

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**August 16, 2016**

1. At 9:00 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth was present, Commissioner Wheeler was excused.
2. **MINUTES**           **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF AUGUST 9, 2016.**  
**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM**
3. **LEGISLATIVE UPDATE** – Doug Schmidt, Assessor, reviewed the possible concepts that may cause issues for Assessor’s offices in the upcoming 2017 legislative session.
4. **RECLASSIFICATION OF BILLING SPECIALIST** – Matt Hawkins, Administrative Services Officer, presented a request for a reclassification of Lisa Shepard from a Billing Specialist II to an Account Clerk III. This reclassification would be effective September 1, 2016 and would be a fiscal impact of approximately \$1,500.  
**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.**
5. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **DISTRICT ATTORNEY CONFERENCE** – Aaron Felton, District Attorney informed the Board that the Oregon District Attorney Conference is occurring this week in Bend. Most 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 two employees will remain to allow the office to be staffed and functional during the conference.
  - b. **SURPLUS PROPERTY AUCTION** – Larry Layton of Monmouth reported that his wife and son were the high bidders of the Zena Road property auction. However, the Board is delaying awarding the bid because the Perrydale Water Association is encouraging the Board to throw out the bids and donate the property to them so that the District can put water storage tanks on the property. Mr. Layton implored the Board not to do this, and that his family would be willing to donate a portion of the property to the District if the county awarded them the bid. The board will make a decision on this issue on August 30.
6. **ADMINISTRATIVE OFFICER EVALUATION** – The Board conducted the annual performance evaluation of Administrative Officer Greg Hansen.

Commissioner Pope adjourned the meeting at 9:40 am.

Minutes: Heather Chase  
Approved: August 30, 2016