

MINUTES OF THE COMMUNITY RELATIONS COMMITTEE

Tuesday, October 4, 1994

12:00 noon, Wastewater Treatment Plant

MEMBERS PRESENT: Marge Stiefbold
Bill Larson

VISITOR: Mary Lyon

STAFF PRESENT: Donna Proctor, Mayor
Duane Cole, City Manager
Greg Scoles, Community Development
Leah Griffith, Library Director
Stan Newland, Police Department
Ben Erb, Fire Department
Mary Newell, Recording Secretary

I. CALL MEETING TO ORDER

Mayor Proctor called the meeting to order.

A) Review and approve minutes of August 2, 1994.

Motion: Larson/Stiefbold to approve the minutes as written. Motion carried.

II. OLD BUSINESS:

A. Committee Membership Update (Proctor)

Mayor Proctor announced that Bob Weaver has been appointed chairperson of the Community Relations Committee following the resignation of Corinne Adams from the City Council.

B. City Tax Base (Cole)

City Manager Duane Cole addressed the issue of the tax base to be voted upon at the General Election on November 8th, 1994. The tax base increase, \$405,000, will be used solely to support police and fire services. The request includes: \$250,000 to hire four firefighters, purchase equipment and vehicles; and \$155,000 to hire two police officers, and funds for equipment and vehicles.

The community has grown, with a subsequent increase in calls for service. There has been no

increase in the tax base since 1982. The projected increase in assessment is \$.41 per thousand dollars of assessed valuation. Be sure to vote on November 8th.

III. NEW BUSINESS: None.

IV. DEPARTMENT REPORTS:

Police Department (Newland)

Lt. Newland provided copies of the monthly report outlining activities of the Police Department. A copy is attached as part of these minutes.

Lt. Newland noted the Mobile Radar Traffic Monitor trailer is now on city streets and comments have been very favorable.

Miss Stiefbold questioned if scanners will be able to monitor the 800 MHz radio channels. Lt. Newland indicated that scanners will not be able to monitor the frequencies to be used by the Newberg Police Department which will frustrate some listeners; however, there are some safety concerns to consider when transmissions are public.

Community Development (Scoles)

Greg Scoles, Community Development Director, reported the highlights of events involving the Community Development offices during the month of September.

- ✧ The composter is running smoothly.
- ✧ Slurry seal is being applied to selected neighborhood streets (a total of 73 blocks). He noted there may be some complaints as traffic through some areas may be disrupted. Work should be completed by Friday.
- ✧ ODOT is working on a corridor study, including Hwy. 99W from Newberg to McMinnville. CH2M Hill and Kettlemen will be involved.
- ✧ LID projects are underway for Second and Third Streets
- ✧ Have been awarded a \$79,000 grant to aid with design of Hwy. 219

Fire Department (Erb)

Asst. Chief Ben Erb provided copies of the month end report for Fire Department activities. A copy of the complete report is attached as part of these minutes.

An open house will be held at the Fire Department on Saturday, with safety demonstrations and rides on the fire trucks for kids.

Library (Griffith)

The monthly report for the Newberg Library was provided to Commissioners by Library Director Leah Griffith, a copy of which is made a part of these minutes.

V. ADJOURN MEETING:

There being no further business to come before the Community Relations Commission, the meeting was adjourned.

Mary Newell
Recording Secretary
Community Relations Committee

MINUTES OF THE COMMUNITY RELATIONS COMMITTEE

Tuesday, August 2, 1994

12:00 noon, Newberg Fire Department

MEMBERS PRESENT: Bob Weaver, Co-Chairman
Marge Stiefbold
Bill Larson

OTHERS PRESENT: Donna Proctor, Mayor
Duane Cole, City Manager
Greg Scoles, Community Development
Stan Newland, Lieutenant, Newberg Police Dept.
Michael Sherman, Fire Chief
Carol Foutts, Asst. Library Director
Tami Linkh, Secretary Pro-Tem

I. CALL MEETING TO ORDER

Co-Chairperson Bob Weaver called the meeting to order at 12:09 p.m.

A) Review and approve minutes of June 7, 1994.

Minutes were approved as written.

II. OLD BUSINESS: None.

III. NEW BUSINESS: None.

IV: DEPARTMENT REPORTS:

Monthly reports of department activities were presented by department heads and/or their representatives. Written reports are attached as part of these minutes.

Marge Stiefbold suggested the information from the Fire Department's monthly report be included in Mayor Proctor's column in the Newberg Graphic. Chief Sherman said the rumor circulating that our volunteer fire department is moving to a paid department is untrue.

There were reports that the Old Fashioned Festival Parade was too long. This will be considered when planning in future years. Also, the State Highway Department received several complaints that traffic backed up during the parade. The Police Department, based on their investigation, indicated the back-up was not that serious.

There was some discussion regarding tearing down the Frances Theater. Jimmy G's tavern will be rebuilding. Crater School should have begun construction today.

V. ADJOURN MEETING:

There being no further business to come before the Community Relations Commission, Co-Chairman Bob Weaver adjourned the meeting.

The next meeting will be held on September 13th and hosted by the Community Development Department. Each person is encouraged to bring a guest from the general public.

Respectfully submitted,

Tami Linkh, Secretary Pro-tem

MINUTES OF THE COMMUNITY RELATIONS COMMITTEE

Tuesday, June 7, 1994

12:00 noon, Horseless Carriage Restaurant

MEMBERS PRESENT: Bob Weaver, Co-Chairman
Marge Stiefbold
Bill Larson

ABSENT: Bob Johnson

OTHERS PRESENT: Donna Proctor, Mayor
Greg Scoles, Community Development
Leah Griffith, Library Director
Bob Tardiff, Police Chief
Michael Sherman, Fire Chief
Mary Newell, Recording Secretary

DRAFT

I. CALL MEETING TO ORDER

Co-Chairperson Bob Weaver called the meeting to order at 12:00 noon.

A) Review and approve minutes of April 5, 1994.

Motion: Larson/Stiefbold to approve the minutes as corrected. Motion carried.

II. OLD BUSINESS:

Responding to an inquiry from Bob Weaver, Chief Tardiff indicated the stop at the intersection of Crestview and Hoskins roads will remain as currently placed.

III. NEW BUSINESS:

Bill Larson advised that Yamhill County is developing a system for critical incident debriefing.

Responding to a question from Ms. Stiefbold, Mayor Proctor advised that a 62-page document concerning the sale of the hospital is available for review at City Hall and the public library. The contract with the Sisters of Providence will be signed on July 31st. The City will retain ownership of the property for twenty years.

Mr. Weaver stressed the importance of addressing rumors in an effort to quell the inaccuracies. He reported hearing two pertaining to the hospital.

Mayor Proctor advised that the Budget Committee will be considering the option of resubmitting a request

for a tax base for the November election.

Chief Sherman advised Commission members that the response to the Stand-by Team has been good and quite successful. He noted the Team had been fully staffed from April 22 to May 31st, except for one day following an extremely busy day for the Department. Bill Larson commended the Department for their excellent job of setting up the Stand-by room.

Chief Tardiff noted Channel 2 News did a report on traffic in Newberg. He reported the inaccurate comments presented a negative slant on our traffic enforcement. KGW radio did a follow-up interview and Chief Tardiff promoted our Community Policing efforts.

Bob Weaver is pleased with the hanging baskets and expressed surprise that they had not fallen victim to vandalism.

IV: DEPARTMENT REPORTS:

Public Works (Scoles)

Community Development Director Greg Scoles presented an oral report of the department's monthly activities.

He advised that employee Art Frieze had suffered a heart attack on the job. His condition stabilized, Mr. Frieze remains hospitalized at St. Vincent's Hospital. Mr. Scoles noted that he was taking steps to meet with employees and to extend efforts to assist the family.

Mr. Scoles highlighted issues thought to be of particular interest to the Commissioners.

- ◇ The Transportation Plan will be going to the City Council for adoption.
- ◇ Until the Urban Reserve Area extension is granted, all zoning and planning projects will be put on hold.
- ◇ Several annexations are in process.
- ◇ The Department had three grants approved: (1) matching fund grant to plant trees, (2) grant to provide transportation studies along the corridor, and (3) \$20,000 grant to develop new open space standards.
- ◇ ODOT has dropped the bypass from their plans but is considering extending the four-lane highway to McDougal Corners.
- ◇ The realignment of Hancock (at the S-turn) is scheduled for 1998.
- ◇ City Council increased planning fees.

- ◇ State law mandates that manufactured housing must be allowed anywhere that frame residential housing is allowed.
- ◇ There was a ground breaking ceremony for Crater School; however, there have been no permits or design review have been approved.
- ◇ 314 new residential permits have been approved in the fiscal year through May.
- ◇ Composter is on-line but did experience a failure. Greg warned that as the bugs are worked out, there may be some complaints. He asks that any complaints be directed to him or his office.
- ◇ Employee Denny Brown donated his time and the plants at Rocket Park.

Police (Tardiff)

Chief Tardiff provided Commission members with a copy of the monthly report for May activities of the Police Department, by reference made a part of these minutes.

Chief Tardiff outlined the contents of his monthly report.

Commission members were provided with copies of the new *Citizen Complaint Form* now in use at the Police Department for taking citizen complaints relating to police department members or activities. These forms can be picked up at the Police Department or the City Manager's Office.

Beginning this month, the patrol cars have a new look. Police vehicles are being painted a dark blue with white, with the door decal a copy of the Police Department shoulder patch. Chief Tardiff reported the change in vehicle design will improve Police visibility within the city. The Department is going to a pool car system and the Take Home Car Program eliminated.

Bob Weaver raised the issue of public notification regarding sex offenders. Chief Tardiff advised that notification is at the discretion of the parole or probation department whether or not to notify local authorities of registered sex offenders.

Fire Department (Sherman)

Fire Chief Michael Sherman provided copies of the May month end report for Fire Department activities. A copy of the complete report is attached as part of these minutes.

The Fire Department completed a Statement of Values for the department to lead them into the future.

Library (Griffith)

The monthly report for the Newberg Library was provided to Commissioners by Library Director Leah

Griffith, a copy of which is made a part of these minutes.

The Library in partnership with the School District will host a booth at the Old Fashioned Festival.

The City Council at their last meeting approved a raise in the non-resident fee, instituted a student fee, and half-yearly cards.

David King was appointed to the Library Board, and there is one vacancy available.

V. ADJOURN MEETING:

Bob Weaver suggested the meetings be held in the various city departments and lunch catered. There was support for the suggestion, and the secretary will follow up on the suggestion.

There being no further business to come before the Community Relations Commission, Co-Chairman Bob Weaver adjourned the meeting.

Mary Newell
Recording Secretary
Community Relations Committee

MINUTES OF THE COMMUNITY RELATIONS COMMITTEE
Tuesday, April 5, 1994
12:00 noon, Horseless Carriage Restaurant

MEMBERS PRESENT: Corinne Adams, Chairperson
Bob Weaver
Marge Stiefbold
Bill Larson *arrived to indicate attendance.*

ABSENT: Bob Johnson

OTHERS PRESENT: Donna Proctor, Mayor
Leah Griffith, Library Director
Bob Tardiff, Police Chief
Michael Sherman, Fire Chief
Mary Newell, Recording Secretary

VISITOR: Mike Boyes, Old Fashioned Festival Chairman

I. CALL MEETING TO ORDER

Chairperson Corinne Adams called the meeting to order at 12:00 noon.

A) Review and approve minutes of February 8 and March 8, 1994.

By general consent the minutes of February 8, 1994, and March 8, 1994, were approved as written.

II. OLD BUSINESS:

A) Evaluate City-wide newsletter

Comments were generally complimentary of the city newsletter. Chief Sherman explained the newsletter is a compilation of articles submitted by various city departments.

Bob Weaver cited the newsletter as a good example of increased communication between city government and citizens. Bob Weaver and Marge Stiefbold feel the newsletter should be published more often. Corinne indicated the extra mailing and publication costs were not in the budget.

Ideas were suggested for future newsletter articles including (1) a feature on the various departments, and (2) an article on the Mayor and her responsibilities.

Following up on communication between citizens and government, Bob Tardiff asked Donna Proctor through her newspaper article to inform citizens where public meeting agendas are posted. Bob Weaver suggested using TCI Cable to get the word out about city activities. Michael Sherman noted that he and

the police chief do a monthly public safety cable program on TCI.

Referring to the article on beautification of Newberg, Marge Stiefbold asked that beautification extend beyond First Street.

III. NEW BUSINESS:

A) Update on Old Fashioned Festival Activities (Boyes)

Mike Boyes, chairman of the Old Fashioned Festival Committee, gave a brief informational report on the festival to be held July 28-31, 1994. Highlights of his report follow.

Theme is "Cruising the Past"

Queen's court has been selected and queen will be chosen during opening ceremonies

Entertainment has been lined up:

Stumptown Jazz

Walking After Midnight

Woody Hite Band,

and others

Pancake breakfast for two days

Activities:

Soapbox derby

Bicycle rally

Quilt show

Square dance

Teen dance

Softball tournament

Run on Sunday morning, sponsored by Chehalem Park & Rec

Arts & crafts booth

Fireworks

The Shriners will be back to participate in the parade. Brian Love and Mike Boyes will be handling the parade organization. Parade entries are due around the end of March. Parade organizers expect old cars, with float entries based on the "Cruising the Past" theme. Following the parade, Mike Boyes hopes to display old car entries at the staging area at Renne Middle School.

A poster is being created by Ken Ebert, whose specialty is vintage cars. These posters will be signed and numbered. \$1 profit per poster will go to the Old Fashioned Festival. The Committee expects to continue this poster series at future festivals. The cars featured on the 1994 poster will be in the parade.

The fireworks display, sponsored by the City of Newberg, will be on Saturday night. The organizers plan to stop the activities in Memorial Park at 9:00 pm so patrons can move to the Renne fields for the fireworks display. The Newberg High School jazz band will provide music during the fireworks display.

The Old Fashioned Festival is a non-profit organization, funded through business sponsorships and

donations. The annual budget is approximately \$26,000. There will not be a carnival. The helicopter rides are not sponsored by the Old Fashioned Festival Committee.

The Old Fashioned Festival needs volunteers. Mike Boyes urges all interested volunteers to call the Old Fashioned Festival Committee. The number is listed in the phone book under *Newberg Old Fashioned Festival*, 538-6362.

B) Discuss double stop on Crestview at Hoskins (Proctor)

Mayor Proctor indicated this matter had been discussed and resolved at the Council meeting the previous evening. Issue tabled.

IV. DEPARTMENT REPORTS

Community Development Department (Scoles)

A monthly report of Community Development Department activities was unavailable.

Library (Griffith)

The Library Director provided Committee members with a copy of the March report, by reference made a part of these minutes.

Library Director Leah Griffith invited committee members to an Open House at the library to demonstrate the HEAL (Health Education Alliance) project.

Bob Weaver suggested the Library honor the Wednesday Club, the oldest supporting club of the Library. Volunteer Week was suggested as an appropriate time for the event.

Police (Tardiff)

Chief Tardiff reported on the activities of the Newberg Police Department. The written monthly report is attached as part of these minutes.

The Police department is moving ahead in its efforts to implement Community Policing. The key, said Chief Tardiff, is having a broad based group of citizen representation to help define what community policing is for the city of Newberg. Citizen representatives will join selected department personnel to form the Community Policing Transition Task Force, who will develop the community policing plan specific to Newberg's needs.

Regarding the Yamhill County Narcotics Team, Chief Tardiff reported that at a recent meeting support was expressed for providing a YCINT team in east Yamhill County, specifically Newberg. He noted that working relationships have improved and considers this as an encouraging sign of improved cooperation between agencies.

Fire (Sherman)

Fire Chief Michael Sherman provided a written monthly report, a copy of which is attached as part of these minutes.

Cell phone 9-1-1 calls made from Newberg do not necessarily go to the Newberg Dispatch Center, depending on the cell phone provider. Chief Sherman warned that as cell phones become used more often, delay may occur when responding to 9-1-1 calls as the call is forwarded to the appropriate 9-1-1 responder.

Regarding the Northwest Management Seminar, Bob Weaver suggested the community be advised that Newberg should be proud that it has the quality of leadership necessary to organize and lead a district conference that provides training to eleven states and three provinces.

Chief Sherman noted that the Easter Egg Hunt sponsored by the Chehalem Park & Rec and the Fire Department was a success, serving 12-1500 children. The 2,000 eggs for the event were filled by senior groups in Newberg.

V. ADJOURN MEETING

Bill Larson advised that the Yamhill chapter of AARP has moved to Newberg. Meetings are at the United Methodist Church on Deborah Road.

Larson/Stiefbold to adjourn the meeting. The motion carried and the meeting was adjourned to May 3, 1994, at the Horseless Carriage Restaurant.

Mary Newell, Recording Secretary

MINUTES OF THE COMMUNITY RELATIONS COMMITTEE

Tuesday, March 8, 1994

12:00 noon, Horseless Carriage Restaurant

MEMBERS PRESENT: Corinne Adams, Chairperson
Roger Gano
Marge Stiefbold

ABSENT: Bill Larson and Bob Johnson

OTHERS PRESENT: Donna Proctor, Mayor
Dave McMullen, Councilor
Duane Cole, City Manager
Leah Griffith, Library Director
Bob Tardiff, Police Chief
Michael Sherman, Fire Chief
Greg Scoles, Community Development Director
Mary Newell, Recording Secretary

I. CALL MEETING TO ORDER

Chairperson Corinne Adams called the meeting to order at 12:00 noon.

II. OLD BUSINESS: None.

III. NEW BUSINESS: None.

IV. DEPARTMENT REPORTS

Police (Tardiff)

Chief Tardiff reviewed his monthly department report, a copy of which is attached as part of these minutes.

Traffic is the subject for discussion at the next Chamber meeting. Chief Tardiff will be on hand to answer questions during the meeting.

Library (Griffith)

Library Director Leah Griffith presented the monthly report of Library activities, a copy of which is attached as part of these minutes.

Leah thanked the Public Works department for their assistance with the building improvements during the month of February.

The Oregonian data base will be installed March 14th and will include the full text of all articles from all editions from years 1993-94. A cost of \$1200 per year makes it prohibitive to purchase past editions at this time.

Community Development Department (Scoles)

Greg Scoles, Community Development Director, outlined the content of his monthly report, highlighting the items which might cause some public relations concerns for the Community Relations Committee. A copy of his full report is attached as part of these minutes.

He noted the School District has not submitted their plan for the Crater School site and there are neighborhood concerns regarding access from Foothills Drive.

City Staff has met with a potential developer of a bowling alley in the Thriftway Plaza.

The Dayton Avenue Pump Station had an overflow problem and the department is looking at the design to insure the station is operating at capacity. During a recent rainstorm, the Dayton Avenue pump station pumped 11 million gallons over a 24-hour period. Mr. Scoles noted the new pump station is much improved over the old facility.

An LID is being considered for widening Elliott Road from 99W to the high school. Dave McMullen questioned whether it would be appropriate to ask the high school to participate in the improvement. Scoles indicated it would be appropriate and one option would look at trip generation rather than frontage.

Dave expressed concern that a lack of quorum for Council committees would hold up business and put an undue burden on developers. Duane replied that a majority is sufficient to conduct business.

Responding to a question raised by Roger Gano, Scoles indicated he would see that the sign at the compost facility is repainted.

Fire (Sherman)

Chief Sherman provided copies of his monthly report outlining activities of the Fire Department, a copy of which is attached as part of these minutes.

Chief Sherman had a draft of the quarterly city newsletter available for review. Committee members were urged to promote the upcoming bond measure. The newsletter will be updated

regarding the bond measure before it is mailed.

V. ADJOURN MEETING

Gano/Stiefbold to adjourn the meeting. The motion carried and the meeting was adjourned to April 5, 1994, at the Horseless Carriage Restaurant.

Mary Newell, Recording Secretary

MINUTES OF COMMUNITY RELATIONS COMMITTEE
Tuesday, February 8, 1994
12:00 noon, Horseless Carriage Restaurant

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

I. CALL MEETING TO ORDER

Chairperson Corinne Adams called the meeting to order at 12:00 noon.

Motion: Stiefbold/Gano to approve the minutes as written. Motion carried.

II. OLD BUSINESS

III. NEW BUSINESS

IV. DEPARTMENT REPORTS

Fire Department (Sherman)

Chief Michael Sherman outlined for Committee the department's activities for the month of January. A copy of his written report is attached as part of these minutes. Major issues during the month of January were budget preparation, EMS consolidation and a visit from OSHA. Awarding Mark Buckley of Buckley's Locker the "Good Samaritan" award during the annual awards banquet of the Chamber of Commerce was the highlight of the month.

Corinne Adams said the Community Relations Committee needs to educate the community regarding the budget process and the needs that face the City, such as increasing staffing levels and upgrading city facilities. Chief Sherman said he would address some of the budget issues during Leadership Newberg on February 22nd and hoped to have some budget information available for the March meeting.

Public Works (Scoles)

Greg Scoles reviewed the monthly activities of the Community Development department, a copy of which is attached as part of these minutes. He emphasized items having the potential of becoming public relations issues:

- * NUAMC approved the Northwest Newberg Specific Development Plan, a plan to develop 150 acres of land north of the current city limits.
- * No application has yet been filed on the Crater School site.
- * Four buildings are scheduled for abatement proceedings, one of which has already been appealed.
- * The Dayton Avenue Pump Station suffered a minor spill and may require some improvements around the pump

Mr. Scoles addressed the issue of water service to City Hall. He explained there is only a 3/4 inch service water line to the facility and suggested it would be appropriate to install a new water line while remodeling the second floor. The City Manager indicated the project is in the 1994 budget as a maintenance project. Scoles said the project is more than a maintenance project as he expects to coordinate the water line with the installation of a sewer line which would require extending the project into the alley.

Corinne Adams raised the issue of backflow devices. Mr. Scoles said backflow devices are cross-connection devices designed to keep dirty water from flowing into the clean water line. The City has historically provided inspection services for these devices at no charge to approximately 300 businesses; however, the city only inspects and cannot provide repairs. Greg said he could not find another city agency who performed this service and proposed it is time to recommend individuals call their plumber for inspection service and/or repair. City inspectors will continue to inspect City-owned properties and business owners. He said a letter is being sent out, outlining the procedure for checking backflow.

Following some general discussion, Duane Cole suggested an ordinance for enforcement be prepared on the matter discussed at the City Council level.

For clarity, Bill Larson asked that development projects be identified by address.

Library (Griffith)

Library Director Leah Griffith reviewed her written report, a copy of which is attached as part of these minutes.

She said she appreciated Lt. Stan Newland's presentation to Library staff regarding how to deal with difficult people.

Regarding the intent of Chehalem Park & Recreation to build a senior center, Leah suggested it would be appropriate for the Library to include the senior center in its outreach program.

A coin operated copy machine will be made available in the lobby area of the library.

Following a question from Marge Stiefbold, general discussion followed regarding how the public can locate information from the various City departments. She expressed concern that the public cannot access answers to their questions quickly and easily.

Police Department (Tardiff)

Chief Bob Tardiff provided a monthly report for Committee's review, a copy of which is attached as part of these minutes.

The Newberg Police Department monitors alarms for local businesses. He advised Committee that in the event a consolidation of the Newberg 9-1-1 occurs in the future, this issue would have to be explored. He noted most police departments do not provide this service.

Chief Tardiff advised that a letter of complaint had been received. It was from an individual who was stopped by an officer while walking along a residential neighborhood at approximately 2 AM; the individual felt his personal rights had been violated. Chief Tardiff said he strongly supports the actions of the officer, that his actions were appropriate given the circumstances.

V. ADJOURN MEETING

Motion: Gano/Larson to adjourn. Meeting was adjourned to next meeting on Tuesday, ~~April 5, 1994~~, at the Horseless Carriage Restaurant.

March 8

Mary Newell, Recording Secretary

MINUTES OF COMMUNITY RELATIONS COMMITTEE

Tuesday, January 12, 1994

12:00 noon, Niemo's Restaurant

PRESENT: Chairperson Corinne Adams; Marge Stiefbold; Bill Larson; City Councilors Roger Gano and Dave McMullin; 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 12:00 p.m.

Review and approve minutes of Tuesday, November 2, 1993

Motion: Larson/Stiefbold to approve minutes of Tuesday, November 2, 1993, as written. Motion carried.

II. TRAFFIC SAFETY COMMITTEE REPORT (Tardiff)

Chief Tardiff reporting. Council reappointed members Doris Brandt, Earl Sandager, and Richard McCabe to the Traffic Safety Committee, terms to expire December 31, 1996. Jerry Fisher was appointed to fill the unexpired term left of Ray Buckley.

The Oregon Department of Transportation has approved Traffic Safety's grant application for a radar reader board. Chief advised that matching funds will be necessary before the reader board becomes reality.

Chief Tardiff said the Traffic Safety Committee is adjusting to the new, more formal meeting style and has conducted two public hearings. He advised Community Relations Committee members that Traffic Safety will be holding a public hearing to discuss eliminating parking on Haworth, at the intersection of Springbrook Road.

Donna Proctor said she had been contacted by Mr. Fry regarding the posting of *No Parking* signs along Hancock. She was concerned because Mr. Fry commented that he did not expect any assistance with his problem because Mr. William's had the support of the Police Department. Chief Tardiff responded that he was not aware that Hancock had been posted, but that the situation had been discussed at Traffic Safety. Chief Tardiff explained that Larry Anderson had been in contact with Mr. Fry. Traffic Safety decided to postpone painting the curbs for 90 days to allow Mr. Fry to find alternate parking. Larry Anderson was told by Mr. Fry that he had purchased some property which would accommodate a shop and store the tractors but not the trailers. Mr. Fry indicated he was no longer looking for parking.

There was some general discussion regarding the possible options for parking that could be available to Mr. Fry. Chief Tardiff will research the matter further.

III. OLD BUSINESS:

Ms. Stiefbold raised the issue of basketball hoops in the public right-of-way. Greg Scoles outlined the enforcement process, noting that fines had not yet been levied.

IV. NEW BUSINESS:

A) Contest to *Name the City Newsletter* (Cole)

Duane Cole reporting. A quarterly newsletter will be implemented as part of a media relations plan. The newsletter will contain information from and about each department of the City and will be distributed to approximately 6500 residences. Date of publication for the first issue is March 1, 1994. A contest is underway to name the newsletter. Suggestions for topics to cover in the newsletter included basketball hoops, truck parking issues, and Sign Codes.

B) MEDIA RELATIONS PLAN (Cole)

The City Manager explained the purpose of developing a Media Relations Plan is to enhance public relations. The plan would entail producing a quarterly a newsletter, and providing information by using cable television and the *Graphic*. Information for public release could include a year-end report, public safety information, bond issue information, facilities planning and long range needs. Mr. Cole explained that the goal of the media plan would be to secure positive, productive feedback.

Marge Stiefbold agreed that the City of Newberg should develop a plan to keep citizens informed and said easy access to the information is important. Corinne concurred with Duane's proposal to enclose a concise financial report insert in the Newberg *Graphic*. Roger Gano suggested a report by department heads on the state of their departments. Dave McMullin endorsed the media plan and recommended the plan convey an open door policy in its effort to keep the public informed.

General discussion following regarding the cost and means of providing the public with the information.

C) Complaint received regarding pedestrians crossing Hancock to the Coffee Cottage (Proctor)

Mayor Proctor identified two complaints she had received regarding this area: (1) pedestrians crossing outside of the crosswalk and (2) impaired visibility at the corner of Edwards and Hancock.

Councilor Gano said jaywalking is an enforcement problem. Chief Tardiff concurred, noting that the City of Newberg does have a jaywalking ordinance but not the manpower for enforcement.

Committee members were in agreement that visibility at the intersection is greatly reduced by parked vehicles and the telephone booth on the corner. Chief Tardiff verified that parking is not allowed twenty feet back from the intersection. Eliminating one additional parking space was discussed, but Corinne felt the Coffee Cottage would not be agreeable to this proposal. Roger Gano said the Coffee Cottage had agreed to develop more off-street parking as a condition of their permit to remodel. Greg Scoles, unaware of this provision, indicated he would review the master plan to determine Coffee Cottage's responsibility in this area.

D) Villa Road

Marge Stiefbold raised the issue of parking on Villa Road, near the hospital. She indicated that the yellow curbs were not replaced when the remodel was completed. Corinne suggested it would be appropriate for Marge to bring up this matter during the public hearings on the Transportation Plan.

V. DEPARTMENT REPORTS

Police Department (Tardiff)

Chief Tardiff reviewed the monthly report, a copy of which is attached as part of these minutes.

Chief Tardiff reported that a pedophile, arrested in Arizona by Detective Ken Summers, had waived extradition to Oregon. He indicated conviction on charges were expected.

The Kiwanis Club wants to recognize an outstanding police officer on a quarterly basis. Chief Tardiff is working with supervisors within the department to develop criteria, and this officer will be chosen by his peers. In addition, the Kiwanis is planning an event to recognize the Police Department during National Police Officers Recognition Week in May.

Fire Department (Sherman)

Fire Chief Sherman reviewed his written monthly report, a copy of which is attached as part of these minutes.

Chief Sherman commented on two recent fires which were caught early due to significant contribution by citizen and police involvement. The first incident was a kitchen fire located near the fire station. A five-year old girl called 9-1-1 to report the fire, a skill she obtained from training at school. The second incident was an arson fire at Springbrook and 99W which the police observed and reported. Suspects were taken into custody at the time of the fire.

Sherman reported sending surveys to schools participating in the Department's Fire Prevention Education program. He will report on the results when available. Support was expressed for the Newberg Volunteer Fire Department. Chief Sherman indicated the future would support a volunteer fire department with a minor increase in paid personnel. Corinne said it is important for the community to provide support for the department in order to maintain the high level of service and quality the department now provides.

Public Works (Scoles)

Community Development Director Greg Scoles reviewed his monthly department report, a copy of which is attached as part of this record.

Mr. Scoles suggested the Historic Walking Tour pamphlet be ordered.

Chuck Liebert started work at the City as the new Utility Manager. Also, public works and Engineering have moved into their new quarters. Greg invited Committee members to their open house on January 27th. The open house is part of the Chamber program.

Library (Griffith)

Librarian Leah Griffith outlined the department's activities. A copy of the written monthly report is attached as part of these minutes.

Two writing interns will be working at the Library during the spring term.

Leah distributed copies of an *Oregonian* article, dated 1/12/94/, regarding the information superhighway. She feels this is a basic part of the Library's services and sees it as a vital part of the Library's future.

The Librarian reported receiving several calls following an article in the *Graphic* regarding Sunday hours at the McMinnville library. The article was not clearly written and readers mistakenly thought Newberg Library had begun Sunday hours.

Motion: Larson/Stiefbold to adjourn. There being no further business before the Community Relations Committee, the meeting was adjourned at 1:30 p.m.

Submitted by: _____
Mary Newell, Recording Secretary