

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 17, 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, Christian Boenisch; County Counsel, Paulette Alexandria; Treasurer, Gioia Goodrum; Economic Development, Sam Elliott; Sheriff, Mike Browne; Captain, Keri Hinton; Clerk, Tara Williams; Assistant Finance Manager, Mike Barnhart; Finance Manager, Nohely Barajas-Montalvo; Legal Assistant attended via Zoom.

Guests: Mike Morris, Beth Keyser, John Olson, Marvin Bernards, Lee Schrepel, and Craig Markham, attended 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 bocinfo@yamhillcounty.gov.

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 April 21, 2025 - April 27, 2025. 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. No public comment was received.

B.O. 25-154

E. DEPARTMENT UPDATES:

1. Clerk – Keri Hinton.

Yamhill County Clerk, Keri Hinton, stated that per month, the Clerk is averaging 36 marriage licenses, 193 passports, 175 photos, and averaging 9 civil ceremonies. Recordings have not increased to previous levels but have remained static. She addressed concern and department vigilance for forgery-based fraud. The Clerk’s Office is in charge of recording properties within the county and are responsible of ensuring recorded documents meet certain statutory requirements. Ms. Hinton is working with software vendors to offer a free service to notify property landowners when a property is recorded. There is a cost for this service to the Clerk’s office, totaling around \$1,600 a year, which she planned to reflect within their budget. To date, there have been no reports of property fraud in Yamhill County.

The Clerk's Office is working with the DMV (Department of Motor Vehicles) in continuing to review records and detect clerical errors. New procedures include a monthly report shared with the Secretary of State’s Office and county Clerk Offices ~~is due~~ to maintain accuracy and to investigate inactivated records. Ms. Hinton assured the Board that there have been no incidents of false voting issues in Yamhill County to date.

Ms. Hinton addressed House Bill 3385, that will raise recording fees for public records filed with a county, and House Bill 3386, which would authorize the appointment of a deputy clerk to solemnize marriages.

Ms. Hinton estimated a total of 78,000 voters currently registered in Yamhill County. A special district election will take place on May 20, 2025. The last day to day to register to vote is April 29, 2025, and ballots will be sent out April 30, 2025.

2. Sheriff’s Office – Sam Elliott.

Yamhill County Sheriff, Sam Elliott, prepared an annual report which covered the budget, patrol statistics, jail operations and other facets of the department. The YCSO contracts enforcement services with Amity, Dayton, Lafayette, Sheridan and Willamina. The department is utilizing a new software, Lexipol, for employees to review policies, trainings, and for the Sheriff to make updates when needed. They have addressed employee wellness to support short staffing and overall health. For the department to recognize staff, they have put together an all-employee family BBQ in the summer and volunteer appreciation banquet which will now be annual. The Sheriff touched on two pieces of legislation that would affect gun purchasing and transfers. Measure 114 hasn’t been implemented due to court challenges and the measure would ban magazines over 10 rounds and require individuals to obtain a permit from law enforcement to purchase a gun. SB 243 is currently being considered and would raise the minimum age for firearm possession from 18 to 21. This overall legislation could lead to \$500,000 in additional costs for the department and would require the hiring of 2.5 full-time positions to assist with processing.

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.

B.O. 25-154

G. CONSENT AGENDA:

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

Committees

1. **B.O. 25-105** - Approval to appoint Craig Brown to the Yamhill County Fair Board for a three-year term to expire April 17, 2028.

H. OLD BUSINESS:

1. **B.O. 25-106** - Consideration of approval in the matter of the findings and written decision in support of a mass gathering permit for the 2025 Wildwood Music Festival to be held on June 20, 2025, through June 22, 2025. Applicants: Wildwood Music Fest LLC. *[Continued from January 30, 2025.]*

Commissioner Starrett moved approval of item H1. County Counsel, Christian Boenisch proposed amending Section 5 of the permit, requiring the applicant to allow a visit from the Grand Ronde Department of Emergency Services, Oregon Department of Forestry, or Oregon State Fire Marshall before the event and comply with any requirements imposed by them for the event. Commissioner Starrett amended her motion per county counsel recommendation and restated her approval of item H1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

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

1. **B.O. 25-107** - Consideration of approval of an agreement between Yamhill County Sheriff's Office and SAR Enterprises, INC (dba Communications NW) to provide radio system maintenance and related radio communication support services in the not to exceed amount of \$400,000 effective May 1, 2025, through April 30, 2027. Oracle #SO25023GS. Commissioner King moved approval of item I1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

2. **B.O. 25-108** - Consideration of approval of a letter of support to be submitted by Community Justice for the first phase of the Justice Reinvestment Initiative (JRI) grant to the Criminal Justice Commission for the 2025-27 biennium. Commissioner Starrett moved approval of item I2. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

3. **B.O. 25-109** - Consideration of approval in the matter of repealing and adopting new Yamhill County Policies 101, 103, 106, 107, 108, 109, 111, 112, 114, 501, and 502.

Ken Huffer recommended setting an effective date of May 5, 2025. Commissioner Johnston moved for approval and amended the effective date to May 5, 2025. After discussion, the motion passed, Commissioners Johnston, Starrett, and King voting aye.

B.O. 25-154

4. **B.O. 25-110** - Consideration of approval of Amendment #2 to the Lease Agreement between Yamhill County and the City of Newberg (B.O. 99-369) for a portion the Rogers Landing Park property, extending the term through June 30, 2031.

Commissioner Johnston moved approval of item H1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

5. Consideration to authorize County Counsel Christian Boenisch to sign the final Participation Forms and related documents to include Yamhill County in the proposed national opioid settlement agreement between litigating parties and Target and Costco, settling and releasing all claims against the named parties arising out of federal multi-district opioid litigation. Commissioner Johnston inquired if there was a total amount for this settlement. County Counsel, Christian Boenisch, stated the global settlement amounts from Target is \$1 million dollars and from Costco it is \$5 million dollars. There are 9 litigating counties that would receive the split from the total of these funds. Mr. Boenisch stated the total amount Yamhill County would receive is still undetermined. Commissioner Johnston stated he felt more comfortable to post-pone this agenda item, to next Thursday April 24, until the settlement amount was clearer. There was no action taken.

6. **B.O. 25-111** - Consideration of approval of Settlement Agreement between Yamhill County and Camp Fire Columbia to return remaining funds in the amount of \$102,453.46 and release any claims. Oracle #GA25001GR.

Commissioner Johnston moved approval of item H1. The motion passed, Commissioners Johnston, Starrett, and King 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 a.m.

B.O. 25-154

Jessica Andre
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair

KIT JOHNSTON



Commissioner

MARY STARRETT

Not Available for Signature

Commissioner

DAVID "BUBBA" KING

Approved by the Yamhill County Board of
Commissioners on 06/12/2025
via Board Order 25-154