

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 10, 2020, at 10:00 a.m. in a virtual meeting via Zoom, Commissioners Casey Kulla, Mary Starrett and Richard L. “Rick” Olson being present.

Also present was Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Todd Sadlo, Assistant Senior County Counsel; Ken Friday, Planning Director; Stephanie Armstrong, Senior Planner; Mark Lago, Public Works Director and Lindsey Manfrin, HHS Director. (via Zoom)

GUESTS (via Zoom): Jeff Knapp; Philip Higgins; Heather Richardson, City of McMinnville Planner Director; Spencer Parsons, Beery, Elsner & Hammond, LLP; D.J. Heffernan, City of McMinnville; Amanda Guile-Hinman, City of McMinnville Attorney; David Haugeberg and Dr. Henry Ealy.

Welcome! Due to COVID-19 and physical distancing requirements, all meetings are being held via Zoom. The public can view the meeting via the YouTube link on the Yamhill County Meetings page. <https://www.co.yamhill.or.us/meetings>. See below for instructions regarding submitting general public comment or comments on agenda items.

- A. CALL TO ORDER:** Commissioner Kulla called the meeting to order at 10:06 a.m.
- B. FLAG SALUTE**
- C. CALENDAR SESSION:** This time is reserved for the review of the commissioner’s joint schedule (if needed). The Board discussed the session schedule for the remainder of December. There was no other county business discussed.
- D. PUBLIC COMMENT:** *Due to COVID-19 and physical distancing requirements, anyone wishing to submit general public comment or comments related to a specific agenda item may do so in written format via email at bocinfo@co.yamhill.or.us or by mail at 535 NE Fifth St., McMinnville, OR 97128. Any comments received prior to the meeting will be shared with the Board of Commissioners and submitted to the record.*

Commissioner Kulla acknowledged there were comments received via e-mail related to agenda item I6.

E. 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 –

a. Review/discussion of Tourism.

Jeff Knapp and Philip Higgins were present to discuss the impacts to the local visitor economy due to COVID-19. In the absence of a transient lodging tax (TLT), they asked the Board to consider a tourism advisory board to the Board pertaining to the visitor and tourism economy.

The consensus of the Board was for staff to collaborate with Mr. Knapp in reviewing the framework to create a tourism advisory committee. Although there was no estimated timeline, Mr. Huffer said he would follow the Board's preferences according to how soon they would like to begin implementation. Mr. Knapp said a bylaw document had already been produced for consideration. Commissioner Olson asked the Board to consider taking action to create the committee before the end of the year. Mr. Huffer recommended that Mr. Knapp submit a draft mission statement and bylaws for staff to review and the Board to consider.

b. End of work session

F. DEPARTMENT UPDATES:

a. Public Works – Mark Lago discussed staffing and gave a department update regarding COVID-19 protocols. He announced the hiring of a new County Engineer following the retirement of Bill Gille. He addressed road improvements and bridge upgrading and anticipates having a bridge plan ready for the 2020-21 budget season. Mr. Lago noted ODOT forecasted the impact of the reduction of gas taxes to be close to a one million-dollar state budgetary shortfall, but he expressed confidence that county road maintenance will continue uninterrupted.

G. CONSENT AGENDA: None.

H. OLD BUSINESS: None.

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

1. **B.O. 20-434** - Consideration of approval of a five-year agreement between Yamhill County Transit and 237 Marketing + Web for the website redesign and development and ongoing monthly subscription in the amount of \$92,719 to ensure accessibility compliance management to meet American with Disabilities Act and Title VI Civil Right requirements, effective through December 31, 2025.

Commissioner Starrett moved approval of item II. The motion passed, Commissioners Kulla, Starrett and Olson voting aye.

2. **B.O. 20-435** - Consideration of ratifying intergovernmental agreement #HE-3793-20 between Yamhill County and Marion County to support COVID-19 epidemiologic services and

surge capacity needs in the amount of \$15,776, retroactive to July 1, 2020 through December 30, 2020.

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

3. **B.O. 20-436** - Consideration of approval of Amendment #1 to an agreement between Yamhill County and SAR Enterprises, Inc. (dba Communications Northwest) (B.O. 20-381) for modifications to the radio system upgrade project in the Yamhill County Correctional Facility, increasing the not-to-exceed amount by \$11,247 for a total of \$91,042.

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

4. **B.O. 20-437** - Consideration of the adoption of Resolution 20-12-10-1 proclaiming December 10, 2020 as Bill Gille Day in Yamhill County.

Commissioner Kulla read the Resolution into record; Commissioner Kulla moved approval of item I4. The motion passed, Commissioners Kulla, Starrett and Olson voting aye.

5. **B.O. 20-438** - Consideration of the modification to the agreement between Yamhill County and Summit Strategies Government Affairs, LLC for consulting services in the amount of \$145,400, retroactive to July 1, 2020 through June 30, 2021.

Dave Haugeberg addressed upcoming federal and state funding opportunities for the bypass which will require more lobbying in the coming year. Commissioner Kulla moved approval of item I5. The motion passed, Commissioners Kulla, Starrett and Olson voting aye.

6. Consideration of adoption of a Resolution and Board Order establishing an accurate hazard level in relation to COVID-19. *[No action taken.]*

Commissioner Starrett stated this mirrored a project in Josephine County which would preface a court validation for businesses who act in good faith but are fined by OSHA for violating State COVID-19 restrictions. Mr. Boenisch clarified that the document's intent would assist a business if they are cited but would not allow businesses to reopen or bypass State restrictions. After discussion, the consensus of the Board was to move this item to next week's meeting. Ken Huffer acknowledged written public comments that were submitted to the record related this item.

7. **B.O. 20-439** - Consideration of Grant Award Contract for Project Oasis. Board Order 20-357 approved affordable childcare and facility project, titled: "Project Oasis" in the amount of \$400,000. The Grant Award Contract finalizes the terms and conditions of the project.

Commissioner Kulla moved approval of item I7. The motion passed, Commissioners Kulla, Starrett and Olson voting aye.

J. PUBLIC HEARINGS:

1. **B.O. 20-440** - Consideration of a City of McMinnville amendment to expand the urban growth boundary to include 662.40 gross buildable acres (862.4 total gross acres) to

accommodate identified residential, commercial and industrial land needs; in response to an LCDC and Court of Appeals 2003 remand order.

Commissioner Kulla opened the public hearing at 12:18 p.m. There were no abstentions or objections to jurisdiction to the legislative hearing. Commissioner's Olson and Kulla acknowledged ex-parte contacts related to the issue which they each stated would not affect their decision making.

Commissioner Kulla stated this hearing was to accept public comments. Todd Sadlo stated the City of McMinnville asked the County Planning Department to assist the staff report as they are involved.

Staff Report: Stephanie Armstrong gave the staff report, stating the public hearing was in response to an application for the proposed expansion of the City of McMinnville's urban growth boundary. She stated, from the county's position, the hearing would need to satisfy the goals and policies of the Yamhill County Comprehensive Plan.

Heather Richards, City of McMinnville Planner, continued the staff report related to the land use plan which would add land to the urban growth boundary and amend comprehensive plan designations.

D.J. Heffernan presented the land use designations and reviewed the identified study areas.

Commissioner Kulla closed the public hearing at 1:04 p.m.

Deliberations: Todd Sadlo read the proposed ordinance twice by title only. Commissioner Olson moved approval of the ordinance as read by Mr. Sadlo. The motion passed, Commissioners Kulla, Starrett and Olson voting aye.

K. ANNOUNCEMENTS:

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-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@co.yamhill.or.us
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following Commissioner announcements, the meeting adjourned at 1:18 p.m.

Carolina Rook
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair CASEY KULLA

Commissioner MARY STARRETT

Commissioner RICHARD L. "RICK" OLSON