

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**March 28, 2017**

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

2. **MINUTES**           **COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER  
SECONDED TO APPROVE THE MINUTES OF MARCH 21, 2017.**  
**MOTION PASSED UNANIMOUSLY**

3. **2017 OVERLAY CONTRACT** – Todd Whitaker, Public Works Director, presented a memo requesting approval for the advertisement of bids for the 2017 overlay project. The roads selected for overlay include Helmick Road, Gehlar Road, Bonnie Court, and 53<sup>rd</sup> Ave. The bid deadline will be 2:00 pm on April 13.

**MOTION**           **COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO  
APPROVE THE ADVERTISEMENT FOR BIDS FOR THE 2017 OVERLAY PROJECT.**  
**MOTION PASSED UNANIMOUSLY**

Todd Whitaker also informed the Board that his office received a permit application from an adjacent property owner requesting permission to install a gate on Cherry St. in Buena Vista. Todd plans to deny this permit request.

Todd also requested the Board pull the ODOT Continuous Operations Variance Permit Authorization that is on the consent calendar on tomorrow's agenda. He is working with ODOT to correct some verbiage before getting the contract approved by the Board.

4. **CHILD ABUSE PREVENTION MONTH DECLARATION** – Brent DeMoe, Family & Community Outreach Director presented a proclamation for the Board to declare the month of April 2017 as Child Abuse Prevention Month. There will be activities held throughout the month to raise public awareness.

**MOTION**           **COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO  
ADOPT PROCLAMATION NO. 17-01 IN THE MATTER OF PROCLAIMING APRIL 2017  
AS CHILD ABUSE PREVENTION MONTH.**  
**MOTION PASSED UNANIMOUSLY**

In addition, Brent presented a proclamation for the Board to declare the April 2-8, 2017 as National Crime Victims' Rights week.

**MOTION**           **COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO  
ADOPT PROCLAMATION NO. 17-02 IN THE MATTER OF PROCLAIMING APRIL 2-8,  
2017 AS NATIONAL CRIME VICTIMS' RIGHTS WEEK.**  
**MOTION PASSED UNANIMOUSLY**

5. **2017 POLK CO CJS GRANT LETTER OF SUPPORT** – Katrina Rothenberger, Public Health Manager is submitting a small grant application to the Center for Sharing and Public Health Services to explore cross-jurisdictional sharing opportunities with Marion County for Public Health services.

**BY CONSENSUS, THE BOARD AGREED TO PROVIDE A LETTER OF SUPPORT FOR THE CROSS  
JURISDICTIONAL SHARING SMALL GRANT APPLICATION.**

Katrina gave an update on the lead situation in West Salem. The department is offering community lead tests this evening from 4-7 in the West Salem office. The department is offering 50 tests tonight, and will also be making appointments for testing over the next two weeks.

Katrina also informed the Board that after discussing her concerns regarding immunization reimbursements with Carla at the CCO, Carla recommended a contract amendment to the CCO contract that will allow Polk County to bill for the actual cost of providing immunizations.

6. **HOUSING AUTHORITY CONSOLIDATION** – Christian Edelblute was not in attendance.
7. **EXTENSION IGA** – Greg Hansen, Administrative Officer, informed the Board that an updated IGA with Oregon State University for the Extension Service is on the consent calendar tomorrow. This IGA is a re-up to the original agreement signed in 2013. No major changes have been made to the agreement.
8. **BUDGET UPDATE** – Greg Hansen reminded the Board that budget hearings are next week, the schedule is full day Monday and Tuesday, then Wednesday and Thursday mornings only. Budget binders should be completed this afternoon or tomorrow. The General Fund is showing small growth with a corresponding small FTE increase. In the dedicated funds, there is a total of 5 FTE increase.
9. **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 Barb Fillipponi and Lisa DeMoe to attend Carpel software training in St. Louis April 10-13, and for Natalie Lucey to attend the National Institute of Crime Prevention Conference in Law Vegas April 10-14.

**BY CONSENSUS, THE BOARD APPROVED THE OUT OF STATE TRAVEL REQUESTS.**

Aaron also informed the Board that due to efficiencies saved in the office by using the Carpel software, and providing laptops/chromebooks for staff, he has been able to shift an OSII position to a victim assistance position.

Commissioner Pope adjourned the meeting at 9:33 am.

Minutes: Heather Chase  
Approved: April 11, 2017