

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, May 26, 1998

Wastewater Treatment Plant

PRESENT: Bob Weaver, Bill Larson, Dick Meyer, and Mayor Donna Proctor

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

ABSENT: Debbie Sumner, Marge Stiefbold, Gail Chamberlain, Jerry Fisher, and Johann May

1. CALL MEETING TO ORDER:

Weaver called the meeting to order.

1.1 Review and approve minutes of April 28, 1998

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

2. OLD BUSINESS:

Bob Weaver raised the issue of funding to complete Francis Square, noting he has heard nothing but words of praise for the square. He suggested a flag pole would be appropriate located in the square, and submitted pictures of trash cans, benches and tables to Duane Cole for consideration. Cole indicated that Larry Anderson is investigating the costs and types of tables available.

Dick Meyer suggested the local firm All Fab as a possible supplier of metal benches. Mayor asked Mr. Meyer to contact All Fab for further information.

Dick Meyer has finished painting the Gazebo.

Cole indicated that no small hand-held City flags have been ordered. The merchant will address the UV fading issue.

3. NEW BUSINESS:

Per Dick Meyer, a topic of discussion at the Traffic Safety Commission was the cost of the new glossy version of the City newsletter. Paper costs of the glossy was cheaper than the old version. Suggested the City explain this in their next newsletter because some citizens think the change resulted in more costs to the City.

4. OTHER:

Finance and Municipal Court will also be moving into the Public Safety Building. Community Relations Committee members are encouraged to assist in getting the word

out to the community.

5. REPORTS:

Library:

- Library undergoing new landscaping
- Hiring new personnel following acceptance of the supplemental budget
- Summer reading program starts June 24

Fire:

- In the process of hiring a contractor
- Sherman attended the last Oregon Fire Chief's conference as its president
- Work study received a \$1,000 scholarship
- Water rescue training is in progress in preparation for summer and just in time for the Memorial Day boat races.

Police:

- Public Safety Building Dedication is June 2nd, 3:30 p.m.
- Received a small grant for DUII enforcement
- Cindy Bolek is shooting another public safety announcement on crosswalks and crosswalk safety

6. ADJOURN:

Meeting adjourned at 12:40 p.m.



Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, May 26, 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 April 28, 1998
2. **OLD BUSINESS:**
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.

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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.



*Sweet April showers
Do spring May flowers*
Thomas Tusser, *A Hundred Good Points of
Husbandry* [1557] *The Farmer's Daily Diet* (April's Husbandry)
(1524-1580)

April, 1998

Serving Our Public

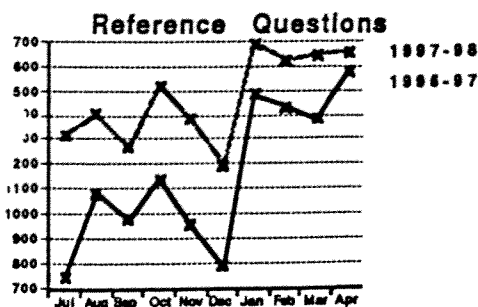
(Goals 4, 5 & 6)

The City Council approved a supplemental budget for the Library in April and subsequently on Saturday May 2nd the Library began opening at 11 am again. The Saturday hours had been reduced to 1 pm to 5 pm last summer due to Measure 47/50, but the supplemental budget provided additional funds to add the Saturday hours. In addition to the hours and the staffing needed to be open, the budget included new shelving, replacing the lighting in the children's room and getting sunshades to cut down on the glare in the Carnegie Room.

Storytime, Babytime, and Toddlertime were back in session in April and again proved to be very popular with the little ones and their parents.

The Kindergarten Card project was planned and developed in April with Tonya Hamilton being contracted with to visit every kindergarten class in the Newberg area and to encourage all the children to get a library card. We're going with an Arthur theme and for those that aren't in the know, Arthur is a very popular character in a series of children's books and a PBS series. The kids love him and he's quite the library user so it should inspire them as well. This project is being funded by the Library Foundation of Newberg.

1667 Reference Questions were asked in April which, per hour, is up 21% from last year. 22 programs were held with 851 people attending.



Books, etc (Goals 2 & 3)

Part of the Supplemental budget approved in April was an additional \$10,000 for books and other library materials. Library staff are using the funds to add music cds as well as purchase books in areas that we had been wanting to improve, but didn't have the funds to do so.

13,035 items were checked out this month. This is down 4.5% for the year, however, the number of hours the library was open in April was 151, down 13.2% (174) from April, 1997.

Staff Activities (Goal 7)

Management Staff are developing plans for the new staffing and new hours that are anticipated for the new fiscal year. The two positions that were advertised, Circulation Clerk and Summer Aide for Children's Services received 27 and 50 applicants each. Carol Foutts, Rea Andrew, Sandi Olmstead and Frank Douglas from the Fire Department, will be interviewing candidates in May.

Sandi Olmstead and Carol Foutts are busy planning the summer reading activities for children, young adults and adults. The programs will include activities to inspire and encourage all to keep reading during the summer months. Studies have shown that children who continue to read during the summer break from school retain their reading skills at a higher level than those who do not.

Emily Wolff, a student at NHS, job shadowed Children's Librarian Sandi Olmstead in April as part of the career studies program.

All staff were involved and relieved when tax season ended. We again assisted the public by providing hundreds of state and federal tax forms.

Goals refer to the Library Long Range Plan 1993-1998

Volunteers & Friends

(Goal 7)

April included National Volunteer Week, and the Library honored its volunteers twice. We had a great display on our landing listing our volunteers and what they do. Also the city hosted a reception for all city volunteers and many library volunteers attended for the ice cream treats. Our volunteers are integral to what happens at the Library. Thanks to all of them.

Administrative Activity

(Goals 1 & 8)

The Library Planning Committee has developed a list of activities to meet the five critical issues they have identified for the library. They will be continuing that process in May with a draft of the activities going to the City Council at their work session on May 18th.

Three staff members attended computer classes this month and Carol Foutts, assistant director is starting a troubleshooting for PC class for the spring.

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. She has attended a number of meetings of the equity task force for CCRLS looking at issues of equalizing the tax burden between those who live within the CCRLS district and those who live within the cities in the district.

The Library Foundation held a reception to honor Chauncey and Rachel Gettman for their recent \$46,000 donation to the Foundation's endowment fund. This will result in \$3,000-\$4,000 each year in Foundation grants for library projects.

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

Newberg Fire Department

April 1998



Month End Report

Meetings:

This month the fire department responded to 148 medically related calls, and 33 investigations, public assist and fire calls, for a total of 181 calls. The staff and volunteers attended their normal meetings; apparatus night, drill nights, business meeting, EMS meeting, officers' meeting, and a department staff meeting. The Fire Chief attended an 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 Oregon Fire Chiefs Association Conference at Chinook Winds in Lincoln City as the outgoing President of that association.

Al Blodgett, as Past President and the Oregon Fire Instructors Assoc. (OFIA) Conference Chair, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc (MWFIA), and several MWFIA Conference Committee meetings. He and Assistant Chief Ben Erb attended the OFIA Conference at Chinook Winds in Lincoln City. Al Blodgett and Jill Dorrell attended an Old Fashioned Festival Committee meeting. Jill Dorrell, secretary of the Oregon Volunteer Firefighters Assoc., attended a board meeting in Lebanon, an Oregon Burn Center Advisory Council meeting, and the OFCA Conference, on behalf of that organization.

NFD's former workstudy student, Kylie Javens, recieved the Neil

Hamilton Scholarship for Fire Prevention from the Oregon Fire Chiefs Association, at the OFMA Conference in Seaside.



EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association meeting, a Newberg City Club meeting, and a Newberg Charitable Organization meeting. The monthly EMS Drill was held on April 8th. Frank presented the Hughes Fire Equipment Co. Rescue bid to the City Council on April 20th, and they voted to accept that bid. Four of the medics have completed their ACLS recertification, and ambulance service and vehicle licenses have been renewed for another year.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield traveled to Seaside for the Oregon Fire Marshals Association Conference (OFMA), and he investigated 2 fires. There were 6 station tours given this month. A breakdown of inspections is as follows:

Inspections

- 10 Business
- 12 Driveway
- 15 Plan Reviews

Volunteers:

The Easter Egg Hunt, held at Jaquith Park on April 12th, was attended by approximately 750 kids.

The Volunteers held their annual

Crab Feed at the fire station on April 12th. This years special quests were Verle & Kathy Scheibe, purchasers of a certificate given to the Chamber for their auction.

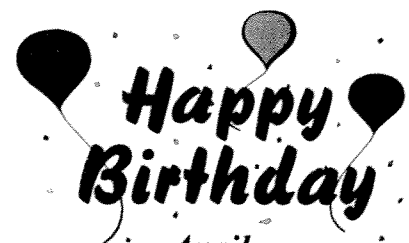
Final preparations are underway for the annual Pancake Breakfast, May 3rd, and NFD's Centennial, May 9th.

The Water Rescue Team is training for the upcoming Boat Races to be held on Memorial Weekend and the department is also gearing up for the Newberg Old Fashioned Festival, July 23rd - 26th.

The apparatus spec committee is fine tuning the specifications for the purchase of two new engines and one ladder truck.

The Fire Station #2 project continues to move along. Chief Sherman has signed off of the schematics for fire station #2 and the remodel of fire station #1, and we are now waiting for a Contractor to be selected.

Volunteers, David Carsley and Keith Decker, have passed the classroom portion of their EMT- Intermediate class and are preparing for their State tests.



David Carsley - 4/9
Dick Block - 4/10
Ron Pettijohn - 4/19
Al Blodgett - 4/21