

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**MAY 3, 2016**

1. At 9:00 a.m., Commissioner Wheeler declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope and Commissioner Ainsworth were present.
2. **MINUTES**           **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE  
SECONDED TO APPROVE THE MINUTES OF APRIL 26, 2016.**  
  
**MOTION PASSED UNANIMOUSLY**
3. **MOBILE HOME PROCESSING** – Doug Schmidt, Assessor, informed the Board that the Building Codes Division (BCD) has informed the Counties that they plan to transfer all Manufactured Structures (MS) processing to the Counties, effective 6/30/16. The County currently processes MS ownership documents for used MS's and some new MS's, and receives \$30 of the \$55 fee per application for the processing of these. The BCD is offering an additional \$10 per application as incentive to the Counties to process all of the applications. Doug is concerned that there is no process in place across the state to keep the processing consistent, and the software that will be used for these transactions is not developed yet. The BCD has sent over an IGA that is supposed to be signed by May 13 in order to continue processing MS's. Doug hopes that the BCD will delay this endeavor for a year to enable the computer-processing program to be completed.
4. **SHERIFF'S UPDATE** – Sheriff Mark Garton reported that the department is fully staffed on paper. There are four new hires still in the academy. The reserve officer that was doing Court Security was hired as a CT in the Jail, so the Court Security position is being filled by two temp hires until the Jail is able to provide a Court Security/Inmate Transport Corrections Officer. The department is still on track for returning to 24-hour patrols and getting the POINT Team up and running in July. The Sheriff also anticipates having the mobile crisis team up starting in July. He is working on developing IGA's with all local law enforcement entities to utilize these teams. The jail is continuing to recruit for a Behavioral Health Counselor to be stationed in the jail and hopes to fill that position soon.
5. **REVISED JOB SPECIFICATIONS & RECLASSIFICATION OF AN ACCOUNT CLERK II** – Matt Hawkins, Administrative Officer, presented a request for a revised job specification for an Account Technician I and a reclassification of Diana Leslie from an Account Clerk II to an Account Technician I. This reclassification would be effective May 1, 2016, and would be a 12-month fiscal impact of approximately \$3,000.  
  
**BY CONSENSUS, THE BOARD APPROVED THE REVISED JOB SPECIFICATION FOR AN ACCOUNT TECHNICIAN I AND THE RECLASSIFICATION OF DIANA LESLIE FROM AN ACCOUNT CLERK II TO AN ACCOUNT TECHNICIAN I.**
6. **PLANNING COMMISSION/DOG BOARD INTERVIEWS** – The Board of Commissioners interviewed Scott Olson, Doug Daily, and Shawn Hussy for the Planning Commission and Donald Hoffman for the Dog Board.
7. **FAIR VISION PLAN** – Tina Andersen, Fairgrounds Manager and Anna Scharf, Fair Board Chair, presented the proposed layout for the new multi-function event center that would be used in conjunction with the existing main building. The proposed building is approximately 34,000 square feet, and has an estimated cost of \$10 million. The proposed layout has a loading area to accommodate large tractors/trailers, and includes smaller conference rooms to accommodate events that are more diverse. The lack of overnight lodging in the county still presents a challenge for attracting large events, but should not inhibit the building's success. The Fair Board is confident that once open, this facility will be self-sustaining.

**BY CONSENSUS, THE BOARD APPROVED PRESENTING THE PROPOSED DESIGN TO THE FAIR FOUNDATION TO BEGIN FUNDRAISING EFFORTS FOR THE EVENT CENTER.**

8. **COUNTIES FINANCIAL POSITION REVIEW** – Greg Hansen, Administrative Officer presented the Secretary of State's Assessment of the Financial Condition of the Counties. The last time this report was released, approximately 18 months ago, Polk County was one of nine counties deemed 'financially distressed.' In this report, Polk County is one of four counties that remains 'financially distressed.' This is a draft report that provides counties an opportunity to respond. The Board would like to argue that the information used to create this report is outdated, but it isn't worth the time to correct the numbers. Greg will draft a response noting the operating revenue increase from the Public Safety Operating Levy. The response is included in the final report.
9. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **GLENN CREEK ROAD SPEED LIMIT CHANGE** – Todd Whitaker, Public Works Director, reported that his office has gotten multiple calls from residents on Glenn Creek Road complaining that the speed limit is too fast. Todd test-drove the road at the posted speed of 35mph and agrees that is too fast. The area meets residential standards, which means the posted speed can be reduced to 25mph without a speed study.

**BY CONSENSUS, THE BOARD DIRECTED STAFF TO REDUCE THE POSTED SPEED ON GLENN CREEK ROAD FROM 35 MPH TO 25 MPH.**

Minutes: Heather Chase  
Approved: May 17, 2016