

POLK COUNTY BOARD OF COMMISSIONERS

DATE: May 17, 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 Budget Committee will meet on May 17, 2023 at 9:30 a.m. That meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.
- 3. COMMENTS (for items not on this agenda)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM May 10, 2023**
- 6. APPROVAL OF CONSENT CALENDAR**
- 7. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**

CONSENT CALENDAR

- (a)** Jail Inspection 2023
(Morgan Smith, County Counsel)

**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

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.

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.

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.

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES May 10, 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 was present and Commissioner Mordhorst was absent.

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.

3. COMMENTS

Mandy Straus asked the Commissioners a few questions:

1. Do you know who is running the Friends of the Public Facebook page?
2. Where are the Federal Timbers funds applied, when they are received?
3. Are the Federal Timbers funds no longer enough to fund the Sheriff's Department?
4. Are all the Federal Timber funds applied to the Sheriff's Department?
5. Why are the stats from the Sheriff's update last year different from the numbers published for the 2021 and 2022 years?

The Commissioners answered the questions above to the best of their knowledge and will research the questions they could not answer.

4. APPROVAL OF AGENDA

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

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

5. APPROVAL OF MINUTES OF BOARD MEETING OF May 3, 2023

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF May 3, 2023.

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

6. APPROVAL OF CONSENT CALENDAR

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

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

7. POLK COUNTY ORDER NO. 23-07 – VALERIE PATOINE

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

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

8. LENGTH OF SERVICE AWARDS

The Board of Commissioners and staff recognized the following employees for their years of service:

- Susan Fleming, 20 years
- Sara Bischel, 15 years
- Robert Caudill, 15 years
- Justin Reed, 15 years

The following items were approved by Motion under **6. APPROVAL OF CONSENT CALENDAR:**

- a) Polk County Affirmative Action Plan and Equal Opportunity Employer Policy (Lynn Hall, Human Resources)
- b) Polk County Ordinance No. 23-01 (Michael Burns, Community Development)
- c) Polk County Contract No. 23-63 (Todd Whitaker, Public Works)

There was no need for an executive session. Commissioner Gordon adjourned the meeting at 9:20.

POLK COUNTY BOARD OF COMMISSIONERS

Jeremy Gordon, Chair

Craig Pope, Commissioner

Lyle Mordhorst, Commissioner

CORRECTIONAL FACILITY INSPECTION REPORT: POLK COUNTY JAIL
(ORS 169.040)

DATE OF INSPECTION

INSPECTION PARTY **Morgan Smith, Sarah Buhler, Tara Luker, Lyle Mordhorst, Kayla Welser**

1. Average Daily Population

100

2. Staffing Level(s)

Inadequate ☐

Adequate ☐

1 Control Tech

4 Lieutenant

1 Inmate Programs Specialist

1 Deputies

5 Sergeant

3. Hourly Inmate Inspections:

Monitoring Equipment

Manual

Yes ☒ No ☐

4. Written Jail Policy/Rules:

Legal Confinement Authority

Denial of Admission

Telephone calls

Medical/dental procedures

Medication/Prescriptions

Personal Property/ORS 133.455

Vermin/Communicable disease

Release Process

Correspondence/Visitation

Yes ☒ No ☐

5. Written policy re: facility emergencies

Yes ☒ No ☐

6. Policy prohibiting administration of physical punishment

Yes ☒ No ☐

7. Access to licensed physician

Yes ☒ No ☐

8. Secure storage of medication

Yes ☒ No ☐

9. Maintenance of inmate medical/dental record system

Yes ☒ No ☐

10. First aid supplies/staff training Yes ☒ No ☐
11. Firearms policy prohibiting firearms in secure area of jail except in times of emergency Yes ☒ No ☐
12. Inmates fed at least three meals daily Yes ☒ No ☐
13. Meals are nutritionally adequate Yes ☒ No ☐
14. Special diets/meals available Yes ☒ No ☐
15. Food storage appears sanitary Yes ☒ No ☐
16. Food served under sanitary conditions Yes ☒ No ☐
17. Jail facility appears clean: Comments: "Extremely" Yes ☒ No ☐
18. Inmates provided personal hygiene materials Yes ☒ No ☐
Confirmed with Inmate – Name: Travis Boatwright
19. Inmates required to shower at least twice weekly Yes ☒ No ☐
Confirmed with Inmate – Name: Travis Boatwright
20. Inmates provided clean clothes twice weekly Yes ☒ No ☐
Confirmed with Inmate – Name: Travis Boatwright
21. Mattresses/blankets clean and fire-retardant Yes ☒ No ☐
22. Outgoing correspondence to attorney, judge, etc., not examined or censored Yes ☒ No ☐
Confirmed with Inmate – Name: Boatwright
23. Compliance with building, fire codes Yes ☒ No ☐
24. Provide inmates with rules for inmate conduct and facility disciplinary procedures Yes ☒ No ☐
Confirmed with Inmate – Name: Boatwright
25. Maintain religious freedoms policy Yes ☒ No ☐
26. Provide access to legal material Yes ☒ No ☐
27. Additional Observations/Comments: _____

DATED: _____

Board of Commissioners