

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
August 30, 2016

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

2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE**
SECONDED TO APPROVE THE MINUTES OF AUGUST 16, 2016.

MOTION PASSED UNANIMOUSLY.

3. **SURPLUS PROPERTY UPDATE** – Greg Hansen, Administrative Officer, reported on the results of the sealed bids on four surplus properties. The first (north of the drive in) did not receive any bids. Greg recommends rebidding the property with a lower minimum bid. The second property located in Independence received a high-bid from Pratt, Greg recommends accepting the bid. The third property on Zena Road received a high-bid from Layton, however, the county was contacted mid process by the Perrydale water association requesting the County donate an acre to them for a new storage tank. Layton is open to discussions with the water department, and Greg recommends accepting the bid and letting the two parties work out the details amongst themselves. The last property on Brown Road had one sealed bid from a surplus property buyer, and an offer via email from an elderly adjoining property owner. Greg requested another week to determine the best course of action for this surplus property.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED TO
APPROVE STAFF RECOMMENDATIONS REGARDING SURPLUS PROPERTY.

MOTION PASSED UNANIMOUSLY.

4. **BUSINESS DEVELOPMENT GRANT APPLICATIONS** – Greg Hansen reviewed the two Business Development Grant Applications received so far. The first from the Dallas Youth Garden and the second from the City of Monmouth. The Board requested additional time to review the City of Monmouth's application, but think that the Dallas Youth Garden is a great program for job training for local youth. The garden has utilized over 40 interns in the program this year, and produces about 5,000 pounds of produce for the Dallas Food bank annually.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED TO
FUND THE DALLAS YOUTH GARDEN'S BUSINESS DEVELOPMENT GRANT REQUEST.

MOTION PASSED UNANIMOUSLY.

5. **RECLASSIFICATION OF BILLING SPECIALIST** – Matt Hawkins, Administrative Services Officer, presented a request for the creation of a new job specification and salary range for an Inmate Program Specialist II and a reclassification of Jody Germond from an Inmate Program Specialist to an Inmate Program Specialist II. This reclassification would be effective September 1, 2016 and would be a fiscal impact of approximately \$3,500.

BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATION, SALARY RANGE, AND
RECLASSIFICATION.

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

- a. **PLANNING COMMISSION APPOINTMENTS** – Austin McGuigan, Community Development Director, informed the Board that since the prior Chair resigned from the Planning Commission, the Vice Chair, Michael Schilling has been serving as the chair. Since all vacancies on the Planning Commission have now been filled, Austin is recommending Michael Schilling be appointed as Chair, and Bill Farmer be appointed as Vice Chair.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED TO APPOINT MICHAEL SCHILLING AS CHAIR AND BILL FARMER AS VICE CHAIR OF THE POLK COUNTY PLANNING COMMISSION.

MOTION PASSED UNANIMOUSLY.

Commissioner Wheeler adjourned the meeting at 9:26 am.

Minutes: Heather Chase
Approved: September 6, 2016