

POLK COUNTY BOARD OF COMMISSIONERS

DATE: May 8, 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) A public meeting of the Budget Committee for Polk Extension Service District will be held in the Main Conference Room of the County Courthouse at 11:00 a.m., on Wednesday, May 8, 2024. The purpose of the meeting is to discuss the budget for fiscal year July 1, 2024 to June 30, 2025 and to receive the budget message and document. Time is reserved for public comment at 11:15 a.m. A copy of the budget document may be inspected or obtained on or after May 3, 2024, at the Board of Commissioners' Office, Polk County Courthouse, during regular business hours. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed budget with the Budget Committee.
 - (c) The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on May 8, 2024 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth OR 97361.
3. **COMMENTS (for items not on this agenda and limited to 3 minutes)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF THE MINUTES FROM May 1, 2024**
6. **APPROVAL OF CONSENT CALENDAR**
7. **LENGTH OF SERVICE AWARDS – Matt Hawkins**
 - Kim Halter, 10 years of service
 - DD Janssen, 10 years of service
 - Cole Steckley, 10 Years of service
8. **NATIONAL POLICE WEEK 2024 & PROCLAMATION NO. 24-03**

CONSENT CALENDAR

- (a) **Polk County Affirmative Action Plan and Equal Employer Policy (Lynn Hall, Human Resources)**

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

ADJOURNMENT

POLK COUNTY PUBLIC MEETINGS AND PUBLIC HEARINGS
GUIDELINE FOR CITIZENS

REGULAR MEETING AGENDA

Regular meetings of the Polk County Board of Commissioners convene at 9 a.m. each Wednesday morning. Any person wishing to bring a matter before the Board at one of these meetings may do so by mailing or delivering written notice, concisely describing the nature of the item, to the Board of Commissioners, Polk County Courthouse, Dallas, Oregon 97338, by noon on the preceding Thursday. Unless otherwise announced, meetings are held in the Main Conference Room of the Courthouse.

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.

PUBLIC HEARING FORMAT

Land Use

1. Chairman opens hearing.
 - a. Reading of hearing request or appeal statement.
 - b. Call for abstentions (ex parte contact or conflict of interest).
2. County staff presents background, summary and its recommendation (20-minute limit).
3. Applicant (Appellant) presents his/her case (15-minute limit).
4. Public testimony. Note that all testimony and evidence must be directed toward the applicable factual and legal criteria as identified in the record and/or during this hearing. Do not repeat previous testimony. Simply note for the record that you are in agreement with that earlier testimony. Your time to present testimony is limited. FAILURE TO RAISE AN ISSUE IN THIS HEARING, IN PERSON OR BY LETTER, OR FAILURE TO PROVIDE ADEQUATE SPECIFICITY TO AFFORD THE BOARD AN OPPORTUNITY TO RESPOND TO THE ISSUE MAY PRECLUDE LATER APPEAL TO LUBA ON THAT ISSUE.
 - a. Individuals in favor of the application or appeal.
 - b. Individuals against the application or appeal. At the discretion of the Chairman, an attorney, consultant, or other designated representative of two or more individuals may be allowed the combined time for each represented individual who does not speak, not to exceed 20 minutes. The Chairman may require proof of designation.
5. Rebuttal by Applicant (Appellant) (10-minute limit).
6. Questions from Board (discussion limited to individuals questioned by the Board).
 - a. Staff.
 - b. Applicant (Appellant).
 - c. Individuals testifying.
7. Chairman closes hearing and announces closing of Record.
8. Chairman announces date for deliberation and decision.
9. The Board's decision is deemed the final decision of Polk County. It may be appealed to LUBA within 21 days of its issuance in written form. The address and phone number of LUBA may be obtained from the Polk County Community Development Department and will also appear on the Notice of Decision which will be mailed to all persons who testify, submit comments, or print their name and address on the hearing attendance sheet at the back of the hearing room.

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES May 1, 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.

The Polk County Board of Commissioners will be attending the Polk County Local Public Safety Coordinating Council meeting on May 6, 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 May 8, 2024 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth OR 97361.

3. COMMENTS

Brent DeMoe and Stephanie Gilbert, Family and Community Outreach, were present at the meeting to remind the Board that May is cupcake month for FCO and they wanted to bring the Commissioners and Staff some cupcakes made by Ms. Gilbert. Ms. Gilbert stated they are delivering cupcakes to 40 different agencies this year and she made about 800 cupcakes this year. Mr. DeMoe explained why cupcake month has become important to their department. The Board thanked them coming and for bringing cupcakes.

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 FROM APRIL 17, 2024 & APRIL 24, 2024

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES FROM APRIL 17, 2024 & APRIL 24, 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. PUBLIC HEARING FOR PLAN AMENDMENT PA 23-01 AND ZONE CHANGE ZC 23-01

Eric Knudson, Community Development Associate Planner, stated that we were here today to discuss PA 23-01 and ZC 23-01. Mr. Knudson stated that the applicants are proposing to change the Comprehensive Plan Designation to Farm Forest and the zoning to Farm Forest Overlay. Staff recommends that the Commissioners approve the proposal as presenting. Morgan Smith, County Counsel, read aloud a statement in regards to the land use public hearing.

Commissioner Pope opened the hearing to public comment at 9:08 a.m. for anyone in opposition. There was no one present for public comment. Commissioner Pope opened the public hearing to public comment for anyone in favor. The attorney for the applicants stated that they were present to answer any questions for the Commissioners if needed and she stated that they fully support this application and the hearings officer's decision. The Commissioner's did not have questions at this time. There was no one else present for public comment.

Commissioner Pope closed the hearing to public comment at 9:09 a.m.

Commissioner Pope asked if the other Commissioner's had any comments to provide. They did not have any comments to provide.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE PA 23-01 & ZC 23-01.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

8. OLDER AMERICANS' MONTH & PROCLAMATION NO. 24-02

Commissioner Pope provided some background information on Proclamation No. 24-02 and stated that this was something the Commissioners approved last year and he would like to keep this going forward. Betty Sledge was present today to provide an update for Northwest Senior and Disability Services (NWSDS) and the events that are happening in their organization. Mrs. Sledge stated that there were some changes that are happening with her position and that she just wants the county to be prepared. Commissioner Mordhorst asked if she works with Family & Community Outreach and Ms. Sledge answered his question. Commissioner Gordon thanked Commissioner Pope for connecting the NWSDA to the FCO department.

PROCLAMATION NO. 24-02 APPROVED BY CONSENSUS OF THE BOARD.

Commissioner Pope read aloud Proclamation No. 24-02 for the record.

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

- (a) **Polk County Order No. 24-04, Brandt's Rate Adjustment
(Austin McGuigan, Community Development Director)**
- (b) **Polk County Contract No. 24-61, Marion County Health Department
(Rosana Warren, Behavioral Health)**
- (c) **Polk County Contract No. 24-62, Salem Health West Valley
(Rosana Warren, Behavioral Health)**

At 9:22 a.m. County Counsel announced that the meeting was recessed to Executive Session pursuant to ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Commissioner Pope ended the executive session at 9:45 a.m. and instructed staff to move forward as discussed.

Commissioner Pope announced that this meeting was recessed until 11:30 a.m. where the Board and staff would be meeting in Executive Session pursuant to ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

**BEFORE THE BOARD OF COMMISSIONERS FOR
POLK COUNTY, OREGON**

To recognize National Police Week 2024)
and to honor the service and sacrifice of)
those law enforcement officers who risk)
their safety, are injured, or killed in the)
line of duty while protecting our communities.)

PROCLAMATION NO. 24-03

WHEREAS, the week of May 12-18, 2024 has been declared National Police Week;
and

WHEREAS, the members of law enforcement agencies within Polk County risk their life
and safety every day to protect the rights, freedoms and security of our residents; and

WHEREAS, it is important that all citizens recognize the responsibilities, hazards, and
sacrifices of their law enforcement professionals, and that law enforcement members recognize
their duty to serve residents by protecting them against violence and disorder, and protecting
the innocent; and

WHEREAS, the officers in the Polk County Sheriff's Office, tribal police, and municipal
police departments unwaveringly provide this vital public service, and

WHEREAS, it is appropriate to recognize the importance of this vital public service and
to support these efforts;

THEREFORE, The Polk County Board of Commissioners, in appreciation for the
steadfast public service and sacrifice, observe the week of May 12-18, 2024, as **National
Police Week** in Polk County.

Dated: May 8, 2024 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Lyle Mordhorst, Commissioner

Jeremy Gordon, Commissioner



MEMORANDUM

TO: Board of Commissioners
FROM: Lynn Hall, Human Resources Analyst II
DATE: May 2, 2024
SUBJECT: Polk County Affirmative Action Plan and Equal Opportunity Employer Policy

Wednesday Consent – May 8, 2024

RECOMMENDATION:

That the Board of Commissioners re-adopt the Affirmative Action Plan and Equal Opportunity Employer Policy.

ISSUE:

Shall the Board re-adopt the Affirmative Action Plan and Equal Opportunity Employer Policy?

BACKGROUND:

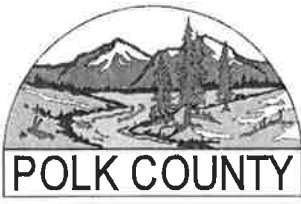
The Affirmative Action Plan and Equal Opportunity Employer policy must be re-affirmed each year by the Board of Commissioners. These policies are required under Federal law. It is necessary for the County to certify these policies have been formulated and posted in a conspicuous location.

DISCUSSION / ALTERNATIVES:

1. The Board may adopt the policy and be in compliance with the law.
2. The Board may not adopt the policy.

FISCAL IMPACT:

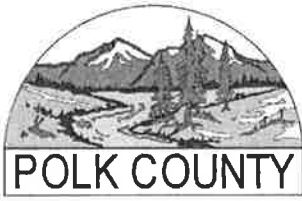
There is no fiscal impact.



POLK COUNTY AFFIRMATIVE ACTION PLAN

1. In recruitment and selection, the public shall be informed of Polk County's affirmative action policy.
 - a. All recruiting announcements shall be posted on the County website and the official bulletin board of the County. In addition, recruiting announcements may be published as necessary to assure reaching qualified applicants.
 - b. All recruiting announcements and advertisements shall include the words "An Equal Opportunity Employer" as a statement of Polk County's policy.
2. Personnel shall ensure that all selection processes use valid, job-related criteria in hiring new employees and in promoting and retaining existing employees.
3. Personnel shall review minimum qualifications of the recruitment to ensure that the knowledge, skills, ability, experience, and education requirements are related to successful performance on the job.
4. Personnel shall encourage upward mobility of Polk County employees and be available to help employees prepare for advancement.
5. A copy of this policy shall be posted in the County buildings and available to all employees.

[Adopted by the Board of Commissioners per Resolution No. 11-04, dated April 27, 2011.]



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174
(503) 623-1888 ★ FAX (503) 623-1889

EQUAL OPPORTUNITY EMPLOYER

Policy Statement:

Polk County is an Equal Opportunity Employer and, as such, states its commitment to providing equal employment opportunities to all persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, gender, age, marital or family status, sexual orientation, association, disability, injured worker, or military status (except where age or non-disability are bonafide occupational qualifications).

Polk County does not discriminate on the basis of disability in the admission or access to or treatment of employment in its programs or activities.

Polk County is committed to providing all employees with a work environment free of discrimination or harassment of any kind.

8th day of May 2024

POLK COUNTY BOARD OF COMMISSIONERS

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

Craig Pope, Commissioner