

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES September 17, 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**

Commissioner Mordhorst wanted to state for the record that The Wall that Heals is being set up today.

**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 September 10, 2025**

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF September 10, 2025.**

**ALL 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 VOTED YES.**

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

**7. MONTHLY TREASURER'S REPORT**

Commissioner Pope stated that this agenda item is to be maintained every third Wednesday in order to give Steve Milligan, Polk County Treasurer, an opportunity to address the Board and/or public. Mr. Milligan was not present. No one had any questions.

**8. UNPAID PROPERTY TAX ON MANUFACTURED HOMES & ORDER NO. 25-11**

Katlyn D' Agostini, Polk County Finance Director, stated that she was here today to present Polk County Order No. 25-11 regarding the write off property taxes on manufactured structures that have been destroyed. Mrs. D' Agostini stated that the Polk County District Attorney has signed off on this and is recommending that they approve and sign the order. Commissioner Pope asked Mrs. D' Agostini how often this action takes place and she answered his question.

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE AND SIGN POLK COUNTY ORDER NO 25-11.**

**ALL VOTED YES.**

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

**9. PUBLIC WORKS DEPARTMENT UPDATE**

Todd Whitaker, Polk County Public Works Director, and Stephen Kahl, Polk County Engineer, stated that they are here to give an update to the Board. Mr. Whitaker stated that they are fully staffed and they currently have a lot of new staff which means production levels are down but will pick up once they are all trained. Mr. Whitaker talked about a piece of equipment they are looking to purchase and will bring that information back to the Board soon. Mr. Whitaker stated that they have just contracted for a bridge master plan and they will be coming in to evaluate the bridges in Polk County. Mr. Kahl provided a rundown of all the current and upcoming projects. Commissioner Gordon asked some clarifying questions and both Mr. Whitaker and Mr. Kahl answered his question. Commissioner Pope asked for some more information about the bridges near Helmick Park and Mr. Whitaker answered him. Commissioner Mordhorst thanked them for all their hard work. Commissioner Pope asked if there was anything that needed to be discussed in regards to an upcoming project and Mr. Whitaker answered him. Commissioner Pope stated for the record that he shared concerns about a project with Regional Solutions during a board meeting yesterday and wanted public works to be prepared to hear back from them.

**10. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from a Heavy Equipment Operator to a Lead Heavy Equipment Operator position. Should the reclassification be approved, it would be effective September 1, 2025 and would have an approximate fiscal impact of \$7,000 including PERS contribution should it be for 12 months.

**APPROVED BY CONSENSUS OF THE BOARD.**

**11. RECLASSIFICATION OF AN EMPLOYEE**

Matt Hawkins, Admin Services Director, is recommending the reclassification of an employee from a Health Services Supervisor II to a Health Services Supervisor III position. Should the reclassification be approved, it would be effective September 1, 2025 and would have an approximate fiscal impact of \$4,000 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) Revised Job Specification & Title Change  
(Matt Hawkins, Admin Services Director)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:26 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

  
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Craig Pope, Chair

  
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Jeremy Gordon, Commissioner

*unavailable to sign*  
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Lyle Mordhorst, Commissioner