

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, September 29, 1998

Francis Square

PRESENT: Bob Weaver, Mayor Proctor, Dick Meyer, Marge Stiefbold, and Beth Carlson.

STAFF PRESENT: Duane Cole, City Manager; Mike Soderquist, Community Development Director; Stan Newland, Police; Carole Foutts, Library; Larry Anderson, David Beam, Jadene Torrent, and Mary Newell.

ABSENT: Bill Larson, Gail Chamberlain, Johann May and Debbie Sumner

OTHERS PRESENT: Mrs. Audrey Fisher, Mr. and Mrs. Charles Cox, and TCI Cable.

Russ Thomas presented an American Flag to Chairman Bob Weaver and led the group in the Pledge of Allegiance. Chairman Bob Weaver and Mayor Donna Proctor dedicated the flag pole to late Community Relations member Jerry Fisher. (See Graphic article attached.)

1. CALL MEETING TO ORDER:

Weaver called the meeting to order. He introduced and welcomed new member Beth Carlson.

1.1 Review and approve minutes of June 30, 1998

Motion: Meyer/Stiefbold to approve minutes as written. Motion carried and minutes will be placed on file.

2. OLD BUSINESS:

2.1 Memorial garden and cost estimates

2.2 Grant money for garden at gazebo

Jadene Torrent is working on a conservation plan for the garden. A plan was displayed. Garden will be landscape intensive, and have irrigation, lighted pathways, a kiosk to provide brochures on plant life. It is planned as an educational garden, providing the public with information they can use in their personal gardens. Ms. Torrent indicated the project is designed to showcase different plants suitable to minimum water usage. The project is estimated to cost approximately \$87,700.00. David Beam is working on a grant application to the Spirit Mountain Grande Ronde Tribes. He noted that the irrigation and use of mature plants added to the cost.

Mayor Proctor expressed concern over the cost. Cole indicated the figure is a budget estimate for applying for the grant. Better to ask for too much and be able to reimburse

unneeded funds than to underestimate the cost and end up with a shortfall. He indicated that actual cost estimates will be calculated.

Weaver was delighted the garden will be used as a teaching tool and that the plantings will be identified for the casual observer.

2.3 Complete Francis Square before year-end

Chairman Weaver thanked Russ Thomas and his crew for installing the flag pole.

Larry Anderson presented ideas for a cover for the tables to be located on Francis Square. Vendor is from Salem and the Scottsdale Model was recommended. There was generous discussion. Beth Carlson preferred the Denver model, noting she did not like the cupola on the Scottsdale model. Stiefbold suggested the roof color should be blue, coordinating it with the fountain. Donna Proctor agreed with the blue color, but suggested that the brick on the Denver model would not blend with the brick in Francis Square. Dick Meyer suggested the Scottsdale model resembled a car port.

Weaver gave Larry Anderson the "green light" to develop a plan for a cover which would accommodate the suggestions presented. Anderson does not want to make the final decision and will do some more investigation on what is available.

3. NEW BUSINESS:

3.1 Develop rules and regulations for usage of Francis Square and Gazebo

Weaver indicated that the Committee needs to develop some guidelines for the usage of Francis Square and the gazebo. Mayor Proctor indicated that amplification is not appropriate in Francis Square. Committee members were encouraged to develop some ideas for Duane Cole to take to Staff for development of formal rules.

4. OTHER:

Mayor Proctor would like to purchase some garland for the Memorial Park Gazebo for hanging during the holidays.

5. REPORTS:

Library:

- Distributed new monthly report.
- Landscaping and new lighting is being installed

Police:

- The police department has a new fingerprinting policy

Fire:

- Construction has started on Station #2 and plans are underway for removing the

- asbestos from Station #1
- Offices will be moved to temporary quarters in a trailer located in the alley between the Public Safety Building and the Fire Department.

Community Development:

- Mike Soderquist invited all present to the special City Hall planning meeting to be held at 6:00 p.m. in City Hall, today, September 29, 1998.

6. ADJOURN:

The next meeting will be October 27, 1998. There being no other business to come before the Community Relations Committee, Chairman Weaver declared the meeting adjourned at 12:51 p.m.

Mary Newell 10/27/98
Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, September 29, 1998

Time: 12:00 Noon

Location: Francis Square
Corner of First and College streets

AGENDA

1. **CALL MEETING TO ORDER:**
 - 1.1 Introduce new Community Relations Committee member Beth Carlson
 - 1.2 Presentation by VFW Post #4015 of an American flag to fly in Francis Square
 - 1.3 Review and approve minutes of June 30, 1998
2. **OLD BUSINESS:**
 - 2.1 Memorial garden and cost estimates
 - 2.2 Grant money for garden at gazebo
 - 2.3 Complete Francis Square before year-end
 - a) benches
 - b) garbage cans
 - c) covered areas
3. **NEW BUSINESS:**
 - 3.1 Develop rules and regulations for usage of Francis Square and Gazebo
4. **OTHER:**
 - 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members
5. **REPORTS:**
 - 5.1 Monthly Departmental Reports
 - Fire Department
 - Library
 - 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, June 30, 1998
Public Safety Building

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

STAFF PRESENT: Duane Cole, City Manager; Stan Newland, Police; Leah Griffith, Library Director; and Mary Newell, Recording Secretary.

ABSENT: Debbie Sumner, and Jerry Fisher

1. CALL MEETING TO ORDER:

Weaver called the meeting to order.

1.1 Review and approve minutes of May 26, 1998

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

2. OLD BUSINESS:

Gazebo -

Stiefbold stated the gazebo was looking great. Cole indicated the area surrounding the gazebo will be stabilized and leveled before the Old Fashioned Festival. There is a meeting with Sid Freeman and a local nursery about installing a demonstration low water garden.

Mayor Proctor said she wanted the light poles installed before the Old Fashioned Festival. There are now two benches in the gazebo.

Gail Chamberlain wants to donate some rhododendrons for planting around the gazebo, planted in memory of her father. She indicated her conversation with Russ Thomas was that they could not be installed, that landscape architects are working on the landscape planning. She further indicated that she has no indication that city Staff is working with Vittoria Nursery on her request.

Motion: Weaver/Chamberlain to install rhododendrons by July 10th. Motion carried.

Francis Square -

Chairman Weaver asked for Staff to complete the following components for Francis Square by July 17th:

- Flag pole in the square flying the U.S. and City flags;
- two covered seat areas
- Mayor developed an appropriate plaque to place at the base of the flag pole letting the community know the Community relations Committee carried through with this project;

- Plaque dedicating the park to Jerry Fisher who named it and worked so hard on

Cole could not report on the time line for the city flag because his calls had not been returned.

Johann May questioned the status of the clock kiosk and the possibility of getting it installed prior to the Old Fashioned Festival. Weaver indicated that it would be nice, but left the time line up to City Staff. Weaver reminded May that May was to produce a plan/drawing of what he envisioned how the kiosk would appear. Weaver indicated he did not think it feasible to get funding for a clock in addition to the kiosk.

Weaver asked that a Committee be appointed to plan a dedication ceremony for Francis Square, noting that Audra Fisher should be involved. Proctor indicated that everyone should be part of the committee. Discussion following regarding what is expected for the dedication. Suggestions included:

- Bill Larson doing the invocation
- Larry Anderson and his Scout Troop doing the flag raising
- Cookies and Punch from Nap's
- Speaker should include the Committee and Jerry Fisher in their address
- Held in September

Johann May suggested activities go on all day such as music, activities to set an example of what activities should be held at the square.

Consensus was to hold the dedication ceremony in September.

Mayor Proctor suggested two garbage cans be installed in Francis Square.

The Community Relations Committee, by consensus, directed City staff to install the flag pole, covered seat areas and plaque by July 17th.

Dick Meyer distributed photographs of steel benches manufactured by All Fab Steel. The benches are painted with a near-porcelain finish and cost \$750 each.

By consensus, the Community Relations Committee directed Staff to
No one being opposed, the Community Relations Committee approved the purchase of benches for Francis Square at \$750 each.

Newberg Tour:

Cole indicated that the flyer announcing the Tour Newberg Day had been sent to 500 + individuals. To date, only three responses had been received. Cole will contact the Graphic to generate more interest.

Motion: Larson/May that the tour be canceled unless a minimum positive response of 50

persons attending. Motion carried.

3. NEW BUSINESS:

4. OTHER:

Dick Meyer raised the issue of the newly planted grass along the hospital thriftshop. Newland will contact Public Works to ensure the grass along the thriftshop boundary is watered so the grass will continue to grow.

Marge Stiefbold suggested a goal for 1999 be the beautification of Newberg, a general housekeeping effort and not a one day event, to promote pride in the town. Suggestion met with general agreement and some additional suggestions:

- ▶ Kickoff the event with a Newberg Clean-up day or cleanup week
- ▶ Garden contest
- ▶ Publicity campaign

5. REPORTS:

Library:

- Library is targeting overdue library materials. After a certain deadline, the overdue account will be sent to a collection agency.
- Implementing new hours for the year
- Summer reading program is going well, with over 350 in attendance at the kickoff.
- Library Planning Committee will finish the long range plan in July.

Fire:

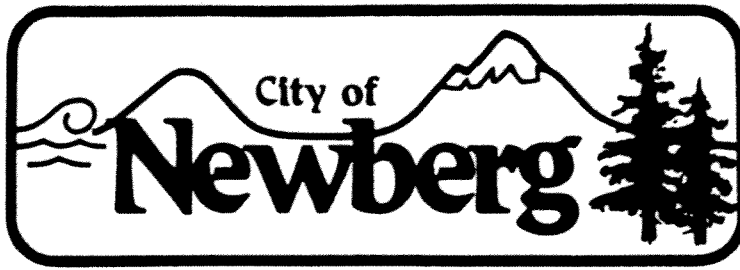
- No report.

Police:

- move was a big morale booster
- Kids Fair is Saturday
- Received a grant to step up DUII enforcement. Grant helps pay for overtime.
- Two Public Service Announcement videos on crosswalk and school bus safety were completed and will be shown on TCI within a couple weeks.

6. ADJOURN:

The next meeting will be September 29, 1998. There being no other business to come before the Community Relations Committee, Chairman Weaver declared the meeting adjourned at 1:03 p.m.



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(503) 538-9421

City Attorney
(503) 537-1208

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Newberg, Oregon 97132

City FAX
(503) 538-5393

FRANCIS SQUARE BACKGROUND INFORMATION

The Spring Break Quake on March 25, 1993 took its toll on the Francis Theater. September 29, 1998, almost 5 ½ years later, the city will be dedicating Francis Square as a symbol of what Newberg can accomplish by working together. In this hectic, fast paced world in which we live today, this community square will provide citizens and area to connect and converse with one another.

Francis Square was an original vision developed from the City Community Relations Committee. Chaired by Bob Weaver (local city council member), the Community Relations committee hosted a meeting on September 28, 1995 attended by fifteen people interested in developing this downtown corner block into an area where citizens could gather and engage in the spirit of community we share here in Newberg. The group assembled envisioned a number of items to be included in the Square and developed the following priorities:

TOP PRIORITY ITEMS TO BE INCLUDED IN THE SQUARE

Benches
Landscaping - (Shrubs, Grass, Flowers)
Tall Trees
Mural on Wall
Sidewalk/Paths - (Brick, Cobblestone, Buy-A-Brick)
Bike Stands
Irrigation Water

STATUS
On Order
Completed
Growing!
Delayed
Completed
Future
Completed

(All of the plumbing and electrical designed and laid first.)

OTHER ITEMS WITH LESS PRIORITY DUE TO COST AND AVAILABLE RESOURCES:

Drinking Fountain
Lighting (Old Fashioned)
Activity/Game Area
(Picnic-All Purpose)
Noise/Traffic Barrier (Design Issue)
(Trees, Shrubs)

Completed
Completed
Future
Growing

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"

Stop (Alley)	Future
Waterfall/Fountain	Future
Electricity	Completed
Restrooms	Future
Telephone	Future
Covered Area	Future

The Community Relations Committee challenged community members to help design the square, and, the result has been that the Committee recently added a flag pole (donated by Local VFW Post #4015) and a kiosk is planned for the near future.

At the September 29, 1998 dedication, Jerry Fisher, a long time community resident, will be remembered for his participation as a member of the Community Relations Committee. Jerry took the time to make a conceptual drawing of the Square and it has turned out much as he originally envisioned. In addition, Mayor Donna Proctor and Council President Bob Weaver played a vital role in fund raising and keeping the project moving. Without their commitment to see that the project was accomplished, the lot might still be vacant.

The City Public Works crew devoted their time and expertise to the development of Francis Square. Howard Whitman, Art Friez, Mike Malone, Denny Brown, Mike Conway, Russ Thomas, and many other members of the crew have played key roles in both the development and continued maintenance of the Square. Finally, the Community Relations Committee has provided their time and support for the project. Everyone involved should be congratulated for their hard work and dedication to making Francis Square a beautiful addition to our city.