



City Council

April 7, 2025

6pm

Newberg Public Safety Building 401 E. Third Street

Denise Bacon Community Room

Online: <https://us06web.zoom.us/j/89536547180>

[Public Comment Registration](#)

[View Slides](#)

-
1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Proclamations
 - 4.1. [Child Abuse Prevention Month- Juliette's House](#)
 5. [City Manager Report](#)
 - 5.1. [March Narrative Report](#)
 6. Public Comments
 7. Consent Calendar
 - 7.1. [Resolution 2025-3966: Authorizing a Renewal of Roger's Landing Lease](#)
 - a. [Exhibit A: Original Roger's Landing Lease](#)
 - b. [Exhibit B: Roger's Landing Lease Amendment #1](#)
 - c. [Exhibit C: Robert's Landing Lease Amendment #2](#)
 8. New Business
 - 8.1. [Resolution 2025-3968 Potential Sunset of Fund 14 for Economic Development](#)
 - 8.2. [Approval of a Semi-permanent Street Closure at the Junction of E. Illinois and Main Street.](#)
 - a. [Attachment 1: Traffic Safety Issues Illinois and Main Street](#)
 - b. [Presentation](#)
 - 8.3. [River Street Discussion](#)
 - a. [River Street Deliberation Cover Sheet](#)
 - b. [Attachment A: NURA CAC Recommendation Deliberation](#)
 - c. [Attachment B. NURA CAC Motions](#)
 - 8.4. [Council Rules Discussion: Chapters 1-3](#)
 - a. [Attachment A: 2025 Council Rules Draft Ch 1-3](#)

- b. [Attachment B: Council Rules and Guidelines Reviews 2022](#)

9. Council Business

9.1. [Historic Preservation Commission Work Plan](#)

- a. [Attachment A: Work Plan Tracker](#)
- b. [Presentation](#)

10. Adjournment

ADA Statement

Contact the City Recorder's Office for physical or language accommodation at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.

*Indicates supplementary item

REQUEST FOR COUNCIL ACTION



Date Action Requested: April 7th, 2025

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/>	
Subject: Support of Child Abuse Prevention Month	Staff: Rachel Thomas Department: Administration
Business Session	Order On Agenda: Proclamations

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: Council should recognize and support the vulnerable of our community by declaring the month of April as Child Abuse Prevention Month.

Executive Summary: Reaffirming Newberg's Commitment to creating a safer, healthier, and more thriving community for our children by taking proactive steps to help prevent child abuse:

1. Promoting Awareness
2. Investing in Prevention
3. Community Involvement
4. Strengthening Partnerships
5. Empowering Action



PROCLAMATION

WHEREAS, child abuse is one of our nation's most serious public health problems, with scientific studies documenting the link between the abuse of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS, it is estimated that 1 in 4 children will suffer significant abuse before the age of 18, and in FFY 2023, over 164,000 contacts were made to the Oregon Child Abuse Hotline – a total of 45, 208 received reports were assigned for CPS assessment, and of all completed CPS assessments, 7,861 were founded for abuse, involving 11,191 victims; and

WHEREAS, the physical, emotional, mental, and fiscal impact of abuse falls on children of all ages and abilities, who come from all economic, racial, and social backgrounds; and these crimes affect many more family members, friends, neighbors, and communities; and

WHEREAS, effective child abuse prevention efforts succeed because of partnerships created among state and local government agencies, schools, diverse community groups, civic organizations, law enforcement agencies, and the business community, while recognizing that feeling connected to community can be a protective factor against child abuse; and

WHEREAS, Newberg is dedicated to stopping child abuse, supporting survivors and their non-offending families, and working to prevent it through education, advocacy, and accessible family resources; and

WHEREAS, each of us has a role to play in addressing the problem of child abuse by learning how to prevent, recognize, and report it, as well as supporting prevention, education, and empowerment programs for children and youth;

NOW, THEREFORE, IT IS PROCLAIMED, we, the Newberg City Council, do hereby proclaim April 2025 to be Child Abuse Prevention Month in Newberg, Oregon.

We reaffirm Newberg's commitment to creating a safer, healthier, and more thriving community for our children by taking proactive steps to help prevent child abuse. These include:

1. Promoting Awareness: Encouraging citizens to learn about the signs of child abuse and how to report suspected cases to the appropriate authorities.
2. Investing in Prevention: Supporting programs and initiatives that provide family resources, parenting education, and early intervention services to at-risk families.
3. Community Involvement: Participating in local events and promoting "Wear Blue Fridays" each week in April to show solidarity in preventing child abuse.
4. Strengthening Partnerships: Collaborating with schools, local businesses, healthcare providers, and community organizations to create a united front against child abuse.
5. Empowering Action: Providing free resources and training for citizens on recognizing and addressing child abuse through Juliette's House and similar organizations. Community members can learn more at www.julietteshouse.org.

Together, let us protect every child in our community and ensure their well-being by fostering a culture of safety, compassion, and accountability

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Newberg to be affixed on this 7th day of April, 2025.

Bill Rosacker, Mayor

REQUEST FOR COUNCIL ACTION



Date Action Requested: (April 7, 2025)

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input checked="" type="checkbox"/> Proclamation <input type="checkbox"/>	
Subject: CM narrative for March 2025 events	Staff: Will Worthey CM Department: Administration
Work Session <input type="checkbox"/> Business Session <input checked="" type="checkbox"/>	Order On Agenda: CM report

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action: NA

Recommendation: NA

Executive Summary: The summary of events conducted by city departments in March of 2025.

Fiscal Impact: All were conventionally budgeted items.

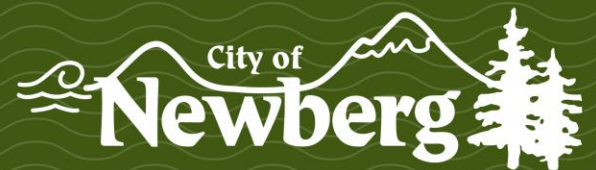
Council Goals:

Goal 4: Create and maintain a high level of transparency with our residents in order to build trust.

O1: Expand communication outreach in regard to regular city events and additional involvement with city businesses by the end of 2026.

Newberg CM report

Monthly Events for March 2025



Community Development

- All hands-on-deck for OpenGov configuration and testing (going live for testing April 1)
- Vacation rentals policy update and process improvements on schedule
- Street seat removed from Edwards Street by owner
- Reminder: CET Grant Applications Due April 1

Public Safety

- Officers stopped and helped support NHS Orchestra fund raisers and bought baked goods.
- Our Special Investigations Unit assisted the County Sheriff with a search warrant
- Officer Dickerson helped a stray
- Officers taking care of a stray



Officers supporting NHS orchestra



SIU helped YCSO with a search warrant with our MRAP



Hanging with
officers until his
owners come
pick him up.

For the month of March **Finance** did the following:

- Budget, budget, and more budget (plus the financial forecast!)
- Utility Billing has begun their departmental customer service manual with a statistics survey (number of customers calls, emails, in person visits per day, type of requests, etc.) in order to proceed with the departmental customer service standards.
- Finance and CR attended the OGEC Public Meetings Law Update
- Finance and Court helped review the new red-light camera RFP

Some recent Finance stats:

Accounts Payable: \$1,234,555.17

- GPEC Electrical Contractors Inc \$204,525.00 (WWTP PLC Replacement)
- Visit Newberg \$1041,444.39 (Q2 Net Tourism)
- Pihl, Inc. \$95,625.00 (Wynooski Stormwater Outfall)

Payroll: \$1,132,032.72

HR Happenings

- HR attended the Annual CIS conference in Salem
- Alison was invited to participate in an HR director's roundtable in Tigard that was a mixture of corporate and municipal directors.

February Stats breakdown:

- Running Recruitments: 3 (Engineering Technician II, Entry-Level Communications Officer, Lateral Communications Officer)
- Hires: 0
- Separations: 1 (Clay)
- Claims Processed: 2

Library March bullet points:

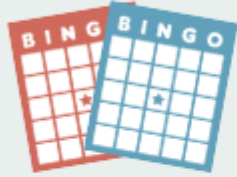
- Twenty 1980's broken light canisters were replaced upstairs at the library making the space brighter, especially in the evenings!
- The ramp at the north end is in progress by the city's concrete crew, allowing for safe egress from the upstairs.
- For Spring Break we have Grab-and-Go activity kits for kids, Take-and-Make activity kits for teens, and a new Spice Kit for adults
- The library's meeting room is still unusable due to water damage, but we are moving forward with planning repairs

City Recorder

- Developed a first draft of the new Council Rules- coming before you tonight.
- A successful records week had all staff engaging in records management activities.
- Conducted records consultations with 5 departments.
- Two staff attended the mid-year conference of the Oregon Association of Municipal Recordors.

Records Week

DAY 5: THE FINISH LINE!



Don't forget to fill out your bingo card!

Once you have completed your 5 in a row-screenshot your card and send to cityrecorder@newbergoregon.gov
Come to Rachel's Office on the 2nd floor to pick out a prize for your feat of organization and destruction!

[Click here to play!](#)

TIP

You do not need to retain records that are the responsibility of other departments. For example, finance is the keeper of financial records, such as POs.

TASKS

- Sort Physical Files in Office/Cubicle to identify items past retention. Add these files to a destruction form and put in storage box
- Identify physical items that can be kept digitally, scan them into a folder and file appropriately. If retention is over 3 years, put into ORMS
- Mark physical files being kept with future date of destruction

TRAINING

Learn [where to find the state retention schedule](#) and [how to read it](#).

City Of Newberg Spring Cleaning

B I N G O

Watch the State archives records Intro to Public Records Video	Label all completed digital files with destruction dates	Write a records destruction form and have it signed off	Create a to be destroyed folder	Clear out trash folder
Add an active contract to the contracts layer in SharePoint/Delete Voicemails on your city phone	Upload a document into ORMS/send to department records coordinator for upload	Have City Recorder office sign off on 3 boxes full of records to be destroyed	Set up a regular calendar reminder to check your files	Identify 10 duplicated documents that can be destroyed
Take the Neo-Gov records management 101	Schedule a document triage or other records assistance meeting with the City Recorder's office	Free!	Go through Teams folders and find any unnecessary items	Re-evaluate one thing done on paper and change to digital
Spend an hour dedicated to sorting old records for destruction	Label completed physical files in office or cubicle with destruction dates	Organize digital records in Drive	Clear out downloads folder	Cleanup desktop documents
Go through the files in your office/cubicle organize and identify items for retention	Look through digital drives and identify items that have met retention	Unsubscribe from emails you do not need to receive	Go through sharepoint personal files to archive as appropriate	Add a retention date to your personal notebook

A few updates in **Community Engagement** this month:

- With the website launched, CE has been focused on resolving any technical issues that have surfaced to continuously improve user experience.
- We're beginning to produce video content centered on the city's own amazing team members!
- This project, dubbed the "Employee Storyteller Project" will allow Newberg's to take a peek at the hard work our employees do behind the scenes to keep the city running smoothly.

Public Works Maintenance

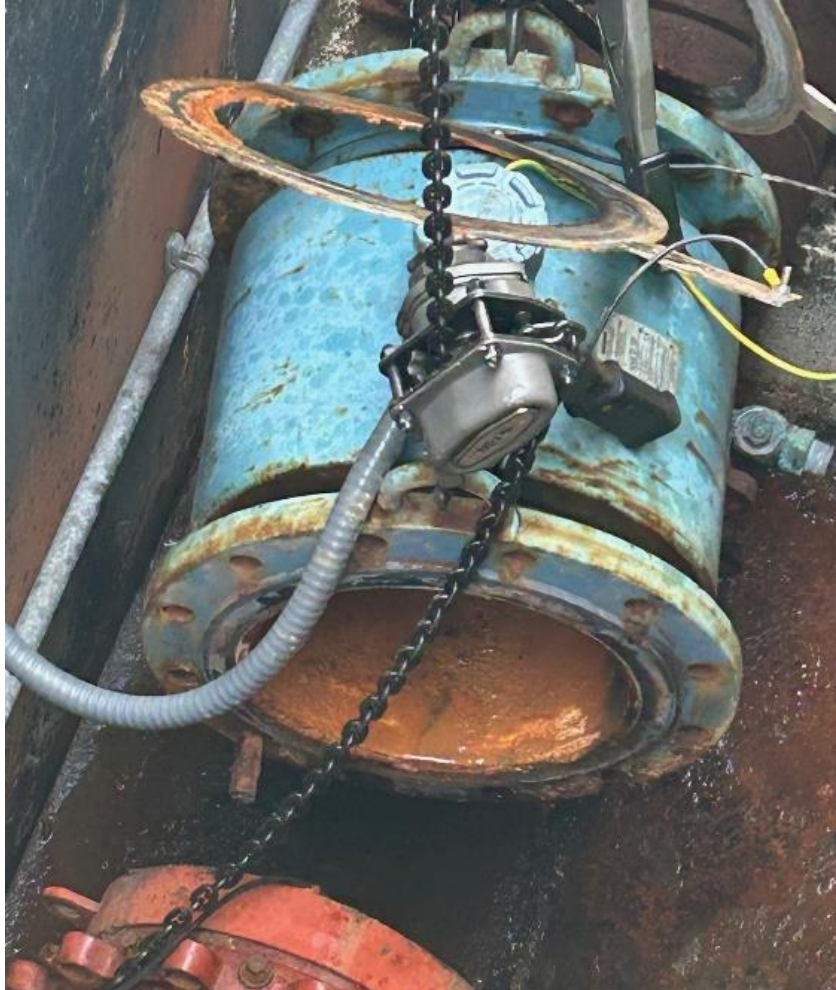
- Sewer Mainline Pipe Cleaned 12,090 Ft = 2.28 Miles
- Sewer Mainline Pipe Inspected 5,035 Ft
- Storm Runoff Pipe Cleaned 1,020 Ft
- Miles of Street Swept 193 miles
- Street Sweeping Debris Removed 89 Cubic Yards
- Total Number of Water Meters 7,661 (2" or larger = 312)
- Water Valves Exercised 101
- Water Meter Service Activities 92
- Fleet/Equipment Service/Repairs 43
- New emergency response vehicle set up.

Resumed Quarterly Public Works All-Hands Meetings in February: Topics included new staff, budgets, projects, winter response.



Just some of the WWTP tasks carried out:

- February WW Treated = 142.936
- Average Daily WW treated = 5.105 MGD
- 5.79 inches of rainfall per our weather station at the WWTP
- Replaced airlock motor on dehydration unit
- Repaired Con 8-05 in composter and removed broken internal pieces
- Replaced UHMW door guide on tunnel B in composter
- Completed oil changes on tunnel blowers and SST blower 3
- Inspected and lubricated the sawdust silo unloader arm
- Adjusted tensioning on conveyors 8-03 and 8-04 in composter



WTP settling basin flow meter with iron buildup in the flow tube

**Foothills Drive
Water Flushing**



**E Province Street
Water Line Repair**



Just some of the WTP work carried out:

- February Water production = 43.6 MG
- Average Daily Water Demand = 1.593 MGD
- Completed annual testing on 65 city owned backflow devices
- Hypochlorite Generator Service and Filter Change
- Cleaned and Calibrated Influent flow meter
- Repaired Filter 4 air scour valve
- Replaced south settling basin chlorine analyzer
- Replaced level indicator for Otis Spring

**Dartmouth Street
Service Line Repair**



**Dayton Street Pump
Station Repair**



**South Center Street
Service Line Repair**



So that's it for this month!

As you can see, residents' tax dollars have been hard at work as usual.

Questions?

REQUEST FOR COUNCIL ACTION



Date Action Requested: (April 7th, 2025)

Order ☐ Ordinance ☐ Resolution ☒ Motion ☐ Information ☐ Proclamation ☐

No. 2025-3966

Subject:

Resolution 2025-3966 Authorizing the Renewal of the Rogers Landing Lease for Six years

Staff: Will Worthey

Department: Administration

Business Session

Order On Agenda: Consent

Hearing Type: Administrative

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation:

Staff suggests the following motion:

“I move that the CM be authorized to renewal the Rogers Landing Lease as requested by Yamhill County for six years”

Executive Summary:

Having an excellent relationship with Yamhill County has never been more important as we weigh up our River Street and Rogers landing options. This good relationship will be furthered by renewing the lease for an additional period. See Exhibit A, B and C showing the original agreement, its last extension, and the proposed new extension.

Fiscal Impact:

At this time Nil.

Council Goals:

Continuous goal A:

Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.



RESOLUTION NO. 2025-3966

A Resolution Authorizing the Renewal of the Rogers Landing Lease for Six Years

Recitals:

1. The original Rogers landing lease was signed on August 29th 1986.
2. This lease created an intergovernmental agreement to further cooperation and the development of the Rogers Landing site.
3. During 2023 some discussions occurred with County Commissioner Johnston indicating that it may be the case that in the near future additional development may occur at the Rogers Landing site.
4. On April 1st of 2024 the Rogers Landing lease was renewed for an additional year to July 1st 2025.
5. When the lease came up for renewal again the CM reached out to the County Administrator and suggested a renewal to allow more time for things to develop.
5. As Yamhill County continues to weigh its options, they have requested a continuance on the current lease so as to allow more time for new partnerships and development ideas to occur.

The City of Newberg Resolves as Follows:

A possible motion could be made as follows:

“I move to renew the Rogers Landing lease with Yamhill County for a period of six years”.

Effective Date of this resolution is the day after the adoption date, which is: April 8th, 2025.

Adopted by the City Council of Newberg, Oregon, this 7th day of April, 2025.

Rachel Thomas, City Recorder

Attest by the Mayor this ____ day of April, 2025.

Bill Rosacker, Mayor

Yamhill County

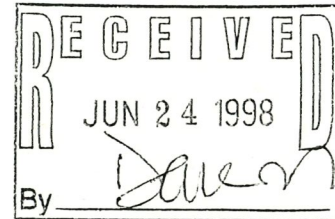
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COURTHOUSE • FIFTH & EVANS • MCMINNVILLE, OREGON 97128-4523 • (503) 472-9371

DEPARTMENT OF ADMINISTRATIVE SERVICES

Terry Mahr, Attorney
City of Newberg
414 E 1st Street
Newberg OR 97132

June 18, 1998



Dear Terry:

The Yamhill County Parks and Recreation Division would like to move ahead with acquiring land for the Roger's Landing Expansion Project and would like your help in developing a lease document outlining the agreement between the City of Newberg and the county for leasing tax lot 3229-2800.

We need to proceed with this step of the project as engineering funds have been granted and the engineering phase needs to begin as soon as possible. Please let me know if you will prepare a lease on your preferred form or if John Pinkstaff should prepare one, and what the time line is for council approval. The basic form as we understand it would be a 25 year lease at a minimal cost (such as \$1 per year) which is renewable upon mutual consent. I am enclosing a copy of our lease with Smurfit as an example.

I would like to reiterate that this action is independent of the pending Baker Rock request for rezone of tax lots 3229-2700 and 3230-100, and the property in question would only be used for improvements and expansion of the Roger's Landing Marine Park. It is important to show some movement on this project quickly as our funding is at risk. Please contact me if you need additional information to proceed. You can reach me at home at (541)791-1154 or page me at (503)434-4912 and I will contact you.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Jaymie Mitchell".

Jaymie Mitchell
Roger's Landing Project Coordinator

cc: John Pinkstaff
Ron Huber, Parks Division

Scanned

8/31/2008

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LEASE

43-1518

LEASE made to be effective as of the 16th day of January 1986 by and between PUBLISHERS PAPER CO. ("Lessor"), a Delaware corporation, and YAMHILL COUNTY ("Lessee"), a political subdivision of the State of Oregon.

1. Lessor leases to Lessee the following described real property ("the premises") for an initial term of twenty-five (25) years beginning on the effective date of this lease and ending at midnight on January 15, 2011:

That certain tract located within the Joseph B. Rodgers Donation Land Claim No. 55 in Township 3 South, Range 2 West, Willamette Meridian, in Yamhill County, Oregon more particularly described as follows:

Beginning at a point on the westerly boundary of Lessor's property, said point being south 00°55'55" east 802.20 feet from a 2" iron pipe found in C.S.P. 5056 as being set in C.S.P. 3476 for Spauling Pulp and Paper Co. September 1956; thence south 00°55'55" east 430.39 feet (on the westerly line of the Lessor's property) to a point on the north bank of the Willamette River; thence easterly following the north bank of the Willamette River to a point (the long chord to said point is south 88°42'02" east 488.14 feet); thence north 190.00 feet to a point; thence east 60.00 feet to a point; thence south 200.00 feet to a point; thence continuing easterly along the north bank of the Willamette River to a point (the long chord to said point is south 88°57'53" east 232.47 feet); thence north 59.00 feet; thence north 81°42'39" west 119.37 feet; thence north 9°23'14" west 206.98 feet; thence north 38°31'44" west 288.29 feet, more or less, to the easterly right of way line of County Road Number 160 as located in C.S.P.

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5056; thence in a northwesterly direction along said right-of-way line and the westerly extension thereof, to a point lying on the westerly boundary of Lessor's property and north 00°55'55" west of the point of beginning; thence south 00°55'55" east to the point of beginning.

The foregoing property is further described as being that property outlined in red on the plat marked Exhibit "A," attached hereto and incorporated herein by this reference.

2. This lease shall be automatically renewed for a further term of twenty-five (25) years at the same rent and upon the same terms and conditions (except for this right of renewal), unless either party on or before October 15, 2010 shall give written notice to the other of its intention to surrender or regain possession of the premises, as the case may be.

3. Lessee shall pay as rent for the premises the sum of one dollar (\$1.00) per year payable in full for the entire term on or before the first day of the initial term and on or before the first day of any renewal term. Lessor hereby acknowledges receipt of \$25.00, representing the rent due for the initial 25 year term of this lease.

4. Lessee shall use the premises as a park open to the public for recreational purposes and for no other purpose whatsoever. Lessee shall make no arrangements or agreements for the anchoring or mooring of log rafts, barges, floats or other non-recreational equipment of any kind along the river bank adjacent to the premises.

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5. Lessee shall not have the power to assign this lease or any interest therein. Any attempted assignment shall be void.

6. Lessee shall, in addition to paying rent as aforesaid, pay any and all real property taxes assessed to the premises during the term of this lease; shall comply with all applicable laws and regulations respecting the use of the premises; shall pay for all services or utilities used in the premises during the term of this lease; shall not suffer any strip or waste of the premises; shall maintain the premises in good order and repair during the entire term of the lease; shall not permit any lien to be placed or imposed upon the premises or any part thereof; and shall quit and deliver up the premises at the expiration of said term or upon any sooner termination thereof to Lessor or those having Lessor's estate in the premises, peaceably, quietly and in good order and condition.

7. Lessor shall not be required to make any repairs, alterations, additions or improvements to or upon the premises during the term of this lease.

8. Lessor, by and through its duly authorized agents and representatives, reserves the right at all times to enter into or upon the premises for any lawful purpose, including, but not limited to operating, inspecting, maintaining and

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repairing its pumping station located on property adjacent to the premises and for the purpose of examining the condition of the premises. Lessor further reserves the right to erect any structures it deems appropriate to protect said pumping station and all appurtenances thereto from damage by any cause.

9. Lessee shall maintain the premises in a safe condition suitable for use by the public and shall take all reasonable and appropriate precautions necessary to prevent access by the public to Lessor's pumping station and water intake.

10. Lessee shall indemnify and save harmless Lessor from and against all claims, loss, cost, damage, liability and expense for injury to persons or damage to property from whatever cause or due to any person's entrance on or use of the premises, except for and including any claims, loss, cost, damage, liability or expense for injury to persons or damage to property caused by the negligence or willful conduct of Lessor or Lessor's agents. Lessee shall, at all times during the term of this lease and any renewal thereof, procure and maintain at its own expense, liability insurance in limits of not less than \$100,000 for injury to one person, \$300,000 for injury to two or more persons in one occurrence and \$50,000 for damage to property. If at any time during the term of this lease or any renewal thereof the statutes of the State of Oregon relating to

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tort actions against public bodies (ORS 30.260 to 30.300 or subsequent corresponding provisions) are amended to increase the amounts set forth in ORS 30.270 (or subsequent corresponding provision), then the amount of insurance set forth above shall be automatically increased accordingly. The limits of said insurance shall not, however, limit the liability of Lessee under this lease. Said insurance shall insure both Lessee and Lessor against liability for personal injury and property damage from whatever cause or due to any person's entrance on or use of the premises.

11. (a) Lessee shall have the right to make improvements to the premises only with the advance written consent of Lessor, which consent may not be unreasonably withheld. All such improvements shall be constructed in a good and workmanlike fashion in accordance with any plans therefor submitted to Lessor, shall be maintained in good order and repair during the balance of the lease term, shall become a part of the leased premises and shall, at the expiration or earlier termination of this lease, remain on the premises.

(b) It is the present intention of Lessee to construct improvements on the described premises. The projected total cost of such improvements as set forth in Exhibit "B" is \$175,773.00 (the monetary investment). The aforesaid monetary investment of \$175,773.00, shall be amortized over a period of 50 years, commencing with the date hereof.

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(c) In the event that Lessor exercises its right to regain possession of the premises pursuant to paragraph 2 above after the expiration of the initial 25 year term of this lease, then, and only then, shall Lessor be obligated to reimburse Lessee for one-half of the unamortized balance of the monetary investment.

(d) Lessee may, with the prior approval of Lessor, make such additional site improvements as are deemed appropriate. Such additional site improvements shall be amortized over a term of years mutually determined by Lessor and Lessee. The terms of paragraph 11(c) shall govern the determination of any cost reimbursements.

12. Lessee shall post and maintain notices on the premises notifying the public that the premises are under lease to Yamhill County from Publishers Paper Co. and Lessee shall use the premises in such a way as will not reflect unfavorably upon Lessor.

13. All notices herein required or permitted to be given to or served upon either party hereto by the other party shall be sufficiently given if served personally or if sent by registered or certified mail addressed to such person at the address set forth below.

In the case of notice to Lessor:

Publishers Paper Co.
4000 Kruse Way Place
Lake Oswego, Oregon 97034

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In the case of notice to Lessee:

Yamhill County Board of Commissioners
Yamhill County Courthouse
McMinnville, Oregon 97128

14. In case of the condemnation or appropriation of all or any substantial part of the premises under the laws of eminent domain, this lease may be terminated at the option of either party hereto on twenty (20) days written notice to the other, and in that case Lessee shall be entitled to a refund of rent paid in advance for the period following the date of Lessee's removal from the premises.

15. Lessor, or those having Lessor's estate in the premises, may terminate this lease and enter and repossess the premises and expel Lessee and remove and store Lessee's effects at Lessee's expense, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be available, in the event Lessee shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on Lessee's part to be done, kept, performed and observed and such default shall continue for thirty (30) days or more after written notice of such failure or neglect shall be given to Lessee.

16. In the event Lessee for any reason shall hold over after the expiration of this lease, such holding over shall not be deemed to operate as a renewal or extension of

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this lease, but shall only create a tenancy from month to month which may be terminated at will at any time by Lessor.

17. In case suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this lease, the losing party shall pay such sum as the trial court may adjudge reasonable as attorney's fees to be allowed the prevailing party in such suit or action, and in the event any appeal is taken from any judgment or decree in such suit or action, the losing party shall pay such further sum as the appellate court shall adjudge reasonable as the prevailing party's attorney's fees on such appeal.

18. Any waiver by Lessor of any breach of any covenant herein contained to be kept and performed by Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent Lessor from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise.

19. All rights, remedies and liabilities herein given to or imposed upon either of the parties hereto shall extend to, inure to the benefit of and bind, as the circumstances may require, the successors and, so far as this lease is assignable by the terms hereof, to the assigns of such parties.

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IN WITNESS WHEREOF, this lease has been signed in duplicate as of the day and year first above written.

YAMHILL COUNTY, OREGON

PUBLISHERS PAPER CO.

By *Donald D. Porter*
DONALD D. PORTER, Chairman
Board of Commissioners

By *Winslow H. Buxton*
Winslow Buxton, Vice President

Lessee

Lessor

STATE OF OREGON)
County of Yamhill) ss.

Personally appeared the above-named Donald D. Porter, Chairman of the Yamhill County Board of Commissioners, on the 19th day of March 1986, who acknowledges the foregoing lease to be executed pursuant to the express authority of the Board of Commissioners of Yamhill County, Oregon, a political subdivision of the State of Oregon.

CHARLES STERN
County Clerk

By *Charles Stern*
Deputy

Date: 1986

STATE OF OREGON)
County of Clackamas) ss.

Personally appeared the above-named Winslow Buxton, on the 20th day of March 1986, who, being duly sworn, did say that he is vice president of Publishers Paper Co., a Delaware Corporation, and that the foregoing lease was executed on behalf of

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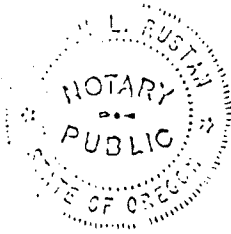
F206P0475

8-29-86

43 1527

said corporation by authority of its board of directors; and acknowledges said instrument to be its voluntary act and deed.

Before me:



Karen L. Rustan
Notary Public for Oregon
My Commission Expires: 5/13/87

1986 AUG 29 AM 9 12

F206P0476

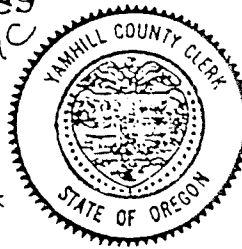
STATE OF OREGON 1 06489

County of Yamhill) ss. *NIC*

I hereby certify that the within was received and duly recorded by me in Yamhill County records:

CHARLES STERN, COUNTY CLERK

Christie



8-29-86

EXHIBIT A

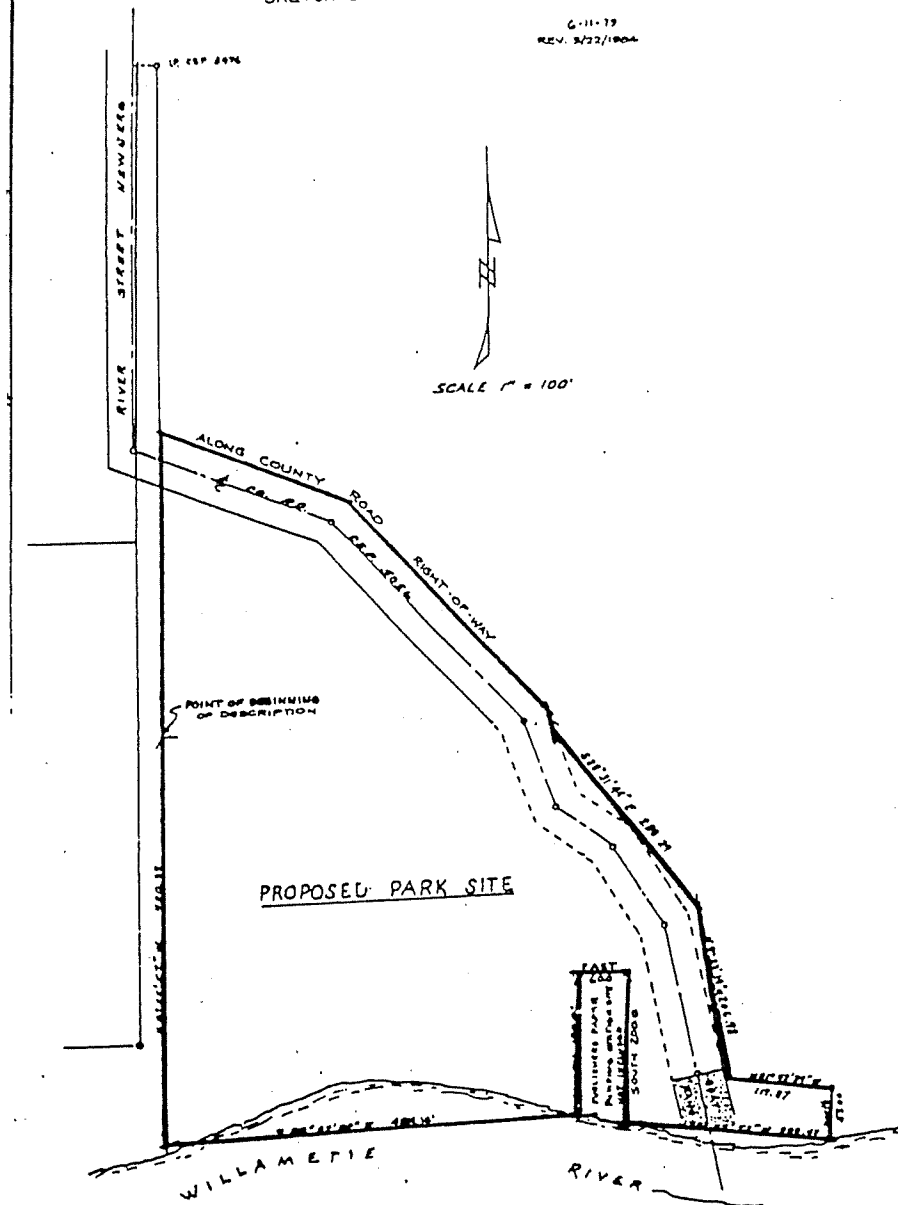
SKETCH OF PROPOSED PARK SITE

G-11-79
REV. 3/22/1994

43-1528

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F206P0477



Original given to
Part -

where is it?

Idun

INTERGOVERNMENTAL AGREEMENT

This agreement is between Yamhill County, a political subdivision of the State of Oregon (herein "County") and the City of Newberg, Oregon, a municipal corporation (herein "City").

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Purpose of Agreement. Pursuant to authority granted by ORS 190.003 - 190.110, this agreement is intended to further cooperation between the parties in the development of Rodger's Landing County Park (herein "park" or "site"). The park is a valuable asset to both parties and its use by the public has increased dramatically in recent years. It is necessary that parameters be established for cooperation between the city and county to insure continued upgrading of park facilities and adjacent city property for the direct benefit of the general public and the recreational boating public.

Duties of City:

2. The use of property owned by city and commonly referred to as Tax Lot 3229-2700 and 3229-2800 is necessary for the full enjoyment by the public of Rodger's Landing County Park. Tax Lot 3229-2700 and the easements described in county Deed and Mortgage Records at book volume 140, page 298, are necessary to provide public access to Tax Lot 3229-2800 and Rodger's Landing County Park during periods of peak use. Tax Lot 3229-2800 is necessary for public park and recreation uses. In recognition of these facts, city shall maintain and defend its right to use the above-described easements for public purposes and its title to Tax Lots 3229-2700 and 3229-2800, or to otherwise insure that these properties will continue to be provided for the above-stated uses so long as Rodger's Landing County Park continues to be dedicated to public park and recreation uses.

3. The parties agree that the public would be served best if city water and sewer is provided to the park. The city therefore agrees to make, in good faith, all reasonable efforts to insure that city water and sewer can be provided to the site.

4. City shall provide preliminary and final engineering services necessary to extend city water and sewer service to the site. Engineering shall include routing, preparation of construction drawings, plans, and specifications. The duty to provide engineering services as specified in this paragraph is contingent upon establishment of governmental authority to provide water and sewer to the site. City shall coordinate with county to insure that engineering services are provided within the time frame of the grant for improvement obtained by county from the State Marine Board.

5. City shall cooperate with county in the development of an overall site drainage plan, and provide 50% of the funding for drainage improvements. The total city outlay for drainage improvements at the park and adjoining city property shall not exceed \$4000.

6. City shall cooperate with county in acquisition of development permits for the site. It is anticipated that fees for water hookup on site will be \$1700 and fees for sewer hookup will total \$2200. City agrees to waive the actual amount of sewer and water connection fees as part of its contribution toward providing a local match of grant funds requested by county from the State Marine Board.

7. City shall participate in the construction of improvements on property under the control of city or county at the site, using city materials, equipment, and labor as agreed between the parties, and as necessary to match grant funds for site improvement.

Duties of County:

8. The use of property owned by Smurfit Corporation and leased to county, commonly referred to as Rodger's Landing County Park, is necessary for the full enjoyment by the public of the park. In recognition of this fact, county agrees to maintain and defend its possessory interest in the area leased from Smurfit Corporation, or otherwise, to the best of its abilities, insure that the property will be perpetually dedicated to public park and recreation uses.

9. County shall participate in the construction of improvements on property under the control of city or county at the site, using materials, equipment, and labor as agreed between the parties and as necessary to match grant funds for site improvement.

10. County shall make application to the State Marine Board for grant funding for improvement of the park, and shall provide administration of such grant if approved.

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12. County shall cooperate with city in its effort to extend city water and sewer service to the park.

13. County shall provide maintenance as necessary to insure that Rodger's Landing County Park and Tax Lot 3229-2800 will function as a quality public recreational asset to the community.

Both Parties Agree:

14. Both parties shall provide maintenance of the easements described in county Deed and Mortgage Records at book volume 140, page 298, and of public access provided across Tax Lot 3229-2700. Maintenance shall be provided to that level necessary to insure safe ingress and egress by the public during periods of peak use by the public of Rodger's Landing County Park.

15. Both parties shall cooperate in future planning and site development proposals regarding the existing Rodger's Landing Park, Tax Lot 3229-2700, the easements described in county Deed and Mortgage Records at book volume 140, page 298, and Tax Lot 3229-2800, and shall coordinate planning and development activities with each other and with affected city, state, and federal agencies. Future grant applications affecting the park or adjacent city property shall be administered by the party making the application.

16. Both parties shall comply with the public contracting provisions of ORS 279.310 to 279.340 to the extent those provisions apply. Any agreements entered into as a result of cooperation between county and city established by this agreement shall be in full compliance with all state, federal, and local laws and ordinances, including public bidding requirements. In order that no violation of the debt limitation on counties imposed by Article XI, Section 10 of the Oregon Constitution is made by county, any goods or services obtained under contract pursuant to the cooperation established in this agreement shall contain a nonappropriation clause allowing the county to cease payment to the vendor without further liability.

17. Both parties agree that contributions by a party toward construction on or improvement of property owned or under the control of the other party does not create a possessory interest in such improvements, nor does it allow the contributing party the right to assert a lien for such improvements.

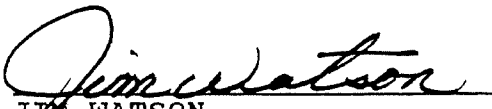
18. To be valid, any modification of this agreement shall be in writing, signed by both parties.

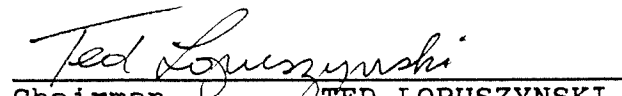
19. The duration of this agreement is perpetual. Either party may terminate this agreement, without cause, by providing six months written notice of termination to the other party.

DATED this 10th day of JUNE, 1988.

CITY OF NEWBERG

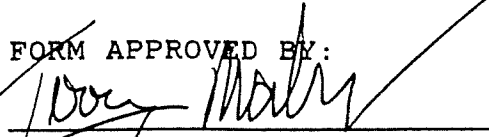
YAMHILL COUNTY

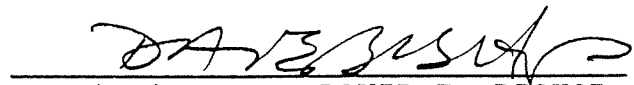

JIM WATSON
Newberg City Manager

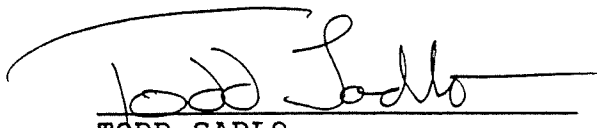

Chairman TED LOPUSZYNSKI


Commissioner DONALD D. PORTER

FORM APPROVED BY:


TERRY MAHR
Newberg City Attorney


Commissioner DAVID E. BISHOP


TODD SADLO
Assistant County Counsel

Accepted by Yamhill County
Board of Commissioners on
6-8-88 by Board Order
88-301.

But -
do not hear can buy much
if so - it shows it and
who are we going to
keep it, - 70

Tony,
we didn't
get original.
File in your
agreement file.
Pam

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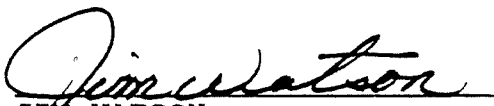
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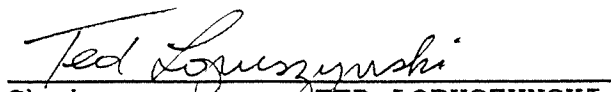
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DATED this 10th day of JUNE, 1988.

CITY OF NEWBERG

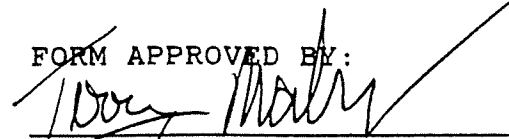
YAMHILL COUNTY


JIM WATSON
Newberg City Manager



Chairman TED LOPUSZYNSKI


Commissioner DONALD D. PORTER

FORM APPROVED BY:


TERRY MAHR
Newberg City Attorney


Commissioner DAVID E. BISHOP


TODD SADLO
Assistant County Counsel

Accepted by Yamhill County
Board of Commissioners on
6-8-88 by Board Order
88-301.

LEASE

CITY OF NEWBERG
CITY RECORDER INDEX NO. 1670

Lease made to be effective as of the 3rd day of ^{JUNE} ~~May~~, 1999, by and between CITY OF NEWBERG ("Lessor"), a political subdivision of the State of Oregon, and YAMHILL COUNTY ("Lessee"), a political subdivision of the State of Oregon.

RECITALS

- A. WHEREAS Yamhill County is the lessee of property used as a county park known as Rogers Landing Park;
- B. WHEREAS the City of Newberg is the owner of two parcels adjacent to Rogers Landing Park which were previously used for the City's wastewater treatment facilities and which has been decommissioned in accordance with DEQ rules and regulations;
- C. WHEREAS, the County has applied for a grant from the Oregon State Marine Board to expand the county park, including expansion of the parking area, with Phase I (engineering) funding expected to be committed by July 1, 2000, and whereas the County intends to apply for a grant for Phase II (construction) with funding expected to be committed by July 1, 2005;
- D. WHEREAS, the Rogers Landing Master Plan Expansion calls for use of the City's property for parking in conjunction with Rogers Land Park; and
- E. WHEREAS, the City and the County desire to allow use of the City's property for such purpose conditioned upon obtaining approval from the Oregon Department of Environmental Quality and obtaining project funding from the State of Oregon.

AGREEMENT

- 1. Effective upon receipt by the City of written authorization from the Department of Environmental Quality allowing the City's property to be used for park expansion and upon receipt by the County of commitment for project funding for the Rogers Landing Park expansion, whichever last occurs, the City and the County agree that the City shall lease to County the following described real property ("the premises") for an initial term of twenty-five (25) years beginning on the effective date of this lease.

The real property described in Exhibit "A" attached hereto and incorporated herein.

- 1.1 This lease agreement shall be null and void and of no further force and effect:
 - a. If, by July 1, 2000, DEQ has not authorized use of the City's property for park expansion;

B.O. 99-369

- b. If, by July 1, 2000, the County has not obtained commitment for project funds for phase I (engineering); or
 - c. If, by July 1, 2005, the County has not obtained commitment for project funds for phase II (construction).
2. This lease shall terminate at the end of twenty-five (25) years from the date of entering into lease. It is the intention of the parties to review the lease prior to the end of that term and evaluate their relationship to determine if the lease shall be renewed or the possession shall be surrendered to the lessor at the end of said term.
 3. Lessee shall pay as rent for the premises the sum of one dollar (\$1.00) per year payable in full for the entire term on or before the first day of the initial term and on or before the first day of any renewal term. Lessor hereby acknowledges receipt of \$25.00, representing the rent due for the initial 25 year term of this lease.
 4. Lessee shall use the premises as a park open to the public for recreational purposes subject to the rules and regulations of the Yamhill County Park Ordinance, Ordinance 619, and no other purpose whatsoever.
 5. Lessee shall not have the power to assign this lease or any interest therein. Any attempted assignment shall be void.
 6. Lessee shall, in addition to paying rent as aforesaid, pay any and all real property taxes assessed to the premises during the term of this lease; shall comply with all applicable laws and regulations respecting the use of the premises; shall pay for all services or utilities used in the premises during the term of this lease; shall not suffer any strip or waste of the premises; shall maintain the premises in good order and repair during the entire term of the lease; shall not permit any lien to be placed or imposed upon the premises or any part thereof; and shall quit and deliver up the premises at the expiration of said term or upon any sooner termination thereof to Lessor or those having Lessor's estate in the premises, peaceably, quietly, and in good order and condition.
 7. Lessor shall not be required to make any repairs, alterations, additions or improvements to or upon the premises during the term of this lease.
 8. Lessor, by and through its duly authorized agents and representatives, reserves the right at all times to enter into or upon the premises for any lawful purpose.
 9. Lessee shall maintain the premises in a safe condition suitable for use by the public.

10. Indemnification .

10.1 The County shall defend, indemnify and hold harmless City, its employees, officers, owners, directors, agents and subcontractors, from and against any and all causes of action, suits, judgments and costs and expenses incidental thereto which any or all of them may hereafter suffer, incur, be responsible for or pay out of with respect to claims by third parties for personal injury, property damage or other loss not alleged to have been caused by pollution, contamination or release of chemicals arising from the city's former waste water treatment plant or other conditions on the property which existed on the effective date of this Lease, to the extent directly or indirectly caused by, or arising from or in connection with the negligent or intentional actions or omission of the County, or its agents, employees, subcontractors, appointed and elected officials. The total sum recoverable under such indemnity shall be limited to the amounts then available from the County's insurance policy. Such indemnity shall be limited to exclude liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, judgments and costs and expenses or attorney fees to the extent they arise as a result of any negligent or intentional actions or omissions of City or its employees, agents, subcontractors, officers, owners or directors.

10.2 The City shall defend, indemnify and hold harmless County, its employees, officers, owners, directors, agents and subcontractors, from and against any and all causes of action, suits, judgments and costs and expenses incidental thereto which any or all of them may hereafter suffer, incur, be responsible for or pay out of with respect to claims by third parties for personal injury, property damage or other loss, including but not limited to injury, damage, loss and environmental damage alleged to have been caused by pollution, contamination or releases from the city's former waste water treatment plant or other conditions on the property which existed on the effective date of this Lease, to the extent directly or indirectly caused by, or arising from or in connection with the negligent or intentional actions or omission of the City, or its agents, employees, subcontractors, appointed and elected officials. The total sum recoverable under such indemnity shall be limited to the amounts then available from the City's insurance policy. Such indemnity shall be limited to exclude liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, judgments and costs and expenses or attorney fees to the extent they arise as a result of any negligent or intentional actions or omissions of County or its employees, agents, subcontractors, officers, owners or directors.

10.3 In the event of any suit against any party indemnified under this section, the indemnifying party shall appear and defend such suit provided that the indemnifying party is notified in a timely manner of the suit. In the event a dispute exists over whether a party is entitled to indemnification, each party shall defend itself until the dispute is resolved. Upon resolution of the indemnification dispute, the prevailing party shall be entitled to indemnification for its defense costs incurred prior to resolution.

10.4 If any claims indemnified against under this section have the potential for coverage under any insurance, then the indemnities set forth in this Agreement shall be limited as follows:

(a) The indemnity shall apply to the extent the amount of any indemnified claim exceeds all amounts collectable under any insurance covering such claim.

(b) The indemnifying party shall not be obligated to pay for the defense of any claim or suit that any insurer has a duty to defend. If no insurer defends then the indemnifying party shall, to the extent obligated to do so by this Agreement, pay for the defense, but shall be entitled to the insured's rights against all insurers with a potential for coverage of such claim.

10.5 Once the indemnified party has exhausted all recovery under all insurance, the indemnifying party shall pay only the amount of the loss, if any, that exceeds the total amount that all insurance has paid for the loss.

10.6 For all costs and expenses related to third-party claims, City and County shall first make and pursue claims against any available insurance coverage. Nothing in this Agreement shall constitute a waiver or relinquishment of any claims which the parties may have against insurers, nor shall any provision of this Agreement waive or relinquish any subrogation or contribution rights that the parties or their insurers may have against another insurer or other potentially liable party. Any monies received from the insurers shall be used to pay any claims covered by such insurance and reimburse the insured for all reasonable costs and expenses, including attorneys' fees, expended by it to seek recovery of sums from its insurers.

10.7 Insurance. Lessor and Lessee shall, at all times during the term of this lease and any renewal thereof, procure and maintain at its own expense, liability insurance in limits of not less than \$100,000 for injury to one person, \$500,000 for injury to two or more persons in one occurrence, and \$50,000 for damage to property. If at any time during the term of this lease or any renewal thereof the statutes of the State of Oregon relating to tort actions against public bodies (ORS 30.260 to 30.300 or subsequent corresponding provisions) are amended to increase the amounts set forth in ORS 30.270 (or subsequent corresponding provision), then the amount of insurance set forth above shall be automatically increased accordingly.

11 Improvements.

11.1 Lessee shall have the right to make improvements to the premises only with the advance written consent of the Lessor, which consent may not be unreasonably withheld. All such improvements shall be constructed in a good and workmanlike fashion in accordance with any plans therefor submitted to Lessor, shall be maintained in good order, and repair during the balance of the lease term, shall become part of the leased premises and shall, at the expiration or earlier termination of this lease, remain on the premises.

11.2 Lessee may, with prior approval of Lessor, make such additional site improvements as are deemed appropriate. The terms of paragraph 11(b) shall govern the determination of any cost reimbursements.

11.3 Upon termination of this agreement, Lessee may leave the parking area in place and shall not be required to return the property to the condition it was in before the parking area was created.

12. Lessee shall post and maintain notices on the premises notifying the public that the premises are under lease to Yamhill County from the City of Newberg and Lessee shall use the premises in such a way as will not reflect unfavorably upon Lessor.
13. All notices herein required or permitted to be given to or served upon either party hereto by the other party shall be sufficiently given if served personally or if sent by registered or certified mail addressed to such persons at the address set forth below.

In the case of notice to Lessor:

City Manager
City of Newberg
PO Box 970
115 South Howard Street
Newberg, Oregon 97132

In the case of notice to Lessee:

Yamhill County Board of Commissioners
535 East 5th Street
McMinnville, Oregon 97128

14. Lessor may terminate this lease and enter and repossess the premises and expel Lessee and remove and store Lessee's effects at Lessee's expense, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be available, in the event Lessee shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on Lessee's part to be done, kept, performed, and observed and such default shall continue for thirty (30) days or more after written notice of such failure or neglect shall be given to Lessee. In the event Lessee for any reason shall hold over after the expiration of this lease, such holding over shall not be deemed to operate as a renewal or extension of this lease, but shall only create a tenancy from month to month which may be terminated at will at any time by Lessor.
15. Lessee may terminate this lease upon giving 30 days written notice to Lessor.
16. In case suit or action is instituted to enforce compliance with any of the terms, covenants, or conditions of this lease, and any appeal, each party shall be responsible for their own attorney's fees.
17. Any waiver by Lessor of any breach of any covenant herein contained to be kept and performed by Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent Lessor from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise.

18. All rights, remedies and liabilities herein given to or imposed upon either of the parties hereto shall extend to, inure to the benefit of and bind, as the circumstances may require, the successors and, so far as this lease is assignable by the terms hereof, to the assigns of such parties.

IN WITNESS WHEREOF, this lease has been signed in duplicate as of the day and year first above written.

YAMHILL COUNTY, OREGON

By Robert Johnstone
Robert Johnstone, Chairman
Board of Commissioners

CITY OF NEWBERG, OREGON

By Duane R. Cole
Duane R. Cole, City Manager

APPROVED AS TO FORM AND CONTENT:

By John C. Pinkstaff
John C. Pinkstaff
Assistant County Counsel

APPROVED AS TO FORM AND CONTENT:

By Terrence D. Mahr
Terrence D. Mahr
City Attorney

Accepted by Yamhill County
Board of Commissioners on
6-3-99 by Board Order
99-369 .

KNOW ALL MEN BY THESE PRESENTS, That we, JOHN P. MACAULAY and ELSIE T. MACAULAY, husband and wife,

hereinafter called the grantor, for the consideration hereinafter stated, to Acceptor paid by CITY OF NEWBERG, a municipal corporation

hereinafter called the grantee, does hereby grant, bargain, sell and convey unto the said grantor and grantee's heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Yamhill and State of Oregon, described as follows, to-wit:

That portion of the Joseph B. Rogers Donation Land Claim No. 59, lying within Township 3 South, Range 2 West of the Willamette Meridian, Yamhill County, Oregon, described as follows:

Beginning at a point that is 29.84 chains West and 17.09 chains North of the Southeast corner of said Claim, said point being the Northeast corner of the tract conveyed to Reuben R. Johnson by deed recorded in Book 122, at Page 488, Deed Records, and being the second of the two tracts described in said deed; thence South, along the East line of said Johnson tract, 250 feet to the Southeast corner of the tract conveyed to the City of Newberg by deed recorded in Book 140, at Page 298, Deed Records, said point being the true point of beginning hereof; thence West, along the South line of said City tract, 350 feet to the Southwest corner thereof; thence South, parallel with the East line of said Johnson tract, 350 feet; thence East, parallel with the North line of said Johnson tract, 350 feet to the East line thereof; thence North, along said East line, 350 feet to the true point of beginning.

SUBJECT to rights of the public in and to that portion of the property lying within roads and highways.

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever.

And said grantor hereby covenants to and with said grantee and grantee's heirs, successors and assigns, that grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrance

and that grantor will warrant and forever defend the above granted premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$3000.00

In construing this deed and where the context so requires, the singular includes the plural.
WITNESS grantor's hand this 30 day of July, 1969

John P. Macaulay
Elsie T. Macaulay

STATE OF OREGON, County of Yamhill ss. August 19, 1969

Personally appeared the above named John P. Macaulay and Elsie T. Macaulay, husband and wife

and acknowledged the foregoing instrument to be their voluntary act and deed.

Before me: Clara E. McLean
Notary Public for Oregon

My commission expires March 25, 1971

WARRANTY DEED

JOHN P. MACAULAY and

ELSIE T. MACAULAY,
husband and wife

CITY OF NEWBERG, a
municipal corporation

AFTER RECORDING RETURN TO

George H. Layman
Attorney at Law
125 N. Washington
Newberg, Oregon

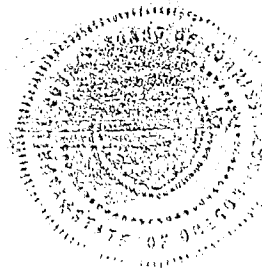
STATE OF OREGON.

514

County of Yamhill ss.

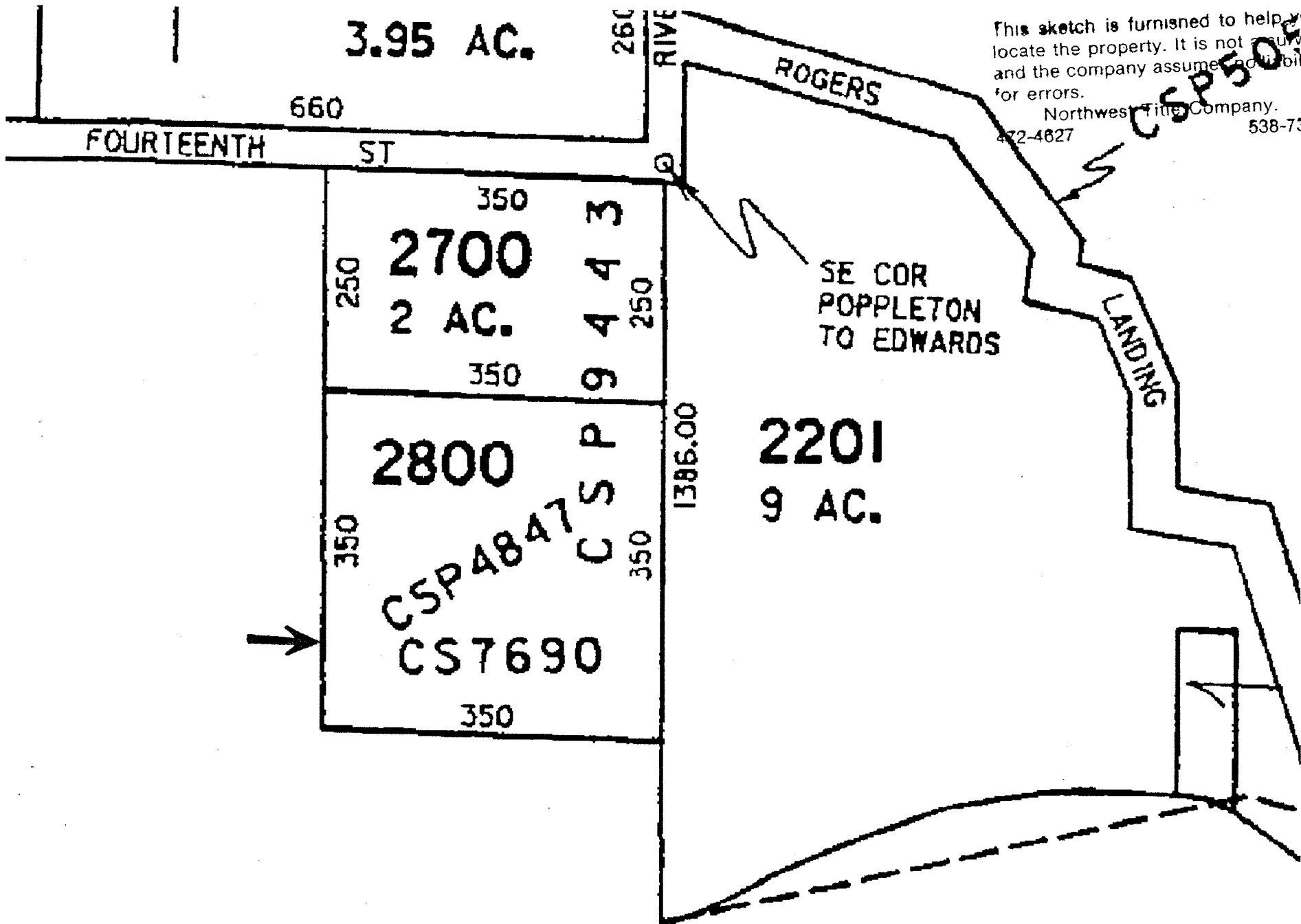
I certify that the within instrument was received for record on the 17 day of August, 1969, at 9:07 o'clock A.M. and recorded in Book 74 on page 1777.

Record of Deeds of said County.
Witness my hand and seal of County Office.



Jack Bunker
County Clerk Title
or Linda H. Bunker

Exhibit "A" 1/4



This sketch is furnished to help you locate the property. It is not a survey and the company assumes no liability for errors.

Northwest Title Company.

472-4827

538-7381

CSP501

Exhibit "A" 2/4

Northwest Title Company

McMinnville Office
P.O.Box 1239
445 Third Street
McMinnville, OR 97128
Tel (503) 472-4627 / 538-8354
Fax (503) 434-4432

Newberg Office
P.O.Box 746
515 E. Hancock
Newberg, OR 97132
Tel (503) 538-7361
Fax (503) 538-0723

= M E T R O S C A N P R O P E R T Y P R O F I L E = Yamhill County

Prepared For: Dawn Wilson

:
: 537 1277
:

D 537-1206

Prepared By : Toni

Date: 06/03/99

Add. Comments : Thank you for choosing
Northwest Title Company

=====

OWNERSHIP INFORMATION

=====

Parcel Number: 067402 R: 02W T: 03S S: 29 Q: QQ:
Ref Parcel : R3229 02800
Owner : NEWBERG CITY OF
CoOwner :
Site Address : *NO SITE ADDRESS*
Mail Address :
Telephone : Owner Tenant
Legal : 2.82 AC SEC 29 T3S R2W
 :

=====

SALES AND LOAN INFORMATION

=====

Transferred:	Loan Amount :
Document # : 76-1777	Lender :
Sale Price :	Loan Type :
Deed Type :	Interest Rate:
% Owned :	Vesting Type :

=====

ASSESSMENT AND TAX INFORMATION

=====

	RMV	MAV		TAXES
Land	: \$45,387	\$45,387	Exempt Type	: OTHER
Structure	:		Levy Code	: 29.2
Total	: \$45,387	\$45,387	98-99 Taxes	:
% Improved:			Taxes	:
			Taxes	:

Page: 1 of 2

This title information has been furnished, without charge, in conformance with the guidelines approved by the State of Oregon Insurance Commissioner. The Insurance Division cautions intermediaries that this service is designed to benefit the ultimate insureds; indiscriminate use only benefiting intermediaries will not be permitted. Said services may be discontinued. No liability is assumed for any errors in this report.

Exhibit A" 3/4

NORTHWEST TITLE COMPANY
445 Third Street McMinnville, OR 97128
Phone (503) 472-4627 Fax (503) 434-4432
= M E T R O S C A N P R O P E R T Y P R O F I L E =
Yamhill County

Parcel Number: R3229 02800

=====

PROPERTY CHARACTERISTICS

=====

.....
* Bedrooms :	Building SF:	Lot Acres :2.82
* Bathrooms :	Living SF :	Lot SqFt :122,839
* FirePlace :	1st FloorSF:	Foundation:
* FirePlace2:	2nd FloorSF:	Wall Matl :
* Heat/AC :	2nd+FloorSF:	Roof Matl :
* Heat/AC 2 :	Cellar SF :	Roof Shape:
* Dishwasher:	BsmtTotalSF:	Floor Cvr :
* Hood/Fan :	Garage SqFt:	Floor Base:
* Microwave :	Garage Type:	Year Built:
* Grbg Disp :		

Appliances

Mobile Home

ID Number :	Dimensions:
Title :	Skirt :
Make :	

Farm Buildings	Units
----------------	-------

The Information Provided Is Deemed Reliable, But Is Not Guaranteed.

Exhibit "A" 4/41

Northwest Title Company

McMinnville Office

P.O.Box 1239

445 Third Street

McMinnville, OR 97128

Tel (503) 472-4627 / 538-8354

Fax (503) 434-4432

Newberg Office

P.O.Box 746

515 E. Hancock

Newberg, OR 97132

Tel (503) 538-7361

Fax (503) 538-0723

= M E T R O S C A N P R O P E R T Y P R O F I L E =
Yamhill County

Exhibit "A"
to LEASE

Prepared For: Dawn Wilson

:

: 537 1277

:

537-1206

Prepared By : Toni

Date: 06/03/99

Add. Comments : Thank you for choosing
Northwest Title Company

=====

OWNERSHIP INFORMATION

=====

Parcel Number: 067402 R: 02W T: 03S S: 29 Q: QQ:
Ref Parcel : R3229 02800
Owner : NEWBERG CITY OF
CoOwner :
Site Address : *NO SITE ADDRESS*
Mail Address :
Telephone : Owner Tenant
Legal : 2.82 AC SEC 29 T3S R2W

=====

SALES AND LOAN INFORMATION

=====

Transferred: Loan Amount :
Document # : 76-1777 Lender :
Sale Price : Loan Type :
Deed Type : Interest Rate :
% Owned : Vesting Type :

=====

ASSESSMENT AND TAX INFORMATION

=====

	RMV	MAV	TAXES
Land	: \$45,387	\$45,387	Exempt Type : OTHER
Structure	:		Levy Code : 29.2
Total	: \$45,387	\$45,387	98-99 Taxes :
% Improved:			Taxes :
			Taxes :

Page: 1 of 2

This title information has been furnished, without charge, in conformance with the guidelines approved by the State of Oregon Insurance Commissioner. The Insurance Division cautions intermediaries that this service is designed to benefit the ultimate insureds; indiscriminate use only benefiting intermediaries will not be permitted. Said services may be discontinued. No liability is assumed for any errors in this report.

NORTHWEST TITLE COMPANY

445 Third Street McMinnville, OR 97128
 Phone (503) 472-4627 Fax (503) 434-4432
 = M E T R O S C A N P R O P E R T Y P R O F I L E =
 Yamhill County

* * * * *

* Parcel Number:R3229 02800 * * * * *

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* PROPERTY CHARACTERISTICS * * * * *

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* Bedrooms : Building SF: Lot Acres :2.82 * * * * *

* Bathrooms : Living SF : Lot SqFt :122,839 * * * * *

* FirePlace : 1st FloorSF: Foundation: * * * * *

* FirePlace2: 2nd FloorSF: Wall Matl : * * * * *

* Heat/AC : 2nd+FloorSF: Roof Matl : * * * * *

* Heat/AC 2 : Cellar SF : Roof Shape: * * * * *

* Dishwasher: BsmtTotalSF: Floor Cvr : * * * * *

* Hood/Fan : Garage SqFt: Floor Base: * * * * *

* Microwave : Garage Type: Year Built: * * * * *

* Grbg Disp : * * * * *

* * * * *

* Appliances * * * * *

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* ID Number : Dimensions: * * * * *

* Title : Skirt : * * * * *

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* Farm Buildings Units * * * * *

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SE COR
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LANDING

property. It is not an assumption of liability.
Title Company.
538-73



KNOW ALL MEN BY THESE PRESENTS, That we, JOHN P. MACAULAY and ELISIE T. MACAULAY, husband and wife,

hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by CITY OF NEWBERG, a municipal corporation

hereinafter called the grantee, does hereby grant, bargain, sell and convey unto the said grantee and grantee's ~~XXXX~~ successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Yamhill and State of Oregon, described as follows, to-wit:

That portion of the Joseph B. Rogers Donation Land Claim No. 55, 1/4 lying within Township 3 South, Range 2 West of the Willamette Meridian, Yamhill County, Oregon, described as follows:

Beginning at a point that is 29.84 chains West and 17.09 chains North of the Southeast corner of said Claim, said point being the Northeast corner of the tract conveyed to Reuben R. Johnson by deed recorded in Book 122, at Page 488, Deed Records, and being the second of the two tracts described in said deed; thence South, along the East line of said Johnson tract, 250 feet to the Southeast corner of the tract conveyed to the City of Newberg by deed recorded in Book 140, at Page 298, Deed Records, said point being the true point of beginning hereof; thence West, along the South line of said City tract, 350 feet to the Southwest corner thereof; thence South, parallel with the East line of said Johnson tract, 350 feet; thence East, parallel with the North line of said Johnson tract, 350 feet to the East line thereof; thence North, along said East line, 350 feet to the true point of beginning.

SUBJECT to rights of the public in and to that portion of the property lying within roads and highways.

To Have and to Hold the same unto the said grantee and grantee's ~~XXXX~~ successors and assigns forever.

And said grantor hereby covenants to and with said grantee and grantee's ~~XXXX~~ successors and assigns, that grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances

and that grantor will warrant and forever defend the above granted premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$3000.00

In construing this deed and where the context so requires, the singular includes the plural.

WITNESS grantor's hand this 30 day of July, 1969

John P. Macaulay
Elsie T. Macaulay

STATE OF OREGON, County of Yamhill) ss. August 19, 1969

Personally appeared the above named John P. Macaulay and Elsie T. Macaulay, husband and wife

and acknowledged the foregoing instrument to be their voluntary act and deed.

Before me: Clara E. Nelson

Notary Public for Oregon

My commission expires May 25, 1970

WARRANTY DEED

JOHN P. MACAULAY and

ELISIE T. MACAULAY,
husband and wife

CITY OF NEWBERG, a

municipal corporation

AFTER RECORDING RETURN TO

George H. Layman
Attorney at Law
115 N. Washington
Newberg, Oregon

STATE OF OREGON.

514

County of Yamhill } ss.

I certify that the within instrument was received for record on the 27 day of August, 1969, at 9:07 o'clock A.M., and recorded in book 76 on page 1777.

Record of Deeds of said County.

Witness my hand and seal of County Office.

Jack Butler

County Clerk Title

By Sandra Ullrich Deputy.



KNOW ALL MEN BY THESE PRESENTS, That we, JOHN P. MACAULAY and ELSIE T. MACAULAY, husband and wife, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by CITY OF NEWBERG, a municipal corporation.

hereinafter called the grantee, does hereby grant, bargain, sell and convey unto the said grantee and grantee's heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Yamhill and State of Oregon, described as follows, to-wit:

That portion of the Joseph B. Rogers Donation Land Claim No. 55, lying within Township 3 South, Range 2 West of the Willamette Meridian, Yamhill County, Oregon, described as follows:

Beginning at a point that is 29.84 chains West and 17.09 chains North of the Southeast corner of said Claim, said point being the Northeast corner of the tract conveyed to Reuben R. Johnson by deed recorded in Book 122, at Page 488, Deed Records, and being the second of the two tracts described in said deed; thence South, along the East line of said Johnson tract, 250 feet to the Southeast corner of the tract conveyed to the City of Newberg by deed recorded in Book 140, at Page 298, Deed Records, said point being the true point of beginning hereof; thence West, along the South line of said City tract, 350 feet to the Southwest corner thereof; thence South, parallel with the East line of said Johnson tract, 350 feet; thence East, parallel with the North line of said Johnson tract, 350 feet to the East line thereof; thence North, along said East line, 350 feet to the true point of beginning.

SUBJECT to rights of the public in and to that portion of the property lying within roads and highways.

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever.

And said grantor hereby covenants to and with said grantee and grantee's heirs, successors and assigns, that grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrance.

and that grantor will warrant and forever defend the above granted premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$3000.00.

In construing this deed and where the context so requires, the singular includes the plural.

WITNESS grantor's hand this 30 day of July, 1969.

John P. Macaulay
Elsie T. Macaulay

STATE OF OREGON, County of Yamhill) ss. August 19, 1969

Personally appeared the above named John P. Macaulay and Elsie T. Macaulay, husband and wife.

and acknowledged the foregoing instrument to be their voluntary act and deed.

Before me: Clara E. Nelson

Notary Public for Oregon

My commission expires May 20, 1971

WARRANTY DEED

JOHN P. MACAULAY and

ELSIE T. MACAULAY,
husband and wife

CITY OF NEWBERG, a
municipal corporation

AFTER RECORDING RETURN TO

George H. Layman
Attorney at Law
115 N. Washington
Newberg, Oregon

STATE OF OREGON,

514

County of Yamhill

I certify that the within instrument was received for record on the 17 day of August, 1969, at 9:07 o'clock A.M., and recorded in book 76 on page 1777. Record of Deeds of said County.

Witness my hand and seal of County of Yamhill.

Jack Butler
County Clerk Title.
By Sandra Ullrich Deputy.



RESOLUTION NO. 99-2174

CITY OF NEWBERG
CITY RECORDER INDEX NO. _____

A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A LEASE WITH THE YAMHILL COUNTY ALLOWING THE CITY'S PROPERTY TO BE USED FOR THE ROGER'S LANDING MARINE PARK EXPANSION.

ROGER'S LANDING MARINE PARK - TAX LOT NO.: 3229-2800

RECITALS:

1. The City of Newberg owns property adjacent to the present Roger's Landing Marine Park on the Willamette River. This property was previously used as its sewer treatment plant.
2. Roger's Landing Marine Park is a County facility which is funded through funds from the Oregon State Marine Board.
3. The expansion of Roger's Landing Marine Park calls for use of the City's property for parking in conjunction with the Roger's Landing Marine Park. The City wishes to enter into a Lease Agreement with the County in order to allow the County to use its property for the expansion of Roger's Landing Marine Park.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEWBERG AS FOLLOWS:

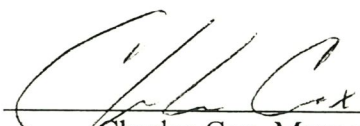
1. That the City Manager is instructed and authorized to enter into the attached lease agreement with the Yamhill County for the lease of the property (tax lot no. 3229-2800) to be used for the Roger's Landing Marine Park Expansion. The Lease Agreement is attached to this Resolution as Exhibit "A" and is hereby incorporated.
2. The City Manager is hereby authorized and directed to do all necessary acts to negotiate and finalize a contract, sign all necessary documents, and perform any other necessary tasks to enter into a contract with Yamhill County to use Roger's Landing Marine Park Expansion. The contract shall be approved as to form and content by the City Attorney.

ADOPTED by the City Council of the City of Newberg this 3rd day of May, 1999.



Duane R. Cole, City Manager

ATTESTED by the Mayor this 7 day of May, 1999.



Charles Cox, Mayor

**AMENDMENT NO. 1
LEASE
(Yamhill County and the City of Newberg)**

THIS AMENDMENT NO. 1 ("Amendment #1") shall be made effective as of the last date set forth adjacent to the signatures of the parties below, between the **CITY OF NEWBERG**, a municipal corporation of the State of Oregon ("Lessor") and **YAMHILL COUNTY**, a political subdivision of the State of Oregon ("Lessee").

RECITALS:

WHEREAS, Lessor and Lessee are parties to a certain agreement, dated June 3, 1999 and approved under City of Newberg, City Recorder Index No. 1670, memorialized in Yamhill County records as Board Order 99-369 (the "Lease"), pursuant to which Lessee leases certain real property owned by Lessor for a portion of the Yamhill County park known as Rogers Landing Park (the "Property"), as further described in the Lease; and

WHEREAS, Lessor and Lessee now desire to modify the Lease upon the terms and conditions as set forth herein; and now, therefore

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Section 2 of the Lease is hereby amended to include the following language:
2. The term of this Lease is hereby extended through June 30, 2025.


Except as otherwise expressly modified by the terms of this Amendment #1, all other terms and conditions of the Lease are still in full force and effect. Both parties certify that the representations, warranties and certifications contained in the Lease are true and correct as of the effective date of this Amendment #1 and with the same effect as though made at the time of the Lease.

[SIGNATURE PAGE TO FOLLOW]

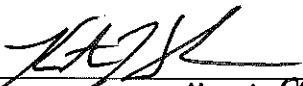
IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be signed by their duly authorized representatives the day and year first written above.

Lessor
City of Newberg

Lessee
Yamhill County

BY: 
Print Name: Will Worthey
Title: City Manager

Digitally signed by Will Worthey
DN: cn=City of Newberg, o=Will Worthey,
email=willworthey@newbergoregon.gov
Reason: I have reviewed this document
Location: your signing location here
Date: 2024.04.01 07:58:44-0700
Post-PhotonPDF Version: 10.1.12

BY: 
Print Name: Kenneth Huffer
Title: Administrator

DATE: 4/1/2024

DATE: 4/24/24

APPROVED AS TO FORM:

BY: James M. Walker
City Attorney

Digitally signed by James M. Walker
Date: 2024.04.02 11:31:28 -0700

APPROVED AS TO FORM:

BY: 
County Counsel

**AMENDMENT NO. 2
LEASE
(Yamhill County and the City of Newberg)**

THIS AMENDMENT NO. 2 (“Amendment #2”) shall be made effective as of the last date set forth adjacent to the signatures of the parties below, between the **CITY OF NEWBERG**, a municipal corporation of the State of Oregon (“Lessor”) and **YAMHILL COUNTY**, a political subdivision of the State of Oregon (“Lessee”).

RECITALS:

WHEREAS, Lessor and Lessee are parties to a certain agreement, dated June 3, 1999 and approved under City of Newberg, City Recorder Index No. 1670, memorialized in Yamhill County records as Board Order 99-369 (the “Lease”), pursuant to which Lessee leases certain real property owned by Lessor for a portion of the Yamhill County park known as Rogers Landing Park (the “Property”), as further described in the Lease; and

WHEREAS, the Lease was first amended effective April 24, 2024, to extend the Lease through June 30, 2025.

WHEREAS, Lessor and Lessee now desire to further modify the Lease upon the terms and conditions as set forth herein; and now, therefore

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Section 2 of the Lease is hereby amended to include the following language:

“2. The term of this Lease is hereby extended through June 30, 2031.”

Except as otherwise expressly modified by the terms of this Amendment #1, all other terms and conditions of the Lease are still in full force and effect. Both parties certify that the representations, warranties and certifications contained in the Lease are true and correct as of the effective date of this Amendment #1 and with the same effect as though made at the time of the Lease.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be signed by their duly authorized representatives the day and year first written above.

Lessor
City of Newberg

Lessee
Yamhill County

BY: _____
Print Name: _____
Title: _____

BY: _____
Print Name: _____
Title: _____

DATE: _____

DATE: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

BY: _____
City Attorney

BY: _____
County Counsel

REQUEST FOR COUNCIL ACTION



Date Action Requested: (April 7, 2025)

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2025-3968	
Subject: Resolution sunseting Fund 14 Economic Development once CET and Affordable Housing Funds have been fully dispersed and moving remaining activity into the General Fund.	Staff: Kady Strode Department: Finance File No.
Business Session	Order On Agenda: New Business
Hearing Type: N/A	

Recommendation: Adopt Resolution No. 2025-3968.

Executive Summary: Fund 14 Economic Development was originally created as a vehicle to hold Construction Excise Tax (CET) funds and currently holds three piles of funding – CET, Affordable Housing, and Economic Development. CET revenue was sunset by ORD 2023-2917 and with the Community Development Block Grant (CDBG) completing its final grant draw in fiscal year 2024-2025, there will be minimal new revenue sources coming into the fund as well as no new expenditures occurring beyond finish out distributions of CET and Affordable Housing. Any additional Economic Development can be moved to the General Fund for future considerations.

Fiscal Impact: Without CET revenue or the CDBG Grant, Fund 14 has very little other revenue sources. Currently it has Business License Fees which are expected to bring in approximately \$40,000 this fiscal year. This and any other additional economic development revenue can be moved to the General Fund since this is where Community Development Planning staff are paid from and are the staff members who perform work related to Economic Development.

Strategic Assessment: The City wishes to follow the Governmental Accounting Standards Board (GASB) and fund accounting which recommends a government uses the least number of funds possible.

RESOLUTION No. 2025-3968

A Resolution sunsetting Fund 14 Economic Development once CET and Affordable Housing Funds have been fully dispersed and moving remaining activity into the General Fund.

Recitals:

1. WHEREAS, Fund 14 Economic Development was originally created to separately identify CET revenue and disbursements, which have now been sunset by ORD 2023-2917.
2. WHEREAS, the remaining CET and Affordable Housing funds will be disbursed and no new revenue sources will be placed into Fund 14 so as the fund can be closed out once these funds have been spent.
3. WHEREAS, any funds related to Economic Development can live in the General Fund which is where staffing related to its work is also paid out of.

Effective Date of this resolution is the day after the adoption date, which is: April 8, 2025.

Adopted by the City Council of Newberg, Oregon, this 7th day of April, 2025.

Rachel Thomas, City Recorder

Attest by the Mayor this _____ day of April, 2025.

Bill Rosacker, Mayor

REQUEST FOR COUNCIL ACTION



Date Action Requested: (April 7, 2025)

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Proclamation <input type="checkbox"/>	
Subject: A motion seeking council approval of a semi-permanent street closure at the junction of E. Illinois and Main Street.	Staff: CM Department: Administration and Engineering
Business Session	Order On Agenda: New Business

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

NA

Recommendation:

While the expenditures involved in this potential action are within the CMs spending limit staff would like a motion to proceed to determine the will of council. Staff recommends the approval of the motion below:

“I move that staff are granted permission to work on a semi-permanent street closure at E. Illinois and Main in the interests of traffic safety”.

Executive Summary:

For many years residents living on Main Street and E Illinois have fielded complaints to the Traffic safety Commission or the city engineering department about the challenges of the “very short” intersection between main and the 240-state highway.

The Kittleson Associates analysis in 2023 of existing conditions found that the project intersection of N Main Street / Illinois Street does not currently meet the City’s performance target. It went on to say that drivers experiencing the highest delays on the southbound (stop-controlled) approach

After a sober look at our budget and the remote possibility that ODOT would pay for a house to be demolished, or a signalized intersection, staff decided to look at other options. A semi-permanent closure of E Illinois at the junction with Main Street would accomplish the safety objective at a fraction of the cost of road re-alignment or building a signalized intersection or roundabout.

Fiscal Impact:

The anticipated cost will be in the region of \$20,000 already budgeted in this year capital improvement program. This action is a substitute for a pointless engineering survey and design exercise that would have cost north of \$100,000.

Council Goals:

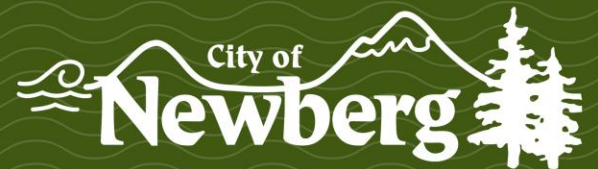
Broadly this falls within the continuing Goal 3: Enhance community safety.

The process taken to date falls within Goal 4: Create and maintain a high level of transparency with our residents in order to build trust.

Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Jurisdiction (if not City)
5/10/2019	2019-010	Resident expressed concern with cars intending to make right turns from E Illinois (WB) onto N Main (NB) are passing cars on the right that are waiting to make left turns from E Illinois (WB) onto N Main (SB), often without out stopping.	Informed resident about the future intersection study (FY 20/21)	Ongoing	5/10/2019	Traffic	Illinois	ODOT - OR 240 and City
10/28/2024	2024-16	Resident provided public comment at the TSC meeting regarding concerns with the the Illinois/N Main/ Highway 240 intersection included multiple difficulties when travelling through the intersection. These included vehicles entering and then blocking the intersection when waiting to turn. Believes that the addition of signs or markings noting not to block the intersection would help address the concerns.	A previous planned project had been cancelled due to the lack of road funds and that the City Manager had indicated that he expects this intersection to be addressed in the future.	Ongoing	12/6/2024	Traffic	N Main / Highway 240	ODOT - OR 240and City
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Jurisdiction (if not City)
10/5/2017	2017-015	Concerns and questions regarding: speeding, signage, engine braking noise violations along Illinois St. near City limits.	Looking into issues including coordination with ODOT. Intends to attend future TSC meeting. Associated with concern raised by other residents. Provided resident with information from ODOT regarding process to request unmuffled engine breaking signage. Coordinated with NDPD for setup of radar trailer and speed/noise enforcement.	No Further Action Taken		Traffic and Speed	Illinois / OR 240	ODOT - OR 240
11/13/2017	2017-021	Concern with speeding and noise on Illinois St near City limits. Requested speed survey.	Looking into issues, including coordination with ODOT for requesting installation of No Engine Braking signage. Associated with concern raised by Randy Higley. Provided Randy with information from ODOT regarding process to request unmuffled engine breaking signage. Coordinated with NDPD for setup of radar trailer and speed/noise enforcement.	No Further Action Taken		Traffic and Speed	Illinois / OR 240	ODOT - OR 240

E Illinois Potential Closure

A Council Discussion Item with an Associated Motion



The Problem

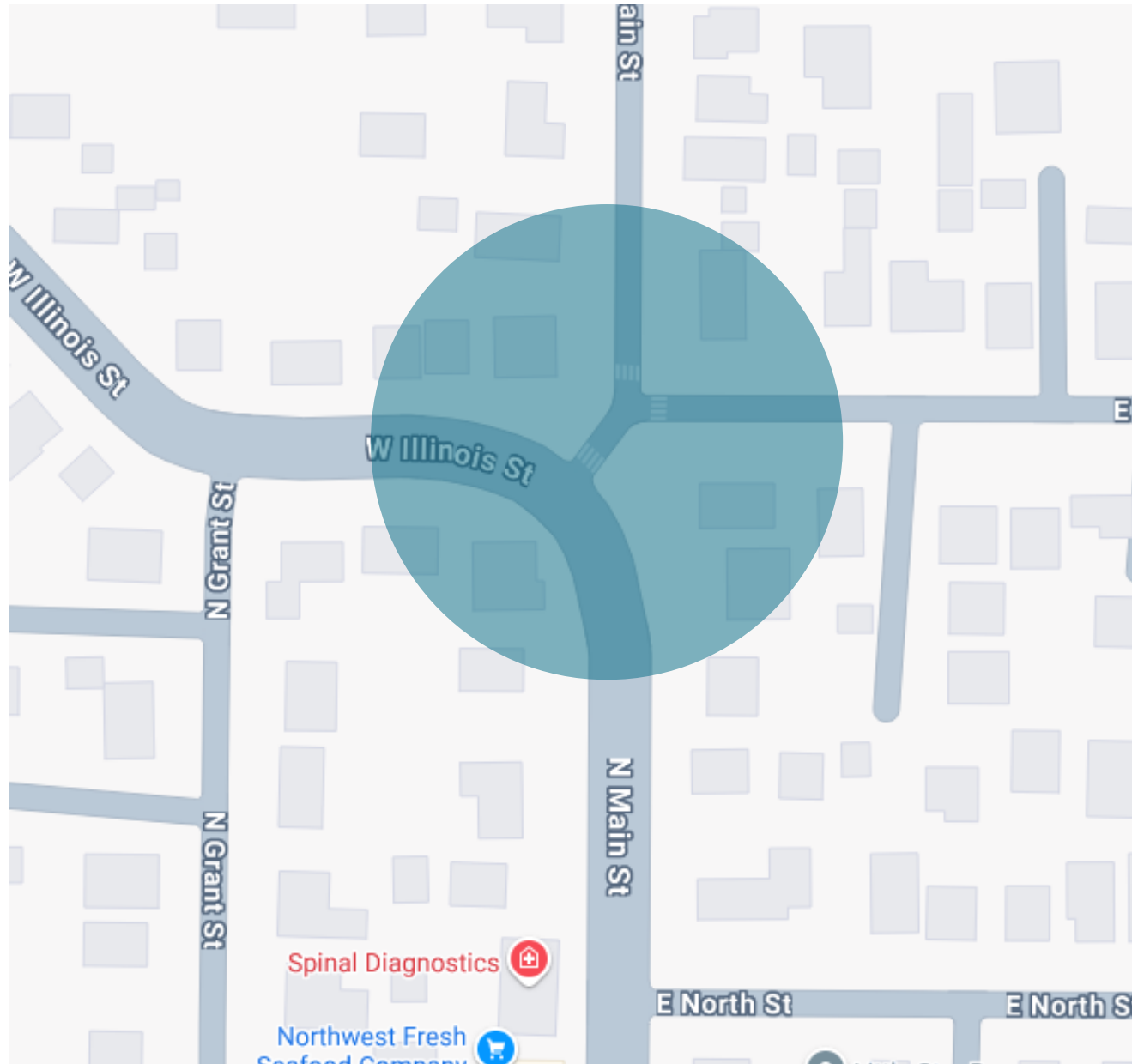
For many years residents living on main street and E Illinois have fielded complaints to the Traffic safety Commission or the city engineering department about the challenges of the “very short” intersection between main and the 240-state highway.

While there have been many near misses recorded at the intersection there have been very few actual collisions at the intersection of 240 and main / Illinois.

On the next slide is a map of the area in question & recent crash data.

The key issue is this difficult to navigate junction of three roads.

When traffic backs up folk take chances, and southbound drivers need to look over their left shoulder when trying to watch 240 traffic at the same time.



NDPD reports these crashes in this area for the listed years:

1 in 2021
1 in 2022
2 in 2023

As a further example I have included some of the Traffic Safety Commission log about this problematic intersection. See attachment #1 to the motion in this part of the council packet.

In 2024 a technical memorandum was created by Kittelson and Associates. That memorandum concluded:

“This analysis of year 2023 existing conditions found that the project intersection of N Main Street / Illinois Street is currently not meeting the City’s performance target. The intersection operates at LOS F during the PM peak hour, with drivers experiencing the highest delays on the southbound (stop-controlled) approach”

Kittelson and Associates went on to say:

“There is also a lack of accessible crosswalks across Hwy 240 at the project intersection as well as incomplete bicycle lanes throughout the project area.

Next steps in the project will include preparing design alternatives for the N Main Street / Illinois Street intersection and evaluating no-build and build scenarios under future year 2043 traffic conditions”

While this was the proposal by Kittleson a sober reflection on the transportation budget led us to not do this study.

Why?

The study might have indicated that a road realignment, roundabout or signalized intersection would have been the best answer, however, this is ODOT right of way. ODOT has repeatedly told the city that they have no money for a signalized intersection (even in worse spots for accidents like Everest).

A road realignment might have necessitated removing a house and so would a roundabout. Aside from the raw cost of the road works (definitely north of \$500,000) there would have been the cost of buying the house adjacent to tear it down (another \$500,000 or more).

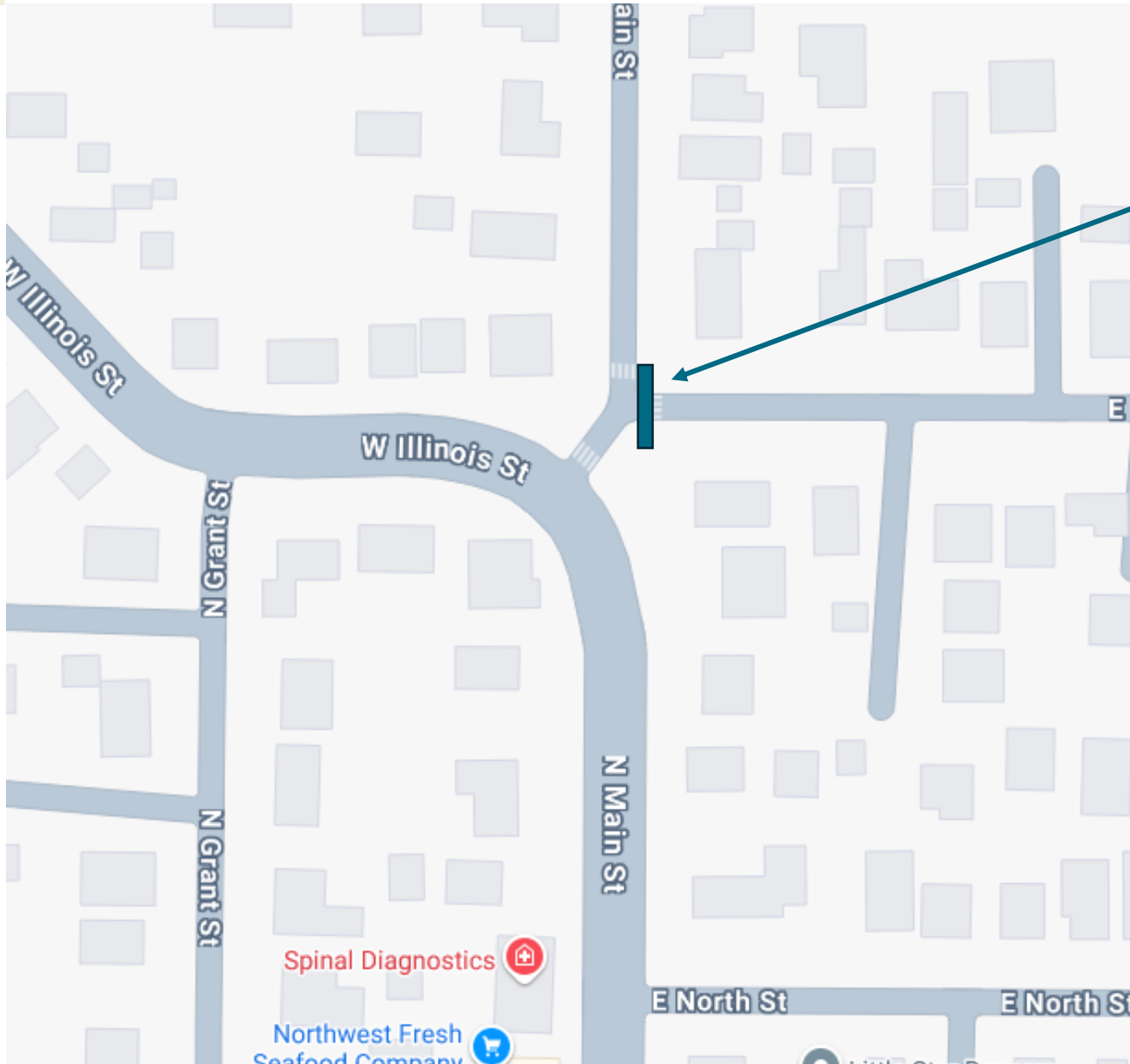
The most likely houses to be removed would be older homes potentially triggering historic reviews with ODOT involvement. Neither the city nor ODOT has the funds to do major engineering at this site and ODOT will not pay for signalization. Therefore the \$100,000 for the survey was saved.

What then can we do?

Honorable Mayor Rosacker suggested the concept of simply closing off E Illinois at the intersection with Main to solve the problem.

This would mean that southbound drivers on Main would only have to look left and right on 240, not left, right and left again over their shoulder. It would also stop the blended traffic que from building up and “zipper” near misses.

The city admin team loved this idea but other projects had to take precedence and so it was not until early 2025 that we had time to test this idea with the general public.



Proposed road
closure site.

Local Resident Engagement

Two types of engagement were followed with the local residents who would be directly impacted by a closure (those who would need to make an extra turn to get to highway 240).

This included a door to door invite to an open house and also a digital opinion survey.

All residents who exit from the end of E Illinois where surveyed and some of the houses just beyond (N Washington Street).



In person: 5 people came to the open house event all were in favor of the street closure concept.

Online: 15 people responded out of 22 who received mailers responded to the digital survey.

For = 12 (this includes responses from people who also attended in person, so I have only accounted for their support once to avoid double counts)

Against = 5

Other some supported the barrier but wanted to revisit the actual look of the barrier solution.

In summary about 78% were in favor with 22% having other ideas.

Some residents wanted to close off the left turn from 240 onto Illinois/Main altogether, but this is not possible without ODOT approval (unlikely), and I feel that would be unpopular.

Some suggested putting a stop sign back on Main in its previous location.

Several surveyed residents within the intersection's vicinity expressed concern about the safety of motorists and pedestrians alike. The survey received substantial support to close the intersection, with commenters citing the increased volume of traffic flow, high speed drivers, and large trucks traveling from Hwy 240 or off Main Street.

Issues surrounding visibility and confusion at this location were also raised.

Local Business Engagement

On March 20, 2025, the CM visited with Operations and HR staff from PPM technologies on E. Illinois. This firm is the only industrial operation on the street that operates heavy goods vehicles. The CM asked if their freight traffic would be impacted by a proposed road closure. **Eddie S** - Director of Supply Chain Management stated that it is their policy that their freight carriers ***do not*** use that intersection at all.

He remarked that it would be unsafe for long freight vehicles to make that tight left hand turn so closing the intersection would actually assist with their safe driving policy.

Decision Point

Based upon the majority opinions of resident's and the Traffic safety Commission and Kittleson data, staff would like a motion to proceed with closing this intersection.

Next steps would outreach to TVF&R, Waste Management and finding a construction company able to make an attractive gate (per the resident's request that it not be “industrial looking”).

The cost is likely in the \$15 – \$20,000 range and there are already funds set aside in the CIP for this year to cover it.

Lastly this is a new matter so per our council transparency guidelines we should bring it back for another examination at the next session.

Council could of course pass the motion tonight since many for the critical stakeholders already know about this move, and further outreach to sister agencies will and must occur before doing the closure.

Alternatively, since community opinion is not unanimous council could direct staff to not pursue this further.

Questions?

Should staff proceed?

Does council want this at the next session to
have more time to think it over?

REQUEST FOR COUNCIL ACTION



Date Action Requested: (April 7, 2025)

Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	Proclamation <input type="checkbox"/>
Subject: River Steet Discussion			Staff: Will Worthey Department: Administration		
Work Session <input type="checkbox"/> Business Session <input type="checkbox"/>			Order On Agenda: New Business		

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

NA

Recommendation:

Staff recommends that the course of action recommended by NURA CAC be followed.

Executive Summary:

This provides an opportunity for open debate on the recommendation from NURA CAC. The materials provided to NURA CAC at its March 25th session are included in the packet as Attachment #1.

Fiscal Impact:

Potentially (and ultimately) the cost may be as high as \$12.6M, but I figure closer to \$8M seems more likely.

Council Goals:

Continuous Goal A: Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.

RE: NURA CAC packet containing data on the River Street Deliberation.

Good afternoon honorable City Councilors / NURA commissioners,

This is a cover for a document provided to the NURA CAC recently. This document contains the same information that the NURA CAC deliberated on March 25, 2025, and covers the other actions of NURA CAC to date. As you will see three questions were put before the NURA CAC:

Q1 Should the city choose the *North or South* OR the *South to North* approach for projects?

Q2 Should the city test this with a public engagement survey?

Q3 Should the city test this with a town hall in person event / survey?

These questions came from the context of the current NURA plan and focused upon the question - what River Street project sections should be tackled in what order. The NURA CAC answered each of these questions with unanimity. All CAC members felt that the city should focus upon the northern sections from 11th and River up to 3rd and River.

NURA CAC member Mr. Talt spoke eloquently about the dangers of building southern River Street adjacent infrastructure that may be of no value to a developer who may or more likely *may not* need the current rail spur to exist.

They also felt that given the amount of public engagement that already occurred around the NURA plan that there was no need for more public engagement of any sort, until designs are developed for the reconstructed street.

The NURA CAC recommended to the NURA Board and City Council that an IGA be formed to develop a financial instrument capable of rebuilding River Street focusing only on the section of River between 11th and 3rd streets.

Respectfully,

A handwritten signature in blue ink, appearing to read "Will Worthey".

Will Worthey EMPA MLS
(Newberg City Manager)

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Will Worthey EMPA MLS
(Newberg City Manager)

Decision Point on River Street

When the CAC last convened, it reviewed the NURA plan and decided not to re-organize the possible work plan, but instead to hold fast to its original intention. It was also decided that River Street would be the first focus, partly due to the possible economic advantages for the former Mill site, but also due to widespread acceptance that River is the worst street in Newberg.

This feeling about River Street was confirmed by the worst streets survey in June of 2024. It is anticipated that when the lidar scan of the entire city (just completed) is added to our GIS (mapping) model that the River Street will be confirmed once again with an exceptionally poor road condition index (RCI).

What Has Happened Since the Last CAC Meeting

Since the group last convened, there has been a considerable amount of financial work to prepare for our next steps. Critically these three things have occurred:

- The city has done the hard lifting to shift to two-year budget cycles to make capital improvement projects more effective.
- The Finance team lead by brilliant Kady Strode has determined a mechanism by which NURA could secure funds early, so as to start on River in BY 2025 – 2027.
- The city has determined that it can afford to spend \$6M from transportation system development charges (currently in reserve).

Let's look at this fiscal package for a moment.

Funding River Street Projects

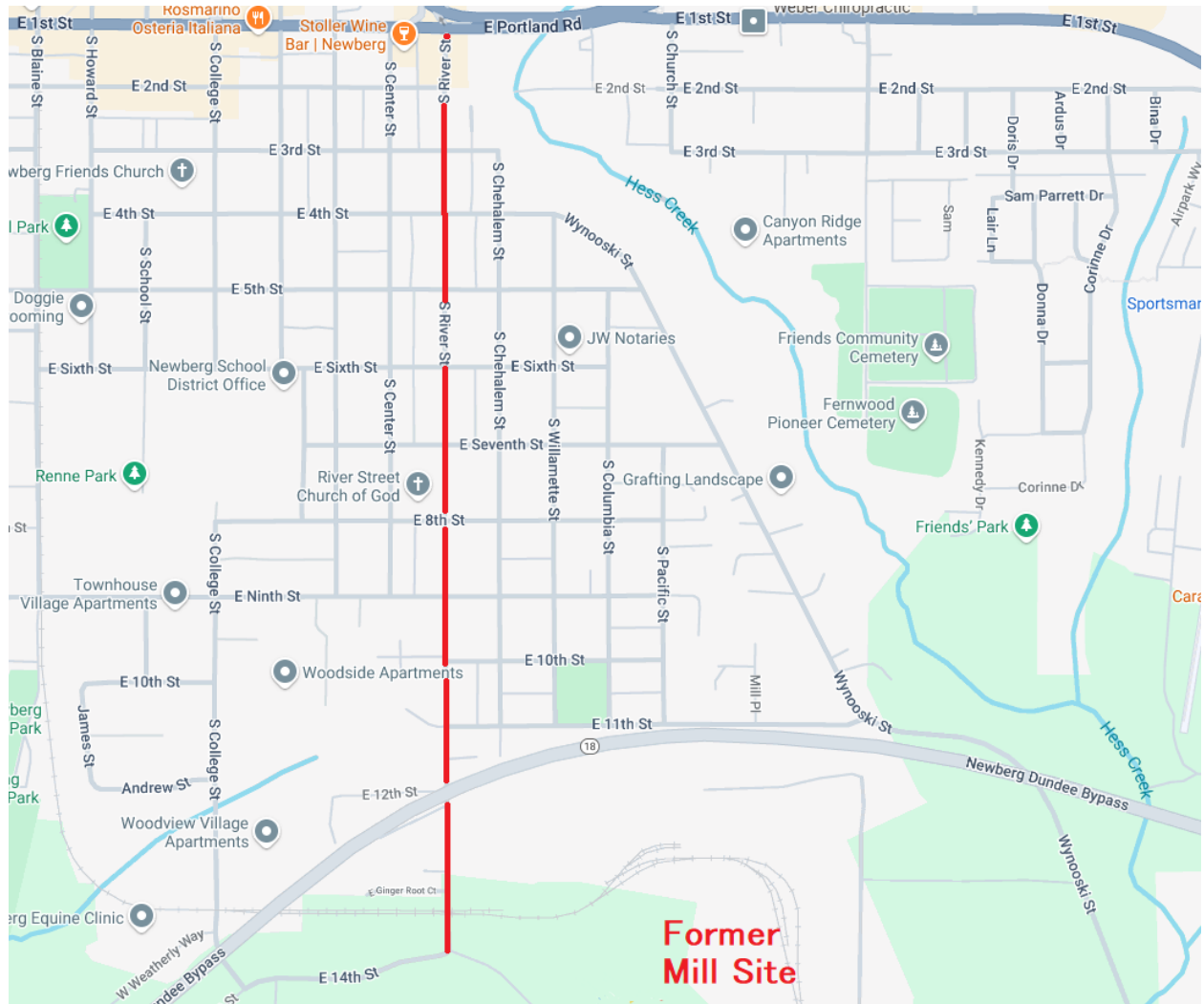
As of the December ledger reconciliation, the City of Newberg had approximately \$7.5M on deposit for roads related projects. Our engineers estimate that the projects directly related to River Street will be approximately 50% SDC eligible. The Finance Director, after discussions with bond council, believes that the current flow of NURA tax increment funds could service a debt of approximately \$6.3M.

The concept that emerged (after much brainstorming) was that the city of Newberg would take on general obligation debt for this amount, but NURA would service the debt via an intergovernmental agreement. To put it another way the city would secure the funds, but NURA would pay for them.

This would mean that River projects to a value of \$12.6M could be initiated while still leaving a reserve of over \$1.2M in transportation SDCs. The total cost of this debt might be in the region of \$4 - \$4.5M in interest.

The Decision that is Before Us Tonight

Examining the course of River Street side by side with the NURA plan there are three projects clusters that could be tackled. In order to reduce mobilization costs it is rational to either do these North to South or South to North:



For cost efficiency reasons, staff need to determine if we should do the projects North to South or South to North. A last point on this; \$12.6M sounds like a great deal of money and it is, but with today's costs we think it very unlikely that we will be able to achieve all three of the projects listed below at this funding level.

True costs will not emerge until after design dollars have been spent. The design work would be SDC funded so as to push off the debt financing to the last possible moment, this would allow a little more time for tax increment funds to collect.

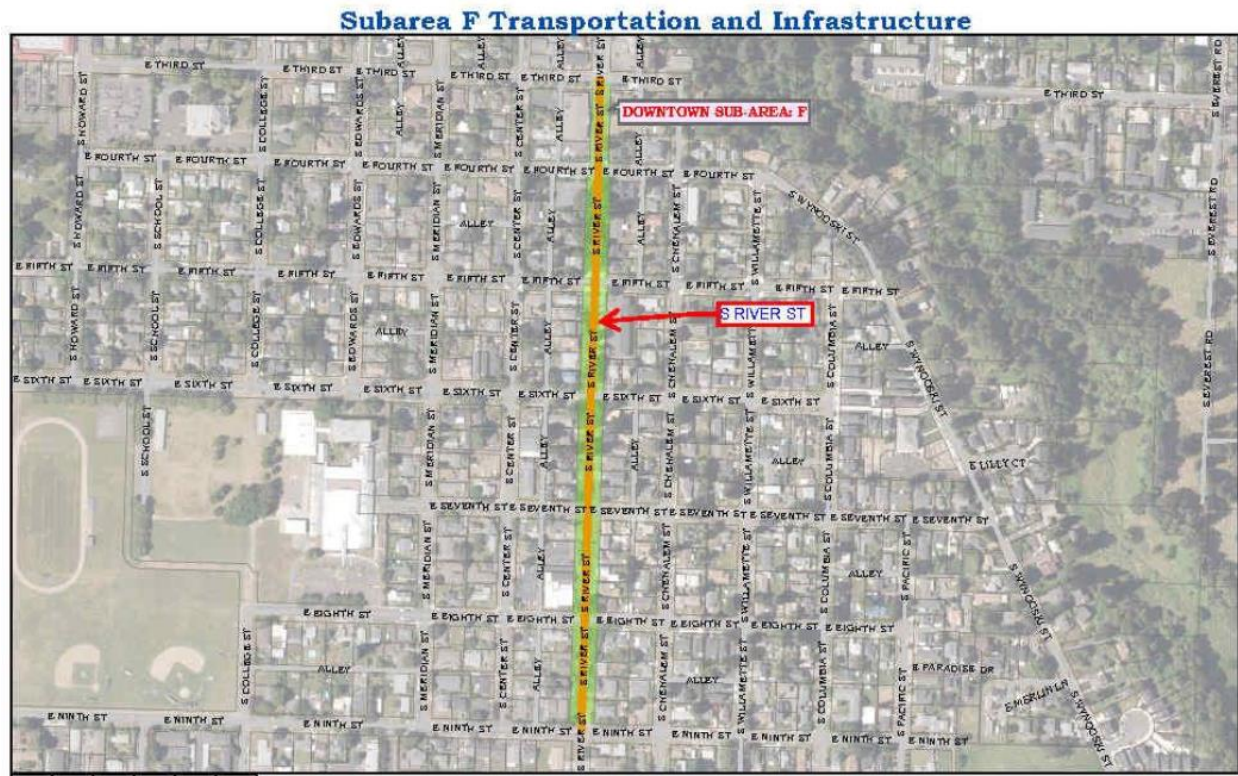
F. Sub-Area F Downtown

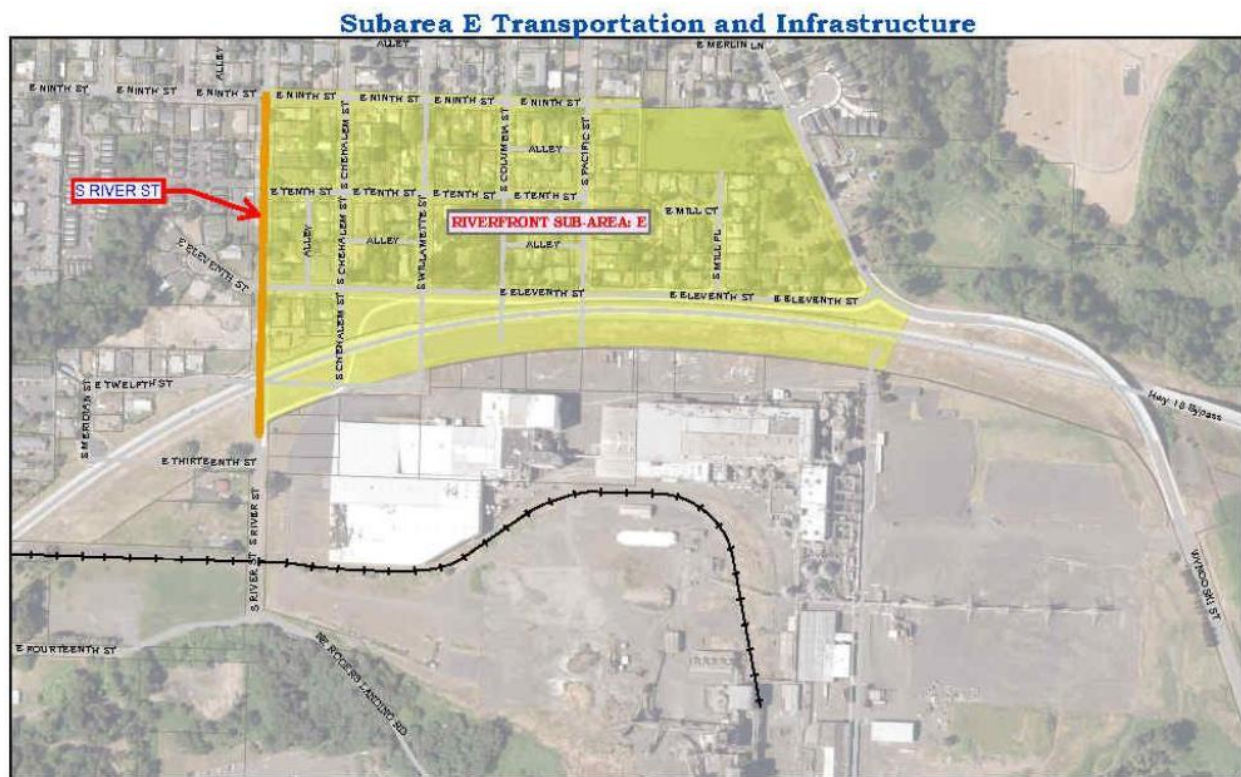
1. Public Transportation and Infrastructure

a) S River Street improvements - E Third Street to E Ninth Street. Includes street, curb, sidewalk, wastewater and stormwater.

S River Street is a two-lane street which has intermittent sidewalks, curbs and planting strips. It does not meet city standards for new streets. The road surface is ruined in many areas. This area is generally served with public, water and wastewater infrastructure. It has been determined in the Wastewater Master Plan that the public wastewater main along this collector roadway is undersized.

Figure 9 – Sub-Area F Transportation and Infrastructure





B. Sub-Area B Riverfront:

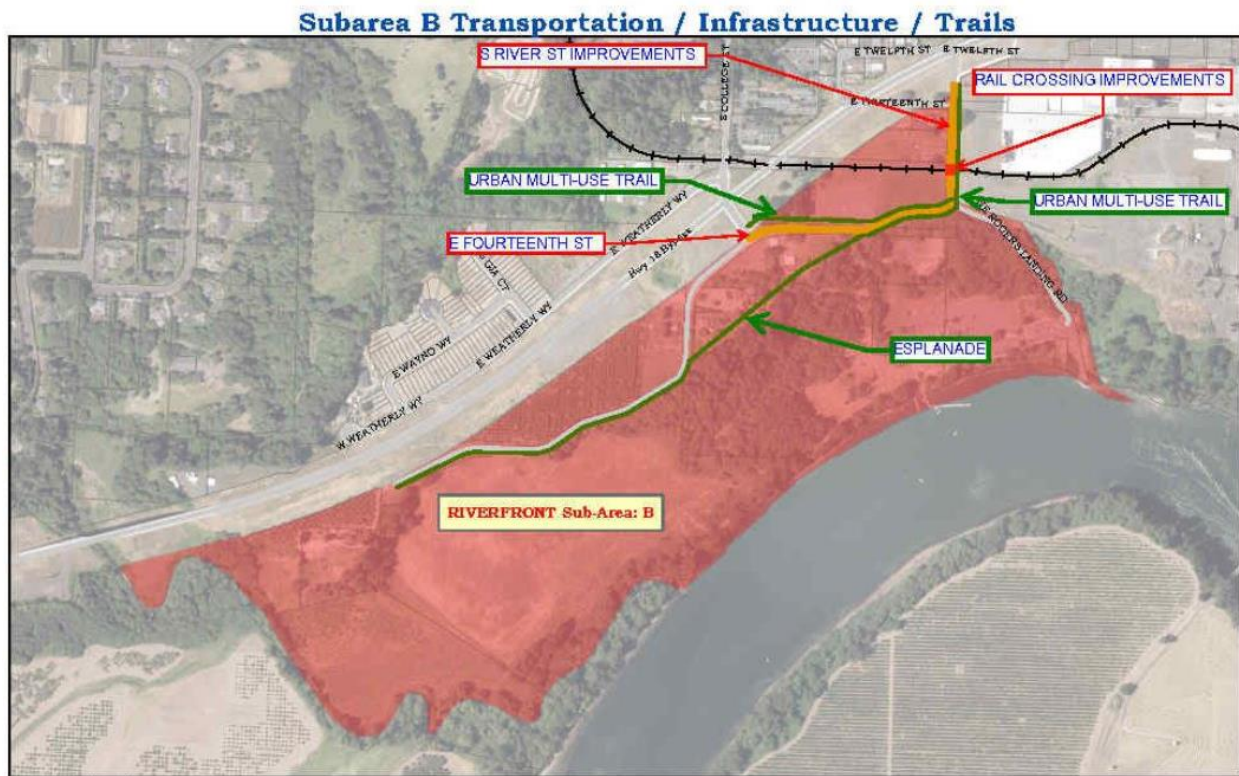
1. Public Transportation and Infrastructure

a) S River Street Improvements – Bypass to Rogers Landing Road. Includes street, curb, sidewalk, storm, water, wastewater to meet City of Newberg standards. South of E Thirteenth is currently a county road.

b) Rail crossing improvements No. 40A-000.40 at S River Street to meet ODOT Rail requirements for future development.

c) E Fourteenth Street - S College Street to S River Street. Includes street, curb, sidewalk, storm, water. This is currently a county road. Improvements to existing road to meet City of Newberg standards.

Figure 5 – Sub-Area B Transportation and Infrastructure



SWOT Analysis on this Decision

	North to South	South to North
Strengths	Immediacy, the residents will see their tax dollars in action more quickly.	We tackle the hardest engineering challenges first (rail crossing etc.)
Weaknesses	Impact on traffic to Rogers Landing. More public facing therefore more complaints.	We may end up building some things that a mill site developer does not want = waste of tax payer money. Impact on traffic to Rogers Landing.
Opportunities	It is more likely to get through two projects with the money in hand. More opportunity to build to suit the Mill Site needs.	Might be able to attract County money into the mix – not likely?
Threats	The last most complex section may have increased in cost more considerably over time.	Dealing with Yamhill County will cause considerable delay and need new IGAs to be developed. May get nothing done at all in the first BY.

Decision Points

Q1 should the city choose the **North or South** OR the **South to North** approach?

Q2 should the city test this with a public engagement survey?

Q3 should the city test this with a town hall in person event / survey?

Here are the motions from NURA meeting from our minutes.

The committee members agreed with this suggestion. A motion was made and seconded to proceed with the project from Eleventh Street to Third Street - Committee Chair Peggy Kilburg moved to proceed with the River Street project from Eleventh Street to Third Street. Committee Member Case seconded the motion.

The committee also discussed whether public engagement was necessary at this stage. They agreed that no additional public engagement was needed until designs were ready, as they were following an urban renewal plan that had been passed by the city council 3-4 years ago.

Vice Chair Jim Talt moved that no other engagement is necessary until designs are ready. Committee Member Paulson seconded the motion.

Melissa Morris

Records Management Clerical Assistant

City of Newberg

Direct: 503-537-1283 ext. 8897



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REQUEST FOR COUNCIL ACTION



Date Action Requested: April 7, 2025

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Proclamation <input type="checkbox"/>	
Subject: Discussion of Draft Updates to Council Rules	Staff: Rachel Thomas Department: Administration
Business Session	Order On Agenda: New Business

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: Review and discuss the first section of the draft council rules. Advise staff of any changes requested. Councilors may choose to make amendments by motion or motion to approve this section as written.

Executive Summary: In October of 2024, the council directed staff to begin updates to the Council Rules to encompass council preferences, update outdated practices, simplify, and clarify hearing procedures. This was also added to the Council Goals for 2025.

The City Recorder has drafted an updated version of the council rules, based on the LOC Model Rules of Procedure. It has been adapted to meet the needs of the city of Newberg, reviewed by the City Manager and employee leadership team, and is now coming before the council for feedback.

This will be a multi-step process as we bring portions of the rules before the council for review and input over the course of several meetings. Once council input has been adopted, the rules will undergo legal review by our legal team and then come back to council for final approval.

Fiscal Impact: N/A

Council Goals:

Goal 4: Create and maintain a high level of transparency with our residents in order to build trust.

O2: Develop new streamlined council rules to institutionalize our administrative enhancements. This will include the following enhancements from the last round of council goals:

- Work sessions prior to each decision item
- Seven-day publication schedule for council packets
- Executive summaries on all council packet items of 100 pages or more
- A more streamlined parliamentary procedure

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. These rules are intended to govern City Council and all boards, committees, and commissions of the city.
- B. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any board, commission, or committee of city council, shall be guided by Robert's Rules of Order for Small Boards (Robert's Rules of Order Newly Revised, 12th edition, section 49:21.) These are adopted according to NMC, Charter, Ch III, Section 11.)
- C. Members of the council or governing body are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- D. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. **Quorum.** A quorum is required to conduct official city business. (NMC Charter, CH 3, Section 13).

- A. The members of the council are the city councilors and mayor, the members of a standing committee. Fifty-percent plus one of the members of the council or a standing committee shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of the governing body present shall adjourn the meeting or a smaller number may meet and compel attendance of absent members as outlined in Rule II C.
- C. When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced, but a quorum is no longer present, any member may move for a call of the house. The motion will be put in the following form: "I move for a call of the house." That motion will take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least two members present must concur for the call of the house motion to pass. If the motion is passed, then all unexcused

absent members will be requested to attend or return to the meeting. The city manager will provide the administrative staff assistance necessary to compel the attendance of the unexcused absent members at the meeting. The presiding officer is authorized to recess the meeting to a time certain while attendance is being compelled.

III. Presiding Officer.

A. City Council:

1. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity. (NMC, Charter, Ch III, Section 9)
2. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity. (NMC, Charter, Ch III, Section 10).
3. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - a. The city recorder shall call the council to order and call the roll of the members.
 - b. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - c. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 - d. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

B. Standing and Ad-Hoc Committees

1. The chair shall preside over all meetings.
2. In the chair's absence the vice chair shall preside over the meeting.

3. If both the chair and vice chair are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - a. The staff liaison shall call the meeting to order and call the roll of the members.
 - b. Those members present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - c. Should either the chair or vice chair arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 - d. The presiding officer shall retain all rights and privileges of a member when acting in this capacity.

IV. Other Elected and Appointed Officers.

- A. City Manager. The city manager is required to attend all meetings of the council, unless excused by council, and is permitted to participate in any discussion; however, the city manager has no authority to cast a vote in any decision rendered by the council. (NMC, Charter, Ch VIII, Section 34, e, 1.)
- B. City Attorney. The city attorney may attend any meeting of the council, and will, upon request, give an opinion, either written or oral, on legal questions.
- C. City Recorder. The city recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the city recorder shall keep the official minutes of the council.

V. **Agendas.** The city recorder or designee shall prepare an agenda for every regular meeting, and for every special meeting. Staff liaisons serve as the designee for all committee meetings.

- A. Agendas and informational material for meetings shall be distributed to the council at least seven (7) days preceding the meeting. Supplemental items will be distributed at least two days prior to the meeting.
- B. The mayor's approval shall be required for the publication of an agenda of any

council meeting.

- C. The city manager, with the consent of the mayor, may remove any items on the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- D. A member of the council who wishes to have an item placed on the agenda shall advise the city manager and get the approval of the mayor at least ten days prior to the meeting.
- E. Written Communications to Council.
 - 1. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
 - 2. The city manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.
- F. All items submitted to the council packet will require an executive summary of the decision before the council, and items over 100 pages in length will require an index or hyperlinks to the specific sections and attachments.
- G. Items that are legislative in nature, or that are deemed complex, will have a work session before the hearing, resolution or main decision point is brought before the council.

VI. Order of Business. The order of business for all regular meetings of City Council shall be as follows, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting with the approval of the mayor. Agendas for special meetings can follow this order or be adjusted according to the purpose of the meeting. Committees may follow this order or set their own agenda order as desired.

- 1. Call to order.
- 2. Roll call.
- 3. Pledge of Allegiance.

4. Announcements
5. Proclamations/Awards/ Oaths.
6. City Manager's report.
7. Public comment on items not on the agenda.
8. Consent agenda.
9. Items removed from the consent agenda.
10. Continued Business
11. New Business
12. Council Business
13. Adjournment.

- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The city recorder or staff liaison shall conduct a roll call to determine which members of the body are present and which are absent.
 1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, this shall be addressed by Rule II.
- C. Pledge of Allegiance This will be led by the presiding officer.
- D. Announcements. Announcements are intended to be procedural in nature, such as an item being removed from the agenda, motions to reorder, insert or change agenda items. This also includes motions to remove items from the consent calendar.
- E. Proclamations and Awards. Proclamations are awards or recognition of individuals by the council.
- F. City Manager's Report. The City Manager will give a report at each regular council meeting with updates from all departments of the city. The first report of each month will include narrative information, the second report of each month will include statistical information.
 1. The council may ask questions of the city manager upon

conclusion of the report being given. The city manager may call upon his staff to assist in answering questions.

G. Public Comment- See Chapter 5, Section III.

H. Consent Agenda. In order to expedite the council's business, routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member.
3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the request for council action, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member must declare a conflict of interest.

I. Continued Business. This section of the agenda will include items that are being returned to council after previous introduction, work session, or consideration at a recent meeting.

J. New Business. This section of the agenda will include items that are being considered for the first time. This may include topics freshly presented to council after a period of more than six months.

K. Council Business. To include appointments, reports from councilors on standing committees, nominations and similar council business.

L. Adjournment. Meetings will be adjourned by the presiding officer.

CHAPTER 2 – Meeting Time, Location and Frequency

I. City Council

- A. **Regular meetings.** The council shall meet every first and third Monday evening of each month, with the exception of meetings falling on designated holidays which will be held on the next

business day. Regular meetings shall begin at 6 p.m. Should there be a lack of business, lack of quorum, or other conflict, the meeting may be cancelled, with the consent of the mayor, providing at least one meeting occurs in the given month (NMC, Charter, Chapter 3, Section 12).

- B. **Special meetings.** Special meetings may be called by the presiding officer or by request of three members.
- Notice of the special meeting shall be given to each member, the city manager or staff liaison, and each local newspaper, and radio and television station which has requested notice of special meetings.
 - Notice of a special meeting of council shall be given to all members of the council and the city manager via email. Should the meeting occur within 48 hours of notice, all attempts will be made to reach the council and city manager by telephone.
 - Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- C. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of council, or by the city manager.
- Emergency meetings may only be held by City Council.
 - Notice of the emergency meeting shall be given to each member of the council, the city manager, and all reasonable attempts will be made to inform each local newspaper, and radio and television station which has on file a written request for notice of special meetings.
 - Notice of the emergency meeting shall be given to all members of council and the city manager via telephone and email.
 - Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately

after calling the meeting to order.

- The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

D. Executive Sessions. Executive sessions may only be held by City Council. Executive sessions may be called by the presiding officer, by the request of three members of council, by the city manager or by the city attorney.

- Only members of the council, the city manager and persons specifically invited by the city manager or the council shall be allowed to attend executive sessions. Generally, the City Recorder will be present to take minutes, if excused, another minute taker will be identified.
- Representatives of recognized news media may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

E. Work Sessions. Work sessions are permitted to present information in preparation for regular or special meetings.

- All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- Work sessions are intended to allow for preliminary discussions, and the council or committee is not permitted to take formal or final action on any matter at a work session.
- Work sessions are to be scheduled by the mayor.
- The city manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

II. Board, Commission, and Committee Meetings

- Shall meet according to the schedule produced by the City Records office each year in accordance with the code, resolution, law, and necessity.

Committees may add additional meetings if necessary.

- Must be properly noticed in accordance with Oregon Public Meetings Law.
- Meetings may be canceled due to lack of quorum or lack of business by the presiding officer.

III. Location.

Council meetings shall be held in the Denise Bacon Room in the Public Safety Building and simultaneously through Zoom or other virtual meeting platforms. Board, commission, and committee meetings will be held in various locations as appropriate, as noticed on the meeting agenda and simultaneously through Zoom or another virtual meeting platform.

- A. In the event the regular meeting room is not available for a meeting, the meeting shall occur at a venue open to the public which is located within the jurisdictional limits of the city.
- B. At the direction of the presiding officer, the meeting may also move to fully virtual. (For example: In the case of inclement weather.)
- C. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
- D. Interjurisdictional meetings may be held outside of the city's jurisdictional limits but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
- E. All meeting locations shall meet the requirements of Oregon's Public Meeting Law.

IV. Notice. The city recorder or designee shall provide notice of all meetings in accordance with Oregon's public meeting law.

V. Attendance. Members of the council or committee shall advise the mayor, presiding officer, or city manager/staff liaison if they will be unable to attend any meetings.

- A. Under section 32 of the charter, a council position becomes vacant if the member of council is absent from the city for more than 30 days without council permission or absent from all meetings of the council within a 60-day period. The council will make the final decision on whether an absence is excused or unexcused.

- B. Committee members may be excused from their position if they have more than two unexcused absences in a year.
- C. Members may attend meetings in person or virtually by phone or video conferencing.

CHAPTER 3 – Ordinances and Resolutions⁶

- I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein. Sections 16 and 17 of city charter provide that the council exercises its legislative authority by adoption of ordinances.
 - A. Except as authorized by subsection (b), adoption of an ordinance shall, before being put upon its final passage, be fully and distinctly read in open council meeting.
 - B. The reading may be by title only if no council member present at the meeting requests to have the ordinance read in full, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
 - C. Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts that ordinance at that meeting.
 - D. Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings. The concurrence of a majority of the entire membership of the council shall be required for the passage of an ordinance.
 - E. After adoption of an ordinance, the city recorder must endorse it with the date of adoption and their name and title.
 - F. A script for the adoption of an ordinance will be followed to ensure compliance with these rules. See attachments.
- II. Resolutions.** All resolutions considered by and voted upon by the council or committee shall adhere to the rules outlined herein.
 - 1. An affirmative vote of a majority of the council or committee present shall be necessary to pass a resolution.
 - 2. When a resolution is rejected, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions,

shall be considered for a period of not less than three months, unless at least three members petition for early consideration. Resolutions containing substantial amendments may return within the three month window.



CITY OF NEWBERG COUNCIL GUIDELINES

Council Rules Legislative History

Adopted October 15, 2018 by
Resolution 2018-3485

Amended December 9, 2019 by
Resolution 2019-3625
{Rule 5.6 Public Comment}

Amended August 1, 2022 by
Resolution 2022-3804
{Rule 3.7 Council Compensation}

CITY OF NEWBERG COUNCIL GUIDELINES

As a member of the Newberg City Council, council members will strive to do the following:

- 1) Trust and respect the opinions of fellow council members and participate in the decisions of the council.
- 2) Accept responsibility to attend all council meetings and council sub-committees assigned.
- 3) Fulfill obligations to share with other council members the membership on the committees as required.
- 4) Provide appropriate notification to the mayor, council president or city manager of an absence as soon as practical prior to the meeting time.
- 5) Not disclose information which is confidential and, when asked by the public for information that is confidential, will state that the information is confidential.
- 6) Make every attempt to resolve any conflict with a fellow council member prior to bringing the conflict to the attention of the council.
- 7) Make an effort to study material presented in a timely manner and be informed on all issues.

NEWBERG CITY COUNCIL MEETING EXPECTATIONS

As a Newberg City Council member, council members will strive to do the following:

- 1) Make the citizens and visitors feel welcomed at the meetings by involving them in the process, being courteous to them, and respecting their opinions.
- 2) Do their best to communicate in clear, concise and audible language and written communications.
- 3) Make sure that their tone of voice is friendly and sincere.
- 4) Honor and act on all requests for action and/or information in a timely and courteous manner.
- 5) Discuss issues, but not personalities with non-council members.
- 6) After an issue has been voted on, council members will speak for themselves carefully, in a manner that does not undermine the integrity or motives of the council, even if their personal opinion differs from the council's decision.
- 7) In quasi-judicial matters, members will explain at the meeting the reasons for their vote.

CITY OF NEWBERG COUNCIL RULES

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Newberg City Council Rules

SECTION 1 – AUTHORITY

Rule 1.1 Authority of Rules

Section 11 of city charter provides that the council will adopt council rules by resolution to govern its meetings and proceedings. These rules will decide questions and give direction on debating, voting, membership, attendance, agendas, and other matters. The rules are intended to serve as a guide for the council. One of the goals of the council is to work with the residents of Newberg and provide a positive atmosphere at council meetings. These rules provide the basic outline required to work together. The council may need to vary from these rules from time to time to best serve the public interest.

Rule 1.2 Council Authority

All questions regarding these rules will be resolved by majority vote of the council.

Rule 1.3 Limited Public Forum

The meetings of the council, including regular meetings, special meetings, work sessions and emergency meetings are open to the public in accordance with the Oregon Public Meetings Law (OPML). The meetings are considered a limited public forum at which council business is conducted in accordance with the agenda and rules of the council. The mayor, as the presiding officer, along with the council has the authority to require discussion at the meetings be addressed to the matters that are appropriate to be considered, to limit the time for discussion, and to restrict input concerning the matters to be discussed. The council has the right to require persons attending the meeting, addressing the council or participating in the meeting to conform to the rules of the council and directions of the mayor or the presiding officer.

Rule 1.4 Presentation to Council Members

These council rules will be presented to all council members at or before the time they take the oath of office. Each appointed or elected council member will acknowledge in writing that the member has received and reviewed a copy of these council rules within 30 days of receiving the rules. The city recorder will furnish a form of acknowledgement to the member and retain the signed copy.

SECTION 2 – GENERAL RULES

Rule 2.1 Open Meetings

All council meetings will be held in accordance with the OPML. All final action by the council will take place at council meetings that are open to the public.

Rule 2.2 Quorum

Section 13 of city charter provides that a majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of the absent members.

Rule 2.3 Compelling Attendance

When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced, but a quorum is no longer present, any council member may move for a call of the house. The motion will be put in the following form: "I move for a call of the house." That motion will

take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least two council members present must concur for the call of the house motion to pass. If the motion is passed, then all unexcused absent council members will be requested to attend or return to the meeting.

The city manager will provide the administrative staff assistance necessary to compel the attendance of the unexcused absent council members at the meeting. The mayor is authorized to recess the meeting to a time certain while attendance is being compelled.

Rule 2.4 Vacant Positions as Relates to Quorum

If a council position is vacant, that vacant office will not be counted in determining the majority of the council members that is necessary for a quorum to conduct business.

Rule 2.5 Vote Required

Section 14 of the city charter provides that expressed approval of a majority of the quorum of the council is necessary for any council decision except when the charter or council rules requires approval by a concurrence of a majority of the entire membership of the council.

Rule 2.6 Entire Membership

Section 17 of city charter provides that a concurrence of the entire membership of the council is required for the passage of an ordinance. The entire membership of the council is comprised of six (6) councilors and the mayor who is elected at large. The concurrence of the entire membership of the council requires the concurrence of four (4) councilors. The absence from a particular meeting does not affect the required number of councilors to constitute the majority of the entire membership. However, if an office of position of councilor is vacant, that office will not be considered when determining the entire membership of the council. This interpretation is applicable to any time the concurrence of the majority of the entire membership of the council is required for any council decision.

Rule 2.7 Rules of Order

- A. "Robert's Rules of Order, the most recent published addition, will guide all council proceedings.
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

Rule 2.8 Suspension of Rules

The vote to suspend council rules including Robert's Rules of Order, requires a majority vote of those members of the council who are present. If the motion is carried, the rules will be suspended for that item only.

Rule 2.9 Records of Proceedings

The city recorder will be the ex-officio clerk of the council, attend all the meetings unless excused and keep an accurate record of the proceedings of the council meetings. The city manager will appoint and supervise the city recorder. The city manager may appoint such deputy city recorders as needed. The records of the proceedings are to be known as "minutes." The minutes will be kept in accordance with the

Oregon Public Records and Meetings Law and in a manner prescribed by these rules pursuant to Section 15 of the city charter.

SECTION 3 – CITY COUNCIL MEMBERS

Rule 3.1 Council Defined

Section 8 of city charter states that the council consists of a mayor nominated and elected from the city at large and six (6) councilors nominated from districts and elected from the city at large.

Rule 3.2 Qualifications to Hold Office

Section 28 of the city charter provides for complete qualifications for eligibility of elective office of mayor and city council members of the city. The city charter provides that no person will be eligible to fill the elective office of mayor or city council member unless at the time of the election that person is a qualified voter and has resided in the city for at least one year immediately preceding the election. In addition, in order for a person to be eligible for a council position, that person must live in the district from which the person is nominated to run for the council position. Furthermore, it is a requirement that the person once elected to the office of mayor or council member they must continue to meet the qualifications for that office throughout their term. The council is the final judge of the qualifications in election of its members.

Rule 3.3 Attendance

It is the duty of each councilor and the mayor to attend all meetings of the council. Section 32 of the city charter provides that an office will be deemed vacant upon the absence from meetings of the council for sixty (60) days or the absence from the city for thirty (30) days without council consent. The consent of the council for such absence must be in writing and obtained prior to such absence, if possible. Consent will be given for good cause. The council has the authority to make the final decision concerning good cause.

Rule 3.4 Excused Absence

When a councilor cannot attend a meeting, the member will notify the mayor, presiding officer, or city manager prior to the meeting. The mayor or presiding officer will determine if the absence is considered “excused” or “unexcused.” If the absence is for good cause and there are no objections from other councilors who are present, the city recorder will record the absence in the minutes as excused. If the councilors, upon an affirmative vote of the majority of the councilors present, determine the absence is not for good cause, the city recorder will record the absence in the minutes as unexcused. There will be a presumption that the absence is unexcused if there is no notification of the absence prior to the meeting. The council will make the final decision on whether or not an absence is excused or unexcused.

If any member has two (2) consecutive unexcused absences from meetings or subcommittee meetings of the council, the council may request an explanation at a regular meeting of the council.

Rule 3.5 Explanation of Unexcused

If any member has two (2) consecutive unexcused absences from meetings or subcommittee meetings of the council, the council may request an explanation at a regular meeting of the council.

Rule 3.6 Filling Vacancies

Section 33 of city charter provides that vacancies of elected offices of the city will be filled by appointment by a majority of the remaining councilors. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. When such vacancies occur, the council will follow the procedure set out for filling that specific vacancy as adopted by the council or as set out in these rules. In the event that all elected offices become vacant, the city manager requests the Secretary of State to call a special election to fill the vacancies of the council.

Rule 3.7 Compensation for Attendance at Meetings

A. Section 2.05.010 of the city code provides that “The duly elected and qualified members of the city council shall be compensated a monthly stipend as established by the annual budget process of the City.”

B. Procedures: City Council members will enroll in Payroll upon orientation to the Council. The finance department will process the payments as part of the payroll function of the City.

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Rule 3.8 Ethics

All members of the council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
- C. Expressing an opinion contrary to the official position of the council without so saying.
- D. Conducting themselves in a manner so as to bring discredit upon the government of the city.

Rule 3.9 Etiquette

- 1. Honor the expertise in the room.
- 2. Avoid blame, speculation, and inflammatory language.
- 3. Ensure that all are heard and encourage participation.
- 4. Acknowledge and respect differences.
- 5. Agree to disagree.
- 6. Look for common ground.
- 7. Come to meetings prepared.
- 8. Ask questions to staff in advance whenever possible.
- 9. Active listening – Listen to understand not to respond.
- 10. WAIT – Why Am I Talking?
- 11. Stay on topic.
- 12. Provide actual direction.
- 13. Respectful to all.
- 14. Functional procedural rules.

Rule 3.10 Statements to Other Organizations

A. Representing City

If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.

B. Personal Opinions

If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

Rule 3.11 Interactions with City Manager and Management

All members of the council shall respect the separation between the council's role and the City Manager's responsibilities by:

- A. Not interfering with the day-to-day administration of city business, which is the responsibility of the City Manager.
- B. Refraining from action that would undermine the authority of the City Manager or management staff.
- C. Limiting individual inquiries and requests for information from management to those questions that may be answered readily as part of management's day-to-day responsibilities. The City Manager should be informed regarding questions of a more complex nature.
- D. Council members should normally share any significant information obtained from management staff with the entire Council. This does not apply to questions by council members acting in their individual capacities rather than as a member of the council, nor to question regarding conflict of interest or similar issues particular to a member of the Council.

Rule 3.12 Interaction with City Attorney and Legal Staff

The City Attorney is the chief legal officer of the city and represents the municipal corporation not individual council members. Advice is given to the council as a whole, not to individual council members.

- A. Council members may make requests to the City Attorney for information and advice that would take less than two hours of attorney time. Council members should understand that the City Attorney must prioritize the city's legal issues and may not be able to respond immediately to Council requests.
- B. Requests for legal advice that require greater than two hours will require the concurrence of the majority of the Council.
- C. Any special requests of legal staff should be addressed through the City Attorney.

Rule 3.13 The Mayor is not "the gatekeeper" and does not screen Councilor interaction(s) with city personnel. However, the Mayor should be advised of significant issues that have been forwarded to city personnel.

SECTION 4 – COUNCIL MEETINGS

Rule 4.1 Regular Meetings

Section 12 of the city charter provides that the council must meet at least once a month at a time and place designated by the council. It further provides that the council may designate other regular council meetings besides the once a month meeting mandated by the city charter. The council designates through these rules two regular meetings of the council, which will be held on the first and third Monday of each month, except on holidays in which event the council will meet on the next ensuing business day as provided by city code Section 2.05.150.

Rule 4.2 Notice of Meeting

The notice of the regular meeting of the council, including the agenda which lists items to be considered by the council, will be given in accordance with the OPML. However, the notice does not limit the matters that can be considered by the council nor prevent the council from taking up any matter brought before the council in accordance with the OPML.

Rule 4.3 Meeting Times and Places

The regular meetings of the council will normally begin with a work session at 6:00 p.m. followed by a regular business session at 7:00 p.m. Regular council meetings will take place in the Public Safety Building in the training room, unless specifically designated to occur at another location. Any other such location will be noted in the notice of the meeting, but may not be outside of the City limits.

Rule 4.4 Special Meetings

Special meetings may be called at any time upon the mayor's request or the request of three (3) members of the council. All meetings of the council will be called, noticed, and held in accordance with the city charter, city code, rules of the council, and the OPML.

Rule 4.5 Special Meetings Limited Purpose

Notice of a special meeting will designate the time and place, as well as the business to be considered in accordance with Section 2.05.160 of the city code. Only business as set forth in the notice will be considered by the council, unless an actual emergency occurs in which case notice will be given in accordance with the OPML. In accordance with Section 2.05.170 of the city code, the rules of procedure for special meetings will be the same as those provided for general meetings of the council insofar as such rules are applicable. The agenda to be followed at the special meeting will generally be the agenda format for the study session set out in Rule 5.11.

Rule 4.6 Emergency Meetings

The mayor upon the mayor's own motion, may, by giving notice to all members of the council, call an emergency meeting. An emergency meeting of the council may be called on less than 24 hours' notice provided an actual emergency exists. The meeting will be called and notice will be given pursuant to OPML. Attempts will be made to contact the media to provide notice of the emergency meeting.

Rule 4.7 Executive Session Meetings

Executive sessions may be called by the presiding officer, by the request of three members of council, by the city manager or by the city attorney. Council may meet in executive session in accordance with the OPML. Matters discussed in executive session will be exempt from public disclosure pursuant to OPML. Council members will not disclose matters discussed in executive session. The city manager and city attorney will attend all executive sessions, unless they are excluded by the council or have requested to be

excused. City staff persons, as allowed by the council, may attend. Other persons authorized by OPML may attend. All final action or decisions must be made in public session.

Rule 4.8 Adjourned and Recessed Meeting

The council may adjourn or recess any meeting to a later date and time by a majority vote of the council members present. At least 24 hours' notice will be given announcing the date and time of the adjourned or recessed meeting if possible.

Rule 4.9 Cancellation of Meeting

Upon a majority vote of the council members present, a meeting may be canceled when deemed appropriate. If there is no business to transact or a quorum of the council cannot attend and there is no urgent necessity to have the meeting, the mayor with advice and consent of the city manager may cancel the meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given as soon as possible to the public in a manner aimed at giving adequate notice.

SECTION 5 – AGENDAS AND ADDITIONAL ITEMS FOR CONSIDERATION

Rule 5.1 Preparation of Agenda

The city manager with the advice and consent of the mayor will prepare the agenda along with appropriate documentation for council meetings. Any member of the council may request, through the city manager, for a matter to be placed upon the agenda. Such request is subject to the advice and consent of the mayor. Each meeting agendas format will be prepared as prescribed in the rules. If there is no item to be considered under a section of the agenda, that section will be omitted from the agenda and the agenda will be renumbered accordingly. The final authority on the agenda matters is the city council.

Rule 5.2 Non-Agendized Items

Prior to the meeting, the city manager may send out additions to the agenda with the appropriate documentation. The council may consider the items which are not listed on the published agenda. The council by majority may place the item on the agenda. Action may then be taken on the item.

Rule 5.3 Time for Submission of Items

Items for the council agenda will be submitted in time to allow for sufficient research by staff and recommendations from council advisory bodies.

Rule 5.4 Reports by the Staff

Normally the councilors will receive a report from the staff on each item to be considered by the council at least one (1) week prior to the council meeting.

Rule 5.5 Additional Items

After consulting with the mayor, the city manager may, not later than forty-eight (48) hours prior to the meeting, send out additions to the agenda with appropriate documentation and information. With prior notice to the council and under circumstances that cannot be avoided, the city manager may submit additional documentation at the council meeting. Any councilor may request and will be granted adequate time to review the documentation or delay deliberation concerning the matter.

Rule 5.6 Public Comments

A. Non-Agenda Items and Consent Calendar

Persons speaking to the council from the floor concerning items not on the agenda or items that are on the consent calendar would speak under public comments. Those people will be given the opportunity to speak no more than five (5) minutes. Speakers may share their time at the discretion of the mayor. The maximum time allowed for public comments, including all speakers is thirty (30) minutes. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Comments including any attachments, can be emailed to the City Recorder by 12:00 p.m. (noon) the Friday before the meeting or dropped off at City Hall.

B. Agenda Item other than Consent Calendar

Except as required by state statute, the following procedure will apply to comments on agenda items, other than those on the consent calendar. People will be given the opportunity to speak no more than five (5) minutes. Speakers may share their time at the discretion of the mayor. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time. Comments including any attachments can be emailed to the City Recorder by 12:00 p.m. (noon) the Friday before the meeting or dropped off by City Hall. Materials more than 10 pages long should be submitted prior to the deadline to ensure sufficient time for council review.

C. Written Materials Received after Deadline

Written material received later than the deadlines set forth in A or B will be accepted only by affirmative vote of the majority of the council except in the case of land use hearings.

D. Electronic Materials

Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff **Friday by 12:00 p.m.** prior to the council meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.

E. Multiple Speakers

Should there be more speakers than can be heard during the 30 minutes allowed for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard or may extend the comment period.

F. Council Inquiries

Councilors may, upon recognition by Mayor or presiding officer, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questions to no more than three minutes. The Mayor, or presiding officer, may intervene if a councilor is violating the spirit of this guideline.

Rule 5.7 Consent Calendar

The city manager will place items which have been previously reviewed by the council or items which are routine in nature on the consent calendar. Items may be removed from the consent calendar by the mayor or by request of a council member. Ordinances and orders will not be placed on the consent calendar. Public comments, as described in 5.6.A, will be held prior to the approval of the consent calendar

to allow the public to address items under consent calendar.

Rule 5.8 Agenda Availability

Council agendas and the accompanying documents are available at the city recorder's office and are posted on the city website normally one (1) week prior to the council meeting. Proposed ordinances will be available to the public on the City website one week prior to the meeting, as required by the Charter. Interested persons are encouraged to read the agenda along with supporting material, and address questions to the mayor, council or city staff prior to the meeting. The mayor and council value public input. In order to efficiently conduct city business, those who have concerns are encouraged to address these issues prior to the council meeting.

Rule 5.9 Work Session Meeting Agenda

The council may hold a work session prior to the council business meeting and as needed. The work session will be attended by the city manager, the city attorney, the mayor and the council. Other department heads will be expected to attend work sessions if requested by the city manager. The work session is intended for discussion and no decisions or actions will be taken on the items. The work session agenda will be as follows:

- I. Call Meeting to Order
- II. Roll call
- III. Review of the council agenda and meeting
- IV. Council housekeeping items (schedules, requests, announcements, limited to items of clarification, organization, calendar and questions of a general nature.)
- V. Reports & Presentations
- VI. Executive session
- VII. Recess

These work sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the work session will be kept by the city recorder. The agenda may be altered at the convenience of the council.

Rule 5.10 Business Meeting Agenda

The council may hold its regular business meetings at the time and place as specified in these rules. The business meeting agenda will be as follows:

- I. Call Meeting to Order
- II. Administration of Oath of Office
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports, Special Presentations, or Recognitions
- VI. City Manager's Report
- VII. Council Appointments
- VIII. Public Comments (30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)
- IX. Consent Calendar
- X. Public Hearings
- XI. Continued Business

- XI. New Business
- XII. Council Business
- XIII. Executive Session
- XIV. Adjournment

At the mayor's discretion, the mayor may change the order of the agenda and allow communications concerning items on the agenda or other council business. Minutes of the business meeting will be kept by the city recorder.

Rule 5.11 Study Session Meeting Agenda

The council, from time to time, may hold a study session at a location to be determined based on facility availability. The purpose of the study session is to explore and analyze issues, as well as to confer with staff or other experts. The study session is intended for discussion and no decisions or actions will be taken on the items. The study session agenda will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Presentation of Information
- IV. Discussion and Questions
- V. Executive Session
- VI. Specific Items for Presentations
- VII. Reports or Presentations from Boards, Commission, Committees, or Groups Invited by the Council
- VIII. Adjournment

These study sessions are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the study session will be kept by the city recorder.

Rule 5.12 Joint Meeting or Community Forum Meeting Agendas

The council may hold joint meetings or community forums with other governmental entities or with the city's boards, commissions, or committees or other governmental entities or an open forum to conduct business and to discuss issues, relationships, strategic plans, or controversial issues. The agenda for these meetings or forums will be as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Purpose of Joint Meeting or Community Forum
- IV. Discussion or Deliberation
- V. Summary and Closing Comments
- VI. Adjournment

The purpose of the community forum would be to listen and communicate. These meetings are open to the public and the public is welcome to attend. Public input will not be taken except with specific permission of the council. Minutes of the joint meeting or community forum meeting will be kept by the city recorder.

SECTION 6 – PRESIDING OFFICER

Rule 6.1 Mayor

Section 9 of city charter provides that the mayor will preside over and facilitate all council meetings, preserve order, enforce council rules, and determine the order of business pursuant to council rules. The mayor is a voting member of the council and has no veto authority. The mayor, with the consent of the council, will appoint members of boards, commissions, and committees established by ordinance or resolution. The mayor will sign all records of council decisions. The mayor serves as the political head of the city.

Rule 6.2 Council President

In the absence of the mayor, the council president will act as mayor and serve as the presiding officer. Pursuant to section 10 of city charter at the first meeting each year, the council will elect a council president from its membership. Whenever in these rules, the mayor is mentioned and the mayor is absent, the council president can exercise the authority as the mayor. The council president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform the mayor's duties.

Rule 6.3 Presiding Officer Pro-Tem

In the absence of the mayor and council president at any meeting of the council where a quorum is present, the council members present may appoint a presiding officer pro-tem who will preside at the meeting. The presiding officer pro tem will exercise all the authority of the mayor during the proceedings.

- A. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
1. The city recorder shall call the council to order and call the roll of the members.
 2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 4. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

Rule 6.4 Presiding Officer Pro-Tem for Specific Items (Roving Gavel)

The mayor, with the consent of the appointed council member and the concurrence of the members present, may appoint a council member to serve as the presiding officer pro-tem for specific items to come before the council meeting for consideration. If any councilor objects to the appointment, the consent of the quorum will be obtained. The rulings and decisions of the presiding officer pro-tem will have the same force and effect as those of the mayor. The mayor will be allowed to participate as any other council member.

SECTION 7 – PROCEDURES AT MEETINGS

Rule 7.1 Mayor's Duty

The mayor will call the council members to order at the hour designated for the meeting. The mayor may

compel attendance in accordance with council rule 2.3. Should there not be a quorum within fifteen (15) minutes the members present will adjourn until a quorum can be gathered or until the next scheduled meeting time established by the council or to the next regular meeting time.

Rule 7.2 Mayor's Role

The mayor will preserve order and decorum, may speak to the points of order in preference to other members and will decide all questions of order subject to an appeal to a majority of council members. No member may speak more than once on an item concerning an appeal of the mayor's decision without permission of the council. If two or more members request the floor at once, the mayor will name who is to speak first.

Rule 7.3 Council

Members of the council shall observe decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.

Rule 7.4 Staff

Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.

Rule 7.5 Address the Mayor

When any councilor is about to speak in debate or deliver any matter to the council, that councilor should respectfully address the mayor or presiding officer. The councilor should confine the remarks to the question under consideration and avoid addressing personalities.

Rule 7.6 Voting Required

Every councilor who is present will vote for or against the question before the council unless the council excuses that councilor from voting. Every councilor may refrain for just legal cause without being excused by the council. A Councilor will announce the legal reason or justification for abstaining from voting.

Rule 7.7 Discussion on Agenda Items

Agenda items may be considered at any time during the meeting. The mayor will control and determine the order items will be discussed.

Rule 7.8 Debate

The following rules shall govern the deliberation of any item being discussed by the council:

- A. Upon recognition by the presiding officer, every member desiring to speak shall address the presiding officer.
- B. Shall be a five-minute time limit, Only after all members have had the opportunity to debate, a member may be given additional time to speak.
- C. Shall confine him/herself to the question under debate.
- D. Shall at all times act and speak in a respectful manner.
- E. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of opening or closing the debate.

Rule 7.9 Verbal and Electronic Crosstalk

Councilors should refrain from crosstalk during meetings, including exchanges between councilor in verbal, electronic, or written form. To further the purpose of the Oregon Public Meeting Law, discussion should be open and available to the public. Any exchange electronic or written occurring during a council meeting and related to City business, is a public record and should be provided to the City Recorder to be entered into the record.

Rule 7.10 Procedures on Motion

Generally, no motion will be considered unless it has been seconded. When a motion is seconded, the mover may withdraw the motion with the consent of the second at any time before discussion and before any amendment is proposed. Motions not requiring a second include division, point of order, parliamentary inquiry, response to hygiene issues, and other such procedural inquiries.

Rule 7.11 Reconsideration

When a question has been decided, it will be in order for a member who voted on the prevailing side to move for reconsideration at the same meeting or next following meeting only.

Rule 7.12 Failure to Follow Rules

Failure to follow the rules of the council in conducting business or to abide by the rules of procedure does not invalidate the decisions of the council nor will it be grounds to later challenge the validity of the decision.

Rule 7.13 First Reading of Ordinances

Section 17 of city charter provides that the council exercises its legislative authority by adoption of ordinances. Ordinances require the concurrence of a majority of the entire membership of the council. This section of the charter provides that an ordinance may be read by title only without having to read the ordinance fully in open council meeting if no council member present requests such reading and the ordinance is available in writing at least one (1) week before the meeting. By this rule, the council establishes the policy that an ordinance will be presented to the council for consideration and discussion at one (1) meeting prior to the passage of the ordinance. The ordinance may be finally acted upon at the first meeting that the ordinance is presented if a majority of the entire membership concurs. In that case the ordinance can be read by title only as provided in the city charter. In order to comply with the requirement that an ordinance be read in full, the exhibits or attachments to the ordinance will not have to be read as long as they are available in writing to the public at least one (1) week before the meeting.

Rule 7.14 Public Legislative Hearing

The council exercises legislative authority pursuant to Chapter IV of the city charter. The legislative authority is usually exercised by adoption of an ordinance. When the council conducts a public hearing concerning the exercise of its legislative authority, the council will follow the legislative hearing format. That format is hereby attached as Exhibit “1” to these rules and by this reference incorporated.

Rule 7.15 Public Administrative Hearing

The council exercises administrative authority pursuant to Chapter V of the city charter. Certain administrative actions require a public hearing be held. Examples include: sale of real property (ORS 221.725); imposing or raising a fee (ORS 294.160). When the council conducts an administrative public hearing, council will follow the administrative hearing format. That format is hereby attached as Exhibit “2” to these rules and by this reference incorporated.

Rule 7.16 Public Quasi-judicial Hearing

The quasi-judicial authority is usually exercised by adoption of an order pursuant to Chapter VI of the city charter. When the council conducts a public hearing concerning the exercise of its quasi-judicial authority, the council will follow the quasi-judicial hearing format. There are two (2) separate and distinct types of quasi-judicial public hearing procedures that will be used by the council, and they are as follows.

A. Quasi-judicial Land Use Public Hearing Procedure

Whenever the council is considering a land use matter, which requires a quasi-judicial land use hearing procedure, the council will use the procedure that is hereby attached as Exhibit “3” and by this reference is incorporated.

B. Quasi-judicial Non-Land Use Public Hearing Procedure

Whenever the council is considering a non-land use matter, which requires a quasi-judicial land use public hearing procedure, the council will use the procedure that is hereby attached as Exhibit “4” and by this reference is incorporated.

Rule 7.17 Ex-parte Contact

Whenever the council conducts a quasi-judicial public hearing, the council should declare any ex-parte contact. When the hearing conducted is a quasi-judicial land use public hearing, the ex-parte contact is governed by the appropriate state law concerning ex-parte contacts in quasi-judicial land use matters. Whenever the ex-parte contact concerns quasi-judicial non-land use public hearings, the councilor should attempt to clearly state any ex-parte contact. However, failure to state ex-parte contact will not be grounds to question, appeal, or overturn the decision of the council unless it can be shown that failure to declare the ex-parte contact constituted substantial prejudice to a party raising the objection.

Rule 7.18 Public Comment Registration

In order to properly notify citizens who participate in the hearing and to be able to send them information, it is necessary for the interested person to register at the council meeting before making oral comments and/or providing input at the meeting. The interested person shall register for each subject under which they wish to provide comment. The public comment registration forms will be made part of the meeting records in accordance with OPML. The registration forms will contain a provision by which a person may indicate that they do not wish for their address, phone number, and email address to be released in any public records request. When the interested person addresses the council or gives oral comments, that person should state their name, but does not need to state their mailing address, phone number, or email address. A form complying with this rule will be available at all meetings of the council. The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

Rule 7.19 How Interested Person Should Testify

Each interested person addressing the council should do so in a courteous and considerate manner. The person needs to register and follow other rules as provided in the council rules. The public will be furnished guidelines and should comply with these guidelines for testifying before the council. The document setting out the guidelines and helpful information to assist the public in testifying will be entitled, “How to Testify” that is hereby attached as Exhibit “5”. The city manager is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.

A. If a member of the public wishes to speak on an item that is scheduled for a public hearing at

that same meeting, the speaker shall wait until the public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.

- B. Each person shall, prior to giving testimony, give his or her name, and shall indicate whether they are a resident of the city. All remarks shall be addressed to the council as a body and not to any member thereof.
- C. Councilors may, after recognition of the Mayor or presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline. **This is not a time for councilor deliberation.**
- D. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on testimony provided.

SECTION 8 – ENFORCEMENT OF COUNCIL RULES

Rule 8.1 Presiding Officer

The mayor or presiding officer, as described in Section 6, will enforce the council rules. In addition, the mayor or presiding officer has the authority to preserve decorum and will determine all points of order, subject to the right of any councilor to appeal to the council. The mayor or presiding officer will enforce order, prevent attacks on personalities or the impugning of members' motives, and keep those in debate to the question under discussion.

Rule 8.2 Councilors

Councilors will when addressing staff or councilors confine themselves to questions or issues that are under discussion; will not engage in personal attacks; will not impugn the motives of any speaker; and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of office. Councilors will not attack the knowledge, skills, abilities and personalities or impugn city staff members' motives in council or at any city meetings. In council meetings, councilors may discuss or suggest anything with the city manager related to city business.

Rule 8.3 Attire at Council Meetings

All persons at Council meetings will be properly attired in order to maintain the atmosphere of respect for the Council proceedings. Proper attire will include shirt and shoes that are appropriate for the public meetings similar to judicial proceedings. Attire may vary depending upon custom and tradition. This rule will not be used to infringe upon anyone's freedom of religion or necessary attire for accommodation purposes. For example, men should remove their hats in council meetings; women may cover their heads as traditionally allowed; all "outside" headgear should be removed; dark glasses, unless medically-

necessary should be removed; a shirt or blouse should be worn; muddy shoes or boots should be removed; and shoes should be worn.

Rule 8.4 Removal of Any Person

Any persons making disruptive or threatening remarks or actions during a meeting will forthwith be barred from further audience at that meeting, unless permission to continue is granted by a majority vote of the councilors present. The mayor or presiding officer may summon the assistance of the police or other administrative staff to prevent further interruption by such person by any action necessary, including the removal of that individual. In case the mayor or presiding officer should fail to act, any councilor may obtain the floor and move to require enforcement of this rule; upon an affirmative vote of the majority of the councilors present. The police or administrative staff will be authorized to remove the person(s) as the mayor or presiding officer so directs.

Rule 8.5 Censure

The council may enforce these rules and ensure compliance with city ordinances, charter and state laws applicable to governing bodies. If a member of the council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, a majority of the entire membership of the council may take action to protect the integrity of the council and discipline the member with a public reprimand, removal from committee assignments, and/or the removal from the position of council president.

Rule 8.6 Use of Executive Session to Investigate Council Members Actions

The Council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b)

SECTION 9 – AD-HOC COMMITTEES

Rule 9.1 Structure of Ad-hoc Committees

The mayor will have the authority to form ad-hoc committees and may refer matters to the appropriate committee.

Rule 9.2 Duty of Ad-hoc Committees

The mayor may form ad-hoc committees to deal with specific tasks within specific timeframes and make recommendations to the council. The mayor will establish the membership criteria for the ad-hoc committees. Residency may be a required criterion but does not have to be a required criterion.

Rule 9.3 Appointment of Ad-hoc Members

The mayor will appoint members of the ad-hoc committees, subject to council ratification. The mayor will designate the chair person and the vice chair. Membership on the committees will be appointed as needed to advise the council on specific programs or projects. Members will continue to serve until their mission is accomplished, replacement or reappointment.

Rule 9.4 Functions of Ad-hoc Committees

Each member of the ad-hoc committee will have an equal vote on the committee. The reports of the ad-hoc committee will have only the authority of recommendations to the council. The council has the authority to follow the recommendations, change the recommendations, refer the matter back to the committee or take any other action the Council deems appropriate.

Rule 9.5 Removal of Members of Ad-hoc Committee

The mayor may remove any member of the ad-hoc committee at any time. Members of the committee will be removed if the member fails to attend two (2) consecutive meetings of the committee without being excused prior to the meeting. The mayor has the authority to grant an excused absence and in the mayor's absence, the committee chair has the authority.

Rule 9.6 Meetings of the Ad-hoc Committees

The meeting time and place of the committees will be decided by the chair with the consent of the committee. The meeting time and place may be changed provided there is adequate notice. The chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet. However, a majority of the committee, as determined by telephone poll or electronic poll, may request a meeting of the committee. Meetings are public meetings and will be conducted in accordance with the OPML.

Rule 9.7 Staff Support of Ad-hoc Committee

The city manager will have the responsibility to furnish the necessary staff support for each ad-hoc committee. The city manager will assign the specific duties to the staff supporting and working with the membership of the ad-hoc committees. The committee will not have the authority to assign specific tasks to any staff person of the city but will work through the city manager.

Rule 9.8 Ex-officio Members of Ad-hoc Committees

The mayor, city manager, and the city attorney will be ex-officio, non-voting members of all ad-hoc committees and will not be used in determining a voting quorum. The ex-officio members may attend any committee meeting. If they attend, they may participate in the discussion as is appropriate. However, they

are not required to attend committee meetings.

SECTION 10 – ELECTRONIC COMMUNICATIONS

Rule 10.1 Electronic Communications

All councilors will observe the following guidelines when using an electronic method for communication (including but not limited to, email, social media, or other forms of electronic communication) in their elected roles:

A. **Subject to Disclosure**

All council e-mail correspondence or social media posts related to city business are governed by the Oregon Public Records and Meetings Laws and subject to disclosure.

B. **Purpose of Email**

E-mail may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the council, the city manager, or city department directors.

C. **Not Appropriate for Policy Issues with a Quorum**

E-mail or social media sites may not be used to discuss policy issues with a quorum of the council at one time or a quorum of an advisory body in any manner which would be in violation of the OPML.

SECTION 11 – PROCLAMATIONS

Rule 11.1 Request for Proclamations

Organizations, citizens, or councilors may request proclamations that declares a specified date or dates to recognize the efforts of various community groups and individuals. Upon receipt, the city recorder will notify the mayor of the request. Upon the approval of the mayor, the city recorder will prepare the proclamation for the mayor's signature.

Rule 11.2 Reading of Proclamations

At the discretion of the mayor, a proclamation will be read at the council meeting and presented or mailed to the requesting organization or group.

SECTIONS 12-19 – *[RESERVED FOR EXPANSION]*

SECTION 20 – MISCELLANEOUS

Rule 20.1 Amendments to Council Rules

Amendments to these council rules will be made by resolution.

OUTLINE FOR PUBLIC HEARING

Newberg City Council

► ADMINISTRATIVE HEARING ◀

1. CALL TO ORDER

OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS

2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

3. STAFF REPORTS

4. PUBLIC TESTIMONY

A. Mayor Announces Time Limits

B. Citizen Testimony

1. Invites citizen to the table to speak into the microphone.
2. Inform citizen to state name at beginning of testimony.
3. Remind citizen to briefly state input.
4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided

C. Close of Public Testimony

5. RECOMMENDATIONS FROM STAFF

6. COUNCIL DELIBERATION

7. DECISION

A. Resolution – Action usually requires passage of resolution

B. Vote – Voice vote is permitted

C. Majority of the Quorum is required for passage

D. Combination – Can be combined with other council action

OUTLINE FOR PUBLIC HEARING

Newberg City Council

► LEGISLATIVE HEARING ◀

1. CALL TO ORDER

OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS

2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

3. STAFF REPORTS

4. PUBLIC TESTIMONY

A. Mayor Announces Time Limits

B. Citizen Testimony

1. Invites citizen to the table to speak into the microphone.
2. Inform citizen to state name at beginning of testimony.
3. Remind citizen to briefly state input.
4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided

C. Close of Public Testimony

5. RECOMMENDATIONS FROM STAFF

6. COUNCIL DELIBERATION

7. DECISION

A. Ordinance – Action usually requires passage of ordinance

B. Roll Call Vote – Vote is done by roll call

1. By title only
2. Reading in full
3. “First Reading” council rule

C. Majority of Entire Membership – Ordinances require majority of entire membership for passage

D. Combination – Can be combined with other council action

Newberg City Council

QUASI-JUDICIAL LAND-USE PUBLIC HEARING PROCEDURE (Land Use)

1. OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS
2. CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION

**CITY ATTORNEY LEGAL ANNOUNCEMENTS:
READ “[Quasi-Judicial Announcements](#)” Sheet**
3. STAFF REPORT
4. PUBLIC TESTIMONY

Time Limits: A. Mayor sets time limits
B. Citizen goes to witness table, states name & presents testimony

 - A. PROPONENTS (Principle Proponent/s first, then others or undecided)
 - B. OPPONENTS AND UNDECIDED
 - C. PRINCIPAL PROPONENT REBUTTAL
5. QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR
6. PUBLIC AGENCY LETTERS OR COMMENTS
7. CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING

CITY ATTORNEY LEGAL ANNOUNCEMENTS
8. FINAL COMMENTS FROM STAFF AND RECOMMENDATION
9. DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT
10. ACTION BY THE CITY COUNCIL
 - A. ORDER – Usually requires passage of order.
 - B. VOTE – Voice vote is permitted.
 - C. MAJORITY OF A QUORUM – Requires majority of the quorum for passage.
 - D. COMBINATION – Can be combined with other council action; separate vote on each action is required.

Newberg City Council

QUASI-JUDICIAL NON-LAND-USE PUBLIC HEARING PROCEDURE (Non-Land Use)

1. OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY, PROCEDURE, AND TIME ALLOTMENTS
2. CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION

**CITY ATTORNEY LEGAL ANNOUNCEMENTS:
READ “[Quasi-Judicial Announcements](#)” Sheet**
3. STAFF REPORT
4. PUBLIC TESTIMONY

Time Limits: A. Mayor sets time limits
B. Citizen goes to witness table, states name & presents testimony

 - A. PROPONENTS (Principle Proponent/s first, then others or undecided)
 - B. OPPONENTS AND UNDECIDED
 - C. PRINCIPAL PROPONENT REBUTTAL
5. QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR
6. PUBLIC AGENCY LETTERS OR COMMENTS
7. CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING

CITY ATTORNEY LEGAL ANNOUNCEMENTS
8. FINAL COMMENTS FROM STAFF AND RECOMMENDATION
9. DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT
10. ACTION BY THE CITY COUNCIL
 - A. ORDER – Usually requires passage of order.
 - B. VOTE – Voice vote is permitted.
 - C. MAJORITY OF A QUORUM – Requires majority of the quorum for passage.
 - D. COMBINATION – Can be combined with other council action; separate vote on each action is required.

REQUEST FOR COUNCIL ACTION



Date Action Requested: April 7, 2025

Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Proclamation <input type="checkbox"/>
Subject: 6 Year Work Plan for the Historic Preservation Commission				Staff: Rachel Thomas Department: Administration	
Business Session				Order On Agenda: New Business	

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: Consider a motion to approve the 6 year work plan of the Historic Preservation Commission.

Executive Summary: After a time of transition on the Historic Preservation Commission and the completion of the majority of the former work plan, the commission found it necessary to set new objectives for the coming years. Over the last year, the commission has discussed the needs of the community in regards to historic preservation, the charge of the commission, and the opportunities available to them. The result was this work plan which is anchored by the biannual Certified Local Government grant cycle.

Fiscal Impact: Expected grant revenue over 6 years: \$45,000.

Council Goals: This work supports several of the 2025 City Council Goals including:

Goal 6: Revitalize and beautify the appearance and utility of Newberg's downtown area.

O1: In partnership with NDC, seek funding sources to implement the main street program.

O2: Work with all stakeholders to explore the creation of a historic designation for the downtown corridor within 3 years.

Goal 7: Preserve the balance between the needs of the tourism industry and preserving the character of our town.

O2: Act as a resource to assist the community in obtaining grants to improve the city.

Continuous Goal D: Develop ways to help tourism and the wine industry flourish.

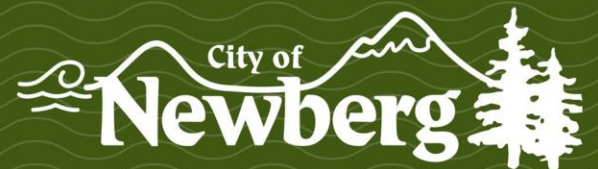
Historic Preservation Commission 6-Year Work Program

								2025			
								Year 1			
Task Name	Task Lead	Description/Notes	Status	Activity Notes	Start Date	End Date	Jan-Mar	Apr-Jun	July-Sept	Oct-Dec	Jan-Mar
Historic Inventory	Commissioners	Review current historic resource inventory and identify updates needed, areas for improvement, gaps, and other changes.			Present	Feb-26					
CLG Grant #1	Staff	Apply for a CLG Grant to update the Historic Resources Inventory			Feb-26	Jun-27					
Resource identification	Commissioners	Identify resources that need support.			27-Jun	Dec-27					
Outreach	Commissioners	Connect with businesses, property owners and stakeholders such as Newberg Area Historical Society, Yamhill County Historical Society, Newberg Downtown Coalition create buy in for historic preservation.			Ongoing						
CLG Grant #2	Staff	CLG Grant to explore a historic downtown designation.			Feb-28	Jun-29					
Restoration Program	All	Develop ideas for a historic restoration program.			Jun-29	Dec-29					
Historic Downtown Designation	Staff	Pursue a Historic Downtown designation (conditional goal dependent on results of study)			Sep-29	Feb-30					
CLG Grant #3	Staff	Apply for a CLG Grant to support a Historic Restoration Program (developed in Year 4)			Feb-30	Jun-31					
NDC Support	Commissioners	Support Newberg Downtown Coalition applications for Oregon Main Street Grants.			Ongoing						

6 Year Work Plan

Historic Preservation Commission

2025



Identified Primary Goals

- Preserving Historic Structures
- Preserving Human Histories



Historic Structures

- Updating the Historic Inventory
- Collaboration with local organizations for building restorations
- Exploring a Historic Downtown Designation
- Developing an Awards Program
- Facilitating Funding Mechanisms



Human Histories

- Communication and Education Plan
- Oral Histories
- Establishing a Museum (long-term goal)



Secondary Goals

- Historic Homes
- Inventories of Cultural and Natural Historic Resources
- Chinese History/Other Untold Histories



Proposed 6 Year CLG Grant Cycle

Year 1: Planning and preparation for grant applications, review of current historic properties inventory

Year 2: Grant to Redo the Historic Properties Inventory

Year 3: Complete Historic Property Inventory, Identify Buildings in Need

Year 4: Grant to Explore Historic Downtown Designation

Year 5: Pursue Historic Downtown Designation (Conditional), Develop Historic Restoration program

Year 6: Grant to Begin Historic Restoration Awards Program