

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**JUNE 28, 2016**

1. At 9:04 a.m., Commissioner Wheeler declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth was present, Commissioner Pope was excused.
2. **MINUTES**           **COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE MINUTES OF JUNE 21, 2016.**  
**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.**
3. **NEW JOB SPECIFICATIONS, SALARY RANGE, AND RECLASSIFICATION** – Matt Hawkins, Administrative Services Director, presented a memo requesting approval of two new job specifications and salary ranges for a System Administrator and a PC Support Technician within the Information Services department. Matt also recommended the reclassification of Josh James from Senior Computer Support Analyst to the System Administrator position and John Allred from a PC Support Technician to the Senior PC Support Technician  
**BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATIONS, SALARY RANGES AND RECLASSIFICATIONS.**
4. **RECLASSIFICATION OF A CUSTODIAN** – Matt Hawkins presented a memo requesting the reclassification of Colin Davids from Custodian to Senior Custodian within the General Services department.  
**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.**
5. **NON-REPS**– Greg Hansen, Administrative Officer, reminded the Board of his recommendation earlier this year regarding COLA increases to non-reps within Polk County that would be taking place July 1, 2016 and January 1, 2017.  
**BY CONSENSUS, THE BOARD APPROVED THE RECOMMENDED COLA INCREASE FOR NON-REPS.**
6. **EXTENSION DISTRICT IGA** – Greg Hansen, Administrative Officer, and Morgan Smith, County Counsel, updated the Board on the OSU Extension Agreement saying that they made some modifications to the agreement and those changes are back at OSU for their re-write.
7. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **SIGN REMOVAL FROM RIGHT OF WAY:** Todd Whitaker, Public Works Director, came forth explaining a situation that had occurred June 27<sup>th</sup> where a complaint had come in regarding produce signs being attached to road signs and being placed within the County right-of-way, interfering with drivers ability to see and causing a potential road hazard. A Public Works employee went to the complaint site, along Suver Rd and Hwy 99, to remove the signs. The signs were given back to the owner the next business day and the owner was warned about placing signs in the right-of-way. Unfortunately, those signs are back up and needing to be taken down again. The Board instructed Todd to take down the signs again and accompany a Commissioner to go and talk to the individual on Wednesday.

Minutes: Jessie Trowbridge  
Approved: July 5, 2016