

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
October 30, 2012

1. At 9:00 a.m., Chairman Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope and Commissioner Wheeler were present.

2. **MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE MINUTES OF OCTOBER 23, 2012.**

MOTION PASSED UNANIMOUSLY.

3. **EMPLOYEE TOBACCO SURVEY**

Staff pulled this item from the agenda.

4. **CONFEDERATED TRIBES OF GRAND RONDE LAND ACQUISITION**

Heather Alvarez, Executive Assistant to the Board of Commissioners presented letters from the Department of the Interior informing the Board that they are considering applications from the Confederated Tribes of Grand Ronde to place two Polk County properties into their trust. The tax value of these two properties is just under \$1,000. In the past, the Commissioners would respond by sending a letter expressing their concern with any erosion of funds from the tax base.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO SEND A LETTER IN RESPONSE TO THE LAND ACQUISITION APPLICATION.

MOTION PASSED UNANIMOUSLY.

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

- a. **HOLIDAY LUNCHEON**

Matt Hawkins, Human Resources Director informed the Board that he would like to 'simplify' the menu for the Holiday luncheon, in hopes of having more funds available throughout the year for other employee appreciation events. He will discuss options for food with the Commissioners as he gets pricing information.

- b. **STEP 3 NEW HIRE**

Stacie Chance, Health and Human Services Director, requested a Step 3 hire for a Senior Fiscal Analyst position, which has been vacant since this summer.

BY CONSENSUS, THE BOARD APPROVED THE STEP 3 HIRE REQUEST.

- c. **COMMUNITY DEVELOPMENT DEPARTMENT REPORT**

Austin McGuigan, Community Development Director gave an overview of the first quarter's budget for his department: Building inspection expenditures is slightly under budget, revenue is 5% short than what was budgeted. Electrical permit revenue is down due to Monmouth taking over inspections for their territory. Commercial building permits are way down, but residential building permits are up (more remodels/additions than new construction). Austin informed the Board that the County's long-time electrical inspector has taken a job in a different City, and staff is re-organizing how inspections are done.

Planning division is 4% under budget in expenditures, and in revenue about 4% over budget (\$5,000 over budget at the same time last year). There are 100% more property line adjustments, land partitions, and land use determinations over last year, while replacement dwellings show no growth over last year. Fifty-seven land use applications were processed in the first quarter (compared to 36 processed in the first quarter of 2011-2012 with the same amount of staff).

The Household Hazardous Waste event was a big success. The County was able to include latex paint collection. Septic activity is up due to septic systems developed in the 1970's housing boom now needing to be replaced. The environmental health department staff was cut by 50% last year, and Austin is concerned with how much longer the remaining Sanitarian can maintain the workload.

Chairman Ainsworth adjourned the meeting at 9:46 a.m.

Minutes: Heather Alvarez

Approved: November 6, 2012