\$0	\$6,000	\$600	\$0	\$0	\$6,000	\$0	\$6,600	\$6,600
PM Time				2							2	\$330		\$0	\$0	\$330	\$0	\$0	\$330	\$330
Contingency				2					2		4	\$590		\$0	\$0	\$590	\$0	\$0	\$590	\$590
<b>Phase 12 - Subtotal</b>	0	0	0	8	0	0	0	0	6	2	16	\$2,330	\$6,000	\$600	\$200	\$230	\$2,330	\$6,000	\$220	\$9,150
<b>Phase 13 - General Water</b>																				
Task 13.21 - Prepare Quarterly Corrective Action Reports (2)				4		16			8	28	28	\$3,960		\$0	\$0	\$3,960	\$0	\$0	\$3,960	\$3,960
Task 13.22 - General Water Assistance				8		32			8	48	48	\$7,040		\$0	\$200	\$7,040	\$0	\$220	\$7,260	\$7,260
PM Time				4							4	\$660		\$0	\$0	\$660	\$0	\$0	\$660	\$660
<b>Phase 13 - Subtotal</b>	0	0	0	16	0	48	0	0	16	80	80	\$11,660	\$0	\$0	\$200	\$11,660	\$0	\$220	\$11,880	
<b>Phase 14 - General On Call</b>																				
Task 14.1 - Development Review				16		40				56	56	\$8,400		\$0	\$200	\$8,400	\$0	\$220	\$8,620	\$8,620
Task 14.2 - Right-of-Way Permits				8		8				16	16	\$2,520		\$0	\$0	\$2,520	\$0	\$0	\$2,520	\$2,520
Task 14.3 - General On-Call				8		32				40	40	\$6,120		\$0	\$200	\$6,120	\$0	\$220	\$6,340	\$6,340
PM Time				8						8	8	\$1,320		\$0	\$0	\$1,320	\$0	\$220	\$1,540	\$1,540
<b>Phase 14 - Subtotal</b>	0	0	0	40	0	80	0	0	0	112	112	\$17,280	\$0	\$0	\$400	\$17,280	\$0	\$440	\$17,720	
<b>Phase 16 - City Mapping</b>																				
Task 16.1 - Update City Map with New Pipe Information				11		30		2		43	43	\$6,275		\$0	\$0	\$6,275	\$0	\$0	\$6,275	\$6,275
<b>Phase 16 - Subtotal</b>	0	0	0	11	0	30	0	2	0	43	43	\$6,275	\$0	\$0	\$0	\$6,275	\$0	\$0	\$6,275	
<b>All Phases Total</b>	0	0	0	76	0	128	0	2	16	208	208	\$38,888	\$6,000	\$600	\$1,200	\$38,888	\$6,000	\$1,320	\$46,608	

**Client/Address:** City of Banks  
 13680 NW Main Street  
 Banks, Oregon 97106

**Contract/Proposal Date:** 5 August 2020

**Custom Schedule of Charges**

**Date:** August 2020

**PERSONNEL COMPENSATION**

<b>Classification</b>	<b>Hourly Rate</b>
Rob Peacock (Discounted) .....	\$165
Engineer-Scientist-Specialist 1.....	\$110
Engineer-Scientist-Specialist 2.....	\$130
Engineer-Scientist-Specialist 3.....	\$140
Engineer-Scientist-Specialist 4.....	\$150
Engineer-Scientist-Specialist 5.....	\$160
Engineer-Scientist-Specialist 6.....	\$180
Engineer-Scientist-Specialist 7.....	\$190
Engineer-Scientist-Specialist 8.....	\$200
Engineer-Scientist-Specialist 9.....	\$200
CAD-Technician .....	\$85
Senior CAD-Technician .....	\$95
CAD-Designer .....	\$105
Senior CAD-Designer .....	\$115
Project Administrator .....	\$115
Administrative Assistant.....	\$90
Aide.....	\$85

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at 60 cents per mile.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective 1 August 2020 through 30 June 2021. After 30 June 2021, invoices will reflect the Schedule of Charges currently in effect.



7 October 2020

Jolynn Becker, City Manager  
 City of Banks  
 13680 NW Main St  
 Banks, OR 97106

Subject: Recommendation to Award Contract for Construction  
 City of Banks Water Transmission Line Improvements Project  
 KJ 1876010.00

Dear Jolynn:

Six (6) responsive bids for construction of the City Banks Water Transmission Line Improvements Project were received on 29 September 2020. The bids were for the following amounts:

• Moore Excavation, Inc:	\$3,071,645.00
• Lyda Excavation, Inc:	\$3,331,031.50
• Emery & Sons Construction group, LLC:	\$3,542,398.00
• C&M Excavation & Utilities, LLC:	\$3,688,008.00
• Enterprises Northwest, Inc DBA Earth Works Excavation:	\$3,771,295.10
• Lawson Corporation:	\$4,200,000.00

Kennedy/Jenks Consultants completed the following:

- Reviewed experience of the bidders
- Solicited feedback from references contacted for the low bidder
- Reviewed contractor license records
- Reviewed bid packages for completeness
- Reviewed bid costs and corrected minor informalities

Based on the information submitted and research conducted, we recommend the City of Banks award the contract for the Water Transmission Line Improvements Project to the low bidder, Moore Excavation. A complete Bid Tabulation for all bidders is attached.

Sincerely,  
 KENNEDY/JENKS CONSULTANTS

A handwritten signature in blue ink, appearing to read 'Rob Peacock'.

Rob Peacock, PE  
 City Engineer



**Honorable Mayor and  
Members of the City Council  
Banks, Oregon**

**Council Letter 2020-37  
Agenda of October 13, 2020**

**Agenda Item:**

Shall the City Council adopt Resolution No. 2020-28, authorizing the purchase of a Public Works Department Utility Truck?

**Background:**

The city owns, maintains and operates a municipal Public Works Department that includes a water utility, street and park maintenance function and other duties consistent with a municipal Public Works Department.

At the City Council Retreat, staff made a recommendation to replace the 1997 Ford Ranger. Staff review the budget for funding and the City is using DSU Peterbilt thru the Oregon Procurement Program to purchase a 2020 GMC Sierra 2500 HD 4WD.

Please review Exhibit A for the specification on the purchase of the vehicle is described in attached sheet. Public funds sufficient for the purchase of a utility truck have been budgeted, and the City complied with all applicable state and local competitive bidding requirements for the procurement of such a utility truck.

It is recommended that the Council to adopt Resolution #2020-28, authorizing the City Manager to execute the purchase of a Public Works Department Utility Truck

**Council Alternatives:**

1. Adopt Resolution No. 2020-28

Sample Motion:

"I make a motion adopt Resolution No. 2020-28, a Resolution authorizing the purchase of a Public Works Department Utility Truck."

2. Decline to authorize the purchase of a Public Works Department Utility Truck.

Jolynn Becker  
City Manager



## RESOLUTION 2020-28

### A RESOLUTION AUTHORIZING THE PURCHASE OF A PUBLIC WORKS DEPARTMENT UTILITY TRUCK

---

The City Council for the City of Banks adopts the following findings:

**WHEREAS**, the city owns, maintains and operates a municipal Public Works Department that includes a water utility, street and park maintenance function and other duties consistent with a municipal Public Works Department; and

**WHEREAS**, the Public Works Department has need for a new utility truck for the performance of the duties and obligations of the Department, the specifications for which are described in Exhibit A, attached hereto and incorporated herein by this reference; and

**WHEREAS**, public funds sufficient for the purchase of a utility truck have been budgeted, and the City complied with all applicable state and local competitive bidding requirements for the procurement of such a utility truck.

**NOW, THEREFORE**, based on the foregoing findings, the City Council for the City of Banks hereby resolves that the City Manager is authorized to execute all necessary documents for the purchase of a Public Works utility truck, according to the specifications described in Exhibit A, in a net amount not to exceed \$30,000.00, and to take all actions necessary and appropriate to purchase such a truck.

ADOPTED, APPROVED AND EFFECTIVE this 13<sup>th</sup> day of October 2020.

\_\_\_\_\_  
Peter C. Edison, Mayor

Attest:

\_\_\_\_\_  
Angie Lanter, City Recorder

# EXHIBIT A

## DSU PETERBILT & GMC, INC.

171373

3727 N. Phoenix Rd. Medford, OR 97504  
Phone (541) 535-1446  
(800) 232-7383

4810 N. BASIN AVE. PORTLAND, OR 97217  
PHONE (503) 285-7771 (800) 556-4998  
www.dsutrucks.com

2408 Talley Way Kelso, WA 98626  
Phone (360) 425-5856  
(800) 810-1205

PURCHASER'S NAME City of Banks DATE 10-7-2020  
ADDRESS 42441 NW Market St. BUS. 503-729-1028  
CITY, STATE & ZIP Banks, OR. 97106 RES./FAX \_\_\_\_\_

VEHICLE BEING PURCHASED			
STOCK NO. <b>171373</b>	PLEASE ENTER MY ORDER FOR THE FOLLOWING	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO	<input checked="" type="checkbox"/> GAS <input type="checkbox"/> DIESEL
YEAR <b>2020</b>	MAKE <b>GMC</b>	MODEL <b>Sierra 2500 HD</b>	
BODY TYPE <b>1K20903</b>	COLOR <b>Summit White</b>		
V.I.N. <b>1GT 09LE 79 LF194901</b>			
WEIGHT <b>10,000 GVRW</b>	SALES REP <b>Rich Shackelford</b>		
USED VEHICLE TRADED-IN AND/OR OTHER CREDITS			
STOCK NO. 1	YEAR	MAKE	MODEL
V.I.N.			
STOCK NO. 2	YEAR	MAKE	MODEL
V.I.N.			
BALANCE OWED TO			
ADDRESS			
USED TRADE-IN ALLOWANCE (1 & 2)		\$	
BALANCE OWED ON TRADE-IN (1 & 2)		\$	
NET ALLOWANCE ON USED TRADE-IN (1 & 2)		\$ <b>0.00</b>	
DEPOSIT OR CREDIT BALANCE			
DOWN PAYMENT			
TOTAL CREDIT (TRANSFER TO RIGHT COLUMN)		\$ <b>0.00</b>	

LIMITED WARRANTY	
IF THIS IS A NEW VEHICLE SEE PARAGRAPH 8 ON THE REVERSE SIDE	
CASH SALE PRICE Net Invoice	\$ <b>36,692.60</b>
ACCESSORIES	\$
Oregonbuys.org bid	-8,232.00
Spare Tire Replacement	799.10
Vehicle Options	196.24
Doc Fee	75.00
EVR Fee	35.00
CASH PRICE OF VEHICLE & ACCESSORIES	\$ <b>29,565.94</b>
STATE & LOCAL TAXES RATE <u>0.05</u> %	<b>147.28</b>
LICENSE, TITLE & REGISTRATION FEES	<b>127.00</b>
TOTAL PRICE OF UNIT	\$ <b>29,840.22</b>
TOTAL CREDIT (TRANSFERRED FROM LEFT COLUMN)	\$ <b>0.00</b>
UNPAID CASH BALANCE DUE ON DELIVERY	\$ <b>29,840.22</b>

GMAC  FINANCE  LEASE  PACCAR   
 TERM \_\_\_\_\_ APR \_\_\_\_\_ %  
 LIEN \_\_\_\_\_  
 CONTACT/PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 DL# \_\_\_\_\_ DOB \_\_\_\_\_  
 INS NAME \_\_\_\_\_  
 AGENT \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 RETAIL  COMM  DPP   
 FLEET  OTHER  #OF DAYS \_\_\_\_\_  
 NEED \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 PAPERWORK BY \_\_\_\_\_  
 INCENTIVES TO BE APPLIED FOR:  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Purchaser agrees that this Order includes all of the terms and conditions on both the face and reverse side hereof, that this Order cancels and supercedes any prior agreements, promises or representations made by any party hereto, and as of the date hereof comprise the complete and exclusive statement of the terms and the agreement relating to the subject matters covered hereby, and that **THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DSU OR ITS AUTHORIZED REPRESENTATIVE.** Purchaser by their execution of this Order certifies he is of majority age and acknowledges that they have read its terms and conditions and has received a true copy of this order and any supplemental documents delivered pursuant to the terms thereof.

PURCHASER X \_\_\_\_\_  
 ACCEPTED BY \_\_\_\_\_  
DEALER OR AUTHORIZED REPRESENTATIVE

**NOTES & SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
**Oregon State bid Pricing**  
**FAN Number 812692**  
 \_\_\_\_\_

**RESET FORM**



**Honorable Mayor and  
Members of the City Council  
Banks, Oregon**

**Council Letter 2020-38  
Agenda of October 13, 2020**

**Agenda Item:**

Shall the City Council approve appointments to the Board, Commission and Committee positions listed below, based on recommendations from the Mayor?

- a. Doug Ableman – Economic Development Commission Position ED3 (New Term will expire December 31, 2021)

**Background:**

Doug Ableman will be a new appointment to the Economic Development Commission.

It is recommended that the City Council confirm the Mayor's appointment to this position.

**Council Alternatives:**

1. Confirm the Mayor's appointments to the Boards, Commissions, and Committees.

Sample Motion:

"I make a motion to confirm the Mayor's appointments to the Boards, Commissions, and Committees."

2. Decline to confirm the Mayor's appointments.

Jolynn Becker  
City Manager