

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
September 19, 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 SEPTEMBER 12, 2017.**

MOTION PASSED UNANIMOUSLY

3. **DEPARTMENT UPDATE** – Tina Andersen, Fair Manager and Anna Scharf, Fair Board President, gave an update on the annual and year round fair. A written report was included in the agenda packet. The annual fair saw a larger turnout this year, mainly due to cooler weather conditions (compared to last year). Beverage sales were up over 40%, The rodeo on Thursday night was a success, attendance price went up that night after 4pm. On average, the annual fair loses between \$10,000-\$20,000, this year is on the smaller side due to good attendance. There will be a Fair Recap meeting on September 27.

For the year-round fair, the replacement of the caretaker house is scheduled for mid-October. Tina is looking into grant and other sources of funding to add restroom facilities to Building C. If added, this building could start being rented out to increase revenue. There continue to be maintenance needs that go unaddressed due to lack of revenue to address them. The Fair's annual work session is scheduled for February 10.

4. **RECLASSIFICATION OF AN ASSOCIATE PLANNER** – Matt Hawkins, Administrative Services Director presented a reclassification for Sidney Mulder from an Associate Planner to a Senior Planner. The effective date for the proposed reclassification is October 1. The 12-month fiscal impact is approximately \$10,332.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

5. **TRAVEL/PER DIEM POLICY** – The Board discussed last week about updating the travel/per diem policy to allow Department Heads to approve out-of-state travel requests. Matt Hawkins presented a copy of the revised travel/per diem policy to reflect these changes.

BY CONSENSUS, THE BOARD APPROVED THE UPDATED TRAVEL/PER DIEM POLICY.

6. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.) None.

Commissioner Pope adjourned the meeting at 09:30 am.

Minutes: Heather Chase
Approved: September 26, 2017