

**Jefferson County Commissioner Meeting Minutes
October 26, 2015**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Treasurer Kristine Lund, Assessor Cody Taylor, Public Works Dave Walrath, Weed Department Mitch Whitmill, Planning & Zoning Naysha Foster, Probation Tammy Adkins, Extension Office Lori Dye, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Cody Taylor. Prayer given by Commissioner Farnsworth.

Commissioners – Elected Officials – Department Heads

• **Staff Meeting**

[9:03:08 AM](#) Chairman Raymond introduces the new Commissioner Administrative Assistant/HR Director/Emergency Management Director/Park & Rec. Director; Rebecca Squires.

[9:04:56 AM](#) Clerk, Colleen Poole does not have anything.

[9:05:04 AM](#) Assessor, Cody Taylor is wondering about the access of the employees white key cards. Should employees have access to only certain departments? Yes these should only be programmed for the department they work in. Cody will check with Sheriff Anderson. Also asks about training for a contract worker. Is there a policy about sending a contract employee to training if the funding is available. Commissioner Hancock thinks they should check for policies. If there is not a policy than they would have to approve the training. Commissioner Farnsworth mentions that a policy should be created for this if they find contractors that need to attend training. Dave Walrath mentions the trainings that ITD recommends these are for a contractor not an employee. Cody brings up the solid waste fee. If there were multiple homes on a parcel they will be assessing a solid waste fee per home not per parcel. Cody asks for a letter to mail along with the resolution to homeowners. Asks about if a parcel has a home and a garage with living quarters is this going to receive an additional charge as well. How will this be monitored? Dave mentions that long term would like to charge for this to help build a transfer station. Chairman Raymond asks Naysha if they provide building permits to the assessors. They do but it is hard to determine if someone occupies the dwelling.

[9:14:41 AM](#) Planning & Zoning, Naysha Foster says they have issued 20 building permits for October. May be on the fence about hiring another inspector. Have not seen numbers like this since 2008. Commissioner Hancock asks if Teton Communications got their application in for the zone change. They did but there was a glitch so it won't go before the Planning & Zoning Commission at their November meeting. Discuss the problems they have run into. Won't go before the Planning & Zoning until December. Will be doing an administrative application to allow a temporary tower until everything is in order.

[9:17:42 AM](#) Treasurer, Kristine Lund explains their office has been working on tax levies. Did not have any mobile home sales that were scheduled. Working on getting tax notices sent out. Numbers are close to last year. So far everything is coming to a close for the end of the fiscal year.

[9:19:36 AM](#) Extension Office, Lorie Dye mentions they just finished award night for 4-H. Proud of the youth. This is a busy time of year where they have to report everything they do. November 10 is Enroll Idaho night. This will include information on the ways to enroll in college which has recently changed. Lori brings up that she needs to have the Extension Office's approved budget stamped and signed by the commissioners and sent to the University.

[9:22:23 AM](#) Public Works, Dave Walrath mentions on Solid Waste believes they are where they need to be on cell 1. Mitch will be doing some seeding on cell 1 in a couple of weeks so it can be certified. City of Rexburg will be hauling bio-solids out next week. Will be starting into cell 3 soon. Rain has created a sloppy mess at the landfill. The rain has helped Road & Bridge get the roads ready. Started 2600 in Hamer to widen the shoulders will want to seal this next year. Having some problems with the traffic not obeying the speed limit. Will be putting up advanced penalty signs because it has become dangerous. Dave will get with Sheriff Anderson and request some additional deputies to patrol this construction zone. Dave mentions they have worked with Sheriff Anderson for a place to store their equipment for the winter. Dave is submitting a zone change with the City of Rigby to get the new fuel tanks installed. Will start working on bridge and culvert repairs.

[9:28:03 AM](#) Probation, Tammy Adkins does not have anything.

[9:28:10 AM](#) Weed Department, Mitch Whitmill will be doing the seeding for the landfill. Are working with several canal companies to be able to spray along the canals. Biggest problem is along the irrigations systems. Have quite a few that are on board with the spraying. Mitch discusses how he will be seeding cell 1 at the landfill.

[9:31:50 AM](#) Assistant, Rebecca Squires does not have anything. Lorie mentions she needs something added on the website.

[9:32:54 AM](#) Commissioner Hancock mentions he has a 5C meeting asks if Tammy needs anything mentioned. Tammy cannot think of anything.

[9:33:40 AM](#) Commissioner Farnsworth does not have anything.

[9:33:54 AM](#) Colleen mentions the food drive went well are short on cereal and fruit. There is another small food drive in November.

[9:34:24 AM](#) Chairman Raymond mentions if you have not been to the Food Bank it is a good place to go and help. This is greatly appreciated. Kristine has visited with Colleen and Edidt to discuss way to integrate tools for additional help at the Food Bank. Can use canned goods from 2013 and up for the monthly distribution. Older food is kept and given out to those who will take it. There is a need in the community. Discuss ways to help by presorting at sites that receive the food. May want to get some information out on the years of food that can be used. Lori mentions food safety is what her degree is in and would be happy to help.

[9:44:53 AM](#) **Robin Dunn is here**

[9:47:51 AM](#) Staff meeting adjourned

Probation – Tammy Adkins

- **Quarterly Report/Annual DJC Report**

[9:48:15 AM](#) Tammy gives the quarterly probation report. Annual report for juvenile and adult probation has all of the data for the year. Tammy brings this to Commissioners and Judge before submitting this to the State. Points out juvenile offenses for operating a vehicle without owner consent are high. This is due to a large group of juveniles in one offense. Tammy says they did have their wrap around specialist resign. Tammy has put out an ad for this position. This is a contract position that works for Upper Valley Jump Court for Madison, Jefferson and Fremont families. Jefferson County has always held the contract for this position. Wrap around is a strength based program. Counseling that is strength based and families make their own goals.

- **Copier Bid and Approval for Purchase**

[9:55:21 AM](#) Tammy has an outdated copier. Have bids for a new color copier. Idaho Business Systems, Inc. has the best rate. Discuss rates. Have discussed a trade in as well with Idaho Business System, Inc. Discuss bids. Tammy would like approval for the Toshiba with Idaho Business Systems, Inc. this is the lowest bid and service contract. Is happy with the printer they currently have which is also a Toshiba. Tammy did request this in her capital line for the budget year.

[9:59:42 AM](#) **Motion by Commissioner Farnsworth to authorize Tammy Adkins from Probation to purchase the Toshiba printer from Idaho Business Systems, Inc. for \$7,370.00. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed**

[10:00:49 AM](#) Recess

Open session at 10:02

Pat Scott – Jill Peterson – Lyndsay Goody - Commissioner Farnsworth

- **Discussion of Attorney General Letter**

[10:03:00 AM](#) Chairman Raymond points out that this letter is directed to the Commissioners'. Chairman Raymond mentions the motto "The right thing the right reason for the right way" is the phrase that Commissioner Hancock has implemented and the commissioners have been trying to follow. Chairman Raymond wants to bring up some facts. There was a letter that was written by the Attorney General office to the commissioners. This letter had been released to the public before the commissioners even knew the letter existed. The letter was first seen in the afternoon of the October 13 meeting. Chairman Raymond mentions that anything that is discussed today is also the first time the commissioners have discussed this as well. This letter was a conclusion of what the Attorney General intended to do in their investigation. Chairman Raymond explains there will be some things that are agreed upon as well as things that will not be agreed upon. This letter has given them some suggestions but they are not legally binding.

[10:08:53 AM](#) Pat Scott is here today she was born and raised in Rigby. Has resided in Salt Lake City. Has recently moved back to Rigby. For 31 years worked for the government in Utah. So Pat is familiar with the operations of government. Pat wants to be involved in the community. Pat has carefully read the Attorney General letter. This letter makes some recommendations and that is why she is here today is to discuss these. Feels this can be swept under the rug or they can handle this. Pat would like to know what they are doing about these suggestions. Feels public opinion does not matter in the County. Pat did a survey on other counties and how they conduct their meetings. Most meetings have some sort of regular question/answer section. Recommends a quarterly meeting in the evenings so public can attend. Meetings in different areas as well so citizens feel they have a forum to ask questions and their view mean something. Believes openness will help bring the community together.

[10:13:47 AM](#) Jill Peterson has some questions from Andi Elliot who could not be here today. How will the prosecutor's office provide tax payers with evidence of separation from private law practice and county prosecutor? What percentage does the prosecutor office prevail or does Mr. Dunn bring frivolous cases to court to justify his budget? What staffing adjustments will be made after learning of the recommendations from the AG office? What steps will the Commissioners take to ascertain that there is independent verification of submitted expenses? What policies will be implemented to prevent "local lunches" on the tax payer's dime?

[10:15:05 AM](#) Jill mentions that Local News 8 had interviewed Mr. Dunn and he said there were some policies put in place. Jill wants to know what policies were implemented and when?

[10:15:36 AM](#) Robin Dunn answers that the questions from Andi Elliot would be subject to Attorney Blake Hall to answer those since she is currently in a law suit with the county, himself, and commissioners. Robin comments on Jill's question that there was new cell phone policy and credit card policy. Robin does not have a credit card from the county. Have also done a key and lock policy gone over SOP (Standard Operating Procedure) at length made changes in the operating procedures. Have had some training sessions with ICRMP and IAC. The Attorney General can only give suggestions they have no connection with the government entities. This letter is supposed to be a closure letter which was prompted by the media. Robin mentions there was not criminal activity found so how do they suggest anything to the county.

[10:19:05 AM](#) Jill mentions she feels the Attorney General's office noticed a lack of integrity and looseness of policies. Even though there were no criminal activity that could be prosecuted still made it clear there were unethical practices. Chairman Raymond mentions about the excess costs of meals. Do not have specifics that the AG had used. Where in Rigby can a meal be bought in excess of \$50? So it seems that this was for multiple individuals. Chairman Raymond brings up that in 2011 the county was having some massive flooding. Did have individuals here for multiple reasons. Could do a forensic audit of meals to know the specifics. In the past spring in the county's independent audit it was realized that the travel policy needed tightening up and it has been. Have seen expenses that may not be appropriate they ask questions, make calls, and do not approve the claim until they feel it's appropriate. May need to obtain additional documentation and not just asking questions. Shows the stack of claims that are reviewed every meeting.

[10:23:56 AM](#) Commissioner Farnsworth mentions after they were elected they were informed that when they go to any meetings they have to bring receipts as well as the agenda back to be reimbursed.

[10:25:37 AM](#) Pat mentions that she had done extensive travel and that clarification on the travel policy is helpful. Discuss the trainings she has gone to. Pat asks how things are paid. Is it prepaid or reimbursed? Both ways are used. Rooms are prepaid as well as registration costs other items are reimbursed.

[10:28:47 AM](#) Commissioner Hancock comments that since he has been in office since January they have gone into more extensive reviewing. Requiring mileage for gas charges. Explains the ways they review claims. Has asked that trainings be brought before the board and pre-approved.

[10:31:14 AM](#) Lyndsay Goody asks if the County has a per diem rate set. No they do not. Lyndsay feels this would put a safe guard to help protect the County. Commissioner Hancock mentions that they had reviewed some rates and saw that they were usually under the per diem rates. Thinks employees have been cost effective. Lyndsay mentions that maybe a cap that meals should not exceed a set amount. Chairman Raymond mentions that State and IRS have statues and they stay in between these. Lyndsay asks if the elected officials are being held accountable. Everyone is held accountable. Commissioner Hancock mentions some of this investigation is in the past but they are just trying to make sure that things are correct now. Have started trainings before this letter had come out to make sure they don't have any future problems.

[10:34:42 AM](#) Chairman Raymond mentions that on July 23 Idaho Association of Counties and ICRMP came to the county to visit with elected officials, commissioners, and department heads. Their parting comment was that they are doing a better job than they get credit for.

[10:35:42 AM](#) Jill mentions that the training have come about because of the former sheriff. Jill is not so sure that they did the responsible thing by refusing to request former sheriff to take a leave of absence. Jill mentions they should try and have more safeguards in the future.

[10:36:51 AM](#) Chairman Raymond mentions a reference in the letter connected with that comment. It was an accusation made by someone that the commissioners were ignoring felonies. Chairman Raymond feels there was no felony until the verdict was read. Once that verdict was read they appointed an interim Sheriff immediately. Have followed the law to the letter in this situation. Chairman Raymond feels it was not their role to request the former Sheriff's resignation. Jill brings up that Judge Moeller disagreed mentions he was surprised that he was not put on leave. Chairman Raymond feels that is inaccurate statement and may need to go check the record. Believes that it was the former Sheriff's risk to not take a leave of absence.

[10:39:52 AM](#) Pat wants to make them aware that she has attended these meetings and they have been questioning more on the claims. Pat feels she is learning something in these meetings. Chairman Raymond thanks Pat for attending these meetings. Would like to have more people attend these meetings as well as having more information on the website. Wants to have more information out for positive things in the county. Discuss conflict on not having a prosecutor's office built in the courthouse. Pat says they know that Mr. Dunn has announced that he is retiring and the county will not have an office or equipment. Robin mentions he tried with past commissioners to build an office or provide a building. Has also recommended the county going to a full-time prosecutor which is not in his best interest. When the changeover comes will be looking at a high cost to move forward. Chairman Raymond mentions they have discussed the plan moving forward. This county has always had a part time prosecutor. Goal in 2016-2017 will be to move to a full-time prosecutor. This will all depend on the budget and if the funds are available.

[10:45:09 AM](#) Lyndsay mentions that this will take time. Lyndsay mentions her issue is with the employees who are paid full-time by the County and do private work. Lyndsay did work for Mr. Dunn for 2 years. She received payment by the County and she did civil work as well as County work. Mr. Dunn has 3 employees getting paid by the County. Robin mentions at that time the employees were salary are asked to do whatever County work comes up. Chris Boulter had switched this to hourly wages for PERSI reasons. Robin says 2 of the employees work for the County and 1 employee works on civil cases. Lyndsay disagrees. Robin explains the county has given him a set sum of money to run his office. He cannot control the work load and has to have 3 attorneys. AG suggested they cut back but they have the work load he cannot control the court calendars. The 2 deputy attorneys meet the 21 hour per week. They are full-time in a sense that they receive benefits. Lyndsay mentions she is discussing the administrative employees not the deputy attorneys. Only feels the county should be paying the wages of employees that do county work. Discuss wages. Attorney General investigated and found that 1 employee does have minor duties that should not be paid for by the county. There are some complications Lyndsay understands this. Lyndsay asks if Robin pays any administrative staff for his private practice. Robin responds yes.

[10:51:46 AM](#) Chairman Raymond mentions that he feels there are some contradictions here and it will be up to the commissioners to review these suggestions. They do know what the needs are and this is reviewed every year at budget time. Suggest they hire a prosecuting attorney but this is an elected official position. Will move forward for the next fiscal year. Lyndsay asks about a policy to make sure county workers are only working on county jobs. Chairman Raymond mentions that they will review many policies and making sure they are update. Lyndsay just feels that county work should be done during county time and this is putting them at risk. Chairman Raymond cannot comment anymore but feels that they are in a good position as of today.

[10:54:21 AM](#) Pat appreciates that they have been investigating what is going to happen in the future for the prosecutor's office. Commissioner Hancock mentions they have discussed this and they will be at a cross roads with Robin retiring next year. The county is growing to where they will need a full-time prosecutor. Commissioner Hancock explains methods the INL has to review how much time someone is being paid for. Lyndsay ask about software that knows what time is being used on what cases. Feels time should be tracked.

[10:57:32 AM](#) Robin explains this is impossible to know what is going to come in for their work load. Robin explains that the budget is given and if it is a high year the risk is on him and if it's a low year the risk is on the county. Traditionally attorneys make \$175 to \$300 an hour. He makes \$54 an hour working for the county. He is not complaining but if you compare Jefferson County Prosecutor's budget with a comparable size Prosecutor office his budget will be lower. Lyndsay is concerned about the employees paid for by the county while working for his private firm. Robin explains that maybe one employee might have 5-7 hours in the month working on private matters. Have changed the mailing office for his private practice. Did have the private attorneys move outside of his building. Could show her statistically how much they are saving the county. Is currently losing money in some areas but has 5 families that depend on this job. He is making more in retirement. Robin says he is staying on because of people like her and to prove to people that he has not done anything wrong.

[11:00:58 AM](#) Commissioner Hancock asks Pat about procedures with agendas and evening meetings. Is there any of them having them at night? Pat says most of them are during the day. In Utah they did have at least a meeting a month in the evenings.

[11:02:11 AM](#) Lyndsay mentions maybe having the commissioners meet with their districts quarterly. Lyndsay is involved on the Sheriff's Advisory Board and it has been wonderful. Has been a smart thing on Sheriff Anderson's part to be able to bring things to the office's attention. Pat would like to have more people involved. Chairman Raymond mentions they usually have 8 hour agendas. Discuss time frames for agendas.

[11:04:36 AM](#) Commissioner Farnsworth has a last statement on this letter says the commissioners should be acutely aware of their statutory responsibility for safekeeping and managing public funds, including the approval of expenses, credit card charges, per diems, phone bill and the like. He believes he has done this. Feels he has been criticized sometimes looks like he is making a personal attack. He is not. Will stand behind the commissioners until they are clear even if he has the answer. Commissioner Farnsworth will look into some things with the prosecuting attorney. Does not like being accused of doing anything that is illegal. Commissioner Farnsworth will back the other commissioners as well if they have questions with claims and hopes they will do the same. If the public does have a problem they do need to come forward with their concerns. These tax dollars are important and they need to be spent wisely. Will not attack the attorney or other commissioners if there are questions in here they just need to get to the bottom of them. Wants to get along and make this work. Commissioner Farnsworth thanks the public for coming in.

[11:07:24 AM](#) Lyndsay wants to reiterate that the commissioners should at least consider what has been suggested.

Social Services – Edidt Ramirez

- **Executive Session 74-206 (D) –Records Exempt from Disclosure**

[11:11:19 AM](#) Motion by Commissioner Farnsworth to go into Executive Session 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session 11:16

[11:16:44 AM](#) Motion by Commissioner Hancock to authorize Edidt and Prosecuting Attorney Mr. Dunn to handle the case in Boise. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:18:29 AM](#) Motion by Commissioner Farnsworth to deny case #2016-2 for lack of cooperation. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:18:52 AM](#) Motion by Commission Farnsworth to dismiss case #2016-4. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:19:13 AM](#) Recess until 1:00

Open session at 1:00

Planning & Zoning – Naysha Foster

- **Fiscal Year End Report**

[1:00:06 PM](#) Naysha is here. Planning & Zoning used 84% of their budget for 2015. Are at 256 building permits which is the most they have had seen since 2008. There is a lot being built. Mostly subdivision as well as divisions of properties. Subdivisions that were built in 2008 are now having infrastructure being put in this year. Discuss subdivisions that had been vacant until this fall. Getting a lot of questions on how to get an infrastructure into these subdivisions. Discuss property status reports. This report shows fees that have been collected for each fiscal year. Impact fees are separate from the building fees they receive. Impact fees are stand alone. Discuss reports. Naysha wanted to bring in the numbers for the commissioners to see. May need to look at another employee for inspections. Commissioner Hancock asks about getting an inspector that can do plumbing and electrical inspections. Naysha explains who has the authority to do these inspections. Financially it was too high. Discuss building permits for the City of Rigby.

Treasurer – Kristine Lund – Assessors – Cody Taylor & Kathy Lowe

- **Tax cancelation**

[1:08:29 PM](#) Kristine is here to bring before the board some problems with assessments. Mr. King had gone through the process to combine parcels. Combined parcel # LP04N40E362001 with parcel #RP04N40E362558 for 2015. The LR parcel was not inactivated and the value was left intact for 2015, which caused double values for the property. Trying to make things more efficient. If this is left this property would be double taxed. Have estimated the tax to be \$549.58. Has a landfill use fee which was not added yet.

[1:14:03 PM](#) Motion by Commissioner Hancock to cancel tax on parcel #LR04N40E362001. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Assessors – Cody Taylor & Virginia Moss

- **Elva Hall – Tax cancelation**

[1:15:52 PM](#) Cody explains this is a circuit breaker issue. Elva Hall is the daughter of Lavina L. Gray. Had received a letter from Idaho State Tax Commissioner who had reviewed the circuit breaker application. This was denied due to income that had not been reported on the 1099. The more Elva looked into this the more confused she has gotten. Elva's mother has been put in a long term health care facility. Bankers Life is the insurance policy. The Gardens was removing the funds for her mother's care from her mother's checking account. Bankers Life then reimbursed these funds with a check that Elva would deposit back into this account. This was not claimed towards any sort of income. Elva has the 1099.

[1:19:45 PM](#) Robin Dunn left the room.

[1:19:58 PM](#) Elva has asked and no one has run into this problem before. Elva has been in contact with Jeff and Pam from the Tax Commissioner. They informed her she needed to make an appeal. Was informed Elva only had so much time to make this appeal had received the BTA (Board of Tax Appeal) phone number Thursday and faxed them the information. Does have a letter saying that she could come to the commissioners to ask for a special tax cancelation.

[1:22:01 PM](#) Kristine asks about the monthly care amount. Would the State have this as an out of pocket expense? It's reimbursed to offset the income.

[1:23:06 PM](#) Commissioner Hancock asks if her mother is filing income tax? Elva said she has not since she does not make enough income. Discuss the 1099. Lavina owns property in Terreton. Cody explains when they are in assisted living they can keep the home and the circuit breaker helps reduce the taxes.

[1:25:02 PM](#) Commissioner Hancock asks how much the circuit breaker deduction is? Cody says it depends on the income. With the circuit breaker Ms. Gray was only paying around \$20.16. Estimate of \$378.73 of tax without the circuit breaker. This is a State funded program. The State has paid for this in the past. With the added income this property did not qualify for any help on the taxes. Kristine asks if they can get with the State to review this audit or has the time passed. Cody believes that Pam had said the State will not reimburse. Last letter Elva received said that the income was adjusted and tax reduction was taken off.

[1:28:11 PM](#) Chairman Raymond clarifies that this was appealed to the State on Friday. If the appeal is granted the State will pay a portion or all. Elva says that Pam had advised her to appeal this. If the appeal is denied then it would go to the Board of County Commissioners to make a cancelation. Kristine would like to see the State audit this and realize the income is for the long term health care.

[1:30:40 PM](#) Chairman Raymond will table this issue to see how the appeal process goes through the Board of Tax Appeals.

Sheriff's Office – Sheriff Steve Anderson

- **Sign City Contract**

[1:34:25 PM](#) This is an agreement for police service for the City of Lewisville. Same contract as before 20 hours of service with a 2% increase.

[1:35:48 PM](#) **Motion by Commissioner Farnsworth to approve contract with City of Lewisville for Law Enforcement. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Sam's Club**

[1:36:41 PM](#) Sheriff Anderson explains that Scott Herrick would obtain products from Sam's Club for the jail. Sheriff Anderson had advised his employees to obtain a Sam's credit card. Sheriff Anderson is here to make the commissioners aware of this account. With the commissioners meeting twice a month it's hard to bring everything before the board. Has already obtained the Sam's Club card/credit card. Sheriff Anderson feels this way he has more control over what is being ordered for the jail. This had a high credit limit but Melissa was informed that they can lower the limit as soon as they receive the cards. Discuss the limit of the card. Kristine feels this is for supplies and daily business. Sheriff Anderson feels that \$1,000 is more than enough. Most of the supplies will come from the jail line for this card. Sheriff Anderson feels this keeps things cleaner and inline.

[1:43:10 PM](#) **Motion by Commissioner Farnsworth to approve the Sam's Club card for the Sheriff's Office. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:48:19 PM](#) **Robin Dunn is in the room.**

[1:49:35 PM](#) Recess

Open Session at 2:00

Kris Keller

- **Pioneer Cemetery**

[1:59:55 PM](#) Kris Keller is here to represent the Pioneer Cemetery Board. Have mapped out the cemetery with GIS. The map includes who is buried where and what lots are available. Would like to link this data with the County website. This way individuals can look up information online. Would update data periodically. Kris would like to see if they can proceed with this. Eric with GeoSmith mapping is present. Currently have 5-6 maps he maintains on the County website. Can add another map just for cemeteries. For about 10 years Eric has been collecting data on cemeteries as a hobby. If the commissioners were not opposed to this they could load these maps on the server. Are already equipped could have this up and running with ease in a few minutes.

[2:04:03 PM](#) Commissioners feel this is the way to go towards the future. It would require input from cemeteries. The cemeteries would have to provide the data.

[2:05:04 PM](#) **Motion by Commissioner Hancock to approve the ability to put on the county website the GIS data of cemetery information. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Public Works – Dave Walrath

[2:06:45 PM](#) Commissioners bring up the sale of the POSI shell machine. Dave says Butte County still wants to buy they are waiting for DEQ's approval

- **4000 E – 4100 E Project MOU**

[2:07:19 PM](#) Dave is here to discuss the project on the intersection of 4000 and 4100. Commissioner Hancock mentions the funding is for the highest accident locations. This project will be adding turn lanes. School district is not putting out any funding. Discuss funding. Had discussed moving lanes to straighten them out. This has been zoned commercial. Discuss entering into an agreement. It is a worthwhile project. Have had some significant accidents here and it needs to have turn lanes installed. MOU is binding it is a loose contract. Discuss using impact fees. 4100 was listed as part of the capital improvement plan. Naysha does not know the amount that can be used off the top of her head.

[2:19:49 PM](#) Chairman Raymond asks about what the next step is. Need to get a final copy from ITD. Robin explains they are not obligating funds yet. Dave just wanted to pass this information along. Would like to have this signed sometime in November.

- **Jefferson County RPO Charter**

[2:24:44 PM](#) This group met again last Wednesday. This is a charter group. This is an information sharing organization. Will provide more information to be able to plan ahead. Would like to add someone from the City of Rigby. Chairman Raymond mentions that as he is looking at the members would like to include some individuals from the School Districts. Finding individuals to volunteer is difficult. Suggests picking a board member from each School District. Naysha mentions only inviting them to specific meeting that they are involved with. Adding individuals from each area would make this group bigger than they can handle. Dave said he can reach out to the other School Districts. Plan is to meet on the 3rd Wednesday of every month at 2:00.

- **AmeriPride Services Rental Agreement for Circular Butte Landfill**

[2:30:26 PM](#) Dave has the service agreement from AmeriPride for Circular Butte Landfill. Discuss this should be in the budget. They have their own washing services in the shop.

[2:31:26 PM](#) Dave mentions the Great Feeder road will be closed today. Fish salvage is open.

[2:34:51 PM](#) **Motion by Commissioner Farnsworth to approve the Rental Service Agreement for Solid Waste from AmeriPride. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Move Executive session up

Attorney – Robin Dunn

- **Executive Session 74-206 (F) - Legal**

[2:37:10 PM](#) **Motion by Commissioner Hancock to go into Executive Session 74-206 (F) – Legal. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 3:04

[3:05:00 PM](#) Discussed legal cases. No actions taken or decisions made.

Commissioners

- **Sign Computer Arts Addendum**

[3:06:11 PM](#) The arts part was left off for the Sheriff's office. Are being asked to add this back onto the master contract with Computer Arts. Robin reviews.

[3:13:24 PM](#) **Motion by Commissioner Hancock to approve the addendum to the Computer Arts contract. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[3:08:21 PM](#) **Motion by Commissioner Farnsworth to approve special meeting minutes for October 19, 2015. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

[3:08:54 PM](#) Go through changes in the minutes for October 13.

[3:09:55 PM](#) **Motion by Commissioner Hancock to approve meeting minutes for October 13, 2015 as amended. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Certification of Levy Rates**

[3:11:07 PM](#) Discuss changes in the levy rates all of the L-2 have been changed. This should be the final rates.

[3:12:08 PM](#) **Motion by Commissioner Farnsworth to approve the certification of levies for Jefferson County. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Shop with a Cop Program**

[3:14:29 PM](#) Every year the County donates \$1,500 to the Shop with a Cop program. This letter is just asking for these funds from the Indigent account. This was budgeted. Robin asks what statutory authority the commissioners have to give money to any programs. Robin expects the individuals they are helping are indigent but by what authority are they spending the tax payer dollars. Ask how much of this goes to the county. Colleen mentions that Marla is involved in this. Chairman Raymond asks if those that participate are delegated indigent.

[3:20:26 PM](#) Chairman Raymond is asking how they chose what to do. Ask Marla about Shop with a Cop how many from our County are served. Have around 17 from the County and others that were not chosen were taken to Valley Wide and dispersed. The names are turned in by teachers and resource officers. Have taken in around 30 names so far this year. The money donated benefits kids in the county. Service around 82 children. Besides shopping with a cop they supply coat and boots for children. Commissioners call Dan Chadwick with Idaho Association of Counties to get some clarification. Dan is out of the office. Robin calls a civil office in Ada County. They have the same feeling even though the commissioners have donated to certain things it has been against their legal advice. Will table this for more information.

- **Eastern Idaho State Fair Board of Director Appointment Process**

[3:37:58 PM](#) Chairman Raymond mentions they are responsible to appoint or reselect an individual for the fair board. This needs to be on the agenda for a District 6 meeting. Discuss who is in charge of the fair. Corey Foster is the name given. Will get this on an agenda for the District 6 meeting in November 19 for them to discuss further.

[3:40:04 PM](#) **Robin Dunn left the room**

- **Approve Claims**

[3:44:04 PM](#) Commissioner Farnsworth has a question on a claim for special prosecutor being different amounts. These are cases that have been moved to a different attorney. They came in at different rates did take them down to court appointed rate. Are different totals due to being charged different hours.

[3:47:24 PM](#) **Motion by Commissioner Farnsworth to approve the claims from 10/1/15 to 10/26/15 for \$505,721.97. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Public Relations Ideas**

[3:49:37 PM](#) Rebecca has some ideas for public relations. Had noticed earlier during the meeting that individuals want to be in the know. One idea is to have a twitter feed during commissioner meetings. Would tweet things during the meetings. Discuss things she could have tweeted about during the meeting today. On a twitter feed they can have some public input as well. Chairman Raymond asks so in a scenario who would be involved in responding to the tweets. Rebecca would manage this account.

[3:53:27 PM](#) Rebecca has another idea which she calls a talking point's paper. This is for elected officials. Would have information on the county and what is going on to help keep everyone on the same page. These are used to help notify others of everything that is going on in the county.

[3:54:50 PM](#) Discuss pushing more information out. Would like to have weekly press release so citizens feel more informed.

[3:55:43 PM](#) Commissioner Hancock mentions on the tweeting idea would have to monitor this and see if anyone would even follow. Likes having more information out there available. The commissioners are supportive of trying these ideas. She will provide a sample talking point's paper at the next meeting to help them get an understanding of what this entails. Wants to review policies. May want to put a PDF of the personnel policy on the county website so the most current version is always accessible.

- **ICRMP Training – Harassment and Driving Training**

[4:04:00 PM](#) This training is to help lower the cost of insurance for the county. Today's purpose is to review harassment policy and have a discussion. Have completed the discrimination policy online. Need to be very careful things that are meant to be innocent can be taken wrong or misunderstood. Commissioner Farnsworth mentions that you have to notice who you around. Discuss the harassment policy. Discuss types of harassment.

[4:14:05 PM](#) Driving policy discuss driving with cell phones. It is a distraction. Need to use caution. Pull over to talk.

[4:17:49 PM](#) Drowsy driving can be fatal when driving. Commissioner Farnsworth mentions there is nothing worse than driving tired. Suggest pulling over and taking a power nap. Or it may be time to spend the night. Discuss symptoms to watch for include eyes closing or going out of focus, restlessness, wandering thoughts, drifting between lanes, and not obeying driving rules. The number for Idaho State Police is *477 to report inattentive driving. Discuss drowsy driving safety tips.

Commissioners

- **Orientation of Rebecca Squires**

[4:29:39 PM](#) Rebecca has a question the posting had listed a pay rate not sure if this is the correct amount. \$18.69 an hour was posted in the job ad but need to make sure it is in the correct grade and in step 1.

[4:31:12 PM](#) Rebecca has been given some assignments today asks how the commissioners would like the feedback process to work. Chairman Raymond would like to have the feedback as soon as she gets the information. The other commissioners agree. Mentions that if she does need an immediate response may need to call.

[4:32:40 PM](#) **Robin Dunn is in the room**

[4:33:01 PM](#) Rebecca brings up the county website. Rebecca feels that posting the agenda and minutes that Audrey can continue to do this. Rebecca will handle the other issues. Commissioners are fine with this.

- **Shop with a Cop**

[4:34:48 PM](#) Robin comes back in to discuss the Shop with a Cop program. Robin brings up that unless you receive a benefit for funds this is not advised. Goodwill is not really getting anything back. Commissioners sometimes will take their chance. Legally this is not advised. Commissioners discuss what happens to lose immunity. This is because the county is not receiving anything. These kids have been pre-qualified for this program. Chairman Raymond mentions there is plenty of need but also plenty of those that will give. It is a hard decision to not give.

[4:39:05 PM](#) **Motion by Commissioner Farnsworth to approve \$1,500 for Shop with a Cop program taken from the Indigent account. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Orientation of Rebecca Squires**

[4:40:23 PM](#) Chairman Raymond mentions that Rebecca is aware of the Emergency Management office. Cell phone was listed under the position not under a name. Rebecca would rather wait on credit cards. Keys were issued to her by the Sheriff. Rebecca will have an office cleaning day tomorrow. The television was used during Elections it wheels out. The lake computer was brought in and will be stored in the office for now. Commissioner Hancock suggests that she goes out and has a tour of the lake and then they can try to answer any questions. Discuss the lake. Will call with questions.

[4:49:59 PM](#) **Motion by Commissioner Farnsworth to adjourn at 4:50. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Clerk of the Board

County Clerk