

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES May 24, 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

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 Grand Ronde Sanitary District Board is meeting on May 31, 2023 at 9:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.

3. COMMENTS

Mandy Straus wanted to share the importance of foster care because the month of May is Foster Care Awareness.

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 May 17, 2023

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF May 17, 2023.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

6. APPROVAL OF CONSENT CALENDAR

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

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

7. APPOINTMENT OF COUNTY SURVEYOR & ORDER NO. 23-08

Eric Berry, former interim Polk County Surveyor, presented to the Board a memorandum recommending that the Board appoint Darren Blackwell as County Surveyor. Mr. Berry's memorandum provided background information as well as Darren Blackwell's qualifications. Mr. Berry recommends that the Board approve the appointment and approve Polk County Order No. 23-08.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE POLK COUNTY ORDER NO. 23-08.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

8. FALLS CITY WASTEWATER FACILITIES EXPANSION PLAN

AJ Foscoli, City Manager of Falls City, presented to the Board the Wastewater Facilities Expansion Plan by Westech Engineering, INC. Mr. Foscoli went over the presentation and plan with the Commissioners and staff, and answered any questions the Commissioners had. Commissioner Mordhorst asked, do you have a time frame for the future project goals? Foscoli answered. Commissioner Pope asked, have you started the Land Use Application process? Foscoli answered. Commissioner Pope asked, what do you have a DEQ order to do this project? Foscoli answered. Commissioner Pope asked, are there funds for this proposed project that is presented to us? Foscoli answered.

9. JRI LETTER OF SUPPORT

Jodi Merritt, Community Corrections Director, is requesting a letter of support from the Commissioners that supports the County Justice Reinvestment formula grant application for the 2023-2025 biennium. Greg Hansen, Administrative Officer, provided some background information on the JRI letter of support and stated that this is something the county does every 2 years.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO SIGN THE JRI LETTER OF SUPPORT.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

10. MOU FOR OREGON TIMBER COUNTIES COALITION

Craig Pope, Polk County Commissioner, presented to the Board an MOU for the purpose of participating in the Oregon Timber Counties Coalition (OTCC) for the fiscal year 2023-2024. Commissioner Pope provided some background information on the MOU and stated that this year, he is recommending that Polk County join in the MOU at a lower contribution rate. Commissioner Pope explained his reasonings and answered any questions the Commissioners had.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, THAT WE STAY INVOLVED IN THE MOU WITH A \$2,000 CONTRIBUTION.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

11. NEW JOB SPECIFICATION & SALARY RANGE & RECLASSIFICATION

Matt Hawkins, Admin Services Director, recommends the Commissioners adopt a new job specification for a Finance Analyst I in the Finance department and is recommending that the Board approves the new job specification, salary range and reclassification of an employee. Should the new job specification, salary range and reclassification be approved, it would be effective June 1, 2023 and would have a fiscal impact for the year of approximately \$9000 including PERS contributions.

APPROVED BY CONSENSUS OF THE BOARD.

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

- a) Polk County Contract No. 23-74, Employment Contract
(Austin McGuigan, Community Development Director)
- b) Polk County Contract No. 23-72, Employment Contract
(Todd Whitaker, Public Works Director)

At 9:45 a.m. County Counsel announced that the meeting was recessed to Executive Session pursuant to ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection. (h)To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The Executive Session ended at 10:25 a.m.

POLK COUNTY BOARD OF COMMISSIONERS



Jeremy Gordon, Chair

Craig Pope, Commissioner

Lyle Mordhorst, Commissioner