

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, April 29, 1997

Wastewater Treatment Plant

PRESENT: Acting Chairperson Debbie Sumner, Mayor Donna Proctor, Jerry Fisher, Marge Stiefbold,, and Johann May

STAFF PRESENT: Duane Cole, City Manger; Bob Tardiff, Police Chief; Ben Erb, Asst. Fire Chief; Leah Griffith, Library Director; Larry Anderson, Engineering, and Mary Newell, recording secretary.

ABSENT: Councilor Bob Weaver, Tim Hyatt, and Bruce Jaqua

VISITOR: Dick Meyer

1. CALL MEETING TO ORDER:

1.1 Review and approve minutes of April 29, 1997

Councilor Debbie Sumner called the meeting to order at 12:08 p.m.

Motion: May/Fisher to approve the minutes of the March 25, 1997, as written. Motion carried and minutes will be placed on file.

2. OLD BUSINESS:

2.1 Francis Square

Larry Anderson distributed a project schedule for both the Memorial Park Gazebo and Francis Square.

The concrete has been poured for Francis Square and Denny Brown is working on the irrigation system. Russ Thomas is working on plant and landscaping materials, with a possible arrangement with Vittoria Nursery. The sod will be installed following the installation of the electrical equipment. The drinking fountain, identical to one in pool park, has been ordered. Included in next year's budget are the lights and the water feature.

Responding to a question from Sumner regarding the use of Staff time, Larry Anderson indicated that others would also have to be paid and City employees can do it more efficiently. Staff works on the project but not to the detriment of other activities.

Duane Cole indicated there has been no contact with Mr. Monka regarding the wall since the last meeting held with the Mayor and Bob Weaver.

2.2 Gazebo

The Gazebo is scheduled for Design Review on April 30, 1997. A ground breaking will be held as part of the Memorial Day activities and the gazebo should be completed by July 4th. Anderson said the City plans to use its own crews, but with outside assistance. Regarding orientation, the gazebo will be situated to the rear of the existing buildings, facing a northeasterly direction towards Howard and the Auxiliary Thriftshop.

Discussion held regarding asking a local resident for assistance in landscaping.

3. NEW BUSINESS: None.

4. **OTHER:**

- 4.1 Information Sharing
- Mayor
- Committee Members

Mayor Donna Proctor confirmed that the City flag consists of a light blue background with a pink or white camellia in the center. It would be nice to display flags downtown, but the Mayor suggested the expense of the flags may mean some businesses cannot afford them. Leah Griffith offered to follow up with Library research.

5. **REPORTS:**

- 5.1 Monthly Department Reports

Police Department

Chief Tardiff distributed a copy of the monthly report, attached as part of these minutes. He outlined for Committee members the highlights: received COPS Universal grant for one officer, Kids' Fair '97, City Auction, and response to RFP for CM/GC to build the new public safety facility.

Regarding the recent editorial appearing in the Newberg *Graphic*, Chief Tardiff indicated he would not respond to the issues raised, having done so for a previous editorial. Sumner indicated she felt that information countering the editorial should be heard.

Chief Tardiff explained for Marge Stiefbold the rules for pedestrians entering a crosswalk and the drivers on the highway. May indicted the State needs to repaint the crosswalks. To promote crosswalk safety, May suggested installing a pole with a yellow light such as those used in Europe, which activates when a person enters the crosswalk.

Fire Department

Ben Erb announced that they are preparing for their 200-year celebration for the Fire Department. They will begin by selling mementos to promote the centennial at the Old Fashioned Festival. The Fire Department breakfast is Sunday, June 4th. A good burn-to-learn exercise was held in March; many firefighters from other jurisdictions were able to participate which results in reciprocal benefits.

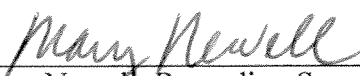
Library

Library Director Leah Griffith reporting. The Library is working in a cooperative effort with Chehalem Valley Middle School and the Senior Center for Internet learning. Leah, who serves on the Senior Center Board, invited committee members to their annual spaghetti feed. The Library is trying to help develop projects that encourages early learning for children 0-3 years.

6. **ADJOURN:**

- 6.1 Adjourn to next scheduled meeting.

Motion: Fisher/Sumner to adjourn. Motion carried unanimously and the meeting adjourned at 12:47 p.m.



Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, April 29, 1997

Time: 12:00 Noon

Location: Wastewater Treatment Plant
2301 Wyooski Street
Newberg, OR 97132

AGENDA

1. **CALL MEETING TO ORDER:**
 - 1.1 Review and approve minutes of March 25, 1997
2. **OLD BUSINESS:**
 - 2.1 Gazebo Update
 - 2.2 Francis Square
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 to next scheduled meeting

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.

COMMUNITY RELATIONS COMMITTEE MINUTES

Tuesday, March 25, 1997
Wastewater Treatment Plant

PRESENT: Chairperson Bob Weaver, Mayor Donna Proctor, Jerry Fisher, Marge Stiefbold, Johann May, Bill Larson, Tim Hyatt

STAFF PRESENT: Robert Tardiff, Police Chief; Michael Sherman, Fire Chief; Terry Mahr, City Attorney; Larry Anderson, Engineering; Leah Griffith, Library Director; and Susan Galecki, recording secretary.

ABSENT: City Manager Duane Cole, Councilor Debbie Sumner, Bruce Jaqua.

GUEST: Dick Meyer, Pat Haight

1. CALL MEETING TO ORDER:

1.1 Review and approve minutes of February 25, 1997

Bob Weaver called the meeting to order at 12:05 p.m.

Motion: Stiefbold/Fisher to approve the minutes of February 25, 1997, as written. Motion carried and minutes will be placed on file.

2. OLD BUSINESS:

2.1 Gazebo Update

Larry Anderson, City Engineer, brought committee members up-to-date on the Francis Square project, explaining the previous drawing was expanded to make the gazebo twelve feet across with a concrete base, ramp, & expanded roof. The basic plan is to be completed later in the week. Larry requested input on how to dress up the final design and a discussion of possible labor and material sources followed. Suggestions and comments included:

- ▶ Rod Iron around sides of gazebo
- ▶ Old Fashioned Bicycle as weathervane
- ▶ Contract, donated, and volunteer labor from such sources as the Kiwanis and Newberg Concrete
- ▶ Donated park benches

Chairperson Bob Weaver and Mayor Donna Proctor suggested a city-wide recognition of contributors to the project to include a band and national guard.

2.2 Francis Square

Larry Anderson reported that it was impractical to put dyed, stamped concrete over the entire square and that it would only be placed along the borders. PGE will move the service pole further into the square and drop electrical service. Following the first concrete pour, which is in progress, fill will be brought in and volunteers will be needed for landscaping. Mayor Donna

Proctor indicated that Sid Freadman would be willing to help with the landscaping. Johann May is to meet with Duane Cole to discuss putting trellises on the wall and other related issues.

2.3 Adoption of goals for 1997

Chairperson Bob Weaver reviewed the following goals:

- ▶ Government Fair. Government Day will be discussed after the City Council approves the goal.
- ▶ To develop and promote the use of a City Flag. The Committee is still looking for the rumored past city flag with a Camellia flower. It was suggested that art students at schools compete for design of a new flag.
- ▶ Commitment to completion of Francis Square and the Gazebo projects

Motion: Fisher/Proctor to adopt goals and forwarded to City Council.

Motion carried and the adopted goals will be dealt with in more detail next meeting.

3. NEW BUSINESS:

3.1 No appeal was received from H-Market (a.k.a. Everybody's Market) and the issue was dropped from the agenda.

3.2 Co-chair Debbie Sumner will handle next months meeting which will be held at Francis Square, weather permitting

4. OTHER:

4.1 Revisions to the sign ordinance.

Johann May suggested standards for lamp posts with business signs hanging from them, a possible replacement for sandwich board signs. May will prepare a draft to take to the City Council.

5. REPORTS:

Police:

Police Chief Robert Tardiff reviewed highlights of his monthly report including the following:

- ▶ An open house/public meeting with the architect working on the new Police department will be held April 1, 1997. Additional public meetings will be held April 3rd and April 8th.

Library:

Library Director Leah Griffith distributed copies of the Library Update which is now distributed every other month. Highlights included:

- ▶ Successful 85th birthday party for the library
- ▶ Volunteer designed web page provides internet access to the library
- ▶ Senior Grant has been completed
- ▶ To reduce costs the library is now calling people who have over due books instead of mailing notices

- ▶ The reference librarian is leaving and the library will need to reconfigure staff.
- ▶ Web page design orientation class coming
- ▶ Historical displays at the library through the end of the week

Fire:

Fire Chief Mike Sherman noted that a \$20,000 donation from an estate which will be used to replace the Hurst tool and buy dive equipment & two global positioning system (GPS) units. The GPS units will be used to revise maps and locate landmarks for life flight. Additional highlights from his monthly report included:

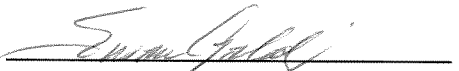
- ▶ The Fire Department is getting ready for its 100th anniversary May 9, 1998.
- ▶ Awards banquet which included an award for no loss time injuries.

April 7th marks the beginning of volunteer week. The library and possibly the City Council plan to recognize volunteers for their efforts.)

6. ADJOURN:

6.1 Adjourn to next scheduled meeting date.

The meeting adjourned at 1:00 p.m.


Susan Galecki, Recording Secretary

Monthly Report

March, 1997

The Library celebrated its 85th birthday on March 12, 1997 with an all day birthday party. Naps donated a cake and Watt Welding and Showcase of Flowers provided the balloons. We had storytime, flower arranging, Internet demos as well as displays of the library's 85 years and a well received display of what the world was like in 1912. We recorded the day for TCI Channel 9 and had a good program to air the final weekend of the month. The Carnegie portion of the building was opened in March of 1912, after only five months of construction.

Long Range Plan Activities:

- With the budget preparation winding down, staff spent time reviewing numbers as well as preparing the narrative for the budget document. Measure 47 again meant a number of meetings with city staff, library staff, library board, and city council in March. It was decided by Council (with the support of the Library Board) to not pursue a library serial levy at this time. It will be readdressed in the Fall. One of our reference librarians left for another position at the end of the month and we have promoted a current staff member to fill a revised position and all part-time staff will be working additional hours to cover the desks over the next couple of months. The staff that are left are within the proposed budget.
- A series of gardening programs were held in February and March in cooperation with the Master Gardeners of Yamhill County. They were very well attended.
- The Internet Orientation sessions are continuing monthly. A volunteer is assisting with the presentations along with a library staff member.
- The library director appeared on the Community Forum cable show on TCI channel 9 in March.
- The library started using electronic telephone notification to inform people when they have overdue materials. This is projected to save \$2,000 a year in mailing fees. So far it has been fairly well received by the public.

1996-97 Budget Objectives Activities

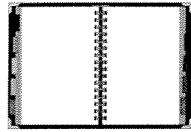
- The library director serves on the CCRLS long range planning committee that is making plans for the measure 47 cutbacks the regional system will face. There are a number of changes that could occur, including limiting the number of reserves people may place on books owned by other libraries. This has not yet been finalized.
- The Partners for Senior Services grant received a successful evaluation in March. The evaluator felt our strengths included our efficient use of volunteers as well as the processes and procedures that were established by Outreach Manager Sandi Schmidt. We are continuing the service with nine volunteers dedicated to that program alone.
- The shelving procedures are being modified so that in July when our shelving staff is almost totally cut, we can use volunteers to get the 200,000+ books back on the shelves. Coordinator of Volunteers, Marty Trolan has been recruiting additional shelving volunteers as well as working with our current volunteers to encourage them to take on other responsibilities. We have over 100 volunteers compared with around 40 before we had a staff member take on the coordination responsibility. It really demonstrates the value of a staff coordinator for this type of activity.

Newberg Fire Department

March 1997

Month End Report

Meetings:



This month the department responded to 169 calls, 123 of which were medical related calls. The staff and volunteers attended their normal meetings; apparatus night, drill nights, business meeting, EMS meeting, officer's meeting, duty officers meeting, case reviews, and a department staff meeting. The Fire Chief attended City Council meetings, Newberg Rural Fire Protection District Board meeting, Oregon Fire Chiefs' (OFCA), weekly Rotary meetings, Community Relations, several budget related meetings, and several meetings concerning the new Public Safety Complex. Chief Sherman also participated in the 27th Annual NW Management Seminar as well as a legislative hearing in Salem.

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc. held in Newberg at J.P. Founders. Al Blodgett and Jill Dorrell attended an Old Fashioned Festival Committee meeting. Lieutenant/Mechanic Rod Meade attended the Oregon Fire Apparatus & Equipment Mechanic Association Conference in Salem.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association (OFMAA) meeting held at the fire station in Newberg. He also taught a Water Rescue class at the Newberg Fire Department.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield attended a Yamhill County Fire Investigation Team (FIT) meeting in McMinnville. Chris also participated in an art judging at Antonia Crater Elementary. Chris investigated four fires this month.

A breakdown of inspections and investigations is as follows:

Inspections

13 Business
1 Driveway
6 Plan Reviews
4 Fire Safety Talk & Tours
(approx 50 kids/adults)

Investigations

4 Structure

Volunteers:

The Centennial Committee working hard on preparations for the kick off for NVFD's Centennial. The volunteers voted to hire an artist to design a t-shirt that will be ready for sale by **May 9, 1997**. The graphic selected will be of a fully involved house fire in the middle of NFVD's badge. On the right is a horse, hose cart and firefighters fighting fire with hoses and on the left side is engine 27 and 3 of it's crew doing the same.

The idea being to show the evolution of the fire department and the way firefighters have changed the way they fight fires. Above and below the graphic it reads "100 Years and still making house calls". The cobalt blue centennial coffee mugs and medallions have been ordered and are expected to arrive in time for the **Pancake Breakfast May 4th**.

that ANYONE with historical stories and/or pictures contact the department for use as part of the centennial.

March 3rd, NVFD hosted a multi-company, mutual aid drill that was attended by Dayton FD.

March 16th, NVFD hosted an all day class on ladders and self contained breathing apparatus at the fire station.

March 23rd, McMinnville FD, Dundee FD and the Portland Air Base FD attended one of the most successful burn-to-learn drill, hosted by NVFD.

March 29th, NVFD and Chehalem Park and Recreation District co-sponsored the Easter Egg Hunt held at Jaquith Park, approximately 575 children attended.

NVFD received word of the passing of one of it's honorary members, Ken Clappsaddle. Ken was an active member of the department from 1965-1974.

* * * * *

Fire Department Birthday's

March 2nd - Michael Sherman

March 6th - Steven Erb

March 7th - Bob Harding

March 11th - Cameron Helikson

March 12th - Roger Gano

March 15th - Bret Boysen

March 22nd - Lee Litfin

March 23rd - Ray Hubbell

March 28th - Kevin Johnston

Chairperson Rod Meade again asked

Site Plan
288-2-100
281-4-100-2024

1" Nat. Gas - 200psi

6" C.I.P.

15" SSWR

60' R.O.W.

Curb Height=0.5'

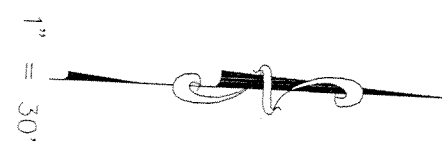
BLAINE ST.

Curb Height=0.5'

N 20.20.00 N

279.41'

PLOT PLAN GAZEBO IN MEMORIAL PARK



1" = 30'

5' high picket fence

Power Pole

"No Parking" sign

Wood Structure

1/2" Iron Pipe
5/8" Iron Rod bent

Power Pole No. 2595

Power Pole No. 311

10" Fir

5/8" Iron Rod

N 89°59'23" E
30.00'

S 00°21'08" W

HOWARD ST.

12" SSWR

55' R.O.W.

60' R.O.W.

2" GALV.

Handicap Parking sign

43" Fir

6" Pine

23" Oak

"Park" sign

2" GALV.

C.E.

12" Cherry

23" Oak

30" Oak

Power Meter

17" Spruce

30" Oak

30' P.U.E.

26" Oak

30" Oak

29" Oak

Handicap Parking sign

Water Meter

4" Pine

36.27'

5" Pine

34" Oak

34" Oak

54" Redwood

Handicap Parking sign

1/2" Iron Rod

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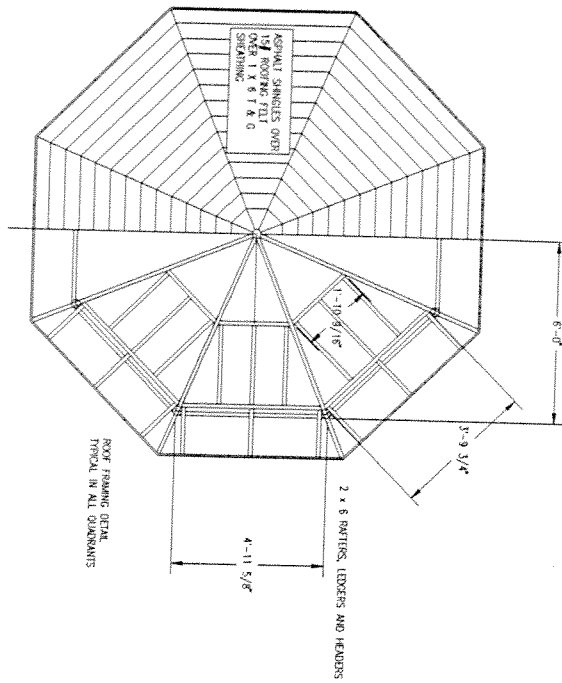
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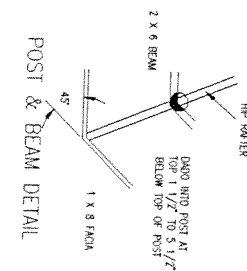
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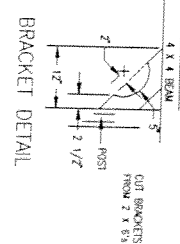
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PLAN VIEW
1/2" = 1'-0"



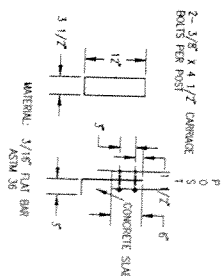
POST & BEAM DETAIL



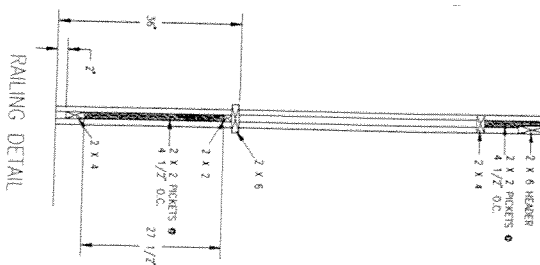
BRACKET DETAIL



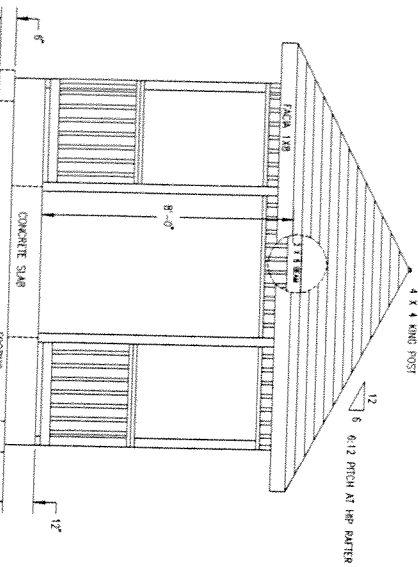
POST
(CHAMFERED)



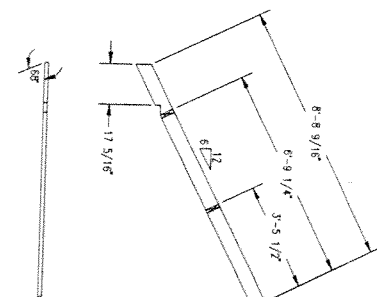
POST ANCHOR



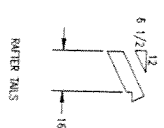
RAILING DETAIL



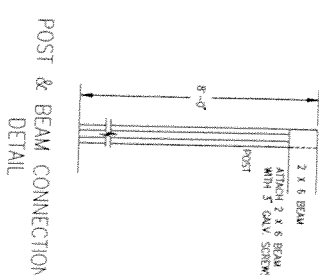
ELEVATION
1/2" = 1'-0"



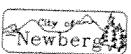
RAFTER DETAIL
1/2" = 1'-0"



RAFTER TAIL



POST & BEAM CONNECTION
DETAIL

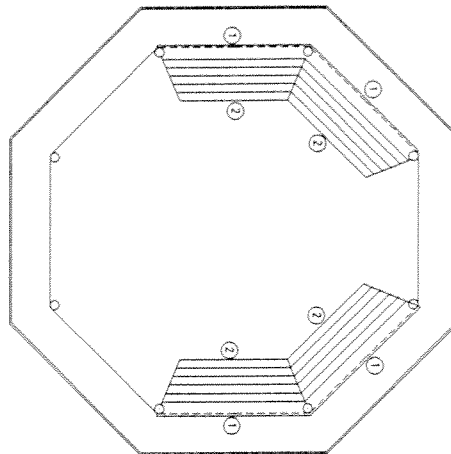


COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
719 E. FIRST STREET
NEWBERG, OREGON 97132

GAZEBO
PLANS AND DETAILS

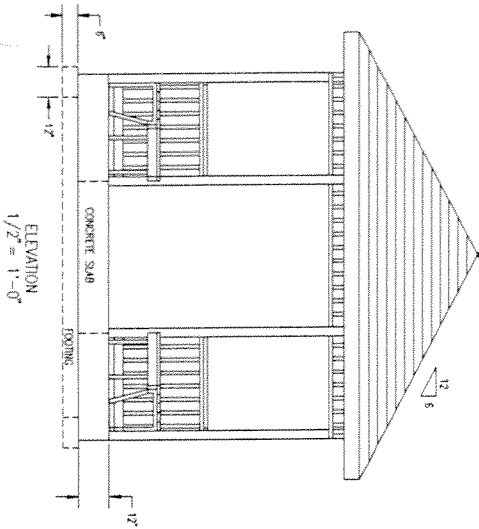
DRWN. BY: J. RAINIER
APP. BY:
SCALE: AS SHOWN
DATE: MARCH 19, 1997

SHEET

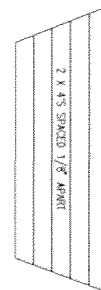
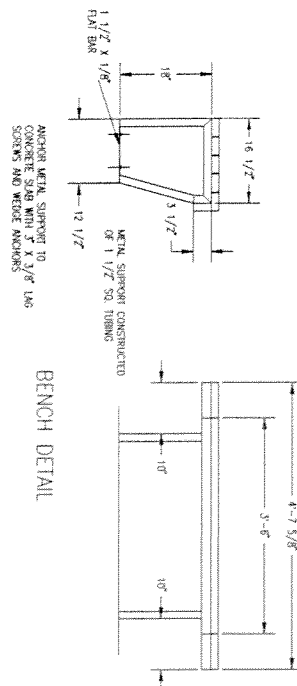


- ① METAL RAILING, SEE DETAIL SHEET 1
② METAL BENCH, SEE DETAIL SHEET 2

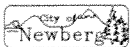
PLAN VIEW
1'-0"



ELEVATION
1'-0"



BENCH DETAIL



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DRWN BY: J. RAINIER
APP. BY:
SCALE: AS SHOWN
DATE: MARCH 19, 1997

SHEET
2

Memorandum

To: Gazebo Committee
CC:
From: Larry Anderson
Date: May 27, 1997
Subject: volunteer help

Site Grading	Art Freisz	Coordinate
Concrete Forms	DL Richards	
Concrete	Howard Whitman	Coordinate
Wood	Parr Lumber	Materials
Roof	Norbert Smith	Roof
Railing	AllFab and Steel	Railing
Landscaping	Gunter Otto	Roses
Lighting	Ted Meeker	Light and one outlet, locked
Masonry	George Rice?	Stairs
Path	Gary Lemke?	
Irrigation	Denny Brown	
Trees	PGE	

Lights