

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 January 9, 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 King being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Jodi Gollehon, Assistant County Counsel II; Tiffanie Willis, Associate Planner; Gioia Goodrum, Economic Development; and Jessica Andre, BOC Staff. Ken Friday, Planning Director, and Nohely Barajas-Montalvo, Legal Assistant, participated via Zoom.

Guests: Jim McMaster, Brandon Slyter, John Olson, John Rickert, Teresa Moshofsky, and Michael Gunn. Daniel Danicic, Melinda, Rebecca Wallis, Matt Smith, Lindsay Berschauer, Lee Schrepel, Craig Markham, Scott Unger, Elise Yarnell Hollamon, Beth Wytoski, and Brandon Slater 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

Notice: The Board of Commissioners will hold an Executive Session immediately following Formal Session pursuant to ORS 192.660(2)(h) – Executive session to consult with legal counsel regarding legal rights in regard to current litigation or litigation that is more likely than not to be filed.

- A. **CALL TO ORDER:** Commissioner Johnston called the meeting to order at 10:00 a.m.
- B. **FLAG SALUTE**
- C. **NEW BUSINESS:**
 - 1. **B.O. 25-01** - Elect Chair and Vice-Chair for 2025.

Commissioner Starrett moved approval to appoint Kit Johnston as Chair. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

Commissioner Johnston moved approval to appoint Mary Starrett as Vice-Chair. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

2. Discussion of Areas of Liaison for 2025.

Commissioner Johnston presented a proposed list of liaison lists of which Commissioner King expressed desire to have one of the “big three” liaison duties. After discussion, the consensus of the Board was to continue the discussion January 16, 2025. There was no action taken.

D. 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 January 13, 2025, through January 19, 2025. No other county business was discussed.

E. 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 general public comments received.

F. DEPARTMENT UPDATES: None.

G. 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.

H. CONSENT AGENDA: Commissioner Starrett moved approval of the consent agenda. The motion passed, Commissioners Johnston, and Starrett voting aye, Commissioner King abstained.

Minutes

1. a. **B.O. 25-02** - September 5, 2024 - Formal Session;
- b. **B.O. 25-03** - September 12, 2024 - Formal Session;
- c. **B.O. 25-04** - September 26, 2024 – Formal Session;
- d. **B.O. 25-05** - October 3, 2024 – Formal Session;
- e. **B.O. 25-06** - October 10, 2024 – Formal Session;
- f. **B.O. 25-07** - October 17, 2024 – Formal Session;
- g. **B.O. 25-08** - October 24, 2024 – Formal Session;
- h. **B.O. 25-09** - October 31, 2024 – Formal Session;
- i. **B.O. 25-10** - November 7, 2024 - Formal Session; and
- j. **B.O. 25-11** - November 14, 2024 – Formal Session.

Personnel

2. **B.O. 25-12** - Approval to authorize Leave Without Pay (LWOP) for employee #5482 retroactive to December 17, 2024, with an anticipated return to work date of January 16, 2025.

Committees

3. **B.O. 25-13** - Approval to appoint Yvette Potter for a five-year term to the Housing Authority of Yamhill County Committee retroactive to January 1, 2025, through December 31, 2029.
4. **B.O. 25-14** - Approval to make the following changes to the Local Investment Advisory Committee:
 - a. Reappoint Stacey Filer to a two-year term effective through October 20, 2026.
 - b. Reappoint Jim Schlotfeldt to a two-year term effective through January 21, 2027.

I. OLD BUSINESS:

1. **B.O. 25-15** - Second reading and consideration of approval of Ordinance 939 in the matter of adopting the Yamhill County Rural Tax Exemption Code and setting the effective date. *[Continued from December 19, 2024].*

Hearing no objections, Jodi Gollehon entered the second reading of Ordinance 939 by title only. Commissioner Johnston moved approval of item I1. The motion passed, Commissioners Johnston, Starrett, and King voting aye. Ordinance 939 will go into effect April 9, 2025.

2. Consideration of approval to the opening of sealed bids for Tax Lot R3215AA 00400 County-owned tax foreclosed real property. *[Board approved acceptance of bid from Geneva J. Hoy Trust in the amount of \$16,119 contingent on negotiation of an easement agreement with property owners of Tax Lot R3215 00100. Continued to January 9, 2025].*

Commissioner King disclosed a potential conflict of interest and recused himself from the conversation and vote regarding item I2.

- Attorney Michael Gunn, representing David and Roberta Charlton provided public comments regarding the consideration of accepting a bid on behalf of the Geneva Hoy Trust. Mr. Gunn requested a two-week continuance to which he said he and Teresa Moshofsky agreed to for the purpose of submitting additional documents for review for consideration of an easement agreement.

- Teresa Moshofsky stated that she and Mr. Gunn have come to an agreement to negotiate an easement agreement with the Charlton's. Ms. Moshofsky agreed with a two-week extension that Mr. Gunn requested.

The consensus of the Board was to continue item I2 to January 23, 2025. There was no action taken.

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

1. **B.O. 25-16** - Consideration of approval of additional position management authority for 1.00 FTE of a Data Analyst (40148) for Health and Human Services Administrative Services for the 2024-2025 Fiscal Year.

Commissioner Starrett noted there is no net increase to personnel and moved approval of item J1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

K. PUBLIC HEARINGS:

1. Receipt of public comment regarding the proposed Fiscal Year 2024-25 Supplemental Budget for Fund 440.

Commissioner Johnston opened the public hearing at 10:28 a.m. Receiving no public comments, the public hearing was closed at 10:29 a.m.

a. **B.O. 25-17** - Consideration of approval in the matter of a Board Order and Resolution 25-1-9-1 the adoption of a Supplemental Budget for Fiscal Year 2024-25 regarding the Capital Improvement Fund (440).

Ken Huffer stated that the request for a supplemental budget was to accommodate the acquisition of the Oregon Mutual Insurance campus, adding a Board action was required to account for the passthrough of loan funds through the budget towards the building purchase. Commissioner Starrett moved approval of item K1a. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

2. Docket #L-21-24: Approval of a property line adjustment to transfer approx. 3.16-acres from Tax Lot R3220-1000 to Tax Lot R3220-1101, resulting in parcels of approx. 1.96-acres (1000) and 12.21-acres (1101). Applicants: Casey Bernard/Chehalem Park and Recreation. ***[Both the applicant and appellants have requested this item be continued to February 6, 2025. No testimony is anticipated to be taken at today's hearing.]***

Commissioner Johnston acknowledged two public comments received.

- Jim McMasters addressed the Board and requested a continuance of the hearing.
- Brandon Slater requested a continuance.
- Daniel Danicic, representing the applicant Casey Bernard provided public comment via Zoom in support of a continuance.

Commissioner Johnston opened the public hearing at 10:36 a.m.

Associate Planner Tiffanie Willis stated both the applicant and appellant agreed to have a continuance to February 6, 2025.

Commissioner Starrett moved approval for a continuance of Docket #L-21-24 to February 6, 2025, in Room 32 of the Yamhill County courthouse. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

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

L. 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 10:43 a.m.

Carolina Rook
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KIT JOHNSTON

Commissioner MARY STARRETT

Commissioner DAVID “BUBBA” KING