

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**AUGUST 6, 2013**

1. At 9:02 a.m., Chair Wheeler declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth and Commissioner Pope were present.

2. **MINUTES**                **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF JULY 30, 2013.**

**MOTION PASSED UNANIMOUSLY.**

3. **SUMMERFEST UPDATE** - Chelsea Pope with the Dallas Chamber of Commerce attended the meeting to thank the Commissioners and the County for their partnership with Summerfest. All events went well. Community feedback has been positive and the consensus is that people want the event to be more of a family carnival instead of a business focus, so Chelsea will now be looking into having a separate business fair for local small businesses to showcase their products. Also, next year Chelsea will add water bowls and doggie bag posts to accommodate people that bring their pets to the event.
4. **FORECLOSED RESIDENTIAL PROPERTY** - Austin McGuigan, Community Development Director informed the Board that HB2662 recently passed which prohibits the owners of foreclosed residential property from neglecting the property during a period of vacancy. This bill also permits local government to remedy or contract with another person to remedy the condition of neglect that the owner fails to remedy and attach a lien to foreclosed residential real property for costs of remediation. Austin recommends the Commissioners designate him as the official to manage these properties within Polk County.

**BY CONSENSUS, THE BOARD DESIGNATED AUSTIN MCGUIGAN AS THE OFFICIAL TO MANAGE FORECLOSED RESIDENTIAL PROPERTIES.**

5. **NEW CLASS SPECIFICATIONS AND SALARY RANGE FOR A SCHOOL BASED MENTAL HEALTH ASSOCIATE** - Matt Hawkins, Administrative Services Director presented a New Class Specification for a School Based Mental Health Associate. This is a pilot program that Mental Health has wanted to implement to re-create the school-based model at a lower cost. These Mental Health Associates will be utilized instead of School Based Therapists. The Schools are covering the cost for these positions, so there is no fiscal impact to the County.

**BY CONSENSUS, THE BOARD APPROVED THE NEW CLASS SPECIFICATIONS AND SALARY RANGE FOR A SCHOOL BASED MENTAL HEALTH ASSOCIATE.**

6. **DA SOFTWARE PACKAGE** - Dean Anderson, IT Director explained that the District Attorney's office needs to convert to a new software program that will work with the Circuit Court's new e-Filing/e-Court system. This conversion needs to happen before January 1, 2014. The IT Department has researched different programs and has found Karpel software to be the best solution at the best price.

**BY CONSENSUS, THE BOARD APPROVED THE PURCHASE OF KARPEL SOFTWARE FOR THE DISTRICT ATTORNEY'S OFFICE.**

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

- a. **HWY 99 CLOSURE**

Todd Whitaker, Public Works Director informed the Board that ODOT will be repaving the railroad crossing on Hwy 99 South of the Fairgrounds on August 20<sup>th</sup>. Staff is concerned with the detour routes and the potential impact to the freight and other traffic on County and City roads. Todd is trying to work with ODOT to find other

options for this repaving project to minimize impact, and will keep the Commissioners informed on any changes.

b. **DRAFT TRANSIT PLAN**

Jean Sherbeck informed the Board that she serves on the Salem-Keizer Mass Transit District Transit Committee, and a draft of the long-range regional transit plan is now available online. Public comment will be taken at listening posts at the Polk County Bounty Market on Thursday, August 8 from 10-3.

Chair Wheeler recessed the meeting at 9:50. Chair Wheeler called the meeting back into order at 10:00 a.m.

8. **EARLY LEARNING** - Christy Perry, Dallas School District Superintendant reported that the truancy ordinance enacted by the City has been helping to keep students in school and expressed thanks to the County Juvenile Department and Sanction Courts for helping enforce the ordinance. Christy also informed the Board that she has been asked to serve on the Early Learning Hub Inc. Board. She sees her position on the Board as a way to represent the children of Polk County.
9. **COUNTY ADMINISTRATOR PERFORMANCE EVALUATION** - The Board of Commissioners conducted the annual performance evaluation of Greg Hansen, Administrative Officer.

Chair Wheeler adjourned the meeting at 11:04 a.m.

Minutes: Heather Alvarez  
Approved: August 20, 2013