

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES February 4, 2015**

**1. CALL TO ORDER & ATTENDANCE**

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

Staff present:           Greg Hansen, Administrative Officer  
                              Doug Schmidt, County Assessor  
                              Austin McGuigan, Community Development Director

**2. ANNOUNCEMENTS**

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The Tuesday meeting is held in the Board of Commissioners' Office Conference Room, 850 Main Street, Dallas, Oregon. The Wednesday meeting is held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda.

Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room and are conducted between 9:00 a.m. and 5:00 p.m. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.

The Board of Commissioners will attend annual work session for the Polk County Fair on Saturday, February 7, 2015, beginning at 7:30 am at the Polk County Fairgrounds, 520 S Pacific Hwy West, Rickreall, OR 97371.

**3. COMMENTS (FOR ITEMS NOT ON THIS AGENDA)**

**4. APPROVAL OF AGENDA**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE AGENDA.**

**MOTION PASSED UNANIMOUSLY.**

**5. APPROVAL OF CONSENT CALENDAR**

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE CONSENT CALENDAR.**

**MOTION PASSED UNANIMOUSLY.**

**6. APPROVAL OF MINUTES**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF THE BOARD MEETING OF JANUARY 28, 2015, AND PUBLIC HEARING OF JANUARY 27, 2015.**

**MOTION PASSED UNANIMOUSLY.**

**7. FY 2013-2014 AUDIT**

Linda Fox, Treasurer introduced auditor Brad Bingenheimer from Boldt, Carlisle & Smith, LLC, Certified Public Accountants, Salem, Oregon. They presented the audit report for the fiscal year ending June 30, 2014. The opinion on the financial statements for the County was “unmodified”, and the County was found to be in compliance under Oregon law.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED, TO ACCEPT THE ANNUAL AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2014 PERFORMED BY BOLDT, CARLISLE & SMITH, LLC.**

**MOTION PASSED UNANIMOUSLY.**

**8. PUBLIC HEARING: FIRE DISTRICT ANNEXATIONS**

Doug Schmidt provided the staff report. There are six property owners requesting annexation into fire protection districts. One property, 23360 Doane Creek Rd., Sheridan is requesting annexation into the West Valley Fire District. Five other property owners, 2429 Grice Hill Rd., 3147 Orchard Heights Rd., 3207 Orchard Heights Rd., 3187 Orchard Heights Rd., and 3097 Orchard Heights Rd., Salem, are requesting annexation into the Salem Suburban & Rural Fire Protection District. The latter five properties currently are not covered by a fire district at the moment. However, the Salem Fire Department have vowed to respond to fires at these properties, and the property owners would be liable for the full cost to fight the fire.

Doug Schmidt explained that the area of West Salem that includes five of these properties listed above, has approximately 47 properties, some developed and some not, that are currently not covered by a fire protection district. While the Salem Suburban and Rural Fire Protection District could annex all of these properties into their area by blanket resolution, the District Chair has not responded to this request by Doug, and so the individual property owners have to petition for the annexation. Of the 47 landowners who were notified, only these five have responded. Doug Schmidt recommended the Board approve these properties to be annexed.

Community Development Director Austin McGuigan reported that he had no comments regarding any impacts these annexations would cause to the Comprehensive Plan.

Commissioner Ainsworth opened the public hearing.

Jeannette Nevins, 3207 Orchard Heights Rd. testified that she would like to see the annexation occur as soon as possible. Residents right now are gambling that no fire will occur in the area but she does not want to continue with that gamble. Ms. Nevins has repeatedly tried to contact the Fire District to get an interim agreement for fire protection until this annexation takes effect on July 1, 2015, but has not received a response from the District.

Hearing no further testimony, Commissioner Ainsworth closed the public hearing.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED, TO DIRECT STAFF TO PREPARE THE ORDER TO ANNEX THE ABOVE LISTED PROPERTIES INTO THE SPECIFIED FIRE PROTECTION DISTRICTS.**

**MOTION PASSED UNANIMOUSLY.**

At 9:30 a.m., County Counsel announced that the meeting was recessed to Executive Session

pursuant to ORS 192.660(2)(h) to consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Although the public is excluded, no vote may be taken in executive session. Written minutes from the meeting are on file in the Board of Commissioners' office, but are confidential under ORS 192.660.

Commissioner Ainsworth called the meeting back into regular session.

**BY CONSENSUS, THE BOARD DIRECTED STAFF TO PROCEED AS DISCUSSED.**

Commissioner Ainsworth adjourned the meeting at 9:35 a.m.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**

- (a) **PUBLIC WORKS – CONTRACT NO. 15-11**  
Approve Contract No. 15-11, intergovernmental agreement with ODOT for right-of-way services.
- (b) **PUBLIC WORKS – CONTRACT NO. 15-12**  
Approve Contract No. 15-12, personal services contract with Oregon Transportation Professionals for on-call professional consulting and engineering services.
- (c) **PUBLIC HEALTH – CONTRACT NO. 15-13**  
Approve Contract No. 15-13 (Amendment 12 to Contract #13-99), for biennium public health funding.
- (d) **HEALTH ADVISORY BOARD APPOINTMENT**  
Appoint Autymn Galbraith to the Health Advisory Board, term to expire 12/31/16.
- (e) **RATIFY VALID VOUCHERS, LICENSES, PERSONNEL ACTIONS, PAYROLL, ETC., FOR THE MONTH OF JANUARY 2015.**

**POLK COUNTY BOARD OF COMMISSIONERS**

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Mike Ainsworth, Chair

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Jennifer Wheeler, Commissioner

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Craig Pope, Commissioner

Minutes: Heather Merrill  
Approved: February 11, 2015