

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES August 9, 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 Mordhorst and Commissioner Pope 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 Homeless Prevention Advisory Council will be meeting on August 9, 2023 from 12:00 pm to 1:30 pm located in the first floor conference room at 182 SW Academy St, Dallas Oregon, 97338.

The Polk County Fair will begin Wednesday August 9, 2023 at 2:00 PM located at the Polk County Fairgrounds and continue through Saturday August 12, 2023.

The Polk County Board of Commissioners will be attending a lunch and learn meeting with the Polk County District Attorney's office on August 15, 2023, located at 820 SE Church St Ste 100, Dallas Oregon.

3. COMMENTS

None.

4. APPROVAL OF AGENDA

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

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

5. APPROVAL OF MINUTES OF BOARD MEETING OF August 2, 2023

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF August 2, 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. LENGTH OF SERVICE AWARDS

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

- Lisa Hanson, 25 years of service.

8. RECLASSIFICATION OF AN EMPLOYEE

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from an Engineer Survey Tech III to the Survey Crew Chief Position. Should the reclassification be approved, it would be effective August 1, 2023 and would have a fiscal impact for the FY23-24 budget of approximately \$3,700 including PERS contribution should it be for 12 months.

APPROVED BY CONSENSUS OF THE BOARD.

9. RECLASSIFICATION OF AN EMPLOYEE

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from an HS Administrative Specialist II to an HS Administrative Analyst I position. Should the reclassification be approved, it would be effective July 1, 2023 and would have a fiscal impact for the FY23-24 budget of approximately \$3,000 including PERS contribution 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. 23-168, ODOT
(Jodi Merritt, Community Corrections Director)
- b) Polk County Resolution No. 23-12, Amending Master Fee Schedule Fees
(Aaron Felton, District Attorney)

There no need for an executive session and Commissioner Gordon adjourned the meeting at 9:05 a.m.

POLK COUNTY BOARD OF COMMISSIONERS



Jeremy Gordon, Chair

Craig Pope, Commissioner

Lyle Mordhorst, Commissioner