

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES MARCH 28, 2018**

**1. CALL TO ORDER & ATTENDANCE**

At 9:02 a.m., Commissioner Ainsworth declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Pope and Commissioner Wheeler were present

Staff present:                Matt Hawkins, Administrative Services Director  
                                      Greg Hansen, Administrative Officer

**2. ANNOUNCEMENTS**

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda.

Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room and are conducted between 9:00 a.m. and 5:00 p.m. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.

Polk County Budget Hearings will be held on Tuesday, April 3 through Thursday, April 5, 2018 from 9 a.m. to 5:00 p.m. in the Courthouse conference room.

There will be no Board meetings Tuesday, April 3 or Wednesday, April 4, 2018 due to Budget Hearings.

**3. COMMENTS (FOR ITEMS NOT ON THIS AGENDA)**

**4. APPROVAL OF AGENDA**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE AGENDA.**

**MOTION PASSED UNANIMOUSLY**

**5. APPROVAL OF CONSENT CALENDAR**

Greg Hansen added item B to the consent calendar, Contract No. 18-25 with Albina Asphalt for Chip Seal.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE CONSENT CALENDAR AS AMENDED.**

**MOTION PASSED UNANIMOUSLY**

**6. APPROVAL OF MINUTES OF BOARD MEETING MARCH 21, 2018**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF MARCH 21, 2018.**

**MOTION PASSED UNANIMOUSLY**

At 09:03 a.m., Commissioner Ainsworth asked if there was a need for executive session. Staff answered that there was not and the meeting was adjourned.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**

**(a) NEW JOB SPEC AND SALARY RANGE**

Approve the new job specification and salary range for the position of Animal Control Officer II

**(b) PUBLIC WORKS - CONTRACT NO. 18-25**

Approve Contract No. 18-25 with Albina Asphalt for Chip Seal Oil.

**POLK COUNTY BOARD OF COMMISSIONERS**

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Mike Ainsworth, Chair

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Craig Pope, Commissioner

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Jennifer Wheeler, Commissioner

Minutes: Heather Chase  
Approved: April 11, 2018