

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 7, 2024, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston, and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Ken Friday, Planning Director; and Jason Foose, County Surveyor. Greg Haffner, County Engineer; and Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Bubba; Mike Morris; James Dingwall; and Scott Siegel. Clay Downing; Craig Markham; and Lee Schrepel 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' YouTube channel. Written public comments may be submitted via email at [cocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).

A. CALL TO ORDER: Commissioner Berschauer 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 March 11 – March 17, 2024. 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.

Commissioner Berschauer acknowledged public comments received via email related to Covid-19 vaccines. There were no other public comments received.

E. DEPARTMENT UPDATES:

a. Planning Department – Ken Friday.
Ken Friday provided a summary of 2023 events including an update of their new office location resulting from the closure of their previous location due to damage. Mr. Friday highlighted 2023 productivity data citing the issuance of 327 land use planning applications, 4,368 building permits, and 362 septic permits. He added that state estimated values for construction (based on square footage) exceeds \$181 million. Regarding land use issues, he noted an increase of ADU construction matching 2022, and an unexpected small growth related to psilocybin applications.

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:

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

1. **B.O. 24-69** - Approval to authorize Leave Without Pay (LWOP) for employee #1759 retroactive to March 4, 2024, with an anticipated return to work date of April 4, 2024.

H. OLD BUSINESS: None.

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

1. **B.O. 24-70** - Consideration of approval of an Intent to Award Construction to Roy Houck Construction, LLC. for the 2024 Albertson Road Pavement Repairs project in the amount of \$130,292.

Greg Haffner explained the recommended contractor submitted a low bid hoping for over-excavation than estimated but said that engineers will monitor the excavation to determine final costs. Commissioner Johnston moved approval of item I1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. **B.O. 24-71** - Consideration to authorize the Planning Director to sign a written notice of election to use the “Sequential UGB Review Process” found under ORS 197.626(3) and OAR 660-025-0185 for the City of Newberg.

Scott Siegel said the scope of work and process is similar to the City of McMinnville’s request for a sequential UGB analysis to review industrial lands and potential zoning for light manufacturing. After discussion, Commissioner Berschauer moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

J. PUBLIC HEARINGS: None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT: <https://www.co.yamhill.or.us/content/public-hearing-notice>

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 10:26 a.m.

Carolina Rook
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair
LINDSAY BERSCHAUER



Commissioner
KIT JOHNSTON



Commissioner
MARY STARRETT

Accepted by Yamhill County
Board of Commissioners on
07/18/2024 by Board Order
24-195