

POLK COUNTY BOARD OF COMMISSIONERS

DATE: February 26, 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 19, 2025**
- 6. DALLAS CHAMBER DUES & UPDATE – Sarrah McMaster**
- 7. MID YEAR BUDGET MODIFICATIONS & RESOLUTION NO. 25-05 – Greg Hansen**

CONSENT CALENDAR

N/A

**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 19, 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

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.

Greg Hansen, Administrative Officer stated he wanted to announce that the Compensation Committee will be meeting on Tuesday February 25, 2025 at 9:30 am and that the meeting is open to the public. The Meeting will be located in the main conference room, same as our BOC meetings.

3. COMMENTS

None.

4. APPROVAL OF AGENDA

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

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

5. APPROVAL OF MINUTES OF February 12, 2025

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF February 12, 2025.

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

6. MONTHLY TREASURER'S REPORT

Steve Milligan, Polk County Treasurer, provided his monthly treasurer's report to the Board and staff. Commissioner Gordon stated that the website is pretty bare and our IT Department could probably help him get this report on our website if he would like and Mr. Milligan said thank you.

7. SECOND READING OF POLK COUNTY ORDINANCE NO. 25-01

Morgan Smith, County Counsel, read aloud Polk County Ordinance No. 25-01 into the record for the second time. The first time was on 1/29/2025. After reading it into the record for the second time, Mr. Smith asked the Commissioners if they had any questions. Mr. Smith recognized the corrections aloud for the record.

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST
SECONDED, TO APPROVE AND SIGN POLK COUNTY ORDINANCE NO. 25-01**

ALL COMMISSIONERS VOTED YES.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

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

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3177
(503) 623-8173 ★ FAX (503) 623-0896

BOARD OF COMMISSIONERS

Commissioners

CRAIG A. POPE
JEREMY GORDON
LYLER MORDHORST

GREGORY P. HANSEN
Administrative Officer

TO: BOARD OF COMMISSIONERS

FROM: GREG HANSEN, BUDGET OFFICER

DATE: FEBRUARY 20, 2025

SUBJECT: MID-YEAR MODIFICATIONS - 2024-2025 BUDGET

RECOMMENDATION:

The Board of Commissioners approve Resolution 25-05 in the matter of increasing appropriations and transferring appropriations within multiple funds for fiscal year 2024-2025.

ISSUE:

Should the Board approve Resolution 25-05, modifications in appropriations for the County budget for fiscal year 2024-2025?

BACKGROUND:

Every year the County modifies the current budget through resolution. After mid-year financials have been finalized, adjustments to the current budget are proposed to prevent violating Oregon budget law (overspending appropriation authority, negative fund balances, etc.). Seven (7) years ago, the County began performing resolutions twice each fiscal year (mid year and end of the year) in an effort to more align the budget with current information.

Resolution 25-05 is the mid-year budget adjustments which I am recommending for approval.

A brief explanation for these proposed modifications are as follows:

General Fund:

- 1) **Elections** – an increase in appropriations of \$30,000 as a result of unexpected costs in materials and services,
- 2) **Emergency Management** – unexpected expenses in materials and services resulting in an increase of \$50,000 in appropriations,
- 3) **General Fund – Contingency** – a decrease in the fund operating contingency in the amount of \$80,000.

Public Works Fund:

- 4) **County Shops** – increase in appropriations of \$150,000 as a result of unexpected costs,
- 5) **Administration - Contingency** – a corresponding reduction in the fund operating contingency of \$150,000.

Health Services Fund:

6) **Family Community Outreach** – an increase in both appropriations and revenues of \$200,000 due to new grant opportunities resulting in an overall fund increase of \$200,000.

Public Health Fund:

7) **Family Planning** – an increase in appropriations of \$20,000 as a result of unanticipated materials and services costs,

8) **Public Health Fund – Contingency** – resulting in a reduction to the funds operating contingency of \$20,000.

Behavioral Health Fund:

9) **Developmental Disability** – an increase in appropriations of \$200,000 as a result of unexpected materials and services expenses,

10) **Behavioral Health Fund – Contingency** – resulting in a decrease to the funds operating contingency of \$200,000.

Management Services Fund:

11) **Academy Building Maintenance** – an increase in appropriations of \$100,000 due to additional expenses in materials and services,

12) **Jail Building Maintenance** – an increase in appropriations of \$100,000 due to unexpected expenses in machinery and fixtures expense,

13) **Personnel** – an increase in appropriations of \$75,000 due to additional expenses in materials and services,

14) **Management Services Fund – Special Projects** – resulting in a decrease to the funds special projects expense of \$275,000 to balance the budget.

ALTERNATIVES:

The following are alternatives:

1. Approve the resolution as proposed.
2. Modify the resolution to increase or decrease appropriation modifications.
3. Modify the resolution to eliminate the appropriations which are being made strictly for appropriation authority and do a supplemental budget on those individual funds. Requires advertising costs for public notice. This action would give the County the same results as the resolution.
3. Not approve a resolution. This action will cause the County to violate Oregon budget law.

FISCAL IMPACT:

The cost associated with these budget modifications are a reduction of \$80,000 in the General Fund Contingency, a \$150,000 reduction of the Public Works Contingency, a \$200,000 increase in the Health Services fund, a \$20,000 decrease in the Public Health Contingency, a \$200,000 decrease of the Behavioral Health Contingency, and a \$275,000 reduction in Management Services special projects.

The County's overall budget will increase by \$200,000 due to the adjustment in the Health Services Fund.

**BEFORE THE BOARD OF COMMISSIONERS
FOR POLK COUNTY, OREGON**

In the matter of Increasing Appropriations within)
the General Fund, and)
)
Increasing Appropriations in the Public Works)
Fund, Public Health Fund, Management Services)
Fund, Behavioral Health Fund, and)
)
Increasing Revenues and Appropriations in the)
Health Services Fund, and)
)
All adjustments relate to the 2024-2025)
Fiscal Year)

RESOLUTION NO. 25-05

WHEREAS, the above matter came before the Polk County Board of Commissioners in regular session on 26th day of February, 2025; and

WHEREAS, the General Fund incurred unexpected materials and supplies in Elections and unanticipated materials and services in Emergency Management resulting in a corresponding decrease to contingency; and

WHEREAS, the Public Works Fund incurred unpredicted costs in the County Shops division resulting in a corresponding decrease to the Fund's Contingency; and

WHEREAS, the Health Services Fund requires an increase in both appropriations and revenue due to additional grant funding received in the Family Community Outreach Department; and

WHEREAS, the Public Health Fund incurred unexpected costs in both personal services and materials and services in the Family Planning department resulting in a corresponding decrease to the Funds contingency; and

WHEREAS, the Behavioral Health Fund incurred unpredicted costs in materials and services in the Developmental Disabilities division resulting in a corresponding decrease to the Funds contingency; and

WHEREAS, the Management Services Fund incurred unexpected materials and supplies expenses in the Academy Building Maintenance division, unanticipated materials and services costs in the Jail Maintenance division, and unexpected materials and supplies expenses in the Personnel division, resulting in a corresponding decrease to special projects; and

WHEREAS, ORS 294.450 (1)(3) provides the authority for transfer of appropriations within a given fund or from the General Fund to any other fund when authorized by official resolution of the governing body; and ORS 294.326 (3) provides authority for the expenditure of grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific purposes after the enactment of a resolution authorizing the expenditure; and ORS 294.470 (4) provides the authority to increase appropriations in an internal service fund; now, therefore,

IT IS HEREBY RESOLVED that the Board of Commissioners, County of Polk, adopt this resolution in full in the amounts shown below:

GENERAL FUND (100)

<u>Total Requirements</u>	<u>\$ 31,724,250</u>
Elections (130)	
Increase from \$460,427 to \$490,427	30,000
Emergency Management (440)	
Increase from \$623,847 to \$673,847	50,000
Fund Operating Contingency	
Decrease from \$3,276,765 to \$3,196,765	(80,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 31,724,250</u>

PUBLIC WORKS FUND (210)

<u>Total Requirements</u>	<u>\$ 14,857,000</u>
County Shops (620)	
Increase from \$722,744 to \$872,744	150,000
Fund Operating Contingency (610)	
Decrease from \$3,704,854 to \$3,554,854	(150,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 14,857,000</u>

HEALTH SERVICES FUND (232)

<u>Total Requirements</u>	<u>\$ 7,035,000</u>
Family Community Outreach (582)	
Increase from \$4,347,349 to \$4,547,349	200,000

TOTAL ADJUSTED REQUIREMENTS **\$ 7,235,000**

PUBLIC HEALTH FUND (235)

Total Requirements **\$ 3,515,000**

Family Planning (520)
Increase from \$143,643 to \$163,643 20,000

Fund Operating Contingency (525)
Decrease from \$250,000 to \$230,000 (20,000)

TOTAL ADJUSTED REQUIREMENTS **\$ 3,515,000**

BEHAVIORAL HEALTH FUND (240)

Total Requirements **\$ 43,675,000**

Developmental Disability (555)
Increase from \$4,920,885 to \$5,120,885 200,000

Fund Operating Contingency (530)
Decrease from \$7,775,449 to \$7,575,449 (200,000)

TOTAL ADJUSTED REQUIREMENTS **\$ 43,675,000**

MANAGEMENT SERVICES FUND (610)

Total Requirements **\$ 9,310,000**

Academy Building Maintenance (815)
Increase from \$646,810 to \$746,810 100,000

Jail Building Maintenance (817)
Increase from \$521,527 to \$621,527 100,000

Personnel (855)
Increase from \$597,018 to \$672,018 75,000

Special Projects (195)
Decrease from \$778,037 to \$503,037 (275,000)

TOTAL ADJUSTED REQUIREMENTS **\$ 9,310,000**

Dated this 26th day of February, 2025 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

Approved as to Form:

Morgan Smith, County Counsel