

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 February 23, 2023, at 10:00 a.m. in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Jodi Gollehon, Assistant County Counsel II; Mark Largo, Public Works Director; Jason Foose, County Surveyor; Sargent Brian Young, Emergency Management; Carrie Martin, Grants and Special Projects Manager; Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Adam Zabinski, Stan Thomas, Lee Schrepel, Garrett Reeves, Mayor Remy Drabkin, Howie Harkema, Jody Christensen and Jacob Stuck.

***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@co.yamhill.or.us.*

- A. CALL TO ORDER** Commissioner Berschauer called the meeting to order at 10:01
- B. FLAG SALUTE**
- C. CALENDAR SESSION:** This time is reserved for the review of the commissioner’s joint schedule (if needed).
- 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.

Received one emailed comment.

E. COMMITTEE UPDATES:

a. Road Improvement Advisory Committee (RIAC) Annual Report – Adam Zabinski

Chairman Adam Zabinski answered questions and provided an update to the Board. He said the committee was originally formed to help the Public Works Department (PWD) and the Board of Commissioners (BOC) on all things related to roads and transportation within the county. Currently, the primary focus has been to focus on bridge repairs and vegetation management. There has also been active involvement from the Engineer students at George Fox University (GFU).

F. DEPARTMENT UPDATES:

a. Facilities Department – Joe Moore - postponed

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:

Committees

1. **BO 23-64-** Approval of the appointments of Bill Rosacker and Robyn Wheatley to the Parkway Committee each to a four-year term to expire December 31, 2026.

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

I. OLD BUSINESS:

1. **BO 23-65-** Consideration of adoption of the written findings in the matter of upholding the Planning Commission’s decision to approve Planning Docket #P-10-22; Partition application for Tax Lot 4512-01600; Applicant: Jonathan Jahnke.

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

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

1. Discussion of City of McMinnville’s request for a County Emergency Declaration related to McMinnville homelessness. (Commissioner Starrett)

Public comment was received from Howie Harkema the founder and president of the non-profit organization Encompass Yamhill Valley. He encouraged the board to vote in favor of the emergency declaration.

Stan Thomas from Oregon Emergency Management (OEM) and Yamhill County’s Emergency manager Sergeant Brian Young provided an update to the Board and answered questions. Mr. Thomas stated though Governor Kotek’s emergency declaration did not include the Balance of State Continuum of Care, those counties could be included if they declared an emergency on homelessness and provided an assessment of the homeless population.

Mr. Thomas read aloud the assessment requirements; he and Sergeant Young said they would both help facilitate a group that would ultimately be the subject matter experts and provide an assessment of the homeless population.

Mayor Remy Drabkin answered questions about the “point in time data.” which is one of the requirements of the assessment and said that the county already meets the criteria based on 2022 data without meeting all the other years criteria. She said that the emergency declaration would provide technical support and more coordination through multi-agency groups, and there would be additional funds to immediately fund and bring more shelter beds. The funding would also give the city the resources to complete the Navigation Center, which at this point does not have completion date, because construction documents cannot be signed if there is not enough money to pay for the construction.

The Board asked for clarification on who exactly would be responsible for the administrative duties of the declaration. For example, the disbursement of funds. County Administrator Ken Huffer provided to the Board that he has not had the opportunity to perform that level of analysis to be able to clarify. Mayor Remy Drabkin said that in terms of reporting requirements Yamhill County Action Partnership (YCAP) has these types of systems in place, and she also shared with the Board that the City of McMinnville is willing to be the direct recipients of the funds as well as the administrator.

Mr. Thomas provided the state’s timeline to the Board. Community assessment plans are due by March 10, 2023, with a review by OEM and the Oregon Housing & Community Services Department (OHCS) between March 10, and March 17, 2023.

After discussion the consensus of the Board is to have staff work with the City of McMinnville to draft a declaration for discussion and Board consideration.

Recessed at 11:36 a.m. and reconvened at 11:45 a.m.

[Item J1 removed. No action was taken]

2. Consideration of opening sealed bids for Tax Lot R4414 03591 County-owned tax foreclosed real property.

[Continued to March 2, 2023. No action was taken].

4. **B.O 23-67** - Consideration of approval of a direct appointment of a Professional Service Contract between Yamhill County and McGee Engineering Inc. For consulting engineering services of the superstructure replacement of Pike Road Bridge over Turner Creek in the amount of \$45,000 effective upon approval through October 1, 2024.

Commissioner Johnston moved approval of item H4. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

5. **B.O 23-68** - Consideration of approval of revised bylaws for the Road Improvement Advisory Committee (RIAC) (B.O. 15-167).

Commissioner Berschauer moved approval of item H5. Commissioners Berschauer, Johnston and Starrett voting aye.

6. **B.O 23-69**- Consideration of approval of Amendment #1 to an agreement between Yamhill County and Barclay Pennington, LLC. (B.O. 22-224) for transitional housing services for Justice Involved Individuals (JII) increasing bed retention and total rate amount to \$2,400 per month effective through May 31, 2023 with annual auto-renewal.

Commissioner Berschauer moved approval of item H6. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

7. **B.O 23-70** - Consideration of approval of an Intergovernmental Agreement between Linn, Marion, Polk and Yamhill Counties to continue governing the Mid-Willamette Jobs Council.

Commissioner Berschauer moved approval of item H7. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

8. **B.O 23-71** - Consideration of approval in the matter of approving a Professional services Contract with Nelson/Nygaard Consulting in the amount of \$158,329, with a maximum not-to-exceed amount \$175,000.

Commissioner Berschauer moved approval of item H8. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

9. Discussion of received applications for the Yamhill County Direct Impact grant program.
No action taken

K. PUBLIC HEARINGS: None.

L. ANNOUNCEMENTS:

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-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@co.yamhill.or.us
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following the Commissioners announcements, the meeting adjourned at 12:51 p.m.

Nicole Necas
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair LINDSAY BERSCHAUER

Commissioner KIT JOHNSTON

Commissioner MARY STARRETT