

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

In the Matter of Amending the “Establish the Position of County Administrator” Code; Declaring an Emergency and Setting the Effective Date

ORDINANCE NO. 947

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY, OREGON (the Board) sat for the transaction of county business on February 12, 2026, Commissioners Kit Johnston, Mary Starrett, and David “Bubba” King being present.

THE BOARD ADOPTS THE FOLLOWING FINDINGS:

WHEREAS, On December 2, 2009, the Board adopted Ordinance No. 848, Establishing the Position of County Administrator; and

WHEREAS, Ordinance No. 848 was later codified as Chapter 2.15 under the Yamhill County Code (YCC); and

WHEREAS, The Board finds that the interests of the County will be best served by moving the Office of County Counsel under the control and supervision of the County Administrator; and

WHEREAS, The Board seeks to amend Chapter 2.15 to delegate supervisory authority of the County Counsel to the County Administrator; and now, therefore

THE BOARD ORDAINS AS FOLLOWS:

Section 1. Amendments to the YCC Chapter 2.15, “Establish the Position of County Administrator” Code. Chapter 2.15 of the Yamhill County Code is hereby amended as follows (deleted language indicated by ~~stricken~~ text):

...

**Section 2.15.06 Authority.**

- a) The County Administrator shall be the Chief Administrative Officer of the County and all County service districts, if that authority is delegated by the governing body of the district. The County Administrator shall be responsible to the Board for the administration and management of the County and its service districts and shall have control and supervision of all administrative departments, divisions, offices, districts and agencies

subject to the County Administrator's jurisdiction, except as otherwise provided by law ~~and except for the Office of County Counsel~~. The County Administrator shall exercise no authority over the actions of Elected Officials ~~or the County Counsel~~. ~~The County Counsel shall report directly to the Board.~~

- b) The Board hereby delegates to the County Administrator broad authority to perform the County Administrator's job functions. The County Administrator is responsible to the Board for the manner of the County Administrator's administration. The Board reserves to itself all of its legislative and judicial or quasi-judicial authority, unless expressly delegated.
- c) The County Administrator shall have the specific authority, to perform all day-to-day functions necessary for the administration and management of County affairs and, if delegated, the affairs of County service districts. Such authority includes, but is not limited to, the following:
  - (i) Direct and coordinate the overall management of County government in accordance with policies set by the Board and applicable laws.
  - (ii) Consistent with any applicable collective bargaining agreement, transfer employees from one office or department to another when the workload requires such action.
  - (iii) (Provide the proper administration of all ordinances, orders and resolutions of the Board, all contracts entered into by the County, and provide for the enforcement of all policies, rules, procedures, orders and regulations duly adopted by the Board.
  - (iv) In consultation with members of the Board, select, appoint and dismiss all heads of departments, except Elected Officials ~~and County Counsel~~, in accordance with federal and state laws and guidelines, applicable contracts and policies adopted by the Board; and advise the Board of the reasons and process used in any selections, appointments or dismissals. ~~Prior to initiating any disciplinary action leading to dismissal, the County Administrator shall consult with County Counsel.~~
  - (v) Supervise and discipline all heads of departments, except Elected Officials ~~and County Counsel~~, in accordance federal and state laws, and applicable contracts and county policies; and advise the Board of the reasons and process used in any disciplinary actions. ~~Prior to initiating any disciplinary action leading to demotion or suspension without pay, the County Administrator shall consult with County Counsel.~~
  - (vi) Coordinate the work of all offices, departments and agencies, and devise ways and means whereby efficiency and economy may be secured in the operation of all offices, departments and agencies.
  - (vii) Prepare and submit to the Board and budget committee an annual budget and a long-range capital improvement and

expenditure program, along with a financial plan for raising revenue.

- (viii) Direct the use, maintenance and custody of all county property, buildings, works and improvements according to policies promulgated by the Board.

Section 2. Severability. Invalidity of a section or part of a section of this Ordinance shall not affect the validity of the remaining sections or parts of sections thereto.

Section 3. Emergency Clause; Effective Date. Pursuant to the provisions of ORS 203.045(4)-(9), an emergency has been declared to exist. This Ordinance shall therefore become effective upon passage.

DATED this 12<sup>th</sup> day of February, 2026, at McMinnville, Oregon.



YAMHILL COUNTY BOARD OF COMMISSIONERS

ATTEST

KERI HINTON  
County Clerk

By: Carolina Rook  
Deputy CAROLINA ROOK

FORM APPROVED BY:  
Signed by: Jodi Gollehon  
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JODI GOLLEHON  
Of Counsel for Yamhill County

Kit Johnston  
Chair KIT JOHNSTON

Mary Starrett  
Commissioner MARY STARRETT

David King  
Commissioner DAVID "BUBBA" KING

AYE NAY  
X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

Approved by the Yamhill County Board of  
Commissioners on 02/12/2026  
via Board Order 26-034