

**POLK COUNTY BOARD OF COMMISSIONERS**

**DATE:** March 6, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Polk County Courthouse, Dallas, Oregon

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

**PAGE:** **AGENDA ITEMS**

1. **CALL TO ORDER AND NOTE OF ATTENDANCE**
2. **ANNOUNCEMENTS**
  - (a) 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 principal 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 9:00am on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.
  - (b) The Polk Extension Service District will be meeting at 9:30 am on March 6, 2024. The meeting will be in the main conference room located on the first floor of 850 Main St Dallas OR 97338.
  - (c) The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on March 13, 2024 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth OR 97361.
  - (d) The Polk County Board of Commissioners will be speaking at the State of the County meeting on Thursday, March 21, 2024 from 5:30PM to 6:30PM, located in the main conference room of the Polk County Courthouse at 850 Main St Dallas, Oregon 97338.
3. **COMMENTS (for items not on this agenda and limited to 3 minutes)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF THE MINUTES FROM February 28, 2024**
6. **APPROVAL OF CONSENT CALENDAR**

**CONSENT CALENDAR**

- (a) Polk County Resolution No. 24-04, In the Matter of Correcting Resolution No. 24-02 (Greg Hansen, Administrative Officer)
- (b) Polk County Contract No. 24-31 (Amendment 2 to 20-205), Lease Agreement (Dean Bender, Emergency Management Manager)
- (c) LPSCC Appointment Memorandum, Jessica Fitts (Mark Garton, Polk County Sheriff)

**THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION PURSUANT TO ORS 192.660.**

**ADJOURNMENT**

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES February 28, 2024**

**1. CALL TO ORDER & ATTENDANCE**

At 9:00 a.m., Commissioner Pope declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Mordhorst and Commissioner Gordon 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.

**3. COMMENTS**

None.

**4. APPROVAL OF AGENDA**

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

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

**5. APPROVAL OF MINUTES OF BOARD MEETING OF February 21, 2024**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO APPROVE THE MINUTES OF February 21, 2024.**

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

**6. APPROVAL OF CONSENT CALENDAR**

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

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

**7. FAMILY & COMMUNITY OUTREACH UPDATE**

Brent DeMoe, Abby Warren, Dana Goodale from Family and Community Outreach, presented a department update to the Board and staff. Mr. DeMoe spoke about the new Community Resource Building that was built in Monmouth, as well as a future project that is taking place inside the city of Falls City for a new resource center. Mr. DeMoe talked about who all is now in the Monmouth resource center and which programs have been moved into that building. Commissioner Gordon wanted them to clarify how the public can

connect with their department to have access to resources and Mr. DeMoe answered his question. Commissioner Mordhorst asked if they take walk ins or if appointments are needed and Mr. DeMoe said yes you can walk in to get the basic necessities, but it is best to make an appointment beforehand to ensure the public gets access to everything that they need. Mr. DeMoe stated that the funding has been secured for a smaller resource center in Falls City and he spoke about what their plans are for that building.

Ms. Goodale spoke about their School Based Mental Health Program and her handout highlights a lot of the same information from last year because not much has changed. Ms. Goodale shared details of the programs and what kind of things they are able to offer to the youth. Ms. Goodale talked about their funding and some budget cuts that are coming from the School District and she shared how they are trying to get creative in how they can keep those needs and staff in the schools. Commissioner Pope wanted to hear more information on the ways they are getting creative with funding and asked for statistical data they can share with parents and the community that shows how valuable they are in the schools and why they need this funding. Ms. Goodale answered his question. Mr. DeMoe stated that he also wanted to share that they are not anticipating cutting any staff, only shuffling around. Commissioner Gordon asked about their caseload of students per each staff member. Ms. Goodale stated that the number is 40-50 kids per staff person and spoke more about what that looks like for them.

Ms. Warren spoke about prevention/youth programs and highlighted their 2024 youth conference that is happening in March which will host about 600 students. Mr. DeMoe would like to invite the Commissioners to come and see the conference for themselves on March 20th, 2024, located at Western Oregon University at the Warner Center. Commissioner Pope asked who schedules the presenters and Ms. Warren answered his question. Commissioner Pope wanted to hear more about the standard evaluation plan being used to schedule these presenters and Ms. Warren answered his question. Next, Ms. Warren talked about 14 programs that were awarded some program funding and how they were selected to receive the funding. Ms. Warren talked about \$100,000 that was awarded to them from the Willamette Health Council and she talked about what those funds will be used for. Commissioner Pope asked if they had any information to share about engagement or coordination with OSU Extension and Ms. Warren answered his question. Ms. Goodale provided some input about a recent greenhouse project that they are hoping Extension will be a part of on a regular basis. Mr. DeMoe also wanted to say thank you to the Board and staff for allowing them to do everything that they do in the community. Commissioner Gordon wanted to recognize Mr. DeMoe and his team and he shared some recognition that he heard recently about them at an AOC conference he attended.

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

- (a) Polk County Contract No. 24-28, Oregon Department of Human Services  
(Rosana Warren, Health Services)
- (b) Polk County Contract No. 24-29, Oregon Health Authority  
(Rosana Warren, Public Health)
- (c) Polk County Contract No. 24-30, Capacity Building Partnerships  
(Rosana Warren, Public Health)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:53 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

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Craig Pope, Chair

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Jeremy Gordon, Commissioner

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Lyle Mordhorst, Commissioner

Minutes: Nicole Pineda  
Approved: March 6, 2024



**PUBLIC WORKS FUND (210)**

<b><u>Total Requirements</u></b>	<b><u>\$ 16,914,000</u></b>
Public Works - Administration (610) Increase from \$1,106,637 to \$1,206,637	100,000
Public Works – Engineering (655) Increase from \$487,492 to \$537,492	50,000
Fund Operating Contingency (610) Decrease from \$4,312,883 to \$4,162,883	(150,000)
<b>TOTAL ADJUSTED REQUIREMENTS</b>	<b><u>\$ 16,914,000</u></b>

**COUNTY SCHOOL FUND (270)**

<b><u>Total Requirements</u></b>	<b><u>\$ 175,000</u></b>
County School Fund (270) Increase from \$175,000 to \$192,500	17,500
<b>TOTAL ADJUSTED REQUIREMENTS</b>	<b><u>\$ 192,500</u></b>

**MANAGEMENT SERVICES FUND (610)**

<b><u>Total Requirements</u></b>	<b><u>\$ 8,415,000</u></b>
Personnel (855) Increase from \$542,497 to \$642,497	100,000
Special Projects (195) Decrease from \$552,436 to \$452,436	(100,000)
<b>TOTAL ADJUSTED REQUIREMENTS</b>	<b><u>\$ 8,415,000</u></b>

Dated this 6th day of March, 2024 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Craig Pope, Chair

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Jeremy Gordon, Commissioner

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Lyle Mordhorst, Commissioner

Approved as to Form:


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Morgan Smith, County Counsel



# POLK COUNTY

820 S.W. ASH STREET \* DALLAS, OREGON 97338-2112  
(503) 623-0715 \* FAX (503) 623-6819

## EMERGENCY MANAGEMENT

**To:** Polk County Board of Commissioners  
**From:** L. Dean Bender, Emergency Manager   
**Date:** February 27, 2024  
**Subject:** Amendment #2 to Contract # 20-205  
Lease Agreement with Salem Health Hospitals and Clinics

### RECOMMENDATION:

Accept and approve the amended "Lease Agreement" with Salem Health Hospitals and Clinics to modify the term to an on-going lease agreement to co-locate on the Eagle Crest Tower.

### ISSUE:

Should Polk County agree to this amended language that Salem Health Hospitals and Clinics has proposed to the original agreement? This "Second Lease Agreement" cleans up some wording to meet the needs of both parties that would allow Polk County and Salem Health Hospitals and Clinics to continue with auto-renewals of the lease agreement as well as allow for yearly rate increases. It does not preclude either party from terminating with proper notification to the other party.

### BACKGROUND:

In November of 2020, the Board of Commissioners approved the original Lease Agreement with Salem Health Hospitals and Clinics to allow them to co-locate on our Public Safety Communications Tower located on Eagle Crest Drive in West Salem.

Then last fall, we entered into the first amendment that allowed additional renewals to the original agreement. This agreement expands amendment #1 to memorize the intent which is to auto-renewal the agreement so neither party will need to re-authorize the agreement year after year. This amendment includes a yearly increase of 3% at the beginning of each calendar year.

Note, this amendment still allows both parties to vacate the agreement with notice to the other party.

### ALTERNATIVE:

1. Decline lease agreement amendment which would require both parties to formally submit new lease agreements every two years.

### FISCAL IMPACT:

None to the County.



**POLK COUNTY EAGLE CREST TOWER  
LEASE AGREEMENT – SECOND AMENDMENT**

Polk County and Salem Health Hospitals & Clinics (“Hospital”) entered into a Radio System Intergovernmental Agreement on November 1, 2020 (executed on November 20, 2020) for the use of Polk County’s Communication System (the “Agreement”). The parties hereby enter into this second amendment to that Agreement (“Second Amendment”) for the purpose of amending the terms of the Agreement. Effective as of the date of last signature below (the “Second Amendment Effective Date”), the terms and conditions of the Agreement, as amended and modified below, shall apply. Unless the context so indicates otherwise, capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

As of the Second Amendment Effective Date, the Agreement is subject to the following changes:

Section 2 – Term is deleted in its entirety and replaced with the following language:

- (c) The term (the “Term”) of this Agreement shall commence on November 1<sup>st</sup> 2020 (the “Commencement Date”), and shall continue for one year, (initial 1<sup>st</sup> year will be 14 months) expiring on December 31<sup>st</sup> 2021. This Agreement will automatically be extended for successive renewal terms of one (1) year (each, a “Renewal Term”) unless either party gives written notice of non-renewal at least thirty (30) days before expiration of the then current term.
- (d) This Agreement between Polk County and Hospital may be terminated by mutual consent of both parties at any time, or by either party upon thirty (30) days prior written notice. Any such termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Other than the above listed changes, all other terms and conditions of the Agreement shall remain in full force and effect. If there is any conflict with the terms and conditions of the original agreement, this Amendment will prevail as it relates to the specific items contained herein.


IN WITNESS WHEREOF, the parties hereto have executed this Amendment.


*[Signature Page Follows]*

**POLK COUNTY SIGNATURE SECTION**

APPROVAL RECOMMENDED BY:


APPROVED BY:

Signature:   
By: L. DEAN BENDER  
Title: County EM  
Date: 2-26-2024

Signature:   
By: GREGORY P. HANSEN  
Title: ADMIN. OFFICER  
Date: 2-27-24

LEGAL APPROVAL:

BOARD APPROVAL:

Signature:   
By: Morgan Garity  
Title: County Counsel  
Date: 2-26-24

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SALEM HEALTH HOSPITALS AND CLINICS SIGNATURE SECTION**

APPROVAL RECOMMENDED BY:

APPROVED BY:

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





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# Polk County Sheriff's Office Memorandum

Sheriff Mark Garton

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**Date:** February 26, 2024

**To:** Polk County Commissioner Craig Pope

**From:** Sheriff Mark Garton

**Subject:** LPSCC Appointment

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**Commissioner Pope,**

**As chair of the Local Public Safety Coordinating Council, I am asking that the board consider appointing a new citizen/lay member, Jessica Fitts to LPSCC. Jessica has submitted an application for consideration for any volunteer boards or commissions through the Polk County website.**

**Commissioner Mordhorst and myself interviewed Ms. Fitts on February 2<sup>nd</sup>, 2024 to determine if she would be a good fit for this current vacancy. As our bylaws state, the BOC is the final appointing entity.**

**During the course of the interview Commissioner Mordhorst and I learned that Jessica Fitts would likely be a good fit into this group and we both recommend that the applicant be appointed to LPSCC as the citizen/lay member. She has the desire and commitment to be a valuable member of the group and we found no disqualifying information that would lead us to believe she would not excel in this role.**

**If you have any questions, please don't hesitate to reach out.**

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*The Polk County Sheriff's Office provides sustainable quality programs and services that focus on the safety and security of our schools, homes, businesses and highways which contribute to the quality of life for every segment of our community."*