

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES June 12, 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 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.

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.

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**

Brian Brown stated that he is a member of the rotary and that Commissioner Pope invited him to come address the Board. Mr. Brown stated that he lives on Fir Villa Road and is hoping to get a speed limit sign on their gravel road. He stated that Public Works has told them that they do not sign gravel roads and he was hoping to get some clarification. Commissioner Pope talked about the process and how it would have to go through ODOT because the Board doesn't have autonomy to make those decisions on those roads, even if it is a county road. Commissioner Pope asked if they have put up their own signage on their ROWs and Mr. Brown said no. Greg Hansen said he can take a ride out there with the Public Works Director to take a look. Mr. Brown stated that he is interested in getting involved in recreational opportunities in Polk County and is curious how we can get more recreational opportunities here.

**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 June 5, 2024**

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF June 5, 2024.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

**6. LENGTH OF SERVICE AWARDS**

The Polk County Board of Commissioners and staff recognized the following people for their length of service with the county:

- 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, Administrative Officer, is recommending that the Board approve and sign Polk County Resolution No. 24-06. Mr. Hansen provided background information on what this resolution is for and stated that he can answer any questions that the Board may have for him. The Commissioners did not have any questions

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE POLK COUNTY RESOLUTION NO. 24-06**

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

**8. RESOLUTION NO. 24-07**

Greg Hansen, Administrative Officer, presented a memo along with Polk County Resolution No. 24-07 and stated that he is recommending that the Board approve and sign the resolution. Mr. Hansen provided background information on what the resolution is for and stated that he is happy to answer any questions from the Commissioners. The Commissioners did not have any questions.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO APPROVE POLK COUNTY RESOLUTION NO. 24-07**

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

**9. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admins Services Director, is recommending the reclassification of an employee from an Assessment Specialist I to and Assessment Specialist II. Should the reclassification be approved, it would be effective July 1, 2024 and would have a fiscal impact of approximately \$3669.00 including PERS contributions should it be for 12 months.

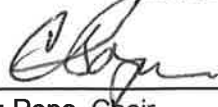
**APPROVED BY CONSENSUS OF THE BOARD.**

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

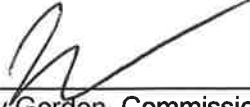
N/A

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:20 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**



Craig Pope, Chair



Jeremy Gordon, Commissioner



Lyle Mordhorst, Commissioner

Minutes: Nicole Pineda  
Approved: June 26, 2024