

COMMUNITY RELATIONS COMMITTEE MINUTES
12:00 Noon, November 28, 1995
Newberg Fire Department

PRESENT: Chairman Bob Weaver, Commissioner Debbie Sumner, Jerry Fisher, Marge Stiefbold, Johann May, Mayor Donna Proctor, City Manager Duane Cole, Police Chief Bob Tardiff, Library Director Leah Griffith, Fire Chief Michael Sherman and Mary Newell, recording secretary.

1. CALL MEETING TO ORDER:

- 1.1 Review and approve minutes of October 31, 1995**
Review and approve minutes of November 20, 1995

Motion: Fisher/Sumner to approve minutes of October 31 and November 20 as written. Motion carried and minutes will be placed on file.

2. OLD BUSINESS:

- 2.1 Pavilion Update (Weaver)**

Chairman Bob Weaver asked for Committee discussion regarding the pavilion design and suggested that it was time a final design be selected. He has received comment that the pavilion should be of an old style.

Miss Stiefbold indicated that the size of the gazebo had been discussed at a prior meeting but was not aware that another design was being considered. Duane Cole said he was in possession of design plans for a round gazebo but has been unable to locate them. Donna Proctor advised that the designing architect was of the opinion that the rectangular gazebo would best fit with the exiting buildings in Memorial Park. Johann May expressed support for the rectangular style pavilion, in keeping with the simple American Arts & Crafts Style. Leah Griffith agreed, noting the large number of Arts & Crafts style homes in Newberg.

Motion: Stiefbold/Sumner to go with the basic rectangular design (as depicted by model). Motion carried unanimously.

Discussion turned to the solicitation of donations. Each individual gave a short update on their solicitation activities.

City Manager Duane Cole indicated he is taking care of the thank yous to contributors and Becky Manning is maintaining a list of the donors and the amount of each contribution.

It was noted that not everyone is aware the City is seeking donations for the pavilion. Suggestions

for spreading the word were discussed:

- ☒ Flyer in each mailbox
- ☒ Put the text of the flyer on Channel 9
- ☒ Insert a copy of the flyer in the Graphic, possibly as a donation. Duane will speak with Gary Allen.
- ☒ Post the flyer at eye level in various businesses in town
- ☒ Contact Chamber about putting flyer in their newsletter
- ☒ The Mayor will mention the pavilion in her column
- ☒ Run an ad in the Graphic

Duane will follow up on contacting the Graphic.

The Chair recapped the discussion: (1) The Committee will attempt to improve information on the gazebo; (2) adopted the basic design of the gazebo; and (3) will continue to make solicitations for contributions, with an update through a mailing.

Leah will provide information on the Arts & Crafts style.

2.2 Downtown Square (Cole)

City Manager Duane Cole reported on the proposed square at First and College. At the morning meeting, the Committee adopted a preliminary design for the square and determined that "Francis Square" would be the name of the square. The square is named for the theater owner, Ted Francis.

Cole indicated the next step in the process is to get a final design. Mr. Pruitt, a local citizen, will work with the City Manager to develop a scope of work and get a cost estimate. Cole stressed the need for good design elements and estimated it would cost \$1500-1800 for a design plan. Council will be approached at their January 2nd meeting to discuss budgeting funds for the project.

Committee members discussed the morning meeting and the Francis Square project. Debbie Sumner said "stamping," a form of imprinting in concrete was discussed. She said it is not slick and is extremely attractive. Mr. May feels strongly the project is a City project rather than a citizen project and the Committee needs to separate this fundraising from that of the Pavilion. He suggested Committee members attend the January Council meeting to put forward this idea.

Jerry Fisher promoted naming the square "Francis Square," noting that Ted Francis was a pioneer in the movie industry and provided good, wholesome entertainment for Newberg children.

Duane Cole expects donations and Council support for the Francis Square project once the costs are made available.

Permanently mounted tables are under consideration.

3. NEW BUSINESS:

3.1 Assign member to Traffic Safety Commission task force

Police Chief Bob Tardiff indicated the Traffic Safety Commission is looking at a pilot project to determine a location for speed bumps and have requested a Community Relations Committee member sit on the site committee.

Johann May volunteered to sit on the task force charged with deciding the location of the first speed hump/bump for the pilot project.

4. OTHER:

4.1 Information Sharing

None.

5. REPORTS:

5.1 Departmental Reports

Copies of the monthly departmental reports were distributed. Copies are attached as part of these minutes.

A new format for departmental reports are designed to be tied to the department's goals and objectives.

6. ADJOURN:

6.1 Adjourn to next meeting date

By consensus, the December meeting was canceled. The next meeting of the Community Relations Committee will be held January 30, 1996. Chairman Weaver will be out of town and Councilor Debbie Sumner will chair the meeting.



Mary Newell, Recording Secretary

Mary

**COMMUNITY RELATIONS COMMITTEE
MEETING MINUTES -- NOVEMBER 28, 1995
SUNFLOWER CAFE -- 7:30 AM**

Chair Robert Weaver of the Community Relations Committee called the meeting to order at 7:37 a.m. In attendance were Committee members Jerry Fisher, Bill Larson, Marge Stiefbold, Debra Sumner, and Johann May. Community residents in attendance included: Paul Prewitt, Ken Summers, Nadine Windsor, Dick Meyer, Denny Brown, and Linda Tucker. Duane Cole from the City staff was also present.

Cole presented a brief overview of the process to date. The first meeting was an opportunity to brainstorm ideas and set priorities for developing the Square. The second meeting was attended by a smaller group and the basic design was discussed. This included a fountain or water fall, grass, trees, an entrance, berms, and extension of the Square to the curb. Paul Prewitt was introduced since he is an artist and has developed a 3D rendition of the Square to share with the Committee and others present.

Paul presented the renditions. The Committee and others present discussed the information presented by Paul. A summary of the discussion is as follows:

Design Considerations not in order of priority:

- ▶ Permeable surfaces should be developed where possible.
- ▶ Surfaces should be made of non-slip material
- ▶ Concrete stamping should be used to provide an inexpensive, functional, and beautiful surface
- ▶ A storm drain demonstration project could be developed on the Square
- ▶ An area for out door seating including a set game board should be included
- ▶ Benches should be liberally placed in the Square
- ▶ Square should have a turn of the Century feeling
- ▶ Square should relate to the old movie theater that was on the site
- ▶ There should be a waterfall and not a Fountain
- ▶ The Square should be easy to maintain
- ▶ Francis should be included in the name of the square

The Committee and members present agreed through motion and votes to incorporate the Francis name into the Square by naming the Square -- Francis Square. The Committee and members present agreed that the Square should have a waterfall and not a fountain. The Committee agreed on the basic design as presented by Paul with the specifics to be developed through additional refinements which will be reviewed by the Committee.

After a discussion, the Committee agreed to seek some financial support from the City Council in order to further develop the design. The Square design is at the point where considerable time will be necessary in order to finalize the design. In addition a Landscape Architect will need to provide a stamp for the plans prior to approval by the City. Cole suggested that this would be an item on the January 2nd City Council meeting. Chair Weaver indicated that the members of the committee should attend and show support for the proposed expenditure.

The Committee discussed setting up a sign in the Square telling the community that it will be the future Square. Denton Brown indicated that he would look in to putting up a sign.

Chair Weaver adjourned the meeting at 8:45 am.

Respectfully submitted,


Duane Cole, City Manager

pj\fran\min1128.wpd

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, January 30, 1996

Time: 12:00 Noon

Location: Newberg Fire Department
414 E. Second Street
Newberg, OR 97132

AGENDA

1. CALL MEETING TO ORDER:

- 1.1 Review and approve minutes of November 28, 1995, meeting at Sunflower Cafe
- 1.2 Review and approve minutes of November 28, 1995, meeting at Fire Department

2. OLD BUSINESS:

- 2.1 Pavilion Update
 - a) Exact design elements
 - b) Financial report
 - c) Construction starting date
 - d) Promotion plan
 - Send snapshots of phases of construction to contributors
 - Other
- 2.2 Francis Square Update
 - a) Solicitation ideas
 - Solicitation packet to mail to possible contributors. Packet might contain letter of explanation, design elements, contribution form, and metered return envelope. Other?
 - b) Composition of Francis Square Committee
 - c) Set regular meeting date for Francis Square Committee

3. NEW BUSINESS:

- 3.1 1996 Long Range Goals or Commitments

4. OTHER:

- 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members

5. REPORTS:

- 5.1 Evaluation of Community Relations Committee Activities for 1995
 - Mayor Proctor
 - City Manager
- 5.2 Monthly Departmental Reports
 - Police Department
 - Library
 - Fire Department

6. ADJOURN:

- 6.1 Adjourn to next meeting date

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the Office of the Chief of Police of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Mary Newell at (503) 537-1221.

The Police Scanner



A Publication of the Newberg Police Department

JOINT INVESTIGATION EXAMINES THEFTS

A joint statement released January 17th by the Newberg Police Department and Springbrook Northwest, Inc. confirmed that a former Springbrook employee is being investigated for thefts from the Newberg residential alcohol and drug program. While refusing to name the suspect or the amount of money believed to be involved, representatives of both agencies stated that the investigation is focused on a Newberg resident.

Springbrook Northwest officials said that they became aware of the thefts during routine audits conducted in November 1995 and notified the Newberg Police Department, prompting the current investigation.

Authorities are currently examining boxes of evidence including bank statements, credit card records, computer databases and other financial documents in an effort to

determine the exact dollar amount of the loss.

The records are among items seized in three search warrants executed the week of January 8th at the residence and business of the suspect.

Detective Sergeant Ken Summers indicated the identify of the suspect and the nature of the thefts will be made public as soon as the suspect is formally charged. Summers said that investigators from the Oregon Department of Justice, along with analysts from the Oregon State Police are working with Newberg detectives in the investigation. Lead investigator John Goad will be presenting the case to a Yamhill County Grand Jury within the next few weeks. (Goal 7)

Forgery Nets Arrests

On December 19, 1995, Newberg Police arrested Carol Ann Halley, 30, of Salem, and Michael Wade Cox, 33, of Woodburn. The arrests stemmed from a report that the two were engaged in forging checks and other financial documents at a local bank.

Halley was charged with Theft and Forgery, and Cox was charged with Theft III, Ex-Convict in Possession of a Firearm, and two counts of

Possession of a Controlled Substance.

Information gained from this investigation was forwarded to the Woodburn Police Department and later led to the arrest of a suspect in two armed robberies and a kidnapping at a Woodburn motel. (Goal 7)

9-1-1 Center Hires Bi-lingual Dispatch Officer

Denise DeMoura began her duties as a Communications Officer on January 10, 1996. She replaces Mark Cooke, a dispatcher who was hired by the department as a regular police officer in August.

Although born in San Diego, Denise spent her earliest years in Mexico, living and going to school there. Denise was seven when she learned to speak English.

Denise was working as a secretary for a Tualatin-based construction company before coming to Newberg. She is new to the communications field and spent her first week touring the fire district and becoming acquainted with her co-workers.

Denise has two children, a twelve-

CONTENTS

Forgery Nets Arrests	1
9-1-1 Center Hires Bi-lingual Dispatch Officer	1
Krapf and Cooke at Academy ..	2
Block Home Update	2
Holiday Dinners Delivered	2
Department Training Scheduled	2
December Stats	2

2 The Police Scanner

year old son and a nine year-old daughter. Her hobby is training and showing hunting dogs. (Goal 8)

Krapf and Cooke at Academy

Officer Gwen Krapf recently graduated the B.P.S.S.T. Drug Abuse Resistance Education (D.A.R.E.) Officer Training Course.

Officer Krapf, a two-year veteran of the department, will be taking over the D.A.R.E. Officer position beginning with the 1996-97 school year. Says Officer Krapf, "I love kids and thoroughly enjoy working with them." D.A.R.E. is a substance use prevention education program designed to equip elementary school children with skills for resisting gang pressure and pressure to experiment with tobacco, drugs and alcohol.

Officer Mark Cooke is currently attending an eight-week course at the Police Academy, where he is receiving training in fundamental police procedures. Graduation ceremonies are scheduled for Friday, March 1st.

Officer Cooke was a Communications Officer and Reserve officer for the Newberg Police Department before being hired as a full-time regular officer in August 1995. (Goal 3 & 6)

Block Home Update

Dorie Byrd, Newberg Block Home Chairperson, reports that the Block Home Program has developed a Telephone Tree Alert which will be implemented between the Block Home Leaders.

The Telephone Tree is a method for alerting each Block Home leader of incidents or occurrences relating to children safety in their areas. The tree may be activated by a call from a neighborhood school or by the police department. Incidents might be a runaway child, kidnaping, etc. All information is double-checked before being passed on to the next leader. Confidentiality is stressed and block home leaders undergo a training program before becoming part of the Telephone Tree.

Maps are being made available to each Newberg school, identifying the locations of Block Homes in their school area.

Questions regarding the Block Home Program may be directed to the Newberg Police Department, 538-8321, or Dorie Byrd at 538-0782. (Goal 1 & 6)

Holiday Dinners Delivered

Twenty-four Christmas dinners and six turkeys were delivered to local needy families by Officer Santa in the annual Holiday Food Drive sponsored by the Newberg Police Department and the City of Newberg.

City employees donated turkeys and area businesses provided the accoutrements to complete the holiday dinners.

Officer Rick Dutton, coordinator for this event, expressed thanks to the following organizations for their donations:

Newberg Danielson's Thriftway for their donation of dinner rolls, potatoes, cranberries and beans; Nap's IGA for their contribution of twenty-five pumpkin pies; Gospel Chapel who provided yams and stuffing; and MacRental for providing the boxes to package the dinners. (Goal 6)

Department Training Scheduled

A Department training has been scheduled for April 10-17, 1996. All sworn officers, reserve officers, and dispatch personnel will be required to attend this training event.

B.P.S.S.T. (Bureau of Public Safety Standards and Training) requires mandatory training for police and dispatch personnel. Training will cover such areas as hazardous materials handling, emergency vehicle operation, ASP baton use, proper use of Capstun (pepper spray), blood borne pathogens, and first aid. In addition to the mandatory training, personnel will receive a law update from the District Attorney's office and a refresher course on the report writing program.

This is the second year the Newberg Police Department has held a one-time training to satisfy the mandatory training requirements rather than dispersing the training throughout the year. This creates less paperwork and less interference with scheduling. (Goal 3)

December Stats

Citations	185
Warnings	234
Citizen Volunteer Hours	48
Reserve Volunteer Hours	156

Citizen Police Academy
Contact Cpl. Art Pohl, 537-1281,
for an application for the Citizens
Police Academy beginning
February 6, 1996.

Newberg Fire Department

December 1995 - Month End Report

NFD Goal and Objective Activities:

- ▶ The Capital Improvement Program is scheduled for a City Council meeting in early January 1996. The Finance and Fire Departments participated in meetings to help rewrite the staff report and recommendation to the Council.
- ▶ The City Manager, Police Chief and Fire Chief toured the Forest Grove and Cornelius Fire/Police stations and participated in interviews with the architect.

NFD Budget Objective Activities:

- ▶ Twelve design reviews, seven driveway inspections and twenty three business inspections were completed this month.
 - ▶ Two Fire Prevention presentations, two Juvenile Firesetter Intervention interviews and one fire investigation was done this month.
 - ▶ A Hazardous Communications, Hazardous Materials Awareness & Operations refresher class and a Fire Ground Leadership classes were held along with the continuing Apparatus Drivers class.
- The annual Bloodborne Pathogens training was completed for all department personnel along with an MIP/MCI refresher class for all EMS personnel.
- ▶ The purchase of turnouts and other protective clothing for department members is underway

10 Year Plan "Performance Statement" Activities:

- ▶ We are continuing to try to resolve the problems with the ambulance bay construction.
- ▶ The final Fire Station landscaping design was approved.
- ▶ The final paperwork to accept delivery of the 2 new ambulances was signed in December.

Other Activities of Interest:

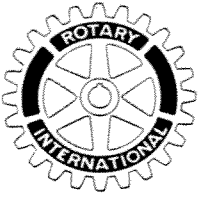
- ▶ Flue shots for City Employees are still available at the fire station for \$3.00.
- ▶ Lt. Al Blodgett was elected President of the Mid-Willamette Fire Instructors Association.
- ▶ A class in basic Spanish was taught at the fire station by Prisilla Gonzales.
- ▶ The volunteers distributed toys to approximately 550 local needy children this Christmas season as part of the annual "Toy & Joy" Program.

Fire Department members participated in the School District's Career Day.

[illegible]

ROTARY CLUB

P. O. BOX 703
NEWBERG, OREGON 97132



RECEIVED DEC 21 1995

December 23, 1995

Duane Cole, City Manager
City of Newberg
414 E. First Street
Newberg, OR 97132

Dear Duane,

Thank you for your letter on December 6, 1995. As you will remember at the October 4, 1995 meeting the Newberg Rotary Club board voted to support the Memorial Park Pavilion with a pledge of \$500.00. This letter is to confirm that pledge. I will instruct the treasurer to release these funds as soon as you let me know that commitments have been made for the entire \$5000.00 required for this project.

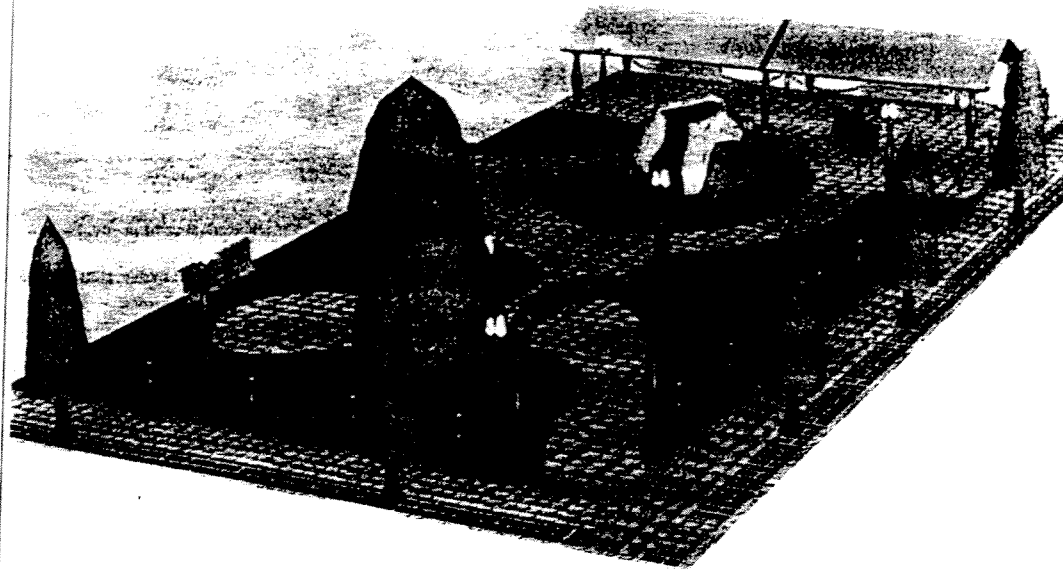
Thanks once again for asking us to participate in such a worthwhile project. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in dark ink, appearing to read "Don".

Don W. Skei, D.C.
DWS:rep

cc: Bob Weaver
Orvin Erickson



Artist's rendering courtesy of Paul Prewitt

An artist's rendering shows some of the planned amenities that will be installed at Francis Square, currently under consideration by the City's Community Relations Committee.

City closes in on design for town square

■ The City's Community Relations Committee will name the space Francis Square after the theater that stood there and the man who owned it, Ted Francis

By GARY ALLEN
GRAPHIC NEWS EDITOR

The process of returning a vacant lot at First and College streets to usefulness came one step closer to fruition last week.

The City's Community Relations Committee voted last week to name the approximately 5,500-square-foot lot Francis Square, in honor of the movie theater that stood there for nearly seven decades and the man who owned it, Ted Francis.

The committee was directed by the City Council several months ago to create a plan to improve the site.

According to City Manager Duane Cole, the next step in the process is for the Community Relations Committee to approach the City Council to request money to further refine the design for the project. Cole said the request, which may be presented to the council in January or February, will be in the "couple of thousand dollars" range.

Paul Prewitt, a local commercial artist, has created a three-dimensional drawing of the square, following the directions of the Community Relations Committee.

"There was quite a diversity of ideas (for the design). But it came together well," Cole said.

Those instructions included use of: permeable, non-slip surfaces (preferably concrete stamping) where possible; benches and other outdoor seating, including a game board; amenities to create a "turn of the century feeling;" a waterfall, but not a fountain; and should be easy to maintain.

The story behind the theater is familiar to many Newberg residents. The theater building, which had been vacant since the early 1980s, was damaged during the March 25, 1993, "Spring Break" earthquake that shook much of the northern Willamette Valley.

Francis deeded over the damaged building to Dan Sculley after discovering that repairing the building and making it earthquake resistant would cost more than \$55,000. Francis made the decision after finding that even if the building was repaired, it could only be used as a theater, and the Francis family already had one outdoor and three indoor theaters in town.

At one time Sculley had indicated to the City that he was applying for earthquake grants to restore the building, but those plans never were completed. Ted

Francis' son Robert said he thought Sculley bought the building with the notion of salvaging the huge Douglas fir beams that ran throughout the building, but that plan never materialized either.

In early 1994, after numerous attempts to work with Sculley to fix the building, the City Council declared an emergency, stating that the building was a nuisance and a possible safety hazard. Councilors came to that conclusion after

it was discovered that there were a number of loose bricks perched around the top perimeter of the building. By declaring an emergency, the council was able to circumvent the competitive bidding process and take proposals for

“There was quite a diversity of ideas (for the design). But it came together well.”

City Manager Duane Cole

abating the nuisance immediately. Sculley was later fined several times for failing to abate the building.

The building, built as a combination slaughter house/meat market in 1914, was carefully taken down in February by Grey Payne Construction of Eugene. Much of the brick and wood from the 5,000-square-foot building was salvaged.

When the City put a lien against Sculley for the more than \$60,000 in demolition costs, Sculley deeded over the property to the City.

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, November 28, 1995

Time: 12:00 Noon

Location: Newberg Fire Department
414 E. Second Street
Newberg, OR 97132

AGENDA

1. CALL MEETING TO ORDER:

- 1.1 Review and approve minutes of October 31st, 1995
- Review and approve minutes of November 20th, 1995

2. OLD BUSINESS:

- 2.1 Pavilion Update (Weaver)
 - Promotional Campaign
- 2.2 Downtown Square (Cole)
 - Update

3. NEW BUSINESS:

- 3.1 Assign member to Traffic Safety Commission task force

4. OTHER:

- 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members

5. REPORTS:

- 5.1 Monthly Departmental Reports
 - Police Department
 - Library
 - Fire Department

6. ADJOURN:

- 6.1 Adjourn to next meeting date