

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

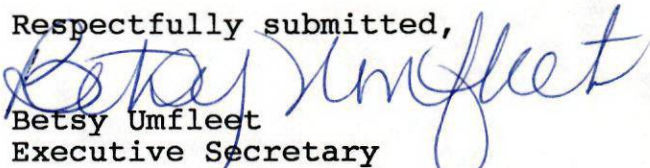
7. BUSINESS FROM THE FLOOR

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
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

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.

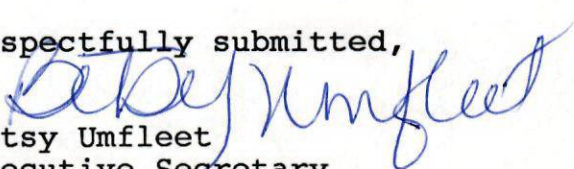
7. Business From the Floor

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

4A DEC. 10 TRAFFIC SAFETY



Empty
Lot
For Sale
Zoned
Commercial

Attorney/
Insurance

(Mike
Gunn
Rick
Green)

16 17 18 19 20 21 22

(HANCOCK STREET 99 W)

1 2 3 4 5 6 7 8

Commercial
Bank

27

Alley

EDWARDS
ST.

9 10 11 12 13 14 15

23
24
25
26



COFFEE
SHOP

Well
Water
Testing
(Steve
Reynolds)

Alley

~~Currently
Posted
2 HR.~~

~~Currently
Posted
2 HR.~~

Villa Road

37'6"

36'1"

0 STOP
SIGN

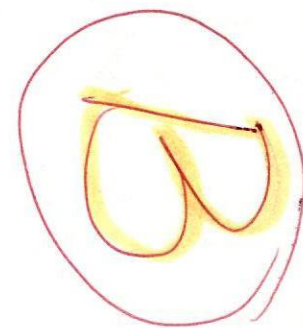
30'

SHERMAN ST.

54'

PROPOSED
NO PARKING ZONE

Newberg
Community
Hospital



12-13-90

JG

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 on 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. In operating the centers together it would be more cost effective. We need to find out what those costs are and at some point, it may not be worth staying separate.

We need a third party to 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.

Most members felt that they would rather pay for good service than pay less 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. Should we cut emergency services to save money, it was felt that this would be the same as 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.

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.

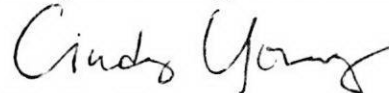
5. Committee Business:

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 Mangager 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
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.

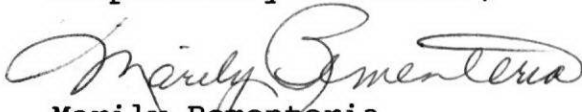
Donna said the officers need to be careful about how they explain this van and the program to children, as her granddaughter thinks the van is full of drugs and she feels other children think that also.

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

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,

A handwritten signature in cursive script, reading "Marily Rementeria".

Marily Rementeria
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



A G E N D A
Community Relations Committee
August 13, 1992
1:00 p.m.

1. CALL MEETING TO ORDER: Proctor
2. TRAFFIC SAFETY COMMITTEE:
 - A. Better communication between Traffic Safety and Community Relations committees
 - B. As comes before the committee.
3. OLD BUSINESS:
 - A. REQUEST FOR PARKING LIMIT ON EDWARDS:

The owner of the Coffee Cottage has formally requested that the city designate five parking spaces on Edwards Street adjacent to his business as two hour parking.
4. NEW BUSINESS:
 - A. As comes before the committee.
5. ADJOURN.

July 27, 1992

Peter R. Miller
The Coffee Cottage
808 E. Hancock St.
Newberg, OR 97132

Bert S. Teitzel, P.E.
Director of Public Works
City of Newberg
414 E. First St.
Newberg, OR 97132

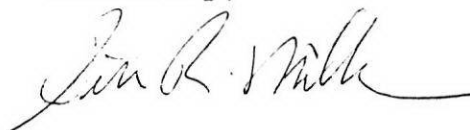
Dear Mr. Teitzel,

I am requesting the City of Newberg to post five parking spaces in the City's C-3 zone as two-hour parking, (see enclosed map). These five spaces will provide much needed street parking for this downtown Newberg merchant. These spaces on Edwards Street may help to take pressure off of privately used property of Steve Roberts and The Commercial Bank.

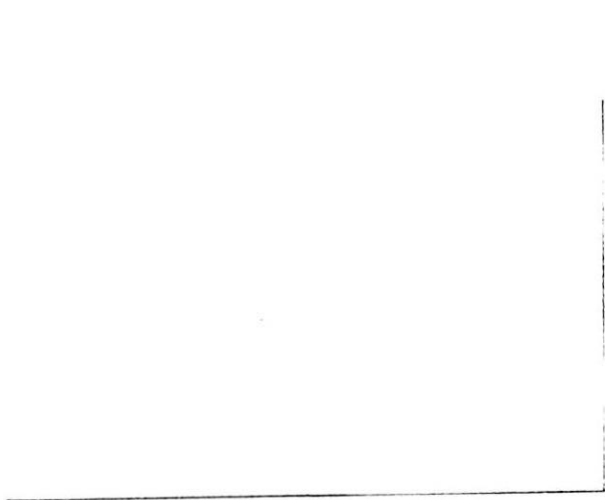
On Wednesday, July 22, 1992, I submitted plans to Dennis Egner to incorporate the house next door into "The Coffee Cottage". This addition will create another entry on Edwards Street, making the requested two-hour parking even more necessary. Please see Dennis Egner for details of these plans.

Thank you for considering this request for posted two-hour parking. Please call me at 538-5126.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peter R. Miller", written in dark ink.

Peter R. Miller



← currently posted 2HR →

HANCOCK ST. (99 W)

Commercial Bank

①

Edwards St.

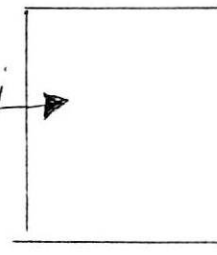
②

③

④

⑤

new entry →



Coffee Cottage



← currently posted 2 HR →

Alley

Alley

M I N U T E S

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
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)

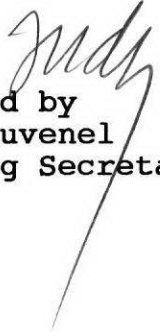
NEW BUSINESS:

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

M I N U T E S
Community Relations Committee
April 2, 1992

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



Reg -

No March
or May

CR mtgs
(cancelled)

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 Schnobelen, 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



**Everybody's Market
Transfer of License Issues**

CR
Book

1. Will Wahid Mahmood retain any interest in the market?

Wahid Mahmood retains no ownership in the market business. He is selling the business to his sister on an installment contract. He does have a legal interest in a technical sense only because he is owed the balance of the purchase price.

2. Will Wahid Mahmood have any influence on the future management of the store?

Mr. Mahmood does not expect visit the store premises for any reason. He is involved in another business venture that has no relationship to the market.

3. Does Nafisa Mahmood have any experience in operating a convenience market?

Nafisa Mahmood has been the owner of a convenience store in Aloha, Oregon for approximately two years. The store's trade name is The Habib Market. OLCC records show no violations of regulations or statutes during her ownership.

4. Who will manage the store?

The management of the store will be handled by Nafisa Mahmood. The designated person in charge when she is not present will be her older brother, Tom Mahmood.

5. What is Tom Mahmood's experience?

Tom has had experience as a convenience market store clerk at Habib Market. His usual occupation is an accountant. He holds a regular job as an inhouse accountant for a non-profit alcohol and drug treatment program, TASC of Oregon.. He is going to work as a part-time assistant manager in Everbody's Market.

6. Nafisa has a six point plan which is attached.

EVERYBODY'S MARKET
Plan for OLCC Compliance

Nafisa Mahmood as the new owner of Everybody's Market presents the following plan:

1. Any employee discovered to have sold alcohol to a minor or intoxicated person will be terminated immediately without regard to whether the violation is known to the OLCC or City of Newberg. Nafisa will inform each employee personally of this policy.

2. Nafisa intends to reward each employee who confiscates illegal identification from a minor and each employee who regularly uses the OLCC's proof of age procedure. The exact method of rewarding employees is yet to be determined. However, each employee will be instructed about this policy.

3. Nafisa is to be present on the store premises for ten to twelve hours five to six days weekly. When she is present, she will be the person in charge. Abdul "Tom" Mahmood is to be present five to six days weekly from 6:00 p.m. to closing. He is to be the person in charge when Nafisa is absent. Both Nafisa and Tom are going to set an example for the other employees by regularly using the OLCC's proof of age procedure.

4. Nafisa or Tom will instruct each employee on how to detect false identification by reviewing with each employee the Motor Vehicle Division's handbook on the subject.

5. All new employees will attend and pass the OLCC's instruction program. This program ordinarily is required for service permittees but is not required for store clerks. Nafisa will make this formal education mandatory for all new employees.

6. Nafisa will post throughout her store warning signs issued by OLCC to caution minors of the illegality of purchasing alcohol.

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

chf\min1292.cr

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)

MOTION: Jack Nulsen moved that there be no truck parking or trailer parking on the south side of Hancock, from Elliott to the end, and on Sitka to Hancock south from 219.

OLD BUSINESS:

9-1-1: Elmer got a copy of an agreement from Dayton with Y-Comm, showing that Dayton gives all its 9-1-1 funds to the county for 9-1-1 service and pays no extra for that service. He wanted to know how much the 9-1-1 funds from Dayton are.

NEW BUSINESS:

Bert gave an update on the stop sign criteria Newberg is looking at adopting, using guidelines from Beaverton and other cities. Duane wondered if the Transportation Plan can help establish this criteria. Bert said the city desperately needs an inventory of all stop signs, and Jack suggested we should have had one before now. Bert said the city will likely do this when it establishes its map system and is able to keep the data on file.

Meeting adjourned at about 12:55 p.m.



Legal

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?

Page 2
Community Relations
December 3, 1992

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 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 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 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 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.

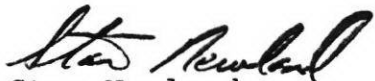
Duane said he would address the issue of Basketball hoops in the City newsletter.

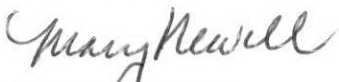
Duane said the survey input was due in today.

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

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 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

Legal

RECEIVED
0/28/93

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.

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.

Sgt. D. T. James, Secretary

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\orel8.min

Monthly Report

Newberg Public Library

July 1993

The CCRLS Board met in July to determine the next action after the defeat of the general obligation bond measure that would have purchased a new computer, 200 terminals, a bookmobile, and a courier van for the three county, 18 library cooperative. The Board recommended to the College Board that bookmobile service be suspended as the bookmobile was already out of service due to mechanical problems. The funds saved from suspending the service would be used to pay off a loan to purchase a computer for the automated library system. A new computer is needed as we are already experiencing slow response time and multiple down times. In addition, we would have had to cut computer use by 20% within six months. At Newberg this would mean we would lose one of our computers for public use and staff would have to be re-scheduled to before 10 am and after 5 pm to catalog and add new books to the collection. In addition, the computer would slow down and it would take three to four times longer to check out books and the lines at the circulation desk would grow. The new computer will speed response time considerably and we can continue to operate as we do now. It does not however allow us to add more terminals which we need as use grows. The last item is to keep the courier van running as long as possible and when it "dies", borrow funds from the college to replace it and make further cuts at that time. This plan does not allow the libraries in the three county region to improve service and in fact it is a service reduction with the bookmobile being suspended. The CCRLS Board and the College Board approved this proposal and they will also be discussing the possibility of another bond election next year.

The Long Range Plan was approved by the City Council at their meeting on July 6th. We are now beginning the process of determining the activities for this year and who will carry out the tasks. The plan gives us an excellent outline of library service and activity priorities. The Library Board did not meet in July, but at their August meeting will be looking at the plan and developing priorities for 1993-94.

We continue to have staff changes with our new reference librarian leaving after only five weeks. Erin Peterson was offered a full-time job at Fort Vancouver Regional Library System and as she put it in her letter of resignation, it was an offer she couldn't refuse. She indicated if Newberg could have offered her a full-time position she wouldn't have left. It was wonderful having Erin even during that short time as she was trained and experienced. All we needed to do was provide her with orientation to our own practices. This cut down the time that Carol Foutts, Assistant Director, needed to spend in training. Erin helped us through some tough times with vacations and the uncertainty of another staff member's family illness. Marianne Laussman starts August 2nd to replace her. While Marianne is intelligent and quick to learn, she, like all the other candidates except for Erin, has no library experience. This will result in Carol spending 40- 50% of her time in training activities. I will also be involved in those activities. Marianne will not be able to work on her own for a number of weeks so

either Carol or I will work with her on her evenings or Saturdays. It will take Marianne months to be able to provide the same level of service to the residents of Newberg as Erin was able to provide the first day.

In July we had Phil Picard from the Fire Dept. come over and assist in reviewing our emergency plans and also to test our alarms. We discovered that in the meeting rooms and storage rooms the fire alarm is not very loud. We will be investigating changing to a new system that would incorporate the blinking light alarm for the deaf. In the meantime, if you hear a quiet alarm in the meeting room, check it out, the Library might be on fire.

We are continuing to make changes to improve work flow and staff efficiency. In July we revised our upstairs workroom and continued to finish up the downstairs circulation area. In our upstairs workroom we also made space and had lines run to add a TDD (telephone for the deaf) and a fax machine. The Newberg Library Friends will be purchasing a fax for the Library next month.

We are working with PGE and the Oregon Department of Energy to make changes in our building to improve our energy efficiency. A loan from the Dept. of Energy should allow us to make the changes without a large capital expense and pay for the improvements from our existing utilities budget line. Changes include replacing lights with compact florescents, adding a programmable thermostat and replacing the control system on the HVAC system for greater efficiency.

The Old Fashioned Festival was great fun with the Library and the School District going together to sponsor a booth promoting reading. The booth included the very popular *bookmark game* with a winner every time. We had great response from the public as we talked about reading and passed out reading lists. The Library Friends had a booth shell from years ago that the School District maintenance crew refurbished for this year. In addition to the booth, we sponsored celebrity readings from the Oregon Trail on the Children's stage. Mayor Proctor, Tim Olmstead, Scott Ankeny, and the Old Fashioned Festival Queen and Court read passages from diaries and trail stories. It was well received by the audiences and we appreciated their participation.

Adult/Young Adult Services:

The Teen Summer Reading Program concluded with over 54 teens winning prizes from a \$25 gift certificate to an autographed baseball from Steve Garvey. The response to the program was great with many more teens participating than last year. Carol Foutts did an excellent job putting it all together.

Before Erin left she worked on our college catalog collection and arranged for copies of catalogs from all over the state and many from out of state. This will be a great resource for high school students as well as adults going back to school.

The Newberg Library Friends continue to do great work for us and they have added processing new books to their list of jobs they do. We had come to a point where staff could not keep up with the processing of new books along with the public service at the circulation desk. With the volunteers help we can now get new books out much quicker than before and have more time to help the public at the circulation desk.

Youth Services:

The Summer Reading program finished with a bang (and a bunny) as a magician astounded the children at the final event of the summer. Over 600 children registered and 4,636 books were read. It was the biggest program ever. Children's librarian Sandi Olmstead did an excellent job in promoting reading.

Our youth volunteers are doing a great job this summer. We have a number of young women who are coming in daily and shelving books, helping with storytime and other programs and in general being excellent workers.

Library Director's Calendar

Friday, July 2	Attended funeral for Henrietta Aho
Saturday, July 3	Attended funeral for Art Cassidy
Monday, July 5	Holiday
Tuesday, July 6	Library Friends meeting Community Relations Committee
Wednesday, July 7	Attended City Council meeting, Library Long Range Plan approved
Friday, July 9	Dept. Head meeting
Tuesday, July 13	CCRLS meeting Library Friends meeting Newberg Leadership Steering Committee
Wednesday, July 14	Assisted Children's Librarian with summer reading program including holding the <i>blue tongued skink</i> (a very large lizard!)
Thursday, July 15	Attended City insurance meeting
Friday, July 16	Library Staff meeting
Tuesday, July 20	Library Friends meeting
Wednesday, July 21	Dept. Head meeting
Thursday, July 22	CVSCC Board meeting
Friday, July 23	Set up booth with school district personnel for Old Fashioned Festival
Saturday, July 24	Worked at Library/School booth at Old Fashioned Festival
Sunday, July 25	Worked at Library/School booth at Old Fashioned Festival
Monday, July 26	Re-organized upstairs workroom
Tuesday, July 27	Library Friends meeting Talked with library school student regarding librarianship
Wednesday, July 28	Assisted Children's Librarian with final summer reading program
Saturday, July 31	Attended City Club Board retreat

Upcoming Events:

Throughout August	Assist with training of new Reference Librarian
Aug. 3	Community Relations Committee Meeting
Aug. 4	Dept. Head Meeting Meet with vendors regarding Reference Area remodel
Aug. 6	Library Staff Meeting
Aug. 10	Library Friends City Club Board Meeting Newberg Leadership Steering Committee
Aug. 13	Oregon Library Association Public Library Division Meeting
Aug. 23-25	Short vacation

Report Submitted By:

Leah M. Griffith, Library Director

Newberg Public Library

Newberg City Council

Donna Proctor, Mayor

Councillors: Roger Gano, Scott Reinhart, Donna McCain, Martin McIntosh, Elaine Smlth, Roger Currler, Corrine Adams, Gary Hay

Duane Cole, City Manager

Library Board

Marvin Krueger, Chair
Dorothy Rogers
Jane Poole
Richard Gehrts
Open Position

Leah Griffith Library Director

Responsibilities include management of the library including staff, building, collection, and budget. Works with community groups, the Library Friends, and the Library Board. Responsible for long range planning. Member of the City's management team.

Carol Foutts

Assistant Library Director

Responsibilities include supervising reference and circulation staff, book buying for the adult collection and most of the cataloging for new adult materials. She implements procedures, trains personnel, and works on programs for adults and teens. Duties include regularly scheduled times at the reference desk. Member of the Library's management team.

Rea Stockwell

Administrative Assistant

Responsibilities include administrative/support tasks for staff. Maintains filing, purchasing, and statistics. Maintains periodical collection, including data entry. Occasionally fills in at Circulation Desk. (20hrs.)

Sandi Olmstead

Children's Librarian

Responsibilities include programming, acquisition of materials for the children's collection, cataloging, and reference. She occasionally assists at the circulation and reference desks during illness or vacations. She oversees several volunteers who assist her. Member of the Library's management team. (20 hrs.)

Reference Services

Debbie Ratzloff

Library Assistant-Reference

Primary responsibility is reference assistance. In addition, Debbie is the volunteer coordinator and catalogs new materials. (20 hrs.)

Marianne Lausmann

Library Assistant-Reference

Primary responsibility is reference assistance. In addition, Marianne is responsible for the pamphlet files, spanish collection and catalogs new materials. (20hrs.)

Circulation Services

Florence Cassidy Library Assistant- Circulation

Primary responsibility is the circulation desk. In addition, Florence is responsible for returning ILL's and the outreach to nursing homes. (20 hrs.)

Peggy Crete Library Assistant- Circulation

Primary responsibility is the circulation desk. In addition, Peggy is responsible for processing both adult and children's new materials. (20 hrs.)

Barbara Metson Library Assistant-Circulation

Primary responsibility is the circulation desk. In addition, Barbara is responsible for troubleshooting circulation problems and supervising the sorting and shelving of materials. Barbara also supervises the pages and volunteers in shelving. (20 hrs.)

Melinda Ketchum

Page

Pages are the primary shelveers and also checkin materials. Occasionally she is called upon to check out materials during staff breaks. (20 hrs.)

The Newberg Public Library Needs Volunteers to Help With:



- Shelving Books
- Shelving Magazines
- Repairing Books
- Helping with Displays
- Organizing Shelves
- Processing New Library Materials
- Pulling Books for Reserves
- Calling Patrons with Reserved Books
- Staffing the Information Desk
- Assisting with Children's Programs
- Being "on call" for Special Projects

*And there are many more
ways we can use your help!*

To learn more about
volunteering at the Newberg
Public Library, please fill out
the form below and leave it
with a library staff person
or call 538-READ

Name _____

Address _____

Phone _____

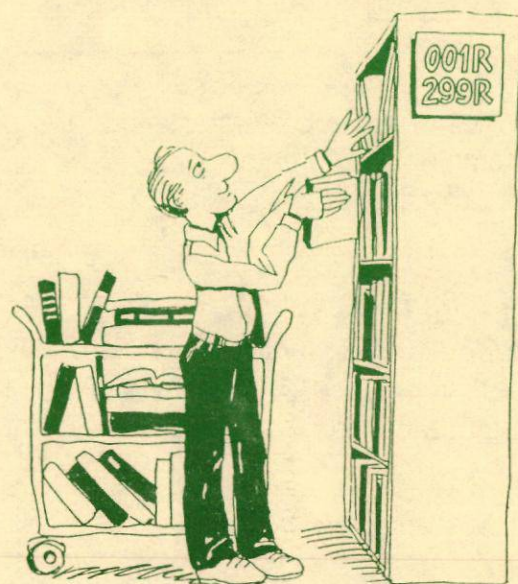
What would you be interested in
doing as a volunteer?

When are you available to
volunteer? weekly, daily, evenings,
Saturdays, etc.

Do you have any special
knowledge, interests, skills, or
hobbies?

Grade level (if still in school) _____

To Volunteer Your Time



Newberg Public Library
503 E. Hancock
Newberg, OR 97132
(503)538-READ

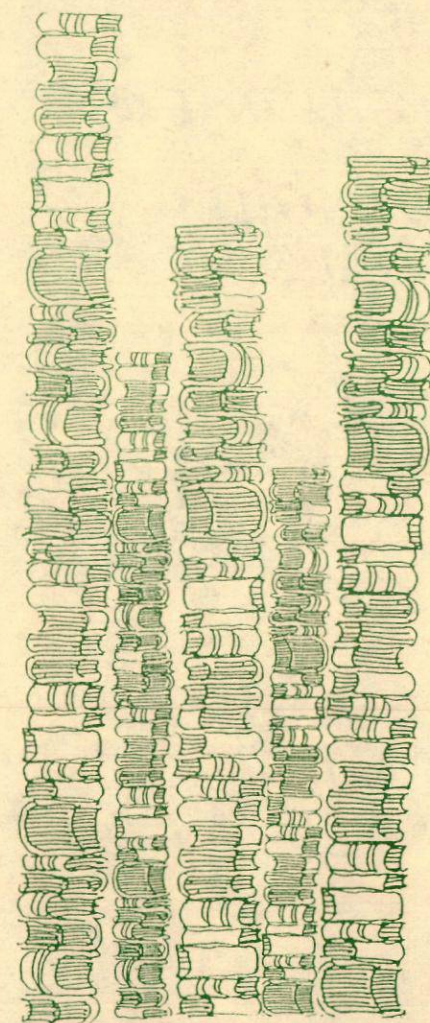
Hours

Tuesday through Thursday
11 am to 8 pm

Friday and Saturday
11 am to 5 pm

Closed Sunday and Monday

The Newberg Public Library Needs You



UPSTAIRS AT THE LIBRARY

Reference Desk
Computer Catalog Terminals
Adult Fiction
Adult Non-Fiction
Young Adult Fiction
Study Tables
Reading Areas
Reference Books
Magazine Index
Microfilm and Readers
Newspapers
Magazines
Maps
Pamphlets
Tax Forms
Video Cassettes
Audio Cassettes
Typewriters for public use
Library Offices

DOWNSTAIRS AT THE LIBRARY

Children's Books
Children's Magazines
Children's Video Cassettes
Children's Audio Cassettes
Computer Catalog Terminal
Circulation Desk
Austin Meeting Room
Rotary Meeting Room

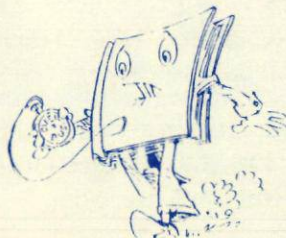
LOAN PERIODS & FINES

Most books check out for 3 weeks and have fines of 10¢ per day. Please check the list below for specific information.

	<i>Fines</i>	<i>Loan</i>	<i>Renewal</i>
Books Adult, Children's, paperback	10¢/day	21 days	Yes
New Books Adult	25¢/day	21 days	No
New Books Children's	10¢/day	21 days	No
Magazines	10¢/day	7 days	Yes
Video Cassettes	25¢/day	7 days	No
Audio Cassettes, Records	10¢/day	7 days	Yes
Pamphlets Pictures, Cameras	25¢/day	7 days	No

Replacement Library Cards \$1.00

Key Chain Library Cards \$1.00



LIBRARY VOLUNTEERS

Volunteers provide many hours of assistance to the library by shelving books, assisting with programs, mending books, and a wide variety of other tasks. If you would like to volunteer, ask at the Reference Desk upstairs for an application.

NEWBERG LIBRARY FRIENDS

The Newberg Library Friends is a volunteer group that assists the library in many interesting and worthwhile ways such as sponsoring booksales to raise funds, supporting children's programs, expanding the library resources, and encouraging community support. If you would like to join, ask at the Reference Desk upstairs.

LIBRARY FOUNDATION OF NEWBERG

The Foundation is seeking to build an endowment fund to support the Newberg Library beyond the public funding that is received. Donations to the Foundation are tax deductible. An informational brochure is available at the Reference Desk upstairs.

LIBRARY SERVICES

- Over 47,000 books for adults and children
- 200+ magazines
- Video Cassettes
- Books on Tape
- Tax Forms
- Newberg Graphic* from 1888
- Three weekly storytimes
- Summer Reading Programs for Children
- Tours for classes in April and October
- Telephone Books from around the state
- Best Sellers & Old Favorites
- Newspapers from around the region
- Over 1 million items available through the three county, library computer catalog

LIBRARY FUNDING

The Newberg Public Library is a department of the City of Newberg. It receives its primary support from property taxes paid by people living in or owning property within the City of Newberg.

The City has joined the Chemeketa Cooperative Regional Library Service and provides free service to residents of the Chemeketa Community College District under a contract for service.

Yamhill County residents (including the City of Dundee) who live within the Portland Community College District do not pay property taxes to support any public library service.

NON-RESIDENT LIBRARY CARD

The City of Newberg Public Library has established a non-resident fee so those people who are not paying property taxes to support library service can still have access to the library by paying an annual fee for a non-resident library card. The fee is based on what the average household in Newberg pays in property taxes annually for library support. The Library is a part of city government, not the Newberg School District, consequently your school district taxes do not support the public library.

As of July 1, 1992 the fee for a non-resident card is \$30 per household and \$25 per household for those 65 and older.

Welcome to the Newberg Public Library

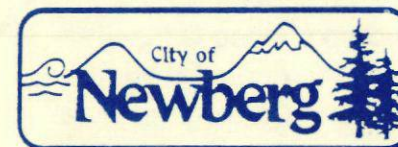
Hours

Tuesday through Thursday
11 am to 8 pm

Friday and Saturday
11 am to 5 pm

Closed Sunday and Monday

503 E. Hancock
(entrance on Howard St.)
Newberg, OR 97132
538-READ



*Working Together for a Better
Community
Serious About Service*

Newberg Public Library



Andrew Carnegie, a Scottish born American industrialist, established a philanthropic association to build libraries in the English speaking world. Between 1881 and his death in 1919, over 2,500 libraries were built throughout the world, 1,700 of them in the United States.

The Newberg Ladies' Wednesday Club was successful in its request to the Carnegie Corporation and received \$10,000 for the building of a library. Construction began in 1910 with dedication ceremonies held March 29, 1912. The Carnegie Library is an example of the American Renaissance style which was quite popular at that time.

By the 1970's the community had outgrown the 4,000 sq. ft. Carnegie Library. In 1983 the citizens of Newberg passed a \$963,000 bond measure to expand the existing building on land that had been donated to the City. Construction began in 1984 and during that time a local fund raising drive netted \$160,000 from area residents and businesses to furnish the new 17,000 sq. ft. On February 15, 1986 the expanded building was dedicated. The modern addition incorporates the design of the historic Carnegie building and provides the residents of the area with a library to take them into the 21st century.



**The Newberg Public Library is a
member of the Chemeketa
Cooperative Regional Library Service
(CCRLS)**

Books in Polk, Yamhill, and Marion county public libraries can easily be borrowed with only a few key strokes on the computer catalog. If a book is owned by the Salem Public Library, for instance, it can be sent to Newberg within a few days for pick up locally.

CCRLS also provides backup reference service when the question goes beyond the local resources. Many reference books cost hundreds of dollars and membership in CCRLS allows the Library to provide answers to questions without having to purchase all the expensive resources locally.

With your Newberg Library Card you may also visit any of the CCRLS member libraries and check materials out directly. They can be returned to Newberg and the courier service will return them to their owning library.

Member Libraries

Amity P L	Mount Angel P L
Dallas P L	Newberg P L
Dayton (M.Gilkey) P L	Salem P L
Falls City P L	West Salem Branch
Independence P L	Sheridan P L
Jefferson P L	Silverton P L
Lyons P L	Stayton P L
McMinnville P L	Willamina P L
Monmouth P L	Woodburn P L
Chemeketa Community College Library	

NEWBERG POLICE DEPARTMENT
MONTHLY ACTIVITIES
June 16 - July 15, 1993

Donation of Video Camera:

The Washington County chapter of Mothers Against Drunk Drivers (M.A.D.D.) donated a dash-mounted JVC video camera to the Newberg Police Department. This camera will greatly enhance enforcement of drunk driving cases. The video camera is outfitted with a wireless remote microphone, which the officer wears on their uniform. When the officer observes a suspected drunk driver they will turn on the camera, documenting the suspect vehicle's driving. After stopping the suspect, the officer advises the driver they are being recorded. This process will provide the officer with a video and audio tape of the suspects driving, sobriety tests and speech. Other agencies have found this type of evidence greatly decreases the need for trials, as most of those arrested for drunk driving elect to plead guilty or request diversion.

Officer Graduates from the Oregon Police Academy:

Officer Brian Casey graduated from the Basic Officer Training Course at the Oregon Police Academy on June 25th. We are all pleased to have Brian back from the academy, but his training was not without incident. During the latter part of his training Brian was injured during a defensive tactics training exercise. Brian broke a bone in his hand and was placed in a brace, until this week. He has now been released to return to full duty. The Newberg Police Department has requested the Board on Public Safety Standards and Training to review the necessity of this particular exercise.

New Chief is On-board and Meeting the Community:

Chief Tardiff is on-board and becoming acquainted with the community. He has been attending meetings of the Rotary and Chamber of Commerce and is scheduled to speak to both groups, as well as the Kiwanis Club.

New Neighborhood Watch Group Being Formed:

Corporal Art Pohl and Chief Tardiff are working to set up a neighborhood watch program at an apartment building which has traditionally been a trouble spot for the department. In addition to organizing the tenants our department will also be providing extra patrols and spending time just stopping and talking to children and tenants in the area.

Officers Assist Hillsboro with Crowd Control at the Rose Festival Air Show:

Off-duty Newberg officers assisted the Hillsboro Police Department with crowd control at the Rose Festival Air Show. Included in their duties was an escort of Governor Roberts by one of our motorcycle officers. This mutual aid request comes with the expectation of pay-back during our Old Fashioned Festival Parade. Traditionally we receive a great deal of volunteer assistance from neighboring agencies during Saturday's parade and this year will be no exception. Sgt. Dave James and Cpl. Art Pohl are both busy coordinating traffic and parade coverage for the annual event.

TRAFFIC PATROL STATISTICS
June 1993

Traffic Violations Issued: 448

Traffic Warnings Issued: 144

Monthly7.lst

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

PART I Offenses (These include all major crimes.):

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
June 1992	June 1993	June 1992	June 1993
64	45	53.1%	53.3%

Part II Offenses:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
June 1992	June 1993	June 1992	June 1993
165	181	88.6%	92.2%

Part III Offenses:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
June 1992	June 1993	June 1992	June 1993
355	409	98%	98.7%

TOTAL ALL INCIDENTS:

A total of 635 offenses were reported for June 1993, with an overall clearance rate of 93.7%.

Total All Incidents Reported:		Percent All Incidents Cleared:	
June 1992	June 1993	June 1992	June 1993
517	635	91.8%	93.7%

JULY 1993

MONTH END REPORT

Newberg Fire Department

ADMINISTRATION:

July began with a flurry of activity. The Fire Chief and Fire Marshal conducted dispatcher training early in the month. The training revolved around emergency procedure changes that were necessary to accommodate the new labor agreement and new paging system. The Fire Chief updated the Community Relations Committee on department changes.

The major projects in July were the Old Fashioned Festival preparations, finalizing the new Rural Board/City contract and developing engine specifications to go to bid for the Rural Board to buy a new triple combination pumper. The Call for Bids was published on July 26th, 1993.

After it was determined that OR-OSHA inspectors were in town, the activity level rose dramatically. The department was about half completed on a project to rewrite all safety standard operating guidelines (SOG's) that were recommended by Wise Steps Consultants. The remaining SOG's were generated in a few days. OR-OSHA never visited the fire station, but at least we are now ready for an inspection if one happens.

The Fire Chief and Assistant Fire Chief are working with the Oregon Department of Forestry and the Yamhill County Fire Defense Board to develop a large wildland fire plan for the County. Maybe when the rains stop we'll have a short fire season. Well, maybe next year!

TRAINING:

Regular Drills were held on July 12th and 26th. July 12th was divided up between Porta Tank operations and a hands on aerial apparatus familiarization for all firefighters. July 26th presupposed were actually going to have some hot, dry weather, and was a hands on refresher with the wildland fire equipment on all apparatus.

Other training activities for July were:

- A. The Basic Driver's course continues through July. All class room sessions and apparatus familiarization have been completed. Students are now in the actual road course and so called obstacle course, driving portion of their training. It is expected that the training will be completed by mid-August.
- B. The safety committee met on July 8th. After hearing that OSHA was in town, the fire department staff spent many hours on completing all the necessary changes to the fire station apparatus and records to bring us as close as possible to OSHA compliance.
- C. The probie class has been working on learning the department's mapping system and reviewing for their up-coming final exam.

FIRE PREVENTION:

The Fire Marshal performed 20 Fire/Life Safety Inspections and presented 2 fire safety talks on fireworks and exiting to 21 people. He taught a class on water safety and water rescue in moving water to the Park & Rec's junior lifeguards as well as a fire extinguisher class to 21 employees of Friendsview Manor. He also counseled one juvenile firesetter. The Fire Marshal investigated 7 fires this month, 3 of which were man caused.

The Fire Marshal attended the following meetings; building and planning department; 4 design reviews; CS Lewis remodeling concerns; the monthly EMS case reviews and a meeting with the dispatchers concerning the new zetron programming changes and dispatching procedures.

This month volunteer fire inspectors, Tom Rials and Margurite Simpson, began performing fire inspections on B2 occupancies. Nineteen B2 fire inspections were performed. This makes a total of 39 fire inspections performed for the month.

BUILDING, MAINTENANCE & MISCELLANEOUS:

In making the station OR-OSHA compliant, the department has put a cage around the generator and purchased a flammable liquids cabinet.

Engine 28 is now repaired and back in service, it has passed it's pump test and is running good at this time. The fire department's in house lube-oil-filter service started with Car 22. The fire department mechanic will now do all routine vehicle maintenance of the fire apparatus in the fire station.

Firefighter Al Blodgett continued with the annual grass and weed abatement program. This season, as the rains continue, grass is growing much more than usual and making it very difficult to keep the grass and weeds under control.

VOLUNTEERS:

The Volunteers have been busy deciding on new styles of leisure clothing. They are also purchasing shoes that are approved for wildland firefighting. These new shoes can be worn with the OSHA approved wildland coveralls that the City has purchased. Safety goggles have been purchased for all members of the department.

The latter part of the month entailed heavy department involvement in the 1993 Old Fashioned Festival. As a major fund raiser, members of the department oversee the operation of Memorial Park on a 24 hours basis throughout the exciting weekend.

The waterball team continued their winning tradition at the Old Fashioned Festival. The #1 men's team and the women's team took 1st Place trophies. The #2 men's team took the 3rd place trophy. Those victories give the Newberg Fire Department 111 trophies over the last 23 years. That is over half of the 220 trophies that were up for grabs in the entire state.

Newberg Fire Department
EMS-Rescue Division
Month End Report
July 1993

During the month of July 1993, Newberg Fire/Rescue responded to a total of 78 calls for medical assistance. The following is a general breakdown of the calls.

Cardiac	14
Medical	14
Respiratory	3
Trauma	18
MVAs	23
Misc.	2
Code 99s	4

Of these calls, a total of 23 resulted in cancellations or refusals.

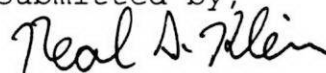
During the month, Newberg's EMS System was tested with two separate head-on motor vehicle accidents (MVAs). Each scene required a tremendous amount of manpower. The first MVA was on Hwy. 240 and resulted in a scene that required approximately 1½ -2 hours to extricate three patients from their vehicles using the Hurst Tool. Life Flight Helicopters were used three times on this scene with a total of six patients being transported to hospitals. Three critical trauma system patients were taken by Life Flight and three less critical patients were transported by ground ambulances. One patient died of her injuries the next night in a Portland Hospital. McMinnville Ambulance and Dundee Fire/Rescue were also utilized during this scene. The second head-on MVA was a couple of days later and was not as serious as the first. The MVA resulted in a total of four patients being transported to the hospital. One of the patients from this scene was entered into the trauma system due to their injuries.

For training this month, the EMS-Rescue Division participated in two critiques of the Hwy. 240 MVA. The first critique was held immediately following the accident and included some of the ambulance personnel who were on the scene. The second critique was

held four nights later and included most of the personnel involved in the scene. At this second critique representatives were present from Newberg Ambulance, Dundee Fire/Rescue as well as members of the Newberg Fire Department's EMS-Rescue Division. Both critiques were beneficial in bringing out key aspects of the scene to identify potential problems as well identify major successes of the scene.

The EMS-Rescue Division also participated in a table top MIP drill. During this drill a couple of different scenarios were presented to the group one at a time. Members of the group were then assigned to various responding apparatus. The apparatus was represented by Matchbox cars and trucks. The scenes were drawn on a large strip of butcher paper by Fire Marshall Phil Picard. The first scene represented a school bus driving off the St. Paul Bridge with 15 victims. The second scenario involved a room fire at Friendsview Manor and approximately 35 patients suffering from smoke inhalation. ICS and MIP skills were used and practiced to be able to work through the scenarios. Both scenarios involved a lot of group thinking and working together just as would be required on a real scene. Although the scenes were more involved than scenes we normally deal with, they required the members present to use skills that they will use on day to day scenes.

Submitted by,



Neal S. Klein B.S., EMT-IV
NFD EMS-Rescue Coordinator

AGENDA

COMMUNITY RELATIONS COMMITTEE

Tuesday, August 3, 1993

12:00 noon, Horseless Carriage Restaurant

I. CALL MEETING TO ORDER (Chairperson Corinne Adams)

Review and approve minutes of Tuesday, July 6, 1993

II. TRAFFIC SAFETY COMMITTEE ITEMS (Tardiff)

- * North Grant Street
Request "Children at Play" sign
Request 25 mph speed sign
Request installation of speed bumps

Traffic Safety Recommendation: Denial

- * Truck parking problem
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*.

III. OLD BUSINESS

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

IV. DEPARTMENT REPORTS

Library (Griffith)

Fire Department (Sherman)

Police Department (Tardiff)

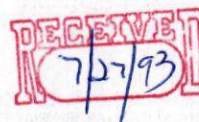
Public Works (Cole)

V. ADJOURN MEETING

Adjourn to next meeting on Tuesday, September 7th, at the Horseless Carriage Restaurant.

Legal

AGENDA



COMMUNITY RELATIONS COMMITTEE
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12:00 noon, Horseless Carriage Restaurant

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Library (Griffith)

Fire Department (Sherman)

Police Department (Tardiff)

Public Works (Cole)

V. ADJOURN MEETING

Adjourn to next meeting on Tuesday, September 7th, at the Horseless Carriage Restaurant.

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.

Community Relations Committee Minutes
Tuesday, July 6, 1993
Page 2

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 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

Community Relations Committee Minutes
Tuesday, July 6, 1993
Page 3

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.

Community Relations Committee Minutes
Tuesday, July 6, 1993
Page 4

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

TRAFFIC SAFETY COMMITTEE MINUTES
Monday, July 12, 1993
7:00 p.m., Newberg Public Library

DRAFT

PRESENT: Chairperson Doris Brandt; Andy Anderson; Glenn Benedict; Richard McCabe; Bob Andrews; Larry Anderson; Richard Meyers; Russel Pack; Police Chief Bob Tardiff, and D.T. James.

ABSENT: Earl Sandager and Ray Buckley

GUEST: Elaine Smith, 617 N. Grant Street, Newberg; and, Jack Williams, property owner in the 2700 block of East Hancock Street.

1. CALL MEETING TO ORDER

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

New Police Chief Bob Tardiff was introduced to the members of the Traffic Safety Committee.

2. OLD BUSINESS

**A) Request "Children at Play" sign
Amie Miller, 627 N. Grant**

(Item A, New Business, was heard in conjunction with Item A, Old Business.)

**A) Traffic Problems on North Grant
Elaine D. Smith, 617 North Grant**

Representing her neighborhood on N. Grant Street, Elaine Smith expressed the following concerns: (1) the need for a "*Children at Play*" sign for N. Grant Street; (2) a request for a 25 mph speed sign to controll speeding in area of Grant Street; and (3) speed bumps for the North Grant area once paving takes place in that area later in the summer. Refer to her letter for a summary of her request.

These issues were addressed by the Traffic Safety members in the presence of Elaine Smith.

First, regarding the "Children at Play" sign, it was explained that by allowing the sign in their area, the Committee would be expected to grant all other requests. Further, Traffic Safety feels this type of sign gives the wrong impression to children by allowing them to think that it is okay to play in the street. Request for "Children at Play" sign was denied.

Consensus was that if speed bumps were allowed the City could be liable if any damage occurred to vehicles while crossing the speed bumps. Therefore, this request was denied.

The third issue of speed signs was addressed. Larry Anderson of the Engineering Department indicated that it was the City's philosophy that if the area is already a 25 mph zone -- as all posted residential areas are -- that the City feels it should not be required to post a speed sign for that particular area. However, Traffic Safety members and Anderson felt it was appropriate to place a 25 mph zone for the speed area coming off of Hwy. 240, speed signs to face south on North Grant Street. Anderson went on to explain to Traffic Safety members and to Elaine Smith that the road construction planned for N. Grant Street in that particular residential area and the way that the street is going to be laid out should eliminate the speeding problem that is concern of the N. Grant residents. Anderson indicated that the intersection of Grant and North Street is designed to cause the motorist to slow substantially before making a turn either east or west bound on East North Street. The request for speed signs was denied.

It was decided that the residents should keep an eye on the problem after the paving takes place on Grant Street and report back to Traffic Safety if there is a factual problem that occurs from the concern from citizens in that area.

**B) Parking problem 2700 Block East Hancock, Jack Williams
Concerns from a business owner in that location**

Jack Williams was a latecomer to the meeting. He explained that truck parking on the north side of Hancock Street (from the intersection of Hancock and Elliott eastbound) created a problem for the businesses that are along that stretch of the roadway, approximately 125 yards in length. Truck parking causes large delivery trucks to back have to back into the area to make deliveries to his and other businesses located on that stretch of road. He also indicated that it interferes with other commercial vehicles and their ability to make deliveries.

This was discussed by Traffic Safety members. It was then brought to the floor, moved and seconded, that truck parking be eliminated along this stretch of the roadway. It was also voted that a posting be made, either *Dead End* or *Not An Outlet Street* for that section of roadway.

3. NEW BUSINESS

B) Parking problem at 1700 Carol Avenue

Briefly, it was explained that residents were concerned in that too many cars were

Traffic Safety Committee Minutes
Monday, July 12, 1993
Page 3

being parked in that area, especially on Sundays. Officer James explained that the streets are fairly wide, and that the Police Department would keep an eye on the parking. He suggested that it was not a problem that needed to be addressed by the Traffic Safety Committee at this point in time.

4) MISCELLANEOUS

The Traffic Safety members discussed the waiting period for vehicles at train crossings throughout the city. It was noted that it sometimes takes an extremely long periods of time, sometimes blocking traffic 30+ minutes. Officer James and Larry Anderson will attempt to make contact with the train line owner to advise them of the problem and see if they can rectify it.

There was apparent concern on Mission Drive regarding trees blocking the street and the view to oncoming traffic from College Street. This problem will be addressed by Larry Anderson and taken to the property owner.

Regarding the intersection at Hwy. 219 and Villa Road, Larry Anderson indicated that this issue is being studied by the Oregon Department of Transportation.

Directing their concerns to Chief Tardiff, Traffic Safety members again expressed their views concerning the overlap of issues being heard by Traffic Safety and later reviewed again by Community Relations. Noting that they had already discussed this issue to the City Manager, they asked the Chief to help facilitate a solution to this on-going concern. Chief Tardiff indicated that he would check into this issue and get back to the Traffic Safety Committee. Traffic Safety members were advised that the bi-laws indicate that Traffic Safety Committee reports directly to City Council, and that the new proposed bi-laws reflect the same.

Submitted by D.T. James, Secretary.

MINUTES OF COMMUNITY RELATIONS COMMITTEE

Tuesday, October 5, 1993

12:00 noon, Horseless Carriage Restaurant

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

I. CALL MEETING TO ORDER

Chairperson Corinne Adams called the meeting to order at 12:10 p.m. She congratulated Bob Johnson on his appointment to the Newberg Planning Commission.

Review and approve minutes of Tuesday, September 7, 1993

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

II. TRAFFIC SAFETY COMMITTEE REPORT (Tardiff)

Chief Tardiff, reporting for the Traffic Safety committee, said Helen Liere from the Oregon Department of Transportation gave an informative talk on the availability of grant applications. He advised Committee that the Traffic Safety Committee is pursuing a \$2500 grant for a radar reader board.

He advised that Ordinance No. 93-2354 establishing the Newberg Traffic Safety Commission was passed by the Newberg City Council on October 4, 1993.

III. OLD BUSINESS

Regarding the truck parking issue, Chief Tardiff advised Committee that plans for the truck parking lot on Hancock will probably be canceled. It was the decision of the Traffic Safety Committee to paint yellow curbs by the Williams' property to restrict truck parking. He said Mr. Fry, Big Dipper Transport, has expressed concern that if the Williams property is painted as a no parking area, other businesses will expect the same treatment. Mr. Fry is concerned that it would further reduce truck parking.

Chief Tardiff said a site near Burger King has the potential to be developed as a truck parking area. Corinne, noting that truck parking has long been an issue for the city, suggested the revolving loan fund as incentive for a private party to provide truck parking within the city limits. City Manager Duane Cole said funds are available in the revolving loan, but suggested the City needs a truck stop rather than just a parking lot. Mr. Larson suggested a refueling station.

IV. NEW BUSINESS

Responding to a question from Bill Larson, Mayor Proctor said she had advised Pat Haight that she had been appointed to the Planning Commission.

Donna reported receiving a complaint from a local business owner regarding the Library. The individual had been told that he would have to purchase an out-of-district library card for \$35 because he resides in Tigard, even though he owns property and operates a business in Newberg. Carol Foutts explained that this was an error, that business owners are entitled to library cards. Duane suggested that the confusion could have occurred due to recent personnel changes at the library. Donna will relay the information.

V. DEPARTMENT REPORTS

Public Works

Greg Scoles presented a written monthly report, attached as part of these minutes, then reviewed the monthly activities.

Items of note:

- The Department is working with the School District and the Chehalem Park & Recreation to coordinate improvements and the transportation plan for the Crater school site. He noted that planned access to the school grounds is from Foothills Drive, although Main Street will also be considered.
- Mr. Scoles said the Building Department was extremely busy due to the onslaught of construction plans filed prior to implementation of the Transportation system development fee. Responding to a question from Corinne Adams, Greg said that a developer has six months to begin building after their permit has been issued; however, applicants/developers have an option to extend their permit and would be excluded from paying the fee.
- Mr. Scoles feels it important for the department to follow-up with the owners of damaged buildings. Greg said reports on the damage done by the quake will be evaluated, and the department will determine whether corrective measures are being taken to fix the buildings. At the point that a building is determined to be dangerous to the public, the Building Department will initiate an abatement process. He advised Committee that they might expect some negative comment at that time.

There was subsequent discussion regarding the City's liability should a citizen be injured by falling debris. Mr. Scoles said that cities can be held liable for damages; however, he feels the owners of damaged buildings are liable to make the buildings safe. Duane Cole said Newberg's damaged buildings have been determined to be safe. Mr. Cole said he was advised that the Bank of America moved to a new location because their company engineer found that the

existing building is shifting from damage incurred during the quake. Mayor Proctor said the Francis Theater is being downsized into a single story building.

Fire Department

Chief Michael Sherman presented a written report, attached as part of these minutes, and briefly outlined his department's activities for September.

Items of note:

- The Fire Chief, Police Chief and Community Development Director have begun the process to develop a ten-year strategic plan for facility needs.
- The Department responded to a structural fire on September 27, 1993. It was noted that this fire did not garner the negative public comment as did the last large structure fire in August.
- The ladder truck needs to be repaired and will need to be replaced in the future.
- Among other things, statistics show a marked decrease in wood stove inspections. Chief Sherman attributes this to the fact that inspections are done only when residents can provide the required DEQ permit allowing a wood stove.
- Chief Sherman and Chief Tardiff have arranged through TCI Cable to present a fifteen minute Public Safety program which will highlight fire and police activities.

Library

Carol Foutts, reporting for Librarian Leah Griffith, presented a written monthly department report, attached as part of these minutes.

Items of note:

- The Library has a new FAX machine, purchased with funds donated by the Newberg Library Friends.
- CCRLS continues to pursue the purchase of a new computer.
- The annual library cleanup was held September 27th. All books are individually removed from the shelves, examined, dusted, and returned to proper order.
- The library celebrated Banned Book Week the last week of September.

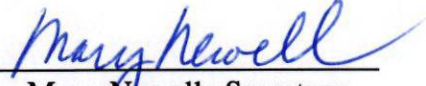
Police

Chief Tardiff presented a written monthly report, attached as part of these minutes.

Further, Chief Tardiff said the Department has initiated parking enforcement in the downtown area. He explained that a practicum student from George Fox College was currently issuing warnings, not citations, and that comments were already being received by the department.

Citing increased gang activity in the community, Chief Tardiff said programs provided by associations like the Hoover Boys and Girls Club and Chehalem Park & Rec should be encouraged for the youth of our community. He noted that the Hoover Boys and Girls Club facility needs some repair and suggested selling t-shirts as a way to fund the cost of repair. Roger Gano said the club creates problems within the neighborhood.

Motion: Gano/Johnson to adjourn. The motion carried and the meeting adjourned at 1:15 p.m.

Submitted by 
Mary Newell, Secretary

September 1993

Month End Report

Newberg Fire Department

ADMINISTRATION:

The Fire Chief, Police Chief and Community Development Director met to begin the process for a 10 year plan that would look closely at Fire Department facilities and how that plan dovetails with other City facility needs. The draft request for proposal (RFP) will be reviewed early in October and the RFP will be issued for a Fire Department strategic plan by mid-October. The plan should be completed for Council review in early spring of 1994.

EMS consolidation meetings are now occurring weekly. A work plan is now being formalized to create a draft consolidation proposal to the City Council in December. This will allow the EMS issues to be translated into the 1993/1994 budget plans if the Council so desires.

The Rural Board passed a motion to purchase a new fire engine. By agreement, the City will equip it from the Fire Department's vehicle /equipment replacement fund. The delivery date for the new engine will be spring of 1994.

Work continues with the Police Department on the potential of a 800 mhz. radio system for Public Safety. The Emergency Operations Plan (EOP) Committee is continuing work on the EOP revisions.

The Fire Chief began the "Leadership Newberg" program in September. The first session was very exciting as Chief Sherman had council members Corinne Adams and Roger Currier high off the ground and did not drop them.

TRAINING:

Regular drills were scheduled on September 13 and 27. September 13th was an area familiarization with crews reviewing many new streets and sub-divisions going in around the city. Emphasis was placed on best routes, hydrant locations, etc.

The September 27th drill was postponed and a very important business meeting was moved to that night because of a lengthy house fire on September 20th.

Other training related activities for September were:

- A. Safety Committee meeting on September 7th.
- B. Officer's meeting on September 8th.
- C. September 11th and 12th were very busy with the new recruit Firefighter's class going to Sheridan for part of their Basic Academy. Four firefighters went to a Supervision and Leadership class held at the Canby Fire Department.
- D. On September 18th an EMS inservice class was held here to train on the new Head Bed II C-spine restraint system and to reinforce our stiff neck C-collar training.
- E. On September 25th and 26th our new recruits went to Dayton for further Basic Fire Academy Training. Four weekends of specialized training comprise the Academy process.

TRAINING (Continued):

Time has been allocated for getting the fall Probationary Firefighter Classes scheduled and outfitting them in the necessary protective clothing.

FIRE PREVENTION:

Seventy one Fire/Life safety inspections were completed, 20 by the Fire Marshal, 35 accompanied by one Volunteer and 16 inspections done by Volunteer Fire Inspectors. Ron Grose began training as a Volunteer Fire Inspector.

The Fire Marshal attended one design review and a two day Fire Marshal's Round Table in Salem. Fourteen city and county planning requests were processed and he talked with Mike Hailey twice on building issues.

BUILDING, MAINTENANCE & MISCELLANEOUS:

Firefighter/Mechanic Rod Meade spent 2 days working on lifting the roof over the meeting room. Most of the standing water is gone now.

Underwriter's Laboratory did the annual test on our 1985 ladder truck, which it did not pass. We are looking at options for repair at this time.

Firefighter Al Blodgett attended the monthly meeting of the Mid-Willamette Fire Instructor Assoc. in Salem. His seasonal project of weed abatement in the City continues with compliance at its usual high percentage.

Requests have been made to vendors to provide cost figures for purchasing replacement turn-out gear. Along the same line, preparations are being made for the purchase of an OR-OSHA approved washing machine for the department.

VOLUNTEERS:

Margurite Simpson and her husband Mike are the proud parents of their second child, a girl. She arrived September 17 at 9:24 am and they named her Madison Annette. Madison weighed 8lbs 7 oz and was 20 1/2" long.

Chris and Amy Mayfield are the proud parents of their third child, a girl, Ellie Jo. Ellie arrived September 28 at 10:42 am, weighing 8lbs 1oz and was 20" long.

At their monthly business meeting the membership voted five members of the spring "Probie" class into their ranks. They are Chris Bryant, Darren Miller, R.C. Homer, Jeremy Hill and Chris Forman.

NEWBERG FIRE DEPARTMENT MONTH END REPORT

MONTH OF: September 1993

AVERAGE NUMBER OF PERSONNEL: 52

TYPE OF INCIDENT	CITY	RURAL	OUT OF DISTRICT	YEAR TO DATE	PREVIOUS YEAR
Commercial - Actual Fire	0	1	1	14	19
- Flue Fire	0	0	0	0	0
Residential - Actual Fire	2	0	0	16	15
- Flue Only	0	0	0	12	8
Vehicle - Actual Fire	1	0	0	19	16
Wildland - Actual Fire	3	1	0	16	54
Property Exposed - Fire	292,000	150,000	0	2,647,550	5,773,650
Estimated Fire Loss	61,350	0	0	515,625	538,280
False Calls - NO FIRE	4	2	0	53	93
Investigations/Misc.	11	2	0	135	123
Public Assists/Service	3	5	0	90	106
Man Hours/Fire/Assists	195	82	18	2,491	5,028
Emergency/Medical EMS	38	11	0	469	481
Motor Vehicle Accidents	4	1	0	116	127
Rescues/Misc. EMS	0	0	2	13	9
Man Hours/EMS	135	45	39	2,333	2,897
Inspections - Fire/Life	67	4	0	209	161
Inspections - Woodstove	0	0	0	1	30
Inspections - Home Safety	0	0	0	2	1
Hazards - Abated	12	2	0	64	58
Burn Permits	0	310	0	6,238	4,901
Public Educations Talks	0	0	0	50	31
- Attendance	0	0	0	1,309	1,436
Man Hours - Total	330	127	57	4,842	7,925
Calls - Total	66	23	3	953	1,051

NEWBERG COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY ACTIVITIES

SEPTEMBER 1993

PLANNING DIVISION

- Northwest Newberg Specific Development Plan. This is the master planning for a 150 acre area of undeveloped land north of the current city limits. The plan has been in the planning process for over six months and has been developed in cooperation with the property owners. The plan is scheduled to go to the Planning Commission for review on October 21, 1993.
- UGB Expansion Requests. There have been two requests for urban growth boundary amendments this summer. One request is to add residential land around the Crater School site. The other is to include a small parcel, south of Wynooski, to allow the development of an organic composting facility. Hearings have been held for both sites and final action should take place in November.
- Transportation Plan. The preparation of an updated transportation plan has been proceeding on schedule through out the summer. The plan should be considered by the City at the end of this year or early part of next year.
- School Site. The Newberg School District is preparing to develop two new school facilities in the northwest section of town (Crater Site). They have been meeting with the City and the Parks and Rec. District to coordinate development of on-site and off-site improvements. Providing infrastructure to this site will be a challenge. The District's Civil Engineer will be analyzing the various improvements that will be necessary (e.g., sewer, water, and streets). A proposal to prepare a traffic study has been submitted to the District, but no action has been taken.
- Division Changes. We are currently interviewing for a Planning Manager. It is expected the new planner will be on board by November/December.
- Open Space. A sub-committee has been established to review Zoning Ordinance language relating to allowed uses in each of the Open Space and General Hazard areas. This committee has submitted a report which will be reviewed by the Planning Commission at their October 21, 1993, meeting.

BUILDING DIVISION

- Building Permit Activity. The Building Division has had a busy month beginning with the flood of construction plans prior to the onset of the Transportation system development fee. There were 38 new single family applications, and two 52-unit apartment complexes submitted. Also, a 50-unit mobile home park, 7 industrial, 4 institutional and 3 commercial applications were submitted. The plan review for these permit applications will take significant staff time. Our part time plancheckers are being kept extremely busy. There has also been a noticeable increase in permit inspection requests.
- Spring Break Quake. The City has received most of the engineering reports for building damage by the Spring Break Quake. We are still pursuing the outstanding reports. Bank of America, because of damage sustained in the Quake has, just this week, moved to a new location in the Downtown.

PUBLIC WORKS/ENGINEERING DIVISION

- Grant Street LID. Grant Street has been paved. The contractor will be in to finish the job next week.
- Emery Orchards LID. The approval of this project (32-units) required that public improvements on Second and Third Street be installed through an LID. The design of this project should begin in the next few weeks.
- George Fox Science Building. Plans have been approved for the new building and a new public water facility is nearing completion.
- Second Street Water Line. This project is nearly completed, however, the contractors have been extremely difficult to work with on this project. They have been put on notice regarding their performance and the second phase of the project is in jeopardy.

WATER AND WASTE WATER DIVISIONS

- Composter. The mechanical portion of the composter should be started within the next 2-3 weeks. The project remains on schedule for a early 1994 start up. Until the composter goes on line we will continue to spread biosolids on agricultural land. This process should be eliminated in the Spring of 1994.
- Clarifier Painting. Clarifier no. 2 is scheduled to be completed by the end of next week. Clarifier no. 3 will be started at that time and should be complete prior to the monsoons.

- Eighth St. Pump Station. Construction has started and is proceeding ahead of schedule. Staff is working with the contractor to facilitate the smooth switch of pump stations. This transition should take place in the next few weeks.
- Inflow and Infiltration Program. As part of the requirement of the City's wastewater discharge permit. The City is required to develop and implement a comprehensive inflow and infiltration reduction program. The plan has been completed and submitted to DEQ for review and approval.
- Allen Fruit Closure. Allen Fruit has ceased operations and is cleaning their process line. Completion of the tank draining and mothballing of the pretreatment facility should be completed by the end of October. This process may result in some complaints from the public regarding odors.
- Facility Maintenance. The lunch room at City Hall has been remodeled. Modification to the Jail have been completed, and the Dog Pound is in the process of receiving a new coat of paint.
- Vehicles. Bids have been received for two new 3/4 ton pickups for the sewer treatment plant. Specifications for a new service truck with a service body are being prepared. The building division obtained a new 1/2 ton pickup and this vehicle was placed in service this month.

NEWBERG POLICE DEPARTMENT
SEPTEMBER 1993
Monthly Report

Hiring Update:

Kristin Twenge and Sheryl Schreiner have been hired as temporary Communication Clerks. Kristin has already begun training and Sheryl will be starting during the second week of October. Both will be excellent additions to our department and we are particularly pleased with the fact that Sheryl is able to speak and understand spanish. Kristin and Sheryl were hired as temporary employee's for a two month period, allowing us time to complete our review of the 9-1-1 Dispatch issue. Should the city elect to consolidate with another agency this will provide us with more flexibility; if we decide it in our best interest to retain a local center, then both Kristin and Sheryl will be placed on regular status.

In the selection process for police officers, we tested 218 applicants. The Local Government Personnel Institute's PE 3 test was administered as a screening tool. We only advanced the top forty candidates to the next step in the process. This made our cut-off on the written test at over 89 %. The forty candidates were screened down to eighteen by using a point system which gave extra credit to those candidates which were bilingual in spanish and english, who had college degrees, or who had previous law enforcement experience. The final eighteen then were invited to participate in an oral board and practical exercise test administered on October 1st. The final four to six candidates will go on to another in-house interview, background investigation, physical, psychological, and drug screening.

We are all looking forward to completing this process and getting back up to strength. With the resignation of Officer Pete Dalton, we currently have two openings to fill.

Union Activity:

There has been a request by some police department employees to the Employee Relations Board (ERB) for an election to determine whether police department employees should be represented by the "Office and Professional Employees International Union, Local 11". ERB has set October 19th as the date ballots will be mailed to affected employees and November 3rd as the date they will be tallied. The bargaining unit has been determined to be:

All police officers, senior police officers, corporals, communication officers, animal control officer, and word processor clerk, excluding temporary employees (employees hired to work for a period not to exceed one hundred twenty days), part-time employees (employees who regularly work less than eighty-five hours per month), lieutenants, sergeants, communications manager, Chief's secretary, and any other confidential and supervisory employees.

Throughout this process the City Manager has been providing as much information as possible to the employees about unions and the process we are going through. In the time remaining before the ballots come out, both the City Manager and Chief will be meeting at shift briefings and in a department meeting to further answer questions and listen to any concerns which employees may have.

Vintage Festival:

Newberg Police Reserve Officers assisted with crowd control at this years annual Vintage Festival. The attendance was estimated at 4,000 people and no major problems were reported.

LEMAP Study:

Both community and staff surveys were distributed during August and the results are currently being tabulated. The LEMAP team is planning a full day in the city on October 14th. During this time they will be spending much of their time meeting with a variety of people from the staff, city council, city manager, district attorney, and newspaper. We are still anticipating a report to be completed sometime around the first of December.

High School Activity:

The beginning of school this year brought with it a number of altercations involving students. The police department, school administration, and parks and recreation staff have been working very closely to address this problem. In the last couple weeks the trouble seems to have died down, but our efforts will continue. Chief Tardiff, Corporal Summers, Deputy Rosario and school officials met last week to develop some strategies, which include a meeting with neighbors, police, school staff, student leadership, and parks and recreation. This meeting will provide us with a platform to discuss neighborhood concerns. In addition, we plan to have the GET Team (Gang Enforcement Team) members provide some informative meetings with high school staff, parent groups, and businesses through the Chamber of Commerce.

TRAFFIC PATROL STATISTICS August 1993

Traffic Violations Issued: 316

Traffic Warnings Issued: 114

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

PART I Offenses (These include all major crimes.):

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
August 1992	August 1993	August 1992	August 1993
53	53	70.5%	67.9%

Part II Offenses:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
August 1992	August 1993	August 1992	August 1993
159	179	84.0%	85.3%

Part III Offenses:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
August 1992	August 1993	August 1992	August 1993
438	497	98.5	98.5%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
August 1992	August 1993	August 1992	August 1993
650	729	93.5%	98.5%

Monthly Report

Newberg Public Library

September 1993

Linda Marshall was appointed to the Library Board by the Mayor. This brings the Board up to a full complement of members. The Board is planning to look at various issues from the Long Range Plan and develop appropriate activities for their group.

The Library has moved into the 90's with the installation of a fax. The Newberg Library Friends donated \$900 to purchase a plain paper fax machine which we have had up and working for about a week. Their gift is much appreciated.

CCRLS will be purchasing a base computer "box" within the next couple of months. Our current computer is obsolete and will soon not be supported by the computer company. CCRLS will be borrowing funds from Chemeketa Community College and pay it back over two years. This purchase will result in a more reliable computer and one that will have the capability of adding new terminals if libraries purchase them. At Newberg we are looking at adding two or three new terminals over the next couple of years.

The Newberg Library Friends held their annual library cleanup on September 27th. Volunteers and staff joined together to put the book collection back in order. It is amazing how fast the books get out of order as people check them out. The Friends are also planning their semi-annual book sale for October 21, 22, and 23. Mark your calendars for some great savings.

I attended the Oregon Public Library Directors annual retreat and TQM workshop. This session was excellent in providing practical TQM information as well as the opportunity to discuss library issues with colleagues throughout the state.

Adult/Young Adult Services:

Sandi Schmidt has been hired for the 20 hr. per week reference position. Sandi has been a circulation manager at Thousand Oaks (CA) Public Library and was interested in changing to reference services. We're enjoying the opportunity to get to know her and have only had a few misdirected phone calls now that we have two Sandis on staff. Sandi Schmidt replaced Debbie Ratzloff who had been with the Library for six years. Debbie is planning to spend time at home with her 2 year old son and baby that is due in late October. She was an excellent reference librarian and both staff and patrons miss her already.

Roger Olson, a student at George Fox College started last week as a 10 hr. per week page to shelve books and assist with other tasks.

Marianne Lausmann, reference librarian, attended the Oregon State Library's Basic Librarianship Workshop in September. She came back with a better understanding about what being a librarian is all about and also gained a variety of skills that will improve her ability to assist patrons.

The last week of September we have had displays in the adult and children's areas regarding Banned Books Week. Over the years, individuals and groups have attempted to restrict the reading of *Huck Finn*, the *Bible*, *James and the*

Giant Peach, and the **Whole Earth Catalog**, and other books and library materials. These displays provide an awareness of the situation when one group or individual attempts to restrict the rights of others. Stop by and see if your favorite book has been banned in a library somewhere in this country.

Carol Foutts, Assistant Library Director, has been very busy these last few months hiring and training new staff. She has done an excellent job in bringing new staff up to speed as well as continuing to provide quality service to the patrons. Thank you Carol.

Youth Services:

Storytime started again in September and the children were excited to again hear stories and do activities presented by Children's Librarian Sandi Olmstead. Little do they realize that while these activities are fun they also have the very real benefit of exposing the preschoolers to literature and language and provide those children will new skills that assist them with their own language and reading development.

In cooperation with the Newberg Fire Department we have a display of turnouts, hoses, and a stretcher. These are on display to celebrate Fire Prevention Week in October, however they aren't the usual display but a display that can be touched and even worn. Every time I pass by the children's area I see a child putting on the heavy jacket or struggling to put on the boots. The purpose of the display is to acquaint the children with the equipment so that if they should be in a fire, they would not be frightened of the firefighter. Members of the department will be putting on a special storytime in October.

Sandi Olmstead is serving as the chair of the Oregon Library Association Honors and Awards committee this year. She and her committee will be responsible for selecting the librarian of the year and providing training scholarships for librarians. Her position also allows her to be kept informed of what is occurring at the state level in library issues. This is valuable for Newberg as we can deal with situations from a proactive level rather than waiting to react.

Library Director's Calendar

Wednesday, Sept. 1	Attended Dept. Head Meeting Worked Reference Desk due to staff training
Thurs.-Fri.Sept. 2-3	Interviewed candidates for reference position
Thursday, Sept. 2	Met with Russ Thomas regarding Library energy project
Friday, Sept. 3	Attended PYM Meeting in Salem
Saturday, Sept. 4	Worked Reference Desk
Monday, Sept. 6	Labor Day Holiday
Tuesday, Sept. 7	Attended Library Friends Meeting Attended Community Relations Meeting Worked Reference Desk due to staff vacation
Thursday, Sept. 9	Attended CCRLS meeting with City Managers to determine funding for computer purchase Attend Public Library Directors Meeting in Bend
Friday, Sept. 10	Attended TQM workshop in Bend
Sunday, Sept. 12	Attended City Picnic
Tuesday, Sept. 14	Attended Library Friends Meeting Conducted 2nd interviews for reference librarian position Attended City Club Board Meeting Attended Newberg Leadership Steering Committee meeting

Wednesday, Sept. 15	Worked Reference Desk due to staff training
Thursday, Sept. 16	Met with Library Board (no meeting/lack of quorum)
Friday, Sept. 17	Library Staff Meeting
	Last day for Debbie Ratzloff, reference librarian
	Chaired City Club Fall Social Event
Saturday, Sept. 18	Worked Reference Desk due to staff changes
Sunday, Sept. 19	Attended 50th Wedding Anniversary of Bonnie and Levi Arbogast,
	Library Friends and volunteers who assist us for over 30 hours a week
Tuesday, Sept. 21	Attended Library Friends Meeting
	Attended City Club Meeting
Wednesday, Sept. 22	Sandi Schmidt started as reference librarian
Thursday, Sept. 23	Met with Dept. Heads on Management Manual
	Worked Reference Desk due to staff changes
Friday, Sept. 24	Attended Dept. Head retreat
Monday, Sept. 27	Fall Cleanup with Newberg Library Friends
Tuesday, Sept. 28	Attended Library Friends Meeting
Wednesday, Sept. 29	Met with City Manager regarding misc. library issues
Thursday, Sept. 30	CCRLS Meeting with City Managers to resolve issue of computer purchase

Upcoming Events:

Oct. 1	PYM Meeting
Oct. 4-8	Vacation
Oct. 5	Community Relations Committee-Carol Foutts attending
Oct. 6	Dept. Head meeting-Carol Foutts attending
Oct. 11	CCRLS Advisory Board
Oct. 13	Management Manual meeting
	Meet with new Library Board member, Linda Marshall
Oct. 14	CCRLS Advisory Board Retreat
Oct. 15	Attend Public Library Division meeting in Ashland
Oct. 20	Dept. Head meeting
Oct. 21	Library Board Meeting
Oct. 21-22-34	Newberg Library Friends Books Sale
Oct. 22	Library Staff Meeting

Report Submitted By:

Leah M. Griffith, Library Director

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 with 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

October 1993

Month End Report

Newberg Fire Department

ADMINISTRATION:

Emergency Medical Service consolidation meetings are continuing weekly. The ten year strategic plan (RFP) Request For Proposals is near completion. The new fire department command vehicle bids have been reviewed and are awaiting approval of the Council. The Fire Department's phone system change out was completed in October. Work continues on the issue of dispatch. A final proposal has been requested from the Washington County Consolidated Communication Agency (WACCA). Also, a meeting with GTE on Enhanced 9-1-1 phone connections has been scheduled.

The Fire Department did its first TCI Cable presentation along with the finance department's presentation on their special award. The fire and police departments will be doing a regular TCI Cable update on each department starting November 2, 1993.

Six new lieutenants were promoted on the 11th of October. The promotions took effect immediately. They were: Ted Kunze, Steve Erb, Neal Klein, Tom Rials, Chris Mayfield and Ron Pettijohn. This shored up the officers' ranks that have run short for several months.

TRAINING:

Regular drill for October were held on the 4th, 11th and 25th. The October 4th drill was a training apparatus drill. October 11th was a new drill on traffic control and emergency scene safety taught by Newberg Police Officer Kevin Stich. The October 25th drill was on salvage and overhaul practices. Other training related activities for October were:

1. The Safety Committee meeting was held on October 5th.
2. An Officers' meeting was held on October 6th.
3. On October 4th and 10th, the training officer and 4 other firefighters attended a Safety and Survival class for Company Officers at the McMinnville Fire Department.
4. On October 16th and 17th our new recruit class attended Basic Academy classes in Dayton and Dundee on October 16th and 22nd.
5. The training officer assisted the Sheridan and Canby Fire Departments with their Lieutenants' promotional oral boards on October 20th.
6. On October 24th, we completed 2 important evaluations. The first was the SCBA fitness evaluation for our new recruit class. Secondly, we held a Firefighter I task performance evaluation to allow a group of our more experienced firefighters to become FSAB accredited Firefighter I's.

VOLUNTEERS:

Chaplain Bill Larson and his wife Ruth, are celebrating becoming GREAT grandparents for the first time. Dan Reid and his family are moving to Pensacola, Florida. Assistant Chief Bill Swonger is recovering from hernia surgery.

Members of the Department are preparing for the annual Turkey Carnival. This year's dates are November 19th & 20th. It is the largest of the group's fundraisers, with a large portion of the proceeds going to the Toy & Joy program.

Work has nearly been completed on the annual refurbishing of the community's Christmas decorations. They will be put up November 28th. The department purchased four new pole decorations this year, enabling the department to have some pole units out as far as Newberg Ford. Previously they went no further than Burger King.

FIRE PREVENTION:

Eighty-eight Fire/Life safety inspections were completed, 43 by the Fire Marshal, 41 with volunteer inspectors in training and 4 by volunteer inspectors. The annual Fire Prevention Open House was held at the station. Two major fire calls interrupted the days activities. Even with the interruptions it was a tremendous success.

The Fire Marshal attended four Design reviews, met with Mike Hailey three times on building issues and processed eight county and city planning requests. Two fires were inspected, both caused by accidental means. Three talks were given on fire safety, fire extinguisher and kitchen safety to Shilo Inn, Smurfit and George Fox College.

The main event of the month was the distribution of free smoke detectors and batteries to needy families on October 30, 1993. Lieutenant Tom Rials and the Fire Prevention Team coordinated a local "Change Your Clock, Change Your Battery" campaign. Eveready Battery Company donated 225 batteries and the Newberg Volunteer Firefighters purchased 100 smoke detectors out of Volunteer funds to give away. Over 54 hours of time was donated by the Volunteer Firefighters to canvas over 200 homes. This single event may save more lives than any other Fire Department function. The total cost to the taxpayers was approximately \$ 10.00 for vehicle fuel.

BUILDING, MAINTENANCE & MISCELLANEOUS:

October has been a busy month repairing apparatus. Engine 29 had some carburetor problems and was taken out of service and was taken to Newberg Ford, but they were unable to locate the problem. The problem was determined to be stuck secondaries. They have since been repaired and the engine is back in service. Rescue 2 was out of service for a day with alternator and voltage regulator problems but is now repaired.

Opticomms have now been installed on the Chief's carry-all, Rescue 2 and 3 engines (26, 27 29), this leaves only 4 pieces of apparatus yet to be installed. The quarterly SCBA tests have been completed.

The broken sink in the front office bathroom has been replaced with a new one that was donated from Familian NW and Reinhardt Plumbing.

A bid was awarded for 15 sets of turn-outs to Oregon Fire Equipment Co. The department has obtaining price quotes for the purchase of OSHA approved washing machine

Firefighter Al Blodgett attended the following meetings; Mid-Willamette Fire Instructor Association, Polk-Yamhill Firefighters Association, a board meeting of the Newberg Old Fashioned Festival Committee, a planning meeting of the City employee awards dinner. He is also working closely with the new class of recruits getting them acquainted with the department's training procedures and policies.

October 1993
Month End Report
Newberg Fire Department

(PAGE TWO)

EMS / RESCUE DIVISION:

The following is a breakdown of the calls responded to by the Rescue Division in October.

	<u>Number</u>	<u>Percentage</u>
Motor Vehicle Accidents	21	31%
Heart Problems/Chest Pain	12	18%
Respiratory Difficulty	5	7%
Trauma Related	15	22%
Medical Problems	11	16%
Miscellaneous	2	3%

Significant calls for this month included two separate motor vehicle accidents. The first was a four-car accident on Hwy. 99W at Elliott Rd. The second was on Hwy. 240 at Williamson Rd. Although each had potential to produce injuries, they turned out to be non-injury on both occasions.

In October, a representative from Pro-Med did an in-service training on the Head-beds. The Head-bed is a newer device used for spinal immobilization of trauma patients. Significant highlights about the Head-beds include being made from impregnated cardboard which makes them strong when wet, disposable and inexpensive. Due to their compactness and cost, it is possible one could be placed on each backboard in the department.

The Hurst tool (Jaws of Life) update campaign got off to a good start with a \$ 1000. donation from the Newberg Community Foundation.

NEWBERG FIRE DEPARTMENT MONTH END REPORT

MONTH OF: October

AVERAGE NUMBER OF PERSONNEL: 48

TYPE OF INCIDENT	CITY	RURAL	OUT OF DISTRICT	YEAR TO DATE	PREVIOUS YEAR
Commercial - Actual Fire	0	1	0	15	21
- Flue Fire	0	0	0	0	0
Residential - Actual Fire	0	0	0	17	18
- Flue Only	0	0	0	12	8
Vehicle - Actual Fire	1	0	1	21	17
Wildland - Actual Fire	1	1	1	19	56
Property Exposed - Fire	2,000	27,000,000	0	29,647,550	6,236,250
Estimated Fire Loss	150	150	0	538,580	566,830
False Calls - NO FIRE	7	0	0	61	105
Investigations/Misc.	11	9	1	158	143
Public Assists/Service	6	2	0	97	122
Man Hours/Fire/Assists	109	52	38	2,728	5,205
Emergency/Medical EMS	50	11	0	544	523
Motor Vehicle Accidents	13	15	0	146	150
Rescues/Misc. EMS	0	0	0	13	10
Man Hours/EMS	252	104	0	2,738	3,444
Inspections - Fire/Life	76	12	0	297	182
Inspections - Woodstove	0	0	0	1	33
Inspections - Home Safety	0	0	0	2	2
Hazards - Abated	23	4	0	91	64
Burn Permits	812	475	2	7,527	6,911
Public Educations Talks	7	0	0	53	41
- Attendance	491	0	0	1,800	2,106
Man Hours - Total	361	156	38	5,466	8,649
Calls - Total	89	39	3	1,103	1,173

Monthly Report

Newberg Public Library

October, 1993

It hardly seems possible, but plans are being made for the annual Tree Lighting program at the Library. The December 2nd evening will start with the downtown parade sponsored by the Chehalem Park & Recreation District which will bring Santa to the Library at approximately 7 pm. We will have music and singing along with the traditional reading of *The Night Before Christmas*. Santa will then lead the hundreds of people back outside to "magically" light the big tree. This community event brings many different groups together as the Fire Department decorates the tree, the Police Department provides reserve officers to help with group control, CPRD handles the parade, and the Library lights the tree. Last year we had about 600 people attend.

The Library Friends continue to allocate their funds for library projects. In addition to the \$900 last month for a FAX machine, this month they have provided the funds to purchase a TV/Video player, a computer with a CD ROM player and a 2 year subscription to the Oregonian on CD ROM. This equipment will be placed in the new reference area we are establishing. The Friends also are purchasing a section of this new reference work area for the HEAL project. Their gifts total more than \$10,000. Funds for these gifts come from their used book sales with the October sale bringing in \$1,800.

The Health Education ALLiance (HEAL) is off and running. The Newberg Hospital Auxiliary has provided \$8,500 to purchase the computer, CD ROM player and the annual subscription to the Health Resource Center Index. This CD ROM database will be located at the library and allow members of the public to look up their own information regarding illness and other health issues. It will be updated monthly so the information people receive will be very current. It will provide the full article on most searches rather than requiring us to locate the journal or magazine here at Newberg or at another library and have it photocopied and sent here. The patron will simply be able to print it out and take it home with them immediately. HEAL will be located in a portion of the new reference area and the Library Friends are donating \$3,200 to purchase the furnishings for the area. The project has also been supported by the Hospital Medical Staff with a donation of \$800 for books and an additional \$200 in other donations has been received. We hope to have the furnishings and database installed by the first of the year. An Open House will be held later to introduce the program to the public and to thank those who have made it possible.

CCRLS installed new software on our automated computer system this month and it has taken awhile for everything to work properly again. We have found new features that make the software easier to use and as time goes on I anticipate we will continue to find it to be an improvement.

Discussions have begun with the members of our regional library service regarding the future of the organization. Due to Measure 5 and the fact that CCRLS is technically a department of the Chemeketa Community College, we will fall under the \$5 cap for education. This could result in CCRLS's budget being cut in half. Members of the librarian's group, PYM, have formed a "Futures" committee to look at what our options are. These could include

reforming into a district that has the potential to include Newberg and the surrounding area, which could take care of our out-of-city fee charging. We could operate like the other libraries and be reimbursed for use by the out of city people rather than requiring them to pay an individual fee. I am taking an active role in this process as it has the potential of affecting Newberg to a great degree.

Renne Students cleaned up the Library's landscaping as part of their annual community service day. We appreciate all their efforts and applaud the teachers and administrators for encouraging the students to take an active part in their community.

The Newberg Library is joining with the Oregon Library Association and sponsoring a contest. **Libraries Change Lives** is the theme for this essay contest. Those from age 6 to adult are invited to write a 100 word essay on how the library or the materials they found in the library has affected their lives. Winning essays, statewide, will receive a \$100 prize in three age groups. Entries are due at the Library by December 31st.

Adult/Young Adult Services:

Training as been the primary activity with Adult Services as our two new reference librarians become more proficient in their duties. There are hundreds of details to learn and Marianne Lausmann and Sandi Schmidt are doing an excellent job learning and retaining all there is to know about being a reference librarian. It's tough however to quickly learn what is available in 46,000 books, magazines and pamphlets. Reference statistics will be lower for a while as Marianne and Sandi are learning as they are not able to answer as many questions or answer them quite as quickly as their experienced predecessors. We should see a gradual increase as they learn more and gain the background that is so important to reference work.

Carol Foutts, Assistant Library Director, has been preparing for the December Festival of the Trees. This programs allows community groups to decorate a tree that is placed in the library. The public votes for their favorite tree by their donations of canned food. The donations go to FISH who distributes the food to local families. The trees will be on display from December 2-23. Anyone interested in placing a tree in the library should contact Carol.

Youth Services:

Fire Prevention Week was a great success with the Newberg Fire Department providing a hands-on display of turnouts, hoses, and a stretcher. Members of the department also provided the storytime sessions for the week. The kids and their parents enjoyed the sessions and hopefully learned something too.

Sandi Olmstead, Children's Librarian, is serving on the City Dinner Committee. It sounds like the group is planning for a fun evening.

Library Director's Calendar

Friday, Oct. 1	Attended PYM Meeting Renne Students cleaned up landscaping as part of the school wide community service day
Oct. 4-8	Vacation
Monday, Oct. 11	Attended CCRLS Advisory Committee meeting
Tuesday, Oct. 12	Attended Library Friends Meeting Attended City Club Board Meeting Attended Leadership Steering Committee Stacked paper in the Kiwanis Newspaper Box
Wednesday, Oct. 13	Attended Management Manual meeting Attended Leadership/Government Day Committee meeting Attended City Club Program Committee Meeting Met with new Board Member, Linda Marshall
Thursday, Oct. 14	Conducted a tour for a high school class
Tuesday, Oct. 19	Attended Library Friends Meeting Attended City Club Meeting
Wednesday, Oct. 20	Attended Dept. Head meeting Met with City Attorney regarding misc. issues
Thursday, Oct. 21	Met with City Manager regarding misc. issues Attended Library Board Meeting Library Staff Meeting
Friday, Oct. 22	Attended Finance Committee Meeting
Monday, Oct. 25	Attended Library Friends Meeting
Tuesday, Oct. 26	Attended Leadership/Communications Day Committee meeting
Wednesday, Oct. 27	Attended Management Manual meeting Attended CVSCC Board Meeting
Thursday, Oct. 28	Visited former reference librarian Debbie Ratzloff and her new son,
Friday, Oct. 29	Aleksander Phillip, at the NCH.

Upcoming Events:

Nov. 1	Library Windows scheduled for annual washing Final installation of Circulation desk PYM "Futures" meeting
Nov. 2	Community Relations Committee
Nov. 3	Dept. Head Meeting
Nov. 4	PYM Meeting at Sheridan
Nov. 9	Leadership meeting
Nov. 11	Veterans Day-Library Closed
Nov. 15	CCRLS Advisory Committee Meeting
Nov. 16	City Club
Nov. 17	Dept. Head Meeting
Nov. 18	CVSCC Board Meeting Library Board
Nov. 19	Library Staff Meeting
Nov. 22	PYM "Futures" meeting
Nov. 25-26	Thanksgiving Holidays-Library Closed Thurs. & Fri., open on Sat.
Nov. 29	PYM "Futures" meeting
Dec. 2	TREE LIGHTING PROGRAM 7:00 pm
Dec. 24-25	Christmas Holidays-Library Closed
Dec. 27	Christmas Holiday-Library offices closed

Report Submitted By:

Leah M. Griffith, Library Director

NEWBERG POLICE DEPARTMENT
OCTOBER 1993
Monthly Report

Hiring Update:

The hiring process for two police officers is in its final stages. Background investigations have been completed and the finalist are scheduled for an interview on November 5, 1993. Following the interviews, two officers will be selected and conditional offers of employment made.

The department is also accepting applications for the position of Reserve Officer. Ads will run in the Newberg Graphic on November 3rd & 10th. It is our intent to increase the number of reserve officers to approximately 20. Successful applicants will be required to successfully complete the Reserve Officer Academy. The Reserve Officer Academy consists of over 200 hours of classroom training.

Department Meeting:

Chief Bob Tardiff and City Manager Duane Cole conducted an all member department meeting on October 13th. The City Manager addressed the City's philosophy, goals, and value statements. These were the subject of a recent department head retreat. Discussion centered on how those issues relate to the Police Department. Chief Tardiff briefly outlined the options being considered for the future of the dispatch/communications center, explained employee wage compensation, and provided an update on the L.E.M.A.P. study. A question and answer period followed the meeting.

The department also discussed whether to continue the Christmas food donation program this year and whether to participate in Oregon's adopt a highway program. Officer Dutton volunteered to organize the food donation program again this year. It was suggested other city employees may wish to assist with this program. Consensus was also reached to adopt a section of Highway 219 near Les Schwab Tires. Cpl. Summers will coordinate this project.

Police join with the School District and student leadership representatives to address neighborhood concerns:

The police department, high school administration, and student leadership organized a meeting on October 26th to address concerns of neighbors in the area of the high school. Student leadership representatives distributed flyers door-to-door, inviting high school area neighbors to the meeting. Approximately 40 people attended. Chief Tardiff and Corporal Summers attended on behalf of the police department. After introductory comments from the High School Principal and Chief, the group broke into smaller discussion groups. Student representatives recorded each groups concerns and possible solutions. Police department and high school administration representatives rotated around to each group to participate in discussions. At the end of the evening, each leadership representative gave a report on their groups discussions.

The following are some of the issues discussed and actions which should lessen problems:

- Speed on Elliott Street and concern that the 25mph speed limit should be lowered to 20mph. The lack of sidewalks and curbs in the area heighten this concern.

Action: Neighbors are going to petition the traffic safety commission to lower the speed limit to 20mph. They will also be asking for the installation of speed bumps (although Chief Tardiff explained this creates liability for the city and is not likely to be approved). Neighbors also felt that when the police department conducts saturation patrols in the area, the problem improves for a time. The police department is unable to concentrate all its efforts in one neighborhood, but Chief Tardiff requested the neighbors assist the department by calling and requesting extra patrols when they see the problem returning.

- Litter and loitering in the area.

Action: The student leadership will remind fellow students not to litter and will organize litter patrols. Discussion included organizing competition between student groups to see who could pick up the most litter, with local fast food restaurants approached to provide prizes for the winners.

- Cars blocking driveways.

Action: The school will investigate the possibility of vehicle registration for all students driving to and from school. This would include students who park off campus as well as on. Neighbors who observe someone littering or parking on private property could call the school and identify the vehicle permit number. Cars unlawfully parked on the streets would continue to be handled by calling police.

- Speeding on Hawthorne Loop.

Action: This will be handled as mentioned above, with neighbors calling in when the problem needs attention. The police department targeted this area for extra enforcement, during several days following the meeting. There were not a lot of violations observed, but some citations were issued.

- Cars disobeying traffic signs.

Action: Again this will be handled through periodic saturation patrols, with neighbors helping to identify how frequently they are needed.

This was a very positive meeting, with a lot of good discussion. The school explained that in approximately two years, as a new middle school opens, the primary entrance to the high school will be

moved from Elliott Street to Emery Street. At this time the Springbrook Middle School will become a part of the High School facility. Both Deborah and Emery Streets are more suitable for the heavy traffic. Also helping to reduce the problem, is the anticipation that additional on-site parking will be available.

Attendance was taken at the meeting and Chief Tardiff suggested this group consider forming a Neighborhood Watch. This meeting could be the beginning, with the attendance roster providing a core group of neighbors with whom to start. The police department would be happy to provide programs on How to Organize a Neighborhood Watch, home and personal safety, and other topics of interest.

L.E.M.A.P. Team Visits:

Members of the L.E.M.A.P. (management study) team met with city officials, officers, the district attorney, fire chief and the Newberg Graphic Publisher on Thursday, September 14th. They discussed what each felt were the Police Department's strengths and weaknesses, and obtained information on actual and perceived operational issues. They were able to tour City facilities, including the jail, communications center, City Hall, and impound areas. Their final report is expected to be available the first part of December.

SIU activities:

Business is good for detectives in the Special Investigations Unit. Two search warrants were served resulting in seizure of both marijuana and methamphetamine. Drug activities continue to represent a significant problem, both in Newberg as in most every other part of the nation. Additional arrests for drug offenses are expected in the next few weeks.

Meeting with Senior Citizens:

Sgt. Tim Weaver addressed a meeting of the AARP. The subject of his presentation centered around Oregon's traffic laws.

D.A.R.E.:

Officer Scott Jones began D.A.R.E. training at local elementary schools. This year the D.A.R.E. program will provide a variety of information to 1145 Kindergarten through 4th graders. Another 247 5th graders will receive D.A.R.E.'s core curriculum. The D.A.R.E. program will be featured on the November TCI cable program featuring public safety issues.

COMMUNICATIONS:

Chiefs Tardiff and Sherman continue to explore the options available for 9-1-1. The primary goal will be to find a way to improve Newberg's radio system. One solution, which is showing promise, is the utilization of Washington County's 800 mhz radio system. The Washington County Consolidated Communications dispatch center (WCCCA) already has a radio tower alongside Newberg's Bald Peak

tower. This combined with WCCCA's Perritt Mountain tower site may mean our area already has access to a state of the art radio system. Both the police and fire department consider finding a solution to our current radio system to be a very high priority.

Department Training:

Department training for this month included the following:

- OSP Trooper George Ogilvie conducted the annual training on blood-borne pathogens. This is mandated training;
- All officers were trained in the use of the ASP collapsible batons. These batons collapse to approximately six inches and are worn on the officers belt. The old PR-24 nightsticks are no longer being used. The new ASP batons are much less offensive looking and more comfortable to carry, yet serve the same purpose;
- Cpl. Ken Summers attended a seminar sponsored by the National Interagency Counter Drug Institute (NICI). The seminar identified and explained federal programs that are available to governmental agencies to supplement their drug enforcement activities.

Upcoming training will include:

- Hazardous Materials
- Emergency Vehicle Operation (EVOC), in conjunction with Payless Drug Stores
- Safety Manual Training, and
- Firearms training.

TRAFFIC PATROL STATISTICS September 1993

ic Violations Issued:	319
c Warnings Issued:	115

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

PART I Offenses (These include all major crimes.):

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
September 1992	September 1993	September 1992	September 1993
38	55	44.7%	61.8%

Part II Offenses:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
September 1992	September 1993	September 1992	September 1993
134	143	77.6%	97.2%

Part III Offenses:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
September 1992	September 1993	September 1992	September 1993
376	393	98.8%	99.2%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
September 1992	September 1993	September 1992	September 1993
548	591	89.9%	95.2%

MINUTES OF THE 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: None.

III. NEW BUSINESS: None.

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 or 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, March 8, 1994, at the Horseless Carriage Restaurant.



Mary Newell, Recording Secretary

January 1994

Month End Report

Newberg Fire Department

ADMINISTRATION:

The major issues for the fire department administration in January were the continuing budget process, Emergency Medical Service consolidation meetings and a long awaited visit from Oregon Occupational Safety and Health Division. The budget process is starting to heat up as department members look into their crystal balls to try and project future needs. The EMS consolidation meetings are focusing on producing draft proposals soon. The fire chief and the head of the ambulance service, Ed Optiz, traveled to Springfield and McMinnville to view their models for fire department run EMS systems.

An OR-OSHA inspector toured the fire station for four hours on January 20, 1994. After that visit we received notice of two potential violations and several recommendations for strengthening our written procedures. One of the violations was immediately corrected by asking Diane Padilla of the finance department to print a color "CAUTION" sign for our recycled oil barrel. The other violation, chain guards for hose reel chain drives, was an issue that the City's insurance inspector, Marshal Graves, was trying to get a clear exemption from OR-OSHA for emergency vehicles. After conferring with the OR-OSHA inspector, we determined that it would be better to cover the chain drives. A local engineer and metal worker have donated their time and materials to correct the problem. All other recommendations have either been completed or are in progress at this time.

Other administrative endeavors in January were union negotiations, the beginning of the year end report for 1993, Leadership Newberg, secretary recruitment and dangerous building abatement. The testing for the fire department secretary will be February 3, 1994. The top six applicants, out of the 49 received, were invited to participate in an oral interview and practical exam. The position should be filled by March 1, 1994.

The fire chief, fire marshal, building official and the community development director met in January to develop a strategy for abating dangerous buildings in Newberg.

The highlight of the month was the honor of presenting the Chamber of Commerce's first and only "Good Samaritan" award at their annual awards banquet. The Fire Chief presented Mark Buckley of Buckley's Locker the award based on his efforts to rescue the fire victims during the 11/5/93 fire.

January 29, 1994 was the date of the City Council staff retreat at the Library to prioritize goals and projects.

TRAINING:

Regular drills for January were held on the 3rd, 10th and 24th. The January 3rd drill was a regular apparatus training drill. On January 10th the department went through their annual CPR Recertification training with the help of volunteer Chris Bryant and 3 of his instructors from the Portland Airbase fire crew. For the drill on January 24th the department traveled to the Sewage Treatment plant for an informative class on confined space entry and rescue possibilities and equipment, put on by Public Works employees Tim McGinnis and Mike Malone.

An apparatus operator training class for all basic drivers began on January 13th and will continue through March. In the area of probationary training, two members from our latest recruit class, Marc Stansfield and Brett Boysen, began an EMS 1st Responder class in Dayton on January 2nd.

On January 23rd, firefighter Margurite Simpson successfully completed her SCBA fitness task performance evaluation to bring her back to full operational status after being on maternity leave and light duty. Firefighter Simpson wasted no time getting back into action as there was a house fire approximately 1/2 hour after her test and she immediately got on the 1st out engine.

Other training related activities were:

- 1. Safety Committee meeting on January 4th.*
- 2. Assistant Chief Ben Erb and Firefighter Al Blodgett attended the monthly meeting of the Mid-Willamette Fire Instructors Assoc in Salem on the 12th (the February meeting is scheduled to be held in Newberg).*
- 3. Monthly EMS training class was held here on medical emergencies on January 4th.*

EMS DIVISION:

The Newberg Fire Department's EMS/Rescue Division responded to 72 calls for medical assistance in January. These responses were responded to 44% of the time by volunteers, 30% of the time by paid staff and 26% of the time by a paid/volunteer combo.

The following is a breakdown of the calls responded to by the Rescue Division.

	<u>Number</u>	<u>Percentage</u>
<i>Motor Vehicle Accidents</i>	<i>14</i>	<i>20%</i>
<i>Heart Problems/Chest Pain</i>	<i>8</i>	<i>11%</i>
<i>Respiratory Difficulty</i>	<i>11</i>	<i>15%</i>
<i>Trauma Related</i>	<i>19</i>	<i>26%</i>
<i>Medical Problems</i>	<i>17</i>	<i>24%</i>
<i>Miscellaneous</i>	<i>3</i>	<i>4%</i>

This month the volunteer membership decided to buy a stock of Headbed II restraint systems. These will be used in securing patients requiring spinal immobilization after a traumatic event.

Discussions have started with the Newberg Community Foundation about sponsoring a fundraiser for the Hurst Tool Upgrade. So far, we have received \$1000.00 toward the upgrade and will need another \$9000.00 to complete it.

FIRE PREVENTION:

Twenty one fire/life safety inspections were completed, 14 were completed by volunteer inspectors. The fire marshal attended 3 design reviews, processed 5 planning reviews and attended the Yamhill County Fire Investigation Team (FIT) meeting. He attended meetings with the fire chief, community development director and building official. The fire marshal taught a water rescue class this month for the Newberg Fire Department Dive Team and a hydraulics class to the volunteer's in the engineer's class.

Three fires were investigated this month; 2 accidental, 1 arson. Two male juvenile arsonists were apprehended. Due to the ongoing problem of the arson fires in Newberg, the FIT team has pledged \$ 1000. as a reward for testimony that leads to a conviction.

The fire prevention team began its coordination of the "Firebusters" program in the schools. This program is aired on Channel 2 during February and is funded by Fred Meyer, Skippers, State Farm Insurance and KATU-TV. Several local prizes have been donated and all the completed forms received from Newberg will also be eligible for a larger Statewide prize drawing.

BUILDING, MAINTENANCE AND MISCELLANEOUS:

Truck 25, our 85' aerial truck, was taken to Myrmo & Sons in Eugene to repair the parts of the aerial that failed it's annual check. Myrmo's repaired the lift pins, rewelded some cracks, replaced 3 rungs and installed filters on the hydraulic system. It is back now and we are waiting for Underwriter's to come and retest the failed parts so we can put the truck back in service.

The department accepted delivery of a new positive pressure ventilation fan, the first of the equipment to outfit the new engine company being purchased by the Rural Board. A QV8000 quick vent saw was purchased for engine 27.

The department is in the quote process for the purchase of a new porta-tank liner and several thousand feet of new hose for the new engine.

Fifteen new sets of replacement turn-outs have been purchased and distributed to the firefighters most in need.

Firefighter Al Blodgett was active this month in the planning and the physical running of the City Employee Dinner. He attended the Mid-Willamette Fire Instructors meeting, the Yamhill County Fire Defense Board meeting, the Chamber of Commerce awards banquet meeting and the 1st meeting this year of the Newberg Old Fashioned Festival.

VOLUNTEERS:

Department Chaplain and retired Captain Arnie Rahier is recovering at home from surgery on his right shoulder.

Elva Paola, wife of retired Chief John Paola, passed away after a long illness.

Volunteer Assistant chief Bill Swonger and firefighter Gary Conklin are both recovered from hernia surgeries.

NEWBERG FIRE DEPARTMENT MONTH END REPORT

MONTH OF: January 1994

AVERAGE NUMBER OF PERSONNEL: 49

TYPE OF INCIDENT	CITY	RURAL	OUT OF DISTRICT	YEAR TO DATE	PREVIOUS YEAR
Commercial - Actual Fire	7	0	0	7	1
- Flue Fire	0	0	0	0	0
Residential - Actual Fire	2	3	0	7	3
- Flue Only	0	0	0	0	4
Vehicle - Actual Fire	0	1	0	1	2
Wildland - Actual Fire	0	0	0	0	0
Property Exposed - Fire	514,302	177,000	0	691,302	414,500
Estimated Fire Loss	4,152	14,800	0	18,952	6,905
False Calls - NO FIRE	8	0	0	8	5
Investigations/Misc.	4	7	0	11	16
Public Assists/Service	5	0	0	5	9
Man Hours/Fire/Assists	261	112	14	387	351
Emergency/Medical EMS	49	12	0	61	41
Motor Vehicle Accidents	6	4	2	12	16
Rescues/Misc. EMS	0	0	0	0	0
Man Hours/EMS	165	44	8	217	228
Inspections - Fire/Life	29	6	0	35	3
Inspections - Woodstove	0	0	0	0	0
Inspections - Home Safety	1	0	0	1	1
Hazards - Abated	9	3	0	12	3
Burn Permits	0	465	0	465	309
Public Educations Talks	1	0	0	1	0
- Attendance	5	0	0	5	0
Man Hours - Total	426	156	22	604	579
Calls - Total	81	27	4	112	97



FIREBUSTERS

Life Safety Program

1994
IN COOPERATION
WITH YOUR LOCAL
FIRE SERVICE
AGENCIES

Name: _____ Age: _____ Grade: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

School: _____ Teacher: _____

Watch Channel 2 News at 5:00pm, with Jeff Gianola and Julie Emry, January 31-February 4, for the answers to FIREBUSTERS questions.
Fill in the blank with the letter of the correct answer.

Outdoor Safety



1. It's the law! Wear a _____ when you ride your bike. A. campfires
2. Before you go into the _____, check with an adult. B. helmet
3. _____ are tools, not toys. C. water

Home Safety Indoors and Out



1. _____ need watchers. A. fire hazards
2. Clean up outside _____ around your house. B. ladder
3. Have a fire escape _____ for your upstairs bedroom. C. smokers

Burn Prevention



1. If your clothes catch fire, _____. A. matches and lighters
2. Cool a burn with _____. B. stop, drop and roll
3. Give _____ to a grownup you know. C. cold water

Home Escape



1. Get out and stay out! Call _____ from a neighbor's house. A. escape plan
2. Families, make and practice your home _____. B. smoke detectors
3. Only working _____ save lives . . . test yours monthly. C. 911

Disaster Plans



1. Prepare, practice and _____ your family disaster plan. A. shutoffs
2. Every family needs a three-day _____. B. discuss
3. Know where the electric, gas and water _____ are. C. disaster kit

Bring this checksheet coupon to Skipper's Restaurant, February 5-28, 1994, for a free Kids Catch™ Kids Meal when one adult meal is purchased. One Kids Meal per child.

CONTEST RULES: No purchase necessary to enter. The contest is open to children. Checksheet coupons can be redeemed at participating Skipper's Restaurants for one free Kids Catch™ Kids Meal when one adult meal is purchased. One Kids Meal per checksheet coupon is allowed. All completed checksheets will be entered in the

Grand Prize drawing. Prize drawing, including Grand Prize, will be held March 15, 1994. Winners will be notified. PRIZES: Grand Prize - Trip to Disneyland for a family of four (from Portland International Airport). Four School Prizes - \$500.00 in merchandise/gift certificates.

Skipper's®

Fred Meyer



Spirit
KATU 2

January 14, 1994

Dear Family,

The Newberg Volunteer Fire Department is, once again, pleased to co-sponsor the annual Firebusters fire and life safety training program for families. We hope your family will participate in this important activity.

Each night from January 31 through February 4, KATU TV News on Channel 2 at 5 p.m. will broadcast the correct answers to the questions on the reverse side of this letter. Each child who completes the worksheet and returns it to their school will be entered in state and local drawings for prizes, or the child may turn in the worksheet at a Skippers Restaurant and use the coupon on the bottom. However, if they do so, they will then only be entered for prizes at the state level.

We would like to take this opportunity to solicit your thoughts on the information your child is bringing home related to fire-life safety.

Do you feel the Fire Department is devoting enough time to fire education in the classroom? _____

Has your child brought home information, learned from the Fire Department visits, that your family has been able to use? _____

Are there topics you would like to see covered, or topics you would like to see covered in more detail? _____

Are you aware that the Firefighters visiting the schools are volunteers? _____

Again, we hope your family will participate in this important activity and that you find the Firebusters series interesting and informative. Please call us at 537-1230 if you have any questions about fire safety or the Firebusters series.

Sincerely,

Lt. Tom Rials

Lt. Tom Rials

Fire Prevention Officer

January 11, 1994

Dear Educator,

The Newberg Fire Department is, once again joining with fire departments and school districts throughout the state to bring the eleventh annual Firebusters fire and life safety program to families.

Firebuster worksheets for students have been provided to your schools. During the week of January 31 through February 4, KATU TV News on Channel 2 at 5 p.m. will air the questions on the worksheet. The program is designed so students can participate independently. However, we encourage you to make Firebusters a topic during that week.

This is the eleventh year of the Firebusters program. We have reviewed and incorporated the many comments we have received from teachers, parents, and students. We have carefully tailored the questions to our student audience. Worksheets returned to the school completed will be collected by the Newberg Fire Volunteer Fire Department and entered in a local drawing for prizes. The worksheets will then be sent in for entry in the state drawing.

Thank you for your cooperation. If you have any questions about the Firebusters series or fire safety, please call us at 537-1230. We truly value your support of the fire prevention program, and look forward to visiting your classroom soon.

Sincerely,

Lt. Tom Rials
Fire Prevention Officer

NEWBERG COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY ACTIVITIES JANUARY 1994

PLANNING DIVISION

- Northwest Newberg Specific Development Plan. This is the master planning for a 150 acre area of undeveloped land north of the current city limits. The plan calls for the potential construction of over 600 units with a small neighborhood commercial center, open space and park sites. The Planning Commission held a public hearing on the plan and has recommended adoption to the City Council. The plan has also been to NUAMC for a hearing and their recommendation is expected on February 8, 1994.
- UGB Expansion Requests. NUAMC is currently considering a request to expand the UGB around the Crater School site. The site is question would be used for ball fields in conjunction with the school. The neighboring UGB amendment along Crater Lane has been appealed to LUBA and is currently in mediation. A small UGB amendment along Wynooski was recently approved and the Planning Commission will consider annexation of this parcel on February 10, 1994.
- Transportation Plan. The transportation plan has been continued by the Planning Commission to allow staff and the traffic consultant to prepare another alternative to the plan which would take into consideration the possibility that the Dundee/Newberg Bypass might be put off indefinitely. This alternative should go back to the Commission for hearing in March.
- Crater School Site. In December the City Council annexed the school site. To date the School District has not submitted any plans for consideration by the city. Recent discussions with the District indicate that their current proposal would require approval of a subdivision and this will necessitate a public hearing before the Planning Commission. Neighbors along Foothills Drive have indicated, in previous meetings, they would appreciate an opportunity to comment on this project. Utilities and traffic continue to be the major issues impacting the development of this site.
- Division Changes. The City will be interviewing candidates for the Planning Manager's position on February 11, 1994.
- Open Space. The Planning Commission is reviewing the General Hazard/Open Space ordinances and policies. At their January meeting the Commission moved

to have a sub-committee study the proposal and come back to the Commission with recommended changes to the ordinance in March. Changes to this ordinance and related policies could have tremendous impact on properties surrounding and abutting "open space" areas.

- Urban Reserve Areas. The City has until April to consider and adopt the required Urban Reserve Areas along the UGB. It does not appear that the County and the City will be able to consider this issue and come to agreement by the deadline so we are going to request an extension from DLCD. The adoption of urban reserves has far reaching policy implications which must be carefully considered.

BUILDING DIVISION

- Abatement of Buildings Considered to be a Nuisance. The Building Division has begun action for the abatement of nuisance buildings within the City. The following properties are being addressed:

625 E. First St. (Francis Theater Building)
2320 Portland Rd. (Oak Tree Apts.)
3216 Portland Rd. (Auld Property)
410 E. First St. (Chehalem Printing)

The owners of these building have been notified that the current condition of their structures violates city ordinance and they have been given deadlines within which to abate the nuisance. If the buildings are not abated as required, then the owners may face civil penalties and the buildings could be abated by the City. However, if the City were to abate these buildings, there are significant cost implications to consider.

- Building activity continues to proceed at a brisk pace. This fiscal year there have been permits for 206 dwelling units issued. In addition, there have been permits issued for \$4,600,000 worth of commercial development.

PUBLIC WORKS/ENGINEERING DIVISION

Residential Development

- The Meadows Subdivision is near completion. Houses are under construction but no water services are being made until we have final acceptance of the subdivision.
- Everest Mobile Estates is complete.

- Emery Orchards I is complete. Phase II has streets constructed and some houses started. Phase III is in for preliminary plan review. The submitted design has some technical flaws and has been sent back to the developer for redesign.
- Springbrook Apts. (56 units) have begun clearing and utility work.
- Pecan Ct. Apts. (52 units) are under construction. The buildings are framed and the contractor is beginning the utility work.
- Developers on three of the parcels in the Specific Development Plan area have met with the planning and engineering staff to discuss the possibility of beginning work sometime this spring.

Commercial/Other Development

- Wendy's has received approval for their site plan and building permits and have indicated that they would proceed with their development in the near future.
- A traffic study has been prepared for the new school site on Crater Lane. W&H Pacific are preparing site and utility plans for the site.
- The Newberg Seventh Day Adventist Church on N. College St. is under construction.

Engineering/Public Works Projects

- Grant Street assessments have been calculated and the final assessments were approved by the Council on February 7, 1994.
- The composter mechanical equipment is about 75% complete. Staff is meeting with Simon Waste Solutions to go over the start-up procedure. They have been notified of several deficiencies in the design and we expect them to take issue with these in the near future. As it looks now, we expect that some of the performance specifications will not be met. If this is the case, we will be looking for a replacement of certain equipment or a credit to the City.
- The Dayton Avenue Pump Station is on line. The pump supplier has been working to resolve some seal problems. During the recent power outage we experienced a spill from the station into the creek. We are rethinking the design of the emergency power supply and are looking into a permanently installed emergency standby generator, instead of the portable one we have now. DEQ will not fine us for the recent spill caused by the power outage.

- The Public Works Crews are working on a replacement water line on Fourth St. and on Harrison St. They will also be working on a sewer replacement on N. Center St.
- Plans are being prepared for the replacement of the Harrison St. Sanitary Sewer.
- The city is currently involved in replacing the sewer line at Watt Welding. We have received the bids but there is some question as to the plumbing code and this will impact the budget for this job. We are waiting for a ruling from the County.
- The GIS equipment has now been replaced as a result of the fire in City Hall.
- The public works crew has curtailed the leaf pickup program for this year. Now they are working on getting the street trees trimmed where they conflict with the street sweeper. Property owners are receiving notice (door hangers) to trim their trees.
- The contractor working on the City Hall repairs has developed plans for remodeling the upstairs for use by the Police Department. In this process it has been determined that the current water service to the building is of an inadequate size. In order to upsize the service, a new water line will have to be installed in the alley behind the building. Replacing this line may also result in having to replace the sewer line which is in the same alley.

WATER AND WASTE WATER DIVISIONS

- Water Usage was below normal for the month.
- The City has discontinued the practice of inspecting the cross-connection control devices (backflow preventors). The City will now just monitor the program as required.
- Well drillers are being asked to submit costs for the rehab of well 2. This should increase the amount of water supplied at this site.
- The Waste Water Plant is currently operating under winter conditions. Plant flows average 2.5 MGD with weather related flows up to 6 MGD.
- Bio-solids stockpiling continues at a local farm site. We should start spreading this material in early January.
- The pretreatment system for the WWTP includes a plastics removal device. The current system does not operate effectively. Currently there is a \$70,000 budget

line item for the replacement of this device. Staff is reviewing an alternative improvement which may have the same effectiveness but costs only \$10,000.

- Allen Fruit. Allen Fruit has ceased all permit required discharging and final billing has been completed. The pretreatment tank is now available!!! Due to a reduction in water usage, the City is currently in the process of replacing their water meter to a smaller size.
- CUES TV Equipment. The truck was delivered but has some technical difficulties. Equipment was returned to the factory for repairs and it now appears as if all the bugs have been worked out of the system.
- Manhole Profiles. Continuing to compile data on the manholes in the wastewater system. Also working with Engineering on the upgrade of the wastewater collection systems maps. These will be added to the GIS system.

Monthly Report

Newberg Public Library

January 1994

The Chemeketa Cooperative Regional Library System (CCRLS) continues to look to its future. The effect of measure 5 could result in CCRLS having its budget cut in half in 1995-96. This would affect the system's ability to provide the library catalog and to reimburse cities for serving rural residents. Currently CCRLS is a part of the \$5 educational cap because it is a part of Chemeketa Community College (CCC). However, public libraries are not part of the educational system, but rather the general government funding arena. The CCRLS Board has developed a preliminary plan that includes asking the CCC Board to hold CCRLS harmless from the cuts from measure 5 and maintain the funding at the current levels. They will probably not agree to this. The alternative is to work towards a legislative change that would take CCRLS funds out from the education side and put them within the general government (\$10) cap. This would require action of the State Legislature in January 1995 and CCC staff is investigating to see if this would even be a possibility. Without the change in funding, the other libraries in the CCRLS region would most likely start charging for non-city users as we do now. The CCC Board doesn't want this to happen. However, with the reduced funding levels, cities could not afford to provide service to non-city residents without reimbursement. I am attending meetings regularly to keep up with this issue as it has the potential to affect our service to a great degree. There are still discussions about forming county or tri-county library district to solve the problem.

On January 20th the Library Board met with representatives from the Newberg Library Friends and the Library Foundation of Newberg. The meeting was to discuss non-tax revenues for the Library. The consensus of the meeting was that the Library needed three areas of funding, city funding for operations, general gifts for book purchases and equipment that is needed now (i.e. computer workstations for CD-ROM area), and an endowment for future funding of large capital or other long lasting gifts. The three groups will meet again in March to develop a fundraising workplan. The Library Foundation of Newberg met the following week and will be developing a prospective donors packet and will also be developing a giving campaign. They will meet again the first Thursday in March and again at the March Library Board meeting.

The Newberg Library Friends held their annual meeting in January. Loren Mills was re-elected president. The meeting highlighted the Friends achievements in 1993 including providing 3,900 hours of volunteer labor and raising over \$6,000 from book sales. They supported the summer reading program by paying the fees for performers, purchased book carts for shelving, purchased magazine storage boxes and are currently in the process of providing funding for the furniture and equipment for the CD-ROM reference area. They are a vital part of the Library and City family.

We have an intern from a George Fox College writing program. Heather Fischer is working on developing some brochures, flyers, and press releases for us over the next few months.

I have attended the meetings of the Public Library Division of the Oregon Library Association. I am vice-chair of the group that looks to public library issues in the state. At our most recent meeting we updated the public library standards for approval by the general membership at the April conference.

I had a couple of speaking engagements this month. On the 20th I spoke to Kiwanis on the need to keep reading fun for kids. On the 25th I spoke to the Newberg Leadership Class on the role of the Library in the education environment.

Most of the Library staff attended the employee banquet on January 21st. Sandi Olmstead was honored for her 10 years of service to the City and Carol Foutts, Rea Stockwell and Sandi Schmidt were presented with a teamwork award for their efforts with the Festival of Trees program. Sandi Olmstead was on the banquet committee and I know all the Library staff who attended extend a thank you to the committee for wonderful evening.

I attended the first Budget Committee meeting of the year on January 6th. I'm working with Library and City staff to develop the 1994-95 budget. The Library Board will review a first draft of the budget at their February 17th meeting before it goes to the City Manager on the 22nd.

Adult/Young Adult Services:

We are still waiting for delivery of the equipment and furnishings for the new reference desk and CD-ROM reference area. I have been talking to vendors about putting in a Local Area Network (LAN) for our CD-ROM resources as well as putting in some additional cabling for new terminals for our library catalog. We are putting in cabling now that will be attached to terminals within the next few years as it is more cost effective to run all the cabling at one time rather than doing it two or three times.

We are very lucky to have an intern from PSU with us for the next few months. Roma Fuerst is learning about various phases of library operations and has been very helpful to staff in completing some projects. Roma will be with us through March.

The Green Thumb program looks like they finally have someone to place here at the Library. We have been without a Green Thumb employee since Fall of 1992 and we have certainly missed the extra assistance. We anticipate a late February or early March start date.

Tax season has started and that means the Library is getting a regular stream of people looking for forms. We are again cooperating with the IRS and the Oregon Dept. of Revenue to make tax forms available to the public. We have most of the needed forms, including a notebook that contains many more forms that can be photocopied for those who need a less popular form. The tax materials are located at the north end of the second floor.

Youth Services:

Sandi Olmstead is again coordinating the summer reading poster and sticker orders for the state this year. This participation by Sandi with the Oregon Library Association results in Newberg receiving all the extra posters and stickers. Last year this enabled us to put posters in every classroom in the school district at a cost savings of over \$300.

A recent class at the Hospital for families expecting their second child received an excellent brochure from Children's Services on books to help children accept a new brother or sister into the household. Sandi prepared the materials and also provided a collection of books for the families to view.

Library Director's Calendar

Tues., Jan 4	Attended Library Friends Meeting
Wed., Jan. 5	Attended Dept. Head Meeting Met with representative from Mid-Valley Workshop
Thurs., Jan. 6	Library Mgmt. Staff meeting Attended City Budget Committee Meeting
Fri., Jan. 7	Attended PYM Meeting
Mon., Jan. 10	Attended CCRLS Advisory Meeting
Tues., Jan. 11	Attended Library Friends Annual Meeting Attended Newberg Leadership Steering Committee

Wed., Jan 12	Attended Community Relations Committee Meeting
Fri., Jan 14	Attended Oregon Library Association Public Library Division meeting
Mon., Jan. 17	Holiday-Library offices closed
Tues., Jan 18	Attended Library Friends Meeting
	Attended City Club
Thurs., Jan 20	Speaker at Kiwanis
Fri., Jan 21	Library Staff Meeting
	Attended Dept. Head Meeting
Sat., Jan 22	Library Friends One Day Only sale
Mon., Jan 24	CCRLS Strategic Planning Committee
Tues., Jan 25	Attended Library Friends Meeting
	Speaker at Newberg Leadership
	Attended City Club program committee
Thurs., Jan 27	Attended CVSCC Board Meeting
	Attended Chamber After Hours at Community Development Bldg.
	Attended Library Foundation Meeting
Sat., Jan 29	Attended City Council Retreat
Mon., Jan 31	Attended City Finance Committee Meeting
	Library annual carpet and furniture cleaning

Upcoming Events:

Feb. 1	City Club
Feb. 4	PYM
Feb. 7	City Council
Feb. 8	Newberg Leadership
	Community Relations committee
Feb. 14	CCRLS Advisory Committee Meeting
Feb. 16	Chemeketa Community College Board Meeting
Feb. 18	Online NW Conference-Carol Foutts attending
Feb. 21	HOLIDAY-Library offices closed
Feb. 24	CVSCC Board Meeting
Feb. 28	City Supervisors Retreat
March 1	City Club
March 2-3	Attending NW Management Seminar
March 4	PYM meeting at Newberg

Report Submitted By:

Leah M. Griffith, Library Director

NEWBERG POLICE DEPARTMENT
JANUARY 1994
Monthly Report

Power Outage:

At 6:58 a.m., on Wednesday, January 19th, a transformer failure caused a complete blackout for the City of Newberg. Two shifts stayed over, directing morning commuter traffic, with the assistance of Yamhill County Sheriff's Office, Oregon State Police, and the Dundee Police Department. Communications officers fielded calls as concerned residents dialed 9-1-1 to report or collect information about the power outage. The power outage brought to light a back-up power problem with our 9-1-1 phone system. Apparently during the November fire in City Hall the 9-1-1 phone lines were disconnected from emergency generator power. This was quickly repaired and 9-1-1 phone service restored.

Community Service Activities:

Senior Men's Club:

On January 11th, Chief Tardiff spoke to the Senior Men's Club meeting at the Newberg Community Hospital. His presentation was on the formation of a local S.A.L.T. (Seniors and Lawman Together) Council. This is the second senior group with whom the Chief has discussed this program. S.A.L.T. Councils are a coalition between a local Chief of Police, Sheriff, and the retired community. Chief Tardiff and Sheriff Vasquez would like to form such a group in Newberg in the coming year.

George Fox College:

Lt. Stan Newland assisted George Fox College faculty by providing two fingerprinting sessions. All school teachers are now required to be fingerprinted. Lt. Newland fingerprinted between 75 and 100 college seniors and graduate students.

PRO (Professional Child Care Providers): Cpl. Ken Summers gave a presentation to the "PRO" group on Recognizing Child Abuse and explained Oregon's mandatory child abuse reporting laws.

Boys and Girls Club:

Several police officers, Public Works and Waste Water Plant employees have been volunteering their own time to refurbish the floor of the Boys and Girls Club. This follows last months work, repainting the interior. Their next project is to raise money to replace broken windows.

SIU Activities:

January 6:

Cpl. Ken Summers was sent to Arizona to serve a search warrant and interview a Harold D. Keith. Based on our investigation, the search, and interview, Mr. Keith was arrested on 20 counts of Rape, 20 counts of Incest, and 6 counts of using a child in a display of sexually explicit

conduct. Mr. Keith has since entered a plea of guilty and is pending sentencing.

January 13: Detectives interviewed James A. Sparks, who is currently serving a 23 month sentence for Sex Abuse in the Eastern Oregon Correctional Facility. As the result of this investigation Mr. Sparks has been charged with 14 counts of Sex Abuse I, 7 counts of Rape I, and 7 counts of sodomy I.

January 25: Newberg Police Department officers and Marion County Sheriffs deputies served a search warrant in St. Paul which resulted in the seizure of approximately 1/8 ounce of methamphetamine, syringes, and scales. Newberg Police had just executed a search warrant on this same residence November 12, 1994.

January 25: Newberg Detectives and the Yamhill County Interagency Narcotics Team executed a search warrant in Yamhill which resulted in the seizure of 1/2 ounce of methamphetamine, a quantity of marijuana, and a 38 caliber revolver. Richard Casey, 36, was arrested and charged with possession of and delivery of a controlled substance. Charges on two other persons in connection with this search are pending.

January 25: Newberg Detectives, Forest Grove Police, and Gaston Police arrested Pearl Uhler on a Yamhill County fugitive warrant. Uhler's charges stem from a ten-month Newberg investigation into the estimated \$40,000 theft from a Newberg law firm. Search warrants on 2 Washington County homes yielded evidence believed to link Uhler to the case. Our detectives believe the investigation may lead to a possible link with a reported \$10,000 theft in Gaston.

Officer Recognitions:

Animal Control Officer Darleen Harding was awarded the Newberg Employee of the Year Award at the Employee Banquet held January 21st.

Cpl. Chris Bolek was chosen by his peers to receive the Alex Budny Award in recognition for his outstanding commitment to police work.

TRAFFIC PATROL STATISTICS December 1993

Traffic Violations Issued: 279

Traffic Warnings Issued: 110

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

PART I Offenses (These include all major crimes.):

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
December 1992	December 1993	December 1992	December 1993
64	59	68.7%	59.3%

Part II Offenses:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
December 1992	December 1993	December 1992	December 1993
115	149	87.8%	84.5%

Part III Offenses:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
December 1992	December 1993	December 1992	December 1993
326	346	99.6%	97.1%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
December 1992	December 1993	December 1992	December 1993
505	554	93.0%	89.7%

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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)

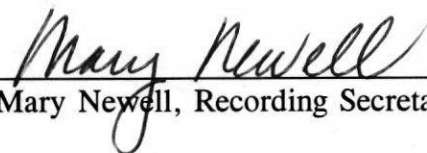
Chief Sherman provided copies of his monthly report outlining activities of the Fire Department, a copy of which is attached as part of these minutes.

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

NEWBERG POLICE DEPARTMENT

February 1994

Monthly Report

LEMAP Results

After months of anticipation, results of the Management Study (LEMAP) became available in early February. The report recommended seventeen (17) areas in which the police department could enhance or change their operation to provide better service. We are now moving forward, developing action plans which will provide us with a plan to accomplish these improvements. Nine action plans have been drafted addressing all 17 areas and will now be shared and finalized through meetings with department staff. The goals of each of the nine (9) action plans are:

1. **Develop a Community Policing Transition Plan.**
2. **Develop a Strategic Plan for the Newberg Police Department.**
3. **Strive to reflect the Community we serve in our workplace.**
4. **Infuse a team philosophy into department management.**
5. **Develop a pool car program, to include replacement schedule.**
6. **Re-organize the police department to enhance crime prevention services and community outreach; and flatten the rank structure, further empowering our staff.**
7. **Enhance evidence handling and storage procedures.**
8. **Improve Newberg's public safety communications system.**
9. **Develop a plan to provide the police department with a functional, customer oriented facility.**

Union Negotiations

Negotiations are underway, with the City's Labor Counsel, City Attorney, City Manager, Police Chief, and Finance Director in the midst of analyzing the proposal submitted by the Union. Meetings are planned for March, with the hope of completing negotiations as soon as possible.

Budget Activities

Budget preparation took a lot of time during the month of February, with the initial proposal being submitted mid-month to the Finance Director. The City's Management Team will continue to review and coordinate each department's requests.

Fatal Accident

On February 26th, a fatal accident occurred at the Willamette River Bridge on the St. Paul Highway. Newberg Police responded along with officers from St. Paul, Oregon State Police and the Yamhill County Sheriff's Office. A truck driven by a Salem resident crossed the centerline and collided head-on with a truck driven by Linda Palmer, with passengers Jo Ann Garlock and Rawnee Quayle. Garlock died at the scene; all survivors were admitted to Portland hospitals. It has been determined that the Salem driver had a blood alcohol level in excess of the legal limit.

SIU Activities

February 1994 was again a very busy month for the Special Investigations Unit. SIU worked eleven new sex related cases, executed three searches and had the opportunity to speak to various groups and organizations. SIU detectives also used the month of February as an opportunity to use some of their accumulated comp. time, giving them a much deserved and needed rest following an extremely busy December and January.

A brief synopsis of the month is as follows;

On 02-01-94, we executed a search warrant on Gary Glen Harker. Harker has been the focus of numerous investigations and search warrants in the past. Seized from Harker was approx. 1/2 ounce of methamphetamine, along with methamphetamine recipes, and approximately \$4,000 in cash.

On 02-07-94, working in cooperation with the Yamhill County Inter-agency Narcotics Team, we conducted a consent search on the Dennis McNatt residence and vehicle located on Villa Rd. in Newberg. Persistence really paid off for Det. Casey in this case, when he searched an area that had been searched twice previously and discovered approx. 1/4 ounce of methamphetamine along with drug paraphernalia and cash.

On 02-09-94, Cpl. Summers spent most of the day meeting with and interviewing students at the Newberg High School regarding a video tape played to a health class which allegedly contained pornographic material. (On 02-10-94 the case was closed after it was determined that the tape did not meet the statutory requirements for a pornography case.)

On the evening of 02-09-94, our unit assisted the Yamhill County Inter-agency Narcotics Team, in an attempted narcotics buy in the Newberg area. While this operation did not result in a drug arrest, it was none the less a team building experience as we worked very closely, one on one with their detectives in a very positive working relationship.

On 02-17-94, Det. Casey and Cpl. Summers together with Reserve Officer Randell, conducting a consent search in the 100 block of E. Illinois St., seized a small quantity of marijuana.

On 02-18-94, in what may be a new record for investigation, arrest, pleading, and sentencing, Harold Dean Keith was sentenced to four 20 year consecutive sentences for Rape, and other sex related crimes. (Keith was arrested on 1-7-94 in Salome, Arizona.)

On 02-26-94, Cpl. Summers investigated another arson fire at the Park and Recreation facility located at Second Street and River Street in Newberg. In this, the fourth such arson in as many years, a pickup was burned extensively. No suspects have yet been identified and the investigation is continuing.

On 02-28-94, Cpl. Summers arrested Michael Brent Woods for 15 counts of Rape, and 15 counts of Sexual Abuse, for incidents involving two juvenile females. A grand jury meeting on March 2nd, added the charges of Kidnaping, Sodomy, and other sex crimes.

9-1-1 Communications

On Friday, February 18th, Communications Officer Sheryl Schreiner successfully completed the Basic Telecommunications Class at the Board on Public Safety Standards and Training Academy in Monmouth.

Communications Officer Kurt Sardeson has been hired as a Police Officer for the City of Portland. His last day was February 26, 1994. A recruitment process is underway to find his replacement.

Metro Chief's Meeting

Chief Tardiff hosted the monthly meeting of Metro Chiefs at the Newberg Community Hospital. Police Chiefs in the Portland metropolitan area meet once each month for discussion and information sharing.

Leadership Newberg

Chief Tardiff joined Chief Sherman as a guest speaker at the Newberg Area Chamber of Commerce, Leadership Newberg "Public Safety and Justice Day." Participants of Leadership Newberg were given a tour of both the Police and Fire Department.

Community Meetings

Chief Tardiff addressed the Migrant parents meeting, sponsored by Newberg School District. Chief Tardiff, with Communications Officer Sheryl Schreiner and Jamie Aldeguer acting as translators, addressed concerns and answered questions about police procedures and Oregon law.

Chief Tardiff and Detective Casey spoke to the Newberg Ministerial Association regarding current trends in Newberg's gang problem. The discussion included how to recognize gang activity and what the membership of the Ministerial Association can do to assist with the problem.

Detective Ken Summers spoke to the Women's Christian Temperance Union regarding "Troubled Youth".

Stan participated in a Homeless Youth Services meeting in McMinnville to address future solutions to homeless and runaway juveniles county-wide. Items discussed were crisis intervention, housing, case management, etc.

Community Policing

Chief Tardiff, Lt. Newland, Bonnie Dodson, Cpl. Art Pohl, Cpl. Ken Summers, and Detective John Goad attended the first in a three part training series on Community Policing Implementation. This is a series being sponsored by the Oregon Board on Public Safety Standards and Training. Our existing community policing program will be enhanced and enlarged through implementation of suggestions identified in this series.

Training:

Lt. Newland attended a grant writing workshop. The workshop, sponsored by the Criminal Justice Services Section, identified the components of a successful grant application and proposal.

Lt. Newland and Detective John Goad attended the winter training session of the Oregon Narcotics Enforcement Association (ONEA) in Newport, OR. Topics covered during the seminar included expert testimony, critical incident stress, non-private cellular phone conversations, and concluded with a legislative update.

On 02-24-94, Detective Summers attended a C.A.R.E.S. class in Monmouth, on video taping child abuse interviews, while Detectives Goad and Casey were attending a Yamhill County class on search warrant writing.

Reserves

On 02-05-94, Detectives Goad and Casey conducted Oral Board Interviews for the Newberg Police Department Reserve Program. They interviewed 14 prospective candidates and selected 12 to attend the reserve academy.

TRAFFIC PATROL STATISTICS January 1994

Traffic Violations Issued:	359
Traffic Warnings Issued:	150

**NEWBERG POLICE DEPARTMENT
STATISTICS ON OFFENSES
January 1994**

PART I Offenses (These include all major crimes.):

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
January 1993	January 1994	January 1993	January 1994
57	54	70.1%	59.2%

Part II Offenses:

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

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
January 1993	January 1994	January 1993	January 1994
123	152	85.3%	92.1%

Part III Offenses:

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

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
January 1993	January 1994	January 1993	January 1994
322	382	98.7%	96.8%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
January 1993	January 1994	January 1993	January 1994
502	588	92.2%	92.1%

Monthly Report

Newberg Public Library

February, 1994

For such a short month, February has been very busy. Building improvements and staffing changes have been the focus for the last 28 days. We are starting the process of hiring a Circulation Coordinator (30 hrs. per week). We had 25+ applications with many good candidates. Those 25 have been reduced to five and we interviewed the candidates the last week in February. A second interview with the top two candidates will be held on March 9th with a decision shortly thereafter. We are looking forward to the additional staffing in the Circulation and Children's Departments that this position will provide.

We have had a number of new volunteers this month. We have one young man who is coming in every evening between 6 and 7 to shelve and another woman who is helping Sandi Olmstead manage the many children (sometimes as many as 45-60) who come to storytime on Wednesdays. Others are helping to shelve on Tuesdays with the Friends or are coming in on other days. We hadn't had any new volunteers in quite a while so these good citizens are very welcome.

A sub-committee of the Newberg Library Friends has been formed to establish a series of adult events at the Library. The Programming Council will meet on March 10th at 4:30 pm at the Library for their organizational meeting. The group organizers hope that speakers, discussion groups, small performances, etc. will be planned. The Friends have budgeted \$500 as seed money for this groups efforts.

I met with the school district librarians this month. We took time to share information about our various resources and to begin discussion on a coordinated effort to sponsor a No TV Week next February with the other libraries and schools in Yamhill County. This would be a week to encourage families to do something else in the evening besides sit down and watch TV. I also scheduled time to visit the middle school and elementary school libraries in April. This will be very beneficial to us to see what the students have available to them from their school libraries.

I have been working on the budget this month along with all the other City Departments. I met with the Assistant Director and the Children's Librarian to develop their program budgets. They were submitted to the Finance Department and I'll be meeting with the City Manager on March 9th to discuss our proposal. I have also been looking at what the potential changes would be if a tax base is presented to the voters in May.

The Chemeketa Cooperative Regional Library System (CCRLS) continues to be a focus of my attention. As we stand now, the Chemeketa Community College Board (CCRLS is a part of the community college) is asking for a legislative opinion on whether it would be possible to take the public library funds for CCRLS out of the education fund with its \$5 cap and place it in general government (\$10 cap). Public libraries are a part of general government, not education, consequently it may work. We are waiting for that opinion and it should come down in March. The reason the change is needed is that under Measure 5, CCRLS could have it's budget cut in half in 1995-96 and that would eliminate the reimbursement cities receive for serving rural residents. Most cities have indicated they would charge a fee (similar to our \$30 annual fee) if this reimbursement wasn't provided. At a recent Mid-Willamette Valley Council of Governments meeting, the city representatives attending were in favor of the legislative action as a first attempt to solve the problem. The president of Chemeketa Community College and a city manager from each county will visit with County Commissioners regarding the issue to encourage their support.

Wed., Feb. 16	Met with School Librarians at High School
Thurs., Feb. 17	Met with City Manager about CCRLS
	Library Board Meeting cancelled due to lack of quorum
Fri., Feb. 18	Held Library Staff Meeting
	Started moving furniture in preparation for panel system delivery
	Assistant Director at Online NW Conference
Mon., Feb. 21	CD-ROM panel system furniture installed
	Met with CD-ROM vendor
Tues., Feb 22	Attended Library Friends Meeting
Wed., Feb. 23	Attended Dept. Head Meeting
	Attended Library Board Meeting
Thurs., Feb. 24	Attended Chehalem Valley Senior Citizens Center Board Meeting
	Attended City Budget Meeting
Mon., Feb. 28	Began interviews for Circulation Coordinator position

Upcoming Events:

Mar. 2-3	Attend NW Management Seminar
Mar. 3	Attend Library Foundation Meeting
Mar. 4	PYM meeting at Newberg
	Conclude first interviews for Circulation Coordinator position
Mar. 7	Installation of panel systems, shelving, computer cabling, and electrical
	Attend City Council
Mar. 8	Attend Newberg Leadership Steering Committee
	Attend Community Relations committee
Mar. 9	Second Interview for Circulation Coordinator
	Meet with City Manager regarding Budget
Mar. 10	Attend Public Library Division Board Meeting in Corvallis
	Attend Library Programming Council Meeting at 4:30
Mar. 14	Installation of CD-ROM computers
	CCRLS Advisory Committee Meeting
Mar. 22	Assisting at Newberg Leadership Day
Mar. 24	Attend Chehalem Valley Senior Citizens Center Board Meeting
Mar. 28	City Retreat for supervisors
Apr. 1	PYM Meeting
Apr. 6-9	Oregon Library Association Annual Conference

Report Submitted By:

Leah M. Griffith, Library Director

NEWBERG COMMUNITY DEVELOPMENT DEPARTMENT

MONTHLY ACTIVITIES FEBRUARY 1994

PLANNING DIVISION

- Northwest Newberg Specific Development Plan. This is the master planning for a 150 acre area of undeveloped land north of the current city limits. The plan calls for the potential construction of over 600 units with a small neighborhood commercial center, open space and park sites. The Planning Commission held a public hearing on the plan and has recommended adoption to the City Council. The plan has also been to NUAMC for a hearing and their recommendation is expected on March 15, 1994.
- UGB Expansion Requests. NUAMC will be considering a request to expand the UGB around the Crater School site for the Park District on March 15, 1994. The site in question would be used for ball fields in conjunction with the proposed schools. The neighboring UGB amendment along Crater Lane has been appealed to LUBA and is currently in mediation.
- Transportation Plan. The transportation plan has been continued by the Planning Commission to allow staff and the traffic consultant to prepare another alternative to the plan which would take into consideration the possibility that the Dundee/Newberg Bypass might be put off indefinitely. This alternative should go back to the Commission for hearing in April.
- Crater School Site. In December the City Council annexed the school site. To date, the School District has not submitted any plans for consideration by the City. Recent discussions with the District indicate that their current proposal would require approval of a subdivision and this will necessitate a public hearing before the Planning Commission. Neighbors along Foothills Drive have indicated, in previous meetings, they would appreciate an opportunity to comment on this project. Utilities and traffic continue to be the major issues impacting the development of this site.
- Division Changes. The City interviewed candidates for the Planning Manager's position and we expect to offer the position to one of the successful candidates this week.
- Open Space. The Planning Commission is reviewing the General Hazard/Open Space ordinances and policies. At their January meeting the Commission moved

to have a sub-committee study the proposal and come back to the Commission with recommended changes to the ordinance. Changes to this ordinance and related policies could have tremendous impact on properties surrounding and abutting "open space" areas.

- Urban Reserve Areas. The City has until April to consider and adopt the required Urban Reserve Areas along the UGB. It does not appear that the County and the City will be able to consider this issue and come to agreement by the deadline so we are going to request an extension from DLCD. The adoption of urban reserves has far reaching policy implications which must be carefully considered.

BUILDING DIVISION

- Abatement of Buildings Considered to be a Nuisance. The Building Division has begun action for the abatement of nuisance buildings within the City. The following properties are being addressed:

625 E. First St. (Francis Theater Building)
2320 Portland Rd. (Oak Tree Apts.)
3216 Portland Rd. (Auld Property)
410 E. First St. (Chehalem Printing)

The owners of these building have been notified that the current condition of their structures violates City ordinance and they have been given deadlines within which to abate the nuisance. If the buildings are not abated as required, then the owners may face civil penalties and the buildings could be abated by the City. However, if the City were to abate these buildings, there are significant cost implications to consider. The City Council has held a hearing on the Francis Theater and determined it was a Nuisance and ordered that it be abated. The owner has not abated the building in the time specified and citations are now being issued.

The Chehalem Printing building, next to City Hall, has been removed as requested by the Building Official. The owner has also been notified that repairs must be made to the sidewalk.

- Building activity slowed down somewhat in the month of February with respect to new permits. However, inspection activities continues to proceed at a brisk pace with as many as 24 inspections for the Building Inspector in one day. This fiscal year there have been permits for 211 dwelling units issued. In addition, there have been permits issued for \$4,737,000 worth of commercial development.

PUBLIC WORKS/ENGINEERING DIVISION

Residential Development

- The Meadows Subdivision is near completion. Houses are under construction but no water services are being made until we have final acceptance of the subdivision. The developer has submitted plans for Phase IV and these should be reviewed by the Planning Commission in April.
- Emery Orchards I is complete. Phase II has streets constructed and some houses started. Phase III is in for preliminary plan review. The submitted design had some technical flaws and was sent back to the developer for redesign. The plans were modified and the Planning Commission will be considering the 16 unit phase at the March 10, 1994 meeting.
- Springbrook Apts. (56 units) are currently under construction. The utility work is complete and the buildings are framed.
- Pecan Ct. Apts. (52 units) are under construction. The buildings are framed and the contractor is beginning the utility work (75% complete).
- Ashley Park Subdivision off of N. Main St. has been submitted for tentative plan review for 9 lots. The Developer is requesting approval for smaller lots to allow for gravity sewer, however, the plans as submitted have some technical problems with grading and sewer. The Planning Commission is scheduled to review this project at their March 10, 1994 meeting.
- Developers on three of the parcels in the Specific Development Plan area have met with the Planning and Engineering staff to discuss the possibility of beginning work sometime this Spring.

Commercial/Other Development

- Wendy's has received approval for their site plan and building permits and have indicated that they will proceed with their development in the near future.
- A traffic study has been prepared for the School District for the new school site on Crater Lane. This study does not sufficiently address the issue of Foothills Drive (width) as it relates to potential bus traffic. The School District has been requested to have the consultant review this issue. W&H Pacific is preparing site and utility plans for the site.
- The Newberg Seventh Day Adventist Church on N. College St. is under construction.

- The City Staff has met with a potential developer of a bowling alley at the Thriftway Plaza and a new "quick lube" for the Fred Meyer Property.

Engineering/Public Works Projects

- Grant Street assessment notices will be published in the Graphic this week.
- The composter mechanical equipment is about 90% complete. Staff is meeting with Simon Waste Solutions to go over the start-up procedure. They have been notified of several deficiencies in the design and we expect them to take issue with these in the near future. As it looks now, we expect that some of the performance specifications will not be met. If this is the case, we will be looking for a replacement of certain equipment or a credit to the City.
- The Dayton Avenue Pump Station is on line. The pump supplier has been working to resolve some seal problems. During the recent power outage we experienced a spill from the station into the creek. In addition, the pump station had an overflow during the recent storm event. We are rethinking the design of the emergency power supply and are looking into a permanently installed emergency standby generator, instead of the portable one we have now. R&W Engineering has been hired to design and write specifications for a 150 KW stationary emergency generator. DEQ will not fine us for the recent spill caused by the power outage.
- The Public Works Crews are working on a replacement water line on Fourth St. and on Harrison St. They will also be working on a sewer replacement on N. Center St.
- Plans are being prepared for the replacement of the Harrison St. sanitary sewer.
- The City is currently involved in replacing the sewer line at Watt Welding. We have received the bids but there is some question as to the plumbing code and this will impact the budget for this job. We are waiting for a ruling from the County.
- The contractor working on the City Hall repairs has developed plans for remodeling the upstairs for use by the Police Department. In this process, it has been determined that the current water service to the building is of an inadequate size. In order to upsize the service, a new water line will have to be installed in the alley behind the building. Replacing this line may also result in having to replace the sewer line which is in the same alley.

- There are a number of LID's being considered for this and next year. These include:

The widening of North Main Street to the new school site at Foothills Drive.

The widening and extension of First and Second Streets at Everest, in conjunction with the Emery Orchard Development (all three phases).

The widening of Elliott from 99W to the High School.

WATER AND WASTE WATER DIVISIONS

- Water usage was below normal for the month.
- Well No. 2 has been removed and is being reconditioned. This should increase the amount of water supplied at this site.
- The Waste Water Plant is currently operating under winter conditions. Plant flows average 3.0 MGD with weather related flows up to 11+ MGD during the recent storm.
- Bio-solids stockpiling continues at a local farm site. We should start final spreading of this material after May.
- The pretreatment system for the WWTP includes a plastics removal device. The current system does not operate effectively. Currently there is a \$70,000 budget line item for the replacement of this device. Staff is reviewing an alternative improvement which may have the same effectiveness but costs only \$10,000.
- With the removal of Allen Fruit from the pretreatment program, the City does not currently have a significant industrial user. This means that the City can request delisting from the pretreatment program requirements. We do have to keep the programs in place should we have to begin the pretreatment program again. This will save the cost of the Local Limits Evaluation and pretreatment fines.
- CUES TV Equipment. The truck was delivered but has some technical difficulties. Equipment was returned to the factory for repairs and it now appears as if all the bugs have been worked out of the system.
- Manhole Profiles. Data on the manholes in the wastewater system is continuing to be compiled. Staff is also working with Engineering on the upgrade of the wastewater collection systems maps. These will be added to the GIS system.

February 1994

Month End Report

Newberg Fire Department

ADMINISTRATION:

February was a busy month with Al Blodgett creating the new "City Newsletter", the "Public Safety in Newberg" TV program, preparation for the Fire Department's annual awards banquet and the Chief and Jill pulling their hair out trying to keep the Rotary Auction items straightened out.

The Fire Chief who also seconds as the Chairman of the Northwest Management Seminar, spent much of the end of the month putting the final touches on that event. The seminar took place March 2 - 4, 1994, in Portland, over six hundred public and private sector leaders attended.

February 22, 1994, was the "Leadership Newberg" class at the fire station. Chief's Tardiff and Sherman put on a Public Safety "Dog and Pony Show" for the community business leaders. This was very informative for those in attendance.

The Fire Chief's other February activities were to assist in the development of the budget by the computer users group, guest speaker of a community ethics for a hunters breakfast, attended a meeting on 800 mhz radios in Beaverton, complete the Fire Department's budget request and coordinate the month of February's Rotary programs.

February 14th, the fire department brought on board the new afternoon secretary, Tami Linkh. Tami is adjusting well to fire department life and is a WELCOME addition.

TRAINING:

Regular drills for February were held on the 7th, 14th and 28th. The February 7th drill was a regular apparatus training and re-organization night, all crews were changed to begin learning a new piece of apparatus. On February 14th, Engine 223 from Tualatin Valley Fire & Rescue's Sherwood station joined us for a joint water tender/porta-tank exercise (the porta-tank is a regularly used piece of equipment for us, but not so familiar to TVF & R firefighters). These joint training operations are always very productive for sharing both knowledge and comradeship.

For the drill on February 28th, the department participated in a live search and rescue drill at the old Springbrook school (loaned to us by ADEC). This drill was accomplished with the help of Renne Middle School teacher Cheryl Anderson and a dozen of her students, who graciously agreed to pose as victims awaiting rescue in that large VERY DARK building.

The new recruits are moving forward in their training with a basic wildland fire suppression and safety class taught by Captain Roger Gano on February 27th. The apparatus operators class will also finish up it's class room session soon and begin outside hands-on training on the department's apparatus.

Other training related activities were:

- 1. The department training program was re-evaluated by Bureau on Public Safety Standards And Training (BPSST) on February 1st to insure that we still meet or exceed current state training standards. (I am happy to say we came through with flying colors!)*
- 2. EMT recertification training classes on Respiratory emergencies were held on February 1st.*
- 3. The Safety Committee met on February 1st.*

EMS DIVISION:

The following is a breakdown of the calls responded to by the Rescue Division.

	<u>Number</u>	<u>Percentage</u>
<i>Motor Vehicle Accidents</i>	<i>13</i>	<i>19%</i>
<i>Heart Problems/Chest Pain</i>	<i>12</i>	<i>17%</i>
<i>Respiratory Difficulty</i>	<i>6</i>	<i>9%</i>
<i>Trauma Related</i>	<i>16</i>	<i>23%</i>
<i>Medical Problems</i>	<i>17</i>	<i>23%</i>
<i>Miscellaneous</i>	<i>6</i>	<i>9%</i>

FIRE PREVENTION:

Twenty nine fire/life safety inspections were completed, 9 were completed by volunteer inspectors and gave a fire safety talk to home care providers. The fire marshal attended 3 design reviews, processed 12 planning reviews and attended the Yamhill County Fire Investigation Team (FIT) meeting. He and a volunteer investigator attended a 3 day Fire-Arson seminar in Medford. The fire marshal taught a water rescue class this month for the Newberg Fire Department Dive Team and a 4 night hydraulics class to the volunteer's in the engineer's class. He and the Chief also attended a dedication for a fire safety/fire escape mobile house in McMinnville.

Five fires were investigated this month, including one in Lafayette for Yamhill County FIT. The Fire Marshal counselled two juvenile firesetters.

The prizes for the winners of the "FireBusters" program were selected by the mayor. The prizes will be distributed in early March.

BUILDING, MAINTENANCE AND MISCELLANEOUS:

Engine 29 had the exhaust pipes and manifold repaired this month. All regular repairs and maintenance service was done this month.

A fire station overhead door was repaired after a spring had broken.

Firefighter Al Blodgett completed ordering turn-outs for this year and is now in the process of updating all suspenders. He has placed an order for 1600 ft. of new 5" fire hose, 3000 ft. of new 2 1/2" hose, 650 ft. of new 1 3/4" hose and 500 ft. of new 1" forestry hose.

Firefighter Blodgett, the Chief and Assistant Chief attended the monthly Mid Willamette Fire Instructors Association meeting held in Newberg, the Polk-Yamhill County Firefighters Assoc. meeting in Carlton, two meetings of the Old Fashioned Festival Committee and attended a retirement dinner for Chief Byron Totten of Lafayette Fire Department.

VOLUNTEERS:

The Volunteers held their annual Valentines Banquet and Awards ceremony at the Community Center. John Codiga was named "Firefighter of the Year", Chris Forman was named "Probationary Firefighter of the Year".

A new award, "The Golden Eagle of Excellence" was presented to Tom Rials and Al Blodgett. Tom Rials for his involvement on the Fire Prevention Team and Al Blodgett for the development of the "5th Alarm". Tom Rials also received a plaque from the department commemorating his involvement in the Fire Prevention Team.

Length of service pins were given to Captain Don Schmidt - 20 years; Captain Larry Adamson - 15 years; Firefighter Gary Stong - 5 years and Larry Smith - 5.

The ranks of Newberg Fire Department Honoraries grew as Joe Darby, Terry Clevenger, Tim McGinnis and LeRoy Hubbell were each presented with membership plaques.

The department's newsletter, "The 5th Alarm" enters it's second year with a new mast head designed by the departments in-house artist, Chris Forman.