

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES March 27, 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 was present and Commissioner Gordon was absent.

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 MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE AGENDA.**

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

**5. APPROVAL OF MINUTES OF BOARD MEETING OF March 20, 2024**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF March 20, 2024.**

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

**6. APPROVAL OF CONSENT CALENDAR**

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

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

**7. EMERGENCY MANAGEMENT UPDATE**

Dean Bender, Emergency Management Manager, provided a department update to the Board that highlighted the Polk County radio systems, digital conversion timeline, and generator servicing/status. Mr. Bender also provided an update with the Ambulance Service Area (ASA) Plan along with other projects that are currently on-going. Commissioner Pope asked about the difference between digital and Mr. Bender answered his question. Mr. Bender talked about the contractor that he has hired for the OR-Alert Project and explained what she will be focusing on. Mr. Bender continued talking about different projects that are on-going and completed. Mr. Bender provided an update on grants that were received and/or applied for in 2022 and 2023. Mr. Bender discussed a reallocation of funds from 2021 and he is currently working on a grant proposal now. Commissioner Pope asked if the fuel trailers are full and Mr. Bender stated he

does not know if they're full. Commissioner Pope asked if these other agencies are required to show how they are taking care of these trailers and if the fuel is being turned over. Mr. Bender and the Board discussed Commissioner Pope's question.

**8. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admin Services Director, is requesting the reclassification of an employee from a Laborer to a Road Maintenance Worker. Should the reclassification be approved, it would be effective April 1, 2024 and have a fiscal impact of approximately \$4,000 including PERs contribution should it be for 12 months.

**APPROVED BY CONSENSUS OF THE QUORUM.**

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

- (a) Polk County Contract No. 24-39, FEI Testing & Inspection  
(Todd Whitaker, Public Works Director)
- (b) Polk County Contract No. 24-42, Oregon Department of Human Services  
(Rosana Warren, Developmental Disabilities)
- (c) Polk County Contract No. 24-43, Oregon Health Authority  
(Rosana Warren, Behavioral Health)
- (d) Polk County Contract No. 24-44, Oregon Health Authority  
(Rosana Warren, Behavioral Health)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:38 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