

**POLK COUNTY BOARD OF COMMISSIONERS**

**DATE:** September 17, 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 September 17, 2025 at 9:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.
  - (c) The Polk County Board of Commissioners will be attending a special meeting for Polk County Local Public Safety Coordinating Council meeting on October 7, 2025 at 12:00 p.m., and is a virtual only meeting.
- 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 September 10, 2025**
- 6. APPROVAL OF CONSENT CALENDAR**
- 7. MONTHLY TREASURER'S REPORT – Steve Milligan**
- 8. UNPAID PROPERTY TAX ON MANUFACTURED HOMES & ORDER NO. 25-11 – Katlyn D'Agostini**
- 9. PUBLIC WORKS DEPARTMENT UPDATE – Todd Whitaker**
- 10. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**
- 11. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**

**CONSENT CALENDAR**

- a) Revised Job Specification & Title Change  
(Matt Hawkins, Admin Services Director)

**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 September 10, 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.

The Grand Ronde Sanitary District Board is meeting on September 17, 2025 at 9:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.

**3. COMMENTS**

None.

**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 September 3, 2025**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON  
SECONDED, TO APPROVE THE MINUTES OF September 3, 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. LENGTH OF SERVICE AWARDS**

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

- Austin McGuigan, 25 years of service
- Chris Younger, 10 years of service
- Jennifer Arel, 10 years of service

**8. TRANSITIONAL HOUSING DISCUSSION**

Greg Hansen, Administrative Officer, stated that they needed to talk about Polk County Contract No. 25-99, River of Life, for transitional housing. Mr. Hansen gave background information on the transitional housing we have here in Dallas. Mr. Hansen is recommending the signing of Polk Contract No. 25-99. Commissioner Pope asked how long have we been using River of Life and Mr. Hansen answered his question. Commissioner Pope said he is not opposed to signing the contract but he would like some kind of performance review with the provider. Commissioner Mordhorst asked how many beds we would get from them for the cost and Mr. Hansen answered his question. Commissioner Gordon stated that he supports signing it but agrees with Commissioner Pope in getting some kind of review about them.

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

**ALL VOTED YES.**

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

**9. MARION COUNTY LETTER OF SUPPORT REQUEST**

Morgan Smith, County Counsel, stated that the Marion County Sheriff's Office is requesting that Polk County join in with them and 12 other counties on a letter of support that is seeking guidance from the state. Mr. Smith provided background information and explained in more detail what is in the letter. He asked if the Board would like to have our name on the letter as well. Commissioner Gordon asked who is the letter being addressed to and Mr. Smith answered his question. Commissioner Mordhorst supports the letter.

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

**TWO VOTED YES.**

**COMMISSIONER GORDON VOTED NAY.**

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

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

- a) New Job Specification & Wage, Division Coordinator  
(Matt Hawkins, Admin Services Director)
- b) New Job Specification & Wage, ACT Nurse  
(Matt Hawkins, Admin Services Director)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:13 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



# POLK COUNTY

POLK COUNTY COURTHOUSE \* DALLAS, OREGON 97338-3177  
CRIMINAL DIVISION \* (503) 623-9268  
SUPPORT ENFORCEMENT \* (503) 623-9269  
VICTIM ASSISTANCE \* (503) 623-9268  
FAX \* (503) 623-7556

## DISTRICT ATTORNEY

AARON FELTON  
District Attorney  
*felton.aaron@co.polk.or.us*

August 28, 2025

Board of Commissioners  
Polk County Courthouse  
Dallas, OR 97338

HAND-DELIVERED

**Re: Order 25-11**

Dear Board of Commissioners:

I have reviewed proposed Order 25-11 and the Board Memorandum prepared by Katlyn D'Agostini, Tax Collector for Polk County. Pursuant to ORS 311.790, I concur in her recommendation that the Board of Commissioners approve Order 25-11 and cancel the uncollectible property taxes as set forth in the order.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Felton", is written over a faint, larger blue signature.

Aaron Felton  
District Attorney

cc: Katlyn D'Agostini  
Tax Collector



# POLK COUNTY

**FINANCE & TAX COLLECTOR**

850 MAIN STREET ★ DALLAS, OREGON 97338  
(503) 623-9264 ★ FAX (503) 623-0721

Mr. Felton,

Please see attached memorandum to the Board of Commissioners and Order 25-11 regarding the write off of Personal Property Taxes on manufactured structures that have been destroyed.

We have placed this on the consent calendar for September 17, 2025. Please send back an approval document.

Thank you for your attention to this matter.

Tara Luker  
Chief Tax Clerk Polk County  
(503)623-9264

## **MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Katlyn D'Agostini, Tax Collector  
**DATE:** August 26, 2025  
**SUBJECT:** Write off unpaid personal property tax on manufactured structure (Order 25-11)

**Wednesday Consent: September 17, 2025**

### **RECOMMENDATION:**

Board of Commissioners approve the request to cancel personal property taxes in the amount of \$500.72

### **ISSUE:**

The manufactured structures have been destroyed and removed and taxes are deemed uncollectible. Appraisers have verified that the structures are no longer on the properties involved. ORS 311.790 requires that the Tax Collector and District Attorney petition the Board of Commissioners for an order cancelling the unpaid property taxes.

### **DISCUSSION/ALTERNATIVES:**

In the past, we have occasionally received requests from the Tax Assessor for write off of unpaid property taxes on removed or destroyed homes and these taxes have been written off. These requests are infrequent and usually small.

### **ALTERNATIVES:**

The following are alternatives:

1. Cancel the property tax on this account.
2. Don't cancel the property tax on this account.

### **FISCAL IMPACT:**

Loss of income of \$500.72 and \$110.33 accumulated interest. Approximately 14% of this is loss to Polk County, with the remaining share being lost by the other taxing districts.



In the matter of )  
Canceling Uncollectible )  
Personal Property Taxes on a )  
Manufactured Structure )

Whereas, ORS 311.790 authorizes the Board of Commissioners by order to cancel taxes on personal property upon the advice of the Tax Collector and District Attorney which are for any reason wholly uncollectible; and

IT IS ORDERED:

<u>Name and Account Number</u>	<u>Tax Year(s)</u>	<u>Tax Amount</u>
Richard Lee Dinneer & Susanna M Hillis 573 E Ellendale Ave #52 Dallas OR 97338 Tax ID 411471	2022-2024	\$500.72

**TOTAL CANCELLATION**

**\$500.72**

September 17, 2025

**POLK COUNTY BOARD OF COMMISSIONERS**

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Craig Pope, Chairman

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Lyle Mordhorst, Commissioner

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Jeremy Gordon, Commissioner

Approved as to Form:

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Morgan Smith, County Counsel



## HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174  
(503) 623-1888 ★ FAX (503) 623-1889

### MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Matt Hawkins, Admin. Services Director  
**DATE:** September 12, 2025  
**SUBJECT:** Reclassification of a Health Services Supervisor II

**Wednesday – September 17, 2025 (5 minutes)**

#### **RECOMMENDATION:**

The Board of Commissioners approve the reclassification of an HS Supervisor II.

#### **ISSUE:**

Shall the Board approve the reclassifications?

#### **DISCUSSION:**

It is recommended that Devin Bindrim in the Health Service Department, be reclassified from a Health Service Supervisor II to a Health Services Supervisor III. Due to the continued organizational changes within Behavioral Health over the last few months, Devin has been asked to take on increasing levels of responsibilities to include taking on the team lead for the Mental Health Team, while continuing to supervise a very large number of employees.

Devin is currently at step 5 of the HS Supervisor II position which is \$6,885, plus she receives incentives monthly. If the reclassification is approved, she would move to step 5 of the HS Supervisor III position which is \$7,446, and her leadership incentive will be removed.

Should the reclassification be approved, it would be effective September 1, 2025.

#### **FISCAL IMPACT:**

This reclassification will have an impact on the budget for FY 25-26 of approximately \$4,000 including PERS contribution should it be for 12 months.



## HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174  
(503) 623-1888 ★ FAX (503) 623-1889

### MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Matt Hawkins, Admin. Services Director  
**DATE:** September 12, 2025  
**SUBJECT:** Reclassification of a Heavy Equipment Operator

**Wednesday – September 17, 2025 (5 minutes)**

#### **RECOMMENDATION:**

The Board of Commissioners approve the reclassification of a Heavy Equipment Operator.

#### **ISSUE:**

Shall the Board approve the reclassifications?

#### **DISCUSSION:**

It is recommended that Matt Wallace in Public Works, be reclassified from a Heavy Equipment Operator to a Lead Heavy Equipment Operator. The following quote is from Matt's supervisor and his reasoning to request the reclassification. "Matt has shown great leadership skills with the crew in many ways. He has been a lead in many of our maintenance operations including shoulder pulling, shoulder rocking, excavator ditching and limbing our county roads. He also has been training in snow plow and sanding operations, spreading rock with truck and pup on our gravel roads system. Matt is a valuable asset to our department and is doing a great job."

Matt is currently at step 6 of the Heavy Equipment Operator position which is \$5,967 monthly. If the reclassification is approved, he would move to step 5 of the Lead Heavy Equipment Operator position which is \$6,311 monthly.

Should the reclassification be approved, it would be effective September 1, 2025.

#### **FISCAL IMPACT:**

This reclassification will have an impact on the budget for FY 25-26 of approximately \$7,000 including PERS contribution should it be for 12 months.



**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Matt Hawkins, Administrative Services Director  
**DATE:** September 11, 2025  
**SUBJECT:** Revised Job Specification and Title Change

**Wednesday – September 17, 2025 (Consent)**

**RECOMMENDATION:**

The Board of Commissioners approve the revised job specification and title change.

**ISSUE:**

Shall the Board approve the revised job specification and title change?

**DISCUSSION:**

It is recommended that the Board of Commissioners revise the job specification for the HRSN Program Specialist within the Family and Community Outreach department, and change the title to FCO Program Specialist. Over time FCO has created multiple job specifications for positions that essentially have the same job duties, but are assigned to different funding streams or programs. With this change we will be able to provide a more generic job description when recruiting for the department and then assign individuals into a specific program to match their skill set and the needs of the department. This will also provide the opportunity to reassign individuals to a different program should the funding for the program they currently work under be reduced or eliminated altogether.

The salary schedule for this position will remain at (016) \$3,993 - \$5,052.

**FISCAL IMPACT:**

There is not a fiscal impact for FY 25-26.



POLK COUNTY OREGON CLASS SPECIFICATION  
**FCO PROGRAM SPECIALIST**

Class Spec. Number: 925  
Representation: AFSCME  
FLSA Status: Non-Exempt  
Salary Range: 016

GENERAL STATEMENT OF DUTIES:

Implements and manages specified programmatic grants by collaborating with and providing assistance to community members and key partners. Works to establish and maintain strong community partnerships to effectively promote project awareness and provide support to individuals and families navigating social services systems. This may include providing individual case management, coordinating and attending community outreach events, grant management, and developing effective communication among all stakeholders. Specific programs may include: Health Related Social Needs (HRSN), Homeless Prevention, Service Integration, Prevention Programs, Mid-Valley Parenting, and/or the Polk Community Resource Center.

SUPERVISION RECEIVED: Works under the direct supervision of the Family & Community Outreach Department Program Manager

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this class specification. May direct the work of volunteers or practicum students.

PRINCIPLE DUTIES: An employee in this class may perform any of the following duties. However, these examples do not include all of the specific tasks which an employee may be expected to perform.

1. Provides one on one assistance to individuals and families who are applying any benefits offered by FCO programs.
2. Participates in all meetings and trainings as determined by the program assignment
3. Fulfills program element requirements including, but not limited to: reporting, tracking, invoicing, grant writing, and case documentation.
4. Provides training and technical assistance to department programs, community partners, and the general public as needed based on program assignment.
5. Assists in the development of program plans as outlined by funder requirements.
6. Develops, supports, and maintains collaboration. Promotes healthy, viable collaborations in both the public and private sector; maintains working relationships with key partners; serves on committees and workgroups as appropriate. Duties may include occasional evening and weekend meetings/events throughout the county.
7. Provides culturally appropriate and department approved case management to identified population as determined by program assignment
8. Acts as a client advocate. Locates appropriate community resources to serve client needs. Provides and/or refers clients to appropriate resources and providers

9. Prepares reports, newsletters, and other promotional materials as needed for partners, community members, and funders.
10. Collaborates with community agencies and groups to ensure coordinated delivery of services.
11. Assists with maintaining accurate and timely documentation of contact, progress, and services provided.
12. Maintains and updates FCO digital platforms
13. May perform other related duties as assigned.

#### EMPLOYMENT QUALIFICATIONS:

**Knowledge of:** program development, implementation, and evaluation; outreach methods to community partners; community resources; connecting with targeted population; cultural sensitivity; traditions and customs of populations being served, disparate populations.

**Ability to:** work with agencies involved with targeted population; produce accurate, comprehensive reports; connect with targeted population in a culturally sensitive manner; work independently with a self-directed work style; have excellent people skills; work productively with a variety of groups and individuals. Maintain confidentiality, teach and work with professionals and lay groups, operate a computer, communicate effectively both orally and in writing, make decisions in accordance with regulations and established policies, and deal professionally with the public

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's degree from an accredited college or university with course work in social services (psychology, sociology, etc.) or four (4) with demonstrated experience in community outreach services, providing social service information, advocacy, support and assistance to individuals and or families; or an equivalent combination of education, experience and training.

SPECIAL QUALIFICATIONS: Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

FCO Program Specialist - 925

Adopted 3/25

Revised 9/25