

# **COMMUNITY RELATIONS COMMITTEE MINUTES**

**Tuesday, August 27, 1996, noon**

**Newberg Fire Department**

**COMMITTEE MEMBERS PRESENT:** Chairperson Bob Weaver, Debbie Sumner, Marge Stiefbold, Tim Hyatt, and Jerry Fisher

**MEMBER ABSENT:** Bill Larson, Bruce Jaqua, and Johann May,

**STAFF PRESENT:** Mayor Donna Proctor, City Manager Duane Cole, Library Director Leah Griffith, Deputy Police Chief Stan Newland, Fire Chief Michael Sherman, John Knight, Larry Anderson, and Mary Newell, Recording Secretary.

**OTHERS PRESENT:** Dick Meyer, Lore Wintergreen, Nancy Furgeson, Skye Lockart, Beverly Reyes, and Erma Ruiz.

## **1. CALL MEETING TO ORDER:**

Bob Weaver, Chairman, called the meeting to order. Lunch was provided.

### **1.1 Review and approve minutes of June 25, 1996**

By consensus, the minutes of the last meeting were approved as written.

## **2. OLD BUSINESS:**

### **2.1 Gazebo in Memorial Park**

- ▶ **Committee would like to have it completed and ready to be dedicated on or before November 1, 1996.**
- ▶ **Project update by City Staff**

Chairman Weaver asked Community Relations Committee members to comment on the gazebo.

John Knight, noting that it might expedite the process and curtail unnecessary questions, asked to give a staff report and update on the project. At the time of the last meeting of the Community Relations Committee, staff had received six to eight written comments during the mandatory notice period. Knight indicated he spoke with two or three of the respondents, and met with Gail Bonsey. Concerns expressed included noise, vandalism, etc. and the feeling that area residents had been left out of the process in some respects. A decision was made to approve the design review administratively and send it to the Planning Commission. The Planning Commission meeting is scheduled for September 12th. The project has two distinct components: Design Review and Use.

Knight continued. He indicated that the City Development Code deals with design review specifically, not use. He feels that people are satisfied with the look of the gazebo and the concerns are with the actual use of the gazebo. Knight indicated that discussion at the Planning Commission may be split. During Design Review they will discuss design of the structure, ADA accessibility requirements, and compatibility with park aesthetics. Use of the structure would be discussed as a separate issue to address the concerns.

Regarding use, Knight indicated he had contacted other agencies. Portland has a pretty restrictive usage for their parks, noting that amplified music is not allowed in some Portland parks. Newberg's sound ordinance prohibits sound from traveling fifty feet beyond the pavilion. Since the matter was scheduled for hearing by the Planning Commission, there have been complaints due to a band playing in Memorial Park on August 8th and Knight expects there to be more people in attendance at the hearing.

Knight outlined three options:

1. Go ahead with the approval and see what happens.
2. Table the matter until Staff can deal with the noise, vandalism, and security issues and notification of residents. (An ordinance would need to go to the City Council for approval.)
3. Move forward with the gazebo with the understanding that Staff will work on an ordinance in the meantime.

Knight felt the Planning Commission would not move forward on the gazebo until the issues are cleared up.

Weaver indicated the Community Relations Committee would make some decisions regarding the gazebo and provide Staff with a recommendation for the Planning Commission. Sumner agreed, noting they would do what was necessary including removing music from being an approved use.

Marge Stiefbold reminded Committee that all residents in the area of Memorial Park were invited to an open public meeting but that very few chose to attend the meeting. She feels that residents were included in the process from the very beginning. She stated that six to eight people do not make a majority, and she feels a majority of the residents would approve the gazebo.

Jerry Fisher noted that it was a handful of people who opposed the bypass back in 1954. He envisions the use of the gazebo for speeches, etc. and would like to see music. He noted that two years is too long to wait on a project of this size.

Discussion moved to the restrictions outlined in the noise ordinance. Stan Newland explained that the noise ordinance limits amplified sound/broadcasting in a residential zone to 50 feet from the gazebo. John Knight concurred, noting that it effectively makes it impossible for any amplified music to be played in the gazebo. Hyatt noted

that without amplification, acoustic instruments would probably exceed the fifty feet limit.

Weaver indicated the Committee would be willing to relinquish some uses which were originally considered to be allowable uses. The Mayor indicated that if no amplification were allowed in the gazebo, it should be approved.

Followed was discussion on whether or not amplified or non-amplified music should be an allowed use in the gazebo. John Knight and Duane Cole suggested members of the Community Relations Committee attend the Planning Commission meeting.

Weaver indicated that he expects the gazebo to be built and ready for dedication on November 1st. After lengthy discussion, the following motion was made:

**Motion: Weaver/Hyatt** that the Community Relations Committee supports the development and building of a gazebo on City property near Memorial Park; and that the completion date if possible should be November 1st, said gazebo having already been approved by the Newberg City Council.

The motion passed unanimously.

John Knight indicated there are three options to present to the Planning Commission. Duane Cole concurred. Bob Weaver disagreed, noting that Staff should relay the decision of the Community Relations Committee to the Planning Commission. Duane Cole advised that the City Manager may make an independent decision and make recommendations that will allow a policy making body to make a balanced, informed decision.

John Knight indicated he would make the recommendation, but that the Planning Commission will also ask for the other options on this issue. There are always other options that can be pursued. Weaver expressed opposition to giving other options, noting it is the responsibility of Staff to carry the decisions of the Council Committee's to the Planning Commission. Cole indicated the rules state that the Community Relations Committee is advisory to the City Council and the City Manager still has the option of making an independent decision. Weaver disagreed, stating there are no other options and that the Community Relations Committee had made their decision as stated in the motion.

Knight indicated that unless he receives direction otherwise from the City Manager, he will present the options to the Planning Commission and again invited Community Relations Committee members to attend the Planning Commission meeting on September 12th.

## **2.2 Francis Square**

- **Project update by City Staff**
- **Nancy Ferguson, Tumdado Art Club, murals for display on brick wall**

Duane Cole asked that the Community Relations Committee look for specific areas that

can be handled by volunteers. Larry Anderson addressed the need to excavate the landscape areas, pour a slab for installing the bricks, or installing more stamped concrete. Bricks cost approximately \$14 apiece. Between now and November 1st, Staff plans to install the dirt fill and do some of the landscaping. Preliminary estimates set the cost of brick work at \$21,000, installed. Larry is proceeding with the existing design plan. Chairman Weaver directed Larry Anderson to work closely with the City Manager to work out the details.

Regarding selling the bricks, Weaver felt the Community Relations Committee should be a part of the program when the time arises for the fund raising. He indicated it would be appropriate to get the City Council's approval on the process.

Mayor Proctor addressed the issue of the west wall. She indicated her discussions with Mr. Monka revealed that Mr. Monka wants to install windows on the west wall. This requires an easement from the city of Newberg. The city of Newberg has quoted Mr. Monka a \$15,000 cost for the easement. Her understanding is the windows would be traditional, with wrought iron decor. Mr. Monka has indicated he does not need the easement. Mr. Monka would be willing to give the City the easement, finish the wall, and grant the City exclusive use of the wall in exchange for the \$15,000 fee. Responding to a question, the Mayor indicated that finishing the wall meant covering with stucco.

**Motion: Sumner** for the Mayor and the City Manager to work together to get the information clearly, in writing, to submit to the City Council.

Marge Stiefbold suggested the motion be amended to require a contract between the City and Mr. Monka and attempted to put her thoughts into a motion. Ms. Sumner indicated she wants a staff recommendation before making an agreement, a staff report that is feasible with the plan. Marge agreed that more reports and detail are needed before presenting the matter to the City Council.

The City Manager explained the situation surrounding Mr. Monka's request. He said that Mr. Monka has an apartment-type use next door to Francis Square in a C3 zone, which is not an allowed use in that zone. Mr. Monka wants to install windows in the west wall to meet City requirements, such as fire access, etc. Cole indicated that once the windows are allowed, the value of the property is enhanced significantly. Cole attempted to put a value on the property and set it at \$15,000. He indicated an easement could move the access of the Monka building off First Avenue and turn it into the Square. This would create some potential for small businesses to open into the Square. Cole felt it important that the City, as a representative of the public, should ensure that the City is not just enhancing the property value for Mr. Monka. However, the City wants to improve the wall. Windows with bar and brickwork would be an enhancement to Mr. Monka and the City. It could be that to participate in the proposal could be useful. Further, the City Manager indicated that preparing the ground area alone will take up the entire budget for the project this year.

Weaver suggested that before the is another meeting there needs to be some dialogue with Monka that the City Council might be asked to approve. For clarity, Chairman

Weaver clarified the intent of Debbie Sumner's motion by restating the motion:

**Motion:** to direct the City Manager and the Mayor to meet together to develop the whole picture and put it in writing for the next Community Relations meeting. If the Community Relations Committee is in agreement with the report, the Committee will send a recommendation to the City Council level.

**Debbie Sumner agreed with the restating of her motion. Marge Stiefbold seconded the motion.** The motion passed unanimously.

**Nancy Ferguson**, staff member of the Newberg Human Resource Center, addressed the Community Relations Committee. Her agency oversees the Youth Program which provides one-on-one assistance for at-risk youth. One of their youth programs is the Tumdado Art Club. Two of the youth were present to make a formal request of the committee.

Skye Lockhart, a sophomore at Newberg High School, indicated the art club has ten to fifteen youth who attend each week. The Tumdado Art Club requested that they be allowed to mount and display their murals on the brick wall in Francis Square so that all of Newberg could enjoy and share in their art. She said they are open to ideas and themes for the murals, which would be changed regularly.

Beverly Reys, 8th Grader at Renne Middle School, said that by displaying their art work perhaps other young people can be inspired to do the same.

Lore Wintergreen indicated the youth would design something specific to Francis Square. The art would be movable and interchangeable, but it was important to get the young people involved. Placards next to each mural would provide recognition of the artist. Examples of their art were displayed.

Both Debbie Sumner and Marge Stiefbold thought it a good idea to include youth art in Francis Square. Mayor Proctor agreed that Francis Square is a project that should enjoy the involvement of all citizens, youth and adult alike.

Chairman Weaver thanked the presenters, indicating that any final decision will be made in the future.

**3. NEW BUSINESS:** None.

**4. OTHER:**

- 4.1 Information Sharing
  - Mayor Proctor
  - Committee Members

No reports.

**5. REPORTS:**

- 5.1 Monthly Departmental Reports

Written copies of the departmental reports were distributed to Committee members. Highlights of these reports include:

**Fire Department**

- The dive team, rejuvenated six months ago, was activated five times during July 1996.
- Smurfit donated a custom built 2" stainless steel railing on the new EMS response vehicle.
- Chris Mayfield was hired as the new Fire Marshall, a promotion from within the department.

**Police**

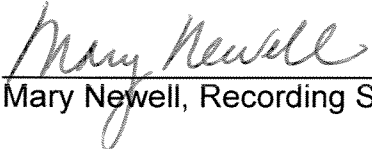
- The Old Fashioned Festival parade taxes the resources of the Police Department. There may be discussion in the future regarding moving the Old Fashioned Festival Parade to Second Street.

**Library** - No report.

**6. ADJOURN:**

6.1 Adjourn to next meeting date

**Motion: Stiefbold/Fisher** to adjourn. The motion carried and the meeting was adjourned at 1:17 p.m.

 9/24/96 as corrected.  
Mary Newell, Recording Secretary

# *Newberg Fire Department*

## *September 1996 - Month End Report*

### **NFD Budget Objective Activities:**

- ▶ Ten design reviews, thirteen driveway inspections, six business inspections and two fire safety talks and 3 fire investigations were completed this month. One of the investigations clearly demonstrated the effectiveness of sprinkler systems. In this incident the owner of the building chose to sprinkle his entire building and as a result the damage done by fire was minimal which also aided in the investigation of the fires origin.
- ▶ Probationary firefighters are actively brushing up on their practical firefighting skills for the Oregon Basic Firefighter test.
- ▶ A new EMT Basic class began in September at the fire station. This is part of the ongoing relationship with Chemeketa Community College to provide college level EMS training in the Newberg community.

### **10 Year Plan Future Strategies/Activities:**

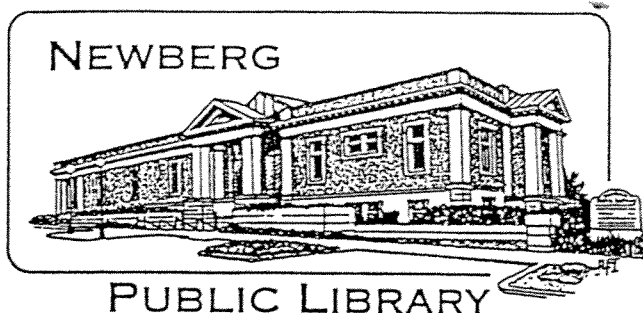
- ▶ Firefighter Chris Mayfield assumed the position of Division Chief/Fire Marshal trainee and Ron Pettijohn assumed the position of Firefighter this month. Mayfield will continue studying for his paramedic exam in November and then he will shift his focus to becoming certified in the Uniform Fire Code. This will create a unique depth at the Fire Marshal's position.
- ▶ Chief Sherman attended a lunch meeting with the City Manager and architects concerning the possible future facilities changes within the City.
- ▶ Chief Sherman produced a report on the effects of a ladder company on ISO ratings. This report was shared with Smurfit's management by the City Manager in a meeting to discuss a possible donation toward the City's CIP.

### **Other Activities of Interest:**

- ▶ Four members of the career staff and three volunteers attended weekend classes in LaGrande at the Eastern Oregon Fire School. Expertise was gained in fire investigation, fire prevention, incident command, and basic firefighting.
- ▶ On September 7, 1996, Chief Sherman officially completed the requirements for his Masters in Business Administration. It will be a couple of months for the actual piece of paper to be placed on the wall, but you will probably see a remarkable change in the chief's stress level.
- ▶ Firefighter Bryan Jackson organized the fire department's involvement in the Kids Fair held at the old Central School gym. Along with usual show and tell of equipment, the firefighters (in turnouts) challenged the police department to a game of basketball and when the power went out, they saved the day with providing a generator for power.

# Monthly Report

September, 1996



## Long Range Plan Activities:

- The OPEN Internet project is almost completed. Salem Public Library staff installed the Internet workstations in late September and Library staff is undergoing training at this time. We will have them available to the public in October. The public may also purchase accounts to access the Internet from their home computers through this program. That portion of the program is up and running with 20-30 accounts sold to Newberg residents through only word of mouth notice.
- The Partners for Senior Services project set up a reader/enlarger device at the Senior Center to assist those with vision difficulties read their correspondence as well as books. Sandi Schmidt, Outreach Manager is working with a care giving organization to provide materials to those faced with caring for a family member.
- The Director has been appointed the vice-chair of the regional librarians group and will assume the chairmanship in 1997-98. She attended the Oregon Library Director's retreat in September which provided some excellent information on bringing the Internet online as well as dealing with the stress that these changes can bring.
- Babytime and Storytime began again in September. These programs bring the joy of reading to young children and their parents.
- With the resignation of our recently hired reference librarian as well as our children's assistant in August, it has been difficult to cover all our public service desks with trained and qualified staff. Consequently, the number of reference questions answered is lower because of the staffing shortage. Interviews will be complete in early October and it is planned to be back to a full staffing level by mid-October. It will be another month or two before these new staff members are trained sufficiently to have a significant impact on public service, but we are making progress.

## 1996-97 Budget Objectives Activities

- Volunteer activity continues to grow. The number of hours volunteered was up 31.5% in 1996-97 from the previous year. In September, the volunteers completed the annual Fall Cleanup. This was conducted on three Saturdays and a Monday and included dusting and scrubbing shelving as well as putting books back in order. Marty Trolan, volunteer/circulation coordinator, is to be commended for doing a great job bringing all the volunteers together for this annual event.

## Other Items of Interest

- With our staffing changes we have been advertising, interviewing and hiring for five part-time positions. The Children's Reference position has been filled by Doreen Lybeck-Pittman. She has library experience from Linfield College as well as experience as a teacher. Joseph Falbey was hired as our Reference Aide. He is a high school student who has extensive experience with the Internet and came highly recommended by a school district librarian. We are anticipating having the Reference Librarian position filled by mid-October. One George Fox workstudy position has been filled and we have reopened the other position and hope to have someone on board by late October.

# Meeting Notice and Agenda

## COMMUNITY RELATIONS COMMITTEE

**Date:** Tuesday, August 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 June 25, 1996

**2. OLD BUSINESS:**

- 2.1 Gazebo in Memorial Park
- ▶ Committee would like to have it completed and ready to be dedicated on or before November 1, 1996.
  - ▶ Project update by City Staff
- 2.2 Francis Square
- ▶ Nancy Ferguson, Tumdado Art Club, murals for display on brick wall
  - ▶ Project update by City Staff

**3. NEW BUSINESS:**

**4. OTHER:**

- 4.1 Information Sharing
- Mayor Proctor
  - Committee Members

**5. REPORTS:**

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

**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.*