

City of Newberg

City Council Meeting Minutes

March 17, 2025

Call to Order

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

Roll Call

Councilor McBride, Councilor Wheatley, Councilor Yarnell Holloman, Councilor Kilburg, Mayor Rosacker, and Councilor Turgeson were present. Councilor Carmen was absent.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Executive Session

The council adjourned to executive session pursuant to ORS 192.6602E to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The council returned to open session after almost an hour.

City Manager Report

January Statistical Report

The City Manager Will Worthey suggested waiving this report to save time, which was agreed upon by the council.

Public Comments

Keith Leonard expressed concerns about vehicles parking too close to intersections, creating visibility and safety issues. Chief of Police confirmed there are ordinances preventing parking within 15-20 feet of intersections. The Mayor advised Mr. Leonard to call the non-emergency police number if he observes violations.

Consent Calendar

Councilor Wheatley moved to approve the consent calendar. Councilor Turgeson seconded the motion.

The motion passed unanimously.

Mayor Rosacker-Yes

Councilor McBride-Yes

Councilor Wheatley-Yes

Councilor Kilburg-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Torgesen-Yes

Councilor Carmon-Absent

Public Hearing

Resolution 2025-3961: Master Fee Schedule Update

Dan Keuler, the accounting manager, presented updates to the master fee schedule. He highlighted changes including increases to the city attorney research rate for public records requests, a new fee for digital archivist services, updates to water/sewer/stormwater rates, changes to library fees, and various permit fee increases.

Keuler noted two minor corrections needed: adjusting a mechanical fee calculation and clarifying language for a reinspection fee.

Rebecca Wallace provided public comment expressing concerns about the increased public records request fees compared to neighboring jurisdictions. She urged the council to consider how the changes impact transparency and public engagement.

Councilor Yarnell-Holloman suggested pausing the increase to public records fees. City Manager Worthey cautioned against having the city lose money on individual transactions. Other councilors expressed support for the proposed fees as reasonable cost recovery.

Councilor Kilburg moved to adopt Resolution 2025-3961 accepting/adopting the master fee schedule as presented with the corrections and clarifications noted. Councilor McBride seconded the motion.

Councilor Yarnell Holloman moved to amend the motion to keep public records request fees at the 2024 rates. Councilor Torgesen seconded.

The amendment failed.

Mayor Rosacker-no

Councilor McBride-no

Councilor Wheatley-no

Councilor Kilburg-no

Councilor Yarnell-Hollamon-Yes

Councilor Torgesen-Yes

Councilor Carmon-Absent

The original motion passed.

Mayor Rosacker-Yes

Councilor McBride-Yes

Councilor Wheatley-Yes

Councilor Kilburg-Yes

Councilor Yarnell-Hollamon-no

Councilor Turgesen-no

Councilor Carmon-Absent

New Business

Policy Concepts Update for Vacation Rental Home Regulations

James Dingwall, assistant planner, presented policy updates for vacation rental home regulations. He summarized public engagement efforts and key policy questions around the number of rentals allowed, approval processes, permit validity periods, and noticing requirements.

The council provided direction on several policy areas:

- Supported a citywide cap of 2% of households for number of rentals allowed
- Agreed to change approval process to Type 2 for all rentals
- Supported annual "Good Neighbor" notices
- Discussed but did not finalize penalties for non-compliance
- Supported a 90-day grace period for non-compliant operators to come into compliance

Dingwall noted next steps would include code drafting, Planning Commission review, and bringing recommendations back to the City Council.

Continued Business

Transient Lodging Tax Work Session

The council held a work session to discuss allocation of transient lodging tax (TLT) funds. Representatives from the Chamber of Commerce, Newberg Downtown Coalition (NDC), and Taste Newberg presented information and answered questions.

Key points of discussion included:

- Chamber of Commerce operates the visitor center and supports local businesses
- NDC focuses on downtown events, beautification, and business support
- Taste Newberg markets the city to drive tourism

Councilors debated how to allocate the funds, with some supporting maintaining full funding to Taste Newberg and others advocating for a portion to go to the Chamber and NDC.

Councilor Kilburg moved to allocate 30.0667% of TLT funds to Taste Newberg, 3% to the Chamber of Commerce, and 2% to the Newberg Downtown Coalition. Councilor Turgesen seconded the motion.

The motion passed.

Mayor Rosacker-No

Councilor McBride-Yes

Councilor Wheatley-No

Councilor Kilburg-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Turgesen-Yes

Councilor Carmon-Absent

Councilor Kilburg moved that councilors liaise with staff to add key performance indicators to the contract as amended. Councilor McBride seconded the motion.

The motion passed.

Mayor Rosacker-No

Councilor McBride-Yes

Councilor Wheatley-No

Councilor Kilburg-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Turgesen-Yes

Councilor Carmon-Absent

Resolution 2025-3962: Taste Newberg Contract

Councilor Yarnell-Hollamon moved to modify the term length of the contract with Taste Newberg from 6 years to a 3 yr with an option to renew the contract at 2 years. Councilor Turgesen seconded the motion.

The motion passed.

Mayor Rosacker-Yes

Councilor McBride-Yes

Councilor Wheatley-Yes

Councilor Kilburg-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Turgesen-Yes

Councilor Carmon-Absent

Adjournment

The meeting was adjourned at 10:54 PM

Attested By:



Mayor Bill Rosacker



City Recorder Rachel Thomas