

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 May 29, 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; Kevin Perkins, Deputy County Administrator; Christian Boenisch, County Counsel; Gioia Goodrum, Economic Development; Paulette Alexandria, Treasurer; Sam Elliott, Sheriff; Tara Williams, Finance Assistant Manager; Mike Barnhart, Finance Manager; Shane Hoffman, IT Director; Keri Hinton, Clerk; Cynthia Thompson, Transit Director; Ashley Watkins, Solid Waste Coordinator. Nohely Barajas-Montalvo, Legal Assistant and Justin Hogue, Deputy County Administrator appeared via Zoom.

Guests: Hillary Malcomson, John Olson, Chris Chenoweth, Jason Willy, Jason Brown and Kai Cottom. Craig Markham, Lee Schrepel, Marvin Bernards, Rebecca Wallis appeared 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 June 2, 2025 - June 9, 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.

There were no public comments received.

**E. DEPARTMENT UPDATES:** None.

**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.

**G. CONSENT AGENDA:** None

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**H. OLD BUSINESS:** None.

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

1. **B.O. 25-137** - Consideration of approval to amend the Clerk's Office fee schedule. Commissioner King moved approval of item I1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

2. **B.O. 25-138** - Consideration of approval to amend the Sheriff's Office fee schedule (B.O. 22-082).

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

3. **B.O. 25-139** - Consideration of approval of an All-Terrain Vehicle (ATV) Grant Agreement #25-39 between Yamhill County Sheriff's Office and the Oregon Parks and Recreation Department in the amount of \$76,742.40 effective July 1, 2025 through July 30, 2027. Oracle #SO25025GA.

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

4. **B.O. 25-140** - Consideration of approval of Amendment 1 to Grant Agreement #35397 between Yamhill County Transit and Oregon Department of Transportation (ODOT) (B.O. 23-343) to modify the project deliverable schedule and correct one replacement vehicle. Oracle #TR25004.

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

5. **B.O. 25-141** - Consideration of approval of a quote and purchase of a three-year agreement between Yamhill County and Tech Heads and DarkTrace for Information Technology-related County network security hardware/software in the 2025-26 Fiscal Year in the amount of \$124,199 annual cost. Oracle #IT25003GS.

Commissioner Johnston moved approval of item I5. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

6. **B.O. 25-142** - Consideration of approval of Amendment #1 to a grant agreement between Yamhill County and the City of Sheridan for Water and Sewer Infrastructure (B.O. 22-013) extending the term through December 31, 2026 and changing the scope of work. Oracle #GR25001GA.

Commissioner Starrett moved approval of item I6. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

7. **B.O. 25-143** - Consideration of approval of a proposed rate increase of 10.27% as recommended by Yamhill County Solid Waste Department and the Solid Waste Advisory Committee (SWAC) for Waste Management of Newberg-Transfer Station, effective July 1, 2025.

Commissioner Johnston moved approval of item I7. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

8. **B.O. 25-144** - Consideration of approval of a proposed rate increase of 6.08% as recommended by the Solid Waste Advisory Committee (SWAC) for Waste Management of Newberg-Hauling, effective July 1, 2025.

Commissioner Johnston moved approval of item I8. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

**J. PUBLIC HEARINGS:**

1. Receipt of public comment on the 25-26 county budget.

Commissioner Johnston opened the public hearing at 10:25 a.m. There were no public comments received.

County Administrator, Ken Huffer, updated the Board on the budget tabloid being sent out and put into local newspapers. The biggest struggle when it comes to the budget is dog control. Based on discussions and going through the county's general fund, it will require an additional work session, supplemental budget, and public hearing. Mr. Huffer wants the funds appropriated for Dog Control and working with the Sheriff's Office and Administration on what the fix would look like with a 10% increase to Dog Control.

Mr. Huffer explained that there is a change to the discretionary fund in the amount of \$415,000 within the Assessors budget. There is also an additional \$102,500 to expense line through the discretionary fund. YCOM dues increased their budget by \$59,619 for county dues for the next fiscal year.

When looking at funding a Dog Control personnel or program, it will require pulling from the general fund to invest in it. Mr. Huffer is proposing, already appropriated funds, using \$108,000 O&C funds if this was a program or position the county would invest in. He looked at code enforcement officer numbers since dog control is essentially code enforcement for licensing, loose dogs, dangerous dogs etc. Years ago, the Dog Control program was self-sustainable with their biggest revenue being dog licensing. Sheriff Elliott is confident the

revenue would be maintained on high revenue if there was a single position focusing primarily on dog control. Sheriff Elliott would spend \$100,000 from the Sheriff's Office budget on this.

There was ~~overall~~ consensus from the Board for the approval of the proposed budget changes as amended, to be added to the proposed final budget Version 40.

Commissioner Johnston closed the public hearing at 10:50 a.m.

- a. **B.O. 24-145** - Consideration of approval of the proposed budget changes to be added to the proposed final budget with the amendment to strike the proposed transfer of \$102,500.

Mr. Huffer asked the Board for a motion on this agenda item. Commissioner Starrett moved approval of item J1. 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>

**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 11:03 a.m.

Jessica Andre  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair

KIT JOHNSTON

Commissioner

MARY STARRETT

Commissioner

DAVID "BUBBA" KING