

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING – JUNE 14, 2011
MINUTES

1. At 9:06 a.m., Chairman Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth and Commissioner Wheeler were present. A CD of the proceedings is on file in the Board of Commissioners' Office.
2. **MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE MINUTES OF JUNE 7, 2011.**

MOTION PASSED UNANIMOUSLY.

3. **INTERGOVERNMENTAL AGREEMENT**

Greg Hansen, Administrative Officer, described the proposed Intergovernmental Agreement between Polk County Extension Service District and Oregon State University and its Extension Service to provide support and/or funding for OSU educational programs.

It was decided to place the decision on the Consent Calendar for June 22, 2011.

4. **NEW CLASS SPECIFICATION AND SALARY RANGE FOR MEDICAL TRANSCRIPTIONIST**

Lynn Hall, Human Resources Analyst, said due to the increased caseload, the Mental Health Department now needs a position specifically responsible for medical transcription. She is recommending the Board approve the new position of Medical Transcriptionist with a proposed salary range of \$2,573 - \$3,256.

MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE A NEW CLASS SPECIFICATION AND SALARY RANGE FOR MEDICAL TRANSCRIPTIONIST.

MOTION PASSED UNANIMOUSLY.

5. **OREGON SAVINGS GROWTH PLAN**

Hansen explained the Oregon Savings Growth Plan is a program under the PERS umbrella. It is an individual account type of program that would allow Polk County the opportunity to give our employees a second deferred compensation carrier. This requires the County to adopt a resolution and obtain a financial sign-off by the Board prior to accessing the program. Hansen said he recommends offering this option to our employees.

The Board agreed, by consensus, to instruct the Administrative Officer to proceed with the Oregon Savings Growth Plan.

6. **POLK COUNTY CLERK UPDATE**

Val Unger, Polk County Clerk, reported their department staffing is down due to the loss of an employee. Recording is down a little from last year so the position is not to be filled immediately. There has been a new initiative filed to make the Board of Commissioners a non-partisan office. Voter registration is up from last year. June has brought an increase in marriage licenses issued.

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

- (a) **INTRODUCTION OF BLM DISTRICT MANAGER**

Miles Brown, Bureau of Land Management Salem District Manager and Trish Wilson, Mary's Peak Field Manager, were introduced to the Board. Mr. Brown explained they were visiting various counties to learn more about the concerns the Board has for Polk County.

There are 13 counties in the District with approximately 40,000 acres in Polk County. He gave a brief overview of BLM projects, staffing and priorities.

Trish Wilson, Mary's Peak Manager, described BLM projects in Polk County. The project categories include recreation, timber sales, stewardship, watershed councils and Title II County Projects.

(b) REQUEST FOR OUT OF STATE TRAVEL

Stacie Chance, Health and Human Services Assistant Director, is requesting out of state travel for an employee of Mental Health Addiction Services to the 25th National Conference on Problem Gambling. Total cost to Polk County will be approximately \$350.

The Board agreed, by consensus, to authorize the out of state travel.

(c) CONSTRUCTION NOTICE

Hansen announced that the City of Dallas will be paving Jefferson St, Washington St and Main St and there will be no parking and only one lane of travel on June 15th and June 16th from 7:00 a.m. to 7:00 p.m.

(d) MEMORANDUM OF UNDERSTANDING

Hansen said this is an agreement between the Polk Community Development Corporation (Polk CDC) and the cities of Independence, Monmouth, Dallas, Falls City and Polk County for developing a request for funding to address housing rehabilitation needs in Polk County through a collaborative partnership. This partnership is called the "Polk Regional Collaborative" this is an MOU that is signed every two years.

The Board agreed, by consensus, to authorize the Administrative Officer to sign the Memorandum of Understanding.

(e) TALMADGE ROAD PEDESTRIAN IMPROVEMENTS

Todd Whitaker, Public Works Director, outlined two cost share proposals for a Talmadge Road pedestrian safety project.

1. The County would pay 100% of the asphalt cost if the City agreed to take jurisdiction of Talmadge Road north of the southerly UGB boundary near the S. Fork Ash Creek Bridge.
2. The County would pay 50% of the asphalt cost if we were able to obtain a suitable MOU with the City that would provide for a reasonable transfer of jurisdiction within the next 10 years.

Whitaker also gave the Board updates on parking lot bids for the courthouse , the Robb Mill Bridge, approach paving, patch paving, maintenance, the parkand ride at the Fairgrounds and the Doaks Ferry/Highway 22 intersection.

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

Minutes: Rick Davisson

Approved: June 21, 2011