

**Jefferson County Commissioner Meeting Minutes
November 23, 2015**

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

Commissioners – Elected Officials – Department Heads

• **Staff Meeting**

[9:02:08 AM](#) Chairman Raymond mentions that the Christmas Party will be December 16 from 12-1. Will close the courthouse offices for an hour. Will do employee recognition at that time as well. Discuss things for the party. Still need some tables. Lori mentions they have 4-H tables at the fair grounds that could be used Rebecca will follow up on this. Bring up recognition for employees for 10, 20 and 30 years of service these names are added to the board in the hall.

[9:07:59 AM](#) Clerk, Colleen Poole updates on the food bank. The high school wants to do a food drive for a scout project. Have also received some cash donations.

[9:08:50 AM](#) Planning & Zoning, Naysha Foster discusses meetings for Planning & Zoning. Naysha has received 8 applications for her building inspector job opening. Have already addressed the tower in Mud Lake at a Planning & Zoning meeting.

[9:10:22 AM](#) Assessor, Cody Taylor is sending out tax notices.

[9:10:55 AM](#) Maintenance/Janitorial, Bryan Briggs just asks if they have any concerns or problems to come to him.

[9:11:09 AM](#) Treasurer, Kristine Lund have sent out 17,400 tax notices mainly sent Tuesday and Wednesday. Will be getting some questions on the landfill use fee. Did have some fraud is working with law enforcement on this issue.

[9:13:51 AM](#) Extension Office, Lori Dye mentions right now they are in the classes teaching. Have had approval to go over the job position. Last week they taught cooking classes through Madison and Pocatello. Commissioner Hancock asks when the fairs will be. Lori does not believe these have been set yet. The fair board decides the dates. Commissioner Hancock mentions Madison County was bringing an entertainment group in and had called him about going in on this group.

[9:17:22 AM](#) Treasurer, Kristine Lund mentions they had the District 6 meeting. Discuss a scholarship that is available to county employee's children and elected officials children and grandchildren. Each district has an individual picked through an application process. Wants to inform employees and elected officials that this scholarship is available. Each district receives a \$1,000 scholarship. Rebecca says she can send this information out county wide.

[9:20:21 AM](#) Chairman Raymond mentions he has been in touch with John Hogge discussing a problem with voles. Having a big outbreak of these.

[9:21:54 AM](#) Public Works, Dave Walrath are transitioning from regular maintenance and going into snow maintenance. Have had interviews last week for the west side job opening. Pending drug test have an individual who will be starting next Monday. Solid Waste side has some more ditch work to do before they are certified.

[9:23:20 AM](#) Weed Department, Mitch Whitmill is also shifting programs this time of year. Are reseeding areas. Do all of the maintenance after the outside work is done. Have reports due this time of year as well. Eastern Idaho Weed control also offers a grant to anyone going to school for ag sciences. Lori mentions they have some information about the scholarships sent out in their newsletters may want to add this to her information lists. Commissioner Hancock recommends getting with schools so they are aware of the scholarships offered.

[9:25:51 AM](#) Sheriff, Steve Anderson the office hosted Menan and Ririe City Government when they did their meetings. They seemed to enjoy themselves. Will be inviting Roberts, Mud Lake and City of Lewisville after the holidays. Have partnered with the Family Crisis Center. Have a tree in the Sheriff's office lobby with tags for families that need help. Sheriff Anderson says it is a busy time of year has a lot of domestics and narcotics issues. There is also a tree in the library up for auction. May be able to put a tree up in the courthouse lobby next year. Sheriff thanks everyone for making the transition easier and mentions Rebecca has been great. Chairman Raymond asks why they could not do a tree out in the courthouse lobby this year. Kristine mentions Audrey Wolfensburg was the contact person. There is a huge need. Kristine will see if she can contact anyone to proceed if not can get the tags from the Sheriff office. Sheriff Anderson will be with John Wolfe serving Thanksgiving dinner at Me & Stan's. This is free event for the community sponsored by the Crown of Life Church.

[9:35:40 AM](#) Attorney, Robin Dunn does not have anything.

[9:35:50 AM](#) Executive Assistant to Commissioners/HR/Park & Rec. Director/Emergency Management Director, Rebecca Squires mentions Jefferson County is sending her son for the State of Idaho's National 4-H of Congress program. With HR wants to freshen up some information. Has a request for personnel action any time there is a change in employee this form needs to cross her desk.

Marilyn will need this form also to pay the employee. Also important to be able to stay within the step & grade. Rebecca says she is not here to tell departments who to hire, but wants to make sure they are within policy. Mitch asks about a database with step & grade. Colleen mentions there is not really a data base set up it's up to the department heads to watch employees at budget time. Naysha mentions the rates will not change without supervisor approval. Sheriff mentions may be going away from evaluation forms. ICRMP is going over some issues they have had. Sheriff Anderson meets with ICRMP the second week of December. A coaching form is what may be implemented so they still have a paper trail of anytime an employee has been coached or had a problem. Naysha asks for some more training on step & grade. Rebecca will organize something. Rebecca mentions she has appreciated all of the support from everyone. Policy reviews will be taking a look at the cell phone and other policy reviews if anyone has any suggestions. For employee recognition asks if they have anyone that deserves recognition to let her know.

[9:48:20 AM](#) Mitch mentions at the Eastern Idaho Weed Association meeting his employee Tristan Blackburn was recognized as weed specialist this year.

[9:48:50 AM](#) Chairman Raymond mentions that sometimes things are taken for granted so when closing time comes for the night if the maintenance people have not made it around to each department, the departments need to make sure they are locking their own doors.

[9:50:30 AM](#) Commissioner Hancock mentions he attended the District 6 meeting.

[9:50:48 AM](#) Commissioner Farnsworth has gotten the handrails on at the Mud Lake Health Department. Geri did request another rail so will work on that. Commissioner Farnsworth has gotten the meat for the party ordered.

[9:51:50 AM](#) Dave mentions that Boot Barn is offering a discount to county employees but have to have their employee ID card to receive this.

Extension Office – Lori Dye

- **AG Position**

[9:53:36 AM](#) Lori is here about the job opening for the ag position. This is the common looking job description that is usually sent out. Lori goes over the position requirements. Must have a master's degree the opening salary is \$39,000. A general ag position will get more applications. Have 11 openings in the district right now. They are open to getting new graduates. Would be doing 80% ag, 10% livestock, and 10% 4-H. Also has 20% of the time directed to the Clark County administrative chair. Explains that Commissioner Farnsworth will be on this committee. Lori will get with Commissioner Farnsworth and form the committee around his schedule to help with the decision process. This position has the commissioners' approval.

Treasurer – Kristine Lund and Payroll- Marilyn Vanderbeek

- **Payroll/Direct Deposit**

[10:00:32 AM](#) Kristine mentions the county did have some fraud last week. Have software already installed that helps catch these types of things. Some of the problem is big stores that do payroll cashing is where fraud occurs. Direct deposit for payroll is the safest route. Currently have around 25 employees that get a paper check. With the new way the county is imputing employee's time Marilyn would be able to discontinue printing pay stubs since they are available online. Kristine has talked to a couple employees who are on the paper check list to see if they would consider going to direct deposit. Did have one that filled out the information and changed to direct deposit. Kristine asks the commissioners if they can mandate that payroll be direct deposit. Kristine feels this would help with not having fraud. On holidays employees cannot receive their checks since the offices are closed. Commissioner Farnsworth says he was a skeptic at first his company he also works for started charging \$25 per check if they did not switch to direct deposit. Commissioner Farnsworth says he thinks this is efficient. Kristine asks legal counsel if they can mandate this. Would rather ask that this to be voluntary. Robin says he would want to do some research on this matter. Chairman Raymond recommends contacting each individual that does not currently have direct deposit first and see what their opinions are. Kristine mentions maybe a letter to those from the payroll department. If the employee is worried about transition could set up a time to sit down with them. Kristine mentions this would help Marilyn move away from printing the pay stubs since the information is readily available on the website.

Nolan Gneiting

- **Trailer Issue**

[10:13:04 AM](#) Nolan turns time over to his wife Dawn. Dawn reads a letter she had prepared. Morning View Trailer Park is asking for a reasonable decision on their trailer issue. Have had problem with the trailer park septic systems. Ryan Lofthouse is here he is an engineer to help with the septic tank problems they have at the trailer park. Discuss the trailer. Would like to be able to keep the trailer where it is until they are allowed to receive a permit for the trailer. Gives the commissioners the letter that was read as well as the trailer location

[10:18:02 AM](#) Chairman Raymond asks what the issue is with this trailer since they are not up to speed on the issue.

[10:18:22 AM](#) Ryan Loftlouse is a civil engineer working with the Gneittings. This is regarding Morning View Acres Trailer Park they are currently storing a trailer. Currently not able to receive a septic tank permit at this time since they having problems with their septic tanks. The systems have been in disrepair have 11 systems 3 are in compliance right now. Until all 11 are in compliance they cannot receive another permit. Need to get the septic tanks up and running. Water system had been under review by DEQ. Also has Morning View Subdivision. Trailer has been siting there since late July. It was requested to be moved by Planning & Zoning by November.

[10:25:38 AM](#) Discuss the area. This has been going on since 2001. Had been trying to get a well done/ fixed in the subdivision. Are almost at completion and may be able to sell lots. Mrs. Gneiting brings up that they should be able to use their location as a business to get this trailer prepared. Commissioner Farnsworth brings up a problem is if they let the trailer sit there what happens if they all of a sudden have someone living in that trailer without a permit. May need to designate a spot to have the trailer while working on repairs.

[10:29:24 AM](#) Naysha brings up the code Mrs. Gneiting has referred to but there is more to it than that. Before the structure is moved it has to meet the HUD standards. Naysha had Jeff red tag this. Also requires a permit for repairs which they have not done. Have not been in contact with Naysha's office. She has requirements from DEQ and the Health Department to not offer permits at this time. There are a lot of factors in moving a mobile home.

[10:31:46 AM](#) Mrs. Gneiting explains she has inserted herself in the business due to Nolan's illness. Had not known that permits were required and have received additional time on the trailer. Naysha has already granted an extension but she just found out they had been doing repairs on this. Naysha granted the extension and now that time has run out.

[10:34:18 AM](#) Robin mentions that taxes also come into play on mobile homes. These taxes are supposed to be paid before the trailer is moved. Naysha has to enforce the ordinances and she can only grant 6 months of time on the trailer and now that time has expired.

[10:35:48 AM](#) Nolan explains the trailer has tires on it. Is not blocked and was planning to leave this that way until they have a permit. Has temporary power to run tools to work on this trailer. Does not know what to do with this other than leave this until spring. Commissioners ask when they think the permits will be available? They have 8 septic tanks that still need worked on. Ryan believes that this would be around a year before they are compliant. Will have to have another septic system for this trailer as well. It will be dependent on lot sales. Are asking for a year time frame to get all of this in order.

[10:39:06 AM](#) Naysha asks the year of the trailer Nolan thinks around 1979. Naysha says that anything before 1976 has to be rehabilitated. Nolan says he has put a roof and windows in this trailer. The title of the trailer will show the year. It only needs cosmetic repairs. Temporary construction trailers are only allowed to be on the property for 6 months if you have a building permit. The problem is they are not allowed to have a building permit at this time. Discuss the well for Morning View Subdivision.

[10:44:29 AM](#) Chairman Raymond asks about selling this trailer for now so they can get into compliance. Would prefer to keep this trailer to put in the park. Chairman Raymond does not think another six months will solve the problem feels they may be further down the road then an extension would cover.

[10:47:34 AM](#) Nolan discusses the septic systems and what the Health Department is wanting. It won't handle diapers or towels which is the problem they are having. Discuss dome septic tanks. Chairman Raymond mentions this is the Health Department's issue. Naysha explains the process they are going through has been years. Ryan believes that by the end of July they should be able to sell lots in Morning View Subdivision since the issue with DEQ should be resolved this will provide income to help fix the septic tanks. The deadline to remove the trailer was November 21.

[10:51:07 AM](#) Chairman Raymond mentions may want to wait for approval from DEQ that they can start selling lots. Robin thinks the DEQ issue should be resolved. Robin mentions they have no assurance that they can sell lots to provide the income need. Robin says if they extend it to July and it's not ready what happens then. Commissioner Hancock mentions that if this is not taken care of by July then this will have to sold or disposed of. Naysha explains if they keep putting money into this it would be at their risk. Naysha said they allowed time to sell or put this in another trailer park if they have a vacancy.

[10:55:17 AM](#) **Motion by Commissioner Hancock to allow an extension on this trailer for Nolan Gneiting and Mountain View Trailer Park until July 1, 2016. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Public Works – Dave Walrath

- **ITD MOU 4000 E 4100 E**

[10:57:12 AM](#) Dave is here with ITD. Dave has been asked to bring this issue before the commissioners again. This MOU relates to the 4000 E and 4100 E intersections. The state is looking for a commitment from the county that they will take action. Our responsibility would be 4100. Introduces individuals from ITD Karen Hiatt, Kimbol Allen and Joan Burger. Karen goes over the drawings Joan has created of this area. Shows the areas that are dedicated to the county. Discuss the area. Karen gives an estimate of the right-of-way to be around \$10,000 to \$20,000 as a rough estimate. Dave mentions this right-of-way accusation would allow the north part of 4100 to shift to the west; this has an offset right now. Dave's issue is the compliance and not committing past a new commission. The way this is written it goes until next year. Nothing has changed from the previous meeting in the MOU. Robin explains this is a basic MOU and

just lists what the responsibilities include. Robin says the critical part is obtaining the property. Dave mentions that one of the properties is controlled by a trust. It is hard to get the property deeded to the county. Dave says they all agree that there is a need for the improvements but the difficulty is requiring the right-of-way. Dave recommends approving the MOU.

[11:05:49 AM](#) **Motion by Commissioner Hancock to go ahead and approve the MOU between City of Rigby, Jefferson County, Jefferson School District and the Idaho Department of Transportation. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock –aye, Chairman Raymond –aye. Motion passed.**

- **HB 312 Projections**

[11:07:29 AM](#) Dave hands the commissioners the projections this is available on the LHTAC website. This shows the projected additional revenue from the increase in fuel tax and increase in vehicle registration. Go over the projections. This is based on road mileage and population. This is just some information for the commissioners. This topic came up at a conference last week. There are specific directions from legislator on how these funds are used. Want the funds used to maintain specific structures. Have to report on what they did use the BB 312 funds on.

- **Zoning Change Schedule**

[11:15:05 AM](#) Dave has submitted the paperwork to the City of Rigby to change zone from commercial to industrial to allow the larger fuel tank storage. Believes the hearing will be in December. Once they get approval it will go to the city council. This was zoned residential had changed this to commercial now have to change it to industrial. Dave feels confident this will be approved they are improving the area. Dave is hopeful that by January will be able to move forward with the new tanks.

- **County Line Landfill Closure**

[11:17:15 AM](#) Dave has had a request to have the landfill closed on Saturday, December 26. The landfill gets hit with household trash the day after Christmas. Will be open up the following Saturday since they will be closed on January 1. This is a construction and demolition landfill not a household trash location. Have problems with folks trying to bring in Christmas trash. Commissioners agree that this will be fine to be closed. Will post the closure online and around the landfill.

- **Donation of PTO time to Road & Bridge Employees/Executive Session 74-206 (E) – Trade or Commerce**

[11:20:17 AM](#) **Motion by Commissioner Farnsworth to amend agenda and move into an executive session 74-206 (E) – Trade or Commerce. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:24:58 AM](#) **Motion by Commissioner Hancock to allow Road & Bridge Department Administrator to allow his employees to donate PTO to an employee who had been injured not work related. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Social Services – Edidt Ramirez

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

[11:26:10 AM](#) **Motion by Commissioner Farnsworth to move into executive session 74-206 (D) – Records exempt from disclosure. Second by Commission Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:56:08 AM](#) **Motion by Commissioner Hancock on case #2016-5 and case #2016-6 to approve both of these cases. Will issue a special lien on case #2016-5. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:57:31 AM](#) Discuss amounts on a case.

[11:58:25 AM](#) **Motion by Commissioner Hancock that on case #20-01 and case #20-05 will make a settlement amount of \$18,454.00. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[12:00:00 PM](#) **Recess for lunch**

Open session at 12:59

[12:59:34 PM](#) For the record the commissioners signed a liquor license for The Lube Shop.

Robert Melendez and Mike Adams

- **Great Feeder Bridge**

[1:00:23 PM](#) Robert Melendez and Mike Adams have come up to speak have some handouts for the commissioners. Are here to discuss the great feeder bridge. Robert says in 1994 he and his wife purchased around 10 acres of property above the headgate. This was wasteland at that time. After they got this property they needed to remove the road that was through the property. Robert

developed Monty's County Cove after this road was developed. There are 6 big homes that have been built up there. The big headgate road does not blow in during the winter and they need access for fire and in case of an emergency. The other road gets blown in. Discuss the river area.

[1:05:47 PM](#) Bob has a picture of the debris that washes up against the area. When the float boats come down the river think they can make it and end up tipping over. Discuss lost boats and gear that floats down the river.

[1:08:22 PM](#) This is an emergency exit. Their power goes out frequently. Discuss property owners. Robert goes over his tax assessment. Paying \$1,517.00 for the schools and \$1,125.00 to the county. Feels he is paying taxes and if we can afford these big high schools thinks they need to find money for this headgate. Believes this is a necessary access for these homes.

[1:12:11 PM](#) Chairman Raymond says that what they are facing is the headgate is privately owned by the canal company. As their role as commissioners they don't have any say over this property. The canal company can do what they choose. The county does not have an easement to this headgate.

[1:13:22 PM](#) Robert feels they need to team up and fix this. Chairman Raymond and Commissioner Hancock mention they are not against this structure. It has been used by the public for over 120 years. Commissioner Hancock mentions they will have to work with the canal company to have some sort of easement to grant the county the ownership of the bridge. Also have requested a design to know what the costs are going to be. Have not at this point been given a design of what the structure is going to look like. How can they ask for money for a bridge when they don't know the cost involved?

[1:18:09 PM](#) Mike Adams speaks that this is a big safety issue since it is their only access out in the winter. Once Highway 26 closes they are stuck and their road is last to get plowed. Bridge was out in 1895 but has never been closed to the public. Mike has a road law handbook to look through. Mike reads from this book. They do plow this road themselves. Mike asks how the canal company can come in after being used for this long. They have established a right-of-way through this. They understood the need for the bridge then and now this is for the public good. Need to see if they can work together to be allowed access.

[1:22:17 PM](#) Commissioner Farnsworth says they have closed the road for construction. Mike says the community is concerned that they are not going to have access once the construction is over. This is an important access point.

[1:24:54 PM](#) Commissioner Farnsworth asks if anyone has contacted BLM or Fish & Game? No one has that they know of.

[1:26:00 PM](#) Robert discusses that GPS still shows this as a road and so people are getting up there and having to turn around.

[1:26:28 PM](#) Robin mentions the canal company has come in twice. They are not trying to restrict access but money has not been saved are not sure what they are wanting the county to do.

[1:27:37 PM](#) Chairman Raymond mentions the old bridge was 10 feet wide. Not sure if it was or wasn't ever meant to be a public road. Today the preliminary plan calls for a working deck on the headgates. This will be on the front side so they can get equipment on this to maintain the headgates. The primary purpose is maintaining the headgate. From Chairman Raymond's view point he thinks the canal company needs to consider the exposure to risk. Chairman Raymond says he would have to take a hard look at the plan to see if a public access would be allowed and what that access would look like. In his mind this is not a bridge over a canal. This is bridge over working headgates. There are some spots in the access before they get to the canal that would also need some maintenance.

[1:31:48 PM](#) Bob mentions they know they need an access on the headgate.

[1:32:07 PM](#) Would need some risk management people to access this. Chairman Raymond thinks that this is going to have to be planned.

[1:33:05 PM](#) Mike mentions they understand if the bridge is closed for equipment if logs need removed or maintenance need done. Discuss farming and ways equipment works. Things get shut down when they need worked on they understand that. Mike just wants them to do the best they can to maintain this access for the community. They are putting the headgates and a working deck on this. This will be down whether the county participates or not. If they want to put a gate across the access it is up to the canal company not the county. Mike says they are worried about this. Have been told this is getting shut permanently. They want to know what they can do to lessen their worry. The canal company is in attendance but is just here to listen to concerns since they act as a board. They do not have anything to present.

[1:37:57 PM](#) Chairman Raymond mentions that the canal company will do the right thing. Once they do have more information on the structure and price they would have to have public hearings to gauge where the support is and to assume risk. No timeline at this point for a public hearing.

[1:39:43 PM](#) Shane Shippen from the canal board mentions their timeframe is to build by spring time.

[1:40:19 PM](#) Commissioner Hancock asks Shane about the project. Have not seen a design. Says this has been designed by Ted Sorensen. They are hiring a contractor today. Stan or Bruce has the design.

[1:41:50 PM](#) Commissioners will look into this farther and will keep the public informed so they can quit worrying.

Planning & Zoning – Naysha Foster

- **Resolution #2016-3**

[1:42:58 PM](#) Naysha is here to transfer funds. The Planning & Zoning and Building Department has a revolving trust. Used to use this as an incentive to contractors that 30% would be refunded if they followed all rules and inspections properly. Around 2014 they decided to quit offering those refunds. Do not have the need now for the revolving trust. This is the accumulation of funds from this trust. Wants to transfer these funds into the general fund. Will leave \$2,500 until March 2016 that is the deadline to receive any refunds. Wants to rename this trust to impact fees. Discuss impact fees thinks having these funds separated so you can see the bottom line. Has talked with Farrell and Colleen everything has been approved.

[1:46:09 PM](#) **Robin Dunn left the room.**

[1:46:30 PM](#) Chairman Raymond reads resolution #2016-3. Non-refunded building fees to be transferred to the general fund in the amount of \$676,658.46. In March of 2016 will rename this trust impact fees. If the \$2,500 is not paid out by March 2016 then they would proceed with another resolution moving this also to the general fund.

[1:50:01 PM](#) **Motion by Commissioner Farnsworth to accept resolution #2016-3 for transfer of funds from Planning & Zoning and Building Department Trust to the General Fund. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Sheriff's Office – Sheriff Steve Anderson

- **Staffing**

[2:00:20 PM](#) Sheriff Anderson and Sam Dye are here to discuss the staffing of the jail. Have checks coming in for around \$65,000. Needs to be fully staffed and are currently not. Need 2 detention deputies so they can make sure they pass their inspections. Currently are operating with only around 3-4 deputies. This would alleviate a lot of pressure to keep everything in compliance. To continue bringing in the revenue they will need to be fully staffed. Have 1 deputy who is in charge of all doors, phones, etc. during visitation should have 2 deputies those days. The cell checks cannot be compromised. Have passed jail inspections currently. Want s to make sure they have everything in order for the next inspection in the spring.

[2:03:54 PM](#) Commissioner Hancock asks if they are going to maintain the level of inmates? Sheriff thinks they will go over but depends if they are staffed completely. They also save money being fully staffed so they are not paying overtime shifts. The Idaho Department of Corrections (IDOC) does not want to put inmates into places that are not staffed correctly.

[2:05:35 PM](#) Commissioner Hancock asks if they would have to be POST certified? Yes they would absorb that but do have a grace period. Hiring POST certified would be optimal but not always available.

[2:06:17 PM](#) Chairman Raymond asks about the changes in the budget. Commissioner Hancock says they will have to open the budget for the revenue and expenditures. Go over numbers since May for the jail. Revenue for the jail \$363,171 for this quarter. Discuss trend in the jail with the inmate increase. Are actively in contact with these State contacts to discuss how many inmates can be taken in each day. Currently staying between 70-75 inmates. If they were fully staffed would be able to take 80-85 inmates.

[2:10:17 PM](#) Chairman Raymond says when they budgeted they did budget increases but did not budget to cover all of this. The trend line is moving in the right direction. Chairman Raymond asks if they hire deputies and the trend goes down what then. Sheriff Anderson says if the numbers do drop they would have to make some hard decisions and cut staff.

[2:11:54 PM](#) Go over numbers again. Idaho Department of Corrections (IDOC) is where the money is coming from.

[2:13:41 PM](#) Sam discusses having to turn away inmates. Keep room to house our own county inmates. Sending inmates to another county is \$45 a day. State also pays \$45 a day.

[2:14:55 PM](#) Mention that the State prisons are always at max capacity. State of Idaho still houses prisoners out of State. Sheriff Anderson says the Federal Marshalls have signed a contract as well.

[2:22:14 PM](#) Chairman Raymond states would not reopen the budget until August or September since they won't want to open the budget numerous times.

[2:23:17 PM](#) **Motion by Commissioner Hancock to authorize Sheriff to obtain 2 new deputies for the jail. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Sheriff's Office – Sheriff Steve Anderson and Park & Recreation – Rebecca Squires

- **Firearms and Jefferson Lake**

[2:25:13 PM](#) Rebecca has had an individual asking if he could hunt geese at Jefferson Lake. The gentleman wanted to know the legal reason why he could not. Have found some statues but nothing directly stating no discharging firearms at Jefferson County Lake.

Sheriff Anderson says there really is nothing to say they can't shoot at the lake. There are homes and people walking around the lake. Would need to make a county ordinance that says no discharging firearms at Jefferson County Lake.

[2:27:53 PM](#) Discuss going with no firearms at all or no discharging of firearms. Some people will have them while camping in their RV's. May need to specify they cannot discharge firearms at the lake. Could also post no hunting. Rebecca says they may want an ordinance to back this up. Rebecca will draft an ordinance for this and bring it in for review.

Sheriff's Office – Sheriff Steve Anderson

- **Employee PTO**

[2:31:46 PM](#) Sheriff Anderson brings back up his question on PTO for the few employees that had PTO taken from them from the audit. Had asked about taking time from their sick bank instead of taking PTO. Sheriff Anderson mentions this was wrong and the PTO had been taken from them. Wanting to take time owed from their sick bank and give their PTO back. This was tabled to discuss with Attorney who is currently not here. Commissioner Hancock mentions that PTO and sick bank are different things not sure they can intermix these two things.

[2:34:03 PM](#) Sheriff is here on the employees behalf. Commissioner Hancock mentions they did use the PTO they were not shorted. Did have some tracking issues. Sheriff Anderson has had employees come to him so he has brought it before the board. Used to have sick leave and PTO. Sick leave is no longer offered only employees who have been with the county for a long time have a sick bank.

[2:40:29 PM](#) **Robin Dunn is here.**

[2:40:41 PM](#) Chairman Raymond brings Robin up to speed on the problem before the board. Robin will have to reread this and will be put on the next agenda.

Emergency Management/Executive Assistant/Park & Recreation/HR – Rebecca Squires

- **EOC Cabinet**

[2:42:22 PM](#) Rebecca discusses classes she has taken for Emergency Management. Rebecca has gone to two companies for the cabinet she wants built. Brant Barney will construct a 5ft wide 7ft tall cabinet custom built to house all of the bins for the emergency plans. Will build it for around \$1,475.00. SHAP grant money will cover this cost and the Department of Homeland Security has already approved this cabinet.

[2:44:33 PM](#) **Motion by Commissioner Farnsworth to authorize Rebecca with Emergency Management to build an EOC Cabinet for \$1,475.00 to be paid for with grant money. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Employee Recognition**

[2:45:09 PM](#) Rebecca will do plaques for 10, 20 and 30 years of service. Rebecca asks departments to come to her with any other recognition needed. Will arrange for pickup of the potatoes for the Christmas party.

- **Cell Phone List**

[2:49:50 PM](#) Rebecca has not gotten with the Sheriff's office yet did get the other side of the courthouse done. The list includes cell phones and who they belong to. Will keep this updated as needed.

- **Park & Rec. Intern**

[2:51:20 PM](#) Rebecca is looking for feedback. Was looking into a Park & Rec. intern. Rebecca provides a sketch of what an intern would do. This would be an unpaid position but would give them preference on another position for the lake. Example BYU-Idaho requires internship for all of their programs. These are usually 7 week duration with 10 hours a week. Would ask them to work during the time the lake is open. Could be an intern then work the booths so they can receive some pay. Commissioners think this is a wise move. Take this and see where this goes. Rebecca asks if there would be any risks or workman's comp. Rebecca will get with Robin to review.

[2:55:03 PM](#) Recess

Open session at 3:00

Commissioners

- **Approve Claims**

[3:00:31 PM](#) Discuss questions on the claims. Chairman Raymond mentions a charge for room tax. Need to remind employees to not pay tax. Question the Weed Department claim for boat repair. .

[3:02:28 PM](#) **Motion by Commissioner Hancock to approve claims for \$151,949.12 from 11/9/15 to 11/20/15. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[3:02:52 PM](#) Discuss changes.

[3:03:00 PM](#) **Motion by Commissioner Farnsworth to approve commissioner meeting minutes from November 9, 2015. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

[3:03:55 PM](#) **Motion by Commissioner Hancock to approve special commissioner meeting minutes from November 10, 2015. Second by Chairman Raymond. All in favor – aye. Motion passed. Commissioner Farnsworth abstains.**

- **Conflict Attorney Fees**

[3:06:03 PM](#) Robin had talked with the Judge again Friday. The Judge has pulled the State of Idaho rates and will be sending the commissioners a letter. Fees will be \$70 out of court and \$90 for in court. Wants to have the whole district uniform on these fees. Commissioner Farnsworth brings up the Public Defender's budget from the previous meeting he was actually over his budget. Public Defender was at \$65,000. May need to increase the budget next year. Chairman Raymond mentions they over spoke on the Public Defender's budget.

Rigby High School Senior – Brady Bell

- **Citizen Project**

[3:12:10 PM](#) Brady is here for his Senior Project. Trying to get texting and driving signs put up in the county. He has contacted Dave from Road & Bridge who directed him to Stacey with Road & Bridge. Brady wants to put up as many signs as possible. Thinks the signs will be helpful to remind individuals to not text and drive. Commissioner Hancock thinks this is a good idea may need to decide how many signs he wants to put up. Commissioner Farnsworth mentions adding this to the speed limit signs. Will need to get with Stacey to know the mandates of where they can be added. Brady was looking into a grant to help pay for this. Would like to include the busiest roads and around the high school.

[3:15:44 PM](#) Commissioners believe Brady is on the right track and that Stacey will be able to guide him through the steps. As far as a grant goes not sure where to send him. May contact State Highways as they issue safety grants. The State Office or ITD since a lot of the main roads are State roads. Rebecca gives Brady some advice on grants for this project.

Commissioners

- **Probation Building**

[3:20:19 PM](#) Tammy Adkins is here. Are deciding to move toward negotiations on the probation building due to an increase in the rent. Will allow the use of the basement until it is rented out. Would like to get this resolved in the next week or so.

- **Cell Phone Policy**

[3:22:48 PM](#) Rebecca has made the changes on this policy that had been discussed in the last meeting. Rebecca discusses the changes that were made.

[3:23:50 PM](#) **Robin Dunn left the room.**

[3:24:36 PM](#) Chairman Raymond asks about anything else to add. Rebecca mentions there is nothing about tracking the phones by who has possession of the phone. Discuss the policy. Discuss changes may need to be in the standard operating procedures. Rebecca mentions that each position would be assigned a number so they can track phones to name and position.

- **Travel/Meal Expense Reimbursement Policy**

[3:33:02 PM](#) Rebecca has the most current policy. This is the first look over of this one. Go through the travel policy. Discusses the long distance phone calls. This is an open ended statement. May need to restrict this some. Change it to one call no longer than 15 minutes. Registration fees should be paid in advance. Discuss parking fees and meal expenses. Extension office has requested a change that when they are at the State Fair it is impossible to get a receipt or take credit cards. Wants to see about having cash per diem rate set for these days.

[3:47:10 PM](#) Chairman Raymond would be dubious about it being prepaid. May need to look at setting a per diem rate. But would prefer to do a reimbursement. Currently do not have a per diem policy. Do they want to attack a per diem policy? May want the latitude to use per diem on certain basis. State rate is around \$45 a day. Federal rate depends on the State. Draft a special per diem section which would be on an as-need basis.

- **Standard Operating Procedure**

[3:52:28 PM](#) Rebecca suggests going over this one and coming prepared with any changes at the next meeting.

- **Salary Administration Policy**

[3:53:04 PM](#) Rebecca has retyped this. Rebecca would like to go through this policy again as well.

- **Cloud Seeding**

[3:53:37 PM](#) Rebecca brings up cloud seeding. This is something that was budgeted and they pledge money each year. Hands a pledge form to the commissioners. Chairman Raymond reads the letter.

[3:58:27 PM](#) Motion by Commissioner Farnsworth to approve the cloud seeding for \$5,000. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Request Retention of County Vessel Fund/Resolution #2016-4

[3:59:38 PM](#) Colleen brings up the request for retention of county vessel fund this is for the waterways. Has attached the intent to use the funding to the resolution. Chairman Raymond reads resolution #2016-4.

[4:01:28 PM](#) Motion by Commissioner Hancock to accept resolution #2016-4 to adopt county vessel funds in the amount of \$11,596.61. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- District VII Casa Program

[4:02:31 PM](#) Coleen provides the commissioners with the letter for the Court Appointed Special Advocate (CASA) program. This will be taken out of contingency.

[4:05:22 PM](#) Motion by Commissioner Farnsworth to fund the CASA program for \$500. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[4:08:51 PM](#) Robin Dunn is here.

[4:08:53 PM](#) Motion by Commissioner Hancock to amend agenda and go into an executive session 74-206 (B)-personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 4:59

[4:59:14 PM](#) Discussed an employee issue. No action or decision made.

Attorney – Robin Dunn

- Executive Session 74-206 (F) - Legal

[4:59:27 PM](#) Motion by Commissioner Farnsworth to go into executive session 74-206 (F) – legal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 5:17

[5:17:49 PM](#) Motion by Commissioner Hancock to amend the special meeting minutes from November 10, 2015. Change to cover the entire precincts for the Central Fire Election. Second by Chairman Raymond. All in favor – aye. Motion passed. Commissioner Farnsworth abstains.

[5:19:58 PM](#) Motion by Commissioner Farnsworth to adjourn at 5:20. Second by Commissioner Hancock. All in favor – aye. Motion passed.

Chairman of the Board

Clerk of the Board

County Clerk