

MINUTES OF COMMUNITY RELATIONS COMMITTEE
Tuesday, November 2, 1993
12:00 noon, Horseless Carriage Restaurant

PRESENT: Chairperson Corinne Adams; Marge Stiefbold; Bob Johnson; Bill Larson; Mayor Donna Proctor; City Manager Duane Cole; Community Development Director Greg Scoles; Police Chief Bob Tardiff; Fire Chief Michael Sherman; Librarian Leah Griffith; and Mary Newell, recording secretary.

I. CALL MEETING TO ORDER

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

Review and approve minutes of Tuesday, October 7, 1993

Motion: Larson/Adams to approve minutes of Tuesday, October 7, 1993, as written. Motion carried.

II. TRAFFIC SAFETY COMMITTEE REPORT (Tardiff)

Police Chief Bob Tardiff advised members that the next meeting of the Traffic Safety Committee will be conducted under new Ordinance No. 93-2354, passed by the City Council on October 4, 1993.

The intersection of So. College and Second Street will be considered at an upcoming public hearing of the Traffic Safety Committee. There is a visibility problem at the intersection, and there have been six accidents at the intersection within the last twelve months.

Regarding truck parking, Chief Tardiff said Clarence Fry of Big Dipper Transport, had attended the last meeting of Traffic Safety. Mr. Fry will meet with Mr. Williams to work together on the parking issue. The Traffic Safety Committee proposed painting yellow curbs on both sides of the Williams' driveway, but this action will not be acted on for 90 days.

To clarify for Marge Stiefbold, the police chief advised that a vehicle may make a left turn against a red light onto a one-way street from a two-way street after stopping and yielding to traffic and pedestrians.

III. OLD BUSINESS:

There was no old business to discuss.

IV. NEW BUSINESS:

Duane Cole said a request had been received from citizens to provide agendas for meetings, in

addition to posting them. The Ordinance/Legislative Committee has discussed this issue and determined that posting the agenda a week in advance of the meeting date satisfies the requirements of Oregon Revised Statutes. However, they feel it would be easy to provide citizens with copies of agendas of meetings. As a public relations matter, the City Manager asked for input from the Community Relations Committee.

It was noted that agendas of all meetings are posted at City Hall and the Library, and that a copy machine is available at each location.

The Mayor felt consistency was important. She was concerned that problems could arise if individuals did not receive the promised agenda.

Other points which were discussed included the following:

- Provide agendas using pre-stamped envelopes provided by citizens.
- Provide copies of agendas on request at no charge.
- Provide copies of agendas on request for a fee.

Greg Scoles said other agencies routinely provided agendas to citizens, although a fee is usually involved. He suggested another issue is keeping mailing lists current.

Ms. Stiefbold said the community should be educated on where the agendas are posted, and suggested the City newsletter would be a good approach.

Bob Johnson felt that citizens interested in activities of the City should be encouraged to participate by having the agendas available to them.

Chairperson Corinne Adams asked if the expense of mailing and photocopying agendas was an issue. Consensus was the cost of Staff time and confusion about mailing could possibly become an issue; however, the cost of photocopies was minimal. Committee feels it is important that the information be available upon request; however, it would be harmful if individuals did not receive promised agendas due to some oversight on the part of staff. Mayor Proctor reiterated her feeling that to be consistent, it should be up to the citizens to come to City Hall to acquire the required information.

The Community Relations Committee decided that agendas will not be provided to citizens through the mail, but extra copies of the agendas will be made available for distribution and will be available in City Hall. Duane Cole will be responsible for educating the public about where agendas are posted and how to get one.

A fee schedule for copies of City records and documentation will be discussed at a later date.

V. DEPARTMENT REPORTS:

Library: Leah Griffith reviewed her written monthly report, a copy of which is attached as part of this record. Following the report, she entertained questions.

Leah said the library has experienced an increase in complaints regarding the \$30 out-of-City fee imposed on library users not located within the Newberg city limits. She suggested the Community Relations Committee may want to discuss a public relations campaign. It was noted that the library has a brochure which explains the out-of-city fee. Corinne suggested library staff be counseled on how to deal with irate citizens.

Bill Larson complemented the Friends of the Newberg Library on their annual book sale.

Police: Chief Bob Tardiff outlined his written monthly report, a copy of which is attached as part of this record.

Mayor Proctor said to anticipate a complaint regarding a visibility problem created by placement of a phone booth next to the Coffee Cottage. Chief Tardiff suggested she refer the Complainant to the Traffic Safety Committee.

Fire: Chief Sherman briefly explained his written monthly report, a copy of which is attached as part of this record.

Chief Sherman was asked for his views on Carbon Monoxide detectors. Chief Sherman explained that carbon monoxide is usually present if wall heaters, stoves or water heaters are not properly vented or do not experience complete combustion. He said he could not make a recommendation on their reliability.

Public Works: Greg Scoles reported on activities of the Public Works, Engineering and Planning/Building departments:

- An All Department meeting was held to allow information gathering and communication between the various departments.
- The start-up of the composter is running approximately one month behind schedule due to the difficulty in obtaining equipment.
- The 8th Street Pump Station will be on-line November 14th. There has been some difficulty getting electricity to the site.
- The water-quality problem has been solved. He said it was an isolated occurrence, but advised that Committee may receive some comments regarding this matter.

- A new subdivision installed water lines before the water meters were installed. This creates a health hazard. Enforcement has been started, and the developer will be cited.
- The department is in the final stages of recruiting a Utility Manager and Planning Manager.
- The Newberg Wastewater Treatment Plant was recognized for 10 years of accident-free work by the Pacific NW Pollution Control Association.

Marge Stiefbold said she felt Pat Haight did a fabulous job at her first session of the Planning Commission meeting.

Chief Sherman said the Fire Department will be advertising a new phone number to advise callers of burn days.

There being no further business to come before the Community Relations Committee, Marge moved to adjourn. Bill Larson seconded the motion, and the meeting adjourned at 1:20 p.m.

Submitted by:

Mary Newell, Recording Secretary

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.

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.

AGENDA

COMMUNITY RELATIONS COMMITTEE Tuesday, July 6, 1993 12:00 noon, Horseless Carriage Restaurant

I. CALL MEETING TO ORDER (Chairperson Corinne Adams)

Review and approve minutes of Tuesday, June 8, 1993

II. TRAFFIC SAFETY COMMITTEE ITEMS (Newland)

(A) Items requiring Committee Action

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

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

(B) Items under consideration (Information only. No Committee action/discussion required at this time)

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

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

- * Truck parking problem
2700 Block east Hancock

III. DEPARTMENT REPORTS

Library (Griffith)

Fire Department (Sherman)

Police Department (Newland)

Public Works (Cole)

IV. ADJOURN MEETING

Adjourn to next meeting on Tuesday, August 3rd, at Niemo's.

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

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.

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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 compliant 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 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

M I N U T E S

Community Relations Committee February 1, 1993

PRESENT: Duane Cole; Donna Proctor; Marty McIntosh; Corinne Adams; 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