

## **POLK COUNTY BOARD OF COMMISSIONERS' WEDNESDAY AGENDA**

**DATE & TIME:** November 7, 2018, 9:00 a.m.  
**LOCATION:** Polk County Courthouse, Dallas, Oregon

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR PARTICIPATE IN THE MEETING.

**1. CALL TO ORDER AND NOTE OF ATTENDANCE**

**2. ANNOUNCEMENTS**

- (a) Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The Tuesday meeting is held in the Board of Commissioners' Office Conference Room, 850 Main Street, Dallas, Oregon. The Wednesday meeting is held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins 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.
- (b) 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.
- (c) The Board of Commissioners will hold a Public Hearing for the re-authorization of the Public Safety Levy on November 28, 2018 at 9:00 a.m. and 7:00 p.m. The meeting will be held in the Board of Commissioners conference room, at 850 Main Street, Dallas, Oregon.

**3. COMMENTS (for items not on this agenda)**

**4. APPROVAL OF AGENDA**

**5. APPROVAL OF CONSENT CALENDAR**

**6. APPROVAL OF MINUTES OF BOARD MEETING OF OCTOBER 31, 2018**

**7. UPPER AUTUMN DOWNGRADE - Todd Whitaker**

**8. LOWER AUTUMN DOWNGRADE - Todd Whitaker**

### **CONSENT CALENDAR**

**(a) CONTRACT NO. 18-147 – MOBILE CRISIS SALEM**

Approve Contract No. 18-147 with the City of Salem Police Department to provide mobile crisis team response services in Polk County.

(Jeff Brown, Health Services)

**(b) CONTRACT NO. 18-148 – WILLAMETTE HUMANE SOCIETY  
DOG IMPOUNDING**

Approve Contract No. 18-148 with the Willamette Humane Society to receive and board dogs that are impounded by Polk County Animal Control Officer or his authorized representatives.

(Mark Garton, Sheriff)



- (c) CONTRACT NO. 18-151 – OREGON HEALTH AUTHORITY**  
Approve Contract No. 18-151 with the Oregon Health Authority to increase funding for specific Public Health elements totaling \$16,700.  
(Jeff Brown, Health Services)
- (d) CONTRACT NO. 18-152 – OREGON HEALTH AUTHORITY**  
Approve Contract No. 18-152 with Oregon Health Authority to increase funding for immunization services totaling \$8,170.  
(Jeff Brown, Health Services)
- (e) NEW JOB SPECIFICATION AND SALARY RANGE –**  
Approve staff request to create this new job specification and salary range for the position of Community Relations Specialist within the Sheriff's Office.  
(Matt Hawkins, Personnel)
- (f) RATIFY VALID VOUCHERS, LICENSES, PERSONNEL ACTIONS, PAYROLL, ETC., FOR THE MONTH OF OCTOBER 2018.**

**THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION PURSUANT TO ORS 192.660.**

**ADJOURNMENT**

POLK COUNTY PUBLIC MEETINGS AND PUBLIC HEARINGS  
GUIDELINE FOR CITIZENS

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REGULAR MEETING AGENDA

Regular meetings of the Polk County Board of Commissioners convene at 9 a.m. each Wednesday morning. Any person wishing to bring a matter before the Board at one of these meetings may do so by mailing or delivering written notice, concisely describing the nature of the item, to the Board of Commissioners, Polk County Courthouse, Dallas, Oregon 97338, by noon on the preceding Thursday. Unless otherwise announced, meetings are held in the Main Conference Room of the Courthouse.

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APPEARANCE OF INTERESTED CITIZENS

The Board sets aside a time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not to exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the Agenda of a future meeting, the Board shall schedule it accordingly.

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PUBLIC HEARING FORMAT

Land Use

1. Chairman opens hearing.
  - a. Reading of hearing request or appeal statement.
  - b. Call for abstentions (ex parte contact or conflict of interest).
2. County staff presents background, summary and its recommendation (20-minute limit).
3. Applicant (Appellant) presents his/her case (15-minute limit).
4. Public testimony. Note that all testimony and evidence must be directed toward the applicable factual and legal criteria as identified in the record and/or during this hearing. Do not repeat previous testimony. Simply note for the record that you are in agreement with that earlier testimony. Your time to present testimony is limited. FAILURE TO RAISE AN ISSUE IN THIS HEARING, IN PERSON OR BY LETTER, OR FAILURE TO PROVIDE ADEQUATE SPECIFICITY TO AFFORD THE BOARD AN OPPORTUNITY TO RESPOND TO THE ISSUE MAY PRECLUDE LATER APPEAL TO LUBA ON THAT ISSUE.
  - a. Individuals in favor of the application or appeal.
  - b. Individuals against the application or appeal. At the discretion of the Chairman, an attorney, consultant, or other designated representative of two or more individuals may be allowed the combined time for each represented individual who does not speak, not to exceed 20 minutes. The Chairman may require proof of designation.
5. Rebuttal by Applicant (Appellant) (10-minute limit).
6. Questions from Board (discussion limited to individuals questioned by the Board).
  - a. Staff.
  - b. Applicant (Appellant).
  - c. Individuals testifying.
7. Chairman closes hearing and announces closing of Record.
8. Chairman announces date for deliberation and decision.
9. The Board's decision is deemed the final decision of Polk County. It may be appealed to LUBA within 21 days of its issuance in written form. The address and phone number of LUBA may be obtained from the Polk County Community Development Department and will also appear on the Notice of Decision which will be mailed to all persons who testify, submit comments, or print their name and address on the hearing attendance sheet at the back of the hearing room.