

**TUESDAY WORK SESSION AGENDA**  
**December 10, 2024**  
**Courthouse Conference Room**

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173)  
AT LEAST 24 HOURS IN ADVANCE IF YOU NEED SPECIAL ACCOMMODATIONS TO ATTEND OR TO PARTICIPATE IN THE  
MEETING VIRTUALLY.

**Approximate  
Time**

**AGENDA**

- |           |   |
|-----------|---|
| 9:00 a.m. | 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE                             |
|           | 2. COMMENTS (for items not on this agenda and limited to 3 minutes) |
|           | 3. APPROVAL OF THE AGENDA   |
|           | 4. APPROVE MINUTES OF December 3, 2024                              |
|           | 5. RECLASSIFICATION OF THREE EMPLOYEES – Matt Hawkins               |
|           | 6. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins                   |
|           | 7. NON-LISTED ITEMS (Pursuant to ORS 192.640)                       |

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Board of Commissioners' 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 of Commissioners 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, Oregon.

The Grand Ronde Sanitary District Board is meeting on December 18, 2024 is being rescheduled at a later date.

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**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.

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**December 3, 2024**

1. At 9:00 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session and led the Board and attending audience in the Pledge of Allegiance. Commissioner Gordon was present and Commissioner Mordhorst was absent.

**2. COMMENTS (for items not on this agenda):**

None.

**3. AGENDA:**      **COMMISSIONER GORDON MOVED, COMMISSIONER POPE  
SECONDED TO APPROVE THE AGENDA**

**MOTION PASSED BY VOTE OF THE QUORUM.**

**4. MINUTES:**      **COMMISSIONER GORDON MOVED, COMMISSIONER POPE  
SECONDED TO APPROVE THE MINUTES OF November 26, 2024**

**MOTION PASSED BY VOTE OF THE QUORUM.**

**5. FY25-26 BUDGET CALENDAR DISCUSSION**

Greg Hansen, Administrative Officer, stated that the Compensation Committee meeting will be held later than normal due to scheduling conflicts. Due to everyone's availability, February 25th, 2025 is the best option. Mr. Hansen stated that the proposed budget hearings will be a little more difficult due to some other scheduling conflicts. Mr. Hansen stated that we either have to hold the meeting at the end of March or the end of April and he wanted to talk to the Commissioners about their availability. Mr. Hansen shared the pros and cons with holding the meeting at each of the options available. All calendar date options work for both the Commissioners and Mr. Hansen stated that he and Nicole will work on finalizing the budget calendar by the end of December for them to formally approve at a BOC meeting.

**6. NON-LISTED ITEMS** - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

None.

Commissioner Pope adjourned the meeting at 9:08 a.m.



**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Matt Hawkins, Admin. Services Director  
**DATE:** December 6, 2024  
**SUBJECT:** Reclassification of three Engineering-Survey Technician I employees

**Tuesday – December 10, 2024 (5 minutes)**

**RECOMMENDATION:**

The Board of Commissioners approve the reclassification of three Engineering-Survey Technician I employees.

**ISSUE:**

Shall the Board approve the reclassifications?

**DISCUSSION:**

It is recommended that three Engineering-Survey Technician I employees in Public Works be reclassified to Engineering-Survey Technician II positions. All individuals meet the requirements for the reclassification to the new position and have demonstrated they also have the valuable skills needed. Specifically, we are requesting that Desmon Caldwell, Kristi Ericksen and Kayla Silverman all be reclassified up to the Engineering-Survey Technician II position.

Desmon is currently at step 6 of the Engineering-Survey Tech I position which is \$5,182 monthly. If the reclassification is approved, he will move to step 7 of the Engineering-Survey Tech II position which is \$5,774. Desmon will move to step 7 because of the date of his merit increase falling on December 1, 2024.

Kristi is currently at step 7 of the Engineering-Survey Tech I position which is \$5,389 monthly. If the reclassification is approved, she will move to step 7 of the Engineering-Survey Tech II position which is \$5,774.

Kayla is currently at step 2 of the Engineering-Survey Tech I position which is \$4,430 monthly. If the reclassification is approved, she will move to step 2 of the Engineering-Survey Tech II position which is \$4,936.

Should the reclassifications be approved they would be effective December 1, 2024.



## HUMAN RESOURCES

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

### MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Matt Hawkins, Admin. Services Director  
**DATE:** December 6, 2024  
**SUBJECT:** Reclassification of an Associate Planner

**Tuesday – December 10, 2024 (5 minutes)**

#### **RECOMMENDATION:**

The Board of Commissioners approve the reclassification of an Associate Planner.

#### **ISSUE:**

Shall the Board approve the reclassifications?

#### **DISCUSSION:**

It is recommended that Hannah Brickner, in the Community Development Department, be reclassified from an Associate Planner to a Senior Planner. Hannah meets the requirements of the Senior Planner position and has had to take on more high-level duties since the resignation of a Planner from July of this year. This reclassification will be a benefit to the whole department.

Hannah is currently at step 4 of the Associate Planner position which is \$5,553 monthly. If the reclassification is approved, she will move to step 1 of the Senior Planner position which is \$6,024.

Should the reclassification be approved, it would be effective January 1, 2025.

#### **FISCAL IMPACT:**

This reclassification will have an impact on the budget for FY 24-25 of approximately \$7,800 including PERS contribution should it be for 12 months.