

City of Newberg

City Council Meeting Minutes

October 20, 2025

Call to Order

Mayor Rosacker called the October 20, 2025, Newberg City Council meeting to order.

Roll Call

City Recorder Rachel Thomas called the roll:

- Councilor McBride: Present
- Councilor Yarnell Holloman: Present
- Councilor Kilburg: Present
- Mayor Rosacker: Present
- Councilor Torgesen: Present
- Councilor Carmon: Present
- Councilor Wheatley: Excused

Pledge of Allegiance

Mayor Rosacker led the Pledge of Allegiance.

City Manager Report

August Statistics

City Manager Worthey presented the monthly statistics report. He reported the following data:

- Planning: 5 combined decisions, which is lower than average but trending up
- Housing units: 11 new units, with a potential 700 more units expected over the medium term, largely from the Collina development
- Permits and other types: 56, which is standard for recent years
- Building inspections: 489, lower than average but expected to increase with new construction
- Website submissions: 30, with all messages typically responded to within 24 hours
- Social media engagement: 19,406 click-throughs/interactions, which has been increasing year-over-year
- Public records requests: 8 for the month, but already surpassing last year's total with 15 in the current month
- Financial: \$2,300,000 in accounts payable (including vehicle purchases) and \$1,090,000 in payroll costs
- Staffing: 1 recruitment advertised, 3 hires, 2 separations, and 6 claims; close to being fully staffed with only one unfilled position in Public Works
- IT: 213 service tickets resolved; working on new Azure virtual desktop platform with some difficulties
- After-hours on-call events: 3

- Library: 9,878 door count and nearly 35,000 circulations, making it the highest performing library per capita in the three-county system
- Public Safety: 2,141 calls for service (higher than normal), 589 traffic stops, 435 citations and warnings, and 6 DUIIs (relatively low)
- Dispatch: 879 911 calls and 3,349 non-emergency calls
- Water production: 122,000,000 gallons
- Wastewater treatment: 60,050,000 gallons
- Work orders: 1,158

City Manager Worthey also presented information on street cross-section updates. He explained that typical cross-sections are found in the Transportation System Plan (TSP), which is a long-range document describing plans and policies to meet transportation needs over a 20-year horizon. He noted that staff sought to add more cross-section options because:

- There were too few options for different use cases
- More flexibility is needed, as demonstrated during the Elliott Road project
- The right cross-section can reduce costs and improve safety
- More options provide more ways to build streets appropriate for different situations

He presented several examples of existing and proposed cross-sections for different street classifications (major arterial, minor arterial, major collector, minor collector, local residential, and commercial/industrial), explaining the differences in right-of-way widths, bike paths, parking, and pedestrian sections. These updates would provide more tools for future street design, particularly for potential riverfront development.

Public Comments

Tracy Moon, Newberg resident of 11 years, addressed the Council. She thanked Councilor Yarnell Holloman for her previous meeting remarks about respect for colleagues across partisan differences. Ms. Moon spoke about theories of social harmony, defining it as "the peaceful and cooperative existence of diverse groups within a society." She discussed her attendance at a recent "No Kings" protest in Newberg supporting democracy, which she found safe and joyful despite current political tensions. Ms. Moon expressed concerns about the Trump administration's executive order designating Antifa as a domestic terrorist organization and clarified that being anti-fascist means opposing authoritarianism.

Sonda Martin, Newberg resident of almost 25 years, quoted former President Theodore Roosevelt regarding patriotism and the duty to criticize government officials when warranted. Ms. Martin stated that she and Ms. Moon were "confessing" to being anti-fascist and expressed concerns about the criminalization of dissent. She listed various social and political positions she opposes, including fascism, book bans, detention of immigrants, persecution of LGBTQ people, and the erosion of voting rights and separation of church and state.

Presentations

PGE Presentation- Cancelled

This item was cancelled.

Consent

Mayor Rosacker announced that item 7.3 (Grant Policy) would be moved from the consent agenda to new business as item 9.2.

Motion: Councilor McBride moved to accept the consent calendar as presented, excluding item 7.3 (Grant Policy). Councilor Carmon seconded the motion.

Vote:

- Councilor McBride: Aye
- Councilor Yarnell Holloman: Aye
- Councilor Kilburg: Aye
- Mayor Rosacker: Aye
- Councilor Torgesen: Aye
- Councilor Carmon: Aye
- Councilor Wheatley: Excused

Motion passed unanimously.

Continued Business

Adoption of new Council Rules

City Recorder Thomas presented the updated council rules, which had been reviewed by the legal team since the previous meeting. She highlighted several changes:

- For adding agenda items: Changes were made to avoid potential serial meeting violations. When a request to include an agenda item is denied, written explanation shall be provided by the presiding officer to the requesting council member. The requesting council member may then request during the meeting and in open session that the item be placed on the agenda, and with the support of at least one other council member, the item will be included.
- For executive sessions: Added sections specifying that recording devices may not be used except by city staff, and that executive sessions will be held in person only without virtual attendance unless approved by majority vote.
- For public comment: Changes to strengthen First Amendment protections while limiting public comment at ad hoc committee meetings unless gathering public comment is their specific purpose.
- For voting: Clarified that except for ordinances, all votes require only a majority of a quorum present to pass. Ordinances require a majority of all council members.

Mayor Rosacker raised three items for discussion:

- Motion to reconsider (page 17) - Previously allowed reconsideration at the next meeting, now limited to the same meeting
- Written materials (page 19) - Suggested changing language to not allow written comments to be read into the record
- Council member inquiries (page 20) - Asked for council feedback on the provision allowing councilors to ask questions of speakers during public comment

After discussion, the Council decided:

- To keep the motion to reconsider limited to the same meeting (no changes)
- To amend the written materials section to not allow written comments to be read into the record.

- To amend the council member inquiries section to change "shall attempt to limit questions to no more than 3 minutes" to "shall limit questions to no more than 3 minutes"

Councilor Yarnell Holloman suggested creating a more formal process to track public comments that require follow-up, with City Manager Worthey noting they already do this informally but could make it more structured.

Motion: Councilor Torgesen moved to approve Resolution 2025-3998 as amended. Councilor Yarnell Holloman seconded the motion.

Vote:

- Councilor McBride: Aye
- Councilor Yarnell Holloman: Aye
- Councilor Kilburg: Aye
- Mayor Rosacker: Aye
- Councilor Torgesen: Aye
- Councilor Carmon: Aye
- Councilor Wheatley: Excused

Motion passed unanimously.

New Business

Student Commissioner Discussion

City Recorder Rachel Thomas discussed challenges with student commissioners. While some, like Mr. Engstrom on the Historic Preservation Commission, have been dedicated, others have had attendance issues or positions have been difficult to fill. She explained that the existing council rules allow for dismissal of commissioners who do not attend at least 75% of meetings, which staff will enforce more actively.

For recruitment challenges, she presented three options:

- Keep the current system and increase recruitment efforts
- Change the code to eliminate student commission positions
- Change the code to say that one position "may be" used for a student commissioner, allowing it to be filled by an adult if no student is available

The consensus among Council members was to pursue option 3. Councilor Yarnell Holloman asked if other cities provide stipends or scholarships for student commissioners, noting that many high school students are looking for work opportunities. City Recorder Thomas indicated she was not aware of such programs but could research the possibility.

Grant Policy

Digital Archivist and Grant Writer presented the updated grant policy. The policy update includes:

- Incorporating the Digital Archivist and Grant Writer position (which did not exist when the previous policy was created)
- Streamlining the policy by referencing other city policies rather than restating them

- Establishing approval thresholds aligned with the purchasing policy: department heads can approve grants up to \$50,000, the City Manager can approve between \$50,000 and \$100,000, and anything over \$100,000 or involving federal dollars requires Council approval

Sonda Martin provided public comment on the grant policy changes. She expressed concern about the removal of language related to diversity, equity, and inclusion that had been in the previous policy and mirrors federal Office of Management and Budget guidance for grants. She suggested this change might be in response to the current federal administration's positions on DEI programs and could disadvantage small, minority-owned, and women-owned businesses.

City Manager Worthey clarified that the grant policy refresh was initiated months ago to streamline and formalize the policy, which had never previously been officially approved by Council. He emphasized that the City of Newberg has fair hiring and procurement practices that follow state and federal requirements.

Councilor Turgesen asked for confirmation that the city would continue to follow federal and state policies regarding grants, which was affirmed. He also inquired about the city's procurement process for outside businesses and whether it follows similar principles as the city's hiring process.

City Manager Worthey confirmed that the city's purchasing manual includes provisions that follow Oregon Advantage and other requirements, and the City Attorney added that the city follows the Oregon Public Contracting Code while maintaining some local flexibility.

Motion: Councilor Kilburg moved to pass Resolution 2025-3991 as presented. Councilor Turgesen seconded the motion.

Vote:

- Councilor McBride: Aye
- Councilor Yarnell Holloman: Aye
- Councilor Kilburg: Aye
- Mayor Rosacker: Aye
- Councilor Turgesen: Aye
- Councilor Carmon: Aye
- Councilor Wheatley: Excused

Motion passed unanimously.



Adjournment

Mayor Rosacker adjourned the meeting at 7:23 pm.

Attested by:

A handwritten signature in blue ink, appearing to read "Bill Rosacker", is written over a horizontal line.

Bill Rosacker, Mayor

A handwritten signature in dark red ink, appearing to read "Rachel C. Thomas", is written over a horizontal line.

Rachel Thomas, City Recorder