

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**March 7, 2023**

1. At 9:00 a.m., Commissioner Gordon declared the Tuesday meeting of the Polk County Board of Commissioners in session and led the Board and attending audience in the Pledge of Allegiance. Commissioner Pope was absent and Commissioner Mordhorst was present.

**2. COMMENTS (for items not on this agenda):**

None.

**3. MINUTES:**      **COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON  
SECONDED TO APPROVE THE MINUTES OF February 28, 2023**

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

**4. STAR RECOGNITION AWARD:**

The Board and staff would like to give Special Thanks and Recognition to Michelle Holland who was nominated for the STAR Recognition program for FY2022-2023 Q2. Commissioner Gordon read aloud her nomination and thanked her for all of her hard work. Ms. Holland was presented with a signed certificate and a gift basket. The STAR Recognition program allows for department heads to nominate an employee for recognition each quarter.

**5.WAIVER/REDUCTION OF ZONING APPLICATION FEE REQUEST:**

Frank Walker is asking for his clients Jim and Natalie Warren's Waiver/Reduction of Zoning Application's fee be reduce. Mr. Walker blames Covid-19 for the fees of \$1259.00. Commissioner Mordhorst asked what the challenges were holding the process other than Covid-19? Mr. Walker responded that he also had to withdraw an application from Community Development because it was coming up on the 180 days before expiration. Commissioner Gordon insured Mr. Walker and Mr. Warren that Polk County fee structure is not designed to make profit and that the fees owed are to cover the exact cost. Commissioner Gordon and Commissioner Mordhorst agreed to review the application with Commissioner Pope and will respond in two weeks.

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

Commissioner Craig Pope, drafted a letter and requested Commission Mordhorst and Commissioner Gordon to review the Oregon Department of Forestry (ODF) Habitat Conservation Plan letter and sign. The board agreed to sign the letter.

Commissioner Gordon adjourned the meeting at 9:33 a.m.