

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**December 27, 2016**

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

2. **MINUTES**           **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE  
SECONDED TO APPROVE THE MINUTES OF DECEMBER 20, 2016.**

**MOTION PASSED UNANIMOUSLY**

3. **MOBILE HOME PROCESSING** – Doug Schmidt, Assessor, updated the Board on an ongoing conflict with the Building Codes Division regarding manufactured home document processing. The counties currently process some of the paperwork, and the Building Codes Division process the other part. The Building Codes Division is now trying to shift all of the paperwork processing onto counties through an IGA, which counties can opt-in or out of. If counties say no, then citizens suffer, but if counties say yes, then they have to process paperwork for people across the state, regardless of which county they are in, increasing county staff workload exponentially, and the County only gets reimbursed \$35 per document. Doug Schmidt does not expect the Building Codes Division to change their position, but with the IGA as written, Doug recommends not signing at this time. The Board concurred.

4. **RECLASSIFICATION OF DD SERVICES COORDINATOR I** – Matt Hawkins, Administrative Services Director, presented a request for the reclassification of Daniel Fohl from a DD Service Coordinator I to a DD Service Coordinator II. The effective date for the proposed reclassification is January 1, 2017 and the 12-month fiscal impact is approximately \$4,300.

**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.**

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

a. **OUT OF STATE TRAVEL REQUEST** – Commissioner Pope request permission to attend the NACO Legislative Conference on February 24-28 in Washington DC. Approximate travel cost is \$2,500.

**BY CONSENSUS, THE BOARD APPROVED THE OUT OF STATE TRAVEL REQUEST.**

Commissioner Wheeler adjourned the meeting at 10:07 am.

Minutes: Heather Chase  
Approved: January 3, 2017