

POLK COUNTY BOARD OF COMMISSIONERS

DATE: January 15, 2025
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.
- 3. COMMENTS (for items not on this agenda and limited to 3 minutes)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM January 8, 2025**
- 6. APPROVAL OF CONSENT CALENDAR**
- 7. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**

CONSENT CALENDAR

- a) Polk County Contract No. 25-04, Employment Agreement
(Greg Hansen, Administrative Officer)**

**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 January 8, 2025

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 holding a Public Hearing on January 8th, 2024 at 9:00 AM and 6:30 PM located at 850 Main St Dallas. The purpose of the Public Hearings is to gather public comments in regards to the consideration of placing a Fairgrounds/Event Center local option tax on the May 13, 2025 ballot.

The Polk County Board of Commissioners will be holding a public meeting on January 8th, 2024 at 9:00 AM located at 850 Main St Dallas. The purpose of the public meeting is to designate a Hearings Officer hold a public hearing and receive the staff recommendation, hear testimony and receive evidence, and make a decision in regards to an application for a Solid Waste Transfer Facility Franchise.

3. COMMENTS

Robert Greenway provided public comment in regards to the issues he has with the Polk County DA's Office.

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 December 18, 2024

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF December 18, 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 MEETING – SOLID WASTE TRANSFER FACILITY FRANCHISE DISCUSSION

Commissioner Pope stated that we were here today to designate a hearings officer to receive the Administrators recommendation to approve a solid waste transfer franchise, hear testimony, review evidence and make a decision. Greg Hansen, Administrative Officer, provided background information on this topic for the record and explained the recommendation. Commissioner Gordon stated he appreciates the due diligence from the staff and partners working on this issue.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO DESIGNATE A HEARINGS OFFICER FOR THE SOLID WASTE FRANCHISE APPLICATION.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

8. PUBLIC HEARING – FAIRGROUNDS/EVENTS CENTER LOCAL OPTION TAX

Greg Hansen, Administrative Officer, provided background information on this topic and stated that the Board held a meeting on December 12th, 2024, signing Resolution No. 24-13 in order to initiate this process.

At 9:13 AM, Commissioner Pope opened the hearing to public comment.

No one made any public comment.

There no need for an executive session and Commissioner Pope recessed the meeting until 6:30 PM.

9. PUBLIC HEARING – FAIRGROUNDS/EVENTS CENTER LOCAL OPTION TAX

At 6:30 PM Commissioner Pope resumed the BOC meeting and opened it up to public comment.

Tim Ray shared his support for the Tax Levy.

Commissioner Pope stated that we received a letter of support from Lena Calef and he read it into the record.

Commissioner Pope closed the public comment portion of the meeting and closed the public hearing.

Commissioner Mordhorst shared his support for this levy and how valuable the fairgrounds is to the community. Commissioner Gordon agreed with Commissioner Mordhorst and shared his support for this levy as well. Next, Commissioner Pope shared his support of the levy and explained why this is important for the fairgrounds.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO DIRECT STAFF TO MOVE FORWARD WITH THE NEXT STEPS ON PUTTING THE LOCAL OPTION TAX ON THE MAY 2025 BALLOT

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

Commissioner Pope adjourned the meeting at 6:45 PM.

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

- a) Polk County Resolution No. 25-01, In the matter of designating regular public meeting times and dates
- b) Polk County Order No. 25-01, In the matter of designating official newspapers for publication of County public notices

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner



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: January 8, 2025
SUBJECT: Reclassification of a Deputy District Attorney I

Wednesday – January 15, 2025 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of a Deputy District Attorney I.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Garrett Lewellen in the District Attorney's Office be reclassified from a Deputy District Attorney I to a Deputy District Attorney II. District Attorney, Aaron Felton has made this request due to the level of cases Garrett has taken on for the DA's office. It has become necessary for Garrett to take on more complex cases due to the recent loss of a Deputy District Attorney III in the office.

Garrett is currently at step 4 of the Deputy District Attorney I position which is \$7,359. If the reclassification is approved, he will move to step 1 of the Deputy District Attorney II position which is \$7,653.

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 \$5,000 including PERS contribution should it be for 12 months.