

**INFORMAL WORK SESSION MINUTES**  
**June 11, 2019 1:00 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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Present: Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Christian Boenisch, Josephine Ko, Keri Hinton, Justin Hogue, Bill Anderson, Desiree Lundeen, Andrea Paolo, Ken Friday, Ashley Watkins, Jessica Beach, Brian Rucker and Brian Van Bergen

Guests: Nicole Montesano, News Register and others as listed on the sign-in sheet

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Commissioner Olson called the meeting to order at 1:00 p.m.

**A. CALENDAR SESSION:** This time is reserved for the review of the commissioner's joint schedule (if needed).

The Commissioners reviewed the joint schedule through June 22, 2019. No other county business was discussed.

**B. 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 1:30 p.m.

1. Work Session – None.

**C. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Planning Department – Ken Friday

Ken Friday provided an update to the Board and addressed current land use applications and provided a staff update. He noted that the front office staff is learning a new permit system which is expected to go live beginning in July.

b. Clerk's Office – Brian Van Bergen

Mr. Van Bergen noted that the volume of recordings have decreased by 11% from last fiscal year which he loosely attributed to an increase in interest rates and a decrease in home purchases and refinances. Approximately 55% of recordings are now being recorded electronically. He reported that there continues to be a need for election/ballot staffing. He stated the budget has been built around the assumption of having one election, but it is likely that two special elections will take place in the 2019-20 fiscal year. These two elections are not currently forecasted in the proposed fiscal budget but he does not recommend making a change at this time.

2. Thursday Formal Session Agenda Review

- a. Consent Agenda Review (keep or move to non-consent)
- b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 - F5 to Thursday's consent agenda.

Bill Anderson addressed the Board regarding the stop sign request on Lone Oak Road and the stop sign request on Bayliss Road (items F3 and F4).

Mike Jeffries and Dave Huber of Waste Management provided a summary of the rate determination for adjustments to operating costs. Mr. Huber stated subscription services were implemented this year with over 50% of Newberg residents still enrolled (item F5).

3. Executive Session:

- a. ORS 192.660(2)(d) – Executive session to conduct deliberations with persons designated to carry on labor negotiations.

The executive session was opened at 1:57 p.m. and closed at 3:38 p.m. with no final decisions made and the sense of the Board conveyed to staff.

4. Commissioner Updates/Announcements/Discussion: None.

5. Adjourn: Following commissioner updates the meeting adjourned at 3:38 p.m.

Carolina Rook  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
9/26/19 by Board Order  
# 19-357