

**COMMUNITY RELATIONS COMMITTEE MINUTES**  
**Tuesday, October 29, 1996**  
**Wastewater Treatment Plant**

PRESENT: Chairperson Bob Weaver, Mayor Donna Proctor, Jerry Fisher, Marge Stiefbold, Bruce Jaqua, and Tim Hyatt

STAFF PRESENT: Duane Cole, City Manger; Michael Sherman, Fire Chief; Leah Griffith, Library Director; Stan Newland, Dep. Chief of Police; and Mary Newell, recording secretary.

GUEST: Dick Meyer

**1. CALL MEETING TO ORDER:**

- 1.1 Review and approve minutes of September 24, 1996

Bob Weaver called the meeting to order. Minutes of September 24, 1996, were approved as written.

**2. OLD BUSINESS:**

- 2.1 Francis Square  
    ▶ Project update by City Manager Duane Cole

Duane Cole, Mayor Proctor, and Bob Weaver had a conversation with Mr. Monka. The City Manger has visited and walked through the building owned by Mr. Monka, noting various zoning code and fire code violations. Research was done on occupancy, and although some violations were observed, Mr. Monka gained approval of Planning Staff to continue the project at some past date. Mr. Monka does not feel he should pay for the easement and wants to fix the wall by acting as the City's general contractor with City paying services, materials and labor. Staff is opposed. Installing windows will be a structural change which will require design review and will require staff input. Duane requested direction from the committee on how they wish to proceed. Bob Weaver indicated that by the end of the meeting, it was his opinion that Mr. Monka was willing to compromise.

Ms. Stiefbold feels that government agencies should stay out of the retail business, leaving it to private enterprise.

Mr. Fisher suggested Monka fix the wall with the city granting the easement. Mr. Monka has some water damage due to the exposed wall.

Bruce Jaqua expressed concern that the City could lose depending on what direction is taken by Mr. Monka.

Following lengthy discussion regarding the options available for both Mr. Monka and the City, the City Manger indicated he would send Mr. Monka a letter stating that the City would proceed with the development of Francis Square and then wait to see what happens. Jaqua agreed, noting the many good faith offers to Mr. Monka but feels that a stand must be made.

Mayor Proctor suggested the wall be repaired prior to installation of any landscaping.

City crews are ready to start on the stamped concrete surface reported Larry Anderson. The conduit has been installed, dirt removed and backfilled.

**3. NEW BUSINESS: None.**

**4. OTHER:**

- 4.1 Information Sharing  
- Mayor Proctor  
- Committee Members

No reports. Marge Stiefbold encouraged everyone to vote.

**5. REPORTS:**

- 5.1 Monthly Departmental Reports

**- Police Department**

Stan Newland directed Committee's attention to the *Scanner*. The Police Department is holding informational meetings regarding department activities which have been well received by citizens. There have been requests to present the program for personal groups.

Responding to a question from Mayor Proctor, Dep. Chief Newland indicated that Newberg Police Reserves charge \$10 per hour for services performed.

**- Library**

Leah Griffith reporting. The Library had its busiest day ever two weeks prior, with visitors checking out over 1300 items.. Volunteer hours are up 30%.

The Christmas Tree Lighting is scheduled for December 5. Chehalem Park & Rec is co-sponsoring the event with the Library, but will not hold a parade this year.

Internet has arrived at the Newberg Library and an orientation meeting has been scheduled.

**- Fire Department**

Chief Sherman drew Committee members attention to his written monthly report, noting that Fire Department activity had been extremely busy. He explained how response time is determined and how the calls are dispatched.

Chairman Weaver congratulated Chief Sherman on the completion of his Masters Degree.

**6. ADJOURN:**

- 6.1 Adjourn. The November and December meetings are canceled due to the holidays. The next regular meeting will be held in January 1997.

There being no further business to come before the Community Relations Committee, the meeting adjourned at 1:05 p.m.

  
Mary Newell, Recording Secretary

# Meeting Notice and Agenda

## COMMUNITY RELATIONS COMMITTEE

**Date:** Tuesday, October 29, 1996

**Time:** 12:00 Noon

**Location:** Wastewater Treatment Plant  
2301 Wynooski Street  
Newberg, OR 97132

### AGENDA

1. **CALL MEETING TO ORDER:**
  - 1.1 Review and approve minutes of September 24, 1996
2. **OLD BUSINESS:**
  - 2.1 Francis Square
    - Project update by City Manager Duane Cole
3. **NEW BUSINESS:**
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. The November and December meetings are canceled due to the holidays. The next regular meeting will be held in January 1997.

#### **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.*