

City of Newberg

City Council Meeting Minutes

March 3, 2025

Call to Order

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

Roll Call

The City Recorder conducted roll call. Councilors McBride, Wheatley, Yarnell Holloman, Kilburg, Ferguson, and Mayor Rosacker were present. Councilor Carmen was absent.

Pledge of Allegiance

Mayor Rosacker led the Pledge of Allegiance.

City Manager Report

February Narrative Report

City Manager Will Worthey presented the February 2025 narrative report. He highlighted several key points:

In engineering, Keller submitted 90% plans for the water basin covering project. The city successfully negotiated with Oregon Health Authority to use a less expensive plastic for basin covers. The water treatment plant siting study draft geotechnical report revealed no liquefiable soils at Site B, potentially saving \$5-7 million in future costs. The PLC project was 99% finished, and the Winooski storm outfall project was completed under budget.

Finance issued W-2s and 1099s in January. Staff attended Department of Revenue annual budget training. OpenGov implementation for new building and planning permit software was underway.

Human Resources coordinated a lunch and learn about artificial intelligence. The department explored new training software for public works staff and received nearly 200 applications across five positions.

IT began deploying Windows 11 on laptops and other devices, as Windows 10 support was ending for key features.

Public Works finalized the annual solid waste recycling report, dealt with a waterline break on February 17, and conducted various maintenance tasks. The wastewater treatment plant experienced a PLC replacement cutover.

Water operations replaced a level indicator in North Valley Reservoir, added media to water filters, and programmed a new cellular-based autodialer.

A waterline break occurred at Jaquith Park Estate on February 17, affecting 1,200 homes. Services were restored by 9 PM, but a boil water notice remained in effect until February 19.

Public safety delivered over 150 meals to seniors on February 13. The city's two School Resource Officers were highlighted for their unique roles in mentoring and educating youth.

Community Development approved a 100-lot planned unit subdivision on North Springbrook Road. A design review application was submitted for redeveloping the former Roundtable site into a new restaurant.

The City Recorder launched a new website and conducted tours during the First Friday open house. Work began on updating council rules.

Councilor Yarnell Holloman thanked the council, Captain Ferguson, and the police department for their support following her husband's unexpected passing last month.

Public Comments

Dave Huber and Jason Willie from Waste Management announced that their local office on Winooski Road would be open to the public starting the following week. Office hours would initially be Monday through Friday, 12-5 PM, with the possibility of expansion based on need. Mayor Rosacker expressed appreciation for this change on behalf of citizens.

Chandler Willcuts, a real estate agent, presented an offer for the First Street lot (also known as the Butler property or Mouse lot). City Manager Will confirmed that most councilors had given affirmative feedback, and they would be proceeding with follow-up steps soon.

Consent Calendar

Resolution to Authorize Grind and Inlay Road Repairs

Councilor Kilburg moved to approve the consent calendar. Robyn Wheatley seconded the motion.

Mayor Rosacker: Yes

Councilor Yarnell-Hollamon: Yes

Councilor McBride: Yes

Councilor Turgesen: Yes

Councilor Kilburg: Yes

Councilor Wheatley: Yes

Councilor Carmon was absent.

The motion passed unanimously.

Public Hearing

Master Fee Schedule

Dan Keuler, Accounting Manager, presented the ninth iteration of the Master Fee Schedule update since its creation in 2016. Key changes included:

- Adjustment of the city attorney research rate for public records requests from \$300 to \$404 per hour.
- Addition of a new grant writing services fee at \$50 per hour.

- Updates to municipal services statement fees.
- Adjustment to the library's interlibrary loan policy, introducing a \$5 fee per loan after 12 loans.
- Annual updates to permit center fees based on the CPIU index (2.9%).
- Reintroduction of the demolition permit fee at \$108.22, now under the engineering section.
- Reorganization of business license and permit fees, including the addition of a temporary merchant business license fee.

Councilor McBride asked about the overall percentage increase, which Keuler confirmed was generally around 2.9% based on the CPI-U as of December 2024.

City Manager Will Worthey clarified that the legal charge for public information requests would only apply to a small subset of requests requiring legal opinions on information release.

No motion was made, as this was the first reading. Keuler will return at the next council meeting for official adoption.

New Business

Sister City Discussion

Rachel Thomas, City Recorder, presented an update on Newberg's sister city relationships with Asago City, Japan, and Poysdorf, Austria. She outlined the history, current status, and challenges of both relationships, including:

- Asago City relationship is 25 years old, focusing on middle school exchanges.
- Poysdorf relationship is 19 years old, with biannual visits and wine industry connections.
- Challenges include lack of citizen organizers, limited city staff capacity, and budget commitments.
- Recent visits cost the city \$8,000 for hosting Poysdorf and less for Asago City.
- Travel costs for visits range from \$3,000 to \$5,000 per person.

Thomas asked for council direction on future involvement, staff time allocation, budget requirements, and long-term goals for these relationships.

Councilors provided the following feedback:

- Councilor McBride opposed using taxpayer money for student sponsorships and suggested the Chamber, Newberg Downtown Coalition, and Taste of Newberg should lead the efforts.
- Councilor Yarnell Holloman agreed with minimizing staff time but expressed interest in forming an ad hoc committee with a councilor taking on the burden of staff time.
- Councilor Wheatley agreed that the relationships should continue without taxpayer expense or additional staff workload.
- Councilor Kilburg echoed support for involving the Stable Table in potentially supporting the work.
- Mayor Rosacker expressed a desire to continue the program with minimal city involvement, suggesting the wine industry group should take a large part in ensuring its continuation.

The council generally agreed to maintain a small budget for participation while seeking external organizations to lead the efforts in continuing the sister city relationships.

Mayor Rosacker adjourned the meeting at 6:49.

Attested By:



Mayor Bill Rosacker



City Recorder Rachel Thomas