

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES April 17, 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: 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 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 April 3, 2024**

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

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

**6. APPROVAL OF CONSENT CALENDAR**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON 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 and thanked the following employees for their length of service:

- Jay Schmoyer – 25 years
- Jaime Cantu – 20 years
- Molly Barth – 15 years
- Morgan Smith – 10 years

**8. MORRIS ROAD VACATION DELIBERATION & ORDER NO. 24-03**

Commissioner Pope stated that it was time for the Commissioners to deliberate about the remainder vacation of Morris Road and whether or not they want to approve and sign Polk County Order No. 24-03. Commissioner Pope stated that after reading all the testimony and hearing all the information, he is ready to make a decision. Commissioner Gordon agreed with Commissioner Pope explained why. Commissioner Mordhorst concurred with the other two Commissioners.

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE AND SIGN POLK COUNTY ORDER NO. 24-03.**

**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 an Appraiser I to and Appraiser II position. Should the reclassification be approved, it would be effective May 1, 2024 with a fiscal impact of \$5,276 for FY23-24 including PERS contributions 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 Ordinance No. 24-02, Amendments to the Polk County Zoning Ordinances Chapters 136 and 177  
(Michael Burns, community Development)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:07 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