

POLK COUNTY BOARD OF COMMISSIONERS

DATE: January 25, 2023
TIME: 9:00 a.m.
PLACE: Polk County Courthouse, Dallas, Oregon

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

PAGE: **AGENDA ITEMS**

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. Each 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. The Board also holds a department staff meeting at 9:00am on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.
 - (b) The Polk County Board of Commissioners will be conducting Public Hearing(s) for consideration of placing on the ballot a Public Safety Levy for May 16, 2023 at both 9 a.m. and 6 p.m. on February 8, 2023 located in the Main Conference Room at 850 Main Street, Dallas, Oregon.
3. **COMMENTS (for items not on this agenda)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF THE MINUTES FROM January 18, 2023**
6. **APPROVAL OF CONSENT CALENDAR**
7. **EMERGENCY MANAGEMENT UPDATE – Dean Bender**
8. **RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**
9. **RESOLUTION 23-02 – MID-YEAR BUDGET ADJUSTMENTS – Greg Hansen**

CONSENT CALENDAR

- (a) **Polk County Contract No. 23-09, Central School District
(Greg Hansen, Administrative Officer)**

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

ADJOURNMENT

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES January 18, 2023

1. CALL TO ORDER & ATTENDANCE

At 9:00 a.m., Commissioner Gordon declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Pope and Commissioner Mordhorst were present.

Staff present: Greg Hansen, Administrative Officer
Morgan Smith, County Counsel
Matt Hawkins, Administrative Services Director

2. ANNOUNCEMENTS

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The Service Extension District will be meeting at 10:00 am on January 18, 2022. The meeting will be in the main conference room located on the first floor of 850 Main St Dallas OR 97338.

3. COMMENTS

None.

4. APPROVAL OF AGENDA

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

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

5. APPROVAL OF MINUTES OF BOARD MEETING OF January 11, 2023

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF January 11, 2023.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

6. APPROVAL OF CONSENT CALENDAR

MOTION: COMMISSIONER POPE, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE CONSENT CALENDAR.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

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

- a) Polk County Order No. 23-03, Vacating a portion of Morris Road
(Eric Berry, County Surveyor)
- b) Polk County Order No. 23-04, Vacating portions of undeveloped right of way
in the community of Ballston
(Eric Berry, County Surveyor)

There was no need for an executive session and Commissioner Gordon adjourned the meeting at 9:02 am.

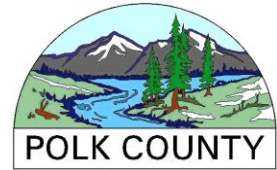
POLK COUNTY BOARD OF COMMISSIONERS

Jeremy Gordon, Chair

Craig Pope, Commissioner

Lyle Mordhorst, Commissioner

Minutes: Nicole Pineda
Approved: January 25, 2023



To: Commissioner Gordon – Board Chair
 Commissioner Pope
 Commissioner Mordhorst

From: Dean Bender – Polk County Emergency Manager

Date: January 25th, 2023

Subject: Emergency Management Update – Talking Points

Polk County Radio System Status Update

Base Station Replacement	Completed
Mt. Pisgah Tower	Operational
Eagle Crest HVAC Replacement	Completed
Fairgrounds Tower (Land Use Decision-approved)	*Underway
Fairgrounds UHF Repeater Project (Base Repeater/Portables)	Completed
Subscriber Units – Sheriff's Office, Public Works. Volunteer Radios, (Delivery dates 2-4 months)	Ordered

Generator Servicing / Status

Annual Services (\$16,315)	Completed
Generator Repairs (\$6192)	Underway
Telemetry Project (\$13~36K)	Quotes Rec.
Fairgrounds Fuel Transfer Project	Completed

Falls City Evacuation Routes / Project (\$10k Grant)

Mobile Emergency Morgue Operations (MEMO)	\$110,000	Part. Underway
Ambulance Service Advisory Plan Update		Completed
Mobile Crises Response Van Build Project		Underway
OR-Alert Project Status		95% Completed
2020 Ice Storm Slide (Nesmith Park)		Operational
		On-Going

Covid PPE Supplies

147 Weeks		On-Going
166 Orders to the State for Supplies		
597 Orders filled for public/private entities		
In Stock Value	\$475,000	
Shipped Supplies/Tests Value	\$656,000	

2021 SHSP Grant Awards

Law Agencies – Portable Radio Digital Flashing - Grant Award (DAP, IDP, MMP)	\$26,220 Completed
Phase IIA – Base Station – Grant Award	\$47,782 in process
Phase IIB – Base Station – Grant Award	\$34,500 in Process
Phase 1 Fire Multi-Band Mobile Radio – Grant Award	\$78,000 in Process

2022 SHSP Grants Awarded

Phase IIIA – Base Station	\$48,999 In process
Phase IIIB – Base Station	\$42,150 in process
Phase 2 Fire Multi-Band Mobile Radio	\$68,000 in process
Mt. Pisgah Site (Generator)	\$24,500 in process
Grounding Completed	
Generator and Transfer Switch Ordered	

2023 SHSP Grants T.B.D

Will be meeting with stakeholders in the next 45 days

2022 SPIRE Grant – In process (Equipment Grant)

Sand Bagging Machine (Polk County EM)	Awarded – in process
Fuel Trailer (SW Polk)	
Fuel Trailer (City of Dallas)	
Mobile Generator (Grand Ronde Sanitation District)	

Digital Migration Project

All base systems are ready.

Agencies working on purchasing equipment or digital flashing existing units

Main Channel – 3rd quarter (Ops remains Analog)

Jail Channel – 3rd quarter (target)

PW – 4th quarter (target)

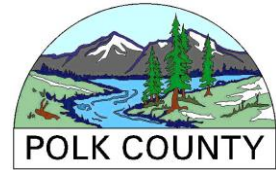
Fire Agencies – 2024/2025

Other Items

Hazard Mitigation Plan Update 2023

Hire EM Coordinator – July 2023

Led by Comm Dev.



To: Commissioner Gordon – Board Chair
 Commissioner Pope
 Commissioner Mordhorst

From: Dean Bender – Polk County Emergency Manager

Date: January 25th, 2023

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Led by Comm Dev.



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174
(503) 623-1888 ★ FAX (503) 623-1889

MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Admin. Services Director
DATE: January 18, 2023
SUBJECT: Reclassification of a Deputy District Attorney II

Wednesday – January 25, 2023 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of a Deputy District Attorney II.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Caroline McCarthy in the District Attorney's Office be reclassified from a Deputy District Attorney II to a Deputy District Attorney III. District Attorney, Aaron Felton has made this request due to the level of cases Ms. McCarthy has taken on for the DA's office. She has also demonstrated a commitment to Polk County and performed well in her duties as a Deputy District Attorney II. This recommendation is not typical, but due to Ms. McCarthy being the most experienced Deputy DA in the office this move is supported.

Caroline is currently at step 2 of the Deputy District Attorney II position which is \$7,358. If the reclassification is approved she will move to step 1 of the Deputy District Attorney III position which is \$7,801.

Should the reclassification be approved it would be effective February 1, 2023.

FISCAL IMPACT:

This reclassification will have an impact on the budget for FY 22-23 of approximately \$7,000 including PERS contribution should it be for 12 months. However, the impact to the actual budget is much less as the DA's Office is still not running at fully budgeted staff numbers.



POLK COUNTY

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3177
(503) 623-8173 ★ FAX (503) 623-0896

BOARD OF COMMISSIONERS

Commissioners

CRAIG A. POPE
JEREMY GORDON
LYLER MORDHORST

GREGORY P. HANSEN
Administrative Officer

TO: BOARD OF COMMISSIONERS

FROM: GREG HANSEN, BUDGET OFFICER

DATE: JANUARY 19, 2023

SUBJECT: MID-YEAR MODIFICATIONS - 2022-2023 BUDGET

RECOMMENDATION:

The Board of Commissioners approve Resolution 23-02 in the matter of increasing appropriations and transferring appropriations within multiple funds for fiscal year 2022-2023.

ISSUE:

Should the Board approve Resolution 23-02, modifications in appropriations for the County budget for fiscal year 2022-2023?

BACKGROUND:

Every June the County modifies the current budget through resolution. Prior to the end of the fiscal year, the Budget Officer makes year end adjustments to the current budget to prevent violating Oregon budget law (overspending appropriation authority, negative fund balances, etc.). Five (5) years ago, the County began performing resolutions twice each fiscal year (mid year and end of the year) in an effort to more align the budget with current information.

Resolution 23-02 is the mid-year budget adjustments which I am recommending for approval.

A brief explanation for these proposed modifications are as follows: **General Fund**: 1) Clerk - Recording – unexpected expenses in personal services, 2) **Planning** – an increase in appropriations as a result of excess costs in materials and services, 3) **Sheriff - Criminal** – unexpected expenses in capital outlay, 4) Sheriff – Jail – unanticipated expenses in material and services, 5) **Emergency Management** – unanticipated expenses in materials & services, 6) **Non – Departmental** – unexpected expenses in materials and services, 7) **Transfer to Dog Control** – an increase of \$15,000 in transfer to cover costs in materials and services, 8) **Transfer to Veteran's Services Fund** - an increase of \$15,000 in transfer is necessary to address special projects expenses in the fund, 9) **General Fund - Contingency** - a decrease in the fund operating contingency in the amount of \$270,000, 10) **Public Works Fund** – increase in appropriations in two divisions Shops (\$50,000) and Survey (\$10,000) and a corresponding reduction of \$60,000 in Contingency, 11) **Dog Control Fund** – an increase in the General Fund transfer of \$15,000 to cover unexpected personal services and materials and services costs resulting in an increase in both appropriations and resources, 12) **Veteran's Services Fund** – an increase in the General Fund transfer of \$15,000 which will increase both resources and appropriations to cover additional costs associated with operations, 13) **Fair Fund** – increase in resources and expenses as the result of grant funding from the State in the Year Round Operation in the amount of \$75,000, 14) **County School Fund** - increase in resources and expenses as the result of increased tax monies in the amount of \$10,000, 15) **Management Services**

Fund – increase in appropriations in three divisions Central Services (\$20,000), Finance (\$50,000), and Courthouse Building Maintenance (\$130,000) resulting in a corresponding reduction of \$200,000 in the fund Contingency.

ALTERNATIVES:

The following are alternatives:

1. Approve the resolution as proposed.
2. Modify the resolution to increase or decrease appropriation modifications.
3. Modify the resolution to eliminate the appropriations which are being made strictly for appropriation authority and do a supplemental budget on those individual funds. Requires advertising costs for public notice. This action would give the County the same results as the resolution.
4. Not approve a resolution. This action will cause the County to violate Oregon budget law.

FISCAL IMPACT:

The cost associated with these budget modifications are a reduction of \$270,000 in the General Fund Contingency, a \$60,000 reduction of the Public Works Contingency, and a \$200,000 reduction in the Management Services Special Projects.

The County's overall budget will increase by \$115,000 due to a budget increase to the Dog Control (\$15,000), a budget increase to the Veteran's Services Fund (\$15,000), a budget increase for the Fair Fund (\$75,000) and a budget increase to the County School Fund in the amount \$10,000.

**BEFORE THE BOARD OF COMMISSIONERS
FOR POLK COUNTY, OREGON**

In the matter of Increasing Appropriations and)
Transferring Appropriations within the General)
Fund, and)
)
Increasing Resources and Appropriations in the)
Dog Control Fund and Veteran’s Services Fund,)
With a transfer from the General Fund, and)
)
Increasing Resources and Appropriations in the)
Fair Fund and County School Fund, and)
)
Increasing Appropriations in the Public Works)
Fund and Management Services Fund, and)
)
All adjustments relate to the 2022-2023)
Fiscal Year)

RESOLUTION NO. 23-02

WHEREAS, the above matter came before the Polk County Board of Commissioners in regular session on 25th day of January, 2023; and

WHEREAS, the General Fund of Polk County incurred unexpected personnel expenses in Clerk - Recording, unanticipated expenses in materials and services in Planning, unanticipated expenses in capital outlay in the Sheriff – Patrol, unanticipated expenses in materials & services in Sheriff – Jail, unanticipated expenses in materials & services in Emergency Management, unanticipated expenses in materials & services in Non-Departmental, increases in Transfers for the Dog Control and Veterans Services Fund; and

WHEREAS, the Public Works Fund incurred unexpected costs in two divisions (Shops and Survey) which require an increase in appropriations and a corresponding reduction in Contingency, and

WHEREAS, the Dog Control Fund requires an increased General Fund transfer to materials & services costs in the amount of \$15,000 which increase both resources and appropriations; and

WHEREAS, the Veteran’s Services Fund will receive an additional General Fund transfer which will increase both resources and appropriations to cover costs associated with operations in the amount of \$15,000; and.

WHEREAS, the Fair Fund requires an increase in both resources and appropriations due to unanticipated grant monies from the State in the amount \$75,000 which increase both resources and appropriations; and

WHEREAS, the County School Fund requires an increase in both resources and appropriations due to unanticipated tax monies in the amount \$10,000; and

WHEREAS, the Management Services Fund had additional expenditures in three (3) programs requiring additional appropriations; cost overruns in materials and services in Central Services (\$20,000), and unexpected expenses in personal services and materials and services in Finance (\$50,000), and unexpected expenses in personal services and materials and services in Courthouse Building Maintenance (\$130,000), resulting in a corresponding decrease in Special Projects (Non-Dept) to balance the budget (\$200,000); and

WHEREAS, ORS 294.450 (1)(3) provides the authority for transfer of appropriations within a given fund or from the General Fund to any other fund when authorized by official resolution of the governing body; and ORS 294.326 (3) provides authority for the expenditure of grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific purposes after the enactment of a resolution authorizing the expenditure; and ORS 294.470 (4) provides the authority to increase appropriations in an internal service fund; now, therefore,

IT IS HEREBY RESOLVED that the Board of Commissioners, County of Polk, adopt this resolution in full in the amounts shown below:

GENERAL FUND - 100	
<u>Total Requirements</u>	<u>\$ 32,466,100</u>
Clerk - Recording (120) Increase from \$229,495 to \$239,495	10,000
Planning (310) Increase from \$677,205 to \$702,205	25,000
Sheriff – Patrol (430) Increase from \$6,982,841 to \$7,032,841	50,000
Sheriff – Jail (435) Increase from \$7,144,699 to \$7,194,699	50,000
Emergency Management (440) Increase from \$605,119 to \$705,119	100,000
Non – Departmental (199) Increase from \$6,500 to \$11,500	5,000

Transfers:

Dog Control Fund (220)
Increase from \$110,000 to \$125,000 15,000

Veteran's Services Fund (254)
Increase from \$90,000 to \$105,000 15,000

Fund Operating Contingency
Decrease from \$4,194,887 to \$3,924,887 (270,000)

TOTAL ADJUSTED REQUIREMENTS \$ **32,466,100**

PUBLIC WORKS FUND (210)

Total Requirements \$ **12,892,000**

Public Works - Shops (620)
Increase from \$659,486 to \$709,486 50,000

Public Works – Survey (650)
Increase from \$437,696 to \$447,696 10,000

Fund Operating Contingency (610)
Decrease from \$3,121,028 to \$3,061,028 (60,000)

TOTAL ADJUSTED REQUIREMENTS \$ **12,892,000**

DOG CONTROL FUND (220)

Total Requirements \$ **200,000**

Dog Control (220)
Increase from \$110,000 to \$125,000 15,000

TOTAL ADJUSTED REQUIREMENTS \$ **215,000**

VETERAN'S SERVICES FUND (254)

Total Requirements \$ **285,000**

Veteran's Services Fund (254)

Increase from \$90,000 to \$105,000	15,000
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 300,000</u>

FAIR FUND (260)

<u>Total Requirements</u>	<u>\$ 832,000</u>
Fair Fund (260)	
Year Round Operations (720)	
Increase from \$622,488 to \$697,488	75,000
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 907,000</u>

COUNTY SCHOOL FUND (270)

<u>Total Requirements</u>	<u>\$ 165,000</u>
County School Fund (270)	
Increase from \$165,000 to \$175,000	10,000
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 175,000</u>

MANAGEMENT SERVICES FUND (610)

<u>Total Requirements</u>	<u>\$ 8,260,000</u>
Central Services (810)	
Increase from \$555,086 to \$575,086	\$20,000
Finance (850)	
Increase from \$796,692 to \$846,692	50,000
Courthouse Building Maintenance (820)	
Increase from \$871,223 to \$1,001,223	130,000
Special Projects (195)	
Decrease from \$766,661 to \$566,661	(200,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 8,260,000</u>

Dated this 25th day of January, 2023 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Jeremy Gordon, Chair

Lyle Mordhorst, Commissioner

Craig Pope, Commissioner

Approved as to Form:

Morgan Smith, County Counsel