

**Jefferson County Commissioner Meeting Minutes
January 25, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Public Works Dave Walrath, Treasurer Kristine Lund, Probation Tammy Adkins, Planning & Zoning Naysha Foster, Extension Office Lori Dye, Sheriff Steve Anderson, HR/Parks & Rec. /Emergency Management/Commissioner Assistant Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge lead by Naysha Foster. Prayer offered by Tammy Adkins.

Commissioners – Elected Officials – Department Heads

• **Staff Meeting**

[9:02:42 AM](#) Chairman Raymond opens that they had Rebecca install the “In God We Trust” logo in the commissioner room and in the hallway.

[9:03:07 AM](#) Clerk - Colleen Poole mention will be having a blood drive February 10 from 8:30 to 3:30. Have to go online to register to donate. Have had a few sign up already. Colleen mentions a concern with payroll. Have always given out employees checks to the department heads. With fraud that has occurred are concerned about handing these checks out. Is asking for input on how to handle employees that still receive manual checks. Colleen says an option is to move toward the employee picking up their checks from the Clerk’s office and if it is not picked up by 5:00 it will be mailed. Lori says each department will have different opinions on this. Tammy does not want to be responsible for picking up employees’ checks. Probation has two administrative assistants that go to the Clerk’s office daily to pick up mail. Tammy would prefer that her staff could still pick these up. Colleen says they are just worried about some fraud issue. Kristine mentions the preferred method is direct deposit. Does not feel they want to charge for the checks but want to reduce some risks. Want to come up with a precise way to protect the Clerk’s office but also do not want to make getting the checks a hassle. Have discussed a waiver but then the Clerks would have to check each list to verify who can pick up the check. Worried about security and liability for the county as well as the employee. Chairman Raymond says if they allow department head or designee to pick up checks the risk would go to this individual. He believes the employee should have to pick up their check and if not would have to mail these at 5:00. This may push them toward signing up for direct deposit. Colleen mentions they would have to be mailed by 3:30 on Friday to make it in time to the Post Office. Kristine mentions maybe trying to be cooperative with the employee or the department head. Tammy asks if the wraparound contract’s position can be direct deposited Colleen tells her to check with Marilyn but thinks it should be able to.

[9:15:01 AM](#) **Robin Dunn is here**

[9:17:24 AM](#) Planning & Zoning – Naysha Foster says they have done nine building permits with five residential. Have not had this since 2012. Will not be having a Planning & Zoning meeting in February. The commissioners will be seeing some land use permits in February.

[9:18:11 AM](#) Treasurer – Kristine Lund says they are trying to get taxes collected. Looking at May 9 for the tax deed hearing. Also working on mobile home collections this is also down from previous years. Trying to get this as low as possible before turning these over to the Sheriff. Kristine brings up an Eagle Scout project that had come in with the idea of signs about no texting. He has worked with Dave and Stacy to get these signs up. Is currently trying to get the signs sponsored to help cover the costs.

[9:20:55 AM](#) Extension Office - Lori Dye says that a program “Know Your Government” will be in February. Rebecca and her husband will be chaperones for the students that are going. This program allows the students to work with the Legislators and the Judges. Have reorganized some issues with the 4-H camp and will be having a camp this year. Rebecca mentions a program for Lori to look into. Lori asks about procedure of trading in their van. Chairman Raymond says to make sure it is in the budget. Will need to work with Colleen. Lori mentions will look at used. Chairman Raymond mentions sometimes the State bid it is cheaper to buy new.

[9:24:45 AM](#) Public Woks – Dave Walrath says the crew has been out plowing, sanding and brining the roads. Has been nice to see the winter again but with that comes slick roads. Storms have been hitting on the weekends and holidays. Solid Waste has been busy. Bonneville had brought out their trash during some of these storms. Everything else is business as usual.

[9:25:59 AM](#) Sheriff – Steve Anderson will be having a D.A.R.E graduation today has over 400 kids graduating. Mentions will have a maintenance individual working on the lock boxes for the Elections. He has already made the Election Clerk aware. Had made it through his first audit and it seemed to go well.

[9:27:20 AM](#) Attorney - Robin Dunn does not have anything.

[9:27:31 AM](#) Probation - Tammy Adkins mentions on the Robert F. Kennedy system review they want to meet directly with some of the departments. Will contact certain people to meet independently. March 30 is the meeting.

[9:28:42 AM](#) HR/Parks & Rec. /Emergency Management/Commissioner Assistant - Rebecca Squires will be looking at standard operating procedures (1 through 3) today. Asks department heads for any input on these. Sheriff Anderson brings up on the employee evaluation forms have had some issues may be moving away from this form. Had been in on some discussion of moving toward a

coaching form. Robin mentions may need to go over the pay scales and have some future training on this no one seems to understand. Rebecca has had a lot of questions on this and she will be having a seminar on this in the future. Rebecca says evaluations or coaching do they prefer to do this per anniversary of employee or annually April 1 and doing all employees at once. If they go off of their hiring dates it's scattered. Sheriff Anderson and Tammy prefer April so they know all employees' forms have been completed. Commissioner Hancock thinks April as well from a budgeting standpoint. Go over step & grade on new hires. Tammy had never heard back on how this will be handled. Still not sure what the decision was it would only affect new hires. Will need to go back to the record to check what was decided on this. Dave mentions he learned when hiring new employees if they have a candidate that is very qualified does not have to come in at a step one. Sheriff Anderson mentions they have put up some plate readers out around Jefferson County and Clark County line. This device reads every plate that drives under the device. Sheriff Anderson asks Rebecca if she would have any money in Emergency Management to possibly get more of these devices. Rebecca will check qualifications to see if she could use any grant money.

[9:41:51 AM](#) Commissioner Hancock mentions to Tammy he has a 5C meeting tomorrow if she has anything for him to bring up. Have been working with Dave and the Great Feeder Canal Board about a bridge.

[9:42:47 AM](#) Commissioner Farnsworth mentions they went to the Eastern Idaho State Fair board meeting on Friday. The Fair had a phenomenal year. Did not asked for any additional funding and are looking forward to the next year. In the future they are looking for donations to redo the commercial buildings.

[9:44:45 AM](#) Chairman Raymond mentions he has BLM RACK meetings this week that may affect citizens. Having a huge problem with voles. Currently trying to find solutions may include some federal funds to help. Thanks everyone for being here.

Probation – Tammy Adkins

- **Copier Maintenance Agreement Signature**

[9:51:44 AM](#) Needs a signature on the copier maintenance agreement. Chairman Raymond says he has signed agreement with Idaho Business Systems for Probations copier.

[9:52:38 AM](#) Commissioner Hancock has stepped out.

- **Quarterly Report**

[9:52:45 AM](#) Tammy says nothing outstanding on this report. Have re-hired for the wraparound specialists. Has just started through the holiday. Tammy asks as they go through this to let her know of any other data they would like to see in the report.

[9:53:42 AM](#) **Robin left the room.**

[9:53:48 AM](#) Commissioners compliment Tammy on the information she provides thinks the report is complete. Nothing has stood out other than the wraparound specialist. Chairman Raymond asks if the payments from paroles are current. Tammy says the numbers are staying down they push the PO's during tax time to get these paid up.

[9:57:54 AM](#) **Robin Dunn is in the room**

[9:58:01 AM](#) Jump Court currently have around five in this program they have not had any graduates. Had a few recently that were revoked from this program.

Carl and Jeanette Anderson

- **Fair**

[9:59:53 AM](#) Jeanette Anderson is here because the Ride Idaho Group has presented staying at the Mud Lake Fairground. This group rides their bicycles from Ketchum/Sun Valley to Idaho Falls. Have anywhere from 100 to 300 participants. They are setup to stay the night at the Mud Lake Fairgrounds. Will be having the School District come in and feed them dinner and breakfast. Have asked for a beer garden the night they stay. Carl and Jeanette wanted to bring this before the commissioners. Carl says the Mud Lake Fair board has met and supports this. Thinks this will be a fantastic opportunity. The beer garden would not be open to the public it would be sponsored by Wayside who would provide the beer and wine. Chairman Raymond asks while consuming alcoholic beverages they would be on premises and they will be spending the night at the fairground in tents. Carl says yes and they leave Mud Lake and bike all the way to Driggs which is their next stop. Does not think this will be a problem with being rowdy. Rebecca says they have 120 hours to leave the premises. This would just take an approval from the board. Would need a conditional use permit if they have more than 100 participants. Robin Dunn says he would have to look at State statutes to verify.

[10:04:08AM](#) Jeanette says here in Rigby will be putting on a new roof on one of the buildings. Her question would be since they are planning on taking off the old roof was concerned about the liability. Would have to have some workman's comp for the day they do this. Robin mentions he may need to start seeing some contracts for these groups that come into the fair.

[10:07:32 AM](#) Carl mentions on the beer garden had not spoken with the Sheriff yet. They did support the Mud Lake Fair. Sheriff Anderson and Naysha Foster are in attendance to proceed with this discussion.

[10:08:06 AM](#) Carl reviews that they have a group called Ride Idaho who will be camping out at the Mud Lake Fairground. They have asked for a beer garden. Will be having the School District provide food as a vendor. Would be here one night they bring in their own trailer for showering and they will sleep in tents. Naysha says the ordinance would need an administrative use application if over 100 people are planning on attending and they can be there for 120 hours. Sheriff does not have any problem and will accommodate what is decided.

[10:10:22 AM](#) **Motion by Commissioner Farnsworth to approve the overnight stay for Ride Idaho Group and allow a beer garden for this group. Second by Chairman Raymond. All in favor – aye. Motion passed.**

H.R. – Rebecca Squires

- **Auditor's Request on Sheriff's Office Payroll Audit**

[10:12:35 AM](#) Commissioner Hancock steps back in the room.

[10:12:35 AM](#) Rebecca goes over that Louise with Searle & Hart has requested some information on the Sheriff's office payroll audit. Rebecca has found some documents for the audit. Not sure what report was approved and does not want to give Louise the wrong information. Louise had wanted the report from the audit to compare records to the report. Will have to check with Melissa or Marilyn they were involved in the process. Commissioner Hancock said he had spoken with Louise on Thursday they are doing a spot check on this.

Sheriff Steve Anderson

- **Executive Session 74-206 (B) – Personnel**

[10:17:04 AM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 10:54

[10:54:37 AM](#) Discussed personnel issue. No decisions made and no actions taken.

Social Services – Edidt Ramirez

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

[10:54:45 AM](#) **Motion by Commissioner Hancock to move into executive session 74-206 (D) – Exempt from Disclosure. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 11:16

[11:17:04 AM](#) **Motion by Commissioner Farnsworth to deny case #2016-9 on possible additional resources and to deny case #2016-11 on lack of cooperation, possibly not a resident. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond. Motion passed.**

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

Planning & Zoning – Naysha Foster

- **Sign Ordinance #2016-3 Flood Plain**

[12:59:50 PM](#) Naysha is here for the flood plain ordinance. In the January 11 meeting had a public hearing on ordinance #2016-3 for the flood plain. Naysha has sent this to the commissioners to review. The majority of changes were adding definitions and the base flood elevation was changed from two feet down to one foot. The commissioners have reviewed this. Will waive the reading of this ordinance.

[1:02:33 PM](#) **Motion by Commissioner Hancock to waive the reading of ordinance #2016-3 for the flood plain. Second by Commissioner Farnsworth. All in favor- aye. Motion passed.**

[1:02:58 PM](#) **Motion by Commissioner Farnsworth to adopt ordinance #2016-3 for the flood plain. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **Executive Session 74-206 (A) – Personnel**

[1:04:02 PM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (A) – Personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 1:09

[1:09:29 PM](#) **Motion by Commissioner Hancock to approve the contract agreement with Paul Ziel for the Planning & Zoning Department. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Andi Elliot

- **Letter Regarding Missing Document**

[1:11:19 PM](#) Andi asks about the tail end of that motion do they have a contract with Attorney Paul Ziel. Chairman Raymond says this is in special cases. Andi asks if other Attorneys were in contention. Yes they were. Andi Elliot is here about a missing document. Andi says that in July 2011 Kurt Young had signed a trespassing citation against her that she had never received. Found out in March of last year that Mr. Young and Mr. Dunn are good friends. Andi had sued Mr. Young for malicious prosecution Mr. Dunn represented him which was a violation of bar codes. Robin Dunn interjects that this is her opinion and not a bar code violation. Andi explains this is her session. Robin Dunn explains she needs to address this commission on the issue before them. Andi explains she is here about missing documents. Andi has a point she wants them to know Judge Stephens had removed Mr. Dunn from this case because of his friendship with Mr. Young. Andi is here because she and her attorney have been trying for four years to obtain this citation that Mr. Young had written to Andi. The Sheriff's office does not have it, the Court Clerks have looked several times, and the deputy notes say that Mr. Dunn has this citation. Andi has made public record request. Robin Dunn says they do not have this document and he does not know where this is.

[1:15:42 PM](#) Chairman Raymond interjects that they as commissioners do not have any control of this situation. Andi is getting to the issue the commissioners do have control over. Andi explains that she has requested these documents have been way over the 72 hour mark. Andi explains the AG had suggested that Mr. Dunn should be turned into the Idaho State Bar for unethical violation. Robin interjects that AG had not spoken of this in the letter it stated they did not find any wrongdoing on his part and any issues they felt should be taken to the bar people were able to do this. The commissioners do not control the bar code or any of his cases. Andi explains they have had some unethical violations one was destruction of documents. Also mentioned becoming involved as the City of Rigby Attorney. Robin asks what this has to do with the county commissioners. Andi says this is about missing documents. Robin believes Andi is insinuating that he is in charge of other missing documents. Andi is proving a point that documents revolving around Mr. Dunn seem to go missing. Andi brings up documents from the Eagle Rock lawsuit. Asks if these receipts were requested in a public request would they be able to turn these over. Believes Chris Boulter and Emily Kramer had destroyed the legal receipts involving the lawsuit with Eagle Rock Sanitation according to the Jefferson Star. Commissioner Hancock believes these should be available. Chairman Raymond asks if a request was made and who said these were destroyed.

[1:20:10 PM](#) Andi asks who is accountable if these documents were destroyed. If Christine and Emily told employees to destroy these documents why has no one been held accountable? Colleen mentions her understanding is the AG had requested these documents and Colleen was informed that the office was told to delete these by Christine Boulter and Emily Kramer. Colleen was not in office at this time this is what she had been told. Andi says this has nothing to do with attorney client privileges. Andi says they were destroyed so who is responsible for this are they going to let this drop. Commissioner Hancock mentions would have to do a proper investigation into this before they can respond. Andi asks if this is the first time they have heard of this. Commissioner Hancock mentions that yes this is the first he has heard of this. Andi would be glad if they would proceed with an investigation into this. Commissioner Hancock said would probably take a month to do this investigation and they will send a letter to Andi on what they find.

Jill Peterson and Cheryl Hively

- **Follow up on policies**

[1:23:20 PM](#) Jill and Cheryl are here today to follow up on policies. Jill wants to follow up on the key policy and asks if they have looked into the keys further. Chairman Raymond mentions that an audit has been done by the Sheriff's office. This audit will not be available to the public. It will not be available due to security issues. Jill thought the security issue was for outgoing keys. Chairman Raymond says the issue lies in the incoming keys will turn around and be outgoing keys to the next employee. Will need to speak with the Sheriff for any additional information.

[1:26:12 PM](#) Jill asks if there is a standard form. Chairman Raymond says there has always been a form has never had multiple forms used at the same time. Cheryl asks about how these keys are checked in and out. Commissioner Farnsworth mentions he has spoken with the Sheriff the reason is the ex-employee signs in their keys than the new employee will receive the same keys and the public will know who has access to what. The reason for no documentation being released is that they do not know want the public to know what keys employees have. Jill feels they don't know what keys the Clerk has and questions if the previous Clerk's keys were ever accounted for. Cheryl wants to know that there is protocol now and that procedures are followed.

[1:29:29 PM](#) Jill doesn't feel good that Chris, Emily and Blair's documentation is not available. Jill feels they are missing since there is no documentation. Chairman Raymond mentions that they were all accounted for during the audit.

- **Resolution**

[1:30:14 PM](#) Cheryl and Jill want to look into Mr. Dunn's resolution further. Commissioner Farnsworth spoke with Dan Chadwick from IAC considers this a per diem. This resolution is legal the only downfall is at the end of the year there will be no money returned. Commissioner Farnsworth mentions that the \$30,000 overhead is a per diem to operate the office. Cheryl says it makes sense but also feels that Mr. Dunn is the only elected official that also runs a private practice. Since this is the case they should have to account where county money is spent to ensure it is not used in his private firm. Cheryl feels that an example is since this copier was bought with county money it should only used for county business. Commissioner Farnsworth explains that they have gone through this and on line items instead they have come up with the fixed overhead rate. In the process of this if there is a computer that goes down then it is on Mr. Dunn to fix the computer. Commissioner Farnsworth did oppose the budget his first year in office because of this resolution so he did research this further.

[1:34:12 PM](#) Commissioner Hancock goes over the federal acquisition rate to try to find what is most fair for the taxpayer. Goes over cost it is better to do a fixed rate from past experience and determine a fair price. This lessens the hassle to wonder what piece of paper was paid for by the county. The fixed rate is better for both parties. Cheryl does not feel this protects the county from co-mingling funds. Cheryl wonders why they do not require receipts. Jill feels this is taxpayers' money and they should be able to see what is bought. Chairman Raymond goes over the example of the copy machine. Do they need to maintain two copy machines? As of today Mr. Dunn owns the copy machine it was a leased machine that Robin paid for from his private practice. In the future they hope to end this dilemma by having only a prosecutor that does not have a private firm if the needs change to a full-time position.

[1:38:53 PM](#) Commissioner Farnsworth mentions he understands their concerns but by doing the fixed rate Prosecutor gets \$30,000 to spend how he sees fit to benefit the county. He has spoken with other commissioners and about half of the smaller counties the prosecuting attorney has a private practice as well since they are part-time prosecutors. Robin mentions that going full-time will cost more but will reduce the problems they are having now. Cheryl asks about the equipment that Robin has is this county owned property. Robin says there are items over there that the county owns. Cheryl asks about upgrades. Robin mentions that at one time they stopped buying updates from county funds. Robin does not know of anything that is functional in the office at this time that belongs to the county. Cheryl asks if these were ever updated. Robin mentions yes but stopped upgrading around two years ago.

[1:44:04 PM](#) Chairman Raymond mentions that information had come from Dan Chadwick. They feel confident on the information they have received. Rebecca brings up that she had also spoke with Dan Chadwick and the resolution is in line with the state statutes.

- **Eagle Rock Lawsuit**

[1:45:51 PM](#) Cheryl brings up the Eagle Rock lawsuit. Cheryl asks Mr. Dunn if they have record of his reimbursement. Kristine Lund mentions all money is entered in through an AC. Kristine mentions she would have documentation of the money once an AC has been received. Cheryl mentions that Mr. Dunn should represent the county in Federal Court. Mr. Dunn goes over that the AG determined that they felt it was his duty to go into Federal Court. Instead of fighting this issue he reimbursed the county for the funds they had paid. Robin does not handle all of the cases for the county does not represent the county on civil situations. This did not go before any Judge. Robin had chosen to not go into conflict and reimbursed the county other than court costs. No judge had ever told him that this was to be reimbursed. Chairman Raymond says this case had been reconciled long ago. Cheryl doesn't believe it has. Read from statute 31-206-04 that Mr. Dunn should and could represent the county in the District Court. Cheryl asks if they felt that a Federal Judge did tell him to represent the county. Robin says he is licensed in Federal Court but it is not mandatory for Prosecuting Attorneys. Robin does not handle most civil cases; this is through ICRMP with very few exceptions. The Eagle Rock case was outside the scope. Was already late on filing the answer. Mr. Dunn explains he did not have the time. Had used his private practice to help with this. Cheryl says there is something that still bothers her. Mr. Dunn explains the AG had investigated him and cleared him of wrong doing. Jill mentions that is because documents are missing.

[1:53:41 PM](#) Cheryl says thought she had read that elected officials cannot hire their own practice to make money from the county. Chairman Raymond mentions that the AG had made an opinion and Mr. Dunn had followed this advice of the AG and this issue is over. Have been through the AG investigation have gone through two Grand Jury issues that have not produced anything so wondering where exactly are they heading. Cheryl says they wondering about ethics. Feel he shouldn't have asked his office to represent them. Robin says that two of these commissioners were not involved. Rebecca asks what they would like to have happen. Cheryl would like to see some honesty, integrity, and transparency. Rebecca mentions that election deadline is coming up. Cheryl's point is that commissioners at that time should not have asked Mr. Dunn to represent them since it was a violation of the code of ethics. Feels that Mr. Dunn should have known this beforehand.

[1:57:39 PM](#) Commissioner Hancock mentions that he understands their concerns. From here on out they are trying to do things the right way for the right reason moving forward. Knows that there have been a lot of concerns. Jill feels this only stated when people started speaking up and requesting the public record requests. Jill asks what the reimbursement amount was. Around \$17,000 was reimbursed. Jill's worried that this may have been covered up similar to the cell phone issue. Wasn't there fees paid to Eagle Rock

Attorneys of around \$80,000 by the county. Jill makes sure that the commissioners will be investigating the missing documents. Jill and Cheryl will make another appointment to come back and see what the status of this is.

Don Parker

- **Ag Exemption**

[2:01:34 PM](#) Don Parker - 2032 W 4200 S in Rexburg. Has an ag exemption on the same stack yard as previous years. Chairman Raymond says this will now be a yearly thing. Goes over the way the letter is written for the ag exemption. Does not raise anything on this piece of ground. Commissioner Hancock asks if he has made \$1,000 worth of ag use off of the land. Chairman Raymond mentions that this evidence is turned over to the county. If Don will just feel out this paper next year with proof of income and send this into the Assessor's office. They will bring the exemption before the board for a decision.

[2:06:02 PM](#) Don brings up the issue of only being able to have one home on 40 acres. Chairman Raymond says this issue was taken care of in September.

[2:07:04 PM](#) **Motion by Commissioner Hancock to grant an ag exemption to Don Parker on parcel #PR06N33E110453. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Assessor – Kathy Howe and Jessica Tate

- **Ag Approvals**

[2:10:02 PM](#) Kathy and Jessica are here with ag exemptions. Go over the ag forms. Commissioners review the forms.

[2:13:35 PM](#) **Robin Dunn left the room.**

[2:13:35 PM](#) **Motion by Commissioner Hancock to accept declaration that Allan and Jackie Miller parcel #RP04N38E273161 is not ag exempt. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[2:14:08 PM](#) **Motion by Commissioner Hancock to accept declaration that Bryce and Laurie Galbraith parcel #RP04N38E151820 is not ag exempt. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[2:14:43 PM](#) **Motion by Commissioner Hancock to accept declaration that Don M. Burtenshaw parcel #RP06N34E089050 is not ag exempt. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[2:15:44 PM](#) **Motion by Commissioner Farnsworth to grant ag exemption for Charles Roy Ellis parcel #RP04N39E090751. Second by Commissioner Hancock. All in favor - aye. Motion passed.**

[2:18:41 PM](#) **Motion by Commissioner Hancock to grant ag exemption for Alex Owens parcel #RP006540010030. Second by Commissioner Farnsworth. All in favor - aye. Motion passed.**

[2:21:39 PM](#) **Motion by Commissioner Hancock to grant ag exemption for Scott Carpenter parcel #RP07N33E1331380. Second by Commissioner Farnsworth. All in favor - aye. Motion passed.**

Public Works – Dave Walrath

- **County Snow Removal Policy**

[2:24:26 PM](#) Dave has the snow removal policy he wants to review with the commissioners. Jerry Ramirez is here with Dave. Dave explains challenges that are related to the weather. Look at highways and main roads first these are high priority.

[2:27:10 PM](#) Dave goes over decisions, sometimes they wait out the storms. Sometimes it creates more hazards. A lot of experience between Jerry and Bruce how to handle the snow. Dave says that if they have any issues as the way things are going if they inform him he will see what he can do. Public safety comes in but also has to think of the safety of the crew. Did get the comp time increased. Are trying to keep this reduced as much as they can. If they are not plowing then will send the crew home. May suggest publishing the snow removal policy. Commissioner Farnsworth asks about seeing snow plowed into roads who do they notify. Dave says this goes to the compliance officer. This is a safety issue when this is done. Dave said a few mailboxes were taken out last week. Commissioner Hancock mentions that the mailboxes are in the road should be eight feet back from the road. Discuss mailboxes. Chairman Raymond suggests publishing this document. Rebecca will post this on the county website. Goes over reasons for blading the sides of roads. This helps keep water off of the roads when things start to melt giving it a place to go. Go over the brine that is put on roads. Commissioner Farnsworth is wondering about the adverse effects of this method. Dave mentions this depends on the weather the freeze and thaw situations. Goes over roads and things weather causes. Will be working with the State on Highway 48 with the durapatcher.

- **Mobile Office Trailer at Circular Butte Landfill**

[2:41:59 PM](#) Dave brings up the proposed building from Forsgren out at Circular Butte Landfill. Has another option of a mobile trailer for an office trailer. Dave would like to have a concrete pad poured and then set the trailer on the pad. Chairman Raymond asks if this would be temporary. Dave said this would be semi-permanent. Brandy had done this research. Chairman Raymond mentions a

company in Pocatello that builds these. This bid is for a unit that is nine years old. This is something for them to think about. Dave says biggest problem is storage. Commissioner Hancock would like to look at alternatives. Dave explains on the options of going on the same roof line would make it longer than a train. Go over area at the landfill. Go over measurements of the trailer. Go over having a permanent structure. If they wait a year they may have additional revenue. Discuss starting construction in September so they can split this into two budget years.

Park & Recreation – Rebecca Squires

- **Jefferson Lake Grant**

[2:52:50 PM](#) Rebecca is close to getting the numbers worked out on this grant. Has done all of the writing part of this grant. Needs one more number. Asking the board since this needs to be mailed this week if they can grant Chairman Raymond granting authority. Commissioner Hancock mentions they can do a ceiling amount of what not to exceed. Have budgeted \$40,000 for grant match and \$150,000 for grant money. Go over the numbers on the costs of the concrete. Concrete is around \$169,000. The other difficulty is the last time this was done Road & Bridge had cleaned this site and brought in the gravel worked on leveling this. Contractor kept having them come back in which caused some issues. Have a concrete estimate and an estimate to place the gravel. Places that were contacted cannot move as much gravel. Chairman Raymond asks if they are going to excavate down. Rebecca say yes this should be around two inches above ground layer.

[2:56:38 PM](#) **Robin Dunn is in the room.**

[2:57:01 PM](#) Go over amounts of this project. Has \$190,000 to work with. \$150,000 of grant money and \$40,000 budgeted for the match grant portion.

[2:58:54 PM](#) **Motion by Commissioner Farnsworth to approve the signature of the grant for Park & Recreation up to \$190,000. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Commissioners

- **Approve Claims**

[2:59:45 PM](#) Colleen mentions the update to the Clerk's laptop from the previous week's claims was a mistake. It was a Probation laptop.

[3:00:27 PM](#) **Motion by Commissioner Farnsworth to approve claims from 1/12/2016 to 1/22/2016 for \$185,310.47. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Insurance Agent – Carlos Aponte

- **Reports**

[3:01:59 PM](#) Carlos has the claims \$372,000 on the medical. With RX and processing \$508,000 in claims. Reimbursed \$9,258 by the stop loss. Loss ratio is 53% for the year. This does not include the dental and the HRA. Had added this to this and puts this at 65% for the year. Dental is volunteer goes over how the dental works. Go over rates on the dental.

[3:08:34 PM](#) Next page has distribution of dental claims. Goes over largest claims. Did have a cancer but the last accrued month was in September so think this has gotten better. Blue Cross report looks good. Carlos continues to go over report. Chairman Raymond asks what they attribute this amount to. Carlos believes that this is to do with wellness and doing the preventative care. May need to do some education that they can get regular prescriptions through the mail. Have the top five used prescriptions three of those are available in generics. Blue Cross renegotiated a contract with Care Mark. This is who manages the prescriptions. Have received rebate checks. Blue Cross keeps 15% and the county gets 85%. Now have a transparent contract with Care Mark which has a flat fee depending on the script and the pharmacy. Goes over the rebate checks. May be worth taking this new contract will get \$40 for brand name prescriptions and \$120 for mail order prescriptions. Also has a decreased administration fee. Do not have to stay with this if it is not beneficial. Has done this with other groups and they have all benefited. Would need to make a decision today if they choose to change.

[3:25:20 PM](#) **Robin Dunn left the room.**

[3:25:32 PM](#) Chairman Raymond asks the thoughts of the commissioners. They feel it may be a no brainer way to save.

[3:26:13 PM](#) **Motion by Commissioner Hancock to accept the new negotiated rate from Blue Cross with Jefferson County with PBM. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[3:26:51 PM](#) **Robin Dunn is in the room.**

[3:27:20 PM](#) Discuss the reserves that are available in the account. Carlos will have to check on these. Teladoc is a new tool that is available has access to a physician 24/7. Can get a prescription over the phone or through Skype. This is for colds and things they can verify without any tests done. They do provide school excused absences. Good way to get some antibiotics if you know you have a cold. Commissioner Hancock asks the cost. This is \$10 per employee per month. Average doctor visit is around \$140. Takes two visits a year on this per employee to justify the cost. Colleen asks if this is voluntary. No for the \$10 cost it would be for the entire group. Can also receive refills on prescriptions but this is not designed to cut out the physician. Discuss pros and cons. The county would pay for this in hope of saving money on office visits in the long run. Would need to promote this. Will setup a meeting with employees to determine their interest to bring back a recommendation to the board.

[3:41:12 PM](#) Matt Waldram is here now to go over Legal Shield. Had a hospital contact him about identity theft. They asked about programs to help that could be taken out by payroll deduction. Have done some research have found Legal Shield. Similar to Life Lock which was around \$50 a month through Legal Shield the cost is \$14 for a family and \$8 for an individual. Have a five million dollar guarantee to get identity back if it is ever stolen. Go over the things this program offers. This is voluntary can show this to employees. Also as a legal plan to have access to Attorneys in the US. Will have a will updated every year. Would provide legal help for employees. Legal Shield is \$18.95 family \$16.95 for single. Would give them legal advice. If they do both options there is a bigger discount. Matt mentions they only need five to do this through payroll deduction. Will bring this forward in the meeting with employees and see if there is an interest.

Commissioners

- **Sign Certificates of Residency**

[3:50:56 PM](#) **Motion by Commissioner Hancock to accept certificates of residency for College of Southern Idaho for Tori Anderson, Rey Angeles, Sarah Close, Shaylene Hartwell, Trevor Hoven, Summer Jagielski, Kaesi Keck, Samantha Kofoed, Abigail Kunz, Lisa McConnell, Samantha Meservy, Taijah Nelson, Sergio Noriega, Melissa Scott, Lindsay Taylor, Ryan Tyler, Calli Weaver, Hannah White. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Payroll Issue**

[3:55:04 PM](#) Was discussed in the staff meeting.

- **New Prosecuting Attorney Position**

[3:55:59 PM](#) Chairman Raymond had put this on the agenda for those filing petitions on candidacy for this position. Robin is not running for office again. Will be having a new prosecuting attorney. Will this be part-time or full-time? Have talked about if it is time for years now to move toward a full-time prosecutor. Robin mentions on the deputies could have a full-time prosecutor and have a part-time civil and criminal deputy. Bonneville County has full-time on all of the positions. Robin says whatever is done in the future will cost more money. Full-time prosecutor would be expected to be paid in a full-time wage. Easier to have a full-time prosecutor. Full-time prosecutor with part-time deputies is allowed. Would have to have a building as well as staff. This would work out in a few years but the startup will be the difficult issue. Would have to increase the budget will go up for a few years then will level out once equipment is bought. Cost will go up overhead should stay the same. Would need to find a building. Would be up around \$100,000. Courts are where the budget struggles. Public Defender contract may need increased as well. May transform into employee status. Public Defender has been reasonable but still higher than they thought it would be. Colleen thinks they would have to juggle some issues; it can be done if only moving the Prosecuting Attorney to full-time.

[4:07:34 PM](#) Tammy asks if they have a part-time deputy aren't they still doing private work. Robin mentions that they would have a full-time office to work for the county in. The deputies would have their own office. Go over the hard part is if they have enough people to work in each area. Would a full-time Prosecutor cut down on conflict. Robin says yes but would have to see how much staff is needed. Need legal research tools and equipment. Colleen mentions the IAC salary surveys. Would have to look at some other counties. Would they need to change the staffing in the office. One is mandatory the victim witness coordinator. Will need a receptionist most valuable is the office manager. Two of the three are semi-para-legals. Can look up cases and do research. This is because of experience. Chairman Raymond asks about Robin's building. This is in an LLC. Robin can sell tomorrow to his partner who will buy him out. Robin mentions would need additional parking. The upstairs is nice. Could probably hold three departments if they worked on the downstairs. Robin would sell this to his partner and then maybe the county could lease his space he is currently using to avoid conflict.

[4:21:11 PM](#) Commissioner Hancock thinks they need to move forward to a full-time prosecutor. Will be quite a few costs involved. Would like to remain with part-time deputies. First year will be a learning curve. The new prosecutor's choice would be if the deputies are kept. Consensus is to lean toward a full-time prosecutor. Candidates do need to know. Ask Clerk to do research on salaries across the state for full-time Prosecuting Attorneys.

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

[4:25:01 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 at 4:35

[4:35:44 PM](#) Have discussed legal items on the Great Feeder Bridge.

- **Discussion on the Great Feeder Bridge**

[4:36:07 PM](#) Chairman Raymond thanks everyone for working on this. Robin says the structure is owned by the Great Feeder Canal Company. With 100 years of unrestricted years of use it is his opinion that the county has an easement across the real property as well as the structure itself. Chairman Raymond says they will try to cooperate with the Great Feeder to work toward a bridge or a deck that will be in conjunction with the headgate system. Commissioner Hancock appreciates the cooperation with working with the canal board. Ted Sorenson has done an initial design of an HS-20 bridge. Below are the estimates from the County, Sorenson Engineering and base amount from ITD.

Deck/ Barriers

	County	Sorenson Engineering	ITD
Retaining Walls/ Pier Walls	\$ 93,000.00	\$ 101,475.00	\$ 137,455.00
Footing/Foundation	\$ 77,000.00	\$ 73,500.00	\$ 59,000.00
Cutoff Walls	\$ 62,000.00	\$ 52,000.00	\$ 58,000.00
Earth Work		0 \$ 46,000.00	0
Engineering		0 \$ 18,000.00	\$ 12,000.00
		0 \$ 35,000.00	\$ 67,000.00
Total	\$ 232,000.00	\$ 325,975.00	\$ 333,455.00
With Engineering & Earth work	\$ 285,000.00		

Note: These costs do not include winter heating!

The county's estimate did not include heating, excavation or the coffer dam. Continues discussing costs. Discuss cut-off wall. Dave says his understanding of a cut-off wall is to mitigate where the water hits the structure. Would be a cut-off wall regardless may be less than they have. Dave's understanding is the feeder was planning on somewhat of a deck already. Commissioner Hancock mentions they need to move forward with this now. Looking at what the joint effort will cost the county. Will not pay all of this. Have discussed some in-kind work. Have not completely defined this. Will have a public hearing January 27 at 7:00 in courtroom 3.

[4:49:20 PM](#) Stan Hawkins member of the Great Feeder Canal board. Stan says they did not add anything additional onto this that is not needed. The latest analysis does not include a footing to allow the bridge. Need this cut-off wall to make these footings complete. Commissioner Hancock says they understand this just wanted to show how they came up with the costs involved. For the design this is needed to constitute this bridge. County did not include engineering, cold weather heating and various other things. Would like to settle on what the total is.

[4:53:32 PM](#) Commissioner Hancock goes over proposal from the canal company of \$175,000 with some in-kind work from the county. There is a proposal at this rate and the canal board had five yes votes. Commissioner Hancock asks if the county can accept the \$175,000 costs.

[4:55:19 PM](#) Luke Hicks from the Great Feeder Canal Board discusses the cost of the bentonite which would need to be hauled into the location. Mud Lake does have some but is more expensive. The canal board would buy this but would need the county to haul this. Commissioner Hancock mentions wants to work with them and continue having access. Robin asks about ways to help the county have this structure will need a lease for the projected life of the structure that would be given to the county with option to extend until the next replacement. Dave mentions would have this bridge go into the national bridge inventory record. Would have State inspectors check the bridge periodically. Assuming this all goes together. In an effort of cooperation this is a good option. Feels this is a fair amount of money considering all of the costs. Robin feels it is a good offer as well.

[5:01:34 PM](#) Chairman Raymond has reviewed all commissioner meeting minutes. Had not had the experience or exposure working with the board Commissioner Hancock has.

[5:02:31 PM](#) **Motion by Chairman Raymond that Jefferson County participate in construction of the bridge, the barriers and supports associated with this to a stamped HS-20 standard and the bridge is 16 feet wide, with 14 feet of drivable space.**

Will spend up to \$150,000 to the project and in addition spend \$50,000 of in-kind work to be determined by Public Works Administrator, the Contractor and Engineer. Would also construct north and south approaches; install signage and barriers on each side. In exchange the canal company would provide an easement as well as a lease for the life of the bridge. Each entity will pay its own legal fees if any. County will maintain the bridge and cover the liability. Part of the motion is this will be presented to the public at the hearing as well as the canal board. Second by Commissioner Farnsworth. Open this up for discussion. Commissioner Hancock mentions that his concern is the canal board will not go any lower. He has hammered away at the canal board to get this price. Chairman Raymond says he doesn't disagree with this has to take in consideration the in-kind work including approaches as well as the liability needs to be taken into consideration. Commissioner Farnsworth mentions there may be some unforeseen. Stan asks questions on this being 16 feet it's 14 feet drivable. Stan's other concern of the board is not finishing the northern approach would be a higher cost than they need to incur. Luke mentions they worry about running out of in-kind when hauling bentonite and worried about guardrails and approaches. Rebecca says it was \$50,000 in-kind work in addition the approaches, signage and barriers. Rebecca also clarifies where the maintenance begins and ends. Chairman Raymond feels there needs to be something defining where the maintenance ends on the bridge and the headgate. Luke says there would be a line drawn on where the separation is. Dave speaks of functioning obsolete bridges there are a lot that are considered this way because of width. Won't expect two-way traffic. Does not see getting to this point because of width. Is designed at a high level. Should not see really heavy loads going across this. Dave sees this mainly as access to the folks going north and recreationists. Commissioner Hancock mentions loading issues on these bridges. This is low speed traffic going across this. Stan speaks this amount may give the board pre-vote doubts. Not sure they can have an answer by the time of the public hearing. Stan asks the basis for \$150,000. Chairman Raymond says it would be money to given to help them proceed. Chairman Raymond goes over the costs involved. Need to know where the liability ends in this structure. Commissioner Hancock points out that he is a stockholder in the canal board they all are. Robin mentions that very few in the valley are not connected to the Great Feeder. Stan says if they can come somewhat closer to where they have agreed upon maybe meeting in the middle. Commissioner Hancock makes an amendment to the motion to raise amount to \$162,500 to meet in the middle. Stan says if this did get a second they could get a turnaround from the board. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed. Chairman Raymond goes over all things that are included in this motion. Motion by Chairman Raymond that Jefferson County will participate in the construction of a bridge at the Great Feeder Headgate. Will include the bridge deck and support structure. The bridge must have construction plans stamped by an engineer and designed to HS-20 standards. The deck should be 16 feet wide, with 14 feet of drivable space. The County will contribute \$162,500 to the project with additional \$50,000 of in-kind work to be determined by the Public Works Administrator, Project Contractor, and Project Engineer. The county will maintain the bridge portion of the structure and provide liability coverage for the public's access. Will provide signage, barriers, and construct the north and south approaches. The Great Feeder Canal Company will provide a written easement for public access, as well as a lease to the County for the life of the bridge. Each entity will pay its own legal fees, if any. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed. Robin mentions that now will be having a public hearing will be presenting this motion for the people to understand their intent. Asks if the public does not support this motion then why are they having a public hearing. Commissioner Hancock thinks that if there is an outcry will come back for a different motion. Chairman Raymond asks if the motion should state this is their intent. **Chairman Raymond amends the motion that this is their intent.** Luke Hicks asked for a typed motion so they can also pass this around to the canal board.

Recess

Open session at 5:31

- Approve Commissioner Meeting Minutes

[5:31:55 PM](#) Motion by Commissioner Hancock to approve Special Commissioner Meeting Minutes from December 31, 2015 as written. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

[5:31:55 PM](#) Motion by Commissioner Farnsworth to approve Commissioner Meeting Minutes from January 11, 2016 as amended. Second by Commissioner Hancock. All in favor – aye. Motion passed.

- Standard Operating Procedures (1 through 3)

[5:35:18 PM](#) Go over the standard operating procedures. Rebecca mentions may be looking at the State for some guidance on the evaluation forms. Colleen mentions may want to shorten these some seem redundant. Go over the changes may go toward a coaching form and then could combine #2 and #3. Tammy Adkins interjects on how she uses the evaluation form it is a type of coaching form. Had been given several at one time and they choose what they preferred. Tammy would like to have the department

heads have more decision. Feels that some are too vague does want this to be used as a tool. If she is going to take the time to use this form than she wants it to mean something. Needs to have this show the areas they are doing well and things that need to work on. Want this form to be more specific so it is actually a coaching form.

[5:41:00PM](#) Commissioner Hancock goes over the form that sometimes feels these can be filled out to help defend why the employee should stay where they are even if they are more qualified. Tammy feels these are all documented. These need to be justified if it is going to be written on the evaluation. Commissioner Hancock does not like evaluations feel that some positions he has held is all politics so he feels these need to be fair. Need to help them improve. Inconsistency in the way evaluations are done. Rebecca goes over that not everyone is outstanding wondering what a generic form would look like. Rebecca thinks the form could be shortened but still makes it concise to give the employee feedback. Discuss if each department can use different forms. Believe these could be switched up per department to ask more specific questions relating to the employee. Tammy believes for an HR person if the individual was over judged by one department and under judged by another may cause problems. Thinks this should be consistent. Colleen also thinks the same form to avoid conflicts. Standard operating procedure #2. Discuss documentation on these forms. Go over verbal discussions to verbal warnings. Is this working for us? Rebecca goes over this discuss maybe being late several times documented this and then if this is a problem put it in the evaluation. Tammy is here because of the vagueness on these procedures. Tammy discusses not having multiple files on employees, discussed that ICRMP has spoken everything should be kept in the employees' file with Marilyn in the payroll office. Chairman Raymond mentions that everything of consequence should be kept and recorded. Rebecca mentions may need to look at going forward with electronic files. Commissioner Hancock mentions having files electronic for the payroll and the department head of individuals would be easier to access. Robin mentions they have files on everyone in his office they scan things for employee files. Would have to verify these are secure. May need to go to ICRMP for clarification. Rebecca's issue on standard operating procedure #3 asks if the board really needs to see every personnel action form. Discuss the policy is read that the commissioners need to approve the form before the department head can proceed. This form would be filled out by the department head and given to employee relations who will then turn this into Marilyn in the payroll office. Thinks that this form should be taken to the commissioners after the fact just so they are in the loop.

- **Executive session 74-206 (B) - Personnel**

[6:06:29 PM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock - aye, Chairman Raymond - aye. Motion passed.**

Open session at 6:34

[6:34:35 PM](#) Discussed personnel issue. No decisions made, no action taken.

Attorney – Robin Dunn

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

[6:34:49 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 at 7:02

[7:02:32 PM](#) Discussed pending legal cases. No decisions made and no action taken.

[7:03:07 PM](#) **Motion by Commissioner Farnsworth to adjourn at 7:03. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Clerk of the Board

County Clerk