

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
October 6, 2015

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

2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE MINUTES OF SEPTEMBER 22 & 29, 2015.**

MOTION PASSED UNANIMOUSLY.

3. **OUT OF STATE TRAVEL REQUEST** – Dean Bender, Emergency Manager, presented two out-of-state travel requests. The first is for him to attend the International Association of Emergency Managers conference in Clark County, Nevada, in November. The second request is for Sergeant Mark Garton to travel to Fort Lewis, Washington on October 7 to pick up military surplus items that the County was awarded, including a mobile field kitchen, twelve digital cameras, and a floor buffer.

BY CONSENSUS, THE BOARD APPROVED THE TWO OUT-OF-STATE TRAVEL REQUESTS.

4. **GRAND RONDE ROAD SPEED ZONE REQUEST** – Todd Whitaker, Public Works Director, John Mercier, Confederated Tribes of Grand Ronde Public Works, and Alvin LaChance, Confederated Tribes of Grand Ronde Chief of Police, presented a request for a speed reduction on Grand Ronde Rd. On the road, Todd explained there are two existing statutory speed zones: a business zone and a school zone. These zones meet the criteria for a reduced speed without having to have a formal speed study done. Todd recommended reducing the speed in these zones to 20mph. The Board also encouraged Todd to work with Yamhill County and the Tribe on funding flashing speed signs for the school zone during set hours.

BY CONSENSUS, THE BOARD APPROVED THE SPEED LIMIT REDUCTIONS ON GRAND RONDE RD.

5. **TRAVEL & PER DIEM POLICY** – Matt Hawkins, Administrative Services Director presented a draft copy of the County's Travel & Per Diem policy. This policy has previously only been housed in the Personnel Policy, but Matt is recommending this policy become a standalone policy. The biggest change in this policy is changing from receipted meal reimbursement to per diem meal reimbursement based on IRS meal rates. The Board discussed whether or not this policy applies to elected officials and staff who already receive monthly expense stipends.

BY CONSENSUS, THE BOARD APPROVED THE TRAVEL & PER DIEM POLICY

6. **PROCUREMENT POLICY ORDINANCE READING** – Morgan Smith, County Counsel, presented the draft Procurement Ordinance for first reading. Morgan explained the minor changes made to the draft procurement policy.

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

- a. **LAPPC RECOMMENDATIONS** – Marty Silbernagel, Community Corrections and Juvenile Director, presented the minutes from the last LAPPC meeting. The LAPPC discussed recommendations for retail marijuana, which Marty presented to the Board. The Board explained that most of the retail establishments will be located in the cities, and the only recommendation that the Board can regulate if a retail establishment opens in the unincorporated area of Polk County is hours of operation. The remaining recommendations are regulated by the OLCC. The Planning Commission will be holding a public hearing on the County's planning process for recreational marijuana in November.

- b. **SENIOR CUSTODIAN SALARY RANGE INCREASE** – Matt Hawkins requested a 4% salary range increase for the Senior Custodian position (Gary Kroeker). Gary has taken on additional duties and Matt recommends increasing his compensation accordingly.

BY CONSENSUS, THE BOARD APPROVED THE SALARY RANGE INCREASE FOR THE SENIOR CUSTODIAN POSITION

- c. **S-CURVES PROPERTY**– Greg Hansen, Administrative Officer informed the Board that the County's offer to purchase the old MaPS building on the s-curve in Monmouth was accepted. The County now needs to complete and inspection, which Greg hopes to have completed by the end of the week.

Commissioner Ainsworth adjourned the meeting at 09:54am.

Minutes: Heather Merrill
Approved: October 13, 2015