

COMMUNITY
RELATIONS
COMMITTEE
MINUTES

1990 - 1993

Minutes

Community Relations Committee

11/20/90

8/13/92

12/18/90

10/1/92

2/19/91

11/5/92

3/19/91

12/3/92

5/30/91

7/16/91

1993

10/23/91

12/5/91

11/2/92

2/6/92

4/9/92

6/5/92

7/2/92

MINUTES
COMMUNITY RELATIONS MEETING
November 20, 1990
1:00 p.m.

MEMBERS

PRESENT:

Donna Proctor, Chairperson
Jack Nulsen, Co-chair
Roger Gano, City Council President
Joe Young, City Councilman
Duane Cole, City Manager
David Bishop, Police Chief
Elmer Christensen, Fire Chief
Doreen Turpen, Librarian
Betsy Umfleet, Executive Secretary

GUESTS

PRESENT:

Bonnie Dodson, Communications Manager
Bob Connell, GTE
Alan Hershey, COG

1. CALL MEETING TO ORDER

The meeting was called to order by Chairperson Donna Proctor.

2. REPORTS FROM OTHER COMMITTEES

None

3. CONTINUING BUSINESS

None

4. NEW BUSINESS

A. Enhanced 9-1-1

A proposal has come forth to use COG to work through some of the issues that have developed. Some of these issues include:

YCOM	Combine systems
Newberg	Separate

System operational issue
Fire communications overlap
Skip problems
PAC sets are not consistent
Cost identification - Operating

Levy Expenditures

758,622 Total Levy
303,448 Would be share

100,000 Actually spent

It was explained that 9-1-1 calls come to Newberg and YCOM has received revenue for these calls and they have sent revenue over to us. Their most recent move is to try to get all the revenue for 9-1-1 from the outlying areas outside the city limits and take it away from the City. It is our legal right to revenue in the 538 prefix. What we found out through the state was that YCOM felt they had an agreement and that they were entitled to revenue. We found out they don't have an agreement so we then received a letter from the County Board of Commissioners stating they feel they should be entitled to the revenue. Part of this is to try to squeeze us as far as they can and get as much revenue as they can so we can't operate our system. Our commitment as a Council and as a committee is that we had a separate system and as far as the City Manager knows that will continue to be the way we want our systems to operate separately, but of course the systems will have to be interrelated because we have to communicate.

Fire Communications Overlap from the west side of the county is a problem we have been having and the City Manager experienced this when he was listening to a tape of a particular incident. Those problems were supposed to be solved with this system. We also have a lot of skip problems. Police Department pac sets are not operating consistently, which was also supposed to be solved by the system. We have some concerns with the cost identification for operating the system as it is. The total levy county wide was \$758,622. If 40% of the calls come into Newberg then we should have been entitled to \$303,448 (our share). If you take out the repeater system they actually spent about \$20,000-30,000.

YCOM structure at this point is that they ultimately report to the County and then there is a user's board. Newberg used to be on this but we have been expelled from it. Newberg and Dundee are out on their own. We had a county commissioner state we had chosen to leave the users board, and they had a levy board that was supposed to oversee expenditure of these funds and those funds are gone now. It was determined that they no longer need the levy board and they will form a user's board so they have asked us to leave. The reason we are here is to talk about Enhanced 9-1-1 and he doesn't see that as an issue we are ready to deal with until these other problems and issues are resolved. Before we deal with Enhanced 9-1-1 we need to know some cost benefits about that issue.

Alan Hershey is a member of the Mid Valley Council of Governments an intergovernmental association, who provides staff assistance to committees in various cities. As an intergovernmental association we have a voting member on the board of directors which is the

Mayor and also the ability to influence policy in the organization. Basically the organization carries out four major functions. One of the major ones is to provide a process or persons to facilitate in the solution of intergovernmental problems or intergovernmental disputes. Usually he is the first one out and he scopes the situation and works with the local governments in resolving these issues.

Although, Alan Hershey doesn't feel we can have a meaningful conversation if he is to talk about the topic he was going to discuss, but perhaps this topic may change course a bit if these other issues are pressing issues. He asked if we wanted to enter into discussion with the other participants in any kind of a countywide system without solving the daily operating issues first.

Because he has experience in this field, a suggestion came to them from the County asking if he would provide staff assistance for some discussions between the various communities in Yamhill County. After receiving a letter he made some calls and asked some questions. He began to recognize that one of the key issues was whether Newberg would want to participate in such discussions. He is very much aware of the separate systems as his agency raised the initial grant funds in the early 1970's that put together the cooperation of Yamhill County and McMinnville of putting together the first 9-1-1 center in the tri-county area. They later raised the funds from federal sources to put Newberg's City center together.

He has since received letters from McMinnville, the County, and had a variety of communications with our City Manager, and attended a meeting with Duane Cole, Kent Taylor, the manager of McMinnville, Cliff Ross, Assistant who is the chair of YCOM's board and John Krawczyk the County Administrator. Essentially what he told them is that the council of governments could assist us in putting together a process where all the parties would come to the table as equals and have a meaningful discussion about what it is we want to do in the future and consider some various options. From that discussion we should take recommendations to individual governing bodies mainly our City Council in terms of what we might want to do in the future. Those discussions might result in our continuing to do exactly as we are today or they may result in something new and different.

He was not aware of the skip problems, fire communications overlap that we recently experienced, and the pac sets inconsistency. He was aware, but not in the specific term which Duane Cole calls cost identification problems. He has never seen those numbers before and they certainly demand some discussion between the parties and some resolutions.

The communications that he has received from Yamhill County, McMinnville, and YCOM suggest a "study". He does not want to use that word. He has no intention of volunteering to do a study. If he is directed by the board that he serves to do a study he will do

it, but he feels it is a colossal waste of time. He feels what really needs to be done is to bring together some representatives. In his discussions with Duane Cole he suggested that if we want to resolve some of the problems and if the council of governments can be of assistance to us as a mutual third party for the purpose of providing staff to facilitate a process to bring about resolution of these things promptly then he is available.

If we decide we want to do this he would suggest to us to go back to the City Council and they act as a body of the whole and name a representative to such negotiations, preferably in his opinion this person should be a member of the Council. That person would have no authority to commit the City of Newberg to anything. They can't under law. They would have to return the findings of fact and information and any recommendations they would have in the future.

When he meets with YCOM he will tell them that Newberg perceives that there are some other issues that could be resolved at the same time or before any discussion on an enhanced system. He didn't know what our time tables are for resolution of issues and his sense is that the county, the City of McMinnville, and some of the other small cities that are parties to YCOM are anxious to get on with it because of design and getting budgetary information for an Enhanced 9-1-1 system and getting GTE to really move quickly within a year or a year and a half.

His questions were do we want to participate in intergovernmental discussions and use the council of governments to help facilitate that process and do we want him to take back some of the other information to YCOM and serve it up to them as part and parcel of the subject of discussion.

Chief Bishop explained we are still on a low band and not on a high band. We originally went for 800 but none of that happened and the same technicians that are now running the program are the same people that originally said we could do it on a CB rather than what you have. Those technicians ended up being the head of this whole program. These are not just problems in Newberg, they are county problems. They can probably add problems that we are not aware of. An example was that before we could be hooked on line is that we were postponed better than a month because they couldn't get that end of the county squared away to plug us in. This has been an ongoing problem.

Chief Bishop feels the frustration is not only in Newberg. When you get out into the other Fire and Police Departments they will admit there is just as much frustration here as what we have.

Jack Nulsen asked what we were looking at as far as future revenues. Chief Bishop stated approximately \$50,000 a year. Chief Bishop explained it was based on the population in the rural area that is served by the 538 prefix.

Jack Nulsen asked if we have \$50,000 revenue coming in, can we

solve our own individual problems with that money. Mr. Hershey stated there were restrictions on the uses of that money.

Chief Bishop said that his officers on the street, liability, injury and death are number one to him. We have had people who cannot talk to each other on CERT operations who can see each other.

Jack Nulsen wants to know why if we receive \$50,000 a year in 9-1-1 money that we can't fix our own system. Chief Bishop advised that he and Duane Cole talked and that is the city's intent. Alan Hershey said 9-1-1 tax money needs to be used for dispatch. This issue is clearly set out.

Joe Young said it seems to him that we keep whipping a dead horse on this issue. We have a 9-1-1 system here and it is obvious from past performance that we can't even negotiate a useful system in dealing with the other portion of the county and the second problem we have is even if we could, there is too much separation between the communities and an obvious need for two systems.

Alan Hershey said that is something we may want to attack and that is the communications problems and getting ourselves into a communications process where we can have meaningful ongoing discussions with the system that partly serves us. In much of the state there are shared systems and in part of the state, probably 30 of the 59 9-1-1 centers are like ours and that is there is no very close suburban community and so the city serves that city and immediate surrounding area. Once you go to Enhanced 9-1-1 there is the ability to do some electronic re-routing of the calls and get them directed to the center that the particular public safety agency wants to have handle their calls. Example - under the basic system we have now, the person picking up the phone from a 538 prefix and dials 9-1-1 gets answered in Newberg. That person may not be a resident of the city and has contributed their excise taxes to another government. They may be calling for the Sheriff to respond or they may be calling for another fire agency to respond. That fire agency and Sheriff, under an Enhanced system can determine by address of the party where they want that call answered. You can get it down exactly where it is where the call needs to go.

Alan Hershey said if you have Enhanced 9-1-1, each public agency has a board and the opportunity to decide where their calls are going to be answered. So we and the patrons of the fire district can decide. Bob Connell said that selective routing is a costly optional feature that can be added to an Enhanced 9-1-1 system. The easiest Enhanced 9-1-1 system would be for Newberg to have all the 537-538 prefixes come into here (Newberg). We would have the telephone number of the calling party and the address displayed. Newberg answers the phone "police, fire or medical" and if they say police and they say county sheriff, then Newberg Dispatch hits a transfer button which sends the call over to YCOM. Unfortunately as far as the funding issue goes we are still in effect answering

those calls. Pete Crowell has this pricing and for a \$1,638 start up fee and then a \$1,456 monthly fee we could put a router in our central office that would route county calls down to them and they in turn would have to then transfer the fire and the EMS dispatches back to our dispatch center. Chief Bishop said, in one month the Sheriff's office had priority calls of six out of 202 calls. Those figures speak for themselves.

Jack Nulsen made a motion that number one we maintain our whole 9-1-1 system, and number two if the county will solve the operation issues then the City of Newberg would consider giving them a part of our 9-1-1 revenues for solving our problems. But we are going to maintain our own system. Jack Nulsen did not see a reason for a study or getting involved in a talk and trying to get us talked out of it. Joe Young said he would second that motion, but only for the purpose of discussion. Jack Nulsen said that he was sure that Alan Hershey was here to try to talk us into having a study which he acknowledges is useless, because no one in the City of Newberg, staff people or members of the city council are in favor of giving up our system.

Alan Hershey said his purpose was to discuss it with us and that was all. Jack Nulsen said for Alan Hershey to go back and tell YCOM to put an end to this issue. Joe Young said they have begged and tried to talk us into changing and we have no intention of changing. Joe Young agrees with the first part of Jack Nulsen's motion, that we have no intention of giving up our dispatch center. Secondly we should not give up any of our revenue to assist YCOM in bringing the system up to more operational standards. They have already spent all of the money to make the system work. If we are going to spend funds, maybe we should think about spending the funds on our own system to make it more acceptable to the police and fire. Joe Young agrees we should keep our system here. There is no benefit to Newberg or east end of Yamhill County to give up our 9-1-1 system. He said that we should not spend money to help YCOM upgrade a system that we have already paid for once. We cannot depend on YCOM to solve our problem.

Would there be the possibility of having a county system, where the call would come into a selective router and either go to YCOM or Newberg. Bob Connell said you cannot set up two systems using the same data base. The only way we could set up something like that is if all the calls went there and they answered the call physically and then they could set Newberg up as a secondary location that would then transfer the caller and the screen of computer data to a screen in Newberg.

Roger Gano felt that was a political issue that he feels a group could work out down the road as to determine who is going to go where. He was worried about the hardware of it and if it can be done.

Roger Gano asked if this was cheaper than two separate stand alone systems. Bob Connell said no, because you would still have to

route the call. He felt the cheapest way to do it would be to have a consolidated center where you have one bit of hardware in one location and everything goes there and they handle everything.

Roger Gano asked if Newberg wants their own Enhanced 9-1-1 system and YCOM wants its own Enhanced 9-1-1 system, if we were to spend \$100,000 each for these centers, if we go with one central box is there a savings. Bob Connell said yes there would be a savings.

Selective routing won't solve this for the Newberg area. The only thing that will solve it as Joe Young sees it is that with our system with Enhanced 9-1-1 we can push a button and send a call to McMinnville if that is where the call really should go. Out of the priority calls, Chief Bishop explained that because of the lack of coverage in this end of the county, we have handled almost all of those as far as the first responder with no exception, because of the emergency. If it is a violent type situation we will be the first on the scene and turn it over to the Sheriff's Office when they arrive.

Roger Gano felt that there were items that were discussed that are more pressing right now before we start talking enhanced. Alan Hershey felt that this county sadly needs some more effective communications between the two parties. If we are concerned at all how government operates we have to be concerned about this. This conversation has been a "we they" conversation and we, you, and I shouldn't tolerate that and we ought to be able to get together and function properly, and that type of thing should not continue. Roger Gano felt there was no doubt in any of their minds that an enhanced system would be great to Newberg, but he feels we have to get the basic system fixed and the issues resolved before we get onto the other.

Mr. Hershey stated there is more than one system available and it varies by the telephone company that offers it and it is actually possible, that we may negotiate with our telephone company to install a software system and provide an enhanced service other than the standard GTE system. Several of the Bell family have systems that are designed to do different things. We can negotiate if we are unable to come to an agreement the two of us can jointly go to the public utilities commission and discuss the issue. There are cooperative arrangements between some of the family owned telephone companies in Oregon too. Ontario put together a computer aided dispatch system and this combined with a few modifications that the telephone company put in gave them a system for \$15,000-16,000. They are very pleased with this. It is possible to do some of these various things and this is one of the reasons that he feels it may be advisable once we solve our current communications and operating issues to sit down with parties from several governments and look at what the options are that are available to us and from that as a group come to a conclusion as to what we would like to do and what system we would like to have in operation for Yamhill County, for the City of Newberg, and 538 prefixes.

Roger Gano did not want to vote on the motion on the floor unless we change our options. He would vote on the first part of it. Joe Young said we decided at our last meeting that we weren't going to and were not interested in getting rid of our dispatch system because we have a system that is as good or better than the county system and he is not sure that we want to be at the mercy of someone who is located a distance away.

With no further questions Jack Nulsen moved we adjourn. Doreen Turpen's item will be held over.

The City Manager said so we move this onto the council to see if someone wants to serve on a countywide committee to look at the issues. Roger Gano volunteered to represent the Newberg council on any committee that may form.

Joe Young asked if it was this committee's feeling or responsibility to address the issue to the council and arrive at a decision of whether we want to continue to address the issue of aligning this system with the county system.

Alan Hershey stated there were two issues on the table and we have acted on one of these and that is the "now today" operation issues and recommend Roger Gano be the Councils representative to an intergovernmental group that would try to resolve those issues.

The City Manager sees the issues differently than Mr. Hershey. He doesn't see us moving on to discuss whether or not we need Enhanced 9-1-1. He sees the issues much the same as Joe Young; what is the marginal benefit for the city of discussing the problems we have with YCOM, since we don't have any control over them. If Roger Gano wants to go forward and serve on the committee that we do enter into the communications process, because their system is effecting ours. We are having trouble with skip, we have fire communications overlap problem and we really don't have an effective form to deal with those problems. Regarding the levy issue, the money is spent, but it still is a subject of tension between our agencies. His leaning is that if we have a volunteer we push this onto the council, discuss it there and let the process move forward. The assumption is we have an independent system.

Jack Nulsen stated he had a motion that Roger Gano be recommended to council to be appointed to the committee to discuss the problems with YCOM. Joe Young seconded this. All in favor.

B. Steven Kellog Program

Held Over

5. REPORTS FROM STAFF

None

6. COMMITTEE BUSINESS

None

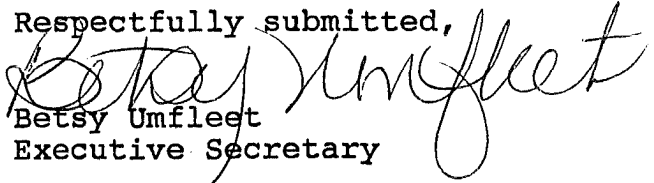
7. BUSINESS FROM THE FLOOR

None

8. ADJOURN

Roger Gano made a motion to adjourn. This was seconded by Joe Young. Meeting adjourned at 2:15 p.m.

Respectfully submitted,


Betsy Umfleet
Executive Secretary

MINUTES
COMMUNITY RELATIONS COMMITTEE
December 18, 1990
1:00 p.m.
Police Department Conference Room

PRESENT: Donna Proctor, Chairperson
Jack Nulsen, Co-chair
Roger Gano, Council President
Joe Young, Councilman
Duane Cole, City Manager
David Bishop, Police Chief
Ben Erb, Assistant Fire Chief
Doreen Turpen, Librarian
Betsy Umfleet, Executive Secretary

1. The meeting was called to order at 1:10 p.m. by Chairperson Donna Proctor.
2. Reports from Other Committees
 - A. Request for Time Restricted Parking at Hancock and Edwards Streets (Coffee Cottage)

A request for restricted parking was referred by Traffic Safety. The owner of the Coffee Cottage appeared before traffic safety and wants an ordinance to be drawn up to restrict parking in the areas designated on the attached sheet. Chief Bishop recommends if we were to take any action he feels it should only be on the area of the coffee shop because he personally does not feel one business should be speaking for the other businesses in the area that are affected until the others are given the option of going before Traffic Safety and also giving a presentation. His recommendation is to send it back to traffic safety.

Roger Gano feels as long as the business next door to the Coffee Cottage is in support of this, we should make the recommendation to council for a two hour limit in that one block and refer the rest of it back to Traffic Safety. If they want to contact the rest of the businesses in the area that would be fine. Roger Gano withdrew his motion.

Jack Nulsen made a motion that we approve the two hour parking limit on the south side of Hancock Street for the spaces listed on Exhibit A 9, 10, 11, 12, 13, 14, 15, 23, 24, 25, and 26 (north of the alley to Hancock Street) and the remainder of the proposed limited parking be referred back to the Traffic Safety Committee. Due to a lack of second on his motion he withdrew it and moved that we

refer the entire matter back to the Traffic Safety Committee to get input from the adjoining property owners before we take any action. This was seconded by Roger Gano. All in favor.

B. No Parking Zone on Sherman Street at Villa Road

A request was made to traffic safety to have a no parking zone from the parking lot of the Hospital to Villa Road (Sherman Street). Chief Bishop does not feel this would be a problem from the police standpoint. The reason for this is because it creates a hazard in visibility it creates at the hospital. Joe Young feels before we eliminate the parking spaces we should have contact with the adjoining property owners, especially the hospital.

Roger Gano moved to approve the recommendation for no parking in the designated area. Jack Nulsen seconded. Joe Young opposed. Donna Proctor voted in favor of the recommendation. (Three to one in favor of the recommendation.)

3. Continuing Business

A. YCOM

We had our first meeting. The reason we are doing this is that we have a service problem with our communication system including the fire department in the area of taping and using tac channels. Police and fire both have a problem with skip, overriding, and being unable to talk in our own area. There may be some problems with the location of the repeater. We had our hand held sets checked out once again and they were okay.

The reason we are sitting in with YCOM is to try to get them to address these problems and concerns and to explain to us how they can spend \$760,000 and still have problems and concerns with the dispatch system. The City Manager's commitment is to keep pushing until we get an answer and if the answer is we need to put more money towards it so it works, that is the direction that he would advocate. He feels this should be done countywide until we get something that will work. The feedback he received from the meeting was the folks at YCOM felt that they were being attacked and having to explain a lot of things that were "water under the bridge". If the system doesn't work to our satisfaction we should keep pushing and let people know it does not work. The Board will not admit they have problems in their area, but the rank and file says they do.

Roger Gano feels that part of the board was happy to meet and to try to resolve the issues. During this meeting they discussed the fire department's reception problems. They will meet again to take issue number two, skip and overlap.

Jack Nulsen would like to have the City Attorney evaluate the bond issue and advise us if we have any legal basis of getting any of the money. Roger Gano stated he commented to the City Manager that we do not have an assistant finance director, are saving money, and he wondered why we couldn't hire an accountant for a couple of weeks and send that person to McMinnville to do an audit on the levy expenditures. Joe Young agrees but he is not sure if the City Attorney has the time or expertise and maybe we should look to COG or someone who has dealt with this particular issue. City Manager said we could look into this. Joe Young feels we should investigate if we have the authority to audit their books. City Manager and Roger Gano stated this was public record.

City Manager would like to attend more of these meetings and see where we go with these issues. Roger Gano gave the example that if you have brush fires going at five different locations in the county and different departments going to the incidents, all departments will be trying to communicate initially on one channel and it will not work. Once you get to the scene, you should switch to a tactical channel which is set aside just for close range communication. The legal question Chief Christensen raised is that fire personnel talk amongst themselves at the scene, but the radio traffic does not go back to dispatch and they cannot hear in case a problem develops. It doesn't come back for the master tape to receive and record in case something happened and we had to go to court over an incident. The precept that came out of the election was that there would be three repeater sites; one in Willamina/Sheridan area, Newberg, and they would fix the site at High Heaven in McMinnville. All individuals that worked on the committee had the notion that there would be three channels and the Willamina/Sheridan southwest end of the county could work off that site by themselves, central county could work out of McMinnville, and east county out of here. If we wanted to talk to west county we could manually switch radios and talk out of the west county to someone. Now there is just one channel that everyone is funneled through. Out of the election all EMS operations would go to a high band. This did not work out.

EMS traditionally worked on a subsidiary channel of the law enforcement community. It is the link between the fire and police community. McMinnville is saying all EMS

traffic has to go on the fire channel and 75% of all the calls in the county are EMS calls (non police). All Fire Departments should be united to enforce the frequencies and their use as voted on in the levy.

Roger feels we can continue to push and get something accomplished.

4. New Business

A. Steven Kellog Program

This program started two years ago by making contact with him as well as other groups in the community. The total cost to put on program, publicity, travel, materials, etc., was over \$2,000. The City's cost was approximately \$200. We were able to do this because we worked with the community and private groups for funding. With the help of the community we were able to bring a "top notch" person to our area. The library has a commitment to making the community a literate community and do what we can to have programs that will assist children and parents in reading.

B. Tree Program

The tree lighting program was a big success and drew a large crowd of over 600 people. This also cost approximately \$200. The largest expense was the printing of the flyers. City Manager also donated candy canes. We also received assistance from the community on this program.

5. Reports From Staff

A. Poster

Chief Bishop showed the committee a poster that was distributed to many of the business in the community. We have received feedback that has been extremely positive. The poster states, "If you want to drink and drive, we will provide the chasers". This was done in conjunction with the Dundee Police Department.

6. Committee Business

A. Communications Officers

Donna Proctor brought up the problems Portland is having with their communications personnel. Chief Bishop stated he was very proud of the group we had and would put them up against anyone.

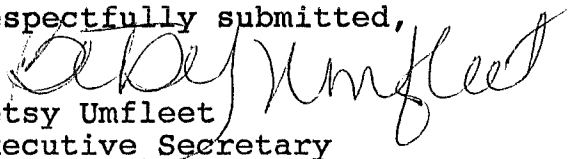
7. Business From the Floor

None

8. Adjournment

- A. Roger Gano made a motion to adjourn the meeting. This was seconded by Jack Nulsen. The meeting was adjourned at 2:05 p.m.

Respectfully submitted,


Betsy Umfleet
Executive Secretary

MINUTES
COMMUNITY RELATIONS COMMITTEE
February 19, 1991
Newberg Police Department Conference Room
1:00 p.m.

PRESENT: Donna Proctor, Chairperson
Joe Young, City Councilman
Duane Cole, City Manager
David Bishop, Police Chief
Elmer Christensen, Fire Chief
Bert Teitzel, Public Works Director
Doreen Turpen, Librarian
Betsy Umfleet, Executive Secretary

ABSENT: Roger Gano, City Council President
Jack Nulsen, Co-Chairman
Elvern Hall, Mayor
Terry Mahr, City Attorney

1. The meeting was called to order by Chairperson Donna Proctor.

2. Reports from Other Committees

A. Hancock Street Parking - Traffic Safety

Chief Bishop gave a report on the parking situation on Hancock Street in the area of Coffee Cottage. This item was referred back to traffic safety and their recommendation after getting input from the businesses in the area was to have two hour parking posted on Hancock Street from Meridian to Edwards Street. This will be referred to City Council.

3. Continuing Business

A. YCOM Update

The City Manager gave an update on the progress of the meetings with YCOM. It appears the state may be financing Enhanced 9-1-1 programs. This is an area that is being looked into.

\$21,384 of the levy went to Newberg and over \$240,000 went to YCOM. We did get a repeater which is worth over

\$100,000 but that was needed for the entire east end of the County. There is still \$40,000 to 60,000 in uncollected taxes.

4. New Business

A. Facilities Improvement - Chief Bishop

Chief Bishop discussed with the committee the facilities improvements that the police department is looking into. They will be switching some rooms and attempting to make the department look more professional. The only cost factor will be an electrician. The rest of the work will be completed by police employees. Chief Bishop asked for the support of the committee which they voiced.

B. Revision of Ordinance Relating to Library Board

Doreen Turpen gave a report on the updates to the ordinance pertaining to the library board. These included items involving the board in hiring and the budget process. These will be discussed Thursday evening.

5. Reports From Staff

None

6. Committee Business

None

7. Business From the Floor

None

8. Adjourn

Joe Young moved to adjourn the meeting. This was seconded by Donna Proctor. Meeting adjourned at 1:50 p.m.

Respectfully Submitted,

Betsy Umfleet
Executive Secretary

MINUTES
COMMUNITY RELATIONS MEETING
March 19, 1991
1:00 p.m.

MEMBERS

PRESENT: Donna Proctor, Chairperson
Jack Nulsen, Co-Chair
Joe Young, City Councilman
Duane Cole, City Manager
David Bishop, Chief of Police
Ben Erb, Fire Department
Bert Teitzel, Planning Director
Cindy Young, Communications Officer

1. Call Meeting to Order

The meeting was called to order by Chairperson Donna Proctor.

2. Reports From Other Committees

None

3. Continuing Business

A. **YCOM Update:**

A report was sent out to city council members to update regarding Yamhill County going after our 9-1-1 revenue for county dispatch calls that come into our center. This was done through a series of letters sent directly to the state which we responded, to make sure that our communications center gets the 9-1-1 revenue. This led to a group of meetings and we appointed Roger Gano to serve on that committee. The committee has met five times and has been able to clarify a lot of issues. Some of the problems with our system that were identified by Pete Crowl did not turn out to be true. This has led us to at least explore the problems that were there and find solutions.

The final part conclusion is that this system will never work as well as an 800 system. We will continue to have problems with decensing, skip (radio transmissions from other parts of the United States), and poor perception. The fact is that we are working on an outdated system.

Out of the committee, it was decided that Newberg Communications Center would service all 538-537 prefixes and be a fully independent communications center.

Not discussed by the committee was the possibility of placing the YCOM center in Newberg. City Manager Duane Cole felt that there were both advantages and disadvantages, and that the

city needs to look at the facts of the issue, disregarding the passion that we feel for our own dispatch center.

PROS:

1. 24 hour center in Newberg
2. Implementation of Enhanced 9-1-1 County wide as a single system would cost less for a centralized dispatch.

CONS:

1. We would have some veto powers with the county and McMinnville on their budget because we share 30% of the budget, but we would only have one vote.
2. YCOM center is a union shop and police officers and the YCOM people would be very close.
3. There would be cost of moving and facility maintenance costs.
4. Newberg would lose control of dispatch activity.

City Manager Duane Cole also felt that we needed to wait for the State of Oregon, who has put a bill before the senate to raise the 9-1-1 excise tax to .75 (a flat fee), to fund Enhanced 9-1-1 statewide. This would be a good deal for the City of Newberg as you would not have to worry about funding. The State of Oregon would buy and install all equipment and pay for all recurring charges.

Finally, there is all of the issues of double taxation. Newberg has a dispatch center, but we are also paying county taxes and the county is paying for a YCOM dispatch center. Not only are we paying city taxes to support this dispatch center, but we are also paying county taxes through the contract the county has with YCOM. This is probably not the time to approach the county about getting some of their pie, but that is an issue that I think irrespective of ballot measure five, it is not really fair to Newberg residents so long as the communications system is what it is.

Since the report to the City Council was done, City Manager Duane Cole has met with Kent Taylor, the City Manager of McMinnville and Bruce Pete, the City Manager of Sheridan, Alan Hershey and John Krawczyk, the Finance Director for the county and what they felt would be a good idea, is to try and take the passion out of the discussion and just take a look at how these two agencies could cooperate on getting Enhanced 9-1-1 going.

It seemed to us that the first thing that we need to do is gather this database of information with the phone company. There will be some costs involved, in that and it makes more

sense to have Newberg participate in that county wide instead of us doing it three years later.

Mr. Crowell is going to put together a critical path and some process ideas for us all to look at together so that we can move on down the road without discussing the issue of consolidating the dispatch centers.

At some point we may want to look at some numbers on how consolidation balances out in terms of dollars, but right now, that's really not an issue. We can end up with satisfactory service on our own, which was agreed to by most of the group. Low band unfortunately is like a 54 Chev. If you move to a higher band, you can eliminate a lot of skip. An option may be to take over Beaverton's higher band if and when they go to 800.

The future is Enhanced 9-1-1, but if you cannot dispatch the cars to get them there, all of the Enhanced 9-1-1's in the world are not a benefit. We've got to work on the whole program Chief Bishop said.

City Manager Duane Cole feels that the question is that there are some real costs associated with operating our dispatch center and operating the centers together might be more cost effective. We need to find out what those costs are and at some point it may not be worth staying separate. A third party could look at this and identify the service/cost concerns. If we are not going to get the service from a centralized dispatch, why are we worrying about saving money.

The committee felt that they would rather pay for good service than pay for Enhanced 9-1-1 and not have good service. It was felt that the community would also feel this way. If the city has financial problems, it was felt that there were a lot of other alternatives that can be looked at rather than cutting emergency services. Emergency services should not be cut to save money since this is similar to the school district eliminating busing.

It was felt that with the trouble that McMinnville and Newberg has had with one another it would be best to stay away from a centralized dispatch (not just communication problems, but the overall problems between the two cities).

B. Police Facilities Update:

Chief Bishop stated that the Community Relations committee was holding their meeting in one of the rooms that have been re-faced (painting and cleaning up). The department has been remodeling in two phases designed improve lighting, booking facilities, records space, and moving officers closer to their supervisors.

facilities, records space, and moving officers closer to their supervisors.

Chief Bishop stated that he is very proud of all of the time that personnel donated of their own time, as this has saved the department close to \$7,500-\$8,500 on both phases of the remodel work. The only labor that had to be paid for was the electrical and a portion of the carpeting.

Chief Bishop felt that this personal donation of labor by members shows real pride. "Newberg Police Department will never be the Hilton, but we're making it better. Its highly doubtful that we will be moving to new facilities soon". We're not done, as we will be putting some of our DUII posters and a Maurice Lucas poster stating "I Fight Drugs" identifying with the agency and our pride in the lower entrance hallway.

We will be budgeting for a new phone system with the budget this year or YCOM levy monies which will take us one step closer to enhanced 9-1-1 and will include an intercom so that we can page our officers while in the station. Our system currently is ready to be thrown away because of its age. Our phone system will be totally separate of the city's phone system.

C. Hancock St. Update:

The State of Oregon has in the future, plans to reconstruct Hancock St. from Meridian St. out to Harrison, the whole length of it from curb to curb. This is scheduled for 1993 with bidding in October of 1992. The State wants to have 3 lanes of traffic with no parking. Eliminating parking is a city responsibility which will cut approximately 50 spaces on each side. Bert Teitzel is trying to get the State to help with future parking needs.

Joe Young felt that if we agree to give up the parking, the State should be requested to help us with funding a parking garage. The consensus is that we must replace the parking that is taken; most of it is long term and if it is not replaced, it will flow into the residential areas.

It was identified, that the city needs to take a hard look at the future parking problems that the city is faced with and look at charging for parking in the city parking lot, or possibly a parking structure with business people being required to park out of the downtown core area.

4. Reports From Staff:

RICO Monies - Police Department.

Chief Bishop informed the Community Relations Committee that the police department is currently filing federally on a \$500,000 marijuana grow operation resolving from an investigation conducted. There is a possibility that they will be receiving some real property from this raid.

Chief Bishop stated that working with the Federal Government allows us to receive 80% + or - on revenue from narcotics. The government does most of the necessary paperwork on filing/court/etc to gain proceeds. The Newberg Police Department Drug Team has been very active and will continue the fight against drugs.

RICO monies cannot be used for anything but law enforcement and stringent records must be kept to prove that monies have been used strictly on investigations and necessary tools of the police department.

5. Committee Business:

Donna Proctor spoke on the recent trip to Washington D.C. by herself and other council members and brought back some information for both City Manager Duane Cole and Chief Bishop.

6. Adjourn:

Joe Young made a motion to adjourn. This was seconded by Jack Nulsen. The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,


Cindy Young
Communications Officer

MINUTES OF
COMMUNITY RELATIONS MEETING
May 30, 1991

MEMBERS

PRESENT:

Donna Proctor, Chairperson
Jack Nulsen, Co-Chair
Roger Gano, City Councilman
Duane Cole, City Manager
David Bishop, Chief of Police
Elmer Christensen, Fire Chief
Bert Teitzel, Planning Director
Doreen Turpen, Library Director

MEMBERS

ABSENT:

Marty McIntosh

1. Meeting was called to order at 1:00 p.m. by Chairperson Donna Proctor.

2. REPORTS FROM OTHER COMMITTEES

None

3. CONTINUING BUSINESS

- A. Update on signing behind Sentry Market on First Street

Bert said he has been calling the State weekly and he is now down to the point where he is going to start over with his request and direct it to a different department. Duane suggested that a letter be sent to a Mr. Husby and say "it has been one and a half years - can we get off the dime?".

Jack suggested that we find out if it would be legal for us to get a sign made and put it up ourselves and to further check with State Highway to see if we can ask for reimbursement. Duane wondered if we could be held liable if it wasn't put up right. Dave said if you take out a state pole, a PGE pole or even hit a bridge in Portland you (the driver) are expected to pay for it.

Bert said that the current signing is according to state standards and what we are asking for is **additional** signing.

4. NEW BUSINESS

- A. May 23 Highway Dept. meeting at firehall

State came and discussed Hancock Street project. Bert passed out handouts from that meeting. Talked about the informal work session the state had with the property owners. Bert said the State discussed everything,

including parking, the impact on business, and more lights. Donna asked why nothing was put in the paper about this meeting until the day after it took place and Bert said he gave it personally to Jim Kelly. Dave said he thinks Jim is holding releases on his desk and not getting them to his people to publish. It was mentioned that the Graphic is short staffed right now and they are having problems getting anything published in a timely fashion.

The State has instituted quarterly design reviews on all projects between their different departments, and they have invited Bert to attend all these meetings. He will be working with them in the design the whole way. We will lose 50+ parking spaces on Hancock. We are looking at the possibility of using vacant lots for parking lots and/or making a one-way one lane street with diagonal parking on some side streets. Roger asked in reference to the closing of Center Street whether the State was trying to run the show and tell us what they were going to do, or if we were telling them what our desires were first. Bert stated that he had talked to the State and indicated Center Street could be closed.

Their traffic model shows they need three lanes through Villa Road and River Street. Where that need cuts off still has to be determined. It is possible that the 3 lanes will continue all the way through the downtown corridor.

Roger questioned northbound access at River being cut off. Bert said we have looked at this but will re-examine its impact.

Roger felt we should look at using Meridian Street as the main thoroughfare all the way from the north end of town down to Ninth, then Ninth over to River and down to the Willamette. Traffic signals would have to be installed at First and Meridian.

B. Low Profile Lights

There is a need to install some way to illuminate the intersection of E. Second and Highway 219. We cannot put lights close to ground level because they appear to oncoming traffic to be headlights. We can't put up 15' lights because of airport restrictions. Bert suggested that we can try to accomplish the same thing without lights by squaring up the intersection on one side and putting reflectors on the pork chop island. If Bert can get State approval he may do it with our maintenance crew so we can get it done.

Roger asked why we could not put a hood over 5 or 6' lights to shine down and Bert said the lights would have to be too

close together to throw off enough light to do any good and that they would be cost prohibitive to maintain due to motorists running into them. If they were back on the NE corner of the curb Roger said they shouldn't get knocked out. Roger suggested we used a convex lens to shoot the light out enough, but Bert said that special lighting such as this is too expensive. It was Bert's opinion that we should try the reflector program first and if that didn't work go on to a more expensive solution.

As an aside to this issue, it was mentioned that the State said quite some time back that they were moving the 55MPH sign out further (by the church) but have not done it yet and there was some discussion as to whether we should move the sign ourselves. Dave said we have to wait until the State moves it.

C. Non-Resident Fees

People who live within the regional library service district are not charged non-resident fees even if they are outside the city limits - only those residents in Yamhill County who live outside the city limits of Newberg but within the Portland Community College taxing district.

One year ago we looked at fees to bring payment for these people closer to what city residents are paying through city taxes. The fee structure is currently \$20 per family or \$15 for senior citizens. When this new price structure was instituted, the library did not see any drop in usage because of it, and Doreen said she does expect to see a decrease due to fee hikes again this year. She noted that 29% of their circulation comes from non-residents. To meet the new budget for 91/92, it was determined that this fee structure would need to increase to \$30 per family and \$25 for seniors.

The Library Board recommended that the increase be slow and therefore approved a \$2.50 increase for both the family and seniors. Following this decision, the Finance Committee recommended a \$5.00 increase to \$25.00 and \$20.00 respectively.

Many people have questioned why they have to pay a fee to use the library as they feel their taxes should cover it - even many outside residents who are in the Newberg School District area think a portion of their taxes are going toward the support of the library. Doreen said they have a brochure that they hand out which explains taxing jurisdiction issues.

Duane mentioned that it is his feeling the Library Board is very conservative in their approach in the area of fee hikes, which is contrary to their belief that services are

not up to the level they expect.

Jack moved to accept the Library Board's recommended \$2.50 increase and Donna seconded the motion. Roger voted no on this issue due to the fact that the Finance Committee voted for a \$5.00 increase and he does not feel it is up to this committee to decide if the increase should be \$2.50 or \$5.00. He also feels that city residents should not subsidize out of city residents. This issue will go to the June 18 full council.

D. Tac Channel

Elmer said we are still having a problem with the main fire channel being jammed up and we are not supposed to use the main county frequency. Trucks have to switch back and forth between channels all the time, which can cause some transmissions to be lost. It is his opinion that we should go to an east county tac channel shared by Newberg, Dundee and Dayton as this would allow dispatch to monitor the scene as well as record all transmissions. We have a radio that can be used for this and Elmer is in the process of getting a cost to install it from Clackamas Communications.

Dave said it was the County Fire Defense Board that chose to go this way with our radio channels and we never agreed to this. It was initiated by Y-Com and we are now trying to pick up the pieces and make it work.

E. Traffic Safety Items

- 1) No Parking on Haworth East of Villa - Rather than eliminate parking, Bert has suggested installing a right turn lane and this issue has gone back to Traffic Safety Committee.
- 2) No Parking first space on both sides of driveway at Ridgeway Mobile Home Park - The purpose of this is to restore visibility. The residents are very supportive of this and Traffic Safety recommended it. This will not cause any major problems.

Roger moved to accept Traffic Safety's recommendation and Jack seconded. All were in favor.

- 3) No parking on S. Elliott at intersection with Second - This would have very little impact on downtown parking and was recommended for approval by Traffic Safety.

Roger moved to accept Traffic Safety's recommendation and Donna seconded. All were in favor.

- 4) Realignment of parking spaces on First Street - The uniform vehicle code requires 20' setbacks from

crosswalks and 30' when it approaches a signal. This would eliminate about 10 spaces in the downtown area. The Downtown Merchants Assoc. had no problem with this plan. This would relieve problems at the bus stop in addition to promoting pedestrian safety.

Jack moved and Roger seconded. All were in favor.

- 5) Establish 15-minute time zone at corner of Second and College in front of video store - This was recommended by Traffic Safety, but Roger questioned what doors we were going to open by going this. What if all the merchants start asking for 15-minute parking in front of their business? We now have 2-hour parking downtown and even though we do not have a parking enforcement officer, we randomly assign regular officers to mark tires and no one knows in advance which days this will be. Roger asked if we could adopt the same fee structure for parking fines that Portland uses (\$12.50 per citation).

It was decided not to vote on this issue at this time.

F. Civil Forfeiture Money

It had previously been decided by this committee to give 10% of our civil forfeiture money to the county's Chemical Dependency Program. Dave said he has since learned that they are putting more money into DUII cases than drug counseling. Based on where the money is going and due to Measure 5 cutbacks, Dave is recommending that we pull back and not give any money to this program.

Jack asked if they had already budgeted for some of this money because they had planned on receiving a certain amount from us. Dave said that would have been difficult for them to do as there is no way to plan ahead for this money. Jack said nevertheless they may have, and we need to check with them to ascertain if this is the case - if so he feels we should stick with our initial plan, at least until we have given them the budgeted amount.

MINUTES
COMMUNITY RELATIONS MEETING
July 16, 1991

MEMBERS

PRESENT:

Donna Proctor, Chairperson
Roger Gano, City Councilman
Alan Halstead, City Councilman
Duane Cole, City Manager
Elmer Christensen, Fire Chief
Bert Teitzel, Director Public Works
Doreen Turpen, Library Director
David Bishop, Police Chief

MEMBERS

ABSENT:

Jack Nulsen (present for last 5 minutes of meeting)

1. Meeting called to order at 12:07 pm by Chairperson Donna Proctor.

2. REPORTS FROM OTHER COMMITTEES

None.

3. CONTINUING BUSINESS

- A. Fire Inspection Fees

Elmer reported that they are close to getting ready to bill for these inspections. They will be getting the information together and should be ready by the end of this month.

- B. Rescue Fees

These fees will be charged to non-residents beginning the first of August. They are working with our city attorney on standard operating procedures for the billing so we won't have any problems when it comes to collection of these fees.

- C. Speed Sign on Highway 219 by Airport

State Highway is reducing the speed on 219 adjacent to Second so it will be 45MPH from the Church to 400' East of Everest, where it becomes 35MPH. It is still unknown, however, when they will get around to moving the signs.

D. Signing on 219 by Church Street

Duane sent a letter to the state after the last Community Relations meeting in May regarding this signing due to the Church Street closure, and has had no response back.

E. Library Fees

Doreen reported the new fees were implemented and so far they have received no complaints. She said they did, however, have quite a few people come in and renew their cards just before the fee went up.

F. Y-Com

The county is holding a meeting at 2:00 p.m. today to look at the database contract. We will be getting a copy of this to review. A meeting of the city managers, mayors, and board members will be scheduled sometime next week to discuss what sort of system we will implement, what to do with the database, etc.

Alan said he would like to see us offer to dispatch for other cities in the county who presently go to Y-Com and let them know if they do not like it better that we will switch them back to Y-com at no cost to them. Elmer noted that he didn't think it would take much persuasion to get Dayton to switch to our center, especially since we are putting in a transmitter that will receive the tac channel.

G. No Parking on Haworth at Villa

After a study was performed, Traffic Safety supported Bert's recommendation to delete some parking spaces to allow for left and right hand turn lanes onto Villa. Spaces east of the Tucker residence and east of the pool would still be available for parking.

The council will have to pass an ordinance establishing no parking at those sites. It was moved by Alan and seconded by Donna to support Bert's recommendation. All were in favor.

4. NEW BUSINESS

A. Smurfit Fire

All the water used by the fire department during this

fire was taken from the river. Smurfit paid for all the food and fuel that day, and they are also going to replace the equipment that was damaged fighting the fire.

B. Part-time Fire Dept. Employee

The Fire department hired an employee for 8 weeks this summer to help out around the office. This position was funded through Green Thumb and Elmer said they would continue that as long as they could.

C. Library Position

Doreen said they are interviewing tomorrow for a position they recently filled, which has already become vacant again. They also need to address a parental leave situation that is coming up soon.

D. Traffic Control Device on First Street

Donna said she heard that we are getting a traffic signal on First at School Street. Bert said they are trying to talk the state into another traffic signal somewhere between Main and College. Traffic now has too long between signals to gain speed. He believes, however, that if one is installed it will be at the intersection with Howard instead.

Elmer said if we play our cards right we may be able to get the state to install a mechanism at the same time that would allow the fire trucks to switch the signal at that intersection.

E. Nuisance Abatement

The council instructed that a report be done on handling nuisances in the city, so Duane has been working on this. Less than 10% of the nuisance complaints are handled during the first step of our abatement process. Duane devised a chart that assigns which department in the city handles what type of nuisance complaints.

F. Temporary Vendors

It was discussed and felt that the flower vendors and other temporary vendors who are taking away business from our established, local, tax-paying merchants should be asked to leave. Roger said it is similar to the mobil veterinarian who was not allowed to set up shop temporarily here as we felt it would take the business from our established veterinarian clinics. Mobile vendors don't pay license fees, water and sewer, phones,

taxes and all the other expenses we expect from our permanent businesses.

Should be make the Vintage Festival buy a vendor license then? Roger said he thinks they have already been exempted from this.

Certain types of businesses that have to have licenses, such as taxi cabs and amusement rides, currently have such a low license fee that it is really not even worth our time to bill them.

Elmer noted that he feels we need better control of our established businesses and need a database that is kept up to date. A business license would accomplish this, but it was mentioned that the businesses may not appreciate that fee right away since we are just implementing the fire inspection fee.

H. D.A.R.E. Van

The St. Paul Rodeo parade on July 4 had two entries of D.A.R.E. vehicles from other agencies and Roger wondered why we didn't have ours in this parade. Dave said they did not ask us to participate in it and that we had no one available to drive it that day even if they had invited us.

Roger said a lot of citizens are concerned that this van was not being utilized. Dave said it was in the Oregon Washington Motor Officers Assoc. parade, the City of Milwaukie's parade, the Beaverton parade, the Little League parade, it was displayed at Washington Square and was featured in a magazine article. However, he noted that the van was primarily designed for use during the school year and as a mobile command center on major incidents, whereas in the past the police have had to take over a citizen's home to use as the center.

It was mentioned that there has been talk among the citizens that they spent a lot of tax money on this van and that was why they were frustrated about it not being used. Dave explained that this van was made possible through donations of the vehicle itself, the radios, the paint, and the new wheels. The only money that was put into it was for the striping material. The officers who actually striped the van donated their time as well. However, it does cost tax payers money to insure it and to buy gas. Dave said because it was not designed to be fuel efficient, he felt it was not prudent to drive it around just to be driving it. Jack said we should put a big sign on the van saying "not paid for by

tax dollars", even though it says it was made possible by and the list of donors on the back, as he said the average citizen does not understand that.

Donna said the officers need to be careful about how they explain this van and the program to children, as her granddaughter thinks the van is full of drugs and she feels other children think that also.

I. Hispanic Population

Donna asked if we are checking the Hispanics on a regular basis. Dave replied that the officers are holding monthly meetings with them to try and bridge the gap caused by the communication barrier, as well as their lack of knowledge of our customs. For instance, he noted that the officers had to go into their apartments and explain to them what a toilet was for and how to use it as they were using their floors. He also believes that our recent hire of an Hispanic officer will go a long way in helping us bridge that communication barrier.

Meeting was adjourned at 1:11 p.m.

Respectfully submitted,

Marily Rementeria
Recording Secretary

COMMUNITY RELATIONS MEETING

September 27, 1991

Attendance:

Roger Gano	Councilman
Duane Cole	City Manager
Elmer Christensen	Fire Chief
John Thomas	Utility Manager
Doreen Turpen	Newberg Library
Alan Halstead	Councilman
Jack Nulsen	Councilman
Donna Proctor	Councilman
Bonnie Dodson	NPD Communications Mgr.

Chief David Bishop:

Newberg Police Department is currently working with the Fire Department on a joint Arson Investigation. Also Newberg police officers arrested two males who recently have been involved in car prowls in both the Newberg and Dundee areas.

Chief Elmer Christensen:

Arson has been quite a problem recently. Most recent was Dubois Chevrolet. Smurfit has been keeping the Fire Department very busy with hog fuel and oil storage fires.

NEW BUSINESS:

A. Time and date of future meetings:

This was discussed and it was decided that 1:00 was a good time for future meetings.

B. Increase in Animal Control Fees:

Chief Bishop talked with McMinnville finding that our city fees for animals is considerably lower compared with County Animal Control. For example, Newberg's impound charge is \$10.00, where the County is \$15.00. Other fees are similar where Newberg is charging approximately 1/4-1/2 less than Yamhill County. Chief Bishop recommended that Newberg get its fees more in line and consistent with the county as we are getting the calls outside of the city because the county costs more to deal with.

Duane Cole suggested that we check further into this situation and possibly update the letter of understanding. Roger Gano suggested that we should consider charging extra for people

Chief Bishop advised that he felt that it is necessary that we also charge a fee for cats as they take a majority of Darleen Harding's time.

Roger Gano recommended that we add a 25% surcharge for services to patrons outside of the city limits of Newberg.

Alan Halstead asked if we ever picked up animals for the county in which Chief Bishop advised him that we did. Alan stated that in this case, it would be unfair to charge the animal owner and that the county should be charged the additional 25%. Chief Bishop stated that we will only pick up animals outside of the city under special circumstances and that this would really not be a problem. Chief Bishop feels that the county needs to take responsibility for the county.

Jack Nulsen questioned whether the city was losing money and Chief Bishop advised that the line was so close, that if cuts were needed, Animal Control would be the first to go. Chief Bishop feels that if the program can continue to pay for itself, it should be kept for the citizens of Newberg.

Duane suggested that we contact the Sheriff to include Animal Control in the levy.

C. Parking signs on First St.:

John Thomas advised there was a problem with the sign at 806 E. First St. It basically says, "Doctor's Only". We stripped the parking last month, the sign ended up basically in the middle of a parking space. The doctor who has an office there, is still using the sign and parking in two spots. The issue is, "is the sign legitimate to remain there?" If it should, then it needs to be relocated to take up only one space. If it is not legal, it should be removed.

Chief Bishop questioned why the sign was there and by what authority was it placed there. It was undetermined when exactly the sign was put there. Roger Gano suggested that if the sign is to remain that it state something similar to "medical loading/unloading zone only."

Chief Bishop felt that action from the committee should be taken. Alan moved to have the sign removed, which was seconded by Donna Proctor.

Both Jack Nulsen and Roger Gano felt that if there were any other privileged parking signs, that they would fall into this category. If the party feels that they had a valid reason for the privileged parking, then they could appeal.

D. Obstructions in right-of-ways:

John Thomas addressed that there had been several problems with basketball hoops on the right-of-ways. He suggested that activities such as basketball and also, sales of items on the street be by permit only (with the exception of Old Fashioned Festival). There would not be a cost involved at this point, however, these things could be kept track of and complaints taken care of accordingly.

E. Old Fashioned Festival Liability:

Chief Bishop was concerned at the liability this may involve if the city begins to give "permission" for these activities to be performed in the street. An example would be the recent high school parade through the city streets.

Donna question liability during the Old Fashioned Festival. Chief Bishop responded that this was brought to the police department's attention with the case in Canby, OR. where people were injured. The question is, "who has liability?". Chief Bishop suggested that the city come up with some type of criteria for insurance required for parades, etc.

Since the school refused to sign liability for this year's parade, it was not allowed. At this point, we really need to see where the lawsuit in Canby, OR is going to end up, but the school needs to accept some responsibility for their activities.

Duane stated that if there was an accident, the best position the city would be in (using the Old Fashioned Festival) would be if they had insurance and we were second place. The City has its own insurance, however we are covered for one community parade per year. The other parades leave us open for lawsuit if we grant the permit.

Duane stated that this is not a good position for the city and whoever plans the parade should have insurance in first place.

F. 9-1-1:

Elmer Christensen advised that Dayton would love to come to Newberg Communications, but there is a money problem. They do not have to pay the county for service because the county just keeps their 9-1-1 money. Chief Bishop and Bonnie Dodson met with Dave Yandell, Oregon Emergency Management. Chief Bishop advised that the issue of the communications center dispatching for the primary law enforcement agency for the county taking all 9-1-1 calls, including fire and ambulance was discussed. Chief Bishop advised Mr. Yandell that this was a political issue that the Oregon Emergency management should not be stepping into. Also, they should be looking at the

"District" for dispatching, not just the agency.

Update on Canine Program:

Chief Bishop advised that there was two issues there which were the care of the dog and the facilities.. We did a random inspection of the dog and facilities and found that they were within our standards and guidelines.

Update on the Drug Problem:

Chief Bishop advised that the complaint regarding the domestic and drug problem on Rinkes Court area should be improving. The female served a restraining order on the male subject. Our officers had contact with the male subject and told him to clean it up. Our surveillance shows that nothing is going on. The complainant will only be happy when they move out.

H. Fire Inspection Fees:

We just about have the business list up to date. Between the Building department and the Fire Department it should be kept right up to date. The billing will be in the first part of October with a due date of November 1. One mailing will go to all of the self-inspected places with a letter explaining the fees. The other will be a form to fill out for the business that will be inspected along with an explanation about it and a bill for the fee.

The Fire Department will also be doing spot inspections. Elmer is sure that he will run into a few problems, but feels that they will be minimal. It is a very simple form to fill out. Jack Nulsen had a question as to liability if the person fills out the form wrong.

Duane suggested that the question be referred to Terry Mahr. Roger Gano suggested to make the form information only, exempt from liability.

I. Requests from The First Step Day Care Center:

The day cares wishes for a school zone/bus stop/crosswalk signs to be put up.

John Thomas advised that Bert Teitzel felt that we should put in the crosswalk, which will take off approximately 2 parking spaces on each side of the street. John also advised that Bert Teitzel felt that we should go ahead with the bus

stop and school zone sign and come back later for a no parking sign. There were no objections for the initial signs and it was suggested to come back to the city council for the no parking.

Meeting Adjourned at 2:15 p.m.

Respectfully Submitted,

Bonnie Dodson
Communications Manager

MINUTES OF
COMMUNITY RELATIONS COMMITTEE
October 23, 1991

PRESENT: Councilor Donna Proctor, Chair
 Councilor Roger Gano
 Councilor Alan Halstead
 City Manager Duane Cole
 Fire Chief Elmer Christensen
 Doreen Turpen, Librarian
 Public Works Director Bert Teitzel
 Police Chief David G. Bishop

ABSENT: Councilor Jack Nulsen

1. Meeting was called to order at 1:05 p.m.
2. Reports from Other Committees (Traffic Safety)

A. Trucks Unloading and Loading by Lumberman's

We have sent numerous letters regarding the violations that are occurring and the manager at Lumberman's is very understanding but these are not his trucks. However, his employees often do the unloading. Chief Bishop said it would not be Lumberman's who was cited, if anyone was cited. Rather, the truck driver would receive the citation. Duane said we have been trying to take a proactive approach to these type of community business issues and we need to decide to what degree we are willing to work with local businesses in these type of predicaments.

They are looking at the Scharff property but are having difficulties with the State in 99W access. Scharff said they have deed protections in place that go way back but the State still has the right to restrict access onto their highway. This is a legal issue that an attorney will have to get involved with rather than the City. They are talking about changing the access to include Lewis Communications and actually make that area more of a general shopping area.

Bert said his department has not seen a site plan yet but he knows that Lumberman's wants to get their building as close to the street as possible.

The question is still where are the trucks going to

unload. It was mentioned that perhaps they could unload next to the nut factory and transfer the inventory using smaller trucks or lift trucks to their site. Duane said that lot is full of inventory right now, but he could ask Mike to talk to them about it for future use.

Roger asked who would be liable if something happened as a result of the trucks parking in the middle of the street and Chief Bishop said the trucking company would be, as we have not issued them any special permit to be parking there.

B. Stop Signs by Central School

Traffic Safety has requested that two stop signs be installed by Central School. This was referred to Bert to look into.

C. Marking at Hwy 219 and E. Second St.

Bert said we are waiting for the county to re-stripe the intersection and they said it is scheduled for early November. We will then put reflectors up. He said they are going to try putting the stripes up and over the hump in the road so they are visible from all directions.

NEW BUSINESS:

1. Library Board

We are in the process of defining the role of the board and changing it to more of an advisory committee. The board initiated the action. The board went more into an advisory role in 1983 and things were written into the ordinance that gave them more authority than they currently should have according to State law. It includes language that defines it as advisory board, addresses State law and acknowledges that the City Council is the body that makes the final determinations. The revision defines roles and incorporates these roles as well as local detention of materials, stating the new allowable late penalties under State law.

Duane feels the Library Board should act more in the same way that the Planning Commission and Traffic Safety Commission do in that they report directly to the City Council instead of to the City Manager (who then reports to the City Council). He said if they want to be part of the budget process they can attend the budget meetings.

2. Morris Janitorial

They took over the service of the library the first of this

month and Donna said the downstairs womens' restroom is filthy and doesn't appear to have had a thorough cleaning in a very long time. Duane said State standards are to check public restrooms every two hours but we cannot comply with that as our janitor is only here once a day.

3. Parking Enforcement

Donna wondered if we could possibly use the animal control officer to mark tires on First Street part time.

Chief Bishop said we had to pull back on Darleen's hours to conform to State guidelines, as she has a seven-day week due to the care needs of the dogs and cats in the pound. She is working less hours per day now and using county dog control to help as well.

We could possibly consider getting a code enforcement officer who would work out of the city attorney's office, as they have to deal with so many different departments within the city. However, Duane said it would probably cost the city around \$40,000 (which includes salary, supplies and a vehicle) to fund this position. Donna said she disagreed with that figure.

It was asked whether we could use practicum students for this duty or not, and Chief Bishop said we would be crossing the line and the college would not approve of it. The position requires someone who can appear in court whenever necessary and we cannot expect our practicum students to do that.

4. Trucks Parking at Sitka and Hancock

Chief Christensen said trucks are being left at this intersection, causing a traffic hazard because they park clear up where the streets join, which blocks proper view of oncoming traffic. Bert said he would take a can of yellow paint out and take care of the problem.

Roger said it is not the responsibility of the City to find places for trucks to park, but Bert said he put feelers out to the realtors anyway to see if they knew of any vacant lots where the trucks could go. So far there has been no response.

5. Request for 2-hour Parking on College and Hancock

The Red Electric Coffee Depot located in the old Brown's funeral home is requesting 2-hour parking on both streets outside their business. Alan said we should consider making no parking on both sides of College Street at that location and install a left hand turn lane onto Hancock.

6. 9-1-1 Center

Alan asked if we have received any information back yet on whether Dayton would definitely come over if we were willing to receive their incoming 9-1-1 calls and dispatch for them. Chief Christensen said he has not been able to get together with the Dayton Fire Chief yet, but he still intended to. Roger said Elmer should ask Dave Yandell how much money we would get from 9-1-1 money if we do take Dayton over. Duane said he doesn't have a problem getting the staff to spend time on this issue if we are sincere about doing this. But we are going to have a hard time dealing with the Sheriff on the issue of centralized dispatch as it is, and his feeling is it will be difficult for us to take over the Dayton district without a lot of training, as our people are not familiar with it at this time. Duane would like to see a copy of their contract.

Alan said this is a political issue and the question is whether our citizens are going to get the same level of efficiency in service from Y-Com as they are presently getting from our center. If not, then he feels we should fight this kicking and screaming all the way. He said it may be two years from now before we know all the facts.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,

Marily Rementeria
Recording Secretary

M I N U T E S

Community Relations Committee Dec. 5, 1991

PRESENT: Councilor Donna Proctor, Chair
Councilor Roger Gano
Councilor Alan Halstead
City Manager Duane Cole
Ben Erb, Assistant Fire Chief
Doreen Turpen, Librarian
Lt. Stan Newland, Newberg Police
Bert Teitzel, Director Public Works

ABSENT: Chief David Bishop
Councilor Jack Nulsen
Chief Elmer Christensen, Newberg Fire Dept.

1. Meeting was called to order by Donna Procter.
2. Reports from committees: Traffic Safety committee recommendations discussed:

*Regarding placing a stop sign on hazardous interstction at River and Sheridan, committee discussed this at length. Gano asked why not leave River a through street and place stop sign on Sheridan, but Newland explained that Sheridan has more traffic at that area so stop sign would stop more cars, be more obtrusive. Erb pointed out there are several stop signs on River already along the way, so it really isn't a through street. Halstead made motion to place a stop sign on River Street at the River/Sheridan intersection. Passed.

*Regarding recommendation to reduce speed to 20 mph on Park Lane. Discussed the fact that speed can't be indiscriminately reduced from 25 mph in residential area. It was decided traffic safety committee should re-evaluate how to correct the problem via other methods.

*Regarding painting curbs yellow at Sherman/School intersection. Moved to paint curbs. Passed.

*Regarding posting of "no through traffic" sign at Sunset Court. Approved.

*Regarding painting of crosswalks, curb stripes at Laurel/Villa intersection. Approved.

*Regarding placing a rubber stop marker on line about 20' from the stop sign on Crestview at Hoskins. Members decided this was the best option - that the removal of the stop sign would only make drivers think they could speed down the street with nothing to slow them down. Moved to place stop marker on line. Passed.

*Regarding denying a request for the stop sign at Third and Meridian: committee agreed that this was an unwarranted request.

*Regarding better placement of 25 mph signs along East 1st Street: Teitzel said that there were enough signs as far as he was concerned. Gano suggested a banner that would hang from a stop light, but Teitzel said state had refused to do this in the past. He said he would check out what options are available. No decision.

*Regarding posting 8th and Meridian as a school zone and painting curbs yellow. Approved.

*Regarding placing a left turn lane on College and Main. Discussion occurred: Gano said such a move would hinder trucks from turning because parking spaces have already been eliminated there for easier truck turning; suggested could be "no left turns at this intersection" at certain hours of the day for trucks. Newland said left turn lanes do create some problems. Committee asks for a more thorough report back from Traffic Safety committee on this matter.

3. Selective Enforcement

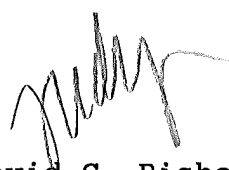
*Newland reported that the police department is now issuing parking citations after one month of warnings. These are issued at random times and days in the main business area of town, and he doesn't know how long it will continue.

NEW BUSINESS:

*Proctor wanted to know if police are using an unmarked van. Asks, "shouldn't council know about any equipment used by police?" Newland advised that police used unmarked cars for a reason - to be unmarked. Cole said even he doesn't know all the equipment used by police, but if they are doing their job, that's what is important.

*Duane showed a news clipping about some people who want to make a new "state" called "Superior California" or "Baja Oregon," and suggested that we send a letter of support to them...

*Erb and Gano asked Teitzel about possibility of putting scotch brite tape around stop sign poles as extra way to warn motorists of the signs. Teitzel said he could check out the costs of installing such tape locally.

Submitted by: 
Judy Thouvenel
Secretary to David G. Bishop

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M I N U T E S

COMMUNITY RELATIONS COMMITTEE MEETING January 2, 1992

PRESENT: Councilor Jack Nulsen
Councilor Alan Halstead
Fire Chief Elmer Christensen
Police Chief David Bishop
City Manager Duane Cole
Councilor Roger Gano
Director Public Works Bert Teitzel

ABSENT: Donna Proctor

1. Meeting was called to order by Jack Nulsen, acting chairman, at approximately 1:05.
2. Report from Traffic Safety Committee:
No new evidence to add to College Street left turn lane; this will be brought up next meeting again.

Regarding placement of extra 25 mph signs, Mr. Teitzel is still looking into the matter to see if the state is willing to help do the project. A meeting is set up for next week. Gano mentioned that neon flags on the mph signs might be a plus. Teitzel would like lighted signs on traffic signal posts.

3. Old Business:
Mr. Teitzel told the committee that it would cost approximately \$70 per sign to tape stop signs with scotch reflective tape, as per Tigard figures. Christensen suggested maybe limiting taping to the most crucial signs. Teitzel said he would look into the matter, especially in conjunction with the proposed stop sign criteria now being reviewed in traffic safety.

4. New Business:
Chief Bishop talked briefly about indicators for the police department and how they help the department track its success and progress. He also did "show and tell" with the blue cards the department uses for feedback from people who are victims. He noted that more than 30,500 people-hours have been expended in traffic safety during the year, more than is humanly possible.

Chief Bishop also talked briefly about the Cox case, giving a general update. He mentioned that not very many

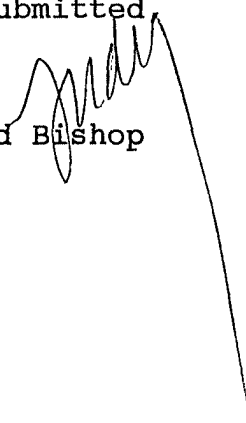
people have given the police department praise for their hard work, especially from within the city.

Mr. Christensen reported on the fire which devastated an apartment on Christmas Day, noting how many people from city departments, the Red Cross and other groups lent a helping hand. He also noted that the truck chassis is in for the new fire engine, and the rig may be on line in March.

Meeting was adjourned at approximately 1:50 p.m.

Respectfully submitted,

Judy Thouvenel
for Chief David Bishop



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M I N U T E S
Community Relations Meeting
February 6, 1992
Niemo's, 1 p.m.

Present: Duane Cole, City Manager
Donna Proctor, chairperson
Jack Nulsen, City Council member
Alan Halstead, City Council member
Roger Gano, City Council member
Elmer Christensen, Fire Chief
Lt. Stan Newland, Police
Bert Teitzel, Manager Building Dept.

Meeting was called to order by chairperson Donna Proctor at approximately 1:10 p.m.

REPORTS FROM COMMITTEES:

TRAFFIC SAFETY:

1. Regarding parking restrictions on Elliott Street: near the Newberg High School the owner of a nine-plex is having problems with people parking on his grass, especially during games. Discussion on this issue included talk of how narrow Elliott Street is, and thus how dangerous it is. Gano suggested no parking from Haworth on up to the school, since most houses have off-street parking.

MOTION: that both sides of Elliott Street, from Haworth to the school, be posted no parking. Passed.

2. Regarding truck parking along Hancock Street: Stan said he has not personally seen any trucks parking on the south side of Hancock, but if it was posted it would formalize an unwritten agreement between truck drivers and city. Mostly trailers are left parked there while truckers go and do their business. So far, trucks have been encouraged to park on the north side.

It was noted that there are few places for trucks to park their trailers in this city, which does create some problems. Duane suggested talking to Les Schwab employees to see if there would be any problems in closing off truck parking there.

(more)

M I N U T E S
Community Relations Meeting
Special session: Feb. 14, 1992
Newberg Public Library
3:30 p.m.

Present: Duane Cole, City Manager
Donna Proctor, City Council member
Roger Gano, City Council member
Jack Nulsen, City Council member
Alan Halstead, City Council member
Terry Mahr, City Attorney
Lt. Stan Newland, Newberg Police Dept.
Judy Thouvenel, recording secretary

Guests: Mike Schnoebelen, OLCC
Allen Unkeles, Attorney for Nafisa Mahmood
Nafisa Mahmood, new owner of Everybody's Market
Tom Mahmood, brother of Nafisa

Meeting was brought to order by chairperson Donna Proctor.

All in attendance were introduced. Mahr explained the purpose for the meeting - to hear from Nafisa Mahmood regarding the city's non-endorsement of her application for an OLCC license. Background was given, and it was noted that the process was being followed by referring this matter to the Community Relations committee for further review.

Attorney Unkeles then talked about Nafisa, and said she should be treated as a separate party from her brother, Wahid, the former owner of the market who had encountered numerous problems with violations of OLCC regulations. Unkeles said there would be no shared accounts between Nafisa and the former owner of the business. Her brother Tom would, however, be helping her, as he has done at her business in Aloha, called Habib Market. The attorney said Habib had had no problems with violations in two years of existence. Tom also maintains a full time job in the alcohol/drug rehabilitation agency.

Nafisa said they would have few employees, and that either she or Tom would be on the premises at all times the store was open, about 18 hours daily.

(more)

Tom stated they would be tough on adhering to alcohol laws at the store here, as they have done at Aloha. He said he and Nafisa had no idea of the violations Everybody's had accumulated under the management of their brother. "We have a different style management," he said.

Nulsen asked if the contract between Nafisa and Wahid would be available for Mahr. Unkeles said yes it would. The contract should state that Nafisa is taking over her brother's interest in the contract of Everybody's Market, Nulsen said.

Proctor asked if the clerks would be taking OLCC classes, and was told yes. Nafisa has taken the classes. Tom stated that his style of management is to fully train employees in the laws.

The new owner had indicated she would offer some sort of "reward" system for employees who adhere to the OLCC regulations. There was some discussion about this matter, and some question as to how well that system would work. The general idea is to encourage employees to check for ID's from buyers of alcohol and cigarettes.

Newland asked about their hiring criteria, and Tom replied that at Aloha they had 18 clerks, and always had someone over 21 working on any given shift.

There was some discussion about whether the business could be given a probationary OLCC license. The OLCC representative, Mike, replied that this was not the common procedure. He was then asked who monitors these establishments which are questionable. He replied that both police and OLCC would keep an eye on the business, but the bulk would rest on police.

If the license was approved, it would be through March 1993, however, Mike said the OLCC could put in for a restriction on the license, and that the city could review the establishment over the next few months on a regular basis. Gano suggested every six months review. Mike said as of that date they were planning to deny the license application, based on the problems outlined at the store by the police department.

Nafisa then said it was a family store and they don't want to lose it. Newland replied by asking why they didn't intervene when the problems arose before, and Tom said they had no idea there were so many problems.

Frustration was voiced by Newland and Gano. Both said they were unwilling to continue to put up with problems from the establishment. Gano expressed dissatisfaction with the OLCC, saying they were not listening to needs.

Duane said he will seek from Aloha any police records on the Habib Market or its owners and employees.


(more)

Nulsen said the new owners should be given a chance.

MOTION: Nulsen moved that the committee approve the application based on today's representation and transfer of ownership, as well as the submitted plan, with automatic review in six months, and monthly monitoring through the regular meetings of the Community Relations Committee. PASSED. Halstead abstained due to conflicts.

(end)

Submitted by Judy Thouvenel



M I N U T E S
Community Relations Committee
April 2', 1992
9

Present: Councillor Donna Proctor
Councillor Alan Halstead
Councillor Roger Gano
Councillor Jack Nulsen
City Manager Duane Cole
Mayor Elvern Hall
Fire Chief Elmer Christensen
Police Chief David Bishop
Public Works Director Bert Teitzel
City Attorney Terry Mahr
Judy Thouvenel

1. Meeting was called to order by Chairperson Donna Proctor at 1:00 p.m. in the meeting room at Niemos. Agenda items were discussed in order:

2. Traffic Safety items

A) STOP SIGN CRITERIA:

The committee members passed around the proposed stop sign criteria based on Springfield, OR standard. Bert said their department plans to use the criteria for a few months to see how it works in application. When using the criteria, the Public Relations Committee would still decide if a stop sign should be placed.

B) STOP SIGN ON MELODY AND PROSPECT:

Bert used this situation to explain the way the stop sign criteria would work - giving points based on traffic volume and other factors to see if a stop sign was warranted.

MOTION: Jack Nulsen moved and it was seconded that the matter should be sent back to Traffic Safety so they could use the stop sign criteria as a basis for the decision and then be brought back to the committee. PASSED.

C) TRAFFIC SIGNS ON SOUTH ELLIOTT:

Bert said the heavy traffic on Elliott warrants posting of additional speed limit signs on the

street's south side, from Izzys to Current Electronics. However, the state makes the decision as to whether additional signs are justified. Some discussion about why the state is in charge of city roads.

3. Old Business

A) EVERYBODY'S MARKET STATUS

Duane Cole reported that OLCC has granted a license for one year with restrictions. Duane also shared that the city has been frustrated with the OLCC in several instances, but in this instance he feels OLCC is trying to listen to city's concerns.

Terry Mahr expressed concerns about permits from OLCC; possibility of law suit if a permit is issued and the city signs off on OLCC permit form. In cases where city disagrees with OLCC permitting the establishment, city will take a "no position" stance by not signing. Discussion occurred as to the need to lobby the state to allow permits for such establishments to be granted at the local, not state level to give ultimate local control.

B) TRAFFIC ISSUES: 2- HOUR LIMIT ON EDWARDS

The owner of the Coffee Cottage has asked that parking be limited to two hours on Edwards on the 1/2 block adjacent to the house which belongs to the business. (A complaint was shared at this time by Roger Gano that the Baxters, who own the business in back of the Coffee Cottage, are upset by parking in back of the Cottage and the ensuing dust. It was generally agreed that it is the alley that causes the dust, not the small parking area which has been cleared for Cottage customers.)

Roger expressed concern that other businesses in the C-3 zone may get the idea that they can get two-hour parking limits if they request it and end up causing no limit of problems.

MOTION: To make a two-hour parking limit from Hancock south to Second and from River to Main. Any spaces already marked with lesser time limits would stay as is. **PASSED:** 3-1, with Gano voting no.

4. New Business

(more)

A) POLICE IMAGE:

Chief Bishop passed around packets to Committee members and explained the contents, which included some letters, editorials and other information. Mayor Hall said traffic enforcement should continue, not pull back, and that no matter what we do we will still have complaints. Duane suggested publicizing the new "safe driver" certificate program, and also publicize where the police will be targeting their patrol each week.

B) CHERRY HILL APARTMENTS:

Terry reported that he has been working with the authorities and the owners to upgrade the apartments. If the owner balks at spending the money for needed improvements, the Housing Authority will take over; also has talked with owner of the Blue Side, who is interested in cooperating with the city to improve that facility.

C) NEW CROSSWALK ON HWY 219 NEAR ELDER HOME:

There is now one crosswalk on 219, but the elderly people are being dropped off a ways from it, and they often try to cross where there is no crosswalk.

MOTION: That a crosswalk be placed in between the Church Road intersection and the Villa Road intersection, on Hwy 219, so a crosswalk is located closer to the Care Home. **PASSED.**

Meeting was adjourned at 2:15 p.m. by Jack Nulsen.

Respectfully submitted,

Judy Thouvenel
Recording Secretary



M I N U T E S
Community Relations Meeting
June 5, 1992
1:00 p.m.

Present: Chairperson Donna Proctor; Councilperson Roger Gano; Councilperson Alan Halstead; Public Works Manager Bert Teitzel; Fire Chief Elmer Christensen; Police Lt. Stan Newland; City Manager Duane Cole.

Absent: Councilperson Jack Nulsen; Library Director Leah Griffith; Police Chief David Bishop.

The meeting was called to order by Donna Proctor.

COMMITTEE REPORTS:

Stan Newland gave briefs on the agenda items referred by the Traffic Safety Committee, with discussion and decisions as follows:

A) STOP SIGN REQUESTS

Requests were made for stop signs at Washington and Sherman; Lincoln and Fifth; Melody and Prospect. Traffic Safety recommended against all of these and Newland said he concurred. However, he said the Melody/Prospect might become a traffic problem at a later time as development takes place in that area and he recommended reassessment at a later date. Agreed.

B) 814 HANCOCK PARKING PROBLEM

Traffic Safety recommended painting the driveway entrance yellow to alert motorists that there is no parking there. Still is a problem. Committee generally agreed to paint the driveway curbside yellow as a final step in this matter, although no formal motion was made.

C) THIRD/RIVER INTERSECTION

Referred back to Traffic Safety for further study.

D) 15-MINUTE PARKING AT GROCERY EXPRESS

The owner has requested that four parking spots along the street be signed for 15-minute parking. Newland explained that the #3 spot is really a blocked-off driveway entrance so it wouldn't qualify. General discussion

(2)

ensued. Feelings were that this might set a precedent which would cause other businesses to seek similar restrictions near their place of business. Halstead pointed out that two of the parking spaces are already used mostly for short-term customer parking.

MOTION: Gano/Halstead: Not to post any special parking spots at the proposed location; leave as is. All agreed.

E) FIRST/SCHOOL STREET: YELLOW LIGHT/CROSSWALK

Dangerous crossing area due to three-lane traffic and sometimes poor pedestrian visibility because of height of vehicles parking in spots adjacent to crosswalk. Recommendation from Traffic Safety was to label the two parking spots near the crosswalk as "compact vehicles only." This idea was not popular with this committee, and once again the committee members were cautious about setting a precedent. Bert Teitzel said he had seen in some communities where signs had been posted regulating the height of a vehicle. NOTE: He will look further into this for an upcoming meeting.

RECOMMENDATION: Donna Proctor recommended that there be further study on how to keep the crosswalk visibility safe (ie., Teitzel's study on the signs, etc.). No motion.

F) NO PARKING SOUTH RIVER STREET

South River Street is very narrow; already no parking on one side. Teitzel said few if any vehicles ever park on the street. Newland said it can be hazardous when a vehicle is parked on the street and a boat or other larger vehicle tries to pass. General feeling was that posting both sides no parking could create neighborhood problem; also watch for precedent-setting issues again. Cole asked to find out who made the request, recommended notifying all residents first to see if there was a problem with this. Discussion included information that some residents already use the parkway between curb and sidewalk for parking.

MOTION: Halstead/Gano: Post no-parking curb to curb on South River. Proctor voted no; the rest voted yes.

G) LUMBERMENS PROBLEMS

Some discussion about ongoing complaints. Lumbermens will be moving. Some discussion about seeing if the company would help restore damage to the street after they move.

(3)

NEW BUSINESS:


DOWNTOWN PARKING

Discussion occurred about the ramifications of the upcoming highway work proposed by the Oregon State Highway Division; this would create a three-lane street on Hancock, with no parking allowed. The loss of about 50 parking spots would result in the city being able to use gas tax money to create new parking lots to mitigate the loss. The Hancock work would probably include about four new stop lights, too, Teitzel explained. (Once the bypass is completed the city could get back the parking spaces along Hancock, but for now the state will not do the work unless the spaces are removed.) Teitzel has asked the state for more specific information.

MOTION: Gano/Proctor: Further discussion of this issue at this time would be fruitless because of lack of information. The committee has permanently tabled this referral from council. Agreed by all.

MEETING ADJOURNED

Submitted by
Judy Thouvenel
Recording Secretary



MINUTES

Community Relations Committee
July 2, 1992

PRESENT: Councilperson Donna Proctor; Councilperson Roger Gano; Councilperson Alan Halstead; Councilperson Jack Nulsen; City Manager Duane Cole; Police Chief David Bishop; Library Director Leah Griffith; Public Works representative Larry Anderson.

Meeting convened by chairperson Donna Proctor at 1 p.m. at Niemos Restaurant.

REPORT ON PARKING PROBLEMS NEAR COFFEE COTTAGE:

Chief Bishop spoke about ongoing problems which occur when patrons of the Coffee Cottage on Hancock Street park in a neighbor's driveway. The neighbor continues to issue citizen citations and is very conscientious about this. All these citations go through the legal department. From now on, these will only be approved if it is a flagrant violation - not just a few inches over the yellow-painted area. Chief thanked public works for painting the driveway curb yellow over the weekend, which he believes will help in daytime hours especially. In future, the Newberg Police citations will not be used for any citizen citations because it puts NPD in an awkward position with the public. Instead, Terry Mahr and the Chief are devising a new form just for citizen citations.

Duane Cole suggested that people in that neighborhood could get together to see what can be done to solve this ongoing problem.

LEFT TURN LANES:

Larry Anderson discussed the proposal to create left-turn lanes onto Hancock from College Street and Main Street. This would not require a signal change, but would take out some parking spaces (one or two on each side). The only alternative to taking out parking is to widen the street, but that is not really a viable option due to cost, etc. The state would do all the work after the city requests it.

(more)

(Page 2)

Discussion occurred: Mr. Cole asked how the change would affect the 1995 state highway plan which includes work on Hancock Street. Mr. Gano was not sure the bottleneck problem could be solved by just putting on some paint and taking out the parking spaces. Mr. Cole suggested putting in signs indicating that it is legal to make a left turn onto Hancock when the light is red if no traffic is coming in the closest lane. It was suggested that River Street also needed a left turn lane, and that Main Street should have turn lanes at both one-way streets. Mr. Anderson said the city could approve left turn lanes all along Hancock from side streets, but that decreased parking could be a problem.

Mr. Cole asked that property owners along the streets be informed of the changes and asked for input. It was decided this will be done after the state approves the changes.

MOTION: Nulsen/Gano: That the state approve lane changes for left turn lanes as requested by the city at both First and Main and Hancock and Main, and other recommended sites. All agreed.

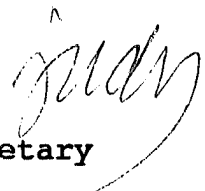
NEW BUSINESS:

Some discussion about opticon sensors on signals to facilitate fire trucks' passage in emergency. Cost is very high.

Meeting adjourned approximately 2:00 p.m. by Donna Proctor.

Submitted by:

Judy Thouvenel
Recording secretary



M I N U T E S
Community Relations Meeting
August 13, 1992

PRESENT: City Manager Duane Cole; Mayor Elvern Hall; Councilperson Donna Proctor; Councilperson Roger Gano; Councilperson Alan Halstead; Leah Griffith, Library; Ben Erb, Fire Department; Stan Newland, Police Department; Bert Teitzel, Public Works Department; Judy Thouvenel, recording secretary.

GUEST: Peter Miller, owner of Coffee Cottage.

ABSENT: Jack Nulsen, Councilperson.

MEETING CALLED TO ORDER BY CHAIRPERSON PROCTOR.

TRAFFIC SAFETY COMMITTEE ITEMS:

A question was raised about how to communicate decisions made by the Community Relations Committee back to the citizens who originally requested action. Stan Newland explained that a recent situation with the Grocery Express's request for 15-minute parking helped raise this issue. After some discussion, it was decided that Judy would compose a letter which could be sent to citizens explaining the process. This letter would include the portion of the minutes which related to the citizen's request. It will be sent through the City Manager's office on his letterhead. Each month as the minutes are prepared, Judy will prepare letters as appropriate and send these down to Duane for signature, and his office will then send them to the appropriate person(s).

During this discussion, Duane also brought up a future topic: The Traffic Safety committee researches and discusses most of the issues which are brought to this committee, sending along their recommendation. He feels since they do so much to assure their decision is well-made, their recommendations should be given more "leash" or more clout. He will bring this issue up at a later time.

TWO-HOUR PARKING ON EDWARDS BETWEEN FIRST AND HANCOCK:

This request has come before the committee previously (see attached minutes) and was referred back to Council. Peter Miller appeared today to state his case. He has plans to create an additional entrance to his business, Coffee Cottage, at Edwards Street. He is also concerned that the four spaces

(more)

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adjacent to his business, along with a fifth space across the street, be available for patrons and not be used for all-day parking by employees of other businesses downtown. He stated that the only business in the area which could have a problem with 2-hour parking is the hairdresser across the street, where some hair appointments could take three hours or more.

Proctor suggested that nearby owners be notified of the possibility. Gano says we can't look at just the adjacent businesses.

Teitzel showed a map of the downtown parking as it exists now, although he noted that it was somewhat hard to read since there have been so many changes ongoing. He noted that he thinks the business district should all have the same parking restrictions (2-hour), because other businesses' employees are using these spaces. He also noted that Miller is not required by ordinance to provide off-street parking. He said the parking issue would "come to a head" when the city's transportation plan is adopted, and that off-street parking somewhere in town is a likely mitigation to losing parking spaces with the changes to Hancock and First Streets. In the meantime, there is a two-to-three year wait until that happens and parking issues must be addressed as they develop.

Proctor asked if any other businesses have requested a similar parking limit and Teitzel replied "yes," an antique store has requested a 2-hour limit; also Grocery Express requested 15-minute parking, which was rejected by this committee; also a residence on River Street (on today's agenda) has requested a 2-hour limit.

Newland noted that big complaints about parking come from business people who don't want to walk far to their own business from their parking spot.

Miller stated that a phased project with his building includes putting in off-street parking on the Edwards entrance. He is concerned about accessibility for his customers; he also feels if parking is more readily available on the side street, problems with people parking in a neighbor's driveway might be alleviated, although he noted that situation appears to be improving.

Gano asked Miller to provide a letter or some sort of promise that he would be providing off-street parking by a certain date. Teitzel reminded Gano that Miller is not required to do so. Miller assured Gano that off-street parking was "phase two" of a four-phase plan for his building, probably sometime

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in two years or so depending on how well his business goes. Gano wanted him to provide a date, but Miller declined and asked what are the consequences of him either providing a date or not? Would it affect whether he is granted 2-hour parking?

The Mayor reminded Gano of the fact that Miller is not required to provide off-street parking. Gano then replied that a business owner must take some responsibility for the parking problems. Miller then noted that he has attempted to provide ample parking, creating four spaces in back of his business, and also attempting to rent spaces from other businesses.

Proctor asked if the city grants Miller's request and at a later date it decides the limits aren't working, can the decision be reversed? Agreed it could be reversed.

Miller then pointed out that his area is zoned the same as other merchants who already have 2-hour limits.

MOTION: Halstead/Gano: to designate the proposed five spaces on Edwards Street as 2-hour parking (between the alley and Hancock Street on Edwards both sides) with the stipulation that the Coffee Cottage will put in five off-street parking spaces within two years. Approved by all.

REQUEST FOR NO PARKING AT RESIDENT ON RIVER ST.

The owners of a house on River St. north of Hancock have requested no parking in front of their property. This request has not gone through any other committee at this time, Teitzel reported. The owners are worried about a nearby dorm for the college parking in front of their residence. Discussion included the observation from Cole that the college will be enforcing parking restrictions this year. Newland noted that if the residents have any problems they may report them to the police. All agreed it would set a poor precedent to put no parking in front of a residence.

OTHER BUSINESS: PARKING AT THE LIBRARY

Griffith discussed parking problems on the city street by the library during evening hours. City staff members take up parking spaces which should be left open for patrons. Cole advised he would make this known to staff members.

MEETING ADJOURNED: 2:00 P.M.

Submitted by: 
Judy Thouvenel recording secretary

M I N U T E S

Community Relations Committee
October 1, 1992
Niemo's Restaurant, 1 p.m.

PRESENT: Councilpersons Donna Proctor, Jack Nulsen, Roger Gano, Alan Halstead; City Manager Duane Cole; Police Chief David Bishop; Public Works official John Thomas; Library Director Leah Griffith; recording secretary Judy Thouvenel.

GUESTS: Andy Anderson of Traffic Safety Committee; Steve Roberts of 814 East Hancock; Peter Miller of the Coffee Cottage.

The meeting was started at 1:00 p.m. by Donna Proctor, chairperson.

OLD BUSINESS:

10-MINUTE PARKING SPACE:

Background: the Traffic Safety Committee has heard this proposal and recommends acceptance of it. The proposal, brought by Steve Roberts, is to post 10-minute parking for the parking spaces on either side of his driveway at 814 Hancock. Peter Miller, owner of the adjacent business, the Coffee Cottage, agrees with the idea. The short-term parking is an attempt to discourage drivers from using Mr. Roberts' driveway as a parking strip; Mr. Roberts has documented this problem.

There was much discussion of this subject, by committee members, Mr. Anderson, and Mr. Roberts and Mr. Miller. General agreement was that the short term parking spaces would be a good idea, a sort of "psychological solution" (Roberts) to encourage courtesy by drivers. Mr. Miller thinks the mix of long-term and short term parking would be fine for his business and the variety of customers. Mr. Nulsen asked about enforcement. Nulsen and Halstead both suggested temporary 90 day zoning and asked if the Police Department could impose this. Chief Bishop said that he could impose a 48-72 hour restriction, but that the Community Relations Committee should do this. Mr. Anderson pointed out it is a safety problem, too, not just for convenience.

MOTION: Gano/Halstead: That for a 90 day trial period the spaces on each side of Mr. Roberts driveway (a total of 2 spaces) be posted 10 minute parking. In 90 days this will be evaluated to see if it has helped the parking problem. Passed.

EDWARDS STREET PARKING

Ms. Proctor asked for the status of the two-hour parking which has been approved for Edwards Street adjacent to the Coffee Cottage. She was informed that Bert Teitzel has an agreement in hand from Peter Miller, so the process is on its way.

NEW BUSINESS:

TRAFFIC SAFETY COMMITTEE CONCERNS

Mr. Cole read a portion of a proposal from Chief Bishop which outlined some options for the future of the Traffic Safety Committee. Some of the perceptions are that the Traffic Safety Committee's recommendations to the Community Relations Committee are not receiving the consideration they are due. There is a perception of duplication, with the same matter and testimony being brought before both committees.

Mr. Cole also made some other suggestions which included maintaining the current committees; rejuvenating the Traffic Safety Committee to empower them to make more final decisions such as the Planning Commission with direct appeal to the full council rather than the Community Relations Committee. Duane also suggested that the Traffic Safety Commission be put under an ordinance rather than a resolution as it is now.

Ms. Proctor suggested that both committees should stay as is, with more reciprocal attendance. Mr. Anderson asked which committee would then do all the technical research now being done by the Traffic Safety Committee; he expressed frustration over the duplication by both committees. It was noted that the minutes from the Community Relations Committee are not being consistently delivered to Traffic Safety members, and Ms. Proctor recommended giving the minutes to the chairperson of Traffic Safety each month, which was agreed upon by the recording secretary.

Mr. Anderson noted that he believes the support staff for Traffic Safety (police and building) are doing a good job. It was noted that it is important for a Traffic Safety member to attend Community Relations on a regular basis.

POLICE VEHICLES

Duane passed out a cost study done for all vehicles in the city. Chief Bishop reported there are now six vehicles assigned to be taken home by officers, and that crime is reduced in neighborhoods where these vehicles are parked. Chief Bishop continued by noting that the cost breakdown in the handout was very important, showing that of the 20 vehicles in the police fleet 17 were purchased through RICO money. He noted that the Finance Committee had been presented the same report and received it very favorably; in checking with 12 other cities, it was noted that our cost of maintenance per vehicle is less than others.

Mr. Nulsen pointed out that he sees nothing wrong with what police are doing as long as the cars are not used for personal use. Mr. Halstead said by taking cars home the city is actually getting more use out of the car because the presence of the car reduces crime and the availability of the cars. Ms. Proctor brought up a complaint about an officer using a police car off hours at the Vintage Fair, but Chief Bishop noted that the officer was actually on unpaid time working in behalf of the city and was helping a number of people transport supplies.

LIBRARY MEETING

Ms. Griffith noted a planning process meeting to be held at the library seeking public input. By March, a long range plan will be developed for the library. The meeting is Oct. 22nd at 7 p.m.

TRUCK STOPS

Mr. Halstead brought up the item in the Friday update referring to police stopping trucks to inspect for PUC violations. Discussion ensued: Chief Bishop noted that truckers have traditionally used Newberg as a bypass route to avoid weigh stations and that working with the county weighmaster will promote less truck traffic and once fines are given out, it will also bring in revenue.

Mr. Nulsen urged police to use discretion in choosing where to stop trucks to not block up traffic.

Submitted by:
Judy Thouvenel



NOTE:

There was no September 1992 meeting by order of chairperson Donna Proctor, due to lack of agenda items.

jt

MINUTES

COMMUNITY RELATIONS MEETING

November 5, 1992

PRESENT: Donna Proctor; Alan Halstead; Duane Cole; Mayor Elvern Hall; David Bishop; Mike Sherman; Leah Post; Larry Anderson.

ABSENT: Roger Gano; Jack Nulsen.

GUEST: Tina Wilson, Grocery Express.

OLD BUSINESS:

GROCERY EXPRESS REQUEST 10 MINUTE PARKING:

Cole explained that Grocery Express is requesting that the Committee reconsider its denial of their request for 10 minute parking spaces. He said in view of traffic changes proposed on Hancock it will create a need. Ms. Wilson said they asked for 4 spaces, 2 on each side of the alley. Halstead noted there could be a problem with parking in front of the Pasquales driveway even though it is closed off.

MOTION: Halstead/Proctor: to post the two spaces east of the alley as 10 minute parking for a 90 day period with review at the end of the 90 days; and to further study the driveway to see if people can park there. Passed.

Duane suggested posting signs within 30 days.

NEW BUSINESS:

CRESTVIEW AND NORTH MERIDIAN STOP SIGNS:

Proctor reported that her neighbors are requesting that a stop sign be added on both sides of Crestview at this three-way intersection. Is already one at Meridian. Mayor Hall asked if this had gone through Traffic Safety, and was told it had not. Larry Anderson said the criteria would be used by Traffic Safety to determine if a sign is justified; he added that since the criteria has been used there have been no stop signs put in. Cole noted that the neighborhood may request by petition.

Halstead recommended referring to Traffic Safety. He also wants Traffic Safety to consider removing the "right turn permitted" sign on the stop sign on Hoskins where it meets Crestview.

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LEFT TURN LANES AT COLLEGE AND MAIN/ AND FIRST AND HANCOCK:

This was recommended by the Traffic Safety Committee several months ago, says Anderson. The state likes the idea. City sent out letters to all affected businesses and received 2 negative, 1 positive replies. Now the state is waiting for permission from the city. Discussion included concerns about safety and liability.

Halstead recommended approval and that it go on for council recommendations.

OTHER BUSINESS:

Leah Griffith reminded people of the Murder in the Library fundraiser.

The meeting was adjourned at approximately 1:50 p.m. by chairperson Donna Proctor.

Submitted by:

Judy Thouvenel
Recording Secretary

M I N U T E S
Community Relations Committee
December 3, 1992

PRESENT: Duane Cole; Mayor Elvern Hall; Donna Proctor; Roger Gano; Jack Nulsen; Alan Halstead; Leah Griffith; Ben Erb; Stan Newland.

GUESTS: Mr. Larry Dalton, 1009 E. 12th, Newberg.

Meeting was opened by chairperson Proctor at approximately 1:05 p.m.

NEW BUSINESS: CAT LICENSING

Cole reported that League of Oregon Cities rules on this issue are varied. Mr. Dalton had researched the issue and has talked to a local veterinarian, Mike Wilson. Problems with cats running loose in the city include: dumping of cats (live) in rural areas of town; cats are the largest carrier of rabies according to the veterinarian; cats should be controlled.

Mr. Dalton said he believes cats should be licensed just as dogs are licensed, and it is up to owners to control them. Proctor noted that Salem has a program in place to control cats. Cole noted that Gresham and 6 or 7 other cities have programs in place already, too. Costs in Gresham: \$10 to license a fertile cat; \$5 for a neutered cat.

Gano noted that licensing of cats will not stop dumping; that responsible pet owners are the ones that will respond to the licensing laws and the irresponsible pet owners will not let laws affect their normal practices.

Newland said he had talked to the animal control officer, as well as Multnomah County. Licensing cats is a county concern, not a city concern; the county gets the revenue but doesn't give much help. Mr. Dalton said property owners don't have much recourse, especially since they can't really shoot or poison them. Newland pointed out that live traps are available for use by citizens through the police department. He added that just catching a cat without a trap is not very easy.

Nulsen asked about costs of running such a program; who has the authority; how far can we go; will licensing really help the problems; How can we keep cats out of people's yards?

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Gano wanted to know how many of the owners vaccinate their cats. Dalton answered that according to the veterinarian few are vaccinated. Gano noted that the public needs to be further educated about pet populations and vaccinations.

MOTION: Nulsen/Halstead: refer the issue of cat licensing back to staff for research regarding revenue, costs, and other details. Passed unanimously.

NEW BUSINESS:

Leah Griffith reported that the library Christmas tree lighting will be this evening at 7 p.m. after the parade.

Donna Proctor asked about the status of a couple of items which had been referred to Traffic Safety Committee.

Roger Gano asked some questions about opticom issues, wondering why no opticom setup at the Fred Meyer stop light. Bert explained it was a trade off and was not put in at the time but was wired for opticom. Discussion followed.

Meeting was adjourned at approximately 1:50 p.m.

Submitted by:

Judy Thouvenel
Recording secretary



M I N U T E S

Community Relations Committee February 1, 1993

PRESENT: Duane Cole; Donna Proctor; Marty McIntosh; Corinne Adams;
Bob ~~Bill~~ Johnson; Marge Stiefbold; Bill Larson; Ben Erb; Stan
Newland; Leah Griffith; Bert Teitzel.

ABSENT: Jerry Fisher.

Meeting was called to order at 12:10 p.m. by chairperson McIntosh. Since it was the first meeting of the year, and there are several new members of the committee, introductions were made.

OLD BUSINESS:

STOP SIGNS AT CRESTVIEW AND MERIDIAN:

Newland explained the Traffic Safety Committee had denied this request since the signs did not fit the stop sign criteria. Discussion occurred regarding how such traffic issues should be resolved and why they are coming before the Community Relations Committee. Staff explained the history of the committee and its relationship to Traffic Safety, also noted that an ordinance has been proposed which would alter the process in the future.

Adams noted that in the past when denials are made, there is not adequate explanation to citizens who have made the request. NOTE: explanations for denial in this instance includes: not advisable to add extra stops on Crestview; other routes are available to bypass this section of town; stop signs should not be used to control speed.

Proctor explained background to the request, which was made by her neighbors. She said they may pursue a petition.

Stop sign criteria was discussed, with Cole asking Teitzel how many existing stop signs actually fit the stop sign criteria adopted by this committee last spring. Teitzel said not very many fit the criteria, which is meant to streamline the process.

McIntosh pointed out there are three options for this committee to take regarding this matter: table the matter for future consideration; agree with the Traffic Safety

Committee's recommendation; disagree with their recommendation and return the matter to them for reconsideration. He noted that the new members lack information on the issue and recommended tabling the matter until the Traffic Safety Commission ordinance is adopted.

MOTION: Adams/Larson: to table the issue at this time. Discussion occurred.

MOTION AMENDED: To refer the matter to Traffic Safety for reconsideration. ALL APPROVED.

REPORT ON PASQUALES DRIVEWAY FROM TRAFFIC SAFETY:

Newland reported that the Traffic Safety Committee had decided that the driveway to Pasquale's parking lot off of Hancock Street could be parked in front of, since it is barricaded by Pasquale's. Discussion occurred whether to grant the Grocery Express request to designate this spot as 10-minute parking. (This committee recommended last fall to post three spaces as 10-minute parking by the grocery store, and they had requested the fourth space as well.)

Cole said as of now it is a driveway whether it is blocked off or not, and Teitzel said a standard curb must be installed to officially allow parking on Hancock in front of that spot, otherwise it is too confusing. Newland pointed out he has no knowledge of any contact with Pasquales regarding this issue. Cole said Pasquales should be contacted to see how they feel about this matter, and that Grocery Express would be responsible to pay for a curb if all parties were agreeable.

General consensus was that Grocery Express was doing fine with three spaces of 10-minute parking already. Proctor pointed out it is important to be consistent whatever is done regarding traffic matters such as this.

Matter was referred to staff for further research and consideration.

NEW BUSINESS:

TRUCK PARKING IN RESIDENTIAL NEIGHBORHOODS:

Newland explained the issue and the current ordinance restrictions for truck parking on public streets, including restrictions for trucks over 10,000 pounds. Noted there is the one-side parking on Hancock by Schwab which was recommended for trucks by this committee last year. Most truckers have been cooperative about parking there, but there is wear and

tear on the roadway from it, he noted.

The biggest problem is that people who live in the community and own large trucks are parking them on private property in residential areas. Most residential streets can't take the weight of these trucks, and most big trucks are at least 10,000, causing damage in high-use areas. If police enforce the parking laws for trucks they must enforce them all over, including the Hancock area mentioned above. Do we want that? Or do we need to consider a new ordinance regulating or restricting truck parking.

Cole explained he wrote the League of Oregon Cities for ordinance ideas regarding this issue, and found out it is a can of worms. For instance, K-Falls has an ordinance that allows no trucks at all in residential areas. In our case, if the trucks are not allowed in residential areas, where can they park?

Stiefbold pointed out there are problems in her neighborhood regarding this, including noisy trucks, and trucks pulling into her driveway to turn around.

Cole said the city could build a parking area for trucks and then write an ordinance restricting them everywhere else, but that costs money, even though over time the money would be returned through fees. Other cities have created truck stops or parking lots in conjunction with a total ban on truck/trailer units in town. Often the truck drivers commute home in another rig. He wondered if we want to get community input on this issue.

NOTE: Cole asked that the Traffic Safety Committee undertake the task of gathering community input on this matter, that it is a hot issue and needs community feedback and ideas. McIntosh said it would be good to get input from truckers, too. **This committee wants the Traffic Safety Committee to know that we want to enforce some regulations, but also look at providing another place for trucks to park so that they aren't just told to get out.** Minutes of this issue are to be sent to Traffic Safety for review.

COMMUNITY SURVEY:

Cole had provided a rough draft of a telephone survey for the community, meant to give guidance to the city as to their service to the community. Cole said students from the high school could help conduct the survey, which would be a random survey from the telephone book of about 150 citizens. McIntosh said he liked it. Stiefbold wondered why it was so long, and why there were so many questions that didn't really mean

anything, such as how many people lived in the home, the ages and income, etc. What would that have to do with service to community? Concerns also were voiced about the length, and fear that citizens would get tired of answering all the questions.

Within the next week or so, if committee members have any comments, they should submit them to Cole for consideration, and he will adapt the survey and get it going.

NAME OF THE COMMITTEE; WHAT IS ITS PURPOSE?

Griffith has brought up the subject about the name: Community Relations. Why does this committee consider traffic issues, and why do these items continue to bounce around between the Traffic Safety Committee and the Community Relations Committee. What is the focus of this committee? What is its purpose and charge? Why was the name changed from Public Safety Committee? How can it live up to its current name? Members were advised to consider this during the next month and be prepared to discuss it at the next committee meeting.

Cole pointed out that there are four Council committees: Community Relations, Community Development, Finance, and Ordinance/Legislative.

TRAFFIC SAFETY ORDINANCE PROPOSAL:

Members were asked for their comments on the draft of the ordinance for the Traffic Safety Commission. It was noted that all ordinances creating commissions will be considered for consistency by the Legislative committee.

Question raised: do citizens understand they can appeal the decisions of the committees, and the process to do so? Cole said it could be added to the commission process that all property owners within a certain distance would be notified of the decisions made by the committee, which would open communications between city and citizens more fully.

Submitted by
Judy Thouvenel
Recording Secretary

MINUTES
Community Relations Committee
March 1, 1993

PRESENT: Bill Larson; Stan Newland; Duane Cole; Bob Johnson; Marge Stiefbold; Donna Proctor; Marty McIntosh; Lea Griffith, Bert Teitzel; Michael Sherman.

Correction to February minutes: Attendance should indicate Bob Johnson instead of Bill Johnson.

Meeting was opened by chairperson McIntosh.

OLD BUSINESS:

Traffic Safety Committee updates:

- * Truck Parking - Taken from the minutes of the Traffic Safety committee, the Traffic Safety committee recommends the Police enforce the ordinance regarding truck parking. This issue is moved back and forth between the Traffic Safety and Community Relations committees and no decisions have been made. Two issues discussed: (1) damage created to city street surfaces, and (2) access to private property if tractor/trailers are not allowed on city streets. Bob Johnson said they should be able to drive the truck home until there is a complaint. Corinne Adams suggested that the City should provide a place for the trucks to park such as a truck stop.

Marty McIntosh stated the city should re-write the ordinance or enforce it.
Recommendation from the committee is to review and bring back to committee.

- * Stop Sign at Crestview & Meridian: Bert Teitzel passed out different sets of criteria for the placing of stop signs. We have been using the current criteria approximately a year as it was adopted by Traffic Safety. Recommendation on this issue is that the criteria has not been met for a stop sign at Crestview and Meridian, and it is being denied.

City Survey: Duane Cole - The survey is being done at this time.

Parking Request: Duane Cole - The Coffee Cottage is supplying a parking lot and, due to this, the parking will return to a two-hour limit.

NEW BUSINESS:

*** What is the function of the Community Relations Committee?**

Traffic Enforcement policy

"Take Heat off Council"

Liaison between the people and community

Problem Solving

Proactive direction for staff based on input from community.

Example: Transportation Plan Information

Focus all Communications.

How do we communicate? Inventory and analyze.

Getting the word out

Education - Speakers Bureau

Perhaps a Mediation Board.

Donna wanted to know who Traffic Safety would report to if not the Community Relations committee. She would like to see Traffic Safety continue to report to this committee, and Community Relations take issues to council. Stan Newland stated that Traffic Safety committee questions their function if they have no decision-making responsibility and the necessity of moving issues back and forth between the two committees.

Marty McIntosh stated that it would not hurt his feelings if the committee were to be abolished. Chairperson McIntosh recommends this draft and issue be put on the next agenda.

Meeting adjourned.

Submitted by:

Bonnie Dodson
Newberg Police Department

MINUTES OF COMMUNITY RELATIONS COMMITTEE

April 5, 1993

12:00 noon, Niemo's Restaurant

Present: Chairperson Marty McIntosh; Donna Proctor; Corinne Adams; Bill Larsen; Bob Johnson; Marge Stiefbold; Duane Cole; Michael Sherman; Bert Teitzel; Leah Griffith; Stan Newland; and Mary Newell, secretary.

I. CALL MEETING TO ORDER

Chairperson Marty McIntosh called the meeting to order at 1:05 p.m. An adjournment time of 1:55 p.m. was set.

The March 1st minutes were accepted as corrected.

II. OLD BUSINESS

Truck Parking

Relating his discussion with City Manager Duane Cole prior to the meeting, Stan reported that his understanding was that the illegal truck parking issue would be put on the agenda of the Ordinance/Legislative Committee.

Bob Johnson mentioned seeing a car-carrier truck parked in the vicinity of Scott Leavitt Park. Other episodes of illegal truck parking were cited.

Stan Newland said, and Marty concurred, that the issue is not whether the truck is parked illegally and should be cited, but enforcement once a citation is written. He asserts that the Police Department should provide truck drivers with parking options and that currently there are none available.

At this time, discussion centered around the parking areas available to the truckers. Bob Johnson suggested that the community may not be aware of the need for truck parking. Chairman Marty proposed the private sector be investigated as a possible resource for this business need. Stan said he believed Duane Cole was going to contact other communities for input on how they handle truck parking.

This item was tabled until after the Ordinance/Legislative Committee meeting.

Define Committee Responsibilities

Chairman McIntosh stated that neither the Traffic Safety Committee nor the Community Relations Committee likes the ping-pong effect given to issues heard before both committees and that a distinction in roles must be determined.

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Noting that Traffic Safety operates similarly to the Library Board, Leah cited as a major concern the time interval it takes for matters to come before the City Council.

Stan said the principal reason Traffic Safety would prefer to make their recommendations directly to City Council is because Community Relations overrules Traffic Safety decisions, often without hearing and considering all the facts. He pointed out that Traffic Safety (1) hears testimony, (2) researches and reviews criteria, and (3) reaches an informed decision. Stan stated that when these decisions are arbitrarily overturned by Community Relations, frustration develops on the part of Traffic Safety members.

Responding to a question by Miss Stiefbold, Stan and Bert confirmed that Traffic Safety is an active committee with several departments referring citizens to them for satisfaction.

City Manager Duane Cole and Mayor Proctor arrived at the meeting at this time.

Marge stated, and Leah agreed, that items decided on by the Traffic Safety Committee should move directly to the City Council for adoption.

Bill Larsen entered the meeting.

Marty voiced agreement that Traffic Safety matters should go directly to City Council, but suggested that Traffic Safety matters be confined to traffic issues. Mr. McIntosh said he understands the frustration on the part of Traffic Safety. He suggested Community Relations move away from traffic issues and focus primarily on community relations issues. Marty said that Community Relations should (1) have confidence in decisions made by the Traffic Safety Committee, and (2) issues heard before that committee not be reevaluated by Community Relations. He suggested that their roles are separate and need to be redefined.

Mayor Proctor stated her opinion is that City Council wants the Traffic Safety Committee to continue to report to Community Relations.

Fire Chief Sherman entered the meeting.

Marty asked members to attempt to define the role of Community Relations. He suggested that Community Relations primary function is to act as a liaison between citizens of the community and the various city departments.

Corinne Adams said she preferred Community Relations deal with

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issues from all departments, excluding traffic matters which would be heard by the Traffic Safety Committee.

Chief Newland stated that if Community Relations would base their decisions solely on the findings and conclusions of Traffic Safety, the committees could function in conjunction as in the past. He said the difficulty arises when the Community Relations Committee arbitrarily overrides the decisions of the Traffic Safety Committee. He feels the integrity of the Traffic Safety Committee is undermined by this process. He said it also allows the Community Relations Committee to be used by applicants as an opportunity to try again if the decision of Traffic Safety is not in applicant's favor.

Responding to a question by Bob Johnson, Stan responded that very few items are actually appealed to the City Council level.

Bill Larsen said Community Relations should expect Traffic Safety to hear and decide all matters which are guided by specific criteria, without a second review by Community Relations. He felt that Community Relations should review other matters not governed by specific criteria in order to advise the City Council on these matters.

Donna said that historically the Traffic Safety Committee did background work for the Community Relations Committee, with Community Relations making decisions based on that background information.

Leah suggested that decisions of Traffic Safety should move directly to City Council for adoption, but that the City Council have the option to refer the matter to Community Relations for further investigation.

City Manager Duane Cole suggested that Traffic Safety has always been responsible for signage and painting, and their role could be expanded to include parking issues. Further, he said and Bert concurred, some sign regulations which are set by ordinance should be reviewed. Bert noted that the sign ordinance is ambivalent in its language and states that the Police have authority for signage. Duane said that parking regulations have always been set by Council and should also be reviewed.

Bert is to review the sign and parking ordinances and to provide copies to Stan and the City Manager.

Duane outlined three options for Traffic Safety:

- (1) Appeals go directly to City Council;
- (2) Traffic Safety issues are reviewed by Community Relations

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- and then to City Council;
- (3) Traffic Safety will deal with sign and paint issues; and
Community Relations take parking issues.

Bill asked what would occur when problems overlap (example is the parking issue). Duane said Traffic Safety is already looking at parking issues in a limited fashion. He suggested that Traffic Safety and Community Relations have a joint meeting in May to discuss further their views on their respective committees.

Department heads were advised to be prepared at the next Community Relations meeting to speak about how the committee can best serve the departments.

OTHER BUSINESS

Bert gave an update on the basketball hoop situation. Background was that approximately two years ago, an ordinance was established to allow things to be located in the right-of-way. Criteria for allowing basketball hoops were initiated. Bert said that he and Duane are fine-tuning a letter to be mailed to individuals with basketball hoops located in the rights-of-way, noting that there are a couple of people who have permits to allow basketball hoops.

Duane said he would address the issue of Basketball hoops in the City newsletter.

Duane said the survey input was due in today.

Responding to Marty's question regarding the hiring of the Police Chief, Duane responded that hopefully a name would be available next Monday.

There being no further business, the meeting was adjourned by Chairman McIntosh at 1:55 p.m.

Respectfully submitted,

Stan Newland
Acting Police Chief

Mary Newell
Secretary

MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING

May 3, 1993

Noon, Niemo's Restaurant

Present: Chairperson Marty McIntosh; Donna Proctor; Corinne Adams; Bill Larsen; Bob Johnson; Marge Stiefbold; Duane Cole; Michael Sherman; Bert Teitzel; Leah Griffith; Tim Weaver; and Mary Newell, recording secretary.

I. CALL MEETING TO ORDER

Chairman Marty McIntosh called the meeting to order at 12:10 p.m.

Motion: Corinne Adams/Bob Johnson to approve the minutes as presented. Unanimous.

II. OLD BUSINESS

There being no objection, Chairman Marty took the city survey out of order as the first item of business.

City-Wide Survey

City Manager Duane Cole reported that the City survey had been completed and that it revealed some interesting items. He said some of the issues could be items to consider at future Community Relations meetings. The secretary will provide committee members with a copy of the survey.

Define Committee Responsibilities

Marty relayed a suggestion from Scott Reinhardt that the time for Community Relations Committee be changed to an evening meeting, but that convenience was not necessarily the criteria for the time change. Corinne Adams agreed, stating some people are more comfortable in an informal atmosphere like Community Relations than appearing before the City Council.

Donna asked if Marty were suggesting a town-hall meeting as opposed to a Community Relations meeting.

Marge suggested that the public cannot be expected to use the committee until the purpose of the committee is known.

At this time, members attempted to describe the role of Community Relations and to identify the issues appropriate for consideration by Community Relations.

Marge cited the survey as a good source of issues for consideration.

Duane left for another commitment.

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Department heads were called upon to identify ways that the committee could help them.

Fire: Chief Sherman said the Committee could help the Fire Department by dissemination of information to the community. He said most Fire Department concerns are handled at the department level because they are code violations in nature.

Library: Leah said she has the Library Board to set policy, but that Community Relations could help by handling occasional complaints and distributing information. She questioned the many layers of government an individual must endure before getting their problem resolved.

Public Works: Bert said he attends Community Relations purely in an informational capacity, since his problems usually go to Community Development for resolution.

Police: Tim said the Police Department would look to Community Relations to resolve the gray areas of police enforcement, i.e. basketball hoops and truck parking. These are issues with the potential of high community interest that have no clear enforcement guidelines.

Donna cited examples of past issues heard by Community Relations.

Bill Larsen said he appreciated the comments from the department heads and personally views Community Relations as a represented forum for the city departments.

Corinne suggested that the role of the committee is to communicate and educate the public. She suggested putting information in the Newberg Graphic or city newsletter, with a request for comments to be directed to Community Relations.

Bill suggested non-council members of the Committee should be unofficial public representatives at other city functions, i.e. Rotary, Kiwanis, etc. Bert agreed, stating it could free up city staff.

Marge presented photographs of situations which she thought might be considered by the committee.

Bob Johnson said he felt that nuisances should be handled by the new Code enforcement officer.

In summary, Marty cited the following reasons he thought the Committee should disband.

- * lack of specific direction or duties as a committee.

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- * does not feel the committee should be an information network for the community as other avenues exist to distribute this information, i.e. City newsletter and Newberg Graphic.
- * the Committee is redundant since it hears items already heard by Traffic Safety. He feels their decisions should stand on their own merit.
- * this Committee is another example of too much government
- * delay in getting matters before Council for resolution
- * other than recommendations to City Council, a general lack of authority to make decisions.

Donna stated that the Committee cannot disband without Council approval, and that Council is currently discussing the function of Traffic Safety and whether or not it should continue to operate.

Corinne suggested that there is a legal requirement that a Traffic Safety Commission exist at city level.

Tim said that if the Code Enforcement Officer is created it would take care of many of the issues being discussed.

To clarify, Marty said that decisions of Traffic Safety would move directly to Council.

By general consensus, the Committee agreed to ask the City Council to determine and set out the purpose and responsibilities of the Community Relations Committee or to recommend that the Committee disband.

Bob Johnson stated it was appropriate for Council to decide the direction of the Community Relations Committee since committee members had not been able to reach a consensus during the last four meetings.

Marge asked that committee members read the survey before making a final decision to disband.

Mayor Proctor said she would bring the issue before the City Council at the meeting tonight.

Update on Basketball hoops

Bert reported that letters had been sent to basketball hoop owners, along with the criteria and permit forms. He said follow-up letters would go out within 60-90 days to those individuals who had not responded or applied for permits. Permit fee is \$10.

Responding to a question by Marge, Bert identified other items which might require permits to be placed in the right-of-way: retaining walls and steps. He said a permit places the object in the right-of-way on record and assigns responsibility for the object.

Chief Sherman asked that Public Works include in the criteria the requirement that items in the right-of-way must be at least 10' away from the nearest fire hydrant.

Traffic Safety Committee Update

Minutes of the Traffic Safety Committee were distributed.

III. NEW BUSINESS

Poop Scoop

Tim Weaver reported that a complaint had been received from a citizen about an individual walking their dog on a leash, same person allowing said pet to defecate on private property (school yard). Duane Cole asked the Police Department to look into this matter and report at the Community Relations meeting.

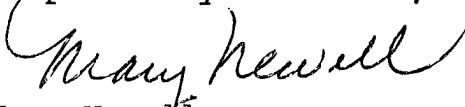
Tim reported that in this particular incident no law had been broken, and unless a complaint is filed by the School District, no action can be taken. He said that he had surveyed several communities and found very few who had a poop scoop law. In all cases these laws were unenforceable, although Pullman, WA, required pet owners to carry bags to remove animal waste.

Donna suggested that the Department send a letter to the owner of the dog, if known.

By general consensus, the matter was referred to the Ordinance/Legislative Committee for consideration and recommendation.

There being no further business to come before the Committee, the meeting adjourned at 1:25 p.m.

Respectfully submitted,


Mary Newell
Recording Secretary

Next meeting Tuesday, June 8, 1993.

MINUTES OF TRAFFIC SAFETY COMMITTEE
Newberg Library
7:00 p.m., Tuesday, May 10, 1993

PRESENT: Chairperson Doris Brant, Ray Buckley, Russel Pack, Richard Meyers, Vernon Anderson, Glenn Benedict, Bob Andrews, Larry Anderson, and Dave James.

ABSENT: Earl Sandager and Richard McCabe

Special Note on Attendance: Ray Buckley has attended the last three meetings but had not been noted on the attendance record.

The meeting was called to order by Chairperson Doris Brandt at 7:03 p.m.

OLD BUSINESS

Amendment to the minutes from April 12, 1993, regarding parking request by Sartron. Line #5 should read, "Main Street east to the alleyway," not west.

NEW BUSINESS

- A. Request through Larry Anderson that the alleyway by U.S. Bank between School Street and Howard Street be changed to a one-way alleyway.

The request was made because of heavy traffic created by the bank, the Graphic, and other businesses in the area. It was determined by the group that the alleyway was at one time a one-way and should return to a one-way to ease traffic problems. This idea was agreed upon by Traffic Safety members. It was so moved and seconded that this should be done.

- B. Request for more crosswalks at Edwards School.

City crews painted after the request was made. The problem has been resolved.

- C. Two-hour parking limit in front of Newberg Library on Howard Street. Request by Donald E. and Geneva Fraser.

The problem was discussed by the committee. It was determined that during business hours the area is probably being used for over-flow parking.

It was moved and seconded that this should be done and to post the area for two hour parking.

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D. Request from Committee members regarding membership of Jerry Fisher.

I, Dave T. James, made contact with Duane Cole, City Manager. Mr. Cole advised that he sent a letter to Mr. Fisher explaining that if someone left Traffic Safety Committee, he would be at the top of the list. He felt Mr. Fisher would be an outstanding person, but that there are no openings at this time.

There being no further business the meeting was adjourned.

MINUTES OF COMMUNITY RELATIONS COMMITTEE

Tuesday, June 8, 1993

12:00 Noon, Niemo's Restaurant

PRESENT: Corinne Adams; Bill Larson; Bob Johnson; Donna Proctor; Roger Gano; Duane Cole; Stan Newland; Michael Sherman; Leah Griffith; Larry Anderson; and Mary Newell, recording secretary.

ABSENT: Marty McIntosh and Marge Stiefbold.

I. CALL MEETING TO ORDER

The meeting was called to order by Acting Chairperson Corinne Adams.

(A) Review and approve minutes of Monday, May 3, 1993

There being no corrections, Bill Larson moved to approve the minutes as presented. Corinne seconded the motion and the minutes were placed on file.

(B) Establish new meeting day

By general consensus, the regular meeting day of the Community Relations Committee will be the first Tuesday of the month, following the first Council meeting.

II. OLD BUSINESS

A) City Survey

City Manager Duane Cole reported that the City Survey was generally positive, but suggested that there are key categories which should be considered by the Community Relations Committee.

A full quorum was reached upon arrival of Bob Johnson.

Mr. Cole noted that other information not included in the general survey had been provided by Western Attitudes that could be used to promote the City's position on issues such as EAS or the by-pass.

Bill asked if there is a way to advise the public that their #1 concern -- the by-pass/traffic issue -- was not only a city problem, but that other agencies were involved.

Citing the below-average rating received by the Police Department, Duane asked Committee and Staff how they can use the survey information to improve the city's position in the eyes of the public. He provided copies of an Oregonian article pertaining to the City of Tigard, revealing how they were using community involvement to increase public satisfaction with their police department.

Mayor Proctor said Council was considering a Citizen Advisory Committee which might include police representation.

Roger Gano suggested the use of a bicycle patrol as a positive NPD approach to policing. Stan followed up stating that the department did have a bicycle for summer use, but that a lack of manpower and response to complaints were two reasons for its limited use. Bicycles are not looked upon as an enforcement tool but rather community relations since they are limited in what can be achieved by their use.

Stan said traffic enforcement is probably the most visual issue and receives the most negative public input, and that the NPD is always looking at ways to make the department more appealing. He said the department would be amenable to working with a key group to develop a plan for enhancing the public's view of the department.

III. TRAFFIC SAFETY COMMITTEE ITEMS

(A) Request to make alley between US Bank and the Graphic one way westbound

Chief Newland said the Traffic Safety Committee recommends approval of the request to make the alley between US Bank and the Graphic one way westbound. He said the alley had at one time been one way, and concurred with the recommendation after driving and viewing the area.

Larry Anderson said that signage in support of Traffic Safety's recommendation had already been installed.

MOTION: Larson/Johnson to accept Traffic Safety's recommendation and recommend that signs be installed. Motion passed.

(B) Request for more crosswalks at Edwards School

Chief Newland indicated that no action is necessary since the issue was resolved prior to the meeting of the Traffic Safety Committee.

Larry Anderson explained that no new crosswalks were painted, but that existing crosswalks had been repainted.

Mayor Proctor said she had not received any recent complaints.

Indicating that he lives close to Edwards School, Bob Johnson said the problem of children jaywalking and crossing between cars has been alleviated somewhat now that

Renne construction has been completed.

No action was taken.

**(C) Two-hour parking limit in front of Newberg Library on Howard Street
Request by Donald E. and Geneva Fraser**

Noting that this item had been omitted from the agenda, Stan referred Committee to the Traffic Safety minutes. Stan said Traffic Safety recommends this request be granted and the area be posted for two hour parking.

Librarian Leah Griffith said that all-day parking has been and continues to be a problem, and parking for library patrons is seriously curtailed. She said she would like to see a two-hour limit on parking.

Stan recommended that a two-hour limit be set during business hours only.

General discussion between committee members followed regarding parking on surrounding streets and the on-going need for parking for Central School staff.

MOTION: Bob Johnson/Bill Larson to accept recommendation of Traffic Safety to post a two-hour parking limit in front of the Newberg Library on Howard street, with the two-hour limit restricted to during Library business hours. Motion carried.

IV. DEPARTMENT REPORTS

(A) Library long range plan

Librarian Leah Griffith briefly explained the Library Long Range Plan developed by the Library Planning Committee, which was approved by Library Board on May 20th. She indicated that after approval by the Community Relations Committee, the plan will then be placed on the City Council agenda for adoption.

There was general discussion regarding creation of a library district to collect revenues from out-of-city users.

By consensus, the plan was approved.

(B) Fire Department

Chief Sherman provided committee members with a written month end report concerning department activities.

He indicated that training had been completed for the Volunteer Fire Prevention Team, and that the team was prepared to assist with safety inspections.

Sherman noted that complaints had been received because of a "house burning" training exercise for the volunteers. Complaints cited (1) burning on Sunday, and (2) smoke. He explained that state regulations require volunteers to be exposed to burning building fires before they are allowed to participate in the department. Training activities are scheduled for evenings and weekends to accommodate the volunteers schedules, most of whom work day jobs.

(C) Police Department

Chief Newland provided committee members with a written month-end report concerning department activities.

Stan mentioned that the D.A.R.E. van would be participating in the Rose Festival Parade.

Corinne Adams asked why the department was losing officers. Chief Newland responded that he could not address that issue other than in a general manner since he knew of no officers who were leaving. He said it might be because pay at other agencies in the Metro area exceeds Newberg's wage structure.

Duane Cole agreed, stating that the City has not kept up with the cost of living. He suggested it might be time to do a comparative survey and make some differential adjustment in wages.

OTHER

Regarding use of Reserves at the Vintage Festival, the Police Department is prepared to fulfill obligations but with reservations. The City Manager said that funds might be available from the marketing tax for this activity, but would require Council approval.

There being no further business, the meeting adjourned at approximately 1:30 p.m.

Mary Newell, Recording Secretary

TRAFFIC SAFETY COMMITTEE MINUTES

Monday, June 14, 1993

7:00 p.m., Newberg Public Library

ATTENDANCE: Chairperson Doris Brandt; Andy Anderson; Glenn Benedict; Richard McCabe; Earl Sandager; Bob Andrews; and D. T. James, Secretary.

ABSENT: Larry Anderson, Richard Meyers, Russel Pack, and Ray Buckley.

GUEST: Linda Miller, 1009 Sitka Avenue, 538-6108

I. Call meeting to order

The meeting was called to order at approximately 7:05 p.m. by Chairperson Doris Brandt.

2. OLD BUSINESS

A) Intersection of Villa Road/Hwy. 219 Trucks missing turn (Report by Larry Anderson)

Larry Anderson, unable to attend the meeting, provided by memo the following report.

"I've talked with Will Bradshaw at ODOT Region 2 about putting up an overhead lighted sign at the intersection of Villa Road and the St. Paul Highway. He said he agrees that something else has to be done to direct the trucks onto Villa Road. He is looking into a lighted sign, but he also recommends channelizing the traffic with a right-turn without stopping and a stop-through lane on westbound Hwy 219. He thinks this will make it clear to the traffic that Hwy. 219 turns into Villa Road. He will get back to me in a couple of weeks."

Item was continued to next meeting.

B) Stop sign request at East 11th and Willamette

This request was made by Glenn Bailey of East 11th.

Mr. Bailey's concern which initiated the request for a stop sign was the fact that there is an excessive amount of speeding vehicles in the area. Since Mr. Bailey's request for a stop sign, Sgt. Dave James and other officers have worked radar at that location, and the problem of speeding vehicles in that area at this time has been reduced.

The request for the stop sign was denied.

3). NEW BUSINESS

Linda Miller, 1009 Sitka, had a complaint regarding heavy traffic from the high school (before school, lunch hour, and after school). Her complaint results from the high school kids speeding through the residential areas in an attempt to get around the other traffic created by the school hours.

It was explained to Ms. Miller that Larry Anderson who could speak directly about her problem was on vacation, but that it was the Traffic Safety Committee's understanding that Elliott Road was going to be widened substantially and a traffic light installed at Hwy 99 and Elliott Road. By doing this, the traffic problems that are occurring should be resolved. It was noted also that the high school has mentioned opening up the back gates so some of the high school traffic could be rerouted from that area.

Doris Brandt, Chairperson, suggested that Linda Miller send a letter to the high school voicing her concerns, and requested Linda Miller address the Traffic Safety Committee just before school begins so that Traffic Safety could also send a letter explaining their concerns regarding this matter.

**A). Request "Children at Play" sign
Aime Miller, 627 N. Grant (538-9500)**

It is Traffic Safety Committee's opinion that the "Children at Play" sign gives the wrong idea to the children who live in such areas that it is okay to play in the streets.

Sgt. James was directed to investigate the matter for Traffic Safety and to check with Larry Anderson to see if another type of wording could be placed on the sign that would advise motorists that children are in the area but not give children a false impression that it was okay to play in the street. Sgt. James will report back to the committee at the next meeting.

**B) Request 25 mph zone posting for Melody Lane
Dorothy Chun, 501 Melody Lane**

The reason for the request is that Melody Lane has now turned into a outlet street instead of a dead-end street, allowing more through traffic on Melody Lane from College Street or Hwy. 219 to North Main Street.

It was moved and seconded that Ms. Chun's request for a 25 mph zone be approved and that the City post a 25 mph zone for that area.

**C) Parking problems created by trucks on 2700 Block East Hancock
Jack Williams (538-0177)**

Jack Williams requested that changes be made for the truck parking next to his business. Mr. Williams was to attend this meeting today, but did not appear.

Mr. Benedict is going to make contact with Mr. Williams and find out exactly what he feels is the problem at his place of business and solicit his ideas on how to change the problem created by trucks parking near his business.

This matter was tabled until the next meeting.

Traffic Safety had several ideas regarding truck parking and is also very concerned about this problem. Traffic Safety has referred this item back to the Community Relations Committee several times, and there has been no action taken by the Community Relations Committee. Traffic Safety addressed the fact that instead of the City providing parking for trucks in the different areas of town, that the city solicit someone private -- perhaps through the Chamber of Commerce -- to provide parking for trucks instead of the City getting into the truck parking business.

Traffic Safety hopes that this can be addressed by the Community Relations Committee and the problem resolved. There have been a number of ideas that have come from Traffic Safety but nothing has come about at this date.

OTHER

Vittoria Way and 99W Intersection

Cars have a hard time seeing the intersection and knowing where to turn

In a memo, Larry Anderson provided the following information for Traffic Safety Committee members.

"One option we looked at was to install a street light on the south side of 99W at this intersection. ODOT says they would prefer to put candle type reflectors around the intersection; it's easier on the driver's eyes and will make the intersection show up better during the day. I agree with them. Will Bradshaw will talk to the District Office to schedule the installation."

There being no further business, the meeting was adjourned.

MINUTES OF COMMUNITY RELATIONS COMMITTEE

Tuesday, July 6, 1993

12:00 Noon, Horseless Carriage Restaurant

PRESENT: Chairperson Corinne Adams; Bill Larson; Marge Steifbold; Donna Proctor; Roger Gano; Duane Cole; Stan Newland; Michael Sherman; Leah Griffith; Larry Anderson; and Mary Newell, recording secretary.

ABSENT: Bob Johnson

I. CALL MEETING TO ORDER

Chairperson Corinne Adams called the meeting to order at 12:10 p.m.

Review and approve minutes of Tuesday, June 8, 1993

There being no corrections to the minutes, Roger Gano moved to accept the minutes as presented. The motion was seconded and the minutes placed on file.

II. TRAFFIC SAFETY COMMITTEE ITEMS

(A) Items requiring Committee Action

- * Stop sign request at East 11th/Willamette
(Traffic Safety Recommendation: Denial)**

Lt. Newland explained that the Traffic Safety Committee recommends denial of the request since it does not meet the criteria for stop signs. The request for the stop sign was initiated because of it was felt a stop sign would slow traffic. Increased enforcement has helped alleviate the traffic situation.

Roger Gano/Marge Stiefbold moved to accept the recommendation of Traffic Safety and deny the request for a stop sign at East 11th/Willamette. The motion carried.

- * Request 25 mph zone posting for Melody Lane
(Traffic Safety Recommendation: Approval)**

Lt. Newland explained that the street is a 25 mph zone (residential) and has recently become a through street. He said the Traffic Safety Committee recommends approval of the request to install a 25 mph sign.

Larry Anderson explained that complaint originated because residents are not used to the through traffic, and noted that the City keeps a stock of signs on hand.

Stan said that signage helps with enforcement and also helps indicate speed changes between City and County roads. He said historically these sign requests were handled by Public Works, never coming before Traffic Safety.

Roger Gano/Bill Larson moved to install a ^{speed} stop sign on Melody Lane for westbound traffic. The motion passed, with Marge Stiefbold voting in opposition.

B. Items for consideration

***Intersection of Villa Road/Hwy. 219, Trucks missing turn**

***Request for "Children at Play" sign, 627 N. Grant**

***Truck parking problem, 2700 Block E. Hancock**

Stan explained that these were items currently under consideration by Traffic Safety and required no action at this time. Of particular interest, however, is the intersection of Villa Road and Hwy 219.

Larry Anderson explained that the State is considering widening the intersection with a through right-turn lane. Traffic continuing beyond Hwy. 219 would be required to stop before proceeding.

Roger Gano suggested an "island" be installed at the entrance beyond the intersection.

Regarding "Children at Play" signs, Larry Anderson reported that Traffic Safety routinely deny these signs because of potential legal liability.

III. DEPARTMENT REPORTS

Library

Leah Griffith provided committee members with a copy of a monthly report.

Items of note:

- * remodel of circulation desk is complete
- * library bond issue went down to "no more taxes" vote
- * deaths of two long-time library volunteers, Henrietta Ash and Art Cassidy
- * summer reading program is underway

Citing the failure of the library bond, Leah noted that the computer system is in serious need of replacement. Overload on the system will necessitate the need for scheduling computer time at peak usage moments. She indicated that Yamhill County was the biggest supporter of the bond.

A memorial fund is being set up for Henrietta Aho.

Fire Department

Chief Sherman provided committee members with a copy of the June month end report

Items of note:

- * Department labor contract approved by City Council
- * Changed to new paging system
- * Engine #28 is back in service
- * Hose testing completed and hose id procedure started
- * Volunteers attended annual conference of OR Volunteer Firefighter's Assn.

Firefighters Chris Mayfield and Tom Rials attended an auto extrication course. On June 14, 1993, Chris put those skills to work, prying a person out of a wrecked vehicle. Later, both Mayfield and Rials taught a hands-on course for the entire department.

Police

Lt. Newland provided committee members with a copy of the June month end report.

Items of note:

- *Police Chief Bob Tardiff will begin work tomorrow and will attend the next meeting.
- *Department fitness testing is to begin this week.

Public Works

City Manager Duane Cole reported on activities of the Public Works department.

Greg Scoles has been hired as the Community Development Director and is scheduled to start work in Newberg in mid-August.

He said the closing of Allen Fruit will cost the city 10-12% in lost revenue. The department will be looking at ways to recoup the lost revenue, possibly an increase in water rates.

The water wells located in Marion County have been purchased by the city.

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Public Work employees will stay with a 5-day work week, rather than going to four 10-hour days.

MISCELLANEOUS

Meetings will be held at the Horseless Carriage Restaurant starting with the August 3rd meeting.

Submitted by:

Mary Newell, Recording Secretary

Monthly Report

Newberg Public Library

June 1993

The old song "June is busting out all over" was very true at the Library this month with a little bit of everything happening all month long. In all I think everyone is glad to see the month end and we were all wishing each other a *Happy New Year* on July 1st.

The Library Board met in June to begin discussions of goal setting for 1993-94. They will continue that discussion at their next meeting in August, as the July meeting is cancelled. Retiring Board member Kate Copenhaver was honored at her last meeting with the announcement that the **Ortho Problem Solver**, an excellent reference resource for gardeners, will be purchased for the Library in her honor.

Two very sad events this month were the deaths of long time members of the Library's "family". Henrietta Aho was killed in a car accident on June 26th. Henrietta and her husband Stretch have been long time Library volunteers and were instrumental in the development of the Library in the last 20 years. Carol Foutts and I will attend the services at Willamette National Cemetery on July 2nd. A memorial fund for Mrs. Aho has been established at the Library. Art Cassidy, husband of Library employee Florence Cassidy, passed away after an extended illness on June 30th. Art had volunteered at the Library after his retirement, especially helping with the outreach to the homebound service and bringing in the outdoor bookdrop on a daily basis. The Library will be closed Saturday, July 3rd to allow staff to attend the services. Florence has been off work since the first of June, however we will be welcoming her back to the Library on July 13th.

On June 15th I graduated from Newberg Leadership. This yearlong program sponsored by the Chamber of Commerce, provides an introduction to the community and its activities, services, businesses, and facilities. It is an excellent program for those both new to the community and long time members who will learn new things about their community and their role as community members and leaders. I am now a part of the steering committee for the 1993-94 class and will be planning the activities for the Communications/Information Day in December.

The CCRLS bond issue to purchase a new bookmobile, courier van and computer failed at the polls on June 29th. The bookmobile has since thrown a rod and is currently out of service and the computer system is getting slower and slower as the libraries get busier and busier. I anticipate we will have to curtail some computer activities if another computer is not purchased within the next year. This will also result in longer lines at the circulation desk as the computer takes longer and longer to process check out activities. The CCRLS Advisory Board is meeting in July to discuss options.

The new circulation desk was installed this month and we have received many comments from the public on how much easier it is to use and it makes Library staff seem "friendlier", since there isn't such a barrier between them and the patrons. We have also seen an improvement in staff productivity with the changes that the desk has brought. In addition, we installed new shelving for the new books upstairs and end panels for shelving in the adult non-fiction and children's area. We also had some electrical work done to improve the lighting on the stairs and the entrance area.

In anticipation of the new desk, staff held it's first annual Spring Cleaning day on June 7th. An amazing amount of junk was sorted, recycled, and rearranged to improve the efficiency of work areas and to clear out and clean up in general. This activity probably helped us later in the month as we had two inspectors from OSHA at the Library to ensure the safety of employees. We only had a couple of problems such as needing more emergency information on the telephones, new emergency exit signs, and covering a bare light bulb in a storage room. We did receive one citation regarding the unmarked weight limits on some store room shelving and we will have that resolved within a week or two. According to the inspectors, this was a no-fine citation.

On June 10th I was the featured speaker at the Kiwanis meeting and enjoyed providing my fellow Kiwanians with a picture of the Library and its role in assisting various members of our community.

I attended the Chehalem Valley Senior Citizens Council meeting in June. They will be able to stay in their current building temporarily at no rent due to the generosity of the landlord. Other sites will continue to be considered. They have also turned over the NED's adult day care to Newberg Human Resources and the in-home care service to a private provider. The transportation services will be their primary focus and that is the area the City supports.

Other activities for the month included a review of the long range plan by the Community Relations Committee with their recommendation that it be considered by the City Council at the July 6th meeting. Staff attended the Earthquake awareness seminar and also were able to purchase the Red Cross video for staff and patrons to view at their leisure. We are continuing work on the energy analysis to decrease our energy consumption by insulating the older section, installing efficient lighting and revising the heating/cooling control system. I have been working with Claudia Stewart of the School District on a joint booth for the Old Fashioned Festival. The booth will promote lifelong reading and learning.

After this very busy and stressful month, I had the enjoyable opportunity of talking with a young man who is interested in librarianship as a career. It was a pleasure to talk about the good things that librarians do and to have the opportunity to reflect on why I chose librarianship myself. It was an excellent way to get the priorities straight again after a month of distractions.

Adult/Young Adult Services:

Staff bid a fond farewell to reference librarian Mary Lynn Thomas on June 18th as she leaves the employment of the City to pursue other activities. Mary Lynn was a resourceful reference librarian who patrons will miss. Carol Foutts and I spent a couple of mornings interviewing for her replacement as well as

Debbie Ratzloff's replacement for when she leaves in September. We were very pleased to find two excellent candidates for the positions. Erin Peterson began work on June 25th. She has a Masters in Library Science from the University of Arizona and has worked at the Cedar Mill, Fort Vancouver, and Oregon City libraries. Erin also has four years of college Spanish and spent a term in Costa Rica using her Spanish. We were very lucky to be able to hire someone with her qualifications. Marianne Lausmann will join us in September after spending a number of years as an elementary school teacher. Her enthusiasm and problem solving ability will make her an asset to the Library team. She will also serve as a substitute for the Children's Librarian.

The teen summer reading program is in full swing with many more participants than last year. We will know the actual numbers in August when the statistics are compiled, but staff have all noticed many more teenagers coming in and asking about the program. In conjunction with the program we held two teen job seminars to allow teens to learn to make their own jobs by mowing lawns, cleaning houses and other personal service businesses.

Youth Services:

The Summer Reading program started with a bang with over 350 participants in the kickoff carnival on June 16th. Mayor Proctor greeted the children who arrived in steady stream for the three hour event. Volunteers, including Dick Sartwell from the Friends Church, helped the children play games of chance and skill. In addition, clowns from the touring Barnes & Noble Circus came by to entertain the children at the end of the carnival. The program continues through July with special events held each Wednesday.

With the revision brought by the new circulation desk and the subsequent work area changes for circulation staff, the Children's Librarian now has an office area in the location know as the "fishbowl". This is a much better arrangement than the desk in the children's Library as things would disappear from it and occasionally we would find little children going through the drawers. Now that desk can be used as the children's reference desk and Children's Librarian Sandi Olmstead doesn't have to worry about a child getting into her files and tossing them about the room.

Library Director's Calendar

Tuesday, June 1	Attended Library Friends Meeting Attended City Club
Wednesday, June 2	Met with North American Energy Systems for building energy analysis
Thursday, June 3	Attended Earthquake Seminar
Friday, June 4	Attended PYM Meeting in MacMinville
Monday, June 7	Spring Cleaning Day at the Library Installation of Circulation Desk began Electrical work for improved lighting and security system began
Tuesday, June 8	Attended Library Friends Meeting Attended Community Relations Committee and presented Library Long Range Plan
Wednesday, June 9	Tricia Sturdevant began work as a substitute Library assistant Attended Dept. Head Meeting

Thursday, June 10	Presentation to Kiwanis Met with City Manager
Friday, June 11	Interviewed candidates for reference librarian position
Monday, June 14	Interviewed candidates for reference librarian position
Tuesday, June 15	Attended Library Friends Meeting Attended Newberg Leadership graduation dinner
Wednesday, June 16	Summer Reading Programs Begin Assisted with Summer Reading Carnival
Thursday, June 17	Attended City Management Staff meeting Library Board Meeting
Friday, June 18	Library Staff Meeting Attended learning technology meeting at GFC Attended lunch with Community Development Director Candidates
Monday, June 21	Attended Newberg Leadership Steering Committee Meeting
Tuesday, June 22	Attended Library Friends Meeting
Wednesday, June 23	Attended Dept. Head Meeting Staffed Reference Desk during evening shift
Thursday, June 24	Attended CVSCC Board Meeting
Friday, June 25	Erin Peterson began work as reference librarian
Monday, June 28	Circulation Desk remodel finished, new shelving and shelving end panels installed
Tuesday, June 29	OSHA inspection CCRLS bond issue fails at the polls
Wednesday, June 30	Spoke with young man interested in librarianship as a career

Upcoming Events:

July 2	Attend funeral for volunteer Henrietta Aho
July 3	Library Closed to allow staff to attend funeral for Art Cassidy
July 6	City Council will consider approval of Library Long Range Plan
July 9	PYM Meeting
July 13	Leadership Steering committee meeting
July 15	Work evening Reference Desk for vacationing staff member
July 16	Staff Meeting
July 22	CVSCC Board Meeting
July 22-24	Public Library/Public Schools joint booth at Old Fashioned Festival
July 24	Library closed for Old Fashioned Festival
July 28	Summer Reading Program ends

Report Submitted By:

Leah M. Griffith, Library Director

JUNE 1993

MONTH END REPORT

Newberg Fire Department

ADMINISTRATION:

The Fire Department continued to work with other department directors on changes to the City's Emergency Plan. Also, along the lines of Emergency response, the fire department has received new Motorola pagers for emergency tone-outs. These pagers should reduce the stress on volunteers as well as increase response numbers at the larger incidents.

The City Council approved the fire department's first labor contract. After the Council's approval, the City Manager, Fire Chief and Finance Director met with labor representatives to discuss the last issue, "work week for firefighters". This issue was resolved quickly. On June 30, 1993, the labor agreement was signed at the fire station. This concluded a tremendously cooperative effort by all to resolve some very tough issues. Fire Department operations will be similar under the contract to past operations.

A special interest story developed at an accident scene in June. Using monies the City Council approved for volunteer training, firefighter Chris Mayfield attended an auto extrication course in McMinnville. On June 14, 1993, Chris put those newly acquired skills to work, prying a person out of a wrecked vehicle. He was commended for doing excellent work at that scene (see attached letter). Also, later in the month, Mayfield and firefighter Tom Rials who attended the extrication course, taught a hands-on course for the entire department. The few hundred dollars spent on the original course in McMinnville, paid immediate benefits as well as enhancing overall effectiveness of the volunteers.

TRAINING:

Regular drills for the month were held on the 7th, 14th and 28th. The 7th, was regular apparatus training. The 14th, was a live fire (burn-to-learn) training session. This session focused on operations type training utilizing our "250" Duty Officer and going through a complete fire attack sequence, starting from a position off site. The June 28th drill was another mandated session of SCBA training. This is a series of fire suppression related tasks done in FULL turn-outs and breathing apparatus that must be completed in a limited time span. This evaluation is used as a qualification to enable firefighters to enter any incident involving the possibility of a hazardous atmosphere.

Other training related activities for the month were:

- a. June 1st - Safety Committee meeting and EMS recertification class on the use of medications.
- b. June 9th - Regular officer's meeting.
- c. June 12th - A four hour class on Defensive driving taught by an Oregon Traffic Safety Commission Instructor as a prerequisite to the beginning of the Basic Driver Class.
- d. June 15th - The Polk-Yamhill Firefighters Association held its bi-monthly meeting in Newberg. The topic was a talk by the Portland Air Base Fire Chief on Basic air crash rescue procedures.

- e. June 18th - 20th - Eleven of our firefighters attended the Oregon Volunteer Firefighters Conference and were able to partake in a number of timely classes ranging from SCBA to Apparatus Operator through Leadership training.
- g. The hepatitis B immunization program continues with most new recruits having had at least their 1st shot if not their 2nd in the 3 shot series.
- h. June 26th was an auto extrication course.

FIRE PREVENTION:

During the month of June the Fire Marshal performed 22 Fire/Life Safety Inspections in the City and Rural, he attended 3 design review meetings and 4 meeting with the Building Department. He taught 4 Fire Inspection classes to the volunteer firefighters so they will be prepared to begin the B2 occupancy fire inspections in July. He also put his annual fireworks safety article in the Graphic.

There were no reported set fires this month, so far this year there has been 1 set fire and 5 undetermined fires. Last year during the same time period there were 4 set fires and 3 undetermined fires.

MAINTENANCE & MISCELLANEOUS:

Engine 28 is finally fixed and back in the station. The motor had a broken crank shaft that has been replaced with a used one from California. The harmonic balancer was also bad and we found a used one back East. The Department is getting geared up to do equipment service work at the station and get on line with a maintenance computer program.

The Department has started it's yearly hose testing. This process will take approximately 2 to 3 weeks to complete. All the hose will have an ID number, so we are able to track the service record of each hose.

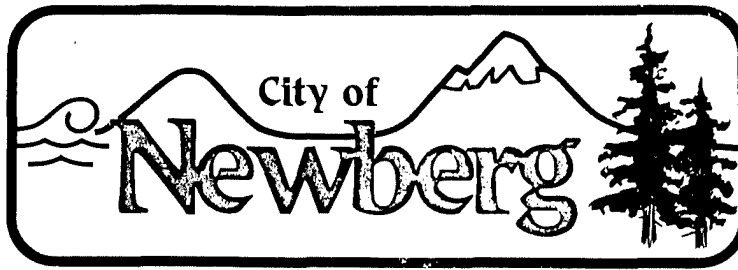
Al Blodgett attended the monthly meeting of the Mid-Willamette Valley Fire Instructors Assn. and several meetings of the Old Fashioned Festival group.

He has arranged for a display from several vendors of footwear that is approved for wildland firefighting. If Interested, members will purchase the special footwear themselves, as the department furnishes OSHA approved boots as part of their turnout gear.

The "Weed Weasel" is very busy handling the numerous complaints on tall grass, weeds and brush throughout the City. Much time is involved balancing the citizens complaints within the time tables of the cutters. This years wet spring has made the weeds grow faster and caused problems with dryness for the grass cutters.

VOLUNTEER:

Nine members of the Department attended the annual conference of the Oregon Volunteer Firefighter's Association held in Seaside, June 17th - 20th. Classes available to them were; Leadership; Usage of Self-Contained Breathing Apparatus; Preparing You Department for an OSHA Inspection and Improving Your Department's Training Program. Firefighter Lee Litfin was elected to a one year term on the Association's Board of Directors. Lee also serves as chairman of the Organizations State wide Scholarship Committee.



MEMORANDUM

June 28, 1993

TO:

Chief Sherman

FROM:

Al Blodgett 

SUBJECT:

Chris Mayfield

On June 14, 1993, the Newberg Fire Department was called to a motor vehicle accident on Springbrook Rd. near it's upper intersection with Kincaid Rd. Three occupants of one vehicle were trapped inside and required the use of the Hurst rescue tool.

Volunteer Firefighter/EMT Chris Mayfield was the operator of the "Jaws of Life" at this accident and did so in a very smooth and professional manner. Chris's professional actions at this incident showed the value of the Department's encouraged extra schooling. Chris attended a course in specialized extrication put on by a nationally known group, Car Busters a few months earlier. The training was held at the McMinnville Fire Department.

Chris's striving for professionalism and the want for furthering his knowledge paid additional dividends to Newberg Fire Department on June 26th when, he and Tom Rials, who also attended the McMinnville class, put on an extrication class for other members of the Department.



Home of Old Fashioned Festival



NEWBERG POLICE DEPARTMENT MONTHLY ACTIVITIES

May 16 - June 15, 1993

Held a Department All Staff meeting to meet with new Chief Frank Bell, who was here visiting Newberg during the week of May 18th.

Bonnie Dodson, Communications Supervisor, attended the quarterly Oregon Emergency 911 Managers meeting held in Bend, Oregon.

D.A.R.E. Officer Scott Jones graduated about 325 seventh grade students from the D.A.R.E. program. Encouraging results in this effort to stimulate participation from older students.

Sgt. Tim Weaver attended a Trainer's Update course at the Academy.

Welcomed new practicum student Mark Cooke. Mark, a student at Western Oregon State College, will be doing his 400-hour practicum with NPD as he pursues his degree in law enforcement.

Sgt. Tim Weaver taught a class on Motor Vehicle Law to certified officers from out of state at the Police Academy.

Officer Scott Jones and Sgt. Tim Weaver spent numerous hours over several days in the Newberg High School "prank." The high degree of cooperation between high school staff and police brought this high profile case to a quick and positive conclusion.

Bonnie Dodson led a tour of about 30 Edwards School students through the police department. As usual, the highlight for the kids was the jail.

Old Fashioned Festival planning activities included meetings for Chief Stan Newland, NPD representative for this year's festival. Sgt. David James and Corporal Art Pohl are busy coordinating police department activities to insure a safe and problem-free weekend for citizens and visitors.

Chief Newland, as treasurer, attended meetings with the Oregon Narcotics Enforcement Association.

SIU ACTIVITIES

Suspect in baby abuse case taken into custody.

Due to the rash of daytime residential burglaries, SIU has spent several days assisting on this investigation.

SIU attended the Youth Gang Task Force meeting at the Yamhill County Sheriff's office.

**NEWBERG POLICE DEPARTMENT
STATISTICS ON OFFENSES
MAY 1993**

PART I Offenses:

(These include all major crimes.)

There were 59 Part I crimes reported, and 91.5% were cleared by the department.

Part II Offenses:

(These include thefts, drugs, self-initiated cases, etc.)

There were 132 Part II crimes reported, and 94.6% were cleared by the department.

Part III Offenses:

(These include major traffic, animal, general assistance, etc.)

There were 399 Part III crimes reported, and 100.7% were cleared by the department.

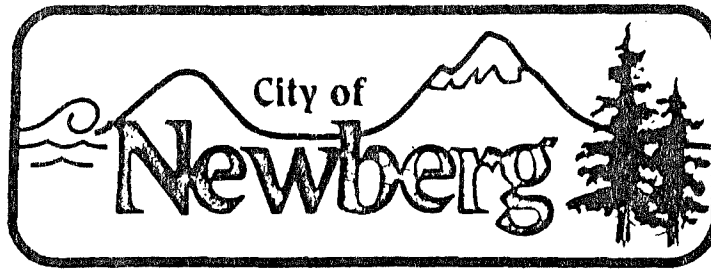
TOTAL ALL APRIL OFFENSES:

A total of 590 offenses were reported for May 1993, with an overall clearance rate of 98.4%.

**TRAFFIC PATROL STATISTICS
May 1993**

Traffic Violations Issued: 335

Traffic Warnings Issued: 146



Leah M. Griffith
Library Director

June 11, 1993

Newberg Public Library
503 E. Hancock St.
Newberg, Oregon 97132
(503) 538-7323

Stan Newland
Newberg Police Department
Newberg, OR 97132

Dear Stan,

I wanted to take a moment to commend your officers for the professional manner in which they dealt with a situation at the Library yesterday. We had a man expose himself to a patron and while the patron would not identify herself and consequently charges were not pressed, Officer Perritt handled the situation with skill. He and his partner were able to question the suspect and with the assistance of Terry Mahr, served him with an order barring him from the Library.

I was pleased with Officer Perritt's professional demeanor and his concern for library patrons and children at the neighboring school. I did not know the name of other officer, however, I was impressed that he kept the suspect talking for 20 minutes, while an order was written, and in the process determined he had indeed exposed himself to a library patron. Both officers showed their skill at dealing with a sensitive situation.

This note seemed especially timely considering our conversation earlier in the week regarding the public thank you's you received for unlocking doors, but the lack of thank you's for "real" police work. This is a thank you for that "real" police work that your officers demonstrated so well on Thursday.

Sincerely,

Leah M. Griffith
Library Director



MINUTES OF COMMUNITY RELATIONS COMMITTEE

Tuesday, August 3, 1993

12:00 noon, Horseless Carriage Restaurant

PRESENT: Chairperson Corinne Adams; Bob Johnson; Bill Larson; Marge Stiefbold; Mayor Donna Proctor; Councilor Roger Gano; City Manager Duane Cole; Chief Bob Tardiff; Fire Chief Michael Sherman; Librarian Leah Griffith; and Mary Newell, recording secretary.

GUESTS: Jim Morrison and Andy Anderson

I. CALL MEETING TO ORDER

Chairperson Corinne Adams called the meeting to order at 12:15 p.m.

Review and approve minutes of Tuesday, July 6, 1993

Motion: Bill Larson/Bob Johnson to approve minutes of Tuesday, July 6, 1993, as corrected. Motion passed unanimously.

Andy Anderson addressed the Community Relations Committee on behalf of the Traffic Safety Committee. He expressed concern that the City Council and the Community Relations Committee have not adequately separated the roles and identified responsibilities between the Traffic Safety Committee and Community Relations Committee. Of particular concern was Community Relations continued review of decisions of the Traffic Safety Committee, some of which have already been executed. He said the Traffic Safety Committee feels this duplication of effort is a poor use of time and resources of both staff and volunteers. He encouraged the Community Relations Committee to seek a resolution to this overlap in responsibility.

Donna Proctor stated that the role of Traffic Safety has always been to conduct the groundwork investigation and make recommendations. Final decisions are to be made by the Community Relations Committee.

Roger Gano and Marge Stiefbold disagreed with Mr. Anderson, stating that effort is not duplicated by Community Relations because investigation is done at the Traffic Safety level and decisions made by Community Relations which is the Council committee.

For clarification, Mr. Anderson asked if Community Relations members mean that Traffic Safety is to wait for approval by Community Relations before acting on Traffic Safety's recommendation. He said that meeting schedules can cause a delay of a month or more.

General discussion followed. Mr. Anderson explained that when a request arrives

before the regular meeting, Traffic Safety will investigate first and make a decision at the hearing. Ms. Proctor suggested that the fire and police chiefs use the Community Relations meetings to provide input on these issues. Mr. Anderson felt their input should be done earlier during the investigative level.

Chairperson Corinne Adams sympathized with the frustration of Traffic Safety members. However, she said her understanding is the function of the Community Relations Committee is to approve/deny decisions of the Traffic Safety Committee.

Mr. Anderson reiterated his concern about duplication of effort and the time it takes to resolve an issue. He agreed that some issues are not suitable for consideration by Traffic Safety, noting that the issue of truck parking had been referred to the Community Relations Committee by Traffic Safety. He stated that Community Relations rarely overturn decisions made by Traffic Safety.

Chief Tardiff suggested Traffic Safety be allowed to decide and act upon minor issues, with appeals of their decisions going to the Community Relations Committee. Roger Gano agreed, stating that he feels the Traffic Safety Committee is competent to decide minor issues. Stop signs, he said, require Council approval.

Mr. Anderson left the meeting at 12:32 p.m. Discussion continued.

Mayor Proctor expressed a desire that Traffic Safety members or their representative attend Community Relations meetings. Chief Tardiff explained that he had requested Mr. Anderson address the Community Relations Committee with their concerns.

Mr. Morrison asked if Traffic Safety reports to a city official or to Community Relations? City Manager Duane Cole explained that authority over some issues is delegated by ordinance to Traffic Safety with Police Chief authorization. As an example, most sign issues can be handled by Traffic Safety. Responding to Mr. Gano's question, the City Manager said the ordinance can be revised to clarify issues to be heard by Traffic Safety. Mr. Morrison said it appears that Community Relations is considering issues that should be handled by the Police Chief.

Following discussion, Mr. Cole said he would review the City ordinance and report back to Community Relations Committee at the next meeting.

II. TRAFFIC SAFETY COMMITTEE ITEMS

***North Grant Street**

Request "Children at Play" sign

Request 25 mph speed sign

Request installation of speed bumps

Traffic Safety Recommendation: Denial

***Truck parking
2700 Block East Hancock**

Traffic Safety Recommendation: Truck parking be eliminated along north side of Hancock Street from intersection of Hancock and Elliott eastbound. Also, recommend posting of either *Dead End* or *Not an Outlet Street*.

Regarding North Grant Street, Chief Tardiff explained the recommendation of Traffic Safety to deny the request for the speed sign, the "Children at Play" sign, and speed bumps.

Regarding truck parking on East Hancock, Chief Tardiff explained that truck parking has been allowed on the north side of the street because of low traffic volume. He said truck parking is now an issue because parked trucks are hampering delivery to area businesses.

Donna Proctor advised that a private truck parking facility is being built beside the Pacific Pride station and should be done soon. Mr. Gano asked if there will be a charge since it will be a private business.

Corinne asked if truck parking is to be eliminated completely on both sides of Hancock? Chief Tardiff explained that business owner Mr. Williams has issue with truck parking because his own delivery trucks are unable to make deliveries at his business because of blocked access.

General discussion regarding the parking issue, history, and the need for truck parking.

Motion: Roger Gano moved to accept the recommendation of Traffic Safety to deny the request for a "*Children at Play*" sign, 25 mph speed sign and installation of speed bumps on North Grant Street. Motion was seconded by Bob Johnson and passed unanimously.

Motion: The issue of truck parking was taken up as a separate motion. Roger Gano moved to table the truck parking issue and posting of "*Dead End*" or "*Not an Outlet Street*" until next month. The motion was seconded by Bill Larson, and passed unanimously.

III. OLD BUSINESS

Review roles and responsibilities of Traffic Safety Committee and Community Relations Committee (Tardiff)

Earlier during the meeting, this matter was referred back to Staff for adjustments to ordinance and will return for Committee consideration next month.

IV. DEPARTMENT REPORTS

Library

Leah Griffith provided a written report of monthly activities of the Newberg Public Library. Items of note:

- *Bookmobile service will be suspended
- *Funds will be borrowed from college to purchase computer as current system can no longer accommodate growing library use
- *Marianne Laussman has been hired to replace Erin Peterson who took a job in Vancouver, WA
- *\$1500 has been received for the Aho Memorial

Ms. Griffith passed out new library brochures. She thanked Mayor Proctor for her participation in the Pioneer Reading program.

Fire Department

Chief Sherman provided a written report of monthly activities of the Newberg Fire Department and EMS - Rescue Division. Items of note:

- *New pagers are on line
- *The Old Fashioned Festival preparations completed with no mishap.
- *In process of finalizing new Rural Board/City contract
- *Department is anticipating OR-OSHA inspection
- *The department is working with other jurisdictions to develop a large wildland fire plan for the County
- *EMS-Rescue Division participated in a table-top MIP drill
- *EMS System services were required in two major head-on motor vehicle accidents

Chief Sherman reported that concern had been expressed over the Department's handling of a structure fire. He explained that the fire was a textbook example of a structure fire and that Fire personnel had responded according to standard safety rules. A concern that the fire was a hate crime was ruled out when officials determined that the fire started due to smoldering coals.

Through personal contact, the city newsletter and local newspaper, Chief Sherman plans to educate the public about fire fighting methods. Neighbors around this particular fire will be contacted.

Police

Chief Tardiff provided a copy of his monthly report. Items of interest:

- *Department received a video camera from M.A.D.D.
- *Department will begin hiring procedure
- *Officer Brian Casey graduated from the police academy
- *The Old Fashioned Festival Parade was accomplished without incident

Chief Tardiff stated he had met with Mr. Attrell and the department will now provide funeral escort onto Hwy. 99. This effort will provide the Patrol officers with some positive exposure within the community.

B.P.S.S.T. will conduct a department management study to get a general overview of the operations of the department. The study will identify areas of strength and areas needing improvement. Corvallis Chief of Police Pam Roskowski has been assigned to conduct the study.

Chief Tardiff generally outlined his plans for the department.

Public Works

City Manager Duane Cole said ODOT had plans to resolve the traffic situation at Church & State streets by providing directional arrows on the streets and improved signage. The timeline for completion is approximately September 30th. Also the State has assigned a new maintenance foreman for the Newberg area.

V. NEW BUSINESS

Citing concern over the negative community opinion and publicity, Marge Stiefbold raised the issue of the controversy surrounding the Newberg Community Hospital. She suggested the matter reflects poorly on the City as well as the hospital.

Duane Cole addressed the matter stating that all the issues have not been adequately addressed by the Sisters of Providence, but expects the hospital to continue to act as they have in the past with some slight modifications.

Chief Sherman explained the AAA rating for the Fire Department.

There being no further business, Roger Gano moved to adjourn the meeting. Bob Johnson seconded the motion, and the meeting adjourned at 1:30 p.m.

Mary Newell, Recording Secretary
mary\min\crel8.min

MINUTES OF COMMUNITY RELATIONS COMMITTEE

Tuesday, September 7, 1993

12:00 noon, Horseless Carriage Restaurant

PRESENT: Chairperson Corinne Adams; Bob Johnson; Bill Larson; Marge Stiefbold; Mayor Donna Proctor; Councilor Roger Gano; City Manager Duane Cole; Chief Bob Tardiff; Fire Chief Michael Sherman; Librarian Leah Griffith; Larry Anderson; and Mary Newell, recording secretary.

GUEST: Jim Morrison

I. CALL MEETING TO ORDER

Co-Chairperson Roger Gano called the meeting to order at 12:00 noon.

Review and approve minutes of Tuesday, August 8, 1993

The minutes of Tuesday, August 8, 1993, were approved as written.

II. TRAFFIC SAFETY COMMITTEE REPORT (Tardiff)

Chief Tardiff, reporting for the Traffic Safety committee, said all agenda items had been continued to the next meeting and no action by Community Relations Committee was required at this time.

He invited Community Relations members to attend the next Traffic Safety meeting to hear guest speaker Helen Liere from the Oregon Department of Transportation. Ms. Liere will speak about the availability of grant applications for reader boards.

Marge Stiefbold suggested representatives should attend both the Community Relations meeting and the Traffic Safety meeting. It was noted that Chief Tardiff attends both meetings to report committee activities.

III. OLD BUSINESS

- A) Truck parking problem in 2700 block East Hancock**
Traffic Safety Recommendation: Truck parking be eliminated along north side of Hancock Street from intersection of Hancock and Elliott eastbound. Also, recommend posting of either *Dead End* or *Not an Outlet Street*.

Larry Anderson, staff engineer, reported that grading of the site of the anticipated truck parking lot was almost finished. He said the owner currently cannot put a building on the site, that regulations apply regarding compacting the loose fill, etc. before a permit can be issued. He explained that fill became available and site is being graded. It was

noted that although the grading is almost complete, the owner has not been in to provide a site plan or to pursue the necessary permits. There is no curb cut.

Chief Tardiff said the Traffic Safety Committee has tabled this issue awaiting further information. He said that because of the parking problem, Traffic Safety is ready to post the street.

Councilor Gano, noting that he thought he had included this in his motion last month, recommended allowing the street to be posted with signs "Dead End" or "Not An Outlet Street."

Motion: Gano/Larson to post signs for "Dead End" or "Not an Outlet Street" on the easterly portion of Hancock from Elliott. After clarification of the area to be posted for Ms. Stiefbold, the motion passed unanimously.

B) Review of City Ordinance pertaining to Traffic Safety Committee (Cole)

City Manager Duane Cole passed out a draft ordinance establishing the Newberg Traffic Safety Commission. He said this ordinance had been reviewed by the City Council earlier in the year, but had been tabled. Major changes include making Traffic Safety responsible for holding public hearings, notification of hearings, and right of appeal directly to City Council. He said the ordinance was tabled until the role of the Community Relations Committee had been identified.

Regarding Section 10, Bill Larson felt that people should be notified prior to a decision being made so a citizen could be involved in the process. Roger Gano supported this change.

Corinne Adams voiced concern with the length of time between meetings as identified in Section 7. Mr. Gano suggested changing the ordinance to reflect "meeting as needed" or "at least quarterly" to give the option for more frequent meetings.

Responding to a question from Bob Johnson, Mayor Proctor and Larry Anderson indicated that enough issues arise for Traffic Safety could meet on a monthly basis.

Corinne Adams suggested the ordinance go to Traffic Safety for review and input. Chief Tardiff reported that Traffic Safety would meet next week and he would bring it up as an order of business.

There was general discussion between members regarding modifying the ordinance to include the changes suggested today.

Motion: Gano/Larson to direct Staff to amend the ordinance to reflect the amendments

discussed during Community Relations, send the amended ordinance to Traffic Safety, and then place the ordinance on the City Council agenda for the October 4th meeting. The motion passed unanimously.

IV. NEW BUSINESS:

A) Hospital issues

City Manager Duane Cole reported that the City Council had taken a leadership role regarding the Hospital and appointed a subcommittee to review hospital issues. The Sisters of Providence are to respond, reporting back to the Hospital Commission and the City Council. A complete report is due at a meeting on Monday, September 13, 1:00 p.m., at the hospital. It is a public meeting.

V. DEPARTMENT REPORTS

Police (Tardiff)

Chief Tardiff presented his monthly report. A copy is attached as part of these minutes.

Further, Chief Tardiff reported that 218 applications had been received for the position of position of police officer and explained the next steps in the hiring process.

He informed committee members that members of the department had filed with the State Employment Relations Board to organize a union within the department.

Responding to a question from Ms. Adams, Mr. Tardiff said that the LEMAP survey would be distributed and targeted for those individuals actively involved in city government and the Chamber. Also, he is considering a statistically relevant survey be done by George Fox College or Portland State University.

Fire (Sherman)

Chief Sherman provided committee with a copy of his monthly report, attached as part of these minutes.

He noted that the Newberg Graphic wrote a positive article about the Department's response time at a house fire on Saturday, July 31, 1993. He said they canvassed the neighborhood of the fire, answering questions and providing information. He thanked the committee for the suggestion and said it turned a negative situation in to a very positive situation.

Community Development (Scoles)

Greg Scoles introduced himself to committee members as the new Community Development Director. He reported he is happy to be in Newberg and has been familiarizing himself with staff and issues facing the combining of the Public Works,

Planning and Building departments. He passed out copies of the monthly report, attached as part of these minutes.

Duane Cole reported receiving complaints resulting from sludge from the composter being spread in the area. He noted this will end soon with the start-up of the composter. Anticipated start up is early 1994.

Responding to a question from Marge Stiefbold, Duane explained that the city is adding a polymer to the city water to help neutralize minerals in the water that erode the copper pipe. He said he expects no noticeable change in water flavor.

Greg suggested the new pump station being installed on Dayton Street may cause some negative comments due to the construction and removal of large fir trees from the site. The new station is expected to run on November 15th. It was suggested that Community Development take a proactive position by notifying the adjacent neighbors that the trees will be removed before the work is done.

Library (Griffith)

Leah Griffith passed out copies of the monthly report, attached as part of these minutes, and provided a review of her activities for the month of July.

Leah, responding to a question by Marge Stiefbold, said the heating system at the Library has become inadequate and that it is time to look at a more efficient system. Replacing the heating system is part of the energy project being reviewed by the Oregon Dept. of Energy and PGE.

There being no further business, Roger Gano moved to adjourn. Bob Johnson seconded the motion, and the meeting adjourned at 1:00 p.m.

Submitted by Mary Newell, Secretary.

