

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES June 25, 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.

A public meeting of the Polk County Board of Commissioners will be held on June 25, 2025, at 9:00 A.M. in the Polk County Courthouse. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Polk County Budget Committee.

A public meeting of the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District will be held on June 25, 2025 at 10:00 am at Polk County Courthouse Conference Room, Dallas, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget Committee.

3. COMMENTS

Commissioner Pope wanted to state for the record that we are about to adopt the budget and once again there is no one from the public present for this meeting.

4. APPROVAL OF AGENDA

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

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

5. APPROVAL OF MINUTES OF June 18, 2025

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON
SECONDED, TO APPROVE THE MINUTES OF June 18, 2025.**

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

6. APPROVAL OF CONSENT CALENDAR

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

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

7. RESOLUTION NO. 25-10, ADOPTION OF THE FY2025-2026 BUDGET

Greg Hansen, Administrative Officer, presented a memorandum to the Board along with Polk County Resolution No. 25-10, in the matter of appropriations of funds and imposing taxes for the fiscal year beginning July 1, 2025. Mr. Hansen provided a recap of the budget hearing that were held in April 2025 as well as the May 2025 meeting to tentatively approve the FY2025-2026 budget. Mr. Hansen talked about some minor changes that he had to make to the Fair Fund due to the levy failing in May 2025. Mr. Hansen went over a few other departments that have some other minor changes to their beginning fund balances and explained why those changes were made.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO APPROVE AND SIGN POLK COUNTY RESOLUTION NO. 25-10, ADOPTING THE ANNUAL BUDGET & TAX RATES FOR THE FISCAL YEAR 2025-2026.

Commissioner Gordon wanted to thank the budget officers for his hard work on this as well as the Finance Director, as it was stated that this was one of the most difficult budgets, they have ever had to work on for Polk County. Commissioner Pope wanted to emphasize to the public that we are adopting a budget during a legislative session that is currently in session with a potential tax increase is the highest increase we have ever seen and he wants the public to know that this is our best guess as to what is normal but if that passes, it could have a huge impact on our adopted budget. Mr. Hansen stated that yes, a budget is a planning document and we can't predict what the state is going to decide.

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

Matt Hawkins, Admin Services Director, asked the Board if he could switch item numbers 8 and 9 since the Assessor was present for the meeting and they said yes.

8. RECLASSIFICATION OF AN EMPLOYEE

Matt Hawkins, Admin Services Director, is recommending that the reclassification of an employee from an Appraiser II to an Appraiser III. Should the reclassification be approved, it would be effective July 1, 2025 and have an approx. impact of \$5,500 including PERS contribution should it be for 12 months.

APPROVED BY CONSENSUS OF THE BOARD.

9. NEW JOB SPECIFICATION, WAGE & RECLASSIFICATION – Matt Hawkins

Matt Hawkins, Admin Services Director, is recommending that the Board adopt a new job specification for a Human Resources Generalist and he is requesting that two employees be reclassified to this new job spec. Should both be approved, it would be effective July 1, 2025 and will end up being a savings for the Human Resources Department.

APPROVED BY CONSENSUS OF THE BOARD.

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

- a) Polk County Contract No. 25-102 (Amendment 6 to 24-36), OHA
(Rosana Warren, Behavioral Health)
- b) Polk County Contract No. 25-103, Medical Examiner
(Aaron Felton, District Attorney)
- c) Polk County Jail 2025 Inspection Report
(Morgan Smith, County Counsel)
- d) Polk County Contract No. 25-109, Oregon Health Authority
(Rosana Warren, Public Health)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:19 a.m.

POLK COUNTY BOARD OF COMMISSIONERS



Craig Pope, Chair



Jeremy Gordon, Commissioner



Lyle Mordhorst, Commissioner