

**COMMUNITY RELATIONS COMMITTEE MINUTES**  
**Tuesday, February 27, 1996**  
**Newberg Fire Department**

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

**ABSENT:** Marge Stiefbold and Debbie Sumner

**STAFF**

**PRESENT:** Mayor Donna Proctor, City Manager Duane Cole, John Knight and Mary Newell.

**GUEST:** Dick Meyer and Warren Parrish

**1. CALL MEETING TO ORDER:**

Chairman Bob Weaver called the meeting to order at 12:10 p.m.

1.1 Review and approve minutes of January 30, 1996.

**Motion: Larson/Fisher** to approve the minutes as written. Motion carried.

**2. OLD BUSINESS:**

2.1 Pavilion Update

Bob Weaver complimented Duane Cole on the notice regarding the pavilion in the City Newsletter.

Duane Cole said staff is attempting to get the final design approved. Staff is seeking to have OTEK complete the design, including the structural elements such as type of posts, etc. so that a building permit can be issued. It is hoped OTEK will do the work for free or a reduced rate. No local architects were presented as possible contacts on the pavilion project.

Donna Proctor has had contact with PGE regarding the two lamp posts.

Donations of \$5,100 have been received on the pavilion project.

Donna Proctor will contact Fred Meyer's regarding benches for the pavilion.

2.2 Francis Square Update

It was decided at the February 22nd meeting that only one meeting per month of the Community Relations Committee will be required from this point on.

Progress reports on the pavilion and the Francis Square Project will be published in the *Graphic* through the Mayor's column and the City Manager will make appropriate statements as the project progresses.

Duane Cole indicated that a final design for the square is needed before moving ahead with the project.

Concern expressed that local talent has not been tapped for any of the landscape or architectural planning done so far. It may be that local citizens who are licensed/certified can donate their services or time.

John Knight, Community Development Department, indicated that he contacted an architect at the suggestion of Jack Kriz, who did not have time to work on this particular project. The architect took the preliminary drawings done by Mr. Pruitt and made some suggestions as follows:

- move the fountain away from the center, perhaps incorporating it into the wall, to increase the size of the meeting area
- eliminate the arch because the opening is behind the drivers as they pass by. Suggested was a kiosk, clock tower, bulletin board for notices that can be used by many agencies.
- create several ways to enter the square rather than one or two entrances
- brick walkways
- plant trees along College and adding trees on the east side of College as well to tie the area together and create a nice corridor.

The Committee was enthused with the idea of a bulletin board that could be used to announce public meetings and events.

Knight indicated that a compaction analysis has already been done and staff is in the process of getting elevation points. He said Larry Anderson feels that drainage will not be an issue for this location.

Bob Weaver feels that it is important to get local people involved in the process.

Bill Larson questioned what would be done with any excess funds following the completion of the pavilion. Discussion followed.

**Motion: Larson/Fisher** to move any funds donated to the Pavilion project but not used be transferred to the Francis Square project upon approval of donors. Motion carried.

Johann May suggested:

- stay away from stamped concrete since there is too much concrete already
- look for alternatives to lawn such as ground cover, etc.
- consider a trellis on the wall for ivy or vines.
- cornices for the corners of the top of the wall.

Bob Weaver requested Johann develop a design for the use of the cornices and Johann will investigate who still makes stamped metal cornices.

Warren Parrish stressed visibility and expressed concern over the height of shrubs or trees.

Bill Larson said to let the local 4-H groups adopt a tree and oversee the planting under supervision. Bob Weaver said to invite them to a meeting.

John Knight suggested it might be worthwhile to contact George Fox College regarding materials for a clock tower since they will undoubtedly want to use the bulletin board.

Plumbing should be installed for restrooms in the event they are installed in the future. Johann said that plumbing for the fountain would already be required in the general area because of the fountain.

Jerry Fisher asked if there were plans to accommodate a taxi stand or bus stop. John Knight indicated that Larry Anderson had said there was adequate space to make it workable.

Dick Meyer questioned the safety of individuals walking on the brick sidewalks with sand instead of grout. Cole said other materials may be available that make a smoother surface. Knight said that smooth surfaces can be dangerous.

A plan of what the wall may look like will be available at the next meeting.

**3. NEW BUSINESS:** None.

**4. OTHER:**

- 4.1 Information Sharing
  - Mayor Proctor
  - Committee Members

No reports.

**5. REPORTS:**

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

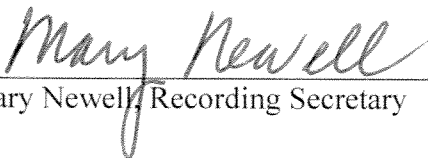
No oral reports presented.

**6. ADJOURN:**

- 6.1 Adjourn to next meeting date

Bob Weaver asked Mayor Proctor to officiate the next meeting as he will be out of town.

**Motion: Larson/Fisher** to adjourn. Motion carried and the meeting adjourned at 1:00 p.m.

  
\_\_\_\_\_  
Mary Newell, Recording Secretary

Mary - FYI

Thursday, 7:00 p.m.

February 22, 1996

COMMUNITY RELATIONS COMMITTEE  
MINUTES

Newberg Public Library

Newberg, Oregon

The Committee Chair Council member Robert Weaver called to the meeting to order at 7:00 p.m.

ROLL CALL:

Present: Robert Weaver, Chair  
Bill Larson

Jerry Fisher  
Mayor Donna Proctor

Public Present: Richard Meyer  
Babe Nicklous  
Linda Tucker  
Paul Prewitt

City Staff Present: Duane R. Cole, City Manager  
John Knight, Planning Manager

It was decided that future meetings would be held on the last Tuesday of the month at noon after the regular Community Relations Committee meeting time.

The City Manager reported that the compaction of the lot appeared to be okay. The Engineering Department would be setting monuments in the near future to make sure that there is not major settling of the lot. Based on the evaluation of the compaction of the lot, it was felt that work on the landscaping project could proceed, provided that permanent fixtures were not put in place since there may be some settling.

Planning Manager John Knight was introduced and reported that he had been working with a landscaper to do a plan view and isometric view of the site.

He reported that the landscaper suggested that some of the rock on the lot should be removed, so that it is about one foot below grade from the sidewalk. This would provide protection from the traffic sound and makes the site appear to be more inviting. John indicated that fabric would need to be placed on top of the rock to keep the soil from draining away into the fill. He also suggested that the basic plans could be laid out for the trees with tree wells dug into the fill, fabric placed over the fill and then backfilled with dirt. This would allow the City to put grass in place before the Summer begins.

John indicated that he had discussed with the landscaper providing public space that people would be interested in using. Improvements like the water fountain, structures and public art could be put in place at a later date. John further indicated that a low point for the drain would be next to First Street. The lot naturally drains to the south.

Babe Nicklous suggested that some trees and shrubbery would be nice in a brick wall planter along the north side of the square towards the alley. This would provide some protection for people using the square from the traffic in the alley. Linda Tucker advised that it would be necessary to move this back into the square so that there would be adequate room for trucks to pass through the alley. She said that she had had her gutter broken off her building by trucks using the alley.

Paul Prewitt talked about using berms and hedges to provide protection from traffic and this would also help to keep the sound down. A cab stop was talked about in the alley as well as a bus stop. It was suggested that the structure should have a roof so that it would protect people from the rain in case they want to use the area during bad weather.

The City Manager suggested that the landscape architect put elevations into the design so that work can begin on putting in the underground utilities, such as sprinkling and electrical. The property should be filled with dirt so that grass can be planted.

Paul Prewitt suggested that he was interested in doing the mural on the wall and that he had researched using tile. While this would be expensive it would be a permanent improvement to the wall.

Richard Meyer attended the meeting representing the Traffic Safety Committee and said that he was very concerned about keeping the vision triangles on each corner clear so that there would be no traffic hazards from this development.

Bill Larson indicated that his understanding was that the fabric would be used to keep the soil from draining into the rock material and that the square would be built from curb to curb.

Babe Nicklous once again mentioned the three foot or so planting boxes on the north side of the square to provide Summer color and year round greenery in the square. This idea was welcomed by the committee and the planter would need to be evaluated to see if it should be split or continuous along the north side of the square.

Linda Tucker once again mentioned the width of the alley. It needs to be accessible for trucks.

Bob Weaver summed up the meeting by suggesting that a report be put in the paper to let people know that the Committee is continuing to think about this important project. He also indicated that staff should develop a timeline for the project and that everyone was invited to attend the meeting Tuesday at noon at the Fire Station.

He also indicated that everyone on the Community Relations Committee, as well as other

Page 3

Community Relations Committee Minutes

February 22, 1996

interested residents should be notified and informed of the results of the evening meeting.

This Committee discussed funding the square and it was felt by the Committee that the City should pay for at least the initial development stages and that donations should not be refused if offered. It was further discussed regarding building a mock-up of the square so that people could see what the City is planning to do in that location.

Robert Weaver adjourned the meeting at 7:56 p.m.

cc\crrcom.min

# Meeting Notice and Agenda

## COMMUNITY RELATIONS COMMITTEE

**Date:** Tuesday, February 27, 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 January 30, 1995
2. **OLD BUSINESS:**
  - 2.1 Pavilion Update
  - 2.2 Francis Square Update
3. **NEW BUSINESS:**
4. **OTHER:**
  - 4.1 Information Sharing
    - Mayor Proctor
    - Committee Members
5. **REPORTS:**
  - 5.1 Monthly Departmental Reports
    - Library
    - Fire Department
    - Police 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.*