

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES February 15, 2023**

**1. CALL TO ORDER & ATTENDANCE**

At 9:04 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**

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 principle 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 9:00 a.m. on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.

The Polk County Board of Commissioners will be meeting with Congresswoman Andrea Salinas on February 21, 2023 at 1pm located in the small conference room in the Board of Commissioners Office.

**3. COMMENTS**

None.

**4. APPROVAL OF AGENDA**

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

**MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

**5. APPROVAL OF MINUTES OF BOARD MEETING OF February 15, 2023**

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF February 15, 2023.**

**MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

**6. APPROVAL OF CONSENT CALENDAR**

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

**MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

**7. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from a GIS Cartographer to the Lead GIS Cartographer. Should the reclassification be approved it would be effective March 1, 2023 and would have an impact on the FY22-23 budget of approximately \$5500.00 including PERS contributions should it be for 12 months.


**APPROVED BY CONSENSUS OF THE BOARD.**

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

- a) Polk County Contract No. 23-19, Polk County Community Preparedness IGA  
(Dean Bender, Emergency Management Manager)
- b) Polk County Order No. 23-05, West Valley Housing Authority Appointment  
(Morgan Smith, County Counsel)

There was no need for an executive session and the meeting ended at 9:06 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Jeremy Gordon, Chair  
\_\_\_\_\_  
Craig Pope, Commissioner

*unavailable to sign*  
\_\_\_\_\_  
Lyle Mordhorst, Commissioner