

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING – FEBRUARY 22, 2011**  
**MINUTES**

1. At 9:05 a.m., Chairman Propes declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope and Commissioner Ainsworth were present. A CD of the proceedings is on file in the Board of Commissioners' Office.
2. **MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE MINUTES OF FEBRUARY 15, 2011.**

**MOTION PASSED UNANIMOUSLY.**

3. **DEPARTMENT OF FORESTRY UPDATE**

Jeff Classen and Mike Totey from the Department of Forestry attended this meeting to introduce themselves to the new Commissioners and to give a brief update of DOF in Polk County. Totey said that the lands in Polk County are part of the West Oregon District, which also encompasses part of Benton County, all of Lincoln County, about 60,000 acres of Yamhill County, and a small portion of Tillamook County. He said that they have a number of programs in Polk County; anything from fire work to helping fund the woods Patrol Deputy.

Classen said that the DOF works with the Assessor's Office, Public Works, Planning, etc. as well as the City of Dallas. He said that one of the big projects over the last few years is the Forestland Classification Committee, which was put together to review the land in Polk County and determine who has forestland and who should be paying for fire patrol. He said that they have gone through a countywide review, have held some public meetings and plan to hold a public meeting on Thursday, March 10, 2011 in the Courthouse conference room. Following that hearing, the committee will meet to review any testimony and approve the draft work of the plan. They will then work with the Assessor to get that classification work implemented so that properties are assessed appropriately. He said that if you go to the Assessor's website and click on Forestland Classification, the committee has a website with information about the committee, including meeting minutes, etc.

4. **DALLAS CHAMBER UPDATE**

Chelsea Pope, Director of the Dallas Chamber attended this meeting to introduce herself and talk briefly about the Chamber. She said that the Chamber and the Visitors Center are actually two separate organizations. They started the process of separating the two in 2005 to give the Chamber more focus on business in the community and the Visitors Center (as a 501(3)(c) organization) focus on tourism development. They started the Visitors Center with the focus on agriculture because they felt that agriculture has been lost as the focus of our community. They started research on launching a program about that and from that research they opened the Polk County Bounty Market.

Chelsea Pope said that when she received the email confirming use of the Courthouse lawn for the Bounty Market it mentioned not holding the Bounty Market during the week of the Polk County Fair and they had hoped to promote the County Fair at the market that week. She said that she is going to Corvallis this week to inquire about having the Polk County Bounty Market "WIC certified" so they can have the Senior Nutrition Program, all the Food Stamp Programs, etc. going through their market. She said that they are hoping to be able to host that every week so that people in those programs who are used to purchasing their produce on a weekly basis have the opportunity still available.

Commissioner Pope said that he is unaware of the conversations that occurred regarding not holding the market during fair week.

Greg Hansen, Administrative Officer said that he heard the concern last year that some people might not be attending the Fair because of the Bounty Market.

Commissioner Pope asked how the Chamber plans to enhance or promote the fair.

Chelsea said that they saw an average of about 500 people per week last year and during the week of the Polk County Fair they saw about 350. She said that there was some talk about vendors who were not able to participate at the Fair because they were participating at the Polk County Bounty Market and they polled their vendors and most said they were not planning on participating at the Fair anyway. She said that her hope is to make that Thursday's market huge by promoting and advertising the Fair, possibly giving away or selling tickets to the Fair, etc.

Commissioner Pope said that if he was on the Fair Board he would be more inclined to be concerned about vendors at Summerfest not showing up at the Fair. He said that if vendors are able to get the booth at Summerfest cheaper and they get to display their works for the same number of days as the Fair, that is more likely to be an impact than the Bounty Market. He said that he is not interested in discouraging commerce and he is not opposed to having the Bounty Market during Fair time.

Chelsea Pope said that last year they worked with some vendors that had participated at the Fair as well as the Bounty Market and they were flexible with them. She said that they want to support both events and would love to focus on the Fair during that week. She said that there has not been a strong partnership between the Fair and the Chamber for the last several years, she cannot tell for sure why that is but she has not been able to "get through that door."

5. **PLANNING COMMISSION 2011 / 2012 WORK PLAN**

Austin McGuigan, Community Development Director and Jerry Sorte, Planning Supervisor attended this portion of the meeting to discuss the Planning Commission 2011 / 2012 Work Plan. McGuigan said that they took it to the Planning Commission and they prioritized the Work Plan, essentially leaving it the same as it was when the Board reviewed it a few weeks ago. There was a discussion at the Planning Commission about HB 2229, which is a bill that would allow counties to look at agricultural and forest lands to determine whether or not they were inappropriately zoned originally in the 1970s and 1980s. He said that the time is not ripe to explore that bill because the State is working on rules for implementation. Therefore, because the Planning Commission was interested in making sure that was on the Work Plan so that it identifies a priority for the County when the time is right, they adopted public benefit and interest findings for everything except HB 2229 until they know more about how it will be implemented. He recommended that, if the Commissioners agree with the findings and the Work Plan, they direct staff to prepare a Resolution for adoption on a consent calendar in a few weeks. He said that once the findings are adopted, they will be able to initiate the public process to move some of these projects.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO INITIATE THE LEGISLATIVE PROCESS FOR THE PROJECTS ON THE PLANNING COMMISSION'S 2011 / 2012 WORK PLAN.**

**MOTION PASSED UNANIMOUSLY.**

6. **SOCIAL MEDIA SITES - PILOT**

Dean Anderson, IT Director requested authorization to explore how to implement social media sites with a pilot study. He said that he questioned his counterparts in other counties and organizations and out of 14 responses, six have policies and 11 are just "letting it happen." He said that the two principle areas of use for social networking are Twitter and Facebook. He said that people can sign up for Twitter and, for example, Public Works could post road closures during an emergency. He said that he is involved with a number of youth organizations, he does not communicate with those organizations with anything but Facebook. The other thing that Facebook does is that it has automatic updates so when people post something; people who are "friends" receive automatic notification. He said that he and Leslie Friesen have spent the last three months working through policies and procedures, those have been reviewed by County

Counsel, and he would like to try a pilot at the Fairgrounds and PCCCF. He said that if there are postings to Facebook that do not meet the County's requirements, that will be handled much the same as with other technology at the County. He said that the site will be monitored and department supervisors will be responsible to ensure that inappropriate information is taken off. He said that there are procedures for doing that since it is public information but the process is worked out to the point he would like to conduct a study. He requested authorization to conduct the pilot and come back and visit with the Board in three months to answer the question of whether they met their needs.

Anderson said that one concern is that employees will spend more time on a social media site than they should while at work and he remembers when there was this same worry when the County limited access to the internet. He said that what will happen is that a limited number of staff will have access to the sites and everything else will be closed. He said that for measurement, they will monitor how many "friends" they have on Facebook and how many people visit the site weekly.

Stacie Wheeler, Human Services Assistant Manager said that on the Human Services side, they have several programs where this is "contractually" coming our way and they have been put on notice by the State for programs that target younger adults.

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED, TO AUTHORIZE THE PILOT PROGRAM AT THE FAIRGROUNDS AND PCCCF FOR THREE MONTHS.**

**MOTION PASSED UNANIMOUSLY.**

7. **NACo PRESCRIPTION DRUG PROGRAM UPDATE**

Hansen said that we close to rolling out the NACo Prescription Drug Program, which is set to begin on April 1, 2011. The program allows for all citizens of Polk County who do not have insurance to have access to prescription drugs at a discounted rate. The next step in the process is advertising, one avenue for that being the County website.

Dean Anderson said that a while back, the Board said that anything that was not a County site would not be placed on the main page of our website. He said that he would like to modify that and this is a good example. The modification he would like to make is that if a department or a program comes up with something they feel needs wide distribution, we bring that to a Tuesday for consideration by the Board.

Commissioner Pope said that he is the one promoting this program and he does want this to be on the front page. He said that this is not a department issue, this is a national issue and this differentiates a little from what was just described. He said that if there is a program that is of wide spread benefit to citizens of our County and we all understand that and are not trying to sell something, that might be something that should be on the front page.

Stacie Wheeler said that the County has several other types of prescription assistance resources that we do not have advertised on the front page but are a couple of layers down on the Service Integration pages. She said that her question would be what differentiates the front page from the other layers on the County website.

Commissioner Pope said that his answer to that for this instance would be to categorize the link line on the front page to simply say "Prescription Drug Assistance." He said that there is no reason to clutter our front page with advertising banners.

8. **LETTERHEAD AND ENVELOPES**

Hansen said that our current letterhead and envelopes have raised embossed logos and that is causing problems with some of our printers. After discussion, the Board agreed that departments

should use up the letterhead and envelopes they have on hand and when it is time to reorder, switch to the flat, non-color design.

9. **WEST SALEM MENTAL HEALTH CLINIC**

Hansen said that we are getting close to a final lease at the West Salem site in the Oak Hills Mall for our Mental Health Clinic. He said we will be leasing a little more than 5,000 square feet to house the Mental Health Clinic and Trillium, a partner who will be offering treatment and education opportunities for high risk adolescents. Polk County's portion of the clinic will be utilized for alcohol and drug services initially and may expand to adult mental health services. This will allow Polk County to capture some of our West Salem clients who are currently seeking services across the river and we wind up paying cross county reconciliation for those services in excess of \$600,000 per year. He said that he has reviewed the lease, County Counsel is currently reviewing it, and at some time it will come before the Board for final approval.

10. **JOINT ORGANIZATIONAL MEETING OF POLK COUNTY BOARD OF COMMISSIONERS AND EXTENSION DISTRICT BOARD OF DIRECTORS**

Hansen said that there are some decisions that will have to be made at the Board of Directors level within the next month. He said that there will be an agreement with OSU for Board comment and approval, the budget calendar needs approval, a Budget Officer has to be named, and a Budget Committee has to be selected. He provided a draft budget calendar for the Board to consider. His recommendation is to hold the budget hearings at approximately the same time as the County budget hearing in May and adopt the budget the last week of June, which is the same time we would adopt the County's budget. He said that by law, there has to be an equal to or greater number of lay citizens than the governing body members on the Budget Committee so there has to be at least three. He said that his recommendation would be to stay with three because it does not help the process to have more.

Hansen said that OSU has the right to choose their staff Chair, technically they do not have to provide staff support, and staff support does not have to be OSU employees. He said that the agreement is just a generic agreement that outlines the roll of each entity. He said that Polk County can choose to act as the fiscal agent and have everything run through us and we will probably contract with OSU, send down a fixed amount on a quarterly basis that is decided at the budget level, and try to not have them carry a surplus. He said that the first three quarters will be a fixed number and then we will try to make it work on the last quarter so that it pencils out that there is very little money left over. He said that those are all operational changes that the Board could make if they want to.

Derek Godwin said the agreement is currently being reviewed by Counsel at OSU. He said that if there is money left over at OSU, he will get a report of how much that is and that could be included in the budget for next year.

Commissioner Pope said that he is happy with the budget calendar, he would be inclined to keep Greg Hansen as the Budget Officer, and he would like a new budget committee appointed.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO ADOPT THE BUDGET CALENDAR AS PRESENTED.**

**MOTION PASSED UNANIMOUSLY.**

Godwin said he supports the budget calendar and likes the fact that the budget hearing will be held after the other offices. He said that this gives them enough time to get their plans together and needs assessments done and in some ways it allows a spotlight to be on what they do. He said that he likes the fact that this will give people the opportunity to talk budget as well as what their programs are doing and how they are serving people.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO REQUEST GREG HANSEN TO BE THE BUDGET OFFICER.**

E. M. Easterly encouraged the Board of Directors to go this direction. He said that Mr. Hansen has done an outstanding job and has demonstrated that even by putting this budget calendar together for the Board of Directors.

Godwin agreed and stated that he thinks it is great that Mr. Hansen would be able to do this, especially because it frees him up to do all the other work he has.

**MOTION PASSED UNANIMOUSLY.**

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO OPEN APPLICATIONS TO APPOINT AT LEAST THREE LAY MEMBERS TO THE BUDGET COMMITTEE.**

**MOTION PASSED UNANIMOUSLY.**

Godwin said that he would like for us to work on an MOU with the Extension District and the Fairgrounds as far as who is paying for what and who is responsible for what. He said that he believes we should show on paper that we are partners and are both striving toward common goals. He said that Extension and the Fair Board work closely together and have for many years. He said that he believes it is important to continue with that in the future and having an MOU would benefit that. He said that working with the public and this new setup with the District, he believes that sometimes the public doesn't understand where dollars go and who pays for what and he believes that would allow us to have that in hand and be a united front as we talk to people.

Godwin said that signage continues to be a problem for them at the Academy Building in that they do not have signage on the outside of the building. He said that if there is any way possible they can get some kind of a sign somewhere near the street and something on or near the building that would be ideal.

11. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

**(a) SURPLUS PROPERTY**

Todd Whitaker, Public Works Director requested authorization to declare the 1973 Cat 966 Wheel Loader as surplus property and to sell the equipment either to another public agency or by advertisement for public bid. He said that late last year, the Board formalized a policy on declaration of surplus property and how we dispose of that. He said that the options are negotiating a sale to another public agency, put it out for bid and take the highest bid, or we can do an expedited sale. He said that at this time we are not ready for an expedited sale; however, we do have an interested private buyer we may lose by going to public bid. He said that the value of this equipment is such that he believes it warrants going to public bid.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO DECLARE THE 1973 CAT 966 WHEEL LOADER AS SURPLUS AND DIRECT PUBLIC WORKS TO SELL THE EQUIPMENT EITHER TO ANOTHER PUBLIC AGENCY OR BY ADVERTISEMENT FOR PUBLIC BID.**

**MOTION PASSED UNANIMOUSLY.**

Chairman Propes adjourned the meeting at 10:50 a.m.