

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, April 28, 1998

Wastewater Treatment Plant

PRESENT: Bob Weaver, Marge Stiefbold, Gail Chamberlain, Dick Meyer, and Mayor Donna Proctor

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

ABSENT: Debbie Sumner, Jerry Fisher, Bill Larson, Johann May

1. CALL MEETING TO ORDER:

Weaver called the meeting to order.

1.1 Review and approve minutes of March 31, 1998

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

2. OLD BUSINESS:

2.1 City Flag Update

Committee Chair Weaver advised that City Council had approved the flag program and will include it in the City budget. Duane Cole will draft the contract.

2.2 Other

Newberg Day, a day for citizens to tour and learn more about the City's facilities and departments, has been scheduled for July 18th. Busses will provide transportation between the different buildings. Tours will begin and end at the new Public Safety Facility. Festivities are expected to begin at 8:30 a.m. and conclude at 12:30 p.m. A dessert will be provided at the conclusion of the tour. Staff will target new water customers and seniors. RSVPs will be requested in order to get an approximate count.

Cole suggested Community Relations Committee members attend, wearing name tags, and act as a resource for the visitors.

Weaver asked that the tour be presented to the City Council as accomplishing Goal #2 of the Mayor's Community Relations Committee.

Lamp posts must be purchased for the gazebo. George Fox University donated two lamp posts for Francis Square. Proctor suggested purchasing them from George Fox for continuity of design. Cole will contact Thomas Clyde and arrange for the purchase today.

Regarding Francis Square, the City Manager will review the budget and the building plans as regards purchasing tables for the Square.

3. **NEW BUSINESS:** None.

4. **OTHER:** None.

5. **REPORTS:**

Library:

- Library will now be open on Saturday morning
- Advertising to fill two staff positions
- Supplemental budget will allow for the purchase of more books
- Library Foundation providing library cards for all area kindergarten students

Fire:

- Spent much time preparing for Easter egg hunt, Centennial celebration, Pancake Breakfast, the Memorial Day boat races, and Old Fashioned Festival
- Working on specifications for new ladder truck
- Geotechnical bores for the new fire station came back clear
- Fire Department has plans available for review

Fire:

- In the final stages of hiring three police officers to fill vacancies
- 1998 Kids Fair on line for June 27th
- Held a landlord/tenant training
- Held a Block Home training. Cindy Bolek was honored for her work in the Block Home Program by the State Crime Prevention Association of Oregon
- Dedication ceremony scheduled for June 2nd for the Public Safety Building

6. **ADJOURN:**

Bob Weaver suggested holding the May meeting in the Public Safety Building if it is ready to occupy.

There being no objection, the July and August meetings of the Community Relations Committee will be canceled unless there is reason to hold those meetings.

Meeting adjourned at 12:50 p.m.


Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, April 28, 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 March 31, 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
 - Library
 - Fire Department
 - Police 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, 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.

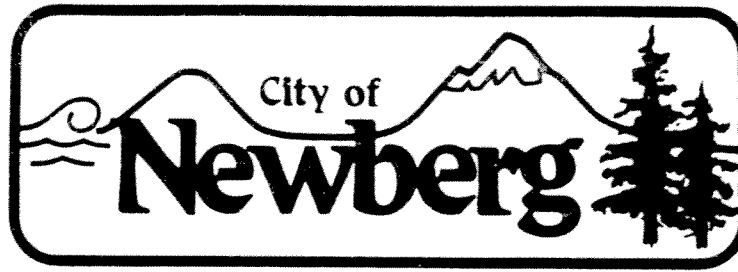
4. OTHER:

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.



City Manager
(503) 538-9421

City Attorney
(503) 537-1208

414 E. First St.
Newberg, Oregon 97132

City FAX
(503) 538-5393

May 14, 1998

Cheryll Dailey, President
Body Gear
P O Box 697
Newberg, Oregon 97132

Subject: City Flag order.

Dear Cheryll:

It has been a pleasure meeting with you and discussing the City Flag. I am pleased that the City has talented people who can meet our need for well made, nice looking City flags.

My understanding regarding the order for the flags is as follows:

1. We have selected the colors which we discussed and these will be used to develop enough information and possibly a proto-type if necessary, to make sure that the colors are appropriate. I will review the results and confirm the order. My understanding is that the flag will be on a white back ground, with green leaves and a red and pink camellia. The letters will be black and we talked about a highlight color on the letters, but I will leave that to your judgement.
2. We will purchase eleven (11) 3' by 5' flags and eleven (11) 4' by 6' flags for a price of \$4,950.
3. I would anticipate delivery within six (6) weeks depending on your schedule.

A purchase order is enclosed for your records and to confirm the order.

Sincerely,


Duane R. Cole
City Manager

pc. Mayor Donna Proctor

Mary Newell, Office Mgr. Police (Community Relations Committee)

cc/flagltr98.wpd

Building: 537-1240 • Community Development: 537-1210 • Finance: 537-1201 • Fire: 537-1230
Library: 538-7323 • Municipal Court: 537-1203 • Police: 538-8321 • Public Works: 537-1214 • Utilities: 537-1205
Municipal Court Fax: 537-1277 • Community Development Fax: 537-1272 • Library Fax: 538-9720

"Working Together For A Better Community-Serious About Service"

PURCHASE ORDER

ORDER NO. 23505

THIS NUMBER MUST APPEAR ON YOUR
INVOICE AND PACKAGES.
INVOICES MUST BE IN DUPLICATE.

DATE 5-14-98

VENDOR NO.: 00730

SHIP TO:

BODY GEAR
ATTN: CHERYLL DAILEY, PRESIDENT
PO BOX 697
NEWBERG OR (7132

SHIP VIA:

CITY OF NEWBERG

414 EAST FIRST STREET
NEWBERG, OREGON 97132
(503) 538-9421

QUANTITY		DESCRIPTION		TAX EXEMPT	
				PRICE	AMOUNT
11	3' x 5' flags)	As per design chosen by City Manager for City Flag			4,950.00
11	4' x 6' flags)				

DEPARTMENT

1-1110.392 1/2

14-4120-380 1/2



AUTHORIZED SIGNATURE



PUBLIC LIBRARY

March, 1998

Serving Our Public

(Goals 4, 5 & 6)

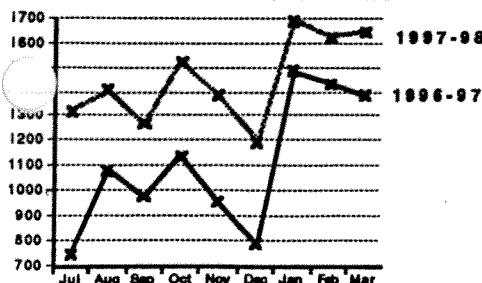
Tax season is upon us and many Newberg residents depend on the Library for their tax forms. Like everyone else, we are looking forward to April 15.

Our meeting rooms are used for many activities, but in March we had a first, a wedding was held in the Austin Room. A couple, who love to read, were looking for a place to wed and they figured the library would be a good place. It was decorated nicely and provided a lovely location.

We continued our gardening programs with the Master Gardeners in March with the lunch time program drawing around 10 people each week. We also scheduled an evening Internet notation class that answered a lot of questions for those in attendance.

Storytime, Babytime, and Toddlertime were on much needed breaks during most of March. These programs need the breaks to allow staff to develop the themes and activities for the next series. Storytime takes a lot more than just pulling a book or two off the shelf at the last minute. The high attendance at our children's programs attests to the appreciation for this quality. A recent statewide statistical survey indicated we have higher attendance at these programs than other libraries.

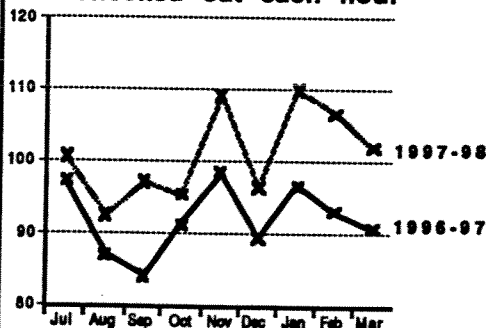
1652 Reference Questions were asked in March which, per hour, is up 33% from last year. 14 programs were held with 288 people attending.

Reference Questions**Books, etc** (Goals 2 & 3)

Staff continue to select and process new materials regularly. These books meet the needs of our residents who desire the latest information on a topic and are not served well if the only books available are 10 years old. Information changes rapidly today.

Carol Foutts and Sandi Olmstead are the primary book selectors and between the two of them they bring over twenty years of experience in knowing what people in Newberg want to read.

14,799 items were checked out this month. This is down 3.2% for the year, however the number of items that were checked out this March was 50 more than March of 1997. The number of hours the library was open in March was 145, down 10.5% (162) from March, 1997.

Number of Items checked out each hour**Staff Activities** (Goal 7)

Rea Andrew and Leah Griffith attended the Oregon Library Association Conference in Eugene this month. They attended sessions on working with volunteers, fundraising, census information, current issues in librarianship and other topical programs. It was a good conference that also provided the opportunity to visit with library suppliers to look at the latest books and equipment to improve productivity.

Goals refer to the Library Long Range Plan 1993-1998

Volunteers & Friends

(Goal 7)

The Friends wrote a check to make the down payment on phase 1 of the Carnegie Lighting project. Six new light fixtures will be install in May to help brighten that very dark room. Light meters indicate it has about 15 foot candles and the needed amount is more like 50 or 60. Phase 1 should bring us closer to 40-45 fc with Phase 2 (eight new lights) bringing the light to 50-55 fc.

Administrative Activity

(Goals 1 & 8)

The Library Planning Committee has developed a list of five critical issues for the library and is in the process of proposing activities to meet those issues at their meetings in April and May.

The Director attended meetings of the department heads, the Newberg City Club, CVSCC Senior Center, and the American Cancer Society Relay for Life. She continues to serve as chair of the Librarian's Board for CCRLS and attended a meeting of Oregon Public Library Directors in March.

Both the Director and Children's Librarian are active in the Oregon Library Association and supported the association activities on the Honors and Awards Committee, the Public Library Division and the Intellectual Freedom Committee.

It looks a little brighter in the Library after a project to replace failing and failed ballasts was completed. We continue to have roof problems with the plaster ceiling falling to the floor in the old entrance. It will be repaired after the roof has much needed maintenance. This entrance is not used so it doesn't cause an immediate hazard, but it does need to be repaired.

*From Bartlett's Familiar Quotations, 15th edition Ref/808.88/Bar

*Daffodils,
That come before the swallow dares, and take
The winds of March with beauty*
William Shakespeare, *The Winter's Tale*
(1564-1616)