

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
June 20, 2017

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

2. **MINUTES** **COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH
SECONDED TO APPROVE THE MINUTES OF JUNE 13, 2017.**

MOTION PASSED UNANIMOUSLY

3. **VSO UPDATE** – Marie McCandless, VSO Trainee, introduced Jake, a work-study student from Western Oregon University who provides administrative support in the office part time. Nikki Weaver is also working as an Office Assistant part time. Marie reported that since February, the department has helped bring in \$17,767.72 in monthly benefits to Polk County Veterans. The Board requested in the future that statistics of benefits that Polk County vets received prior to the VSO office being established be provided for comparison. Marie has had some radio interviews that is providing more exposure for the office. At the last Battle Buddies meeting, there were fourteen attendees.
4. **REVISED JOB SPECIFICATIONS AND SALARY RANGE, RECLASSIFICATION OF ROAD MAINTENANCE WORKER AND SIGN TECH II** – Matt Hawkins, Administrative Services Director, presented a request to approve the revised job specification and salary range for a Road Crew Foreman, and the reclassification of Clint 'Bubba' Coblentz from a Sign Technician II to a Road Crew Foreman, and the reclassification of Gil Doersch from a Road Maintenance Worker to a Sign Technician I. The effective date for these reclassifications would be July 1, 2017, and the 12-month fiscal impact is approximately \$7,500 to the Public Works Fund.

BY CONSENSUS, THE BOARD APPROVED THE JOB SPECIFICATIONS, SALARY RANGE, AND RECLASSIFICATIONS.

5. **FACILITIES MEMO** – Greg Hansen, Administrative Officer, presented his proposal for handling the facilities maintenance needs in the wake of the Facilities Bond failure. Greg feels that the Public Works and Behavioral Health departments can address the needs at their own facilities within their existing funds. Greg also recommends utilizing general fund monies to address the roof replacement at the jail. However, the general fund does not have adequate resources to address the facility maintenance needs at the Fairgrounds and the Courthouse Complex. Greg recommends splitting the two facilities into two separate ballot measures (coordinated with the Public Safety Levy, which will be going out for renewal in the May 2019 election). To address the Courthouse Complex needs, Greg proposes going out for a General Obligation bond for a 10-year, \$7.5-\$8.5 million (approx. \$0.165/\$1,000), in either November 2017 or May 2018. The Board felt a May 2018 measure is a better option.

To address the Fairgrounds needs, Greg proposes looking into making the Fairgrounds into its own taxing district. This would provide monies for both facility improvements and operational funding deficiencies. A \$0.10 / \$1,000 permanent rate would provide approximately \$550,000 annually, and would allow the Fairgrounds the mechanism to issue COP's to finance the facility improvements/upgrades. Greg recommends the timing of this tax district measure to be November of 2019 or May of 2020, to allow time for research on the viability of this option.

BY CONSENSUS, THE BOARD AGREED TO PROCEED WITH DISCUSSIONS ON THE FACILITIES BALLOT MEASURE OPTIONS.

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

- a. **BUDGET UPDATE** – Greg Hansen reminded the Board that tomorrow, the Grand Ronde Sanitary District and the Polk Extension Service District Boards will be meeting to hold public hearings to adopt their 2017-2018 budgets. The following Wednesday, June 28, the County will hold a public hearing on the adoption of the 2017-2018 budget.
- b. **ENVIRONMENTAL HEALTH CONTRACT** – Austin McGuigan presented a contract with the Oregon Health Authority to provide food-borne illness prevention program services, tourist facilities inspections, and pool inspections. Austin missed the deadline to get it on the agenda for tomorrow, and requested the Board add it to the consent calendar.

Commissioner Pope adjourned the meeting at 9:38 am.

Minutes: Heather Chase
Approved: June 27, 2017