

# City of Newberg

## City Council Meeting Minutes

June 2, 2025

### Call to Order

Mayor Rosacker called the City Council meeting to order at 6:00 PM.

### Roll Call

The City Recorder conducted roll call. Present were Councilors McBride, Wheatley, Kilburg, Turgesen, Carmon, Yarnell-Hollamon, and Mayor Rosacker.

### Pledge of Allegiance

The Pledge of Allegiance was recited.

### City Manager Report

#### May Narrative Report

Will Worthey, the City Manager, presented the May narrative report. He highlighted several developments in various city departments:

Community Development reported an increase in upcoming construction work. Berne, the long-serving plumbing inspector, retired and was replaced by Byron Pickle.

Public Safety celebrated National Police Week and National Telecommunications Appreciation Week in May.

Finance was busy with budget committee meetings, budget publications, and beginning work on supplemental budget number 3. The department also attended a Tyler Technologies Connect conference and implemented training for a new accounts payable invoice process using AI technology.

Human Resources presented its budget to the city council and budget committee, outlining plans for the next two years. They also attended a wellness academy and an Aflac renewal meeting. Current recruitment efforts include positions for a Building Inspector, Police Officer, and City Technology Manager.

The Library visited all public and private fifth-grade classrooms to promote summer reading programs. They hosted a preschool fair with 50 attendees and celebrated Mother's Day. The library was voted Newberg's favorite place to read by local newspaper readers.

The City Recorder attended the International Institute of Municipal Clerks Conference and handled a record number of 19 public records requests in one month. A new board management system was implemented to streamline committee applications.

Community Engagement collaborated with Public Works to promote National Public Works Week.

Public Works completed various maintenance tasks, including pipe cleaning and inspection, debris sweeping, and valve testing. A crack seal project on Mountain View Drive was reported to be about three-quarters complete.

The Wastewater Treatment Plant carried out routine tasks such as testing, valve replacements, and pump replacements.

The Water Treatment Plant produced 49 million gallons and completed various maintenance tasks.

Engineering reported on ongoing projects, including groundwater treatment plant filter covers and wastewater treatment plant capacity studies.

## Public Comments

There were no public comments.

## Consent

### Resolution to Support Grant Application for the State of Oregon Transportation and Growth Management Program to Fund Transportation System Plan Update

*Councilor Carmon moved to approve Resolution 2025-3971 in the consent calendar. Councilor McBride seconded the motion.*

*Councilor McBride-Yes*

*Councilor Wheatley-Yes*

*Councilor Yarnell-Hollamon-Yes*

*Councilor Kilburg -Yes*

*Mayor Rosacker-Yes*

*Councilor Torgesen-Yes*

*Councilor Carmon -Yes*

The motion passed unanimously.

## Administrative Public Hearing

### City of Newberg Budget Adoption

Kady Strode presented the staff report for Resolution 2025-3972, adopting the biennial budget for 2025-2027. The total budget equals \$224,810,200 with 147.28 FTE. Total appropriations equal \$203,083,262 with unappropriated ending fund balances and reserve for future expenditures totaling \$21,726,938. The approved property tax rate is \$3.0748 per \$1,000 assessed value.

Mayor Rosacker noted that half of the budget committee members were from the public, and staff had answered all questions satisfactorily.

*Councilor Kilburg moved to adopt Resolution 2025-3972, adopting the biennial budget for 2025 through 2027. Councilor Carmon seconded the motion.*

*Councilor McBride-Yes*

*Councilor Wheatley-Yes*



*Councilor Yarnell-Hollamon-Yes*

*Councilor Kilburg -Yes*

*Mayor Rosacker-Yes*

*Councilor Turgesen-Yes*

*Councilor Carmon -Yes*

The motion passed unanimously.

## **Res 2025-3974: State Shared Revenues**

Kady Strode presented the staff report for Resolution 2025-3974 regarding state shared revenues. She explained that cities are required to pass an ordinance or resolution each year to elect to receive state shared revenues, and a public hearing must be held to determine the use of these funds.

*Councilor Carmon moved to adopt Resolution 2025-3974. Councilor Yarnell-Hollamon seconded the motion.*

*Councilor McBride-Yes*

*Councilor Wheatley-Yes*

*Councilor Yarnell-Hollamon-Yes*

*Councilor Kilburg -Yes*

*Mayor Rosacker-Yes*

*Councilor Turgesen-Yes*

*Councilor Carmon -Yes*

The motion passed unanimously.

## **Exhibit A. State Shared Revenues Recap**

Kady Strode presented Resolution 2025-3973, certifying the provision of municipal services by the City of Newberg for the purpose of participating in the state revenue sharing program. The city is required to provide at least four essential services, which include police protection, street construction maintenance and lighting, sanitary sewer, storm sewers, planning, zoning, and subdivision control, and one or more utility services.

*Councilor McBride moved to adopt Resolution 2025-3973. Councilor Kilburg seconded the motion.*

*Councilor McBride-Yes*

*Councilor Wheatley-Yes*

*Councilor Yarnell-Hollamon-Yes*

*Councilor Kilburg -Yes*

*Mayor Rosacker-Yes*

*Councilor Turgesen-Yes*

*Councilor Carmon -Yes*

The motion passed unanimously.

## Continued Business

### Work Session for Review of Recommended Development Code Amendments to Vacation Rental Home Regulations

Assistant Planner James Dingwall presented the proposed development code amendments for vacation rental homes. The main changes included:

- Shifting vacation rental home use to a special use in R1 and R2 zones, changing from a conditional use.
- Implementing a 2% cap on the number of vacation rental homes in the city.
- Changing parking requirements based on the number of bedrooms.
- Requiring annual good neighbor notices to properties within 500 feet.
- Changing land use approval to run with the applicant instead of the property for new permits.
- Requiring a local manager within 40 miles of the property.

The council discussed various aspects of the proposed changes, including:

- The impact of HOAs on the distribution of vacation rentals
- The potential concentration of rentals in certain neighborhoods
- The balance between property rights and neighborhood character
- Enforcement mechanisms for local managers
- Grandfathering provisions for existing permits

## New Business

### Library 2025 Customer Service Survey Results

Library Director Korie Buerkle-Jones presented the results of the 2025 Library Customer Service Survey. Key points included:

- 266 responses were received
- Overall ratings were between excellent and good for most services
- The digital collection received more mixed reviews due to the expense of maintaining it
- The library's self-check app had mixed awareness and usage
- Program attendance has been high but may change due to the unavailability of the library meeting room since February

Korie Buerkle-Jones also presented comparative state report data, showing how Newberg Library compares to other libraries in areas such as staffing, circulation, program attendance, and collection expenditure per capita.

## Council Rules Discussion

Rachel Thomas, the City Recorder, presented the updated Council Rules document. Key changes included:

- Combining the council rules with board, committee, and commission guidelines
- Streamlining and simplifying the document

- Updating with council preferences, such as getting information ahead of time and including executive summaries
- Adding clear scripts for various types of hearings and actions

The council agreed to review the document and provide feedback within two weeks.

## Adjournment

Before adjourning, Mayor Rosacker mentioned a discussion about potentially banning through truck traffic on First Street and diverting it to the bypass. He plans to meet with Mayor Ford and possibly the police chief to explore this idea further.

The meeting was then adjourned at 8:11 PM.

Attested By:

  
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Bill Rosacker, Mayor

  
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Rachel Thomas, City Recorder