COMMUNITY RELATIONS COMMITTEE MINUTES
Tuesday, January 30, 1996
Newberg Fire Department

PRESENT: Chairman Bob Weaver, Marge Stiefbold, Jerry Fisher, Bill Larson, Johann May

STAFF PRESENT: Mayor Donna Proctor, City Manager Duane Cole, Fire Chief Michael Sherman, Library Director Leah Griffith, Police Deputy Chief Stan Newland, and Mary Newell, recording secretary.

GUEST: Paul Pruitt

I. CALL MEETING TO ORDER:

Motion: Larson/Stiefbold to approve the minutes of November 28, 1995, meeting at the Sunflower Cafe as written and to approve the minutes of November 28, 1995, meeting at the Newburgh Fire Department as corrected. Motion carried.

II. OLD BUSINESS:

2.1 Pavilion Update

The Chairman passed around magazine clippings depicting park shelters, gazebos, pavilions, park benches, lighting equipment, et cetera, noting it was time to reach final decision on the final plan for the pavilion.

Johann May expressed support for the rectangular OTAC designed pavilion and suggested four-beam post corners. Marge Stiefbold agreed, noting she thought the final design had already been chosen.

Stan Newland stressed that the final design should be open, permitting clear visibility of occupants to officers patrolling on the street.

Duane Cole suggested enlarging the rectangular design by four feet on all sides to dimensions 24 feet by 24 feet. Marge concurred, noting this was the area which had been left open for debate.

Consensus was to adopt the rectangular design, with the 4'x4' enlargement on all sides. Hearing no one in opposition to the proposal, Chairman Weaver asked for a vote. There being none stated and twelve persons voting in favor, the rectangular design, including the enlargement, was adopted.

To date $5,051.00 has been contributed towards the pavilion project.

Duane Cole will begin the Design Review process at the City's Building Department.

Weaver felt the financial commitment had been met. Mayor Proctor and Marge Stiefbold suggested $1,000 should be acquired. Cole has not yet heard from his request for financial support from the Hospital Foundation. Mayor Proctor indicated Smurfit might provide additional funds in the new year. It was noted that funds would also purchase lighting, concrete, et cetera.

2.2 FRANCIS SQUARE UPDATE

Chairman Weaver directed Committee's attention to three letters contained in the packet, noting that the City Council has promised $2,000 towards the Francis Square project.

The City Manager said the Committee needs to determine the material needs and costs and begin stockpiling the materials. Cole said we need to get the original citizens involved and then address the Council with what has been accomplished to date. In the meantime, a final design for the square should be decided upon. By these actions, the persons involved in the early planning stage will become involved again, the City Council becomes involved, and the press becomes involved.

The Community Relations Committee will make the decisions regarding the Francis Square project and provide the City Council with regular progress reports via the minutes of their activities.

Chairman Weaver reminded all members that every member of the Community Relations Committee is part of the Francis Square group. Notices of meetings will be sent to each Community Relations Committee member.

Bill Larson questioned whether it would be appropriate for a 4-H Group to become involved in the Francis Square project. By consensus it was agreed that a 4-H Group could become involved in landscaping by purchasing and planting a tree, under supervision by the project manager, or some similar project.

Miss Stiefbold felt it necessary to come to some closure on the pavilion before moving on with Francis Square. It was agreed that solicitations for Francis Square is on hold until the pavilion solicitations are complete.

Mr. Pruitt addressed the Committee, outlining the preliminary plan he made of Francis Square. Design elements included are those discussed in earlier meetings. He proposed a colored, generic depiction of what the park will look like be posted on the site. He provided a picture of a corner gate sign and suggested it be used as a logo and said the logo could be used as a fund raiser on hats, cups, et cetera.

Questions were raised regarding plans for the wall. Several items came out of the discussion:

- If landscaping is put in before the wall is done, persons will have to cross the newly landscaped area to work on the wall;
- A mural on the wall could change the design of the square and the two elements must work together;
- Murals are expensive. Possible to do the wall first, planting the square in grass until wall is finished.
- Wall has interesting textures by itself and damaged areas could be finished off to match

the rest of the brick.

- Possible to paint a mural on just a small portion of the wall.

Chairman Weaver discussed the difficulties in reaching a consensus.

The City Manager said the Committee needs to determine where the sidewalks go so the wiring and sprinkling systems could be installed along with the dirt fill.

Determined that the next step is to decide what to do with the wall and the landscaping, using the concept developed by Paul Pruitt. Three or four options will be determined and cost estimates gathered. Duane Cole will arrange the next meeting, dedicated to a decision making process on the wall.

III. Long Range Plans

No discussion.

IV. OTHER: None.

V. DEPARTMENT REPORTS:

Library:
Leah invited everyone to stop by the library to see the Valentine display erected for volunteer recognition.

Police:
Each citizen member was presented with a copy of the newly adopted Community Policing Plan. The *Police Scanner* relate to department goals within the plan.

Fire:
The Fire Department's remodeling project is nearing completion.

Twenty one-hour Spanish language classes are being offered free of charge to interested persons. Classes are open to all departments and school district employees and their families.

Jerry Fisher addressed the matter of a letter to the editor published in the *Graphic*.

Meeting adjourned at 12:50 p.m.

Mary Newell

Mary Newell, Recording Secretary

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.

Posted: January 23, 1996