

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY ("the Board") sat for the transaction of county business in combined session on March 27, 2025, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Kit Johnston, Mary Starrett, and David "Bubba" King being present.

Also present were Ken Huffer; County Administrator, Christian Boenisch; County Counsel, Bailey Barnhart; BOC Staff, Ken Friday; Planning Department, Gioia Goodrum; Economic Development, Nohely Barajas Montalvo; Legal Assistant, Sam Elliott; Sheriff, and Greg Haffner; Public Works appeared via Zoom,

Guests: Hillary Malcomson, Karla Hale, and John Olson. Rebecca Wallis and Craig Markham appeared via Zoom.

*Welcome! Thank you for attending today's meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda, you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any item, please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak. NEW – Public participation also includes the ability to attend Formal Session via Zoom. For attendees that are attending the meeting via Zoom, the Chair will ask if any Zoom attendees wish to provide public comment in same manner as provided above. At that time, attendees will be asked to use the "raise hand" function in Zoom and staff will unmute the participant. Meetings will also continue to be available for view via a live stream on the Commissioners' You Tube channel. Written public comments may be submitted via email at [bocinfo@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov).*

**A. CALL TO ORDER:** Commissioner Johnston called the meeting to order at 10:00 a.m.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioners' joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of March 31, 2025 - April 6, 2025. No other county business was discussed.

**D. PUBLIC COMMENT:** This time period is reserved for public comment on any topic other than: 1) agenda items, 2) A quasi-judicial land use matter, or 3) a topic scheduled for public hearing. The Chair may limit the length of individual comments.

There were no public comments received.

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**E. DEPARTMENT UPDATES:** Planning Department – Ken Friday.

Ken Friday began the department update by acknowledging Planning staff that have acquired recent certifications. Reviewing 2024, the department issued 4,000 building permits, 282 septic permits, and acquired \$172 million dollars in property value for the county. Moving forward for 2025, the Planning Department will submit a request to adjust building and survey rates due to inflation adjustments, as well as request to schedule a work session regarding county ordinance updates.

Commissioner Mary Starrett inquired about hardship dwellings applications. The Planning Department has noticed these applications are becoming more popular because housing is tight with limited options. Mr. Friday provided scenarios that would qualify a homeowner for a hardship permit and explained circumstances for permit removal.

Mr. Friday clarified that the Planning Department was self-sustaining and estimated incoming fees remained static with a slight decrease in electrical fees. He noted the reason for not adjusting fee rates last year was due to the inflation rate but would be adjusted this year. Lastly, Mr. Friday reported that the move to their current location has improved staff morale and customer service, and he looked forward to having other departments join Planning in the same location.

**F. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 10:00 a.m.

1. Work Session – None.

**G. CONSENT AGENDA:**

Surplus

1. **BO 25-080** Approval for the Public Works Fleet Department to surplus vehicles through PublicSurplus.com per Ordinance 499.

Commissioner Johnston moved approval of item G1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

**H. OLD BUSINESS:**

1. Consideration of approval of Ordinance 941 in the matter of amending the Yamhill County Parks Code; the Wheatland Boat Ramp Parking Regulations; and the Rogers Landing Park Fee Schedule; declaring an emergency and setting the effective date. *[Continued from 02/27/2025.]*

Commissioner Johnston requested to postpone agenda item I1 to April 3, 2025. There was no action taken.

2. Consideration to authorize Yamhill County Solid Waste to submit 5 funding authorization forms and determine which authorization level (**Full, Partial** or **None**) should be

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given for each funding category, for each service provider or other entity in regards to Transportation, Contamination Evaluation, Contamination Reduction Programming, Recycling Service Expansion Identified in the Needs Assessment, and Purchase of Post-Consumer Recycled Content Collection Containers that are due to DEQ by March 31, 2025. *[Continued from 03/13/2025.]*

Commissioner Johnston requested to postpone agenda item I2 to April 3, 2025. There was no action taken.

**I. OTHER BUSINESS** (Add-ons and non-consent items):

1. **BO 25-081** Consideration of approval of an Intent to Award to Roy Houck Construction, LLC. for the Yamhill County 2025 Overlay Project in the amount of \$785,907.70.

Commissioner Johnston moved approval of item I1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

2. **BO 25-082** Consideration of approval of Amendment 1 to Contract #10757400 between Yamhill County and Chemeketa Community College, Early Childhood Educator Educational Development program (B.O. 24-066), to modify its funding distribution, effective upon full execution through December 31, 2026. Oracle #GR25001GS.

Karla Hale, the Dean of Education and Childhood Education from Chemeketa Community College, joined Yamhill County's Economic Development Manager Gioia Goodrum to address the Board regarding the proposed amendment. Ms. Hale summarized that 10 people were recruited, enrolled and completed last summer's pilot 14-week Early Childhood Educator Educational Development program. The original goal was to retain a cohort of 25 people which fell short due to startup challenges which included the timeline of establishing new program curriculum, hiring instructors, and low funded stipends which was not financially sustainable to interested participants. Ms. Hale added that the 14-week program was considered a full time, 40-hour per week course that would replace regular employment, creating financial hardship for some students. Proposed amendments included raising the stipend, providing on-campus childcare, and applying certification credits toward childhood education degrees and pathways.

Commissioner King moved approval of item I2. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

3. **BO 25-083** Consideration of approval of Amendment #15 to Agreement #180033 between Yamhill County and the Oregon Health Authority for Public Health Services (BO 23-260) replacing the Program Element Descriptions with the Program Elements (PE) #02 Cities Readiness Initiative (CRI) Program effective retroactive to February 1, 2025. Oracle #HHS24013IGA.

Commissioner Starrett moved approval of item I3. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

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**J. PUBLIC HEARINGS:** None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT:  
<https://www.yamhillcounty.gov/1190/Public-Hearing-Notices>

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.yamhillcounty.gov/765/Boards-and-Committees> or call the Board of Commissioners' office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).
2. For questions regarding accessibility or to request an accommodation contact the Board of Commissioners' office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at [bocinfo@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov)
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.yamhillcounty.gov/AgendaCenter>

Following Commissioner announcements, the meeting adjourned at 10:38 a.m.

Jessica Andre  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair

KIT JOHNSTON



Commissioner

MARY STARRETT



Commissioner

DAVID "BUBBA" KING

Approved by the Yamhill County Board of  
Commissioners on 04/24/2025  
via Board Order 25-117