

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**DECEMBER 29, 2015**

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

2. **MINUTES**                    **COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF DECEMBER 22, 2015.**

**MOTION PASSED UNANIMOUSLY**

3. **ROAD VACATIONS** – Eric Berry, County Surveyor, presented two requests for road vacations. The first is for an unnamed road off Red Prairie Road. All of the abutting property owners have signed petitions in support of this request.

The second vacation request is for an unnamed right-of-way off of Orchard Heights Place. This is off of a cul-de-sac, and in exchange for the vacation, the landowner provided an easement for access to a neighboring lot. All of the abutting property owners have signed petitions in support of this request.

**BY CONSENSUS, THE BOARD APPROVED THE ROAD VACATIONS.**

4. **DECLARATION OF SURPLUS PROPERTY** – Eric Berry informed the Board that in 1962, a piece of land was donated to the County that connects Doaks Ferry with Aster St. However, the property is at an 18% grade, too steep to make into an access road, and is therefore of no benefit to the public transportation system. A developer has requested the County deed the land to him for subdivision development. Eric Berry explained that in order to do that, the Board would need to declare the land surplus property. Greg Hansen, Administrative Officer recommends charging \$100-\$150 for the property purchase to cover the recording fees, and the property will start generating tax revenue when and if it is developed.

**BY CONSENSUS, THE BOARD DECLARED THE UNNEEDED TRACT OF LAND AS SURPLUS PROPERTY.**

5. **PERSONAL LEAVE DAYS** – Matt Hawkins, Administrative Services Director explained that currently, the County Policy for personnel leave days credits employees hired prior to July 1 – 4 PLDs, but for anyone hired after July 1 until the end of the fiscal year, no PLDs. Staff does not think this is fair. Matt is therefore proposing PLD's be awarded to new employees on a quarterly basis, with those being hired between July 1 – Sept 30, 3 PLDs; Oct 1 – Dec 31, 2 PLDs, and Jan 1 – March 31, 1 PLD. Those hired between April 1 and June 30, would then earn 4 PLDs effective July 1. Non-rep employees who normally earn 5 PLDs per year would also earn quarterly PLDs at a higher rate: Q1-5, Q2-4, Q3-3, Q4-2.

**BY CONSENSUS, THE BOARD APPROVED THE NEW PERSONAL LEAVE DAY DISTRIBUTION POLICY.**

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

- a. **OUT-OF-STATE TRAVEL REQUEST** – Aaron Felton, District Attorney requested permission for Chief Deputy District Attorney Jaime Kimberly to attend a child abuse conference in San Diego January 25-28. Expenses for this conference will be covered through the CAMI grant.

**BY CONSENSUS, THE BOARD APPROVED THE OUT OF STATE TRAVEL REQUEST**

Commissioner Ainsworth adjourned the meeting at 9:31 am.

Minutes: Heather Chase  
Approved: January 6, 2016