

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, March 31, 1998

Wastewater Treatment Plant

PRESENT: Bob Weaver, Debbie Sumner, Bill Larson, Marge Stiefbold, Gail Chamberlain, Dick Meyer, Johann May, and Mayor Donna Proctor

STAFF PRESENT: Michael Sherman, Fire Chief; Becky Manning, Administration; Carole Foutts, Library; and Mary Newell, Police.

ABSENT: Jerry Fisher

1. CALL MEETING TO ORDER:

Weaver called the meeting to order.

1.1 Review and approve minutes of February 24, 1998

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

2. OLD BUSINESS:

2.1 City Flag Update

Gail Chamberlain reported that she had contacted Body Gear to get some estimates. The prices were the same as Elmer's Flags, with a price break for orders over ten. She displayed drawings of the flag using various color combinations, not realizing that the City Flag has designated colors. She produced fabric swatches for the Committee to review. Committee members agreed on: dark blue background with gold stitched into the flower and the words "City of Newberg" in black on a gold background. The order will take approximately four weeks for delivery. She presented Chairman Weaver with the written quote.

Discussion regarding the City flag followed. Questions raised and suggestions offered are summarized below:

- ▶ How fade proof is the material? Ms. Chamberlain will find this out.
- ▶ City buildings need to display and promote the City flag.
- ▶ Consider small, handheld flags for distribution at Flag Day and Old Fashioned Festival
- ▶ Fly the flag at the hospital
- ▶ Flags should be available in two sizes: 4 x 6, and 3 x 5.

By consensus, the Community Relations Committee agreed to proceed with the flag project, promoting the purchase of several flags which, in turn, will be sold to area businesses and residents.

Discussion then centered on what would be an appropriate first order and how much should be spent. Debbie Sumner suggested the flag project be presented to the City Council for their input. Suggested that an appropriate first order might be five 4'x6" flags and ten 3' x 5" flags in order to take advantage of the discount.

Ms. Chamberlain indicated the Chamber of Commerce was advertising a flag for \$500 each. No one knew what type of flag is being advertised, and Proctor indicated Duane Cole will get this information for the Committee.

Chairman Weaver thanked the Community Relations Committee for approving the goal to develop a city flag, and stressed the importance of keeping the City Council apprized of the goals of the committee.

Mayor Proctor will query the City Council at the upcoming meeting regarding the flag project. Once the City Council approves the expenditure, the flags can be ordered and a contract approved.

2.2 Other

The Downtown Committee is reviewing downtown signs and another meeting is scheduled for Thursday at George Fox College. Gail Chamberlain did some extensive research on disabled signs regulations for Terry Mahr. She indicated there are Federal laws which prohibit signboards and outcropping signs in the public right of way.

3. NEW BUSINESS: None.

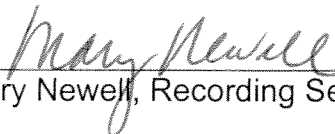
4. OTHER:

Chairman Weaver indicated it is the duty of every Council person to support their staff as they are carrying out the edicts of the Council.

Committee members Johann May, Marge Stiefbold, Dick Meyer and Gail Chamberlain were in agreement that Chehalem Park and Rec and the School District were not communicating adequately with the citizens regarding the Central School site. Discussion concerning the City's role and the manner of communication available to the government entities. Consensus that Sumner will bring the issue to the attention of City Council, feeling that the concern should be passed along in a public forum.

5. REPORTS: None.

6. ADJOURN: Meeting adjourned at 1:15 p.m.


Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, March 31, 1998

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 February 24, 1998
2. **OLD BUSINESS:**
 - 2.1 City Flag Update
 - 2.2 Other
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

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, February 24, 1998

Wastewater Treatment Plant

PRESENT: Bob Weaver, Bill Larson, Jerry Fisher, Gail Chamberlain, Dick Meyer, and Mayor Donna Proctor

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

ABSENT: Absent Debbie Sumner, Marge Stiefbold, and Johann May

1. CALL MEETING TO ORDER:

Weaver called the meeting to order.

1.1 Review and approve minutes of January 27, 1998

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

2. OLD BUSINESS:

2.1 Continued examination of possible goals for 1998

Following extensive discussion, the Community Relations Committee by consensus adopted the following goals for 1998.

GOAL #1: Complete and dedicate Francis Square within 1998

- a) Kiosk
- b) Tables, perhaps with inlay games
- c) Benches
- d) Light posts
- e) Waterfall
- f) Other

GOAL #2: Discover a way to promote the City flag so it could be available to fly over businesses, City offices, and residences by the end of 1998.

GOAL #3: The Government Awareness Program will be completed by the end of 1998.

Note: Suggested funding for Francis Square should come from service clubs and city funding.

Note: Ms. Chamberlain will investigate the development of a smaller, less expensive flag.

Note: Tentative date of July 11th was selected for the Government Awareness day. The fire station may be involved in remodeling. A senior bus may be used to assist with transporting disabled visitors.

3. **NEW BUSINESS:** None.

4. **OTHER:** None.

5. **REPORTS:**

Police: Highlights of police department activities include:

- Community Town hall meeting on Juvenile Crime in Newberg at 7:00 p.m. tonight.
- George Fox will be arranging a meeting with neighbors with assistance from city staff to work on parking issues
- Working with Mable Rush Elementary School to solve the gridlock and parking problem
- Will begin planning the dedication for the new Public Safety Facility. Mayor Proctor and Council Bob Weaver will sit on the planning committee.

Fire: Chief Sherman presented the monthly report for the Fire Department. Directing attention to the report in the packet, highlights included:

- The architect and project manager for the Fire Substation have been selected.
- Sherman was elected County Fire Chief, replacing Dave Strand.
- NFD participated in a briefing on the balloon accident which occurred last year
- There has been a very good response to the call for volunteers for the new substation.

Library: Library Director Leah Griffith reported the following highlights for the library:

- Completed the informal survey: #1 issue is more hours, followed by parking issues.
- Gardening series begins this week
- C++ programming class is scheduled
- Book sale this weekend.
- Next week is the last Story Time until April

6. **ADJOURN:** Meeting adjourned at 1:00 p.m.

BODY GEAR, LTD.

418 Hotel Ave. • Newberg, Oregon • 97132 • (503) 536-5955 • (800) 543-4480

March 30, 1998
RE: City of Newberg Flag

ATTENTION: Gail Chamberlain

Gail,

The following is a price quote based on the quantities we discussed earlier. The completion date of your order would be approximately four weeks after receipt of a dated and signed purchase order. Please advise as soon as possible colors and sizes as some fabric colors are not available in state and must be ordered.

SIZE	QUANTITY	PRICE
4 X 6	1 - 10	\$300.00
4 x 6	11- 48	\$270.00
3 x 5	1 - 10	\$200.00
3 x 5	11- 48	\$180.00

Please call for price quotes on larger quantities.

Sincerely,



Cheryl L. Dailey

Please note: CITY OF NEWBERG TO BE ON FRONT & BACK -

Memo

To: Mayor and Community Relations Committee
From: Duane Cole, City Manager
Subject: City Flag
Date: March 18, 1998
CC: Katherine Tri, Finance Director



Community Relations Committee member Gail Chamberlain did some research on the City Flag. (Thanks Gail for your help. Without it this would not have been completed.) Gail will provide a verbal report at the meeting on March 31, but I thought a written memo might help with the discussion. My understanding is that there is a local business that can produce the flag. The revised version would have brighter colors and would be available in a couple of sizes. Once the order is placed, it would take three to three and one-half weeks to produce. Prices are as follows:

4 x 6 Flag	\$300 each	x	5 flags	= \$1,500
<u>3 x 5 Flag</u>	<u>\$200 each</u>	<u>x</u>	<u>10 flags</u>	<u>= \$2,000</u>
TOTAL				\$3,500

Use of the flags might include the following:

1. Gifts to dignitaries from other Countries — Wadayama, Japan for example has sent their Mayor and School Superintendent to Newberg. The City could give him a flag to fly in Wadayama. Korean representatives have also visited Newberg.
2. Large businesses like ADEC, George Fox University, EFTC (Current Electronics), Climax Machine Tools, Ushio and others may be interested.
3. City Facilities including City Hall, Fire Stations, Police Facility, Wastewater Treatment Plant, Library. The VFW pole at the corner of River Street and First Street may be a good location.
4. VFW, Scouts, Explorers and others may want a flag to use.

The money for the flag could come from the EDRLF of City Council budget with the fund being reimbursed as sales are made to large businesses. The proposal is to sell the flags at the city's cost.

The Committee's mission is to review this information and make a recommendation to the Council on the program.

Memo

To: Mayor and City Council
From: Duane Cole, City Manager 
Subject: Gazebo Revenues and Expenses **REVISED**
Date: March 12, 1998
CC: Department Heads

Katherine Tri, Finance Director, has provided me with a copy of the information regarding the revenues and expenses from the Gazebo construction. A summary is as follows:

Revenue	\$ 5,083.10
Expenses:	
Rock	\$ 78.96
Wood & Supplies	3,828.51
Paint & Supplies	218.54
Concrete	811.50
<u>Barkdust</u>	<u>24.00</u>
Subtotal	\$ 4,961.51
City Labor	\$ 8,550.15
<u>Equip. Rental</u>	<u>20.00</u>
Subtotal	\$ 8,570.15
TOTAL	\$ 13,531.66

An additional donation may be submitted by Par Lumber OF \$1,300 is anticipated and Colamette Construction has agreed to donate some landscaping around the facility as part of the Public Safety Building project.

The City Labor and Equipment Rental is the public works crew's time spent on the project. The city does internal cost accounting and this amount could be paid for by the utilities and was charged against the project since that is where the crew spent their time. The Federal Fair Labor Standards Act (FLSA) virtually prohibits employees from volunteering time for their employer if the time spent is on the same duties for which they are normally paid. Exceptions may be made but the law was passed in order to keep employers from requiring 'volunteer' work.

Kathy researched the Council minutes and found the only reference to the gazebo was regarding the interpretation of the Development Code as well as a \$1,000 commitment by the City Council for design on January 2, 1996.

Gazebo Donations

March 2, 1998

<u>Date:</u>	<u>Donee:</u>	<u>Amount:</u>
03/21/95	Marge Stiefbold	100.00
07/28/95	O.F.F.	7.10
10/16/95	Newberg Garbage Service	500.00
11/07/95	George Alexander	50.00
11/15/95	Ushio Oregon	500.00
12/05/95	CT Danielson	300.00
12/14/95	Smurfit Newsprint	1,500.00
01/02/96	Duane Cole	100.00
01/02/96	Newberg Kiwanis	501.00
05/21/96	L Chamberlain	25.00
11/05/97	Newberg Rotary	500.00
01/02/98	Newberg City Council	<u>1,000.00</u>
		<u><u>5,083.10</u></u>



Newberg Fire Department

February 1998

Month End Report

Meetings:



This month the fire department responded to 125 medically



related calls, and 30 investigations, public assist and fire calls, for a total of 155 calls. The staff and volunteers attended their normal meetings; apparatus night, drill nights, business meeting, EMS meeting, officers' meeting, duty officers' meeting, case reviews, and a department staff meeting. The Fire Chief attended the Oregon Fire Chiefs' (OFCA) Executive Board meeting, weekly Rotary meetings, weekly Fire Station #2 Management Team meetings, Fire Station #2 Department Staff meetings, and a Community Relations meeting. He also attended the California State Fire Chief Association Meeting in California on behalf of the OFCA.

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc and a meeting for the Oregon Fire Instructors Conference. He and Jill Dorrell attended an Old Fashioned Festival Committee meeting. Jill Dorrell, attended an Oregon Volunteer Firefighters Assoc.'s (OVFA) Board meeting at Emanuel Hospital and as a representative of OVFA, attended an Oregon Burn Center Advisory Council meeting.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association meeting and a Newberg Charitable Organization meeting. He took part in several meetings regarding Rescue specifications and bids for that purchase were opened on February 18th. The monthly EMS Drill, on spinal immobilization, was held February 11th.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield attended a two weekend class, SW 290, which taught intermediate wildland fire behavior. There were five fire prevention talks and tours this month. A breakdown of inspections is as follows:

Inspections

- 6 Business
- 7 Driveway
- 2 Plan Reviews

Volunteers:

The department mourned the loss of it's first paid Chief and dear friend, Clarence Heater. Clarence passed away February 5th at the age of 91. Clarence began his career as a volunteer in 1928, became the City's first paid Firefighter/Fire Marshal in 1955, he became Chief in 1965 and retired in 1969. A memorial service was held on February 18th and a reception was held at the fire station following. Eleven departments participated in the funeral procession. Clarence took a final ride in the officers seat on engine 28 from the fire station to Gibbs Cemetery.

The Fire Department made a recommendation to the Council to approve the hiring of Arbuckle Costic, Inc. as Architects for the new fire station and main station remodel.

A new "Probie" class began this month, the new probies are: Michael Cookingham; Jeremiah Wolff; Jesse Pappas; Candace Seal; Barry Barendrecht; Tim May; Richard Block; Chuck Duble and Michael Nelson. Several of these probies will be responding from the new fire station upon it's completion.

NFD NOFF GRAND MARSHAL

The Newberg Fire Department (as a

group) has been selected as the Grand Marshal of the 1998 Old Fashioned Festival parade, set for Saturday, July 25th. The announcement, made by Chair Mike Boyes, stated that this honor is in acknowledgment of the Dept's 100th anniversary. As Grand Marshal, the Department will attempt to enter all apparatus in the parade.

61st Annual Valentines Banquet



With a setting of red and white depicting Valentines Day, members of the Newberg Fire Department, their spouses, and Honorary members and their spouses gathered in CPRD's newly refurbished National Guard Armory for the Department's 61st Annual Sweetheart Awards Banquet on Saturday, February 14, 1998.

Highlights of the evening was the announcement of the winners of the Department's highest awards, the "Firefighter of the Year"; "Probie of the Year"; "Medic of the Year" and "Rookie Medic of the Year" and Chief Sherman's "Golden Eagle Award". An additional award, the City's prestigious "George Layman Award" was also presented.



Firefighter of the Year award was presented to five-year member R.C. Homer. R.C joined the Department on January 25, 1993, and he is very active in the organization. He is a basic firefighter, an EMT Basic and a Senior EMT. Extra Department activities also play a big part in R.C.'s life. The Change Your Clock - Change Your Battery Program, the Pancake Breakfast, Turkey Carnival and Memorial Park duties during Old Fashioned Festival keep R.C. very busy. He is married to Roxie, and they have three children.

Probationary Firefighter of the Year was

presented to Steve Comfort. Steve joined the NFD on September 11, 1995 as a member of the EMS cadre, and joined the probie firefighter class in February, 1997. Steve, who works at Smurfit Newsprint, serves as NFD's Treasurer. He is an EMT Basic and Senior EMT. Extra activities in the Department also keep him busy. Being in charge of security and clean-up at last year's Old Fashioned Festival helped prove Steve's abilities. The Pancake Breakfast, Turkey Carnival and Picnic also drew heavy involvement and dedication from Steve. He is married to Kandie, and they have three daughters.



The Medic of the Year was presented to Roger Gano. Roger joined NFD on August 21, 1972, and he is very active

on the EMS side of the Department in addition to his heavy involvement in the fire suppression activities of the Department. Roger, who is an EMT Basic and Senior EMT, has been very active in the Rescue Group and covering numerous shifts on second-out ambulance. He is a past President of the Department, very active in Department fund raisers, a past Volunteer EMS Coordinator and a recipient of the coveted Golden Eagle award.



Rookie Medic of the Year was presented to Lawrence Dickenson. Making this his second award in as many years

speaks well of the qualities of Lawrence. He was selected Probie of the Year for 1996. While he is very active in firefighting, he has spent untold hours honing his EMS skills. Since joining the Department in March, 1996, Lawrence has become an EMT Basic, a Senior EMT, and he is currently going to school to become a Paramedic. While doing all of the above, Lawrence is very involved in the Rescue Group program, and fills many shifts on second out ambulance. Lawrence also serves as the Dept's Executive Officer on the Executive Committee. He's involved in most all of NFD's activities, including the Pancake Breakfast, Fire Prevention education, Memorial Park duty during Old Fashioned Festival, the Turkey Carnival,

and Toy and Joy.

Chief Michael Sherman presented his coveted Golden Eagle award to Bryan Jackson, and an honorary Golden Eagle award to City Councilor Lisa Thomas.



Jackson's inclusion into the prestigious "Eagle Group" is a result of his overall attitude, enthusiasm, group participation and always showing he is "Serious About Service".

Lisa Thomas became the first person outside of the Department to receive the Eagle honor. Her award is a result of her dedication and hard work on the Fire Station #2 bond issue and her diligence at working for the Department as a member of the Newberg City Council.

As a side note, Chief Sherman stated that, while he is not quite ready to present his first "double Eagle", he did want to give an honorable mention to Don Schmidt for his untiring drive on the Station #2 bond issue. Don served on the mayor's committee to explore the possibilities of putting Station #2 on the ballot, and for his role in the selection process of a Project Manager for the Station #2/Main Station projects. Past recipients of this award were: Al Blodgett & Tom Rials, 1993; Don Schmidt & Roger Gano, 1994; Ben Erb & Jill Dorrell, 1995; Greg Meyers, Cameron Helikson & Frank Douglas, 1996.

Length of Service awards were presented to: Bill Swonger, 40 years; Arnie Rahier, 35 years; Gary Conklin and Roger Gano, 25 years; Bob Harding, 15 years; Gary Stong, 10 years; and Chief Sherman, 5 years.



Honorary membership in the organization was presented (in absentia) to Steven Erb, a 10-year member of the Department who retired on September 8, 1997. While a member, Steve was very active in probationary firefighter training, and he was a diver on the Water Rescue Team.

Honorary member Leonard Braithwait presented the traditional Past President's Plaque to 1997 President Nate Powell.

The plaque, which he has presented for the last several years, has special meaning to Leonard, as he handcrafts them in his woodworking shop at home.

An additional "special" award, the George Layman Award, was presented to Jill Dorrell by City Manager Duane Cole. To receive this award, the equivalent to employee of the year, one has to be very dedicated and involved in their job. Jill's involvement goes very deep, not only in Department activities, but throughout the City and State. The best way to describe Jill is to say she is an important link in keeping the whole organization (NFD) running smoothly, and she ALWAYS has a cheery smile and a helping hand for everyone.... employee, citizen and customers. In addition to her "regular" duties, Jill serves on the Old Fashioned Festival Board of Directors, she co-chairs the Dept's Memorial Park activities and co-chairs the Committee that oversees the O.F.F. Queen and Court. Outside of Newberg, Jill is a member of the Oregon Fire Service Office Administrators, and serves as Secretary of the Oregon Volunteer Firefighters Association. In her spare time, Jill is part of the Departments Water Rescue Team. She is married to Rick; and she has three sons and two grandchildren.

Special guests for the evening were Newberg City Manger Duane Cole and his wife Maryann, City Councilor Lisa Thomas and her husband Russ, and long-time Department supporter Dick Baker and his wife Pam.

The evening was capped off with dancing, casino games and door prizes.

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Fire Dept. February Birthday's

Rod Meade - 2/6
Lawrence Dickenson - 2/7
Jim Riggleman - 2/9
Susan Boyd - 2/15
Michael Cookingham - 2/20



PUBLIC LIBRARY

*Neither a lofty degree of intelligence nor imagination
nor both together go to the making of genius.
Love, love, love, that is the soul of genius.*

Wolfgang Amadeus Mozart (1756-1791)

February, 1998

Serving Our Public

(Goals 4, 5 & 6)

A number of programs were offered to the public in February. Our monthly Internet Orientation program provided information on using the Net. We joined with the Yamhill County Master Gardeners in a series of gardening programs that will continue through March. We also are working with the Newberg Computer Society in offering a C++ computer programming class. These programs have all been well attended.

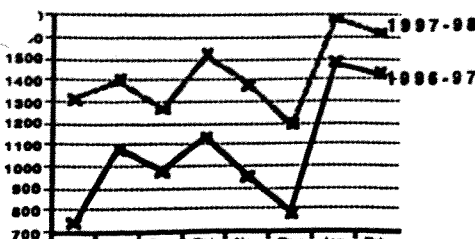
Children's services continues to offer outstanding weekly programs for all ages of preschoolers. The winter season ends the first week of March and it will begin again on April.

This time is needed to plan the next series. Without this planning time, the sessions would not be of the quality that they are. School age children were treated to a series of short plays by the Newberg High School Children's Drama Club on the 14th. We've worked with the students for two years now and it is an excellent opportunity for young children to see a live play and for high school students to have an audience for their work.

As a part of the Black Heritage Week a book signing and reading for author Virginia Phillips was held. It was attended by 20 people and enjoyed tremendously.

1,630 Reference Questions were asked in February which, per hour, is up 30% from last year. 21 programs were held with 888 people attending.

Reference Questions

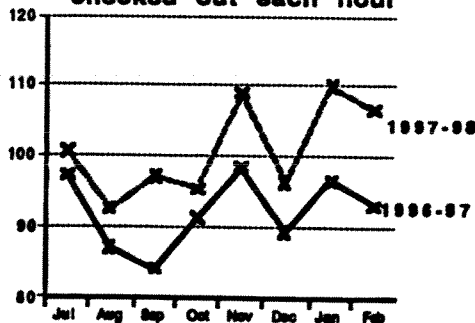


Books, etc (Goals 2 & 3)

The Library's new music cd collection is proving very popular with our users. Carol Foutts, assistant director, has done an excellent job selecting a variety of music styles to appeal to a wide variety of listeners. It is also a collection for people to try out new musical genres.

14,528 items were checked out this month. This is down 3.6% for the year, however the number of items that were checked out this February was only 7 less than February of 1997. The number of hours the library was open in February was 136, down 12.8% (156) from February, 1997.

Number of Items checked out each hour



Staff Activities (Goal 7)

All regular staff attended the city sponsored customer service workshops in February. Staff found it very useful as a reminder of the things we were doing right as well as ideas for new ways to improve our service levels.

Carol Foutts, Assistant Director, has been managing the Circulation Department during the surgery and recovery of manager Rea Andrew. She has done a great job keeping things on track, though she is looking forward to getting back to her own activities that have taken a backseat during this time.

Goals refer to the Library Long Range Plan 1993-1998

Volunteers & Friends

(Goal 7)

The Friends held their first book sale of the year on February 26-28. It was a great success with over \$1,400 raised. Memberships were also sold which brings the group to about 90 members.

The volunteers have continued to be supportive of library activities. We have noticed a decrease in the number of hours volunteered and we attribute that to the Library's shorter hours and to the fact that this year the staff member who acts as volunteer coordinator has had to spend more of her time working the circulation desk and other duties which has reduced the time she has available to recruit and train volunteers.

Volunteering can bring a variety of rewards to those who give their time. Two of our volunteers found each other at the Library and after a courtship in the stacks will be married in April.

532 hours of volunteer assistance was given this month by 51 people.

Administrative Activity

(Goals 1 & 8)

The Library Planning Committee has developed a new mission statement for the library as a part of its planning process. They also developed the list of critical issues affecting the Library and at their April meeting they will develop goals and activities to meet those issues.

The Director attended meetings of the department heads, the Newberg City Club, CVSCC Senior Center, American Cancer Society Relay for Life and the Interfaith Volunteer Caregivers. She continues to serve as chair of the Librarian's Board for CCRLS.

*From Bartlett's Familiar Quotations, 15th edition Ref/R08.88/Bar