

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, June 24, 1997

Wastewater Treatment Plant

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

STAFF PRESENT: Duane Cole, City Manager; Bob Tardiff, Police Chief; Michael Sherman, Fire Chief; Leah Griffith, Library Director; and Mary Newell, recording secretary.

ABSENT: Councilor Debbie Sumner and Bill Larson

VISITOR: Dick Meyer

1. CALL MEETING TO ORDER:

Bob Weaver called the meeting to order.

1.1 Review and approve minutes of April 29th and May 27th, 1997

Minutes as written were approved and will be placed on file.

2. OLD BUSINESS:

2.1 Reports on Committee Assignments

Gazebo Dedication

Mayor Donna Proctor indicated the gazebo should be done mid-July. A dedication ceremony will be planned, with invitations sent to the VFW, the Community Relations Committee, and donors to the project. Marge Stiefbold suggested an invitation be included in the newsletter.

Larry Anderson is arranging for rose bushes and other plantings.

Weaver indicated the Committee will be very supportive and authorized the development of a commemorative plaque for the gazebo.

Francis Square Dedication

Jerry Fisher requested suggestions for the dedication ceremony from committee members. Input included the following:

- Schedule the dedication around the Old Fashioned Festival when many people are available and Francis Square is busy
- Consider a September date and not share the dedication with any event
- Consider bringing in the downtown businesses as part of the event
- Develop a linkage with the schools and children
- Develop plan to get people to attend

Government Fair

Stiefbold defined the purpose of the government fair as an event to show the citizens how the city works, inform citizens of the operations and duties of the different department and the City

Council. Several ideas for the type of fair were discussed. Consensus centered around holding an event which will highlight a specific department every few months. The fire department was selected as the first government division to be highlighted. An ice cream social will be held on the site of the proposed substation in August or early September. It will be a small notification to local residents. After the event, it will be evaluated and the Committee can decide to continue in with the format or try another approach.

Suggested other items for display: Brutcher to Main, water brochures, conservation, public safety facility plans.

City Flag

Mayor Proctor has ordered a city flag from Elmers Flag Shop in Portland. The dimensions are 4' x 6' and will fly with the American flag at City Hall. Local businesses can order a smaller, silk screened version at a reduced cost. They may contact the Mayor or City Hall.

3. **NEW BUSINESS:** No reports.

4. **OTHER:** No reports.

6. **REPORTS:**

Library: Leah Griffith reporting. Highlights included:

- Summer reading program is in progress. 426 children signed up in a 3-hour period.
- Library has new hours effective July 1st.
- Landscaping is being replaced with low maintenance plantings.

Police: Robert Tardiff reporting. Highlights included:

- Completed first very professional public service announcement with the Fire Department and TCI. Second PSI will focus on bicycle safety.
- Kids' Fair held June 15th was well attended
- National Night Out is August 5th
- Noise complaints received from apartment dwellers in the vicinity of the animal shelter

Fire: Michael Sherman reporting. Highlights included:

- 2nd highest attendance ever with the Pancake Breakfast
- Fire held a demonstration at the Smurfit open house
- The ladder truck is technically out of service.

7. **ADJOURN:**

There being no further business to come before the committee, the meeting adjourned. Meetings will not be held during the months of July and August.


Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, June 24, 1997

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 April 29 and May 27, 1997

2. OLD BUSINESS:

2.1 Reports on Committee Assignments:

- Gazebo dedication (Proctor)
- Francis Square dedication (Fisher)
- Government Fair (Stiefbold)
- Flag Development (Proctor)

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 the next regularly scheduled meeting on September 30th. No meeting will be held during the summer months of July and August.

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, 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:

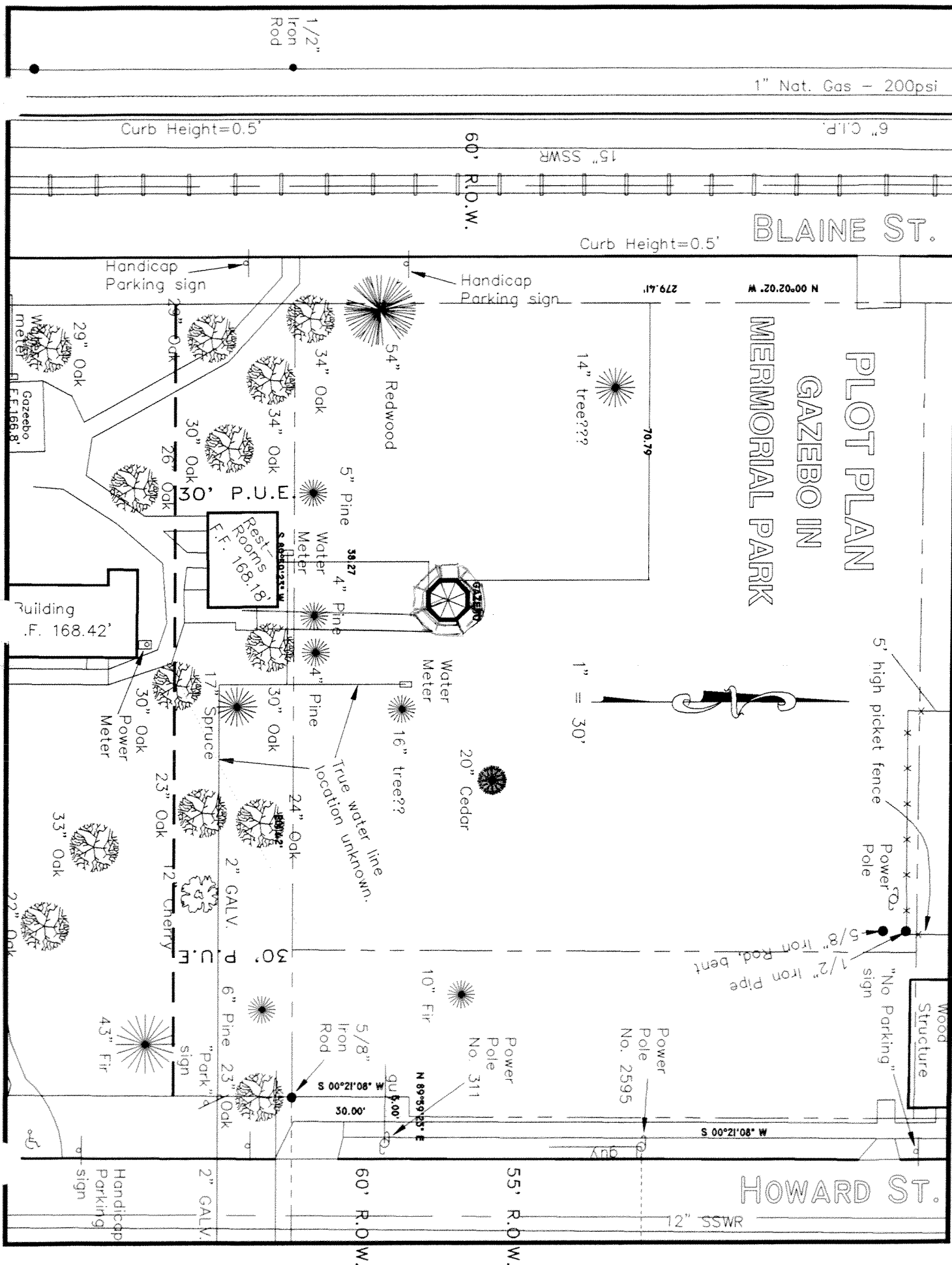
- ▶ Invited committee members to the retirement party for Corporal Art Pohl on June 28th.
- ▶ Collamette Construction was selected as the contractor to build the Public Safety building.

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.



1" Nat. Gas - 200psi

6" C.I.P.

Curb Height=0.5'

60' R.O.W.

15" SSWR

Curb Height=0.5'

BLAINE ST.

19' 6.22

M .20.20.00 N

Plot Plan GAZEBO IN MEMORIAL PARK

70.79

14" tree???

54" Redwood

34" Oak

34" Oak

30" Oak

26" Oak

29" Oak

Handicap
Parking sign

Handicap
Parking sign

30' P.U.E

Rest.
Rooms
F.F. 168.18

Water
Meter

5" Pine

4" Pine

4" Pine

30" Oak

24" Oak

2" GALV.

6" Pine

23" Oak

43" Fir

2" GALV.

Handicap
Parking
sign



Water
Meter

16" tree???

20" Cedar

True water line
location unknown.

1" = 30'



5' high picket fence

Power
Pole

"No Parking"
sign

Wood
Structure

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

Power
Pole
No. 2595

Power
Pole
No. 311

10" Fir

5/8" Iron
Rod

S 00°21'08" W

30.00'

N 89°59'25" E

qu 5.00'

S 00°21'08" W

HOWARD ST.

12" SSWR

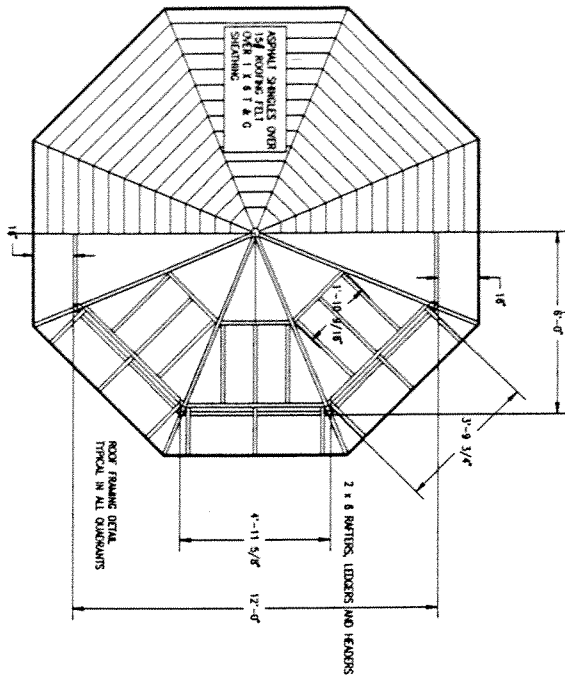
55' R.O.W.

60' R.O.W.

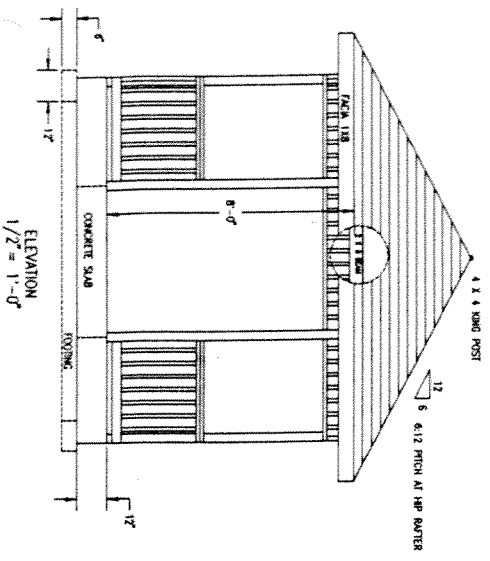
Building
F.F. 168.42'

Gazebo
F.F. 168.8'

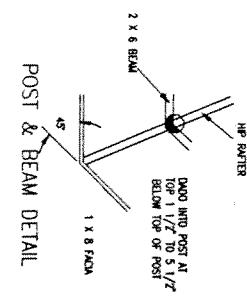
Water
Meter



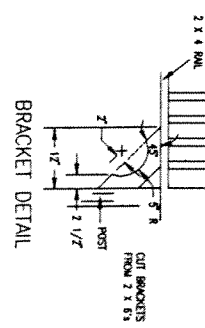
PLAN VIEW
1/2" = 1'-0"



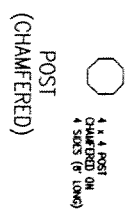
ELEVATION
1/2" = 1'-0"



POST & BEAM DETAIL

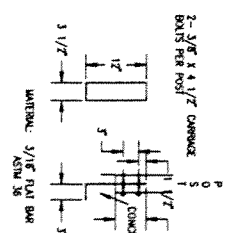


BRACKET DETAIL

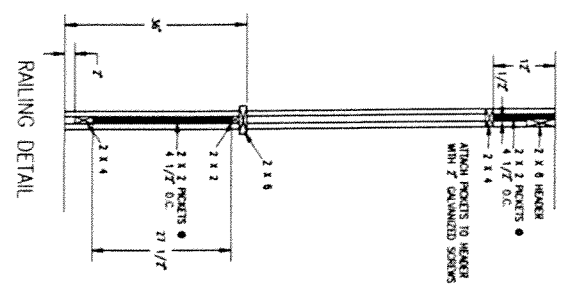


POST
(CHAMFERED)

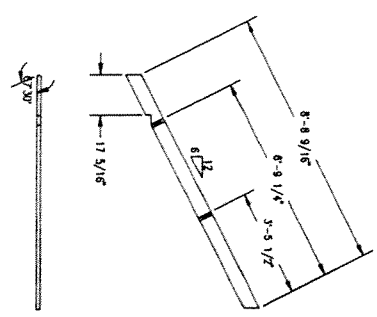
DETAILS
1" = 1'-0"



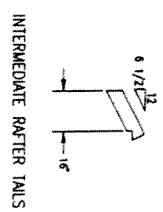
POST ANCHOR



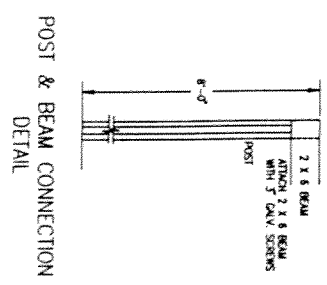
RAILING DETAIL



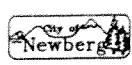
HIP RAFTER DETAIL
1" = 1'-0"



INTERMEDIATE RAFTER TAIL



POST & BEAM CONNECTION
DETAIL

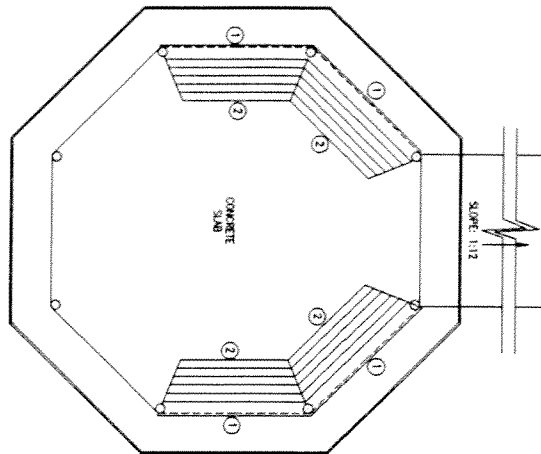


COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
719 E. FIRST STREET
NEWBERG, OREGON 97132

GAZEBO
PLANS AND DETAILS

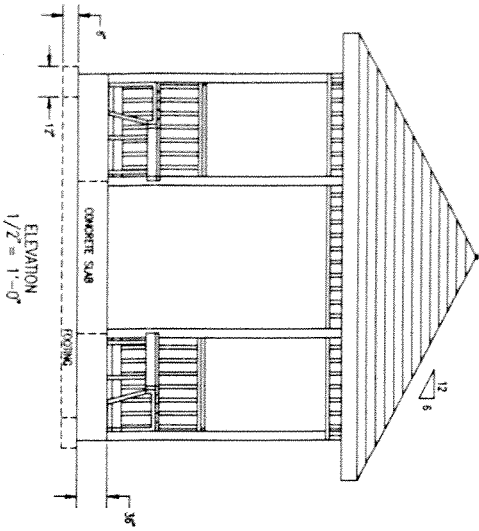
DRWN BY: J. RAINIER
APP. BY:
SCALE: AS SHOWN
DATE: MARCH 19, 1997

SHEET
1

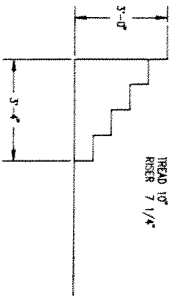


- ① METAL RAILING: SEE DETAIL SHEET 1
- ② METAL BENCH: SEE DETAIL SHEET 2

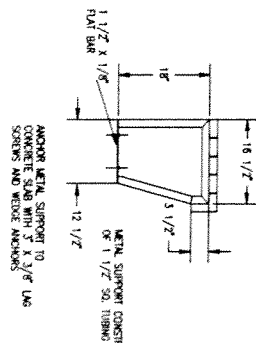
PLAN VIEW
1/2" = 1'-0"



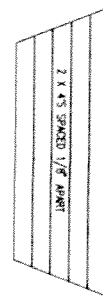
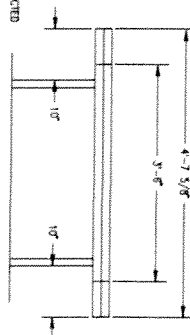
ELEVATION
1/2" = 1'-0"



STAIRWAY DETAIL



BENCH DETAIL



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

GAZEBO
DETAILS

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

SHEET
2

Newberg Fire Department

May 1997

Month End Report

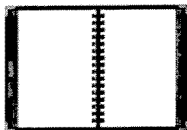
Meetings:

This month the department responded to 181 calls, 135 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 officer's 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) and BPSST meetings, weekly Rotary meetings, facilities meetings, Community Relations, several budget related meetings, and several meetings concerning the new Public Safety Complex. Chief Sherman along with Frank Douglas gave a presentation to the Newberg Men's Forum on May 13th.

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc. and he also attended the Wildland Conference and the Fire Apparatus & Equipment Expo, both of which were held in Eugene. 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 Fire Apparatus & Equipment Expo in Eugene.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association (OFMAA) meeting in Bend. Frank compiled all the EMS records for the EMT's and paramedics to be submitted to the Health Division for recertification. Frank and Bryan Lee attended a 10 hour class on the 12 Lead Electrocardiogram,



while Cheryl Corum attended an Newberg Charitable Organization meeting at Providence Newberg. The ambulance delivered a child to and from school at Open Bible as part of a fundraiser for the school. An ambulance and engine participated in Smurfit NewsPrint's Open House on May 31st, by providing coverage for a LifeFlight demonstration. Frank also took part in the Relay for Life, a fundraiser for the Cancer society.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield attended a Yamhill County Fire Investigation Team (FIT) meeting in Willamina and the Oregon Fire Marshal's Association conference in Ashland. A breakdown of inspections and investigations is as follows:

Inspections

10 Business
8 Driveway
8 Plan Reviews
Fire Safety Talks, Pub Ed
& Tours to approx 1354 kids

Investigations

1 Structure

The Fire Prevention Team finished it's Public Education Programs in the schools this month.

Chris Mayfield along with Frank Douglas, Denise Demora, Cindy Bolek and TCI crews, created and produced a short public service announcement in English as well as Spanish. The goal of the PSA was to show people the importance of smoke detectors and how to properly exit a house in case of a fire. "Mr. Smokeman" (Frank Douglas) was very convincing in his role while showing the importance of staying low.

Miscellaneous

Lieutenant/Mechanic Rod Meade is working hard on making the necessary repairs to the Ladder Truck as it did not pass it's annual national testing. He is

hoping to be able to find some of the parts locally to repair the truck.

Volunteers:

The volunteers held their annual Pancake Breakfast in May, they served over 1500 paying customers. There were many Centennial items and horse raffle tickets sold. Centennial posters, t-shirts, mugs, buttons and key chains are available for sale at the fire station along with raffle tickets for the wooden horse which was donated to the department by Forrest Dent as an additional fundraiser for Toy & Joy.

The Centennial Committee is keeping very busy and Chairperson Rod Meade again asked that ANYONE with historical stories and/or pictures to please contact him.

The Water Rescue Team responded to 2 calls this month and held training exercises at the swimming pool, station and at the river. The Team also provided water rescue coverage on the river during the Memorial Day Boat races.

* * * * *

Fire Department May Birthday's

Glenn Cloyd - May 3
Marie Mount - May 7
NFD's 99th - May 9
John Nyberg - May 9
RC Homer - May 10
John Tish - May 10
Gary Stong - May 11
Dale Mount - May 14
Cheryl Corum - May 16
Kristin Twenge - May 20
Bill Swonger - May 21
Don Schmidt - May 21
Dennis Butler - May 22
Jack Eichhorn - May 23
Elias Villarreal - May 29
John Wolff - May 31

The Police Scanner

A Publication of the Newberg Police

NPD & NFD PRODUCE PUBLIC SAFETY ANNOUNCEMENT

With technical assistance from TCI Cable, Newberg Police and Fire Departments have completed their first Public Safety Announcement.

The two-minute segment illustrates for children how to react in case of fire or in the event an intruder enters their home. The announcement, presented in both English and Spanish, will be shown on the local cable access channel, and available to schools and community groups. The musical score is the original composition by Thomas Coulter, Newberg TCI Cable station manager. The city of Newberg is extremely appreciative to TCI for donating their time, expertise and equipment.

A second Public Safety Announcement is underway, this one on the topic of bicycle safety.

If you or your organization would like more information on obtaining a copy of the announcement, please contact Cindy Bolek, Community Resource Technician, at 537-1280. (Goal 6)

Remember!



Please
Drive
Carefully.

May Stats

Citations	201
Warnings	524
Citizen Volunteer Hours	117
Reserve Volunteer Hours ...	399

Disabled Parking Patrol:

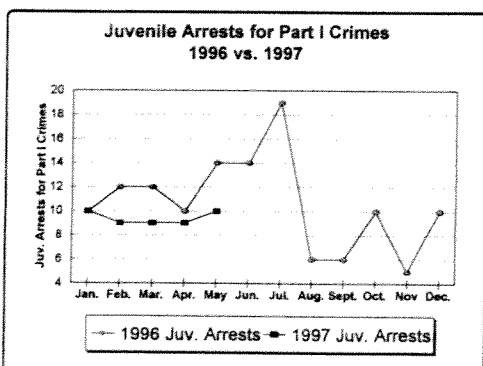
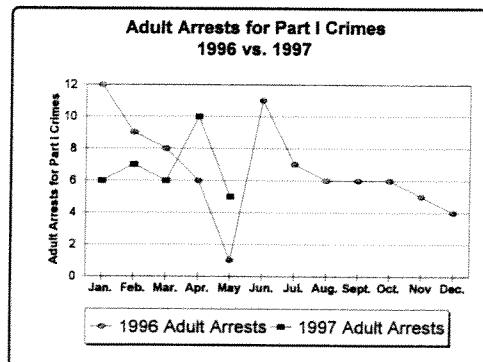
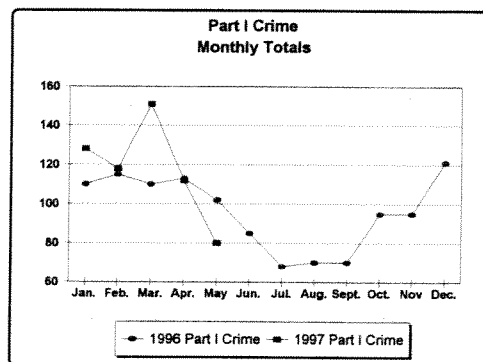
Citations	1
Written Warnings	5

NPD Carries Torch for Special Olympics

The Newberg Police Department has participated in the Oregon Special Olympics Torch Run since 1984. This year, NPD coordinator Officer Gwen Johns, was joined by Sgt. Chris Bolek, City Manager Duane Cole, City Attorney Terry Mahr, NFD EMS Coordinator Frank Douglas for the seven mile run from Chapman Road in Sherwood to the West End Bridge in Newberg.

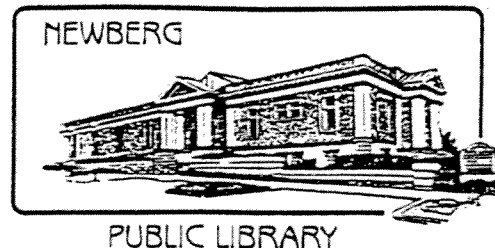
The Law Enforcement Torch Run involves law enforcement runners from agencies throughout Oregon. All donations benefit Oregon Special Olympics athletes. (Goal 6)

Local Crime Trends



Monthly Report

May, 1997



Long Range Plan Activities:

- The Library held its second annual Library Sleepover in celebration of Turn Off the TV Week. About 50 children and their families spent the night in the library, sleeping in the stacks, reading with flashlights, enjoying an exciting program with snakes and lizards, and in general having a great time. There were a few bleary eyes as people headed for home on Saturday morning after spending 12 hours among the books. It was truly paradise for those who love to read. The experience strengthens youngsters love of reading as well as their connection to the Library.
- The Library's budget will result in a reduction in hours will be advertised starting June 17th. New hours as of July 1st will be: Tuesday and Thursday 11 am to 8 pm, Wednesday and Friday 11 am to 5 pm, and Saturday 1 pm to 5 pm.
- The Library Board is developing lists of possible members of the 1998-2003 Planning Committee. It is slated to begin its work in the fall.
- Chehalem Valley Middle School Students and a group of Boy Scouts, volunteered their time to pulling weeds from around the library. Their help is much appreciated. Russ Thomas, Public Works, and the Director are working on a revised "low maintenance" landscape plan that will be put in effect over the summer and fall (depending on planting needs) that should vastly improve the area surrounding the building.
- The Director served as entertainment chair of the Yamhill Chapter of the American Cancer Society's Relay for Life project. It raised over \$36,000 on May 30 and 31. A number of Library as well as City employees participated in this community event. She also assisted the Chehalem Valley Senior Citizens Council by spending six hours setting up, serving, and cleaning up from their Spaghetti Dinner on May 3rd.

1996-97 Budget Objectives Activities

- The Library Foundation distributed funds for the first time from their endowment. They will be providing \$1,000 to improve our geographic resources (atlases, maps, information about states and countries) and \$1,000 to add to our newly developing music cd collection. The remaining \$2,000 will be used to develop a program to ensure that every kindergarten student in the Newberg School District as well as area private schools will have a library card. The Foundation will supply the materials needed as well as pay for a six month card for non-resident children. We are very excited about this program as it is a wonderful way to encourage young children to read.
- Continued discussions are being held regarding CCRLS and 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). A recent meeting is proposing that those who live in the rural areas (paying \$8) would received a card that would allow them to check out one book at a time. Each member of their household could have a card as well. Then, if they wanted more service, they could buy a card that would start out at \$10 or \$15 and then go up each year until it truly represented what an average in-city homeowner pays. It was also felt that the region should look at a more permanent solution such as raising that \$8 or even forming a separate library district. A library district could affect what Newberg decides to do as well. However, so far these, discussions won't have any effect on how we operate at NPL.

The Library Staff and Volunteers were saddened to hear of the passing of Eino "Stretch" Aho. He had spent many years as a very active library volunteer and did quite a bit of actual construction work on early remodels of the children's department and the magazine room. A number of years ago, he was presented with an outstanding volunteer award by Senator Mark Hatfield. Stretch will be missed by many.

