

POLK COUNTY BOARD OF COMMISSIONERS

DATE: June 12, 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 Polk County Board of Commissioners will be held on June 26, 2024, at 9:00 A.M. in the Polk County Courthouse. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Polk County Budget Committee.
 - (c)** A public meeting of the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District will be held on June 26, 2024 at 10:00 am at Polk County Courthouse Conference Room, Dallas, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget Committee.
 - (d)** The Grand Ronde Sanitary District Board is meeting on June 26, 2024 at 10:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.
- 3. COMMENTS (for items not on this agenda and limited to 3 minutes)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM June 5, 2024**
- 6. LENGTH OF SERVICE AWARDS – Matt Hawkins**
 - Melissa Montigny, 25 years of service
 - Wendi Hamilton, 20 years of service
 - Rick Bittick, 20 years of service
 - Jennifer Segovia, 10 years of service
- 7. RESOLUTION NO. 24-06 / INTER-DEPARTMENT LOAN – Greg Hansen**
- 8. RESOLUTION NO. 24-07 / YEAR END BUDGET MODIFICATIONS – Greg Hansen**
- 9. RECLASSIFICATION OF AN EMPLOYEE - Matt Hawkins**

**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 June 5, 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.

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.

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

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 May 29, 2024

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF May 29, 2024.
COMMISSIONER GORDON ABSTAINED DUE TO BEING ABSENT THAT DAY.

MOTION PASSED BY VOTE OF THE QUORUM.

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. VSO UPDATE

Eric Enderle, Nikki Rak & Andrew Webster, Polk County Veteran Services Office, provided a department update to the Board and staff. Their update went over data and statistics for their office stating they have filed 818 claims, 56% of claims decided within 1 year and over \$24 million in total active monthly payments for Polk County veterans. Commissioner Pope asked Mr. Enderle to give an example of the timeline for a claim and Mr. Enderle answered him. Mr. Enderle shared some more data that shows more information on their client demographic. Mr. Enderle spoke about Gale's Lodge and how Mr. Webster has been moved to a full-time connector in their office. Commissioner Pope asked if the VSO is still seeing a flow of new faces and if any of them are from the Vietnam era and staff stated yes. Commissioner Pope asked why do they think some of these older veterans have waited so long to seek assistance and Mr. Webster answered his question. Commissioner Mordhorst asked a follow up question so a conversation that he and Mr. Enderle had a few months ago and Mr. Enderle answered his question. Commissioner Mordhorst asked how they assist the veterans who need assistance getting to their appointments and Mr. Enderle answered his question. Commissioner Gordon asked a question about the PackDeck and with the increased funding and if they have increased eligibility and Mr. Enderle said no and explained his answer. Mr. Webster stated that he wanted to give Mr. Enderle and Ms. Rak credit for always going above and beyond with their veteran clients. Commissioner Pope asked how do they rank themselves with other veteran service offices and Mr. Enderle answered his question. Mr. Enderle spoke about the structure of Marion County VSO versus Polk County's VSO. Ms. Rak spoke about the growing female veteran population and the impact her role has in their office. Commissioner Mordhorst shared the praise he has received from veterans about Polk County's veteran services office.

8. THE WALL THAT HEALS

Brent DeMoe, Family and Community Outreach Director and Billy Whisenant, American Legion Post 33 wanted to talk to the Board about the VSO. Mr. Whisenant wanted to state for the record that Vietnam veterans have had to fight for benefits but that Eric, Nikki and Andrew fight for their clients. Mr. Whisenant shared a recent story about his experience with the Polk County VSO. Mr. DeMoe shared his history with Mr. Whisenant over the last several years. Mr. DeMoe stated that he and Mr. Whisenant has a goal to bring the Wall that Heals to Polk County and at some point, they would like a letter of support from the Board of Commissioners. Mr. Whisenant gave background information about the Wall that Heals and how they just submitted an application asking Polk County to be able to host the wall. Mr. Whisenant explained why this is so important to him. Mr. DeMoe spoke about where the ideal location would be to host the wall in the 2025 que, if we are chosen. Mr. Whisenant spoke about the estimated site fees to host the wall and he spoke about the fundraising that would be needed. Commissioner Mordhorst asked about the size of the wall and Mr. Whisenant answered his question. The Board supports writing and sending a letter of support for their application. Commissioner Pope stated that Polk County should have funds to help support this and is asking that they keep the Board informed on their application status.

9. RECLASSIFICATION OF AN EMPLOYEE

Matt Hawkins, Admin Services Director, is recommending the reclassification of a Heavy Equipment Operator to a Lad Heavy Equipment Operator. Should the reclassification be approved, it would be affective June 1, 2024 with an approximate fiscal impact of \$5000 including PERS contributions should it be for 12 months.

APPROVED BY CONSENSUS OF THE BOARD.

10. SECOND READING OF POLK COUNTY ORDINANCE NO. 24-04

Morgan Smith, County Counsel, stated that this was the second reading of Ordinance No. 24-04 and that the first reading occurred 14 days ago on 5/22/2024. Mr. Smith read aloud the ordinance into the record.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE & SIGN ORDINANCE NO. 24-04.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

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

- a) Polk County Contract No. 24-81, Service Contract
(Rosana Warren, Behavioral Health)
- b) New Job Specification & Wage, Correctional Medical Technician
(Matt Hawkins, Admin Services Director)
- c) Polk County Contract No. 24-84, Tillamook County
(Dean Anderson, Information Services)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:59 a.m.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

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5 **BEFORE THE BOARD OF COMMISSIONERS**
6 **FOR POLK COUNTY, OREGON**
7

8 In the Matter of)
9 Creating an Interfund Loan)
10 Between two separate County Funds)
11

12 **RESOLUTION NO. 24-06**
13

14 **WHEREAS**, the Oregon Legislative Assembly enacted legislation ORS 294.468 intended to
15 facilitate loans from one fund to another whenever the loan is authorized by official resolution of the
16 governing body.
17

18 **WHEREAS**, Polk County is loaning funds from the Behavioral Health fund to the Health
19 Services fund as a capital loan to assist financing the new Family Community Outreach building located
20 in Monmouth.
21

22 **THE POLK COUNTY BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**
23

- 24 1) Polk County agrees to loan \$1,500,000 from the Behavioral Health fund to the Health
25 Services fund. The loan will be structured with an annual interest rate of 3.5% over a 10
26 year term. Repayment will occur on a monthly basis following the attached amortization
27 schedule (Exhibit A).
28
29 2) Polk County agrees to the terms of the loan with the initial payment beginning in July 2024.
30

31 Dated May 22, 2024 at Dallas, Oregon.
32

33 **POLK COUNTY BOARD OF COMMISSIONERS**
34
35

36 _____
37 Craig Pope, Chairman
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41 Approved as to Form:
42
43

44 _____
45 Lyle Mordhorst, Commissioner
46

45 _____
46 Morgan Smith
County Counsel

45 _____
46 Jeremy Gordon, Commissioner

Interfund Loan
FCO Building

Principal:	\$ 1,500,000.00	Number of Payments:	120
Term:	10	Monthly Rate:	0.002916667
Annual Rate:	3.5%	Mortgage Payment:	\$14,832.88
Initial Date:	7/1/2024		

<u>Months:</u>	<u>Date:</u>	<u>Beginning Balance:</u>	<u>Payment:</u>	<u>Interest:</u>	<u>Principal:</u>	<u>Ending Balance:</u>
1	7/1/2024	\$ 1,500,000.00	\$ 14,832.88	\$ 4,375.00	\$ 10,457.88	\$ 1,489,542.12
2	8/1/2024	\$ 1,489,542.12	\$ 14,832.88	\$ 4,344.50	\$ 10,488.38	\$ 1,479,053.74
3	9/1/2024	\$ 1,479,053.74	\$ 14,832.88	\$ 4,313.91	\$ 10,518.97	\$ 1,468,534.76
4	10/1/2024	\$ 1,468,534.76	\$ 14,832.88	\$ 4,283.23	\$ 10,549.65	\$ 1,457,985.11
5	11/1/2024	\$ 1,457,985.11	\$ 14,832.88	\$ 4,252.46	\$ 10,580.42	\$ 1,447,404.69
6	12/1/2024	\$ 1,447,404.69	\$ 14,832.88	\$ 4,221.60	\$ 10,611.28	\$ 1,436,793.40
7	1/1/2025	\$ 1,436,793.40	\$ 14,832.88	\$ 4,190.65	\$ 10,642.23	\$ 1,426,151.17
8	2/1/2025	\$ 1,426,151.17	\$ 14,832.88	\$ 4,159.61	\$ 10,673.27	\$ 1,415,477.90
9	3/1/2025	\$ 1,415,477.90	\$ 14,832.88	\$ 4,128.48	\$ 10,704.40	\$ 1,404,773.50
10	4/1/2025	\$ 1,404,773.50	\$ 14,832.88	\$ 4,097.26	\$ 10,735.62	\$ 1,394,037.87
11	5/1/2025	\$ 1,394,037.87	\$ 14,832.88	\$ 4,065.94	\$ 10,766.94	\$ 1,383,270.94
12	6/1/2025	\$ 1,383,270.94	\$ 14,832.88	\$ 4,034.54	\$ 10,798.34	\$ 1,372,472.60
13	7/1/2025	\$ 1,372,472.60	\$ 14,832.88	\$ 4,003.05	\$ 10,829.84	\$ 1,361,642.76
14	8/1/2025	\$ 1,361,642.76	\$ 14,832.88	\$ 3,971.46	\$ 10,861.42	\$ 1,350,781.34
15	9/1/2025	\$ 1,350,781.34	\$ 14,832.88	\$ 3,939.78	\$ 10,893.10	\$ 1,339,888.24
16	10/1/2025	\$ 1,339,888.24	\$ 14,832.88	\$ 3,908.01	\$ 10,924.87	\$ 1,328,963.36
17	11/1/2025	\$ 1,328,963.36	\$ 14,832.88	\$ 3,876.14	\$ 10,956.74	\$ 1,318,006.63
18	12/1/2025	\$ 1,318,006.63	\$ 14,832.88	\$ 3,844.19	\$ 10,988.69	\$ 1,307,017.93
19	1/1/2026	\$ 1,307,017.93	\$ 14,832.88	\$ 3,812.14	\$ 11,020.74	\$ 1,295,997.19
20	2/1/2026	\$ 1,295,997.19	\$ 14,832.88	\$ 3,779.99	\$ 11,052.89	\$ 1,284,944.30
21	3/1/2026	\$ 1,284,944.30	\$ 14,832.88	\$ 3,747.75	\$ 11,085.13	\$ 1,273,859.17
22	4/1/2026	\$ 1,273,859.17	\$ 14,832.88	\$ 3,715.42	\$ 11,117.46	\$ 1,262,741.72
23	5/1/2026	\$ 1,262,741.72	\$ 14,832.88	\$ 3,683.00	\$ 11,149.88	\$ 1,251,591.83
24	6/1/2026	\$ 1,251,591.83	\$ 14,832.88	\$ 3,650.48	\$ 11,182.40	\$ 1,240,409.43
25	7/1/2026	\$ 1,240,409.43	\$ 14,832.88	\$ 3,617.86	\$ 11,215.02	\$ 1,229,194.41
26	8/1/2026	\$ 1,229,194.41	\$ 14,832.88	\$ 3,585.15	\$ 11,247.73	\$ 1,217,946.68
27	9/1/2026	\$ 1,217,946.68	\$ 14,832.88	\$ 3,552.34	\$ 11,280.54	\$ 1,206,666.14
28	10/1/2026	\$ 1,206,666.14	\$ 14,832.88	\$ 3,519.44	\$ 11,313.44	\$ 1,195,352.71
29	11/1/2026	\$ 1,195,352.71	\$ 14,832.88	\$ 3,486.45	\$ 11,346.43	\$ 1,184,006.27
30	12/1/2026	\$ 1,184,006.27	\$ 14,832.88	\$ 3,453.35	\$ 11,379.53	\$ 1,172,626.74
31	1/1/2027	\$ 1,172,626.74	\$ 14,832.88	\$ 3,420.16	\$ 11,412.72	\$ 1,161,214.03
32	2/1/2027	\$ 1,161,214.03	\$ 14,832.88	\$ 3,386.87	\$ 11,446.01	\$ 1,149,768.02
33	3/1/2027	\$ 1,149,768.02	\$ 14,832.88	\$ 3,353.49	\$ 11,479.39	\$ 1,138,288.63
34	4/1/2027	\$ 1,138,288.63	\$ 14,832.88	\$ 3,320.01	\$ 11,512.87	\$ 1,126,775.76
35	5/1/2027	\$ 1,126,775.76	\$ 14,832.88	\$ 3,286.43	\$ 11,546.45	\$ 1,115,229.31
36	6/1/2027	\$ 1,115,229.31	\$ 14,832.88	\$ 3,252.75	\$ 11,580.13	\$ 1,103,649.18
37	7/1/2027	\$ 1,103,649.18	\$ 14,832.88	\$ 3,218.98	\$ 11,613.90	\$ 1,092,035.28
38	8/1/2027	\$ 1,092,035.28	\$ 14,832.88	\$ 3,185.10	\$ 11,647.78	\$ 1,080,387.50
39	9/1/2027	\$ 1,080,387.50	\$ 14,832.88	\$ 3,151.13	\$ 11,681.75	\$ 1,068,705.75
40	10/1/2027	\$ 1,068,705.75	\$ 14,832.88	\$ 3,117.06	\$ 11,715.82	\$ 1,056,989.93
41	11/1/2027	\$ 1,056,989.93	\$ 14,832.88	\$ 3,082.89	\$ 11,749.99	\$ 1,045,239.93
42	12/1/2027	\$ 1,045,239.93	\$ 14,832.88	\$ 3,048.62	\$ 11,784.26	\$ 1,033,455.67
43	1/1/2028	\$ 1,033,455.67	\$ 14,832.88	\$ 3,014.25	\$ 11,818.63	\$ 1,021,637.04
44	2/1/2028	\$ 1,021,637.04	\$ 14,832.88	\$ 2,979.77	\$ 11,853.11	\$ 1,009,783.93
45	3/1/2028	\$ 1,009,783.93	\$ 14,832.88	\$ 2,945.20	\$ 11,887.68	\$ 997,896.25
46	4/1/2028	\$ 997,896.25	\$ 14,832.88	\$ 2,910.53	\$ 11,922.35	\$ 985,973.90
47	5/1/2028	\$ 985,973.90	\$ 14,832.88	\$ 2,875.76	\$ 11,957.12	\$ 974,016.78

48	6/1/2028	\$	974,016.78	\$	14,832.88	\$	2,840.88	\$	11,992.00	\$	962,024.78
49	7/1/2028	\$	962,024.78	\$	14,832.88	\$	2,805.91	\$	12,026.97	\$	949,997.81
50	8/1/2028	\$	949,997.81	\$	14,832.88	\$	2,770.83	\$	12,062.05	\$	937,935.76
51	9/1/2028	\$	937,935.76	\$	14,832.88	\$	2,735.65	\$	12,097.23	\$	925,838.52
52	10/1/2028	\$	925,838.52	\$	14,832.88	\$	2,700.36	\$	12,132.52	\$	913,706.00
53	11/1/2028	\$	913,706.00	\$	14,832.88	\$	2,664.98	\$	12,167.90	\$	901,538.10
54	12/1/2028	\$	901,538.10	\$	14,832.88	\$	2,629.49	\$	12,203.39	\$	889,334.71
55	1/1/2029	\$	889,334.71	\$	14,832.88	\$	2,593.89	\$	12,238.99	\$	877,095.72
56	2/1/2029	\$	877,095.72	\$	14,832.88	\$	2,558.20	\$	12,274.68	\$	864,821.03
57	3/1/2029	\$	864,821.03	\$	14,832.88	\$	2,522.39	\$	12,310.49	\$	852,510.55
58	4/1/2029	\$	852,510.55	\$	14,832.88	\$	2,486.49	\$	12,346.39	\$	840,164.16
59	5/1/2029	\$	840,164.16	\$	14,832.88	\$	2,450.48	\$	12,382.40	\$	827,781.76
60	6/1/2029	\$	827,781.76	\$	14,832.88	\$	2,414.36	\$	12,418.52	\$	815,363.24
61	7/1/2029	\$	815,363.24	\$	14,832.88	\$	2,378.14	\$	12,454.74	\$	802,908.50
62	8/1/2029	\$	802,908.50	\$	14,832.88	\$	2,341.82	\$	12,491.06	\$	790,417.44
63	9/1/2029	\$	790,417.44	\$	14,832.88	\$	2,305.38	\$	12,527.50	\$	777,889.94
64	10/1/2029	\$	777,889.94	\$	14,832.88	\$	2,268.85	\$	12,564.03	\$	765,325.91
65	11/1/2029	\$	765,325.91	\$	14,832.88	\$	2,232.20	\$	12,600.68	\$	752,725.23
66	12/1/2029	\$	752,725.23	\$	14,832.88	\$	2,195.45	\$	12,637.43	\$	740,087.80
67	1/1/2030	\$	740,087.80	\$	14,832.88	\$	2,158.59	\$	12,674.29	\$	727,413.51
68	2/1/2030	\$	727,413.51	\$	14,832.88	\$	2,121.62	\$	12,711.26	\$	714,702.25
69	3/1/2030	\$	714,702.25	\$	14,832.88	\$	2,084.55	\$	12,748.33	\$	701,953.92
70	4/1/2030	\$	701,953.92	\$	14,832.88	\$	2,047.37	\$	12,785.51	\$	689,168.40
71	5/1/2030	\$	689,168.40	\$	14,832.88	\$	2,010.07	\$	12,822.81	\$	676,345.60
72	6/1/2030	\$	676,345.60	\$	14,832.88	\$	1,972.67	\$	12,860.21	\$	663,485.39
73	7/1/2030	\$	663,485.39	\$	14,832.88	\$	1,935.17	\$	12,897.71	\$	650,587.68
74	8/1/2030	\$	650,587.68	\$	14,832.88	\$	1,897.55	\$	12,935.33	\$	637,652.34
75	9/1/2030	\$	637,652.34	\$	14,832.88	\$	1,859.82	\$	12,973.06	\$	624,679.28
76	10/1/2030	\$	624,679.28	\$	14,832.88	\$	1,821.98	\$	13,010.90	\$	611,668.39
77	11/1/2030	\$	611,668.39	\$	14,832.88	\$	1,784.03	\$	13,048.85	\$	598,619.54
78	12/1/2030	\$	598,619.54	\$	14,832.88	\$	1,745.97	\$	13,086.91	\$	585,532.63
79	1/1/2031	\$	585,532.63	\$	14,832.88	\$	1,707.80	\$	13,125.08	\$	572,407.55
80	2/1/2031	\$	572,407.55	\$	14,832.88	\$	1,669.52	\$	13,163.36	\$	559,244.20
81	3/1/2031	\$	559,244.20	\$	14,832.88	\$	1,631.13	\$	13,201.75	\$	546,042.45
82	4/1/2031	\$	546,042.45	\$	14,832.88	\$	1,592.62	\$	13,240.26	\$	532,802.19
83	5/1/2031	\$	532,802.19	\$	14,832.88	\$	1,554.01	\$	13,278.87	\$	519,523.32
84	6/1/2031	\$	519,523.32	\$	14,832.88	\$	1,515.28	\$	13,317.60	\$	506,205.71
85	7/1/2031	\$	506,205.71	\$	14,832.88	\$	1,476.43	\$	13,356.45	\$	492,849.26
86	8/1/2031	\$	492,849.26	\$	14,832.88	\$	1,437.48	\$	13,395.40	\$	479,453.86
87	9/1/2031	\$	479,453.86	\$	14,832.88	\$	1,398.41	\$	13,434.47	\$	466,019.39
88	10/1/2031	\$	466,019.39	\$	14,832.88	\$	1,359.22	\$	13,473.66	\$	452,545.73
89	11/1/2031	\$	452,545.73	\$	14,832.88	\$	1,319.93	\$	13,512.96	\$	439,032.78
90	12/1/2031	\$	439,032.78	\$	14,832.88	\$	1,280.51	\$	13,552.37	\$	425,480.41
91	1/1/2032	\$	425,480.41	\$	14,832.88	\$	1,240.98	\$	13,591.90	\$	411,888.51
92	2/1/2032	\$	411,888.51	\$	14,832.88	\$	1,201.34	\$	13,631.54	\$	398,256.97
93	3/1/2032	\$	398,256.97	\$	14,832.88	\$	1,161.58	\$	13,671.30	\$	384,585.68
94	4/1/2032	\$	384,585.68	\$	14,832.88	\$	1,121.71	\$	13,711.17	\$	370,874.51
95	5/1/2032	\$	370,874.51	\$	14,832.88	\$	1,081.72	\$	13,751.16	\$	357,123.34
96	6/1/2032	\$	357,123.34	\$	14,832.88	\$	1,041.61	\$	13,791.27	\$	343,332.07
97	7/1/2032	\$	343,332.07	\$	14,832.88	\$	1,001.39	\$	13,831.49	\$	329,500.58
98	8/1/2032	\$	329,500.58	\$	14,832.88	\$	961.04	\$	13,871.84	\$	315,628.74

Exhibit A

99	9/1/2032	\$	315,628.74	\$	14,832.88	\$	920.58	\$	13,912.30	\$	301,716.44
100	10/1/2032	\$	301,716.44	\$	14,832.88	\$	880.01	\$	13,952.87	\$	287,763.57
101	11/1/2032	\$	287,763.57	\$	14,832.88	\$	839.31	\$	13,993.57	\$	273,770.00
102	12/1/2032	\$	273,770.00	\$	14,832.88	\$	798.50	\$	14,034.38	\$	259,735.62
103	1/1/2033	\$	259,735.62	\$	14,832.88	\$	757.56	\$	14,075.32	\$	245,660.30
104	2/1/2033	\$	245,660.30	\$	14,832.88	\$	716.51	\$	14,116.37	\$	231,543.93
105	3/1/2033	\$	231,543.93	\$	14,832.88	\$	675.34	\$	14,157.54	\$	217,386.38
106	4/1/2033	\$	217,386.38	\$	14,832.88	\$	634.04	\$	14,198.84	\$	203,187.55
107	5/1/2033	\$	203,187.55	\$	14,832.88	\$	592.63	\$	14,240.25	\$	188,947.30
108	6/1/2033	\$	188,947.30	\$	14,832.88	\$	551.10	\$	14,281.78	\$	174,665.51
109	7/1/2033	\$	174,665.51	\$	14,832.88	\$	509.44	\$	14,323.44	\$	160,342.07
110	8/1/2033	\$	160,342.07	\$	14,832.88	\$	467.66	\$	14,365.22	\$	145,976.86
111	9/1/2033	\$	145,976.86	\$	14,832.88	\$	425.77	\$	14,407.11	\$	131,569.74
112	10/1/2033	\$	131,569.74	\$	14,832.88	\$	383.75	\$	14,449.14	\$	117,120.61
113	11/1/2033	\$	117,120.61	\$	14,832.88	\$	341.60	\$	14,491.28	\$	102,629.33
114	12/1/2033	\$	102,629.33	\$	14,832.88	\$	299.34	\$	14,533.54	\$	88,095.79
115	1/1/2034	\$	88,095.79	\$	14,832.88	\$	256.95	\$	14,575.93	\$	73,519.85
116	2/1/2034	\$	73,519.85	\$	14,832.88	\$	214.43	\$	14,618.45	\$	58,901.41
117	3/1/2034	\$	58,901.41	\$	14,832.88	\$	171.80	\$	14,661.08	\$	44,240.32
118	4/1/2034	\$	44,240.32	\$	14,832.88	\$	129.03	\$	14,703.85	\$	29,536.48
119	5/1/2034	\$	29,536.48	\$	14,832.88	\$	86.15	\$	14,746.73	\$	14,789.74
120	6/1/2034	\$	14,789.74	\$	14,832.88	\$	43.14	\$	14,789.74	\$	(0.00)
			\$	1,779,945.61	\$	279,945.61	\$	1,500,000.00			



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: BOARD OF COMMISSIONERS
FROM: GREG HANSEN, BUDGET OFFICER
DATE: JUNE 12, 2024
SUBJECT: YEAR-END MODIFICATIONS – 2023-2024 BUDGET

RECOMMENDATION:

The Board of Commissioners approve Resolution 24-07 in the matter of increasing appropriations and transferring appropriations within multiple funds for fiscal year 2023-2024.

ISSUE:

Should the Board approve Resolution 24-07, modifications in appropriations for the County budget for fiscal year 2023-2024?

BACKGROUND:

Every June the County modifies the current budget through resolution. Prior to the end of the fiscal year, the Budget Officer makes year end adjustments to the current budget to prevent violating Oregon budget law (overspending appropriation authority, negative fund balances, etc.). Four (4) years ago, the County began performing resolutions twice each fiscal year (mid year and end of the year) in an effort to more align the budget with current information.

Resolution 24-07 discloses the year end budget adjustments which I am recommending for approval.

A brief explanation for these proposed modifications are as follows:

1) **General Fund: Elections** – unexpected costs in materials and services (\$40,000), **Planning** – additional personal services expenses (\$70,000), **Jail** – unanticipated personal services expenses (\$75,000), **Community Service – Diversion** unexpected personal services costs (\$20,000), **Transfer to Public Works** – additional revenue received from State shared funds resulting in an additional transfer (\$150,000), **General Fund – Contingency** – a decrease in the fund operating contingency in the amount of \$355,000, 2) **Public Works Fund** – increase in appropriations and revenue due to an increase in the transfer from the General Fund resulting in a corresponding increase in County Shops appropriation of \$50,000 and an increase of contingency of \$100,000, 3) **Behavioral Health Fund:** – increase in appropriations in two divisions (**Outpatient Mental Health** (\$500,000) and **Developmental Disability** (\$200,000)) and a corresponding decrease in the funds Contingency of \$700,000, 4) **Management Services: Board of Commissioners** – additional materials and services expenses (\$10,000), **Central Services** – unanticipated operating expenses (\$30,000), **Academy Building Maintenance** – both additional costs in personal services and materials and services (\$125,000), **Jail Maintenance** – additional expenditures in personal services and materials and services (\$100,000), **Buchanan Building Maintenance** – additional materials, services and personal services expenses (\$15,000), **Information Services** - unexpected operational

expenses (\$100,000), **Human Resources** – unexpected personal services and materials and supplies expenses (\$60,000), resulting in a decrease of \$440,000 in the Funds Equipment Replacement Reserve to balance the fund, 5) **Insurance Fund:** Unexpected costs in materials and services resulting in an additional increase of \$50,000 and a corresponding reduction in the Funds contingency of \$50,000 to balance the budget.

ALTERNATIVES:

The following are alternatives:

1. Approve the resolution as proposed.
2. Modify the resolution to increase or decrease appropriation modifications.
3. Modify the resolution to eliminate the appropriations which are being made strictly for appropriation authority and do a supplemental budget on those individual funds. Requires advertising costs for public notice. This action would give the County the same results as the resolution.
4. Not approve a resolution. This action will cause the County to violate Oregon budget law.

FISCAL IMPACT:

The cost associated with these budget modifications are a reduction of \$355,000 in the General Fund contingency, a \$700,000 decrease in the Behavioral Health Fund contingency, a \$440,000 decrease in the Management Services Fund, a decrease in the Insurance Fund contingency of \$50,000.

The County's overall budget will increase by \$150,000 due to the increase in transfer to the Public Works Fund as a result of State Shared Revenue.

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

In the matter of Increasing)
Appropriations and Transfers)
Within the General Fund, and)
)
Increasing Resources, Appropriations,)
and Contingency in the Public)
Works Fund, and)
)
Increasing Appropriations in the Behavioral)
Health Fund, Management Services Fund, and)
Insurance Fund, and)
)
All adjustments relate to the 2023-2024)
Fiscal Year)

RESOLUTION NO. 24-07

WHEREAS, the above matter came before the Polk County Board of Commissioners in regular session on 12th day of June, 2024; and

WHEREAS, the General Fund of Polk County incurred unexpected costs in materials and services in Elections (\$40,000), unanticipated personal services expenses in Planning (\$70,000), additional expenses in the Jail (\$75,000), unexpected personal services costs in Community Service – Diversion (\$20,000), an unexpected increase in transfers to the Public Works Fund (\$150,000), and a corresponding reduction (\$355,000) in the Fund operating contingency to balance the budget; and

WHEREAS, the Public Works Fund requires an increase in appropriations and resources as a result of a general fund transfer in the amount of \$150,000 to be allocated to Public Works Shops (\$50,000) and contingency (\$100,000); and

WHEREAS, the Behavioral Health Fund incurred unexpected costs in two divisions (Outpatient Mental Health Services (\$500,000) and Developmental Disability (\$200,000)) which require an increase in appropriations and a corresponding reduction in the Fund contingency (\$700,000); and

WHEREAS, the Management Services Fund had additional expenditures in the Board of Commissioners in materials and services (\$10,000), unanticipated expenses in Central Services (\$30,000), unanticipated expenses in both personal services and materials and services expenses in Academy Building Maintenance (\$125,000), unexpected materials and services expenses in

Jail Maintenance (\$100,000), increased expenses in materials and services in the Buchanan Building Maintenance (\$15,000), additional costs in both personal services and materials and services in Information Services (\$100,000), unanticipated expenses in Human Resources (\$60,000), requiring in a corresponding decrease in Equipment Replacement Reserve (\$440,000) to balance the budget; and

WHEREAS, the Insurance Fund (\$50,000) had additional expenses in materials and services resulting in a corresponding decrease in the fund contingency (\$50,000) to balance the fund; and

WHEREAS, ORS 294.450 (1)(3) provides the authority for transfer of appropriations within a given fund or from the General Fund to any other fund when authorized by official resolution of the governing body; and ORS 294.326 (3) provides authority for the expenditure of grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific purposes after the enactment of a resolution authorizing the expenditure; and ORS 294.470 (4) provides the authority to increase appropriations in an internal service fund; now, therefore,

IT IS HEREBY RESOLVED that the Board of Commissioners, County of Polk, adopt this resolution in full in the amounts shown below:

GENERAL FUND (100)	
<u>Total Requirements</u>	<u>\$ 32,417,500</u>
Elections (130) Increase from \$443,438 to \$483,438	40,000
Planning (310) Increase from \$720,271 to \$790,271	70,000
Jail (435) Increase from \$7,269,549 to \$7,344,549	75,000
Community Service – Diversion (470) Increase from \$415,056 to \$435,056	20,000
Transfers:	
Public Works Fund (210) Increase from \$150,000 to \$300,000	150,000
Fund Operating Contingency (199) Decrease from \$2,607,119 to \$2,252,199	(355,000)
TOTAL ADJUSTED REQUIREMENTS	\$ <u>32,417,500</u>

PUBLIC WORKS (210)

Total Requirements **\$ 16,914,000**

Public Works Administration (610)

Contingency

\$4,162,883 to \$4,262,883

100,000

Shops (620)

Special Projects Increase from

\$701,392 to \$751,392

50,000

TOTAL ADJUSTED REQUIREMENTS

\$ 17,064,000

BEHAVIORAL HEALTH FUND (240)

Total Requirements **\$ 36,841,000**

Outpatient Health Services (540)

Increase from \$15,807,386 to \$16,307,386

500,000

Developmental Disability (555)

Increase from \$3,972,063 to \$4,172,063

200,000

Fund Operating Contingency (530)

Decrease from \$5,629,140 to \$4,929,140

(700,000)

TOTAL ADJUSTED REQUIREMENTS

\$ 36,841,000

MANAGEMENT SERVICES FUND (610)

Total Requirements **\$ 8,415,000**

Board of Commissioners (112)

Increase from \$429,700 to \$439,700

10,000

Central Services (810)

Increase from \$545,297 to \$575,297

30,000

Academy Building Maintenance (815)

Increase from \$568,307 to \$693,307

125,000

Jail Maintenance (817)	
Increase from \$450,941 to \$550,941	100,000
Buchanan Building Maintenance (818)	
Increase from \$443,036 to \$458,036	15,000
Information Services (825)	
Increase from \$1,651,385 to \$1,751,385	100,000
Personnel (855)	
Increase from \$642,497 to \$702,497	60,000
Special Projects (195)	
Decrease from \$452,436 to \$12,436	(440,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 8,415,000</u>

INSURANCE FUND (620)

<u>TOTAL REQUIREMENTS</u>	<u>\$1,200,000</u>
Insurance (840)	
Increase from \$1,100,000 to \$1,150,000	50,000
Insurance Contingency (840)	
Decrease from \$100,000 to \$50,000	(50,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$1,200,000</u>

Dated this 12th day of June, 2024 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Approved as to Form:

Lyle Mordhorst, Commissioner

Morgan Smith, County Counsel



MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Admin. Services Director
DATE: June 7, 2024
SUBJECT: Reclassification of an Assessment Specialist I

Wednesday – June 12, 2024 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of an Assessment Specialist I.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Beth Miller in the Assessor's Office be reclassified from an Assessment Specialist I to an Assessment Specialist II. This is a common request for a reclassification in the Assessor's Office as Beth has been in her current position for two years as of July and obtained the experience for her to move forward. Polk County Assessor, Valerie Patoine, reports that Beth is competent in her job, works hard, is always on time and has a great attitude. She considers Polk County to be fortunate to have a person as qualified as Beth in this position.

Beth is currently at step 2 of the Assessment Specialist I position which is \$3,669. If the reclassification is approved, she will move to step 2 of the Assessment Specialist II position which is \$3,951.

Should the reclassification be approved it would be effective July 1, 2024.

FISCAL IMPACT:

This reclassification will have an impact on the budget for FY 24-25 of approximately \$4,500 including PERS contribution should it be for 12 months.