

POLK COUNTY BOARD OF COMMISSIONERS

DATE: October 16, 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) The Polk County Board of Commissioners will be attending the Polk County Local Public Safety Coordinating Council meeting on November 4, 2024 at 12:00 p.m., located at 850 Main St., 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 October 9, 2024**
- 6. APPROVAL OF CONSENT CALENDAR**

CONSENT CALENDAR

- a) Polk County Contract No. 24-168 (Amendment 2 to 17-107), US Dept of Transportation, Federal Highway Administration, Western Federal Land (Todd Whitaker, Public Works Director)

**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 October 9, 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.

3. COMMENTS

E.M. Easterly provided a public comment to the Board and read aloud a prepared statement to them in regards to the recent lawsuit with the Polk County Treasurer VS. Polk County.

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 October 2, 2024

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF October 2, 2024.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

6. LENGTH OF SERVICE AWARDS

The Commissioners and staff recognized the following employee for their length of service:

- Colette Adelman, 10 years of service

7. RECLASSIFICATION OF AN EMPLOYEE

Matt Hawkins, Admin Services Director, is recommending the reclassification of a Health Services Supervisor II to a Health Services Supervisor IV. Should the reclassification be approved, it would take affect October 1, 2024 and would have a fiscal impact on the budget for FY24-25 of approximately \$7,500 including PERS contribution should it be for 12 months.

APPROVED BY CONSENSUS OF THE BOARD.

Noelle wanted to provide a comment about Colette about how over the last 10 years she has taken on so many different roles, duties and responsibilities and she has never said no to anything they have asked of her over the years. She wanted to recognize her tremendous skill size and work in her department.

Commissioner Gordon wanted to update the Board about the Falls City Resource Center project and said that they had their grand opening last week and he wanted to share that they have already had 10 families/individuals come in to gain assistance and he shared some examples.

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 9:09 a.m.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner



Contract Review Sheet

Staff Contact: Todd Whitaker Department: Public Works

Title: Director Consent Calendar Date: 10/16/2024

Contractor Name: US Dept of Transportation, Federal Highway Administration, Western Federal Land

Address: 610 E. Fifth Street

City, State, Zip: Vancouver, WA 98661

Effective Dates - From: 6/14/2023 Thru: 6/30/25

Contract Amount: \$ 667,408

Source Selection:

- | | |
|--|---|
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Personal Services |
| <input type="checkbox"/> Competitive Quotes | <input checked="" type="checkbox"/> Special/Exempt Procurement (explain below): |
| <input type="checkbox"/> Formal Bid | <u>Memorandum of Agreement</u> |
| <input type="checkbox"/> Request for Proposals | <u></u> |

Background/Discussion:

This is amendment # 2 to contract #17-107 with the Western Federal Lands Highway Division FLAP improvements to Mitchell St. and Black Rock Rd.

Fiscal Impact:

The County match for this project is 10.27%, this project cost has increased and requires an additional \$143,683.77 in match.

Recommendation:

Staff recommends the Board approve the amendment 2 to contract No. 17-107 for Mitchell St. and Black Rock Rd. Federal Lands Access Program (FLAP) Project.

Copies of signed contract should be sent to the following:

Name: Heather Chase E-mail: chase.heather@co.polk.or.us

Name: John Mottram E-mail: john.mottram@dot.gov

Name: E-mail:



US Department of Transportation
Federal Highway Administration

**Funds Transfer
Agreement**

Western Federal Lands Highway Division
610 East Fifth Street
Vancouver, WA 98661

October 1, 2024

Polk County, OR

Providing Funding of \$667,408.00

Western Federal Lands Highway Division, FHWA Agreement #69056720K500015 – Amendment 0002

Project Number/Name: OR POLK 2016(1), Mitchell Street and Black Rock Road Reconstruction

This agreement amendment is to document that Polk County (OR) has committed to provide through either electronic funds' transfer or by check, the amended total of \$667,408.00 to the Western Federal Lands Highway Division, FHWA for project development and construction on Mitchell Street and Black Rock Road, including reconstructing and paving Mitchell Street and Black Rock Road and the replacement of Little Luckiamute Bridge. This amendment represents an increase of \$143,683.77.

The final cash match will be determined based on actual expenditures at the conclusion of project work. Matching cash funds in FHWA receipt may need to be supplemented, or returned once actual expenditures are determined to meet the match requirements. The project started on July 12, 2017, and match funds can be used from that point forward.

This agreement amendment extends the expiration date from December 31, 2024, to June 30, 2025.

Fund Transfer Summary:

Phase	Form	Amount	Due	Received	FTA Number	Amend #	Comment
PE	Cash	\$108,862.00	7/1/2020	7/9/2020	69056720K500015	Base	Match
CN	Cash	\$414,862.23	6/30/2023	6/30/2023	69056720K500015	0001	Match & Extend POP
CN	Cash	\$143,683.77	12/31/2024		69056720K500015	0002	Match & Extend POP
Total:		\$667,408.00					

The following is the Polk County's Finance Billing Information:

UEI # MSNMZ3DRBRN5
Finance Contact Heather Chase
Finance Phone 503-623-9287
Finance E-mail Chase.heather@co.polk.or.us
Project Contact Todd Whitaker
Project Contact Phone 503-623-9287
Project Contact E-mail Whitaker.todd@co.polk.or.us
Street Address 820 SW Ash Street
City, State, Zip Dallas, OR 97338

The following is Western Federal Lands Highway Division, FHWA's Finance Billing Information:

UEI # VEXVH31N33T1
Finance Contact Genise L. Dance
Finance Phone 360-619-7534
Finance E-mail genise.dance@dot.gov
Project Contact Samantha Shields
Project Contact Phone 360-619-7847
Project Contact E-mail Samantha.shields@dot.gov

Expiration Date: This Funds Transfer Agreement will expire on June 30, 2025.

Agreement Authority: This agreement is entered into pursuant to the provisions of Title 23 U.S.C. 204.

The current authorized funding is **\$667,408.00**. In no case, shall **Polk County** or FHWA exceed this amount or extend the end date of the agreement without a mutually agreed upon written modification to this Agreement. All other terms and conditions remain unchanged.

Greg Hansen
County Administrator
Polk County

Date

Genise Dance
Financial Specialist
**Western Federal Lands
Highway Division, FHWA**

Date

Angy Liljedahl
Contracting Officer
**Western Federal Lands Highway
Division, FHWA**

Date