

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
April 16, 2019

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 Mordhorst were present.

2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER MORDHORST SECONDED TO APPROVE THE MINUTES OF APRIL 2, 2019.**

MOTION PASSED UNANIMOUSLY.

3. **OVER DIMENSION PERMITS** – Todd Whitaker, Public Works Director, stated that in reviewing the Polk County over-dimension permit requirements he has found them to be conservative compared to surrounding counties. The National Electric Safety Code requirements for power and communication line clearance over public roads range from 15'6" to 16'0". Based on this information Public Works staff is recommending the height requirement for pilot cars equipped with a route height pole be increased from 14'0" to 15'0".

BY CONSENSUS, THE BOARD APPROVED STAFF RECOMMENDATION TO INCREASE HEIGHT REQUIREMENTS FROM 14' TO 15'.

Mr. Whitaker explained to the Board that through the Motor Carrier Transportation Division (MCTD), carriers transporting loads over legal height, width, and/or length are required to apply for a single-trip over-dimension permit. These can present a challenge for utility companies during emergency situations when they are not approved by corresponding counties in a timely manner. Due to this challenge, PGE and other utility companies have requested a change to OAR for annual continuous operations variance permit to allow utility companies to transport motor truck or truck-tractor and independently operated manually or mechanically steered trailers. With the pending OAR approval, counties have been asked to adopt the same state allowances for these continuous operations variance permits, and to stipulate conditions. Staff is recommending Polk County set the following provisions: Utility companies must notify the County with the date, location, and route within 72 hours prior to planned work; and Utility companies must notify the County with the date, location, and route within 24 hours following emergency work.

BY CONSENSUS, THE BOARD APPROVED STAFF RECOMMENDATION TO ISSUE ANNUAL PERMITS FOR OVER-LENGTH LOADS USING STEERABLE TRAILERS TO ELIMINATE THE NEED FOR SINGLE-TRIP OVER-DIMENSION PERMITS.

4. **SPEED STUDIES** – Todd Whitaker informed the Board that after receiving complaints of speeding drivers, the County requested a speed zone investigation be conducted on Talmadge Rd. from 16th St. to 300 feet north of Stapleton Rd. The findings of the speed zone investigation recommended the establishment of a 35 MPH speed zone on Talmadge Rd. from 16th St. to 0.12 miles south of Ash Creek Dr., and retaining the 55 mph basic rule speed zone from 0.12 miles south of Ash Creek Dr. to 300 feet north of Stapleton Rd. Staff recommend that the Board accept the findings and recommendation of the speed zone investigation. Commissioner Pope asked Mr. Whitaker if there are any other options besides the 35 mph zone and the basic rule. Mr. Whittaker stated that he can go back to ODOT and tell them the Board doesn't like the recommendation and they will go through a process that involves going back and forth until we comes to an agreement. Commissioner feels that if we don't have a speed posted that people will assume they can go 70 mph and he is

concerned about the safety issue. He would like to know if they could get a 50 mph speed zone. Mr. Whittaker said he will talk to ODOT and ask if that is possible and if not he will come back before the Board.

BY CONSENSUS, THE BOARD DIRECTS STAFF TO MOVE FORWARD WITH THE SPEED ZONE CHANGE AS DISCUSSED.

5. **RECLASS OF SIGN TECHNICIAN I** – Matt Hawkins, Admin. Services Director, is recommending a reclassification of a Sign technician I to a Sign Technician II, specifically for Gil Doersch. Gil has met the requirements necessary to move up to a sign technician II and performs at a high level and will be certified as a flagging trainer later in the year. Todd Whittaker, Public Works Director, has made this request for reclassification. Should this reclassification be approved it would be effective as of April 1, 2019 and would have a fiscal impact of approximately \$2,600 including PERS contributions.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

6. **RECLASS OF ASSESSMENT SPECIALIST II** – Matt Hawkins, Admin. Services Director, is recommending a reclassification of an assessment specialist II to Assessment Specialist III, specifically for Rebekah Quiring. Rebekah has taken on a significant amount of the duties assigned to the Assessment Specialist III position. Valerie Patoine, Assessor, has made this request for reclassification. Should this be approved it will be effective April 1, 2019 and will have a fiscal impact of approximately \$2,000 including PERS contributions.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

7. **RECLASS OF APPRAISER II** – Matt Hawkins, Admin Services Director, is recommending a reclassification of an Appraiser III to the Chief Appraiser position, specifically for Sara Bischel. The Assessor's Office has undergone significant changes in the past month. The previous Assessor retired and Valerie Patoine was appointed to finish out Doug's term. At that time the Chief Appraiser position was left vacant by Valerie, and the other two Appraisers resigned their positions.

Sara has excelled since her initial hire as an Assessment Specialist I in 2008. It is recommended that Sara be reclassified into the Chief Appraiser position, in order to help the Assessor's office rebuild from the loss of most their appraising staff. Valerie Patoine, Assessor, has made this reclassification request. If this is approved it would be effective April 1, 2019 and would have a fiscal impact of approximately \$3,900 including PERS contributions.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

8. **REVISED JOB SPEC, SALARY RANGE, & RECLASS** – Matt Hawkins, Admin. Services Director, is recommending the Board revise the job specification for Health Services manager and change the title to Health Services Division Manager.

The second part of this change would involve the reclassification of our two remaining Health Services Program managers, Kerry Blum & Jennifer Lief. It is recommended that Kerry and Jennifer both be reclassified into the updated job specification of the Health Services Division Manager. This change allows them to both provide oversight to specific departments within all of Health Services including programs within Behavioral Health and Developmental Disabilities, and allows them to provide oversight of other division managers

and program supervisors. If this reclassification is approved it will be effective April 1, 2019 and a fiscal impact of approximately \$8,200 including PERS contributions.

BY CONSENSUS, THE BOARD APPROVED THE RECOMMENDED CHANGES.

9. **NEW JOB SPEC & SALARY RANGE** – Matt Hawkins, Admin Services Director, is recommending the Board revise the job specification for Health Services Administrative Specialist III and change the title to Health Services Administrative Specialist. It is also recommended that we collapse the series of Health Services Administrative Specialist I, II, and III into one position now titled Health Services Administrative Specialist. It is necessary to update the job specification and get rid of the series, as anyone in this position will be doing similar work at a similar level.

Along with these changes it is recommended that we retire the position of Administrative Assistant. This position was created for a specific person many years ago and has led to recent issues with other specification and salary ranges.

With the changes to Health Services Administrative Specialist it is recommended that Amanda McMullen be reclassified from a Health Services Administrative Specialist II to the new Health Services Administrative Specialist position. It is also recommended that Ariel Parker be transferred into the new position. If these changes are approved it will be effective May 1, 2019 and have a fiscal impact of approximately \$4,300 including PERS contributions.

BY CONSENSUS, THE BOARD APPROVED THE RECOMMENDED CHANGES.

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

- a. Mr. Whittaker stated that after receiving speed complaints on Eola they discovered there was a speed zone issue. The speed zone signage was in the wrong place. It is listed as 25 mph where 35 mph would be more appropriate. If the Board approves his request for permission to request a speed study from ODOT he will be asking for it to be changed to 35 mph.

BY CONSENSUS, THE BOARD DIRECTED STAFF TO MOVE FORWARD AND REQUEST SPEED STUDY FROM ODOT.

- b. Mr. Whittaker informed the Board that they have also received a complaint about big trucks not getting enough speed when pulling out in Rickreall. He said if approved he would request a speed study from ODOT and see if they could get the speed changed to 45 mph in front of that particular business. Commissioner Pope stated that as a County it could set a precedent that any business can ask the County to get the speed reduced for business purposes. He asked if it is still possible for an individual to make that request for a speed study themselves. Mr. Whittaker stated that he believes that is still an option. He will look into that and if it's an option he will assist that individual with submitting their own request. If it is not then he will come back before the Board and follow up with them.

- c. Mr. Whittaker informed the Board that the County Surveyor discovered what he believes is a property line issue. The structure they are building at Public on will be right up against a fence that belongs to several home owners. He said that Eric Berry, the County Surveyor

would need to do some more research and title investigation to make sure that the county didn't give this property up to anybody at any time but he is almost certain the fence is on county property. Commissioner Mordhorst states that he went to look at this property and he believes that if he were that home owner he would be very disappointed to lose that part of their back yard. Commissioner Pope explained that right now Mr. Whittaker is only asking if he should continue looking into it for accuracy purposes.

BY CONSENSUS, THE BOARD DIRECTS STAFF TO HAVE COUNTY SURVEYOR FOLLOW UP ON THE PROPERTY LINE ISSUE.

d. Mr. Whittaker informs the Board that there has been a request from a couple for Public Works to put a pipe in the ditch in front of their house and fill it in. It is an elderly couple who stated that it is difficult for them to maintain their arborvitaes and also mow the strip of lawn. Mr. Whittaker informed them that they can apply for a permit to have it done but that the County won't pay for it because it is not a transportation safety concern.

BY CONSENSUS, THE BOARD AGREES THAT THIS IS NOT A MATTER FOR COUNTY DOLLARS.

e. Greg Hansen, Administrative Officer, informed the Board the Captain Isham in the Sheriff's Office is requesting authorization to hire a Corrections Officer at a step 3. This candidate has 5 years of experience and is already certified.

BY CONSENSUS, THE BOARD AUTHORIZES THE NEW HIRE AT A STEP 3 LEVEL.

f. Mr. Hansen is asking the Board if they would like to move forward with a Resolution supporting Polk County being removed from the Rural Oregon Continuum of Care and collaborating with other counties in our region to create a local Continuum of Care, with more focus on the specific needs of our region. Janet Carlson presented this to them a few weeks ago at a Board meeting. Mr. Hansen stated that she provided a example Resolution that he will be modifying to the Boards approval and if they agree it will be on next weeks Consent Calendar.

BY CONSENSUS, THE BOARD DIRECTS STAFF TO PREPARE RESOLUTION FOR BOARD APPROVAL.

Commissioner Pope adjourned the meeting at 9:51 a.m.

Minutes: Ciera Atha
Approved: April 23, 2019