

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 formal session on October 16, 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; Kaleb Raever, Assistant County Counsel; Carolina Rook, BOC Program Supervisor; Derrick Wharff, Assessor; Don Fairley, Capital Improvement Manager; Brandon Bowdle, Under Sheriff and Todd Whitlow, Captain.

Guests: Marvin Bernards, Jason Fields, Beth Keyser, John Olson, Melody McMaster, James Goings, Tim Jeck and Hilary Malcomson. P.J., Sonda Martin, Craig Markham – Yamhill Co, susan delvin, Beth L’s iPhone, Dawn and Friend Of Bubba King 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](mailto:bocinfo@yamhillcounty.gov) by 5:00 p.m. Wednesday.*

**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 commissioners’ joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of October 20 through October 26, 2025. No other county business was discussed.

**D. PUBLIC COMMENT:** This time 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.

Commissioners acknowledged written public comments submitted by Stephany Weedn, Ted Krupicka, Marianne Krupicka, Mary Wujcik, Paul Hill, Gary Swartsell, Lisa Cole Miller,

**B.O. 25-340**

Signy Erickson, Lori Payne, Gerhard Taeubel, Mary Adams, Cherice Bock, Susan Neidhardt, Emma Grock, Jane Harloff and Neal Anderson in support of the Yamhelas-Westsider Trail. Melody McMaster provided public comment in support of the Yamhelas-Westsider Trail. James Goings provided public comment in opposition of the Yamhelas-Westsider Trail.

**E. DEPARTMENT UPDATES:** Tax and Assessment Office – Derrick Wharff.

Assessor Derrick Wharff updated the Board on the relocation of the department’s office in April 2025 to the Government Services Building. He highlighted the proximity to the Planning department which simplified the public’s experience when working with both departments. He stated that valuation of the county was roughly \$29,000,000,000. Nearly 4,000 field inspections for new construction were completed and 5,200 properties had been re-appraised so far in 2025. He outlined how appeals were handled by the Property Valuation Appeals Board and Oregon Tax Court.

The meeting was recessed at 10:16 a.m. and reconvened at 10:30 a.m.

Assessor Wharff explained that the total tax levy for 2025 was \$192,000,000. He updated the Board on the departments minimal personnel turn over. He explained that he worked with the Clerk’s Office and IT department to update YamhillCountyMaps.com. The Department of Revenue staffing model suggested 25 Full Time Employee (FTE), but Mr. Wharff asserted that the department was efficient with 20. He explained his intention to pursue more County Assessment Function Funding Assistance (CAFFA) funding in the short legislative session. He had joined a Request For Proposal (RFP) with Wasco, Clackamas and Washington counties to find new software for Computer-Aided Mass Appraisal (CAMA) solutions which he said would be purchased with the departments reserve budget in approximately 3 years. Commissioner Johnston commended Mr. Wharff on leading the messaging for House Bill 3518. Commissioners Starrett and King praised the moral that Mr. Wharff had established in the department.

**F. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance.

1. None.

**G. CONSENT AGENDA:**

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

Minutes

1. **B.O. 25-330** - Approval of Formal Session minutes from October 2, 2025.

Committees

2. **B.O. 25-331** - Approval to reappoint Patrice Qualman to the Mental Health and Developmental Disabilities Advisory Committee for a three-year term expiring on May 1, 2028.

**B.O. 25-340**

**H. OLD BUSINESS:**

1. **B.O. 25-332** - Consideration of approval of a Board Order and findings in the matter of approving on remand planning Docket No. C-14-23, a conditional use permit for Tax Lot No. R3409 00101; Applicant: Carlton Hub, LLC. *[Continued from August 21, 2025.]*

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

2. **B.O. 25-333** - Consideration of approval of a Board Order and findings in the matter of approving on remand planning Docket No. C-15-23, a conditional use permit for Tax Lot No. R3523 02400; Applicant: Ground 152, LLC. *[Continued from August 21, 2025.]*

Commissioner Johnston moved approval of item H2. The motion passed. Commissioners Johnston, Starrett and King voting aye.

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

1. **B.O. 25-334** - Consideration of approval of a Contract Employment Agreement between Yamhill County and René Schlegel for Crime Data Analyst Services not to exceed 20 hours per week, in the amount of \$45 per hour, effective upon full execution through June 30, 2026, with automatic annual renewals. Oracle #SO26013GS.

Commissioner King moved approval of item I1. The motion passed. Commissioners Johnston, Starrett and King voting aye.

2. **B.O. 25-335** - Consideration to authorize Jessica Beach or designee to apply on behalf of Yamhill County's Department of Community Justice for the 2025-26 Oregon Women for Agriculture-Agriculture Youth Mini Grant Program to be used to purchase a new green house and gardening equipment in the amount of \$1,000.

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

3. **B.O. 25-336** - Consideration of approval of Amendment #3 to Agreement #185833 between Yamhill County and the Oregon Health Authority (B.O. 25-269) for Public Health Services increasing funding by a total of \$352,770.33, retroactive to July 1, 2025 through June 30, 2026. Oracle #HHS25038IGA.

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

4. **B.O. 25-337** - Consideration of approval of an Access Agreement between Yamhill County and the New Carlton Fire District ("NCFD"), granting NCFD access to and use of that certain portion of the county owned abandoned rail corridor adjacent to NCFD's property located within the city limits of the City of Carlton and as further described in the Access Agreement, effective upon full execution through August 2028.

Chief Tim Jech stated that ladder fuels and foliage on the corridor became a concern for the fire department and explained that using the property behind the fire district to create a fuel break could decrease the risk of large fires. Commissioner Starrett explained that maintenance of the portion of the corridor was beyond the County's capability.

Commissioner Johnston moved approval of item I4. The motion passed. Commissioners Johnston, Starrett and King voting aye.

**B.O. 25-340**

5. **B.O. 25-338** - Consideration of approval of a Professional Services agreement between Yamhill County and SERA Architects, Inc. for additional design services, contract documents and construction administration for the Government Services Building (GSB) in the not to exceed amount of \$122,873 effective upon full execution for 60 days.

Ken Huffer stated that construction beyond the original scope of the agreement between Yamhill County and SERA was needed to accommodate Health Insurance Portability Accountability Act (HIPPA) and capacity needs.

Commissioner Johnston moved approval of item I5. 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](mailto: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 11:16 a.m.

Bailey Barnhart  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair

KIT JOHNSTON



Commissioner

MARY STARRETT



Commissioner

DAVID “BUBBA” KING

Approved by the Yamhill County Board of  
Commissioners on 10/23/2025  
via Board Order 25-340