

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES August 16, 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  
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**

None.

**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 August 8 & August 9, 2023**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF August 8 & August 9, 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. PLANNING COMMISSION & COMMITTEE OF CITIZEN INVOLVEMENT WORKPLANS FY2023-2024**

Sidney Mulder, Community Development Planning Manager, provided a memorandum to the Board and staff that went over their recommendations for prioritizing and approving a 2023-2024 Planning Commission (PC) Work Plan and Committee of Citizen Involvement (CCI) Work Plan. Ms. Mulder's provided background information on both plans and explained why they are recommending this. Commissioner Gordon asked about the process of the items being presented to the Board and Ms. Mulder answered his question. Austin McGuigan, Com Dev Director, stated that he is asking for more flexibility on the priority of the items that are listed in the work plans due to the fact that they currently have planners in his department that are at different skill levels. Commissioner Pope asked some questions about the PC and CCI Committees and their history. Mr. McGuigan answered his question.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE PC AND CCI WORK PLANS FOR FY23-24.**

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

**8. SURPLUS PROPERTY DISPOSITION / WELLS FARGO BUILDING & ORDER NO. 23-11**

Greg Hansen, Administrative Officer, is recommending that the Board approve and sign Polk County Order No. 23-11, in the matter of selling property not needed for County use pursuant to ORS 271.310. Mr. Hansen explained what the building was originally purchased for and that after serious consideration and the feedback that was received from the public, that the County has decided to sell the building. Commissioner Mordhorst wanted to clarify that the County is not making a profit off of this sale and that we are selling it for the amount that it was purchased for. Mr. Hansen stated that is correct.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE AND SIGN ORDER NO. 23-11.**

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

**9. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from a Deputy District Attorney I to a Deputy District Attorney II positions. Should the reclassification be approved, it would be effective August 1, 2023 and would have an impact on the FY23-34 budget of approximately \$4500 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. 23-169, Dallas School District  
(Dana Goodale, Family & Community Outreach)
- b) Polk County Contract No. 23-170, Service Contract  
(Rosana Warren, Behavioral Health)
- c) Polk County Contract No. 23-172, Marion County  
(Rosana Warren, Behavioral Health)
- d) New Job Specification & Wage, Discovery/Evidence Supervisor  
(Matt Hawkins, Admin Services Director)

There no need for an executive session and Commissioner Gordon adjourned the meeting at 9:18 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

unavailable to sign  
\_\_\_\_\_  
Jeremy Gordon, Chair

Craig Pope  
\_\_\_\_\_  
Craig Pope, Commissioner

Lyle B. Mordhorst  
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Lyle Mordhorst, Commissioner

Minutes: Nicole Pineda  
Approved: August 23, 2023