

City of Newberg

City Council Meeting Minutes

November 17, 2025

Call to Order

Mayor Rosacker called the November 17, 2025, City Council meeting to order at 6:00 PM.

Roll Call

City Recorder Rachel Thomas conducted roll call. Present: Councilor McBride, Councilor Wheatley, Councilor Yarnell-Holloman, Councilor Kilburg, Mayor Rosacker, and Councilor Turgesen. Absent: Councilor Carmon.

Pledge of Allegiance

The Pledge of Allegiance was recited.

City Manager Report

September Statistics

City Manager Will Worthey presented the September 2025 statistics report. Key highlights included: 10 permits for houses and 58 other types of permits, 288 building inspections, 19 website submission forms, and 24,410 elements of social media engagement (highest ever). There were 15 public record requests this month, overall, we are approaching double last year's total. Finance processed \$2.3 million in accounts payable and \$1.1 million in payroll expenses. Notable payments included \$154,380 to Doolittle Construction for slurry and cape seal on Howard Street, \$148,006.28 to Visit Newberg for Quarter 4 TLT disbursement, and \$73,867.50 to OpenGov for Cartograph subscription. HR reported 2 recruitments advertised, 3 hires, and 1 separation. IT resolved 360 service tickets and responded to 2 after-hours emergencies. Library activity was lower due to closure events related to construction work; the library ramp is scheduled to reopen the third week of November. Public safety recorded 2,377 calls for service, issued 723 traffic stops, and gave 485 citations or warnings. Dispatch handled 828 emergency calls and 3,142 non-emergency calls. Water production was 92.9 million gallons with 64.7 million gallons of wastewater treated. Public Works completed 965 work orders.

Public Comments

Two citizens provided public comments. The first speaker, Jessy Phares-Cunningham, presented their own comments and read comments from Tina Cassell who was unable to stay due to childcare constraints. Both comments addressed concerns about accessibility of public meetings, specifically the process for submitting public comments for those who cannot attend in person. The speaker conducted a poll in local Facebook groups that indicated childcare was a primary barrier to meeting attendance. The second speaker, Sonda Martin, expressed concerns about what she perceived as partisan actions in local government and discussed ICE reporting policies.

Presentations

Portland Community College-Newberg Center Presentation

Dr. Adrian Bennings, Portland Community College (PCC) President, presented an update on the PCC Newberg Center. She was joined by Greg McKelvey (Board Vice Chair), Dr. Karen Sanders, and Alfredo

Moreno. PCC is the largest post-secondary institution in Oregon, serving 58,000 students with 4 campuses and 10 centers. The Newberg Center opened in 2011 and has shifted from general education courses to workforce development, focusing on healthcare and advanced manufacturing. Fall 2025 enrollment reached 197 after a pause in summer. PCC is developing partnerships with local businesses, educational institutions, and nonprofits. An October 14 open house drew over 100 visitors. Future plans include expanded healthcare offerings, manufacturing training, and creating educational pipelines with George Fox University and local high schools.

Council expressed support for developing more trade-focused education opportunities and workforce development partnerships with local industries. Mayor Rosacker thanked PCC representatives for listening to the city's input and implementing requested changes.

Consent Calendar

Wastewater Lateral Sealing

The consent calendar contained the item related to wastewater lateral sealing, Resolution 2025-4001.

Motion: Councilor Yarnell-Hollamon moved to approve the consent calendar. Councilor Kilburg seconded the motion. Vote: Approved unanimously with Councilor Carmen absent.

Mayor Rosacker-Yes

Councilor Wheatley-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Kilburg-Yes

Councilor Turgesen-Yes

Councilor McBride-Yes

Councilor Carmon-Absent

Continued Business

Annual Development Code Maintenance

Community Development Director Scot Siegel and Associate Planner Jeremiah Cromie presented the annual development code maintenance items through two ordinances. Director Siegel addressed concerns raised during public comment regarding ADA references being removed from the development code. He explained that ADA requirements are enforced through building codes and engineering standards, and removing redundant language from the development code would improve clarity and prevent potential conflicts. The city's engineering standards contain explicit ADA specifications.

Motion: Councilor Yarnell-Hollamon moved to approve Ordinance 2025-2940 by title only and waive the second reading. Councilor Wheatley seconded the motion. Vote: Approved unanimously with Councilor Carmen absent.

Mayor Rosacker-Yes

Councilor Wheatley-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Kilburg-Yes

Councilor Turgesen-Yes

Councilor McBride-Yes

Councilor Carmon-Absent

Motion: Councilor Yarnell-Hollamon moved to approve Ordinance 2025-2941 by title only and waive the second reading. Councilor McBride seconded the motion. Vote: Approved unanimously with Councilor Carmon absent.

Mayor Rosacker-Yes

Councilor Wheatley-Yes

Councilor Yarnell-Hollamon-Yes

Councilor Kilburg-Yes

Councilor Turgesen-Yes

Councilor McBride-Yes

Councilor Carmon-Absent

New Business

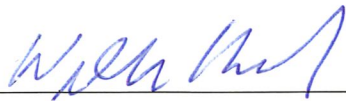
AI Policy

Public Information Officer Emily Salisbury presented a draft policy on the appropriate use of AI systems by city staff. The policy, which will come back for official approval in December, was developed by a task force of representatives from various city departments after research into best practices from other municipalities. The policy distinguishes between closed AI systems (secure, controlled environments that don't communicate with outside data sources) and open AI systems (like ChatGPT), establishing different guidelines for each. Key principles include staff responsibility for work outputs regardless of AI use, protection of sensitive information, and addressing concerns about AI accuracy and bias.

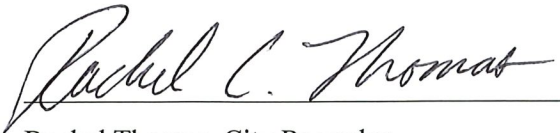
Adjournment

Mayor Rosacker provided updates on a proposed county water consortium and potential countywide transient lodging tax being considered by the County Commission. The meeting was then adjourned at 7:34 PM.

Attested by:

A handwritten signature in blue ink, likely of Bill Rosacker, written over a horizontal line.

Bill Rosacker, Mayor

A handwritten signature in black ink, likely of Rachel C. Thomas, written over a horizontal line.

Rachel Thomas, City Recorder