

**Jefferson Co. Commissioner Meeting  
August 24, 2015**

Meeting called to order at 9:00. Those present are Chairman Raymond, Commissioner Hancock, Commissioner Farnsworth, HR Emily Kramer, Treasurer Kristine Lund, Assessor Cody Taylor, Weed Department Mitch Whitmill, Maintenance Scott Herrick, Extension office Lorie Dye, Fair Sue Walker, Probation Tammy Adkins, Public Works Dave Walrath, Sheriff Steve Anderson, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Naysha Foster. Prayer given by Scott Herrick.

**Commissioners – Elected Officials –Department Heads**

• **Staff Meeting**

[9:04:44 AM](#) Chairman Raymond discusses the budget have a published amount. Currently have funded the budget for step & grade and have authorized a 1% COLA and will not pass on any insurance increase to the employees.

[9:07:01 AM](#) Commissioner Hancock talks about some changes in the budget. Going to make changes to the carryover accounts for vehicles, and heavy equipment. Want to change this to a fund that will not be included in the budgets, unless they are adding money or ready to spend money.

[9:10:13 AM](#) Chairman Raymond mentions that anything over \$1,000 asset needs to come before the Commissioners. Wants to make sure there is cash in the budget when making purchases.

[9:11:00 AM](#) Tammy Adkins asks about COLA? All employees will receive this.

[9:11:26 AM](#) Sue Walker – 4-H program assistant. Had about 480 youth participate in the fairs. The fairs were huge this year had a lot of projects. For the market sale had around 90 animals in Mud Lake and around 137 animals in Rigby made around \$200,000 to go back to the youth. Have a College Scholarship Steer this year in Rigby the steer was sold for \$12,000. This is used to improve livestock or help feed animals as well as to help maintain the grounds. Had a very good turnout will have several go to the State Fair.

[9:14:48 AM](#) Mitch asks about how many will be attending the State fair. Sue mentions with a project they have to have received a blue ribbon. Have to weigh in extra livestock to go to the Blackfoot fair. For the horse show they would have to qualify. This is a program that not a lot of money is contributed but it's a benefit to the county.

[9:18:36 AM](#) Clerk Colleen Poole - mentions that they would like everyone to attend the budget hearing Monday August 31 at 9:00. Appreciates all the help with the budget. Dave will be unable to attend.

[9:20:06 AM](#) Treasurer Kristine Lund - mentions the September 28 IAC meeting in Boise asked if the Commissioners are attending. Discuss time frames. Colleen went to go print an agenda. Mentions Marilyn had sent out a sheet for the departments wanted some clarification on the new payroll figures. Are working on the delinquent taxes trying to get them current. Trying to avoid having any sales.

[9:23:29 AM](#) Planning & Zoning Naysha Foster - the department is doing well. Slowest month was July but still has been more than previous years. Have had more shops, garages, outbuildings so far in August.

[9:24:20 AM](#) Weed Department Mitch Whitmill - mentions that fall is a busy time. Last Monday they did their boat safety training. Doing ATV safety training on Thursday if anyone needs to be certified. Chairman Raymond asks about all the weeds. Is there anything we can do? Discuss what chemicals he uses. Will be doing some trial areas trying to reseed them with grass. Chairman Raymond asks that Mitch work with Dave on this. Are on the 2<sup>nd</sup> round of spraying the county.

[9:33:10 AM](#) Assessor Cody Taylor - are working on the reconstruction.

[9:33:26 AM](#) Extension Office Lorie Dye - are finished with the county fairs. Now ready for the State fair.

[9:34:22 AM](#) Public Works Dave Walrath - has finished up overlays and chip seal throughout the county. Has had some chip loose on 500. Meet with Paragon Consulting at Circular Butte still working on getting cell 1 certified. Then will re-seed the cell to get some vegetation established on the cover. Transportation meeting on September 16 at 2:00. Will be gone will have Jerry come to the budget hearing. Has been trimming trees and mowing. Currently doing maintenance until around September when they will be doing some more chip sealing. Commissioner Hancock asks about county line. Discuss how they classify these roads.

[9:40:01 AM](#) Sheriff Steve Anderson - will be moving ahead with a sheriff's sale. If they have any surplus vehicles need to get their resolutions over to the sheriff's office. Had attended both fairs. Was able to sign up a lot of citizens for the reverse 911, as well as children ID cards.

[9:42:02 AM](#) Probation Tammy Adkins - wants to remind the commissioners that they will be starting their study process on Thursday. Has a question on the maintenance she wanted to bring up that when they were first brought in they only had enough

money to have 2 days a week dedicated to them for cleaning. Wants to mention they could use the building cleaned more frequently. Right now Tammy has to have someone do it through community service or she does it herself.

[9:44:29 AM](#) Maintenance Scott Herrick - are starting an Eagle Scout project at the lake. Redoing the basketball court. Are widening the court and putting in new hoops.

[9:45:11 AM](#) HR Emily Kramer - the preparedness fair is Sept 19 at Madison High School. Rigby Lake is open until September 30.

[9:45:59 AM](#) Commissioner Hancock does not have anything

[9:46:08 AM](#) Commissioner Farnsworth does not have anything.

[9:46:23 AM](#) Dave asks about a revolving account for Road & Bridge. Commissioner Hancock mentions this will be included in what he discussed earlier.

[9:50:52 AM](#) Mitch mentions they are having some problems with the gas card company they are using. Kristine has been involved. Mitch wants to change companies asks if they have any guidance will work with Kristine. Having problems with the mail.

- **COLA/Step & Grade**

[9:54:58 AM](#) Kristine asks about the yellow sheets wants to confirm the step & grade per employees. Kristine wants to make sure they are doing this correct. Emily will send out the sheet with the COLA of 1%. Discuss using the anniversary date for the step & grade this only affects new hires. First year will be anniversary date then budget year after that.

### **Phone Proposals – Joyce Briggs – Mike Miller-Colleen Poole**

[10:03:34 AM](#) Mike Miller mentions that they have had an increase in the phone lines and so they have requested some proposals.

- **BPS –Dean Stutzman**

[10:04:46 AM](#) BPS had installed the phone systems in the courthouse. Dean proposes the gold standard that will cut the phone bill down. PRI takes all phone numbers and puts it into a T1 which has 23 channels. This will go through a PBX that has 23 lines available. Can provide interaction with the phone system. Example if on election night can only take 5 calls they can play a message to the next caller stating we will be with you momentarily. This feature interacts with the current AVAYA phone systems. When there are problems with the phones BPS is who is called. BPS has looked at the lines in the courthouse and how they are used. Wants to make sure the commissioners know they are certified. VOIP an SIP do not work as well have problems with dropped calls. Paying currently around \$2,000 a month. With BPS contract are looking around \$1,000 a month. Will need some hardware for a onetime charge of \$3,200. Mike mentions the 911 lines are not being touched. This proposal is for all lines and fax in the courthouse and does not include additional buildings.

[10:15:00 AM](#) Joyce questions how the bills would come in. Would have to budget this differently so that the bills came out a general fund and not per department.

- **Fremont Telecom – Kory Packer**

[10:18:30 AM](#) Would be proposing similar to the previous proposal. Would have to change to fiberoptic network would be the difference. Fiberoptic has a lot of capabilities down the road. Could eventually provide internet access as well. Fiberoptic costs sales department provided three different proposals given to the commissioners. Same monthly product cost but with different ways to pay for the install charge. He is not sure about the other buildings in the county. Mike explains how the radio frequency works and what this could mean for the 911. Commissioners will have to look through the proposals provided.

- **XILEC – Brad Nielson**

[10:27:33 AM](#) Brad is an agent that works with multiple companies has currently been working with us on the Century Link accounts. The contract expired in June so they went up 20%. Can continue to keep what we have and reduce the bill back down. Does not suggest using VOIP. Has a relationship with Century Link. Can purchase into the State of Idaho contract. This would provide special rates that would lower the bill quite a bit. Services would be a T1 as well as long distance. In the State of Idaho contract they waive the pick fees of \$0.90 a line. This contract began in July so if this is chosen could enter into that and would expire in July. Brad discusses the pricing sheet. If they stayed with Century Link would be around \$1,068.00 plus additional fees. On the last page proposed cost for T1. On the State of Idaho contract drops this down to \$712.00 a month. Would have to facilitate with BPS to manage the phone systems as well as adding additional departments. Brad wants to continue his relationship with Jefferson County.

[10:37:26 AM](#) Commissioner Hancock wants to take some time and review these proposals. Wants to look at what will be best for the county. Does not think a decision will be made today. Commissioner Farnsworth and Chairman Raymond agree.

[10:38:53 AM](#) Brad adds that he may be able to obtain some credit for the Century Link bills if they decide to renew that contract.

[10:39:56 AM](#) Dean mentions that the price on the hardware may increase if they do not go with BPS's service. If the State bid is the way they go BPS would have to subsidize the cost of the hardware and so it would increase.

[10:42:14 AM](#) Chairman Raymond thanks everyone who came in for a proposal.

### **Coby Tigert**

- **Sportsman's Activities on Public lands**

[10:44:33 AM](#) Coby and Chairman Raymond serve together on the BLM Resource Advisory Council. Coby is with the Teddy Roosevelt Conservation Partnership is here for an informational meeting discussing the activities on the BLM lands. Hoping for a draft by 2016. Organization founded in 2002 with the intent to guarantee all Americans the area to hunt and fish. Are proposing this to the back country areas that are not highly developed. Have identified areas that meet the criteria. Have around 1.8 million acres. Roughly 48,000 acres in Jefferson County. Basic concept is to conserve some of the land. To reserve the habitat and limit access to public lands. Wants to make sure local economy is not impacted. Have proposed this in 9 different field offices in the west. Have over 100 sportsmen's who support this as well as many recreational businesses.

[10:50:05 AM](#) Have spoken with many and haven't been aware of any problems thus far. Wanted to ask the Commissioners if they would have their support. Commissioners ask that when Coby is closer to his final draft to bring that before the board.

[10:51:07 AM](#) Commissioner Farnsworth asks about the BLM closing off areas to motorized vehicles. Coby's understanding is that they will be going to a more designated route. Discuss slowing down the road growth to maintain the habitats of animals and help with the wild fire issues.

[10:57:33 AM](#) Chairman Raymond thanks Coby for coming in would want to see the final draft before giving their backing. Colby says that once they do have the final draft he will be in contact.

### **Social Services – Edidt Ramirez**

- **Executive Session 74-206 (D) Records exempt from disclosure**

[10:59:53 AM](#) Motion by Commissioner Hancock to go into executive session 74-206 (D) Records exempt from disclosure. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

### **Open session at 11:08**

[11:08:49 AM](#) Motion by Commissioner Farnsworth to approve case #2015-43, to approve case #2015-51, and to deny case #2016-2 for lack of cooperation, and possible ability to pay. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:11:23 AM](#) Go back to discuss the phone lines. Discuss that other counties have been going with Fremont telecom because fiber is the way to go. The fiber runs right past them. Would the fiber be in the county's best interest? Chairman Raymond thinks that fiber is the way to go. It is a \$25,000 investment that they have not budgeted for. Suggests using State Bid for a year and budgeting for the fiber the next year. Request Mike Miller to come and join the discussion.

[11:15:27 AM](#) Mike Miller comes back in to discuss the 911 monies. This can only be used to pay for things that include 911. Would like fiber lines being brought into the town. Thinks that they could justify using the 911 funds. Chairman Raymond asks about budgeting for half and having some other company's piggy back off of the county and help pay the \$25,000.

Commissioner Hancock thinks that fiber is the way to go. Mike believes in the current budget still has \$130,000. According to the budget Colleen pulled have \$77,000 left in the capital. Paying the bills had discussed just pulling it from the general fund for communication. Mike mentions that BPS has been very good at taking care of the phones, but going fiber would not affect this.

[11:30:09 AM](#) Fremont Telecom option 1 is \$542 month with \$25,000 to install the fiber. Option 2 is still \$542 month \$10,000 down on the install with \$463 additional for 60 months to pay for the install. Option 3 is still \$542 a month with \$5,000 down to install and \$573 additional per month for 60 months to pay for the install. All are the same cost just break out the install fee if desired. Would just depend on if they would want to pay a lump sum for the install. Have money budgeted this year wants to discuss further. This would benefit the county by bringing the fiber optic across the highway. Other companies would have to run a splice to their buildings.

[11:35:12 AM](#) Recess

### **Open Session at 1:00**

### **Treasurer – Kristine Lund**

- **Landfill user fee**

[12:59:47 PM](#) Kristine and Cody are here to discuss the landfill user fees. Wanting to know how to handle certain situations. Have a letter for a mobile home owner who is no longer using this as a residence. Spoke with Mr. Wells the mobile home is worthless is just sitting there. Did send this to Dave Walrath, Brandy Ward, and Roxanne Stanger. Feels that maybe the \$100 fee should not be on there. Not sure who should be responsible for these kinds of decisions. Commissioner Hancock speaks that if it is occupied or could be occupied would not want to remove the fee. May need to move the trailer. Does not want to remove fee and then have it occupied at a later time.

[1:06:48 PM](#) Commissioner Hancock says it depends on the occupancy of the home. Kristine is trying to educate people that removing mobile homes without paying taxes is a misdemeanor. Wants everyone to be aware. Until the mobile home is made non-habitual believe this fee should remain. Chairman Raymond says to use county policy but if it falls outside of the realm than would want them to feel free to bring it before the commissioners.

### **Planning & Zoning – Naysha Foster**

- **Renewal contract for building permits with the City of Lewisville**

[1:12:37 PM](#) **Motion by Commissioner Hancock to accept the renewal contract with the City of Lewisville for building permits and inspections. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **FEMA training**

[1:13:35 PM](#) Needs to go to this training with Jeff. FEMA requires a signature. This training is in Hailey. The FEMA cost is free would only need to pay for lodging and travel which Naysha has in her budget.

### **Clerk – Colleen Poole**

- **Equipment Purchase**

[1:18:17 PM](#) Have to get a printer for the micro fiche machine. From Yost it is \$1,559 plus shipping for a total of \$1,759. Will credit the toner we have left. Colleen had meet with another company while she was in McCall it was around the same cost but do not have the local service provider. Discuss the machine. Colleen wants to start scanning over documents next year.

[1:21:28 PM](#) **Motion by Commissioner Farnsworth to approve the clerk to purchase equipment for \$1,759 from Yost. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:22:00 PM](#) Recess

**Open Session at 2:00**

### **Insurance – Carlos Aponte**

- **Re-Insurance Discussion**

[2:00:22 PM](#) Carlos is back with a current spread sheet. Blue Cross has only come down some for their re-insurance. Blue Cross pays the claims weekly anything over the stop loss. Now will have to forward the claims over to the new re-insurance company weekly. Commissioner Hancock asks how many claims over \$60,000 so far this year. Carlos does not have the report but there have not been any that he knows of. Everest MGU shows the rate for the re-insurance. In the budget held the lines at 5%. Carlos said all the rates are locked in just needs a disclosure form signed which states that everything they know is received from Blue Cross.

[2:08:16 PM](#) Carlos also has an MGU letter that he provides the Commissioners to review stating that the rates are not given to all brokers. The form that needs signed is just asking about any large claims or high risk claims that they may know of. All of this information is found through Blue Cross. Carlos mentions on the voluntary vision may be getting a different carrier. Do not have to wait until November to do the insurance meetings. Marilyn brought up having the meetings in September or October.

### **Sheriff's Office – Sheriff Anderson**

- **Resolution letters for Sheriff Sale**

[2:15:02 PM](#) Has 4 vehicles, 2 tool boxes, and a horse trailer to go up for auction. Commissioners look through resolutions. The tool boxes are evidence that have been in storage for over 10 years. Prosecutor gave a release letter for the evidence. Sheriff Anderson needs to reword the resolutions.

- **Sick Bank for Employees**

[2:20:20 PM](#) Sheriff Anderson is here for the employees who had PTO taken from the audit of the sheriff's office. Is requesting that time can be removed from their sick bank. Commissioner Hancock asks if this is paid out when they are out of

everything else. Sick bank is a benefit and not something that can be cashed out. Sheriff Anderson is asking because he has an employee who is out of PTO and has had to take some time off. Wants the commissioners to look into this and seek an answer for him. Sheriff Anderson thinks this may be a solution. The commissioners will check into this.

[2:25:36 PM](#) Recess

**Open session at 2:33**

### Commissioners

- **Budget**

[2:33:46 PM](#) Colleen asks about how to divide out the phones. Commissioner Hancock thinks that it should be coming out of a general phone bill. Has dedicated dollars in Road & Bridge, Solid Waste, and Emergency Management. Could add it all in and pro-rate it out. Leave it for now.

[2:35:50 PM](#) Colleen asks Commissioner Hancock about what he had spoken with Farrell about. Can set up a project capital accounts. Can set these up for any department that needs one.

[2:36:28 PM](#) Commissioner Hancock explains the purpose is trying to carry cash over for purchases but each year are putting that money back in the general fund and pulling it back to the departments. Makes it appear that the county has more money to run on because of the cash carryover. It distorts the amount of money they are budgeting. Only budget the amount going into the fund each year. The rest would stay in a separate capital project fund. Also if you have it in a separate fund then you don't have to have expenses against it.

[2:39:53 PM](#) Need a capital project account for road & bridge and solid waste. Have the money in the fund until the time comes to purchase the equipment or vehicle. Then money would be transferred to the capital outlay account to pay for whatever they were saving to purchase.

[2:43:42 PM](#) Would like to have some put in the debt reduction fund. Colleen gives the commissioners an email she had received from Searle & Hart. Worried about not opening the budget now. Commissioner Hancock said that if they budgeted \$100,000 and spent \$99,000 would not need to open the budget. If you received more revenue than your budget amount and spent it then you would need to open it to increase the budget for the expenditures. Now thinking they should have opened the budget and are now past the deadline to publish. Need to contact Robin Dunn as soon as he is back in the office for legal advice.

[2:48:05 PM](#) Found a note about debt reduction fund for \$300,000.

[2:49:07 PM](#) Debt services are for the courthouse payments.

[2:53:45 PM](#) Emily returned with notes on what had been discussed on the budget previously. Go through the notes.

[2:57:52 PM](#) Review changes have \$400,000 in a general capital building fund, \$69,000 COLA, increased weed department back to \$46,000, \$30,000 back to assessor for purchase of vehicle, and \$200,000 to road & bridge for operating costs.

- **Approve Claims**

[2:51:04 PM](#) Had a question about the unemployment claim asks how often this comes through. Colleen checked with Marilyn she said that unemployment claims come in quarterly.

[3:00:52 PM](#) **Motion by Commissioner Hancock to accept the claims from 8/10/2015 to 8/21/2015 for \$600,234.65. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[3:01:45 PM](#) **Motion by Commissioner Farnsworth to approve the Commissioner Meeting Minutes dated August 10, 2015. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **Sign Certificates of Residency**

[3:02:51 PM](#) **Motion by Commissioner Hancock to approve residency from College of Southern Idaho for Loralee Lovell, Tyrell Blake, Michelle Lang, Evelin Jackson, Kristy Johnson, Haylie Berggren, Jade Avery, Teri Hurley, Sara Stamper, Mitchell Lee, Tyson Mickelsen, Ty Cherry, McKenzie Terry. From the College of Western Idaho for Lorena Garcia. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

### Sheriff's Resolutions

[3:06:08 PM](#) **Motion by Commissioner Hancock to accept the resolution #2015-31 for the sale of a 2003 Ford Crown Victoria. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**



[3:06:35 PM](#) Motion by Commissioner Farnsworth to accept the resolution #2015-32 for sale of a 2007 Ford Crown Victoria. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[3:07:00 PM](#) Motion by Commissioner Hancock to accept resolution #2015-33 for sale of a 2003 Ford Crown Victoria. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[3:07:23 PM](#) Motion by Commissioner Farnsworth to accept resolution #2015-34 for sale of a 2008 Ford Crown Victoria. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[3:07:39 PM](#) Motion by Commissioner Hancock to accept resolution #2015-35 for sale of 2 Adrian Steel pickup toolboxes. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[3:08:13 PM](#) Motion by Commissioner Farnsworth to accept resolution #2015-36 for sale of a 2003 CBQT horse trailer. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

### Commissioners

- **Resolution #2015-30 Drought Declaration**

[3:09:20 PM](#) Last drought was declared in 2013. USDA had put the County down as a drought for grant purposes. Teton County has declared a drought. The Commissioners need to make an action and then it goes to Governor Otter for final approval. Emily gives the Commissioners a letter to the governor and resolution #2015-30.

[3:12:23 PM](#) Motion by Commissioner Hancock to accept the resolution #2015-30 for drought declaration and approve the letter to Governor Otter. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Negotiations on the probation building/ Executive Session 74-206 (C) Acquire Interest in real property**

[3:14:02 PM](#) Motion by Commissioner Hancock to move into Executive Session 74-206 (C) acquire interest in real property. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 3:27

### Bids for Maintenance/Janitorial/Outside Maintenance

- **Dina Angell**

[3:28:45 PM](#) Chairman Raymond thanks Dina for her proposal. Dina is not interested in doing the maintenance portion of the bid. Commissioner Hancock asks if she has a bid bond. This was requested in the RFP and was not provided in the bid. Dina does have the bond but had not attached that. Commissioner Hancock asks what her tasks would include.

[3:31:45 PM](#) Dina said they would do garbage, vacuum, bathrooms, and mop floors. No extra costs for the cleaning. Go through on the weekends to do the deep cleaning.

[3:33:12 PM](#) Snow removal is \$10 an hour rate. Furnish own equipment.

[3:34:50 PM](#) Commissioner Hancock wants this to be broken out more. What is included and what is extra. The amount covers the lake, the lawns, and the cleaning of the buildings.

[3:37:13 PM](#) Dina has a question on the carpet cleaning is that provided by the county? No this is provided by the janitorial service. Asks what supplies are provided? Cleaning products are supplied by the county.

[3:43:39 PM](#) Who orders the supplies? The person in charge of the janitorial would order what was needed. Dina is not able to change the bid unless the commissioners make an addendum to the RFP. She can withdraw her proposal if she chooses to.

- **Bryan Briggs**

[3:49:01 PM](#) Had left the bid quite vague. Did a contract for both maintenance and janitorial. Commissioner Hancock asks about Bryan's qualifications on the maintenance. Does not have any references or work history. Bryan says he has been in construction since 1972. Has general knowledge of the boilers, minor electrical and plumbing. General janitorial is pretty basic. Maintenance just has to make sure that things get checked out.

[3:53:43 PM](#) Scott does have maintenance checklists for equipment. What would be done on the janitorial side? Have approached this as a family business. Would clean the inside. The outside would include lawn, sprinklers, Rigby Lake and snow

removal. May subcontract out the lawns. Commissioner Hancock asks about some references. Has the blended some janitorial into the maintenance cost. Request that Bryan brings in some references and work history into the commissioners.

[4:01:38 PM](#) Dina came back in and said she will absorb the carpet cleaning costs into her current proposal.

[4:03:04 PM](#) **Motion by Chairman Raymond to amend the agenda and move into Executive Session (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

**Open session 4:53**

[4:54:22 PM](#) Chairman Raymond states the commissioners have received a resignation letter from Emily Kramer. The commissioners accept her letter of resignation. Commissioner Hancock mentions how nice the lake is and the commissioners are thankful for all of her efforts.

[4:55:50 PM](#) **Motion by Commissioner Hancock to authorize Emily to proceed with creating a job description to replace her positions. As well as posting it with job sites to not exceed \$1,000. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:57:19 PM](#) **Motion by Chairman Raymond to adjourn at 4:57. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

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*Chairman of the Board*

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*Clerk of the Board*

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*County Clerk*