

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**August 18, 2015**

1. At 9:00 a.m., Commissioner Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope was present, Commissioner Wheeler was excused.

2. **MINUTES**                   **COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED TO APPROVE THE MINUTES OF AUGUST 4, 2015.**

**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM**

3. **DECLARATION OF SURPLUS PROPERTY** – Greg Hansen, Administrative Officer, presented a request for two vehicles to be declared surplus property: a 2001 15-passenger van previously used by Community Service and a 2004 Crown Victoria previously used as a cage car for Community Corrections. Both cars have an estimated value of \$3,000-\$5,000.

**BY CONSENSUS, THE BOARD DECLARED THE 2001 15-PASSENGER VAN AND THE 2004 CROWN VICTORIA AS SURPLUS PROPERTY.**

4. **PROCUREMENT POLICY UPDATE** – Morgan Smith presented the first reading of Ordinance 15-03, replacing Chapter 15 of the Polk County Code of Ordinances. Major changes from the current procurement policy include giving Todd Whitaker and Greg Hansen authority to sign contracts up to \$150,000. All other department heads would have a \$25,000 limit. All Departments would also be required to send the contract to the BOC office for numbering. The new policy would eliminate the need for public bid openings and allows email acceptance of RFPs. The Board discussed adding a section to address equipment trade-ins.

5. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

a. **PUBLIC WORKS UPDATE** – Greg Hansen reported that Chip Seals and Fog Seals should be completed today. Striping will start Thursday via a contract with Marion County.

b. **DISTRICT ATTORNEY CONFERENCE** – Aaron Felton, District Attorney informed the Board that the Oregon District Attorney Conference is occurring this week in Bend. All of the Deputy District Attorney's will be going in order to take advantage of the continuing education training credits available through the conference, but thanks to the recent additional employees hired as a result of the levy, overlapping staff schedules will still allow the office to be staffed and functional for the entire week.

Commissioner Ainsworth adjourned the meeting at 9:20 am.

Minutes: Heather Merrill  
Approved: August 25, 2015