

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES January 22, 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 was present and Commissioner Gordon was absent.

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 attending the Polk County Local Public Safety Coordinating Council meeting on February 3, 2025 at 12:00 p.m., located at 850 Main St., Dallas, OR 97338.

**3. COMMENTS**

None.

**4. APPROVAL OF AGENDA**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE AGENDA.**

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

**5. APPROVAL OF MINUTES OF January 15, 2025**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF January 15, 2025.**

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

**6. APPROVAL OF CONSENT CALENDAR**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE CONSENT CALENDAR.**

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

**7. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admins Services Director, is recommending the reclassification of a Payroll Clerk to a Payroll Clerk II. Should the reclassification be approved, it would be effective February 1, 2025 and have an approximate fiscal impact on the FY24-25 budget of \$3,200 including PERS contribution, should it be for 12 months.

**APPROVED BY CONSENSUS OF THE QUORUM.**

**8. POLK COUNTY FAIRGROUNDS OPERATING LEVY & RESOLUTION NO. 25-03**

Greg Hansen, Administrative Officer, presented a memorandum along with Polk County Resolution No. 25-03 to the Board. Mr. Hansen provided background information and explained why he is recommending that the Board approve and sign resolution no. 25-03 today. Mr. Hansen stated that before Commissioner Gordon was out this week, he stated his full support for this resolution.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE AND SIGN RESOLUTION NO. 25-03.**

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

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

- a) Polk County Contract No. 25-08, Perrydale School District  
(Jennifer Segovia, Family & Community Outreach)
- b) Polk County Order No. 25-02, in the matter of imposing speed restrictions  
On Black Rock Road  
(Todd Whitaker, Public Works Director)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:05 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

  
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Craig Pope, Chair

  
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Jeremy Gordon, Commissioner

  
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Lyle Mordhorst, Commissioner