

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES November 12, 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 Polk County Board of Commissioners will be attending the Annual Association of Oregon Counties Conference November 18th through November 21st. The Tuesday and Wednesday BOC meetings that week are cancelled.

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 November 5, 2025

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF November 5, 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 people for their length of service:

- Robin Deforest, 30 years of service
- Jacob La Combe, 10 years of service
- Patricia Perez, 10 years of service

8. INTERPRETATION OF AN ORDINANCE

Hannah Brickner, Community Development Senior Planner, along with Austin McGuigan, Community Development Director, stated that they were here today to gain insight from the Board on how we interpret an ordinance. Ms. Brickner provided background information and is asking if the Public Amusement and Recreation (PA) Zone permits private fairgrounds. They have received an application asking if a renaissance fair falls into the category of fairgrounds. Commissioner Mordhorst stated that there are a lot of "fair" type events that are held all over but those aren't technically fairs and he is good with it being generalized. Commissioner Gordon agrees and stated that he doesn't think there needs to be any changes made to the ordinance and explained why he is fine with that interpretation. Commissioner Pope stated that he is aware of this and shared his concerns with the Board and staff on why he is hesitant to approve this. Commissioner Pope wanted to make sure that there won't be any regrets later on and Mr. McGuigan responded to his concerns. Mr. McGuigan reiterated the fact that they came to talk to planning staff first, when they could have applied for building permits first, making them have to address it before having a discussion with the Board. Commissioner Gordon asked a clarifying question on some of the verbiage in the ordinance and Mr. McGuigan answered his question. Commissioner Pope shared some past struggles with people trying to stay on the Polk County Fairgrounds and tent camping and that he just wanted to make sure we are not making a new camp.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO INTERPRET FAIRGROUNDS IN A MORE GENERALIZED SENSE TO INCLUDE A PRIVATE FAIR IN THE CASE.

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

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

- a) Polk County Contract No. 25-202, Sable House
(Jodi Merritt, Community Corrections Director)
- b) New Job Specification and Wage, Administrative
Building Official
(Matt Hawkins, Admin Services Director)
- c) Polk County Order No. 25-13, Solid Waste Increase
(Austin McGuigan, Solid Waste Administrator)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:15 a.m.

POLK COUNTY BOARD OF COMMISSIONERS



Craig Pope, Chair



Jeremy Gordon, Commissioner



Lyle Mordhorst, Commissioner