

TUESDAY WORK SESSION AGENDA
January 30, 2024
Courthouse Conference Room

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173)
AT LEAST 24 HOURS IN ADVANCE IF YOU NEED SPECIAL ACCOMMODATIONS TO ATTEND OR TO PARTICIPATE IN THE
MEETING VIRTUALLY.

**Approximate
Time**

AGENDA

- | | |
|-----------|---|
| 9:00 a.m. | 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE |
| | 2. COMMENTS (for items not on this agenda and limited to 3 minutes) |
| | 3. APPROVE MINUTES OF January 23, 2024 |
| | 4. DECLARING SURPLUS PROPERTY – Todd Whitaker |
| | 5. SAFE ROUTES TO SCHOOLS, HOFFMAN & GUNCLUB ROAD – Todd Whitaker |
| | 6. PUBLIC WORKS DEPARTMENT UPDATE – Todd Whitaker |
| | 7. NON-LISTED ITEMS (Pursuant to ORS 192.640) |

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Board of Commissioners' 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 of Commissioners 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, Oregon.

The Polk County Board of Commissioners will be attending the Polk County Local Public Safety Coordinating Council meeting on February 5, 2024 at 12:00 p.m., located at 850 Main St., Dallas, OR 97338.

The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on February 14, 2024 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth, Oregon 97361.

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.

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
January 23, 2024

1. At 9:00 a.m., Commissioner Pope 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 Gordon and Commissioner Mordhorst were present.

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

None.

3. MINUTES: **COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON
SECONDED TO APPROVE THE MINUTES OF January 16, 2024**

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

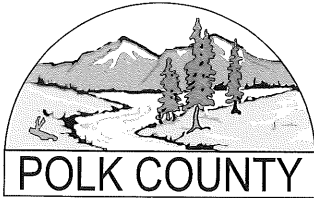
4. POLK COUNTY CLERK UPDATE:

Kim Williams, Polk County Clerk, provided the Board of Commissioners an update for her department. Mrs. Williams stated that marriage licenses have been staying steady and there was a change with legislation stating that same sex couples can apply for domestic partnerships now. Mrs. Williams also stated that recording is very slow. Commissioner Gordon asked if she is concerned about registered voting changes getting passed by the voters. Mrs. Williams answered his questions. Commissioner Gordon asked if she feels like if she has the resources to handle the primary election this year and Mrs. Williams stated that yes, she feels very supported in her department. Commissioner Mordhorst asked if they will continue to have the open house for the election and Mrs. Williams stated that yes, they always welcome the public into their office to watch the voting process. Commissioner Pope asked if she had any communication or direction about what the ballots will look like or if she is being asked from the Attorney General's Office or Secretary of State's Office about removing a candidate from the ballot. Mrs. Williams stated that she has not received any information or heard any chatter about that. Mrs. Williams also went over the training that they have been doing in regards to the new voting system ORBIS. Commissioner Gordon wanted to reiterate that if anyone wants to run for an elected position that it is so easy to contact the Clerk's Office to ask questions about the process and engage because her office is so helpful and so accommodating.

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

None.

Commissioner Pope adjourned the meeting at 9:10 a.m.



POLK COUNTY

820 S.W. ASH STREET * DALLAS, OREGON 97338-2112
(503) 623-9287 * FAX (503) 623-0897

PUBLIC WORKS

MEMORANDUM

TO: Board of Commissioners
FROM: Todd Whitaker, Public Works Director
DATE: January 30, 2024
SUBJECT: Declaring Surplus Property

Tuesday Board Meeting
January 30, 2024

RECOMMENDATION:

That the Board declares the P1620, 2016 Ford F150 and P883, 1988 Chevy Utility Flatbed Truck, as surplus property and instructs the Public Works Department to sell the equipment either to another government agency or by advertisement for public bid in accordance with the requirements of Polk County Code of Ordinances 15.135 – Disposition of Personal Property.

ISSUE:

Shall the Board declare the referenced equipment as surplus and dispose of these assets?

DISCUSSION:

P1620 was involved in a rollover accident last November. The body is totaled but many of the engine components are intact and is being disposed of for parts.

P883 has been a workhorse for the Public Works Department over the last few decades, but has come to the end of its useful life. The Public Works Department has purchased newer trucks and no longer needs to retain the equipment.

FISCAL IMPACT:

We are setting the reserve for each truck for around \$6,000. The actual fiscal impact is subject to market conditions at the time of bidding.

MEMORANDUM

TO: Board of Commissioners
FROM: Todd Whitaker
DATE: January 25th, 2024
SUBJECT: Polk County – Safe Routes to School Grant Project

Tuesday Board Meeting
January 30th, 2024

RECOMMENDATION:

Public Works recommends the approval of a “Notice of Intent to Award” to North Santiam Paving in the amount of \$966,361.50 to be sent to all Bidders for the Polk County – Safe Routes to School Grant Project contract.

ISSUE:

Shall the Board approve this “Notice of Intent to Award”?

DISCUSSION:

Bids for the Polk County – Safe Routes to School Grant Project were opened January 18th, 2024 and North Santiam Paving has been identified as the lowest responsive Bidder with a Schedule A Bid of \$792,004.00 and a Schedule B Bid of \$174,357.50, for a combined total Bid of \$966,361.50. Please see the attached Bid Tabulations and Budgetary Expenditure Estimate.

If approved by the Board, a “Notice of Intent to Award” will be sent to all Bidders on Wednesday, January 31st, 2024. It is anticipated that this contract will be before the Board for execution on or before February 21st, 2024.

FISCAL IMPACT:

There is no fiscal impact to the County for a “Notice of Intent to Award”.

Contractor	NORTH SANITAM PAVING	KNIFE RIVER	BROWN CONTRACTING	GELCO CONSTRUCTION
Bidders Total Base Bid - SCHEDULE A	\$ 792,004.00	\$ 772,849.55	\$ 930,468.00	\$ 852,835.30
Bidders Total Base Bid - SCHEDULE B	\$ 174,359.75	\$ 194,818.50	\$ 204,420.00	\$ 159,864.70
Total	\$ 966,363.75	\$ 967,668.05	\$ 1,134,888.00	\$ 1,012,700.00
Adjusted Total	\$ 966,361.50	\$ 972,168.05	\$ 1,134,888.00	\$ 1,012,700.00
Discrepancy	\$ (2.25)	\$ 4,500.00	\$ -	\$ -
% of Low Bid	100.0%	100.1%	117.4%	104.8%

CONTRACTOR RESPONSIVENESS REVIEW:

Envelope marked correctly	X	X	X	X
Envelope is sealed	X	X		X
Bidder is on Planholders List	X	X	X	X
Bid Form is enclosed	X	X	X	X
Bid Form indicates Resident Bidder status	X	X	X	X
Bid Form is complete	X	X	X	X
Bidder acknowledges receipt of Addenda 1, 2 and 3	X	X	X	X
Bid Bond is enclosed	X	X	X	X
Bid Bond is 10%	X	X	X	X
Disclosure of First-Tier Subs submitted by 4pm	X	X		X
Disclosure of First-Tier Subs sealed and marked correctly	X	X		X
RESPONSIVE BIDDER (YES/NO)	YES	YES	NO	YES

ITEM	ITEM DESCRIPTION	UNIT	QTY	NORTH SANITAM PAVING		KNIFE RIVER		BROWN CONTRACTING		GELCO CONSTRUCTION	
				Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
MOBILIZATION AND TRAFFIC CONTROL (00200)											
a - 00210	MOBILIZATION	LS	All	\$ 106,000.00	\$ 106,000.00	\$ 59,900.00	\$ 59,900.00	\$ 90,000.00	\$ 90,000.00	\$ 66,000.00	\$ 66,000.00
a - 00221	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	All	\$ 68,750.00	\$ 68,750.00	\$ 12,600.00	\$ 12,600.00	\$ 36,440.00	\$ 36,440.00	\$ 80,000.00	\$ 80,000.00
a - 00225	STRIPE REMOVAL	FT	2,500	\$ 0.60	\$ 1,500.00	\$ 0.69	\$ 1,725.00	\$ 1.00	\$ 2,500.00	\$ 1.55	\$ 3,875.00
a - 00225	BAR REMOVAL	SF	22	\$ 7.20	\$ 158.40	\$ 7.25	\$ 159.50	\$ 16.00	\$ 352.00	\$ 8.00	\$ 176.00
a - 00280	EROSION CONTROL	LS	All	\$ 13,500.00	\$ 13,500.00	\$ 15,000.00	\$ 15,000.00	\$ 13,000.00	\$ 13,000.00	\$ 9,300.00	\$ 9,300.00
ROADWORK (00300)											
a - 00305	CONSTRUCTION SURVEY WORK	LS	All	\$ 10,200.00	\$ 10,200.00	\$ 19,200.00	\$ 19,200.00	\$ 15,000.00	\$ 15,000.00	\$ 19,100.00	\$ 19,100.00
a - 00310	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	All	\$ 8,300.00	\$ 8,300.00	\$ 25,900.00	\$ 25,900.00	\$ 15,000.00	\$ 15,000.00	\$ 7,403.35	\$ 7,403.35
a - 00320	CLEARING AND GRUBBING	LS	All	\$ 36,000.00	\$ 36,000.00	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00	\$ 67,400.00	\$ 67,400.00
a - 00320	GENERAL EXCAVATION	CY	1,189	\$ 49.50	\$ 58,855.50	\$ 45.75	\$ 54,396.75	\$ 110.00	\$ 130,790.00	\$ 53.00	\$ 63,017.00
a - 00350	SUBGRADE GEOTEXTILE	SY	1,528	\$ 2.05	\$ 3,132.40	\$ 1.50	\$ 2,292.00	\$ 4.00	\$ 6,112.00	\$ 2.50	\$ 3,820.00
a - 00390	RIPRAP BASINS	EA	2	\$ 775.00	\$ 1,550.00	\$ 2,150.00	\$ 4,300.00	\$ 3,444.00	\$ 6,888.00	\$ 1,140.00	\$ 2,280.00
DRAINAGE AND SEWERS (00400)											
a - 00445	12 INCH CULVERT PIPE, 5 FT DEPTH	LF	60	\$ 147.00	\$ 8,820.00	\$ 240.00	\$ 14,400.00	\$ 122.00	\$ 7,320.00	\$ 163.00	\$ 9,780.00
a - 00445	12 INCH STORM SEWER PIPE, 5 FT DEPTH	LF	261	\$ 162.00	\$ 42,282.00	\$ 260.00	\$ 67,860.00	\$ 132.00	\$ 34,452.00	\$ 184.00	\$ 48,024.00
a - 00470	CONCRETE INLETS, TYPE 18" BEEHIVE	EA	6	\$ 3,000.00	\$ 18,000.00	\$ 2,075.00	\$ 12,450.00	\$ 2,000.00	\$ 12,000.00	\$ 2,200.00	\$ 13,200.00
a - 00470	CONCRETE INLETS, TYPE METAL INLET	EA	21	\$ 1,050.00	\$ 22,050.00	\$ 600.00	\$ 12,600.00	\$ 1,000.00	\$ 21,000.00	\$ 790.00	\$ 16,590.00
a - 00490	CONNECTION TO EXISTING STRUCTURES	EA	4	\$ 2,600.00	\$ 10,400.00	\$ 1,300.00	\$ 5,200.00	\$ 1,000.00	\$ 4,000.00	\$ 1,580.00	\$ 6,320.00
BASES (0060)											
a - 00641	AGGREGATE BASE	CY	1,315	\$ 64.00	\$ 84,160.00	\$ 95.00	\$ 124,925.00	\$ 88.00	\$ 115,720.00	\$ 73.55	\$ 96,718.25
WEARING SURFACES (00700)											
a - 00744	LEVEL 2, 1/2 INCH ACP MIXTURE	TON	71	\$ 225.00	\$ 15,975.00	\$ 265.00	\$ 18,815.00	\$ 180.00	\$ 12,780.00	\$ 200.00	\$ 14,200.00
a - 00744	LEVEL 3, 1/2 INCH ACP MIXTURE	TON	510	\$ 135.00	\$ 68,850.00	\$ 130.00	\$ 66,300.00	\$ 164.00	\$ 83,640.00	\$ 181.00	\$ 92,310.00
a - 00759	CONCRETE CURBS, CURB AND GUTTER	LF	1,721	\$ 30.00	\$ 51,630.00	\$ 30.00	\$ 51,630.00	\$ 59.00	\$ 101,539.00	\$ 29.70	\$ 51,113.70
a - 00759	CONCRETE DRIVEWAYS	SF	870	\$ 12.00	\$ 10,440.00	\$ 20.00	\$ 17,400.00	\$ 14.00	\$ 12,180.00	\$ 12.00	\$ 10,440.00
a - 00759	CONCRETE WALKS	SF	5,660	\$ 8.00	\$ 45,280.00	\$ 7.60	\$ 43,016.00	\$ 10.00	\$ 56,600.00	\$ 8.00	\$ 45,280.00
a - 00759	EXTRA FOR NEW CURB RAMPS	EA	3	\$ 870.00	\$ 2,610.00	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	\$ 870.00	\$ 2,610.00
a - 00759	TRUNCATED DOMES ON NEW SURFACES	SF	53	\$ 42.00	\$ 2,226.00	\$ 32.00	\$ 1,696.00	\$ 50.00	\$ 2,650.00	\$ 43.00	\$ 2,279.00
PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES (00800)											
a - 00865	THERMOPLASTIC, EXTRUDED, SURFACE, NON-PROFILED	LF	15,361	\$ 1.30	\$ 19,969.30	\$ 1.30	\$ 19,969.30	\$ 1.00	\$ 15,361.00	\$ 1.80	\$ 27,649.80
a - 00867	PAVEMENT LEGEND, TYPE B-HS: BICYCLE LANE STENCIL	EA	8	\$ 337.00	\$ 2,696.00	\$ 340.00	\$ 2,720.00	\$ 355.00	\$ 2,840.00	\$ 410.00	\$ 3,280.00
a - 00867	PAVEMENT BAR, B-HS	SF	277	\$ 12.20	\$ 3,379.40	\$ 13.50	\$ 3,739.50	\$ 13.00	\$ 3,601.00	\$ 14.10	\$ 3,905.70
PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS (00900)											
a - 00905	REMOVE EXISTING SIGNS	LS	All	\$ 360.00	\$ 360.00	\$ 5,000.00	\$ 5,000.00	\$ 888.00	\$ 888.00	\$ 910.00	\$ 910.00
a - 00905	REMOVE AND REINSTALL EXISTING SIGNS	LS	All	\$ 2,250.00	\$ 2,250.00	\$ 2,400.00	\$ 2,400.00	\$ 1,444.00	\$ 1,444.00	\$ 2,440.00	\$ 2,440.00
a - 00920	SIGN SUPPORT FOOTINGS	LS	All	\$ 4,200.00	\$ 4,200.00	\$ 1,500.00	\$ 1,500.00	\$ 2,333.00	\$ 2,333.00	\$ 4,560.00	\$ 4,560.00
a - 00930	PERFORATED STEEL SQUARE TUBE ANCHOR SIGN SUPPORTS	LS	All	\$ 1,800.00	\$ 1,800.00	\$ 1,200.00	\$ 1,200.00	\$ 988.00	\$ 988.00	\$ 1,960.00	\$ 1,960.00
a - 00940	SIGNS, STANDARD SHEETING, EXTRUDED ALUMINUM	SF	51	\$ 40.00	\$ 2,040.00	\$ 16.50	\$ 841.50	\$ 23.00	\$ 1,173.00	\$ 43.50	\$ 2,218.50
a - 00990	RECTANGULAR RAPID FLASHING BEACON INSTALLATION, MARI GOLD	LS	All	\$ 29,000.00	\$ 29,000.00	\$ 35,000.00	\$ 35,000.00	\$ 28,000.00	\$ 28,000.00	\$ 29,400.00	\$ 29,400.00
RIGHT-OF-WAY DEVELOPMENT (01000)											
a - 01012	WATER QUALITY SWALE, COMPLETE	LS	All	\$ 30,500.00	\$ 30,500.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 18,000.00	\$ 18,000.00
a - 01030	PERMANENT SEEDING	SF	13,700	\$ 0.20	\$ 2,740.00	\$ 0.23	\$ 3,151.00	\$ 1.00	\$ 13,700.00	\$ 1.65	\$ 22,605.00
a - 01070	SINGLE MAILBOX SUPPORTS	EA	3	\$ 550.00	\$ 1,650.00	\$ 471.00	\$ 1,413.00	\$ 800.00	\$ 2,400.00	\$ 1,030.00	\$ 3,090.00
a - 01070	MULTIPLE MAILBOX SUPPORTS	EA	1	\$ 750.00	\$ 750.00	\$ 650.00	\$ 650.00	\$ 2,777.00	\$ 2,777.00	\$ 1,580.00	\$ 1,580.00
				NORTH SANITAM PAVING		KNIFE RIVER		BROWN CONTRACTING		GELCO CONSTRUCTION	
Total				\$	792,004.00	\$	777,349.55	\$	930,468.00	\$	852,835.30

ITEM	ITEM DESCRIPTION	UNIT	QTY	NORTH SANITAM PAVING		KNIFE RIVER		BROWN CONTRACTING		GELCO CONSTRUCTION	
				Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
MOBILIZATION AND TRAFFIC CONTROL (00200)											
a - 00210	MOBILIZATION	LS	All	\$ 34,500.00	\$ 34,500.00	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00	\$ 21,000.00	\$ 9,600.00	\$ 9,600.00
a - 00221	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	All	\$ 18,250.00	\$ 18,250.00	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ 14,000.00	\$ 14,000.00
a - 00280	EROSION CONTROL	LS	All	\$ 3,250.00	\$ 3,250.00	\$ 5,925.00	\$ 5,925.00	\$ 2,500.00	\$ 2,500.00	\$ 1,780.00	\$ 1,780.00
ROADWORK (00300)											
a - 00305	CONSTRUCTION SURVEY WORK	LS	All	\$ 4,500.00	\$ 4,500.00	\$ 4,100.00	\$ 4,100.00	\$ 3,000.00	\$ 3,000.00	\$ 1,200.00	\$ 1,200.00
a - 00310	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	All	\$ 850.00	\$ 850.00	\$ 10,000.00	\$ 10,000.00	\$ 6,500.00	\$ 6,500.00	\$ 4,300.00	\$ 4,300.00
a - 00320	CLEARING AND GRUBBING	LS	All	\$ 2,000.00	\$ 2,000.00	\$ 6,800.00	\$ 6,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,600.00	\$ 2,600.00
a - 00320	GENERAL EXCAVATION	CY	544	\$ 37.50	\$ 20,400.00	\$ 39.00	\$ 21,216.00	\$ 80.00	\$ 43,520.00	\$ 31.30	\$ 17,027.20
a - 00350	SUBGRADE GEOTEXTILE	SY	372	\$ 2.25	\$ 837.00	\$ 1.00	\$ 372.00	\$ 5.00	\$ 1,860.00	\$ 2.50	\$ 930.00
a - 00390	RIPRAP BASINS	EA	4	\$ 650.00	\$ 2,600.00	\$ 1,850.00	\$ 7,400.00	\$ 1,444.00	\$ 5,776.00	\$ 1,140.00	\$ 4,560.00
DRAINAGE AND SEWERS (00400)											
a - 00445	12 INCH STORM SEWER PIPE, 5 FT DEPTH	LF	65	\$ 136.00	\$ 8,840.00	\$ 265.00	\$ 17,225.00	\$ 164.00	\$ 10,660.00	\$ 155.00	\$ 10,075.00
a - 00470	CONCRETE STORM SEWER MANHOLES	EA	1	\$ 5,100.00	\$ 5,100.00	\$ 9,400.00	\$ 9,400.00	\$ 5,555.00	\$ 5,555.00	\$ 5,700.00	\$ 5,700.00
a - 00470	CONCRETE INLETS, CG-2	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,222.00	\$ 3,222.00	\$ 3,450.00	\$ 3,450.00
BASES (0060)											
a - 00641	AGGREGATE BASE	CY	275	\$ 71.50	\$ 19,662.50	\$ 21.00	\$ 5,775.00	\$ 100.00	\$ 27,500.00	\$ 75.00	\$ 20,625.00
WEARING SURFACES (00700)											
a - 00744	LEVEL 2, 1/2 INCH ACP MIXTURE	TON	125	\$ 135.00	\$ 16,875.00	\$ 231.00	\$ 28,875.00	\$ 180.00	\$ 22,500.00	\$ 195.00	\$ 24,375.00
a - 00759	CONCRETE CURBS, CURB AND GUTTER	LF	274	\$ 49.00	\$ 13,426.00	\$ 40.75	\$ 11,165.50	\$ 59.00	\$ 16,166.00	\$ 49.00	\$ 13,426.00
a - 00759	CONCRETE WALKS	SF	1,483	\$ 8.00	\$ 11,864.00	\$ 9.00	\$ 13,347.00	\$ 9.00	\$ 13,347.00	\$ 8.00	\$ 11,864.00
a - 00759	EXTRA FOR NEW CURB RAMPS	EA	1	\$ 870.00	\$ 870.00	\$ 2,800.00	\$ 2,800.00	\$ 1,000.00	\$ 1,000.00	\$ 870.00	\$ 870.00
a - 00759	TRUNCATED DOMES ON NEW SURFACES	SF	21	\$ 43.00	\$ 903.00	\$ 31.00	\$ 651.00	\$ 54.00	\$ 1,134.00	\$ 43.00	\$ 903.00
PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES (00800)											
a - 00865	THERMOPLASTIC, EXTRUDED, SURFACE, NON-PROFILED	LF	350	\$ 2.60	\$ 910.00	\$ 2.60	\$ 910.00	\$ 3.00	\$ 1,050.00	\$ 4.24	\$ 1,484.00
a - 00867	PAVEMENT LEGEND, TYPE B-HS: ARROWS	EA	4	\$ 300.00	\$ 1,200.00	\$ 300.00	\$ 1,200.00	\$ 355.00	\$ 1,420.00	\$ 362.00	\$ 1,448.00
PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS (00900)											
a - 00905	REMOVE EXISTING SIGNS	LS	All	\$ 150.00	\$ 150.00	\$ 445.00	\$ 445.00	\$ 444.00	\$ 444.00	\$ 425.00	\$ 425.00
a - 00905	REMOVE AND REINSTALL EXISTING SIGNS	LS	All	\$ 550.00	\$ 550.00	\$ 5,443.00	\$ 5,443.00	\$ 988.00	\$ 988.00	\$ 600.00	\$ 600.00
a - 00920	SIGN SUPPORT FOOTINGS	LS	All	\$ 1,500.00	\$ 1,500.00	\$ 2,800.00	\$ 2,800.00	\$ 888.00	\$ 888.00	\$ 1,630.00	\$ 1,630.00
a - 00930	PERFORATED STEEL SQUARE TUBE ANCHOR SIGN SUPPORTS	LS	All	\$ 600.00	\$ 600.00	\$ 2,800.00	\$ 2,800.00	\$ 500.00	\$ 500.00	\$ 652.00	\$ 652.00
a - 00940	SIGNS, STANDARD SHEETING, EXTRUDED ALUMINUM	SF	13	\$ 40.00	\$ 520.00	\$ 28.00	\$ 364.00	\$ 30.00	\$ 390.00	\$ 43.50	\$ 565.50
RIGHT-OF-WAY DEVELOPMENT (01000)											
a - 01030	PERMANENT SEEDING	SF	3,500	\$ 0.20	\$ 700.00	\$ 0.23	\$ 805.00	\$ 1.00	\$ 3,500.00	\$ 1.65	\$ 5,775.00
				NORTH SANITAM PAVING		KNIFE RIVER		BROWN CONTRACTING		GELCO CONSTRUCTION	
Total				\$	174,357.50	\$	194,818.50	\$	204,420.00	\$	159,864.70

Description	Original	To Date	Est. Remaining	Projected Total	Independence		Polk County	
					Share %	Share \$	Share %	Share \$
Sch A - SRTS Scope								
Design, Bid, Const. Mgt.	\$170,871.00	\$102,481.91	\$50,000.00	\$152,481.91	43.19%	\$65,849.88	56.81%	\$86,632.03
Schedule A Construction	\$649,200.00	\$0.00	\$792,004.00	\$792,004.00	43.19%	\$342,029.85	56.81%	\$449,974.15
ROW Acquisition	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00	43.19%	\$25,911.22	56.81%	\$34,088.78
Schedule A Total	\$880,071.00	\$102,481.91	\$902,004.00	\$1,004,485.91	43.19%	\$433,790.95	56.81%	\$570,694.96
SRTS Reimbursements	-\$704,057.00	-\$61,928.00	-\$642,129.00	-\$704,057.00	43.19%	-\$304,049.61	56.81%	-\$400,007.39
SRTS Total Match	\$176,014.00	\$40,553.91	\$259,875.00	\$300,428.91		\$129,741.33		\$170,687.58
Sch B - Turn Lane								
Design, Bid, Const. Mgt.	\$0.00	\$22,561.09	\$10,598.96	\$33,160.05	100%	\$33,160.05	0%	\$0.00
Schedule B Construction	\$0.00	\$0.00	\$174,357.50	\$174,357.50	100%	\$174,357.50	0%	\$0.00
ROW Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	0%	\$0.00
Schedule B Total	\$0.00	\$22,561.09	\$184,956.46	\$207,517.55	100%	\$207,517.55	0%	\$0.00
Project Total	\$176,014.00			\$507,946.46		\$337,258.88		\$170,687.58

Final Estimated Share

66.40%

33.60%

**PCPW
2023
ANNUAL
REPORT**





Polk County Public Works

820 SW Ash St.
Dallas, OR 97338
Ph: (503) 623-9287
Fax: (503) 623-0897
<https://www.co.polk.or.us/pw>

Office Hours:

Monday - Friday
8:00 a.m. - 5:00 p.m.
(Closed for Lunch 12-1)

After Hours Emergency:

To report an
after-hours emergency,
Call (503) 510-1509

Polk County Public Works 2023 Annual Report

Questions and/or comments about this report should be directed to Heather Chase, Public Works Administrative Services Manager, at (503) 623-9287 or chase.heather@co.polk.or.us.

Title VI and Americans with Disabilities Act (ADA) Information:

It is Polk County's policy to assure that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any County sponsored program or activity. For additional questions regarding Polk County's Title VI Policies, or for interpreter or translation services for non-English speakers, or otherwise making materials available in an alternate format, contact Heather Chase, Public Works Administrative Services Manager, at (503) 623-9287 or chase.heather@co.polk.or.us. Hearing/speech impaired may call 711.

Message from the Director

The men and women of Polk County's Public Works Department are dedicated to providing the essential services needed to ensure that the nearly 500 miles of roads, 122 bridges, and over 330 pieces of equipment and vehicles within our care are designed, built, maintained and repaired to support the high quality transportation system Polk County residents and businesses expect and deserve.

Polk County is ranked 12th for population growth among other Oregon counties, steadily increasing by over 6 percent between 2020 and 2022 according to Portland State University. With this rapid growth, Public Works staff prioritize projects that have the largest preservation benefit, while continuing to provide improved safety and needed infrastructure that will be effective for years to come with proper maintenance.

Additionally, partnerships with other County departments, non-government organizations, cities, the state, federal, tribal and local agencies are important because they enable us to pool our resources and work collaboratively for the region. Together, these approaches help us efficiently utilize funds and stretch our resources.

The members of the Polk County Public Works Department are proud to serve you, and I am fortunate to have the opportunity to lead such a talented and dedicated team in their efforts. We hope you find this annual report interesting and helpful as it summarizes the projects, services, and accomplishments that were provided by Public Works in 2023. If you have questions regarding the services being provided, comments or suggestions for changes, or just want to let us know how we are doing, please contact me at (503) 623-9287.

Sincerely,



Todd Whitaker, PE
Public Works Director

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BOARD OF COMMISSIONERS
Craig Pope
Jeremy Gordon
Lyle Mordhorst

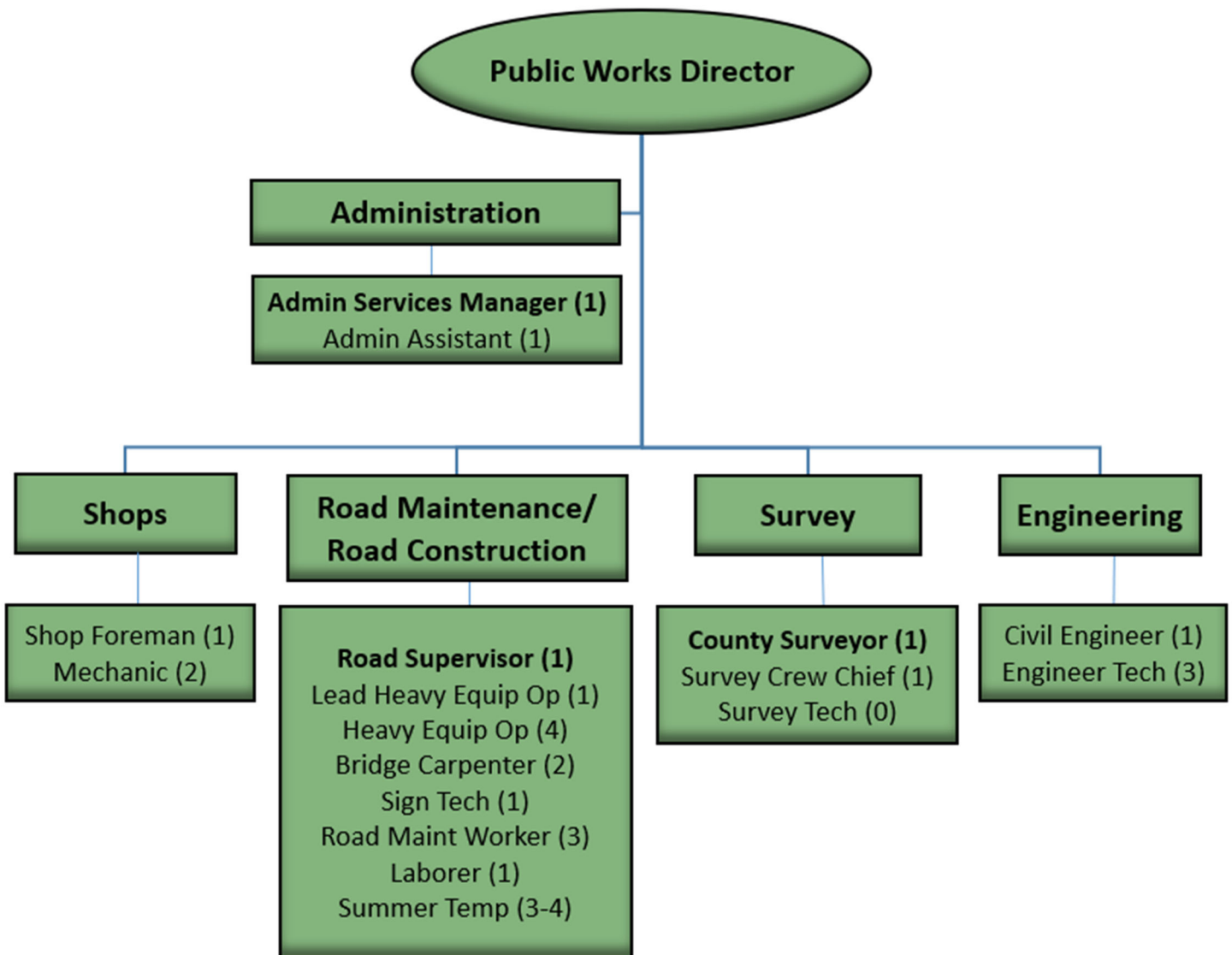
Greg Hansen, Admin Officer
Morgan Smith, County Counsel

Organizational Chart

The Polk County Public Works Department provides a wide variety of services.
The Department is divided into six (6) divisions:

- Administration
- Shops
- Road Maintenance
- Road Construction
- Engineering
- Surveying

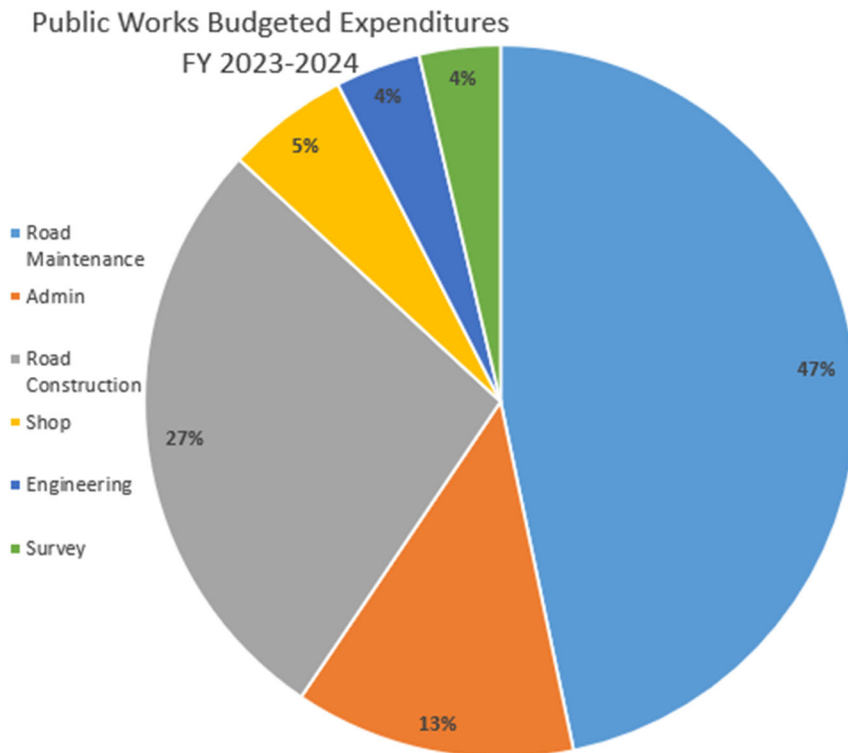
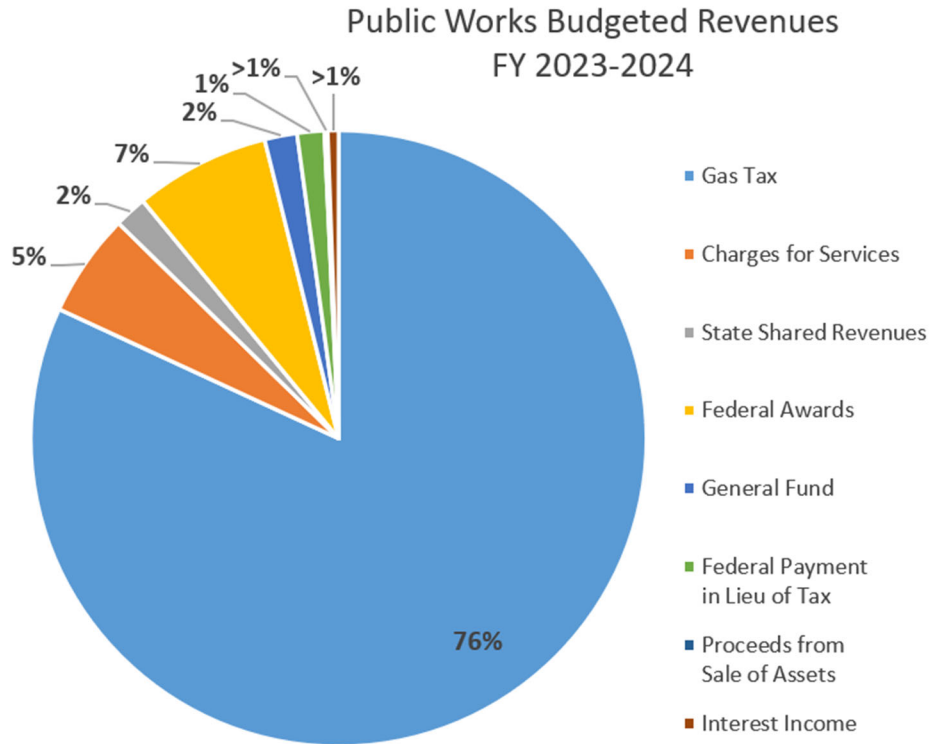
These divisions work together to coordinate services and to enhance the quality of life to our residents, businesses and visitors by providing safe, reliable and effective service consistent with the expectations of the community.



Public Works Funding

Public Works is primarily funded by State Gas taxes. These funds are used for the road construction, planning, maintenance, and operations of the unincorporated road network. State Gas Taxes are separate from the Polk County General Fund, which is funded by Property Taxes.

In addition to gas tax funding streams, the department also actively seeks funding through federal, state, and local grants. These additional funding sources are vital to leveraging tax dollars and service charges in order to complete projects and continue necessary programs.

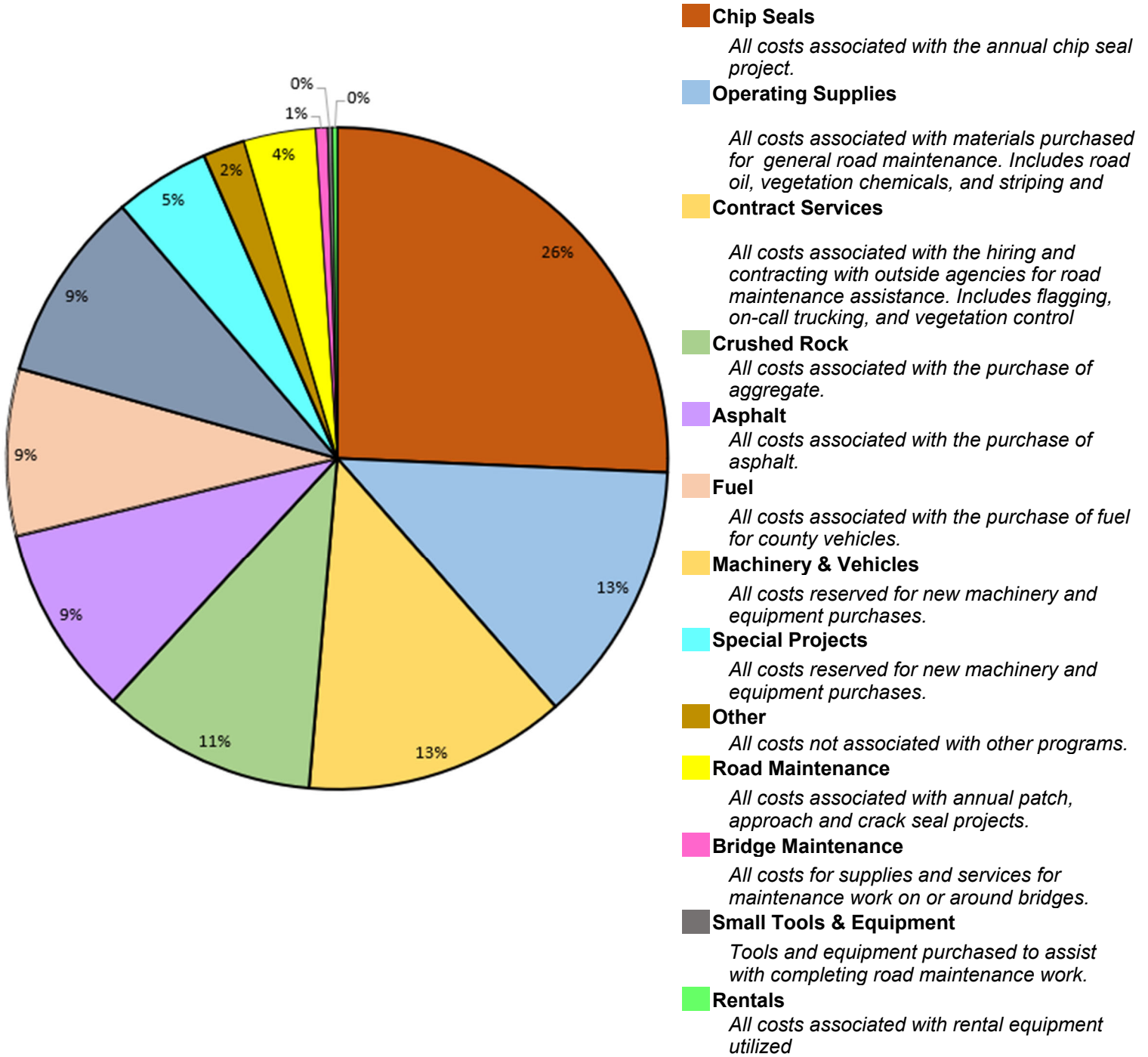


For Fiscal Year 23-24 our projected beginning fund balance was approximately \$5.7M, bringing the proposed Public Works Budget to just under \$17M.

With set annual budgets and utilization of grants, the department believes its long-term financial outlook is sustainable and able to keep up with the growth of the community.

Public Works Funding *(continued)*

The Road Maintenance budget is the largest budget within Public Works. Below is a breakdown of the Materials & Services budgeted for FY 2023-2024.



Administration

Polk County Public Works Administration staff are the first point of contact when citizens contact the Public Works Department. It is their job to assure that the needs of Polk County's citizens are addressed in a helpful and efficient manner. They are here to assist with questions, complaints and permitting needs, to help schedule meetings and send out notifications to the public. If they can't help, they will direct you to the people who can. Whether you contact the department by phone, write a letter or e-mail, or walk in the door, our Administrative staff are here to help you.

In addition to providing excellent customer service to the public, Public Works Administration provides department-wide administrative support. They administer the budget and contracts for the department, perform all accounts payable and receivable functions, manage personnel/time records for the department, track all work performed on County roads and equipment, and manage the Adopt-A-Road Program, Special Event Permitting, Motor Carrier Permitting, Private Maintenance Agreements, and Tourism and Directional Sign applications.



Shops

The County operates a variety of over 330 types of vehicles and equipment including passenger vehicles, patrol vehicles, pick-ups, large trucks, heavy equipment, Marine Patrol and Search and Rescue vehicles, various types of trailers, mowers, welders, compressors, and generators. Polk County Public Works Shops staff are responsible for the maintenance, repair, purchase and disposal of these vehicles and equipment.

The County Shops staff is trained and licensed to certify all vehicles in the fleet meet DOT standards and pass inspections. It is the goal of this division to provide the necessary service and repair of all County owned equipment in a manner which is competitive with outside service alternatives.

The Shops staff also assist in the purchase and specification process when replacing capital equipment for the Public Works Department. In 2023, the Public Works equipment purchases included:

- ◇ Energreen Brusher w/ multiple attachment heads.
- ◇ 5-Yard Sander Truck



Engineering

Public Works Engineering division is responsible for a variety of duties, including all facets of design, construction, maintenance, and management of County owned transportation facilities for the benefit of the traveling public.

Engineering provides the following services:

- Planning, design and administration of the construction of construction projects.
- Advertising and bidding on construction projects.
- Project documentation and record keeping.
- Preparation of grant applications and administration of federal and state grants.
- Review, inspection and approval of all work performed within the right of way.
- Management of infrastructure inventory and status of conditions.
- Plan review for new construction.
- Respond to general traffic requests and speed concerns, perform traffic counts, speed studies, and accident frequency analysis as needed.
- Management of the County's sign, striping and bridge maintenance projects.
- Maintain traffic databases and accident investigation records.
- Construction Permitting in Right-of-Way.

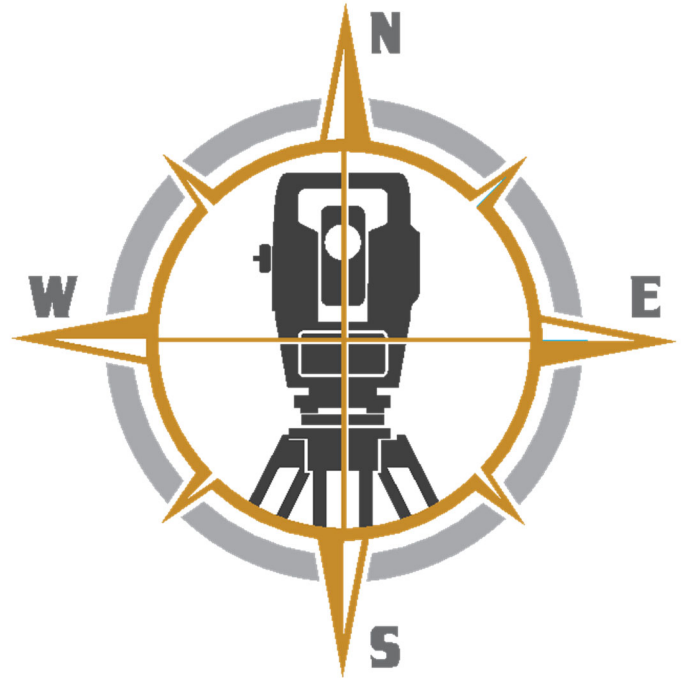


Survey

The County Surveyor's Office is responsible for maintaining accurate land survey records for Polk County.

WHAT THE SURVEY DIVISION DOES:

- Review subdivision maps, Records of Survey and Corner Records for compliance with Oregon statutes and County requirements, mathematical accuracy, visual clarity, easements, encroachments and other potential issues, then add them to the survey records.
- Maintain records and indexes of survey related documents as required by state law.
- Provide survey related information to the public.
- Provide survey monument preservation research for County capital improvement projects.
- Provide Right-of-Way information for the Public Works Department.
- Maintain list of publicly maintained roads.
- Right-of-Way Acquisition.
- Road Downgrades/Vacations.
- Public Land Corner Preservation



WHAT THE SURVEY DIVISION DOESN'T DO:

- Surveys for private property owners.
- Recommend private surveyors.

Road Maintenance

The Polk County Public Works Road Maintenance Division maintains approximately 500 miles of paved and gravel roadways, over 120 bridges, and over 5900 culverts. When fully staffed, there are 13 permanent full-time Road Maintenance staff, which is an equivalent of 39 miles of road, as well as 9 bridges maintained, per Road Worker.

Within Polk County there are city and state roads that are out of our jurisdiction and maintained by their own governing agency. The Road Construction Division is reserved for building new roads, converting gravel roads to paved roads, and special projects, like bridge replacements.



Road Crew members prepping a road approach for paving.

Erosion prevention project around a the base of a Polk County bridge.



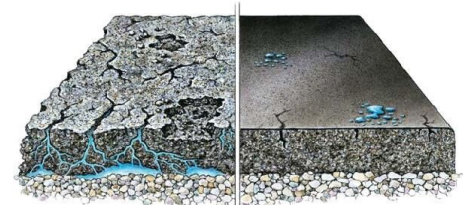
Road maintenance duties include:

- Repairs to the road surface
- Checking and repairing bridges
- Striping pavement
- Sign maintenance and repair
- Controlling vegetation
- Cleaning and maintaining drainage ditches
- Hauling, placing, and grading rock
- Plowing and de-icing
- Emergency response

The Road Maintenance Division makes it possible for the public to travel safely and conveniently to work, school, and play,

without worrying about the roads that take them to their destinations.

Chip Seal Program



Asphalt Chip Seal Before/After

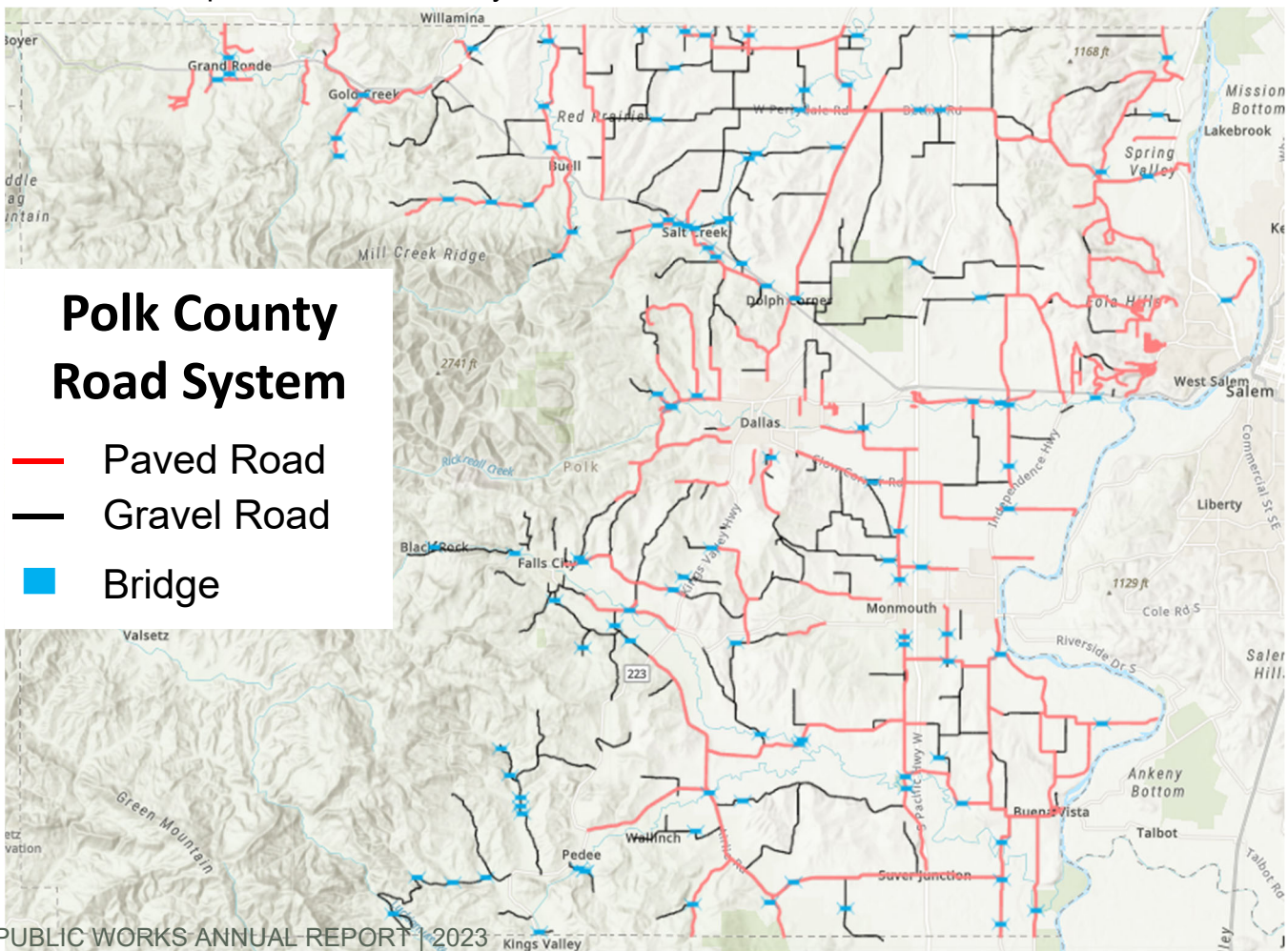
Between 2006 and 2008 Polk County paved approximately 180 miles of County roads as part of the road bond approved by taxpayers. Beginning in 2012, Polk County began a chip sealing program to protect this investment.



Road Crew members operating Chip Spreader

Chip Sealing is the application of emulsified asphalt and a new layer of gravel on the paved surface. Chip sealing is a key part of Polk County's preservation and preventative maintenance program to maximize the life of these paved roads and to protect the public investment in the most cost-effective manner. The treatment extends the life of each road by seven to ten years and provides a new sealed surface, at a fraction of the cost of a standard asphalt overlay.

Since 2012, the County has chip sealed over 260 miles of paved roads. Including 36.16 miles completed in 2023. Summer 2024, Polk County will be completing our annual Chip Seal Project on approximately 29.06 miles focused in the northeast quadrant of the County.



2023 Highlights



- 101 Service Requests Completed
- 848 Over Dimension Permits Issued
- 88 Access Permit Apps Reviewed
- 304 Work in ROW Permits Issued
- 88 Private Maintenance Agreements
- 5 Special Event Permits Processed

- 2 Adopt a Road Events
- 84 Dust Control Permits Processed
- 55 Records of Surveys Filed
- 23 Partition Plats Filed
- 4 Subdivision Plats Filed
- 74 Corner Restorations

COMPLETED: Grand Ronde Rd. Reconstruction

Grand Ronde Rd. N received a full depth reconstruction during the summer of 2023. Civil West Engineering services developed the plans and oversaw the construction along with Polk County staff. K&E Excavation was the winning bidder for the construction, and the project was delivered on time and under budget.

Yamhill County Public Works reimbursed Polk County for costs incurred on the portion of Grand Ronde Rd. located within Yamhill Co, and the Confederated Tribes of Grand Ronde reimbursed the County for 50% of construction and engineering costs as well.

Kudos to all involved for a smooth running project and an even smoother driving road surface!

Upcoming Projects...

2024 and Beyond

- ◇ **Federal Land Access Program (FLAP):** In partnership with the City of Falls City, this grant project will widen the road surface and pave Black Rock Rd. from Mitchell St. to MP 0.45 in the summer of 2024.
- ◇ **Safe Routes to Schools (SRTS) - \$880,071:** In partnership with the City of Independence, this grant provided by ODOT, will construct continuous sidewalks and bike lanes along Hoffman Rd. and Gun Club Rd., as well as crosswalk improvements on Gun Club Rd. at Marigold. Bidding was in January of 2024 and construction is anticipated in summer 2024.

But wait.... there's more:

- ◇ Eagle Crest Legalization/Widening
- ◇ Gooseneck Rd. Culvert Replacement
- ◇ Approach and Patch Paving Projects
- ◇ State Farm Bridge Removal
- ◇ Clow/Riddell Intersection Warning Signs
- ◇ Nesmith Park Erosion Control Project
- ◇ Downgrades/Vacations
- ◇ Traffic ADT Count Program Rebuild
- ◇ James Howe Jurisdictional Transfer
- ◇ Horizontal Curve Warning Sign Upgrade (Countywide)
- ◇ West Salem Control Project

State Coordinated Projects

In addition to the Polk County - managed projects, Public Works is actively involved in and/or monitoring the following State projects as identified in the current 24-27 Statewide Transportation Improvement Plan (STIP) and those currently under construction:

- ◇ K13188 - OR22: Rickreall Road to Doaks Ferry Road NW
- ◇ K21566 - OR22: Perrydale Rd. to Kings Valley Highway
- ◇ K22656 - Luckiamute River, Helmick Rd. Bridge
- ◇ K22692 - Polk County Striping & Marking Improvements
- ◇ K22708 - OR99W at Bethel Rd.
- ◇ K13188 - OR22: Rickreall to Doaks Ferry Rd. NW
- ◇ K18854 - OR18: Fort Hill Road to AR Ford Rd
- ◇ K20804 - Mitchell St/Black Rock Rd Reconstruction FLAP
- ◇ K21374 - OR99W: Orrs Corner Rd to Clow Corner Rd.
- ◇ K21566 - OR 22: Perrydale Road to Kings Valley Highway



Polk County continues to be recognized as having one of the *HIGHEST* Pavement Condition Index (PCI) scores out of the 36 Oregon Counties.

In an email dated September 25, 2023 from Joel Condor, Senior Project manager for Capital Asset & Pavement Services to Public Works Director Todd Whitaker, Mr. Condor writes:

Good morning Todd,

Just wanted to reach out to you this morning and let you know we finished your pavement ratings last Friday. I also wanted to let you know that I have been rating pavements since 1989 (34 years), and have never seen an entire road system in that good of a condition.

I know we were involved in getting that road bond passed many years ago that addressed most of the county's pavement needs. What I was most impressed with was your ability to maintain it at such a high level.

Your chip seal program was spot on from the quality of the aggregate to the proper oil shot rate. The rock retention is amazing as well as the proper fog seal placement. All-in-all your chip seal program has a great looking, and riding finished product that you should be very proud of.

I have never written an email like this before and most likely never will compliment someone on the condition of their entire road network. Kudos to you Todd and your road department staff for having by far and away the best road network in the entire state.

*Keep up the great work,
Joel Condor*

In response to this accolade, at their meeting on November 29, 2023, the Polk County Board of Commissioners presented Todd Whitaker and the Public Works Department with a framed certificate and commended them on their great work!