

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 December 11, 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; Kevin Perkins, Deputy County Administrator PIO; Carolina Rook, BOC Supervisor; Cale George, BOC Staff; Christian Boenisch, County Counsel; Kaleb Raever, Assistant County Counsel; Lance Woods, Senior Planner; Tiffanie Willis, Senior Planner; Olga Aguirre, Human Services Associate; Laurie Lago, Community Justice Manager; Keri Hinton, Clerk; Linda Connors, Office Specialist Technician; Nohely Barajas-Montalvo, Legal Assistant and Gioia Goodrum, Economic Development Manager. Paulette Alexandria, Treasurer and Heather Gamel; Accounting Technician participated via Zoom.

Guests: Hillary Malcomson, Beth Keyser, Jason Fields, Marvin Bernards, Kathy and Bob Beach, Charles Eggert, Krisan Pendelton and Dennis Goecks. Owner, Jessica, BP, Leisha Adams, DOJ US Dist of OR, Lee Schrepel, Craig Markham – Progressive Yamhill, Friend of the Trail, Trail Of tears and Steve Leijon participated 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 by 5:00 p.m. Wednesday.

Notice: The Board of Commissioners will participate in an Employee Years of Service Recognition Event at 9:00 a.m. The BOC Meeting will begin at 10:00 a.m. or shortly thereafter.

Notice: The Board of Commissioners Formal Session on Thursday December 18, 2025 will be virtual only.

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 commissioner's joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of December 15 through December 21, 2025. No other county business was discussed.

D. PUBLIC COMMENT: This time 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.

Dennis Goecks provided public comment regarding the Yamhelas-Westsider Trail, rural subdivisions and government involvement. The commissioners acknowledged written comments submitted by Dennis Quenneville, Wanda Cochran, Brian Bowman, Jeff Burgess, Russell Gladhart, Elena Mudrak, Jane and Steve Harloff, Jim DeVoe, Matthew E. Simek and Karon Johnson in support of the Yamhelas-Westsider Trail and from Debbie Phillips, Rebecca Wallis, Peggy Kilburg and Casey Aschim in opposition of the Yamhelas-Westsider Trail. Joseph Polivka submitted written public comment regarding ICE. John Anderson submitted written public comment regarding election ballot envelopes.

E. PRESENTATION: Employee Years of Service Recognition.

The commissioners acknowledged employees who reached milestones from 5 years to 35 years working for the County as well as individuals who were set to retire in 2025. Ken Huffer read the names of three County employees who passed in 2025.

F. DEPARTMENT UPDATES: None.

G. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance.

1. Review/discussion of 2026-27 Discretionary Allocation. (Ken Huffer)

a. Ken Huffer summarized his projections for Fiscal Year (FY) 2027 discretionary allocations. Mr. Huffer requested to allocate \$34,722,860 and to hold \$200,000 in an expense line for operations with a reserve balance of \$1,712,556. The proposed initial allocations were adjusted to exclude onetime funding from previous years. He summarized escalating personnel costs and proposed a 0% increase to discretionary allocations for most departments and small reductions for others. The recommended reductions were based on departments that consistently had higher beginning balances or vacant positions. Mr. Huffer also recommended allocating \$125,000 to supplement the Dog Control fund. He summarized budget instructions which were mostly unchanged from previous years. One change was rent and maintenance rates which were based on spaces each department would occupy in the newly acquired Government Services Building (GSB). He listed dates for the FY27 budget calendar beginning with budget instruction issuance on January 6, 2026, and he proposed to convene Budget Committee April 20 through 22, 2026.

b. **B.O. 25-390** - Consideration of setting initial Fiscal Year 2026-2027 discretionary allocation for departments and Fiscal Year 2026-2027 Budget Instructions.

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

H. CONSENT AGENDA:

Commissioner Johnston moved approval of the consent agenda. The motion passed. Commissioners Johnston, Starrett and King voting aye.

Personnel

1. **B.O. 25-391** - Approval to authorize Leave Without Pay (LWOP) for employee #5482 effective December 16, 2025, with an anticipated end date of February 2, 2026.

Surplus

2. **B.O. 25-392** - Approval to declare six United States Postal Service mailboxes as surplus to be donated to another County per Ordinance 499.

Minutes

3. **B.O. 25-393** - Approval of Formal Session minutes from November 6, 2025.
4. **B.O. 25-394** - Approval of Formal Session minutes from November 13, 2025.

I. OLD BUSINESS: None.

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

1. **B.O. 25-395** - Consideration of approval of Amendment #4 to Agreement #185833 between Yamhill County and the Oregon Health Authority (B.O. 25-269) for Public Health Services increasing funding by \$1,193,284.30. Oracle #HHS25038IGA.

Commissioner Starrett moved approval of item J1. The motion passed. Commissioners Johnston, Starrett and King voting aye.

2. **B.O. 25-396** - Consideration of approval of Agreement #182234 between Yamhill County Health and Human Services and Oregon Department of Human Services/Oregon Health Authority for access to Certified Community Behavioral Health Clinic related data. Oracle #HHS25054IGA.

Commissioner Starrett moved approval of item J2. The motion passed. Commissioners Johnston, Starrett and King voting aye.

3. **B.O. 25-397** - Consideration of approval of the lease agreement between Yamhill County Health and Human Services and the Housing Authority of Yamhill County in the not to exceed amount of \$45,276 for the initial term, retroactive to March 1, 2025, through February 28, 2026. Oracle #HHS24057IGA.

Commissioner Starrett moved approval of item J3. The motion passed. Commissioners Johnston, Starrett and King voting aye.

4. **B.O. 25-398** - Consideration of approval of a Personal Services contract between Yamhill County and Eydie Aragon, doing business as Pathways an Oregon sole proprietorship, for court mediation services, effective December 11, 2025, through December 11, 2026. Oracle #CA250017GS.

Commissioner Starrett moved approval of item J4. The motion passed. Commissioners Johnston, Starrett and King voting aye.

5. **B.O. 25-399** - Consideration of approval of a Personal Services contract between Yamhill County and Stefyni Allen for court mediation services, effective December 11, 2025 through December 11, 2026. Oracle #CA250018GS.

Commissioner Starrett moved approval of item J5. The motion passed. Commissioners Johnston, Starrett and King voting aye.

K. PUBLIC HEARINGS:

1. Docket Z-01-25: Approval of a zone change from (HI), Heavy Industrial District to (LI) Light Industrial District. Applicant: Charles Eggert. Tax Lot: 4318-801 & 4318-900.

Commissioner Johnston opened the public hearing at 10:50 a.m.

The meeting recessed at 10:54 a.m. and reconvened at 10:57 a.m.

There was no objection to the jurisdiction of the hearing or abstentions. There were no reports of site visits, but Commissioners Johnston and King reported ex-parte contact. However, they stated it would not affect their votes. Lance Woods read the “raise it or waive it” statement required by ORS 197.763.

Staff Report: Tiffanie Willis presented the staff report by describing the subject parcel as two tax lots of about 13 acres. The surrounding area was primarily zoned as EF-80 or AF-10. The subject parcel was used as a meat processing facility with a DEQ approved wastewater treatment system.

Applicant Testimony: Charles Eggert stated that he was attempting to sell the property, but sales had fallen through due to zoning. He explained that Light Industrial zoning would allow potential buyers to repurpose the property and would be less impactful to neighbors.

Appellant Testimony: There was no appellant testimony provided.

Public Agency Reports: Tiffanie Willis explained that one report was submitted by the County Sanitarian stating that there were no conflicts.

Applicant Rebuttal: Because no appellant testimony was provided, there was no rebuttal.

Staff Recommendations: Tiffanie Willis recommended approval of the application.

Commissioner Johnston closed the public hearing at 11:04 a.m.

Commissioner Starrett moved to uphold the Planning department’s decision to approve the application. Commissioner Johnston explained that written appellant testimony submitted was against the meat processing facility that was no longer operational. The motion passed unanimously. A Board Order and findings were scheduled for consideration of approval no later than January 8, 2025.

2. Docket C-09-25: An appeal of the Planning Director’s approval of a request for the construction and operation of a church. The church has a congregation of approximately 220 people and will hold services on Sunday morning and a smaller youth service Wednesday evening with approximately 50 attendees. Applicant: Chehalem Christian Fellowship, represented by Keith Deselms. Tax Lot: 3206-04900.

Lance Woods stated the applicant requested to postpone the hearing to January 29, 2026.

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

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 11:19 a.m.

Bailey Barnhart
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair

KIT JOHNSTON

Commissioner

MARY STARRETT

Commissioner

DAVID “BUBBA” KING