

COMMUNITY RELATIONS COMMITTEE MINUTES
Noon, Tuesday, May 27, 1997
Francis Square

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

STAFF PRESENT: Duane Cole, City Manager; Bob Tardiff, Police Chief; Michael Sherman, Fire Chief; Leah Griffith, Library Director; Mike Soderquist, Community Development Director; Larry Anderson, Engineering, and Mary Newell, recording secretary.

ABSENT: Councilor Debbie Sumner

VISITOR: Dick Meyer

1. CALL MEETING TO ORDER:

Bob Weaver called the meeting to order.

1.1 Review and approve minutes of April 29, 1997

No action taken.

2. OLD BUSINESS:

2.1 Gazebo Dedication

Larry Anderson distributed a site plan (incomplete) of the Gazebo set for construction on Memorial Park. The plan calls for cast iron metal railings, with twisted pickets and grape accent decor out of cast iron. A flag pole is planned. The gazebo will be twelve feet in diameter. Anderson has a list of several confirmed volunteers for time and materials. Although amplified music is not allowed, Larry Anderson suggested an electrical outlet be installed. The gazebo will be completed by the end of June. He suggested removable benches. Mayor Proctor will bring her plans for the gazebo dedication to the next meeting.

2.2 Francis Square Dedication

Mixed public comment regarding the color of the fountain in Francis Square has been received. Larry Anderson will explore the possibilities for changing the color, including contacting the donor. The fountain would have to be removed for painting. The street lights planned for Francis Square are similar to those at George Fox University and Staff is looking at benches like those located at the Library. Consensus was that benches should be similar throughout the city. Regarding funding for future improvements, Duane Cole indicated that some funding should be available. Mike Soderquist suggested a formal fund-raising program. Jerry Fisher, Donna Proctor and Bob Weaver were selected to make recommendations regarding a dedication program for Francis Square. Jerry Fisher, based on his long term residency in the city of Newberg, was selected to chair the committee.

2.3 Government Fair

Marge Stiefbold was charged with developing ideas for a Government Fair day. She accepted the appointment on a temporary basis. Duane Cole offered staff support. Donna Proctor offered

to coordinate the Mayor and Council booth.

3. NEW BUSINESS: None.

4. OTHER:

4.1 Information Sharing

Mayor Proctor recognized the Memorial Day activities in Memorial Park, citing participation by the VFW, the Newberg Police Department, and the Yamhill County Sheriff's Posse.

The importance of a city flag, its value as a symbol and town identity was stressed. Although the flag project does not have the emphasis of other projects currently underway, consensus was the project is important and will continue. Cole indicated the need to copyright the flag design. Chairman Weaver asked the mayor to develop the flag.

5. REPORTS:

5.1 Monthly Departmental Reports Highlights

Library by Leah Griffith, Library Director:

- ▶ Summer reading programs for all ages will begin the week of January 23rd
- ▶ Library hours will change July 1st
- ▶ Volunteer Coordinator Marty Trolan is moving to Idaho and a search for a replacement is underway. A farewell reception will be held June 21st.
- ▶ Encouraged attendance, sponsorship or participation in the Relay for Life.

Fire Department by Fire Chief Michael Sherman:

- ▶ Held the second most successful pancake breakfast ever
- ▶ Lots of interest in the Fire Department Centennial has been expressed by the public and plans for the celebration are underway.
- ▶ Chief Sherman will be visiting Russia for three weeks as part of an exchange program. A member of the Russian fire department will later spend three weeks in Newberg.

Police Department by Police Chief Bob Tardiff:

- ▶ Invited committee members to the retirement party for Corporal Art Pohl on June 28th.
- ▶ Collamette Construction was selected as the contractor to build the Public Safety building.

Other

The Community Relations Committee will have two vacancies after the resignation of Tim Hyatt. Tim's last meeting will be June 24th.

6. ADJOURN:

There being no further business to come before the committee, the meeting adjourned. There will be a June meeting but no meeting is scheduled for the months of July and August.



Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, May 27, 1997

Time: 12:00 Noon

Location: FRANCIS SQUARE
Corner of First and College streets
Newberg, OR 97132

AGENDA

1. **CALL MEETING TO ORDER:**
 - 1.1 Review and approve minutes of April 29, 1997
2. **OLD BUSINESS:**
 - 2.1 Gazebo Dedication — Where, When, How?
 - 2.2 Francis Square Dedication — Where, When, How?
 - 2.3 Goal Setting
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 scheduled meeting

NOTE: IN THE EVENT OF RAIN, THE MEETING WILL BE HELD AT THE NEWBERG FIRE DEPARTMENT.

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
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.

Monthly Report

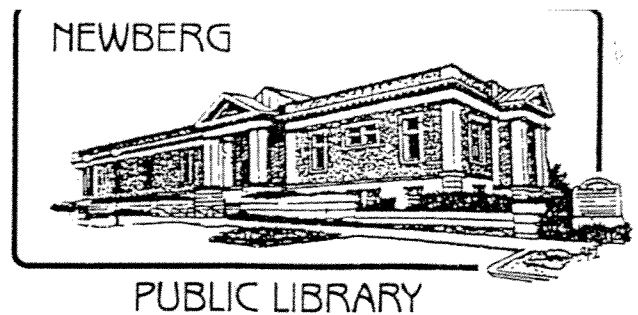
April, 1997

Long Range Plan Activities:

- Thanks to the Library Friends, the Library has \$1,000 to begin a music CD collection. This gives us a very basic collection of 60 or so items. It is hoped that future gifts will help build this collection.
- Babytime and Storytime started up again in April after a brief hiatus. With the limited staff in children's we can no longer provide these sessions without a break to allow staff to do other needed projects.
- Library staff participated in the city wide Volunteer Recognition in April with a good portion of our 103 volunteers attending the evening to receive their official thank you from the City. Library staff also added their thanks with a rose made from kisses for each of our volunteers.
- The Library Director attended and provided information on the library's proposed budget to the Budget Committee. They approved it as presented. It will now go before the City Council for their final approval in June. The budget retains funds for materials, but hours would be cut, with Wednesday evening and Saturday morning closures planned.
- The Library coordinated an Internet orientation for seniors at the Senior Center Library Room. Students from Chehalem Valley Middle School provided the expertise at this intergenerational program.
- The Library Director and Children's Librarian participated in the Oregon Library Association Conference. The Director coordinated the banquet and Public Library Division awards presentation and presented a workshop on staff training on a shoestring. The Children's Librarian, as chair of the Honors and Awards committee, did an excellent job presenting the state wide award for librarian of the year. Staff also attended a number of excellent training sessions.
- The Library Board is starting the process for a new long range plan. They will be establishing the process shortly and looking for citizen members of a planning committee.
- The Director is serving as entertainment chair of the Yamhill Chapter of the American Cancer Society's Relay for Life project. She also served on the City Club nominating committee.

1996-97 Budget Objectives Activities

- The Library Foundation met and elected Sharon Hatfield as president and David King as treasurer for 1997. They will meet again in May to distribute 5% of their assets to the library for projects (about \$4,000).
- CCRLS is undergoing an extensive discussion of its purposes as it deals with the budget restrictions of Measure 47. One area that is causing a great deal of discussion is the disparity of what a rural district taxpayer pays for service (about \$8 for a \$100,000 home) and what someone who lives in one of the cities, such as McMinnville pays (about \$52 for a \$100,000 home to the city and then the \$8 as well for a total of \$60 per home). There is discussion about allowing those rural residents to have a card with limited checkout privileges and then permitting them to purchase a full service card. This doesn't affect Newberg directly as we are not in the district and always charge our surrounding rural patrons. However, it could affect the system as a whole if this policy is implemented.



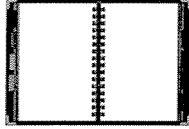
- A considerable amount of time has been spent on training our new reference librarian and working out the changes in our departments as we downsize the staff. Even during this time of downsizing we saw an increase in our circulation of 7.6% from April 1996 and we answered 10% more reference questions as well.
- We were saddened to received the resignation of our coordinator of volunteers, Marty Trolan. Her husband has taken a job in Twin Falls, Idaho and she is planning to join him there this summer. She will be with us until June 20th. We have advertised for her replacement, however she will be very hard to replace. She took a volunteer program with about 40 people and now through her efforts has expanded the group to over 100. She has also reorganized and streamlined the circulation department as well. She will be missed.

Newberg Fire Department

April 1997

Month End Report

Meetings:



This month the department responded to 204 calls, 153 of which were medically 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 attended the OFCA Conference at Kah-Ne-Tah where he was installed as the President of that association.

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc. He also attended the Oregon Fire Instructors Association (OFIA) Conference held in Joseph. Al Blodgett and Jill Dorrell attended an Old Fashioned Festival Committee meeting. Jill Dorrell, as secretary for the Oregon Volunteer Firefighters Association (OVFA), attended an OVFA Board meeting and the OFIA Conference also.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association (OFMAA) meeting.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield attended a Yamhill County Fire Investigation Team (FIT) meeting in Sheridan. Chris investigated four fires this month, taught 2 fire extinguisher classes and had 2 job shadows this month (1 from NHS and 1 from McMinnville High).

A breakdown of inspections and investigations is as follows:

Inspections

11 Business
3 Driveway
13 Plan Reviews
Fire Safety Talks, Pub Ed
& Tours to approx 695 kids

Investigations

4 Structure

The Fire Department also participated in the "Change Your Clock, Change Your Battery" program, we took an engine to McMinnville as part of this program.

The Fire Prevention Team began Public Education Programs in the schools this month. It is the goal of the Fire Prevention Team to visit all elementary schools in the district.

Miscellaneous

Lieutenant Mechanic Rod Meade hosted the Oregon Fire Apparatus & Equipment Mechanics meeting at the Fire Station on April 19th.

On April 15th, the department had a total of 4 job shadows from Newberg High School. The goal of that program is to let the kids experience a job first hand.

Volunteers:

The Centennial Committee is keeping very busy and Chairperson Rod Meade again asked that ANYONE with historical stories and/or pictures contact the department for use as part of the centennial. They are also preparing for the kick off of the year long celebration on May 9th.

The Department hosted the City's Volunteer Recognition Dessert at the Fire Station on April 23rd.

The Volunteers held their annual Crab Feed at the Fire Station on April 19th.

Preparations are underway for the annual Pancake Breakfast, one of the department's major fundraisers. Last Year, they served over 1325 people, and hope to serve more this year. This event will also unofficially serve as a pre-kick off for the Centennial celebration, with buttons, t-shirts and mugs available to purchase.

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Fire Department Birthday's

April 9 - David Carsley
April 15 - Laura Avery
April 19 - Ron Pettijohn
April 21 - Al Blodgett
April 23 - Larry Prebe

The Police Scanner

A Publication of the Newberg Police

"End of Watch" June 30th for Cpl. Art Pohl

Following twenty-one years of service to the Newberg Police Department and the Newberg Community, Cpl. Art Pohl will be retiring June 30th. Friends, family, and co-workers are invited to an *"End of Watch"* party scheduled for Saturday, June 28th, at the Sherwood Elks Lodge in Sherwood, Oregon. A bar-b-que is planned, with music and dancing to follow.

A member of the Newberg Police Department since October 1976, Corporal Pohl has served in several capacities. Starting as a Patrol Officer, he has supported the NPD as the Department's D.A.R.E. Officer and Public Information Officer. He's worked in crime prevention, most notably as animal mascot McGruff. Currently, Pohl wears two hats, that of Evidence Officer and Code Enforcement Officer. Cpl. Pohl's experience and knowledge has been helpful in developing the new Code Enforcement Unit. Last year, the NPD took a front-line role and became the main contact for Newberg citizens for code enforcement violations within the community. This fledgling unit has been very successful investigating citizen complaints and monitoring compliance with city ordinances designed to promote public safety and enhance the quality of life in Newberg.

Those wishing more information regarding the *"End of Watch"* party being planned for Cpl. Art Pohl should contact Mary Newell, 537-1221 for details.

City Auction '97

The City Auction will be held on Saturday, June 21st, at 500 W. Third Street. Beginning at 10:00 a.m., buyers may expect to bid on a variety of items including approximately 50 bicycles, vehicles, clothing, dishes, furniture, computers and other miscellaneous. Although some items are considered surplus by various departments, most of the auction items for sale are unclaimed lost or stolen property and evidence which the Police Department accumulates during the course of the year.

The city auction has become an annual event, attracting 300-400 buyers each year. (Goal 7)

NPD Hiring

The Newberg Police Department are looking for a few good men and good women.

The Newberg Police Department is currently accepting applications for Code Compliance Officer. This vacancy, created by the retirement of Corporal Art Pohl, will be a non-sworn union position with a salary range of \$1,980 to \$2,526, plus benefit package. Applications can be picked up at the Newberg Police Department. The closing date for this position is June 13, 1997 with an expected hire date after July 1, 1997.

Dispatch Manager Bonnie Dodson is conducting background investigations on top candidates for a Communications Officer position

created by the departure of Debbie Breneman. It is expected the new dispatch employee will be hired soon.

On March 29th, Administration will conduct interviews with potential police officer candidates pulled from the hiring list prepared last summer. This police officer is the result of the last COPS Universal grant awarded in April. It is expected that the vacancy will be filled by the end of June. (Goal 8)

Howell BPSST Graduate

Officer Kenford Howell graduated from the BPSST (Board on Public Safety Standards and Training) Basic Police Class #209 on April 25, 1997. Officer Howell completed the eight-week course with a 96% average, ranking fifth in the class of twenty-five.

The Newberg Police Department is proud of Officer Howell's academic achievement. Ken had previously worked for NPD as a Reserve Officer and highly regarded for his professionalism. (Goal 8)

★★★

KIDS' FAIR '97

Sunday, June 15th

1-5 p.m.

Central School

February Stats

Citations 401
Warnings 492
Citizen Volunteer Hours 70
Reserve Volunteer Hours 116

Disabled Parking Patrol:

Citations 0
Written Warnings 12

March Stats

Citations 401
Warnings 492
Citizen Volunteer Hours 70
Reserve Volunteer Hours 116

Disabled Parking Patrol:

Citations 0
Written Warnings 12

April Stats

Citations 401
Warnings 492
Citizen Volunteer Hours 70
Reserve Volunteer Hours 116

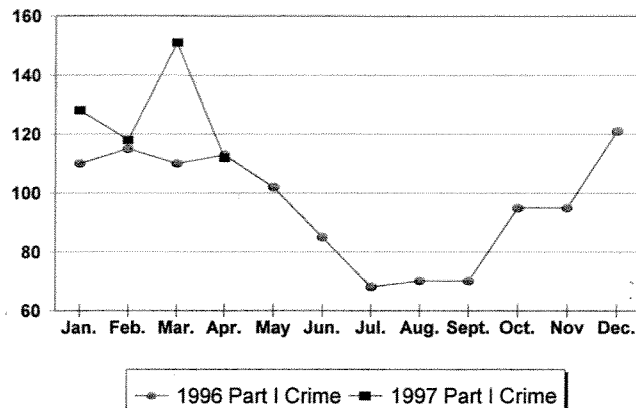
Disabled Parking Patrol:

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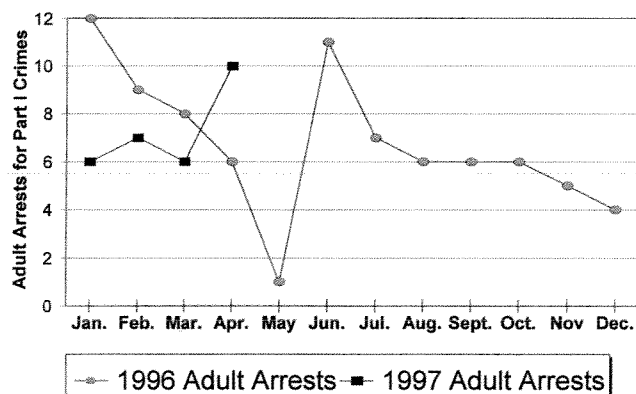
Meeting Dates:

- **Community Relations Meeting**
May 27, at noon
Francis Square
- **Management Advisory Committee**
May 29, 11:30 am to 1:30 pm
NPD Training Room
- **Traffic Safety Commission**
June 9, 7 pm
Newberg Public Library

Part I Crime
Monthly Totals



Adult Arrests for Part I Crimes
1996 vs. 1997



Juvenile Arrests for Part I Crimes
1996 vs. 1997

