

POLK COUNTY BOARD OF COMMISSIONERS

DATE: February 19, 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. We encourage all community members to engage with public comments to the Board of Commissioners. However, out of respect for our audience and a general sense of decorum please refrain from vulgar, threatening or inappropriate language.)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM February 12, 2025**
- 6. MONTHLY TREASURER'S REPORT – Steve Milligan**
- 7. SECOND READING OF POLK COUNTY ORDINANCE NO. 25-01 – Morgan Smith**

**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 February 12, 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

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The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on February 12, 2025 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth OR 97361.

3. COMMENTS

None.

4. APPROVAL OF AGENDA

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

**ALL COMMISSIONERS VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

5. APPROVAL OF MINUTES OF February 5, 2025

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF February 5, 2025.

**ALL COMMISSIONERS VOTED YES.
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.

**ALL COMMISSIONERS VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

7. LENGTH OF SERVICE AWARDS

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

- Lee Warren, 25 years of service
- Jack Skiles, 15 years of service
- Jennifer Borland, 10 years of service

8. RECLASSIFICATION OF AN EMPLOYEE

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from a Building Maintenance Worker I to a Building Maintenance Worker II. Should the reclassification be approved, it would be effective February 1, 2025 and have a fiscal impact on the FY24-25 budget of approximately \$2,800 including PERS contribution 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:**

- a) Polk County Contract No. 25-16, Benton County
(Dean Anderson, Information Services)

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

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

POLK COUNTY FINANCE REPORT (CASH BASIS)

For the Month Ended January 31, 2025

FUND	ACCT #	BALANCE 1/1/2025	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	BALANCE 1/31/2025
General Fund	100	13,717,649.15	4,630,113.68		5,321,105.92		13,026,656.91
Building Inspection	110	194,769.68	110,100.64		128,253.59		176,616.73
C.A.M.I.	140	14,154.91	0.00		25,196.33		(11,041.42)
Domestic Mediation	160	133,672.85	0.00		6,850.57		126,822.28
Court Security	180	130,814.02	2,255.93		1,532.59		131,537.36
Public Works	210	2,997,644.24	1,041,960.24		558,496.94		3,481,107.54
Public Land Corner	215	30,088.63	5,738.00		8,338.79		27,487.84
Public Works Complex Construction	219	(103,633.83)	0.00		1,041.67		(104,675.50)
Dog Control	220	(78,152.88)	3,730.00		20,064.09		(94,486.97)
Marine Patrol	225	(152.37)	0.00		1,558.55		(1,710.92)
Law Library	230	37,797.49	0.00		7,460.48		30,337.01
Health Services	232	1,012,662.50	676,754.68		705,363.26		984,053.92
Public Health	235	245,474.71	223,256.77		335,956.59		132,774.89
Behavioral Health	240	13,295,930.99	2,307,823.55		2,680,020.61		12,923,733.93
Juvenile	245	(472,368.33)	21,567.42		108,919.47		(559,720.38)
Veterans' Services	254	(92,555.87)	51,315.63		28,868.92		(70,109.16)
Fair	260	(217,484.05)	101,190.18		75,460.32		(191,754.19)
County School	270	1,944.69	0.00		0.00		1,944.69
Economic Development	280	444,003.74	112,021.00		29,688.61		526,336.13
American Rescue Plan	290	1,916,917.32	7,559.45		693,548.18		1,230,928.59
Coordinated Housing	295	2,385,121.54	0.00		24,291.08		2,360,830.46
Household Hazardous Waste	300	71,162.17	10,296.50		2,741.12		78,717.55
Building Improvement	310	(224,957.06)	0.00		3,464.77		(228,421.83)
Polk Extension Serv District	500	372,639.18	9,128.48		12,875.55		368,892.11
Management Services	610	671,693.94	750,769.77		685,221.75		737,241.96
PERS Reserve	615	1,214,631.30	70,736.17		0.00		1,285,367.47
Insurance	620	(827,361.34)	87,431.43		36,147.97		(776,077.88)
TOTAL COUNTY FUNDS		36,872,107.32	10,223,749.52	0.00	11,502,467.72	0.00	35,593,389.12
TRUST FUNDS							
Marriage Trust	A122	550.00	475.00		550.00		475.00
Oregon Land Info System	A125	2,579.29	668.75		2,579.29		668.75
A&T Housing Trust	A127	145,169.88	37,094.65		145,169.88		37,094.65
Miscellaneous Trust	A139	93,000.00	0.00		0.00		93,000.00
Sheriff's Sales - RPPS	A140	6,935.03	900.00		0.00		7,835.03
Evidence & Unclaimed (Sheriff)	A141	106,297.96	0.00		0.00		106,297.96
Assessor-MS Fees	A150	0.00	275.00		55.00		220.00
Training	A151	4,291.10	0.00		0.00		4,291.10
Unsegregated Tax	A220	1,665,607.34	715,902.46		288,734.81	1,664,373.74	428,401.25
Unsegregated Tax Interest	A221	49,661.10	4,153.75			49,661.10	4,153.75
Assessment & Taxation	A224	99,684.41	13,796.35		99,685.40		13,795.36
Estimated Collections	A225	33,691.47	0.00		0.00		33,691.47
DA Pre-forfeiture Trust	A421	2,175.54	0.00		0.00		2,175.54
Victim Assistance Fund	A422	44.24	0.00		0.00		44.24
Pre-Forfeiture Trust	A433	1,022.00	0.00		0.00		1,022.00
Inmate Trust	A437	83,952.93	36,678.07		37,687.18		82,943.82
Sheriff's Trust (Shop with Sheriff)	A450	16,433.24	0.00		9,383.88		7,049.36
EM Radio Maintenance Contingency	A455	138,276.19	0.00		0.00		138,276.19
Foreclosure Land Sales	A811	31,584.57	0.00		108.40		31,476.17

TOTAL TRUST FUNDS		2,480,956.29	809,944.03	0.00	583,953.84	1,714,034.84	992,911.64
TOTAL COUNTY & TRUST FUNDS		39,353,063.61	11,033,693.55	0.00	12,086,421.56	1,714,034.84	36,586,300.76
FUND	ACCT #	BALANCE	RECEIPTS	TRANSFERS	DISBURSEMENTS	TRANSFERS	BALANCE
TAX DISTRICTS		1/1/2025		IN		OUT	1/31/2025
Polk County Tax	T101	0.00		234,676.14	234,676.14		0.00
Chemeketa	T111/112	0.00		99,667.45	99,667.45		0.00
Willamette Regional ESD	T121	0.00		30,689.22	30,689.22		0.00
Linn-Benton ESD	T151	0.00		27.31	27.31		0.00
City of Dallas	T201/204	0.00		87,727.63	87,727.63		0.00
City of Independence	T211/212	0.00		58,067.12	58,067.12		0.00
City of Monmouth	T221	0.00		47,442.75	47,442.75		0.00
City of Falls City	T231/232	0.00		2,903.77	2,903.77		0.00
City of Salem	T241	0.00		287,113.48	287,113.48		0.00
City of Willamina	T251	0.00		2,544.77	2,544.77		0.00
Amity Fire	T301	0.00		2,134.05	2,134.05		0.00
Spring Valley Fire	T311	0.00		1,140.72	1,140.72		0.00
Dayton Fire	T321	0.00		717.67	717.67		0.00
Salem Suburban Fire	T331	0.00		6,046.26	6,046.26		0.00
Sheridan Fire	T341	0.00		3,598.92	3,598.92		0.00
Polk Fire District #1	T351	0.00		52,000.71	52,000.71		0.00
Southwest Rural Fire	T361	0.00		24,256.79	24,256.79		0.00
West Valley Fire	T371	0.00		6,177.74	6,177.74		0.00
Hoskins Fire	T381	0.00		157.40	157.40		0.00
Dallas Cemetery	T401	0.00		1,453.74	1,453.74		0.00
Fircrest Cemetery	T411	0.00		514.91	514.91		0.00
Hilltop Cemetery	T421	0.00		1,068.85	1,068.85		0.00
Pedee Cemetery	T431	0.00		101.78	101.78		0.00
Polk Soil & Water Conservation	T505	0.00		5,201.37	5,201.37		0.00
Ash Creek Irrigation	T511	0.00		847.02	847.02		0.00
Eola Light	T521	0.00		83.76	83.76		0.00
Fire Patrol	T531/541	0.00		8,161.36	8,161.36		0.00
Mobile Home Ombudsman Fee	T551	0.00		207.70	207.70		0.00
Dallas School Dist #2	T601	0.00		189,362.30	189,362.30		0.00
Central School #13J	T611	0.00		168,108.70	168,108.70		0.00
Sheridan School Dist. #14J	T621	0.00		2,924.84	2,924.84		0.00
Perrydale School Dist. #21	T631	0.00		11,470.44	11,470.44		0.00
Philomath School #28J	T641	0.00		752.24	752.24		0.00
Salem School Dist. #24	T651	0.00		305,756.74	305,756.74		0.00
Willamina School #44J	T661	0.00		17,959.28	17,959.28		0.00
Amity School Dist. #45J	T671	0.00		8,351.82	8,351.82		0.00
Falls City School #57	T681	0.00		8,459.65	8,459.65		0.00
Salem Mass Transit	T701	0.00		28,360.79	28,360.79		0.00
Polk Extension Service District	T721	0.00		7,770.34	7,770.34		0.00
TOTAL TAX DISTRICTS		0.00	0.00	1,714,034.84	1,714,034.84	0.00	0.00
TOTALS		39,353,063.61	11,033,693.55	1,714,034.84	13,800,456.40	1,714,034.84	36,586,300.76

Cash and Investment Report - January 31, 2025

BANK ACCOUNT	BALANCE
Operating Accounts:	
Citizens Bank (1011)	2,112,400.76
Bank of America (payroll) (1010)	15,589.57
Investments:	
Local Government Investment Pool (1070)	33,217,888.66
Other Accounts and Cash:	
US Bank - bond account (acct 1029)	(1.20)
Citizens Bank (Inmate account 1025)	82,819.77
Citizens Bank (online tax collection 1028)	205,392.63
Citizens Bank (ADP payroll account 1033)	940,480.57
Cash on Hand (1280)	9,905.00
Petty Cash Funds (1290 & 1291)	1,825.00
TOTAL CASH - January 31, 2025	36,586,300.76

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2 **BEFORE THE BOARD OF COMMISSIONERS**
3 **FOR THE COUNTY OF POLK, STATE OF OREGON**
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6 **In the Matter of Adopting an Ordinance to**)
7 **Establish the Office of County Accountant**)
8)
9)
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11
12 **ORDINANCE NO. 25-01**
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14
15 WHEREAS, ORS 210.100 allows the governing body of any County to create the Office
16 of County Accountant.
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18 THE POLK COUNTY BOARD OF COMMISSIONERS ORDAINS AS FOLLOWS:
19

20 Section 1. Enactment. Pursuant to ORS 210.100 Polk County Board of
21 Commissioners hereby establishes the Office of the County Accountant.
22

23 Section 2. Appointment. Pursuant to ORS 210.120, the Polk County Board of
24 Commissioners appoints Katlyn D'Agostini to serve as the County Accountant. Ms. D'Agostini
25 shall qualify for this position pursuant to the requirements of ORS 210.120 by executing a bond
26 in the sum of \$20,000.00 with the necessary requirements outlined by statute and taking a oath of
27 office with the Polk County Clerk within thirty (30) days of this Ordinance's effective date.
28

29 Section 3. Duties. The Office of the County Accountant shall perform all necessary
30 tasks and responsibilities outlined in ORS Chapter 210 and all other laws applicable to the
31 function of a County Accountant.
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33 Section 4. Severability. Should any section or portion of this ordinance be held unlawful or
34 unenforceable by any court of competent jurisdiction, such decision shall apply only to the
35 specific section, or portion thereof, directly specified in the decision. All other sections or
36 portions of this ordinance shall remain in full force and effect.
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Dated this 19th day of February, 2025 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Craig A. Pope, Chair

Lyle Mordhorst, Commissioner

Jeremy Gordon, Commissioner

Approved as to Form:

County Counsel

First Reading: 1/29/2025 _____

Second Reading: _____

Recording Secretary: _____