

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING – JULY 26, 2011**  
**MINUTES**

1. At 9:04 a.m., Chairman Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioners Ainsworth was present; Commissioner Wheeler was excused.

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF JULY 19, 2011,**

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

2. **NORTH WILLAMETTE RESEARCH & EXTENSION CENTER**

Greg Hansen, Administrative Officer explained that for many years the County funded the North Willamette Research & Extension Center (\$4,000 annually) through the Economic Development fund. When the extension budget started to be cut, the research center stopped billing the County. Last year, the research center staff met with the Board of Commissioners and the Board funded \$8,000: \$4,000 from Economic Development and \$4,000 from Extension. This year, the Board needs to decide if and how much they would like to fund for the research center. The Board expressed concern that this item was not included in the OSU Extension Budget, and believes that it needs to be a line item for next year.

**BY CONSENSUS, THE BOARD TABLED THE DISCUSSION UNTIL THE NORTH WILLAMETTE RESEARCH & EXTENSION CENTER**

- 1.) SUBMITS AN INVOICE/PROPOSAL,
- 2.) PRESENTS TO THE BOARD OF COMMISSIONERS THE BASIS FOR THE REQUEST, AND
- 3.) HAVE THE PECAN GROUP WEIGH-IN ON REQUEST.

3. **NEW CLASS SPECIFICATIONS & SALARY RANGE FOR WIC COORDINATOR, RECLASSIFICATION OF MEDICAL CLERK III**

Matt Hawkins, Human Resources Director, presented the following change to the Public Health team: Patty Perez, who is currently a Medical Clerk III, but handles many of the duties of WIC, will be reclassified into the newly created position of WIC Coordinator at a salary range of \$2,573-\$3,256. This reclassification would be effective August 1, 2011.

**BY CONSENSUS, THE BOARD APPROVED THE NEW CLASS SPECIFICATIONS AND SALARY RANGE FOR THE WIC COORDINATOR AND RECLASSIFICATION OF A MEDICAL CLERK III.**

4. **ASSESSOR'S MBO**

Doug Schmidt, County Assessor, gave a report on the activities of the Assessor's office. Staff has processed about the same number of deeds as last year, but more for foreclosures than new developments or subdivisions.

Market values will be determined by November. Values are calculated by recent sales, new construction costs, permits issued, etc. The tax assessed value raises by at least 3% annually, unless it is more than the market value; this is becoming more common with home prices dropping, especially in West Salem.

Currently, the Assessor's office is down one appraiser for this fiscal year, which will cause some appeals and re-appraisals. Polk County's records are still more accurate compared to other counties because the appraisers do get out and do the re-appraisals

every 3-5 years. Staff is also working on cartography projects that are focusing on scanning in documents for probate/court cases and historical abstract documents from the Title Company.

The Assessor's office is starting to use a new mapping system, Arc Map version 10 that makes the mapping more accurate and timesaving once preliminary data is entered into the system. Doug credits the previous assessor for keeping up to date on current technology, which makes Polk County far more advanced than other counties.

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

(a) **ACADEMY BUILDING REMODEL**

Greg Hansen reported that the remodel is in the 2<sup>nd</sup> phase of a 3-phase project. The Youth Program, Juvenile, and Oregon Youth Authority offices will be the next to be remodeled. There is a large change order for exterior damages, 2 options: repair stucco for \$95,000 with a 1-yr warranty, or add a vinyl-type repair for \$187,000 with a 10-year warranty. Greg will make a decision by the end of the week.

Chairman Pope adjourned the meeting at 10:26 a.m.

Minutes: Heather Alvarez

Approved: August 2, 2011