

**POLK COUNTY BOARD OF COMMISSIONERS**

**DATE:** March 5, 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.
  - (b)** The Grand Ronde Sanitary District Board is meeting on March 19, 2025 at 9:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.
- 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 26, 2025**

**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

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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.

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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.

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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 26, 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.

**3. COMMENTS**

E.M. Easterly provided comment in regards to celebrating the first anniversary of Ordinance No. 24-01 that he states is legally flawed and invites them to correct it. Mr. Easterly explained why he believes this was done incorrectly and how he believes they can correct it.

**4. APPROVAL OF AGENDA**

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

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

**5. APPROVAL OF MINUTES OF February 19, 2025**

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF February 19, 2025.**

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

**6. DALLAS CHAMBER DUES & UPDATE**

Sam Dufner and Sarah McMaster, Dallas Chamber of Commerce, were present today to talk to the Board about their annual dues cover and to give a general update. They handed out some items to the Board that went over some highlights for the Chamber for their growth over the last year. Mr. Dufner talked about the Saturday Market successes and the increase in Board members. Ms. McMaster talked about their membership options and she talked about Polk County specifically being at the Business Level for membership. Commissioner Pope asked if the Fairground is paying dues and they stated that yes, they pay \$295. Commissioner Pope commented that they are getting paid twice by Polk County then and asked them why the dues are now at \$695 and do we need to be at that level. Ms. McMaster stated that Polk County is not a business but we have business aspects that they can tailor services to us. Commissioner Pope asked if they have an idea what they are charging other local governments and Mr. Dufner stated that the City of Dallas is paying the highest amount of \$3,000 and the nonprofits are paying the lowest amount of \$149.00. Mr. Dufner stated that if they wanted to appoint one of the Commissioners to sit on their board to be more involved that is something they would welcome. Ms. McMaster stated that their meetings are

very open and anyone from the public is welcome. Commissioner Mordhorst stated that as a businessman he wants to see Main Street Dallas thriving and he is fine maintaining the \$295 level, it was just a shock when we received a bill for \$695. Commissioner Gordon agrees with Commissioner Mordhorst and he also appreciates them coming in today and explaining to them what these dues cover.

**7. MID YEAR BUDGET MODIFICATIONS & RESOLUTION NO. 25-05**

Greg Hansen, Administrative Officer, stated that every year the county modifies the current budget through resolution and that is what he is presenting to them today. This is something that happens at least once a year. Mr. Hansen explained what exactly this was for and how it was explained in detail in Polk County Resolution No. 25-05. Mr. Hansen is recommending the approval and signing of this resolution and stated it can be done today or they can direct staff to place it on next week's consent calendar. Commissioner Gordon asked if he foresees the county making more modifications before July 1 and Mr. Hansen stated that yes, we will most likely be doing this one more time.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON  
SECONDED, TO APPROVE AND SIGN RESOLUTION NO. 25-05**

**ALL VOTED YES.**

**MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

At 9:43 a.m. County Counsel announced that the meeting was recessed to Executive Session pursuant to ORS 192.660(2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 10:04 the Executive Session ended and Commissioner Pope adjourned the meeting.

**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