

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 April 25, 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; Justin Hogue, Deputy County Administrator; Christian Boenisch, County Counsel; Keri Hinton, County Clerk; Kara Wanner, Elections Supervisor; Sam Elliott, Sheriff; Brian Young, Emergency Management Director; Captain Williams, Sheriff’s Office; Gioia Goodrum, Economic Development; and Bailey Barnhart, BOC Staff. Greg Haffner, County Engineer; and Nohely Barajas-Montalvo, Legal Assistant, participated via Zoom.

Guests: David Bubba King, John Olson, Lori Robertson, and Heather Hadley Blank. KJ Tarm, Josh Todd, 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’ You Tube channel. Written public comments may be submitted via email at bocinfo@yamhillcounty.gov.

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 April 29 – May 5, 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 regarding public health and vaccine social media messaging. There were no other public comments received.

E. DEPARTMENT UPDATES:

a. Clerk's Office – Keri Hinton

Keri Hinton updated the Board on the upcoming election on May 21, 2024. Ms. Hinton provided reminders regarding the voting process and timelines; ballots are scheduled to be mailed out during the first week of May. She added that the Clerk's page of the county website will include election updates and information. Ms. Hinton reviewed preparation and preventative processes related to the training and safety of election workers. She reviewed steps her office takes to ensure the integrity and security of county elections. Ms. Hinton addressed deed fraud detected in other counties. Yamhill County's Clerk's Office has not experienced this to date, but Ms. Hinton identified mitigating steps that both citizens and staff can take to avoid fraud incidents.

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 –

a. Continued review/discussion of ARPA Childcare Grant options.

Commissioner Berschauer premised the discussion noting that there are \$500,000 in funds remaining in the childcare grant portion of ARPA funds post-approval of the George Fox University childcare contract. The Board and staff discussed alternative programs to apply the remaining funds to.

Gioia Goodrum reviewed childcare programs currently providing services and the breakdown of their costs and budgeted funds. Commissioner Berschauer said this work session was to inform the Board of the community childcare need and to discuss funding and organization options. Direction was given to staff to create a proposal for further discussion. Commissioner Johnston expressed concern of funding a short-term solution to a long-term issue and asked to have the presentation come before the Board.

b. End of work session

G. CONSENT AGENDA: None.

H. OLD BUSINESS: None.

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

1. Review of the 2023-24 Board of Property Tax Appeals (BoPTA) summary.

The summary was presented to the Board for review, there was no action taken.

2. **B.O. 24-118** - Consideration of approval of an agreement between Yamhill County and Roy Houck Construction, LLC. for the 2024 Yamhill County Overlay Project in the amount of \$2,009,368.70 effective upon notice to proceed through September 15, 2024.

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

3. **B.O. 24-119** - Consideration of a letter of support for the City of Sherwood’s Broadband Deployment Program grant application.

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

4. **B.O. 24-120** - Consideration of approval of the 2024 Economic Development Grant Program.

Gioia Goodrum reviewed the proposed grant application and process guidelines to support small businesses with allocated lottery funds. The grant cycle will open May 1, 2024, through May 15, 2024. Ken Huffer recommended that the motion language be amended to include “2024 Economic Development Grant Program”, replacing any reference to competitive grants. After discussion, Commissioner Berschauer moved approval of item I4 as amended. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

5. **B.O. 24-121** - Consideration of authorizing the Sheriff’s Office through Emergency Management to apply for the Resilience Hub Grant in the amount of \$500,000.

Sheriff Sam Elliott and Emergency Manager Brian Young addressed the Board seeking approval to apply for grant funding which would provide “shelter supply islands” throughout county school districts for emergency disaster events. Commissioner Starrett moved approval of item I5. After discussion, the motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

6. **B.O. 24-122** - Consideration of adopting Resolution 24-04-25-1 proclaiming April 28 – May 4, 2024 as National Small Business Week.

Hearing no objections McMinnville Chamber President John Olson read Resolution 24-04-25-1 into the record. Commissioner Starrett moved approval of item I6. 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.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 11:38 a.m.

Carolina Rook
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair LINDSAY BERSCHAUER

Commissioner KIT JOHNSTON

Commissioner MARY STARRETT