

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 November 13, 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; Paulette Alexandria, Treasurer; Sam Elliott, Sheriff; Mike Browne, Jail Captain; Brandon Bowdle, Undersheriff; Todd Whitlow, Captain; Andrew McMahan, Sergeant; Zaragoza Rodriguez, Patrol Deputy; Matthew Twitchell, Patrol Deputy; Patricia Rojas, HR Director; Mikalie Moreno, Risk Manager; Megan Marasco, HR Generalist; Krista Stieber, HR Generalist; Nicole Borrayo, HR Assistant; Mark Lago, Public Works Director; Lindsey Manfrin, HHS Director and Gioia Goodrum, Economic Development Manager. Kevin Perkins, Deputy County Administrator PIO and Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Dan Gibson, Jim Galba, Jason Fields, John Olson, Rebecca Wallis, Melody McMasters, James Goings, Forest Reinhardt and Marvin Bernards. Paul Fournier, Emily Soules, Shawn Cleave, Leigh Hensen, Rob Van Winkle, Ms. Moon, Craig Markham, Lisa Thoele, Lee Schrepel, Katie McFall, Sonda Martin, Leisha Adams, Karla Hale, Chemeketa Community College, Vipul Patel and robyn 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 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 November 17 through November 23, 2025. No other county business was discussed.

D. PRESENTATION: Veterans Appreciation.

E. 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 from Marie Frugia, Loretta and Dave Johnson, Richard Ulrick, Stephanie St. Cyr, Jenny Wilson and Melissa A. Power in opposition of the Yamhelas-Westsider Trail, John Webb, Shauna Moon, Blaine Ackley, Ted Magnuson, Josh Sullivan, David and Laura Cobbley, Jenny Wilson, Jack and Diane Trenhaile, Timothy Wade, Andy Klein, Catherine Keith, Ron and Nelda Skidmore and Greg Driscoll in support of the Yamhelas-Westsider Trail, Ken Milleman regarding trash along Yamhill County roads, Rosemary Roberts regarding local ICE activity, Lindsay Berschauer in opposition to the proposed Transient Lodging Tax and Tim Bucknell regarding altered American flags. Jim Galba provided in person public comment regarding a discrepancy in his personal address. Rebecca Wallis provided in person public comment regarding Commissioner King's social media posts. Melody McMaster provided in person public comment in support of the Yamhelas-Westsider Trail.

F. DEPARTMENT UPDATES: None.

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

1. None.

H. CONSENT AGENDA:

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

Contracts

1. **B.O. 25-365** - Approval of Amendment #13 to an agreement between Yamhill County and Jannell Werner (B.O. 24-224) for psychiatric behavioral health services increasing full-time equivalency to 1.0 FTE. Oracle #HHS24068GS.

I. OLD BUSINESS: None.

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

1. **B.O. 25-366** - Consideration of approval of Amendment #1 to an agreement between Yamhill County and Northwest Christian Church (B.O. 24-065) for The Zone Afterschool Program extending the term dates through December 31, 2026. Oracle #GR2506GA.

Commissioner Johnston moved approval of item J1. The motion passed. Commissioners Johnston, Starrett and King voting aye.

2. Consideration of approval of Amendment #2 to Agreement #GR2507GA between Yamhill County and Chemeketa Community College (B.O. 24-066) for the Early Childhood Educator Educational Development program, effective through December 31, 2026.

Commissioner King moved approval of item J2.

Karla Hale from Chemeketa Community College (CCC) explained that in the intensive 14-week program, many participants were unable to attend full time and completion rates were low. Based on feedback from participants, Ms. Hale proposed a change to a remote 3-year program for up to 30 students with majority of courses completed in the summer. The proposed amendment included an additional \$110,000 for a grant coordinator to recruit and support participants and to manage childcare stipends. \$441,767.66 remained of the initial \$760,386 grant. Commissioner Johnston requested information about potential to contract out the grant coordinator position. Ms. Hale stated that the program would continue after the grant was fully spent and the proposed employee would be supported by CCC long term. She clarified that the money budgeted for marketing had not been fully spent.

After discussion, Commissioner King rescinded his motion, and the consensus of the Board was to delay item J2 to December 4, 2025. No action was taken.

3. **B.O. - 25-367** - Consideration of approval of Amendment #1 to an agreement between Yamhill County and SAR Enterprises, dba Communications NW (B.O. 25-107), to include the design and replacement of the microwave network for an additional \$997,685, increasing the total contract amount from \$400,000 to \$1,397,685. Oracle #SO26014GS.

Commissioner King stated that the microwave network was old and warranted investing in its replacement.

Commissioner King moved approval of item J3. The motion passed. Commissioners Johnston, Starrett and King voting aye.

4. **B.O. 25-368** - Consideration of approval of Grant Agreement #TCP-27-57 between Yamhill County and the Criminal Justice Commission to support the Adult Drug Court in the amount of \$243,404 effective upon full execution through November 30, 2027. Oracle #CJ26004IGA.

Commissioner Starrett moved approval of item J4. The motion passed. Commissioners Johnston, Starrett and King voting aye.

5. **B.O. 25-369** - Consideration of approval of Grant Agreement #TCP-27-58 between Yamhill County and the Criminal Justice Commission to support Juvenile Drug Court in the amount of \$175,844 effective upon full execution through November 30, 2027. Oracle #JV26005IGA.

Commissioner Starrett moved approval of item J5. The motion passed. Commissioners Johnston, Starrett and King voting aye.

6. **B.O. 25-370** - Consideration of approval of Grant Agreement #TCP-27-59 between Yamhill County and the Criminal Justice Commission to support Mental Health Court in the amount of \$87,887 effective upon full execution through November 30, 2027. Oracle #CJ26005IGA.

Commissioner Starrett moved approval of item J6. The motion passed. Commissioners Johnston, Starrett and King voting aye.

7. **B.O. 25-371** - Consideration of approval of the modification of agreement between Yamhill County and Summit Strategies Government Affairs, LLC, for consulting services in the not to exceed amount of \$125,900 retroactive to July 1, 2025, through June 30, 2026. Oracle #CA250016GS.

Commissioner Johnston moved approval of item J7. The motion passed. Commissioners Johnston, Starrett and King voting aye.

8. Discussion of Transient Lodging Tax (TLT). (Commissioner King).

Paul Fournier, Tillamook County Commissioner, provided virtual public comment stating that the revenue of Tillamook County's TLT amounted to about \$7,000,000 yearly and summarized allowable uses for TLT revenue. Shawn Cleave, from the Taxpayers Association of Oregon, provided virtual public comment cautioning the commissioners that the tax could negatively affect residents. Commissioner King explained that local businesses had expressed interest in implementing a TLT including short term rental owners. He proposed a 9% tax in unincorporated areas and 2% for cities that already implemented their own TLT and estimated \$1,600,000 annual revenue. Commissioner King stated that 24% of DUIIs are committed by visitors of Yamhill County rather than residents. Commissioner Starrett added that Marion and Polk counties did not have a TLT and clarified that she was in opposition of implementing a TLT. Dan Gibson, from Visit McMinnville confirmed that Newberg, McMinnville, Carlton and Dayton had between 7% and 10% TLT already. Mr. Gibson stated that Air BNB and VRBO would be most impacted by the administrative requirements of a TLT, but the requirements would be more impactful for small businesses. Emily Soules from Oregon Small Business Association provided public comment highlighting a TLTs impact on small local businesses from a potential reduction of tourism. Shawn Cleave added public comment to say that a TLT could reduce low-income housing and agricultural economy. Commissioner Johnston inquired about the estimated loss of tourism and impact on local businesses if a tax was implemented. He also requested the list of stakeholders who were in favor of a TLT. No action was taken.

9. **B.O. 25-372** - Discuss status of County Financial Assistance Agreement (CFAA) negotiations with Oregon Health Authority (OHA) and consideration of sending the following to OHA: “Yamhill County will continue operating its community mental health program pursuant to ORS 430.640. Yamhill County intends to execute a new CFAA once mutually acceptable terms are reached. The Oregon Health Authority’s proposed changes to longstanding agreement language require incorporation of those revisions collectively requested by the counties, necessary to protect community-focused mental health services.

Commissioner Johnston stated there had been a unification of 36 counties in favor of the proposed message. Commissioner Starrett stated that OHA had been requesting compliance with unfunded mandates which she said was impossible without funding.

Commissioner Starrett moved approval of item J9. The motion passed. Commissioners Johnston, Starrett and King voting aye.

10. **B.O. 25-373** - Consideration of a Commercial Real Estate Sale Agreement (the “Agreement”) between Yamhill County and Oregon Mennonite Residential Services, Inc, an Oregon non-profit public benefit corporation, for the sale of county owned real property located at 424 NE Ford Street, McMinnville, OR 97128, tax lots R4421BC 03600 and R4421BC 03700, in the amount of \$1,500,000.00, and declaring this property as surplus property and that it is not in the best interest of the county to sell this property as otherwise allowed under ORS 275, and authorizing the County Administrator to execute the Agreement and close the sale, subject to the terms and conditions provided in the Agreement.

Ken Huffer explained that he had accepted an offer to sell the former Public Health building to Oregon Mennonite Residential Services (OMRS) for \$1,500,000. Christian said executing the proposed agreement would start a 90-day due diligence period.

Commissioner Johnston moved approval of item J10. The motion passed. Commissioners Johnston, Starrett and King voting aye.

11. **B.O. 25-374** - Consideration to rescind B.O. 25-364.

Commissioner Starrett explained that grant agreements intended to support local food banks in lieu of federal funding for Supplemental Nutrition Assistance Program (SNAP) had been drafted. Subsequently, it was discovered that Yamhill Community Action Partnership (YCAP) was the regional food bank that distributed to all other food banks in Yamhill County and YCAP prohibited identification checks. This would have caused a conflict with the County’s stipulation for food banks to prove that the recipients were county residents. Ken Huffer referenced the Board of Commissioners Procedural Code which provided options to pause the previous board order to refine the stipulations or to repeal the grant program all together. Oregon food banks could not verify a participant’s identification, income, or address. Commissioner Johnston clarified that SNAP had been funded since the Board approved the grant program on November 6, 2025.

Commissioner Starrett moved approval of J11. The motion passed. Commissioners Johnston, Starrett and King voting aye.

K. PUBLIC HEARINGS: None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT:

<https://www.yamhillcounty.gov/1190/Public-Hearing-Notices>

L. 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 11:59 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 12/11/2025

via Board Order 25-394