

**Jefferson County Commissioner Meeting Minutes
November 14, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, Weed Department Mitch Whitmill, Fred Martinez, Indigent Clerk Gail Robbins, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Fred Martinez. Prayer offered by Rebecca Squires. Chairman Raymond is excused.

WEED DEPARTMENT – MITCH WHITMILL

• **FEDERAL SURPLUS PROPERTY AGREEMENT**

[9:01:33 AM](#) Mitch with the weed department is here. Mitch has an agreement with the Federal surplus over in Boise. This is a place they can get military surplus items for pennies on the dollar.

[9:02:54 AM](#) **Robin Dunn is in the room**

[9:02:58 AM](#) Mitch provides the commissioners the old agreement that had been signed. The company had suggested they put on here that any representative with valid County ID could get items. This is in case their department has someone else go in to get items. The company had suggested putting the ID on here instead of having to validate every department.

[9:03:57 AM](#) Mitch said this is to replace the existing agreement. A lot of departments use this store. Commissioner Hancock knows that a lot of times these items are given away or are much cheaper. Mitch said this is something they have done for years but are now making this more formal. This will make it easier to obtain these items if they have a valid ID.

[9:05:57 AM](#) Commissioner Hancock said they may want to put this on the website in more detail for departments. Robin Dunn reviews agreement. Robin said there is an ID from the Sheriff's Office that elected officials can obtain. Commissioners discuss issued County IDs.

[9:09:06 AM](#) **Motion by Commissioner Farnsworth to sign the authorization for the Surplus Property agreement for the Weed Department. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

[9:10:04 AM](#) **Robin Dunn left room**

PROSECUTOR OFFICE – PAUL BUTIKOFER & JUDY MCCOWIN

• **OFFICE EQUIPMENT**

[9:14:59 AM](#) Paul Butikofer and Garn Herrick are here. Wanted to come in and present to the commissioners on what they have done so far to get the new office up and running. Paul turns the time over to Garn for the IT part. Garn said they have met and got a layout of the office. Have Twisted Technologies coming in to get a bid on the cabling and wires for the network. Suspect this will be around \$1,000. Will have to get internet access which will be around \$60 to \$80 a month. Will go over PC prices since Paul wanted to stay with Mac laptops. Garn broke this down would be around \$5,700 for three office secretaries. Can get printers cheaper through his source with government pricing. If they want to stay with a MacBook it would be \$5,900 to go with three of these. Goes over the pricing with Dell. The Dell option would be about \$2,000 cheaper. Garn feels the secretaries should stay with the PCs as Dells since that is what they are familiar with. He understands why the attorneys would prefer the Mac laptops since they are more portable. Going to get a network type storage like the Sheriff's office has to store all the files in one spot. Will be about \$3,000 to set up for the wiring plus the amount of the PCs.

[9:19:20 AM](#) Paul said he is fine with the secretaries having desktops and the attorney's having laptops. Commissioner Hancock brings up if they would have docking stations. Garn said that Macs are more air based so they don't need docking stations. These are wireless based.

[9:20:42 AM](#) Commissioner Hancock asked if Paul is okay staying with the desktops. Paul said he is and Judy agrees it will be easier to stay with what they know. Commissioner Farnsworth said all of this is in the budget. Commissioner Hancock said they are using the GSA on the Dells. Asked if they can get a price schedule on Macs. Garn said this is just the retail price he went off of it could possibly be lower.

[9:22:54 AM](#) **Motion by Commissioner Farnsworth to go ahead and give them authorization to purchase the Macs, Dells and printers needed for the Prosecutor's office. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

[9:23:47 AM](#) Judy McCowin is here from the prosecutor's office. Did speak with the phone system guys and it will be around \$4,000 for the phone system. Commissioner Hancock asked if they would want to check with Fremont Telecom. Garn said no because they want the Avaya phone system so that they can speak to each other in the future. Colleen said they will have to watch these lines in the budget. The civil deputy has his own equipment and will only receive a laptop.

[9:26:58 AM](#) Commissioner Farnsworth asked about the phones where else could they take those out of. Commissioner Hancock gets the approved budget. Have around \$38,000 between different lines.

[9:29:04 AM](#) Judy also has a bid from Porter's for some office furniture. Bid is \$13,152.69 they do require half down when over \$10,000. Did check with other office supply places but did not get as much of a response. Porter's beats every price that she has found online.

[9:30:37 AM](#) Commissioner Hancock asked if the pricing compared. Judy said on the list is behind the Porter's bid. Commissioner Hancock said that Hon does have a government price list. Judy said that Porter's does not go off that pricing but has found that they are about forty percent cheaper than other stores she checked. Commissioner Hancock said that Staples and Office Max do offer the government pricing. Commissioner Hancock asked for some other bids on the furniture.

[9:34:41 AM](#) Judy goes over some of the bids for the copiers. Garn said she had gotten some bids from Valley Office Systems on the Richo which is the only company that sells this brand. Garn said he got a bid from Idaho Business Systems. Garn said the Toshiba is \$8,500 to buy. This is a newer model from what other offices in the county have. Garn likes the Toshiba but they are both the same as far as quality. Commissioner Hancock asked about reliability. Garn said they are very similar only comes down to the pricing difference. Judy said that the Richo is \$9,052 which is a little more. Garn said they will be ordering this in December. Commissioner Hancock asked the price. Garn said it is \$8,500 and the Toshiba is on a GSA pricing from Idaho Business Systems. Commissioners go over pricing. Commissioners work through the costs that are involved.

[9:40:04 AM](#) **Motion by Commissioner Farnsworth to purchase the Toshiba copier for \$8,500 for the Prosecutors office. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

[9:42:16 AM](#) Commissioner Hancock would like to see some more price options on furniture. Could contact Office Max sales and see what they have. Paul mentioned that they will be using some of the older furniture that was in his office. Commissioner Hancock mentions to tag this so they know when they move. Commissioner Farnsworth mentioned they may want to just buy new everything so they don't run into that issue. Paul said this is if they are running tight within the budget. Colleen said they will have to complete the inventory list that keeps track of equipment. Marilyn has county tags for the larger office equipment.

CHAIRMAN RAYMOND – PHONE CONFERENCE

• NEW BUILDING

[9:43:09 AM](#) Commissioners call Chairman Raymond. Chairman Raymond said he does not expect a decision today. He is concerned about the course they are on for the building. Would like to know where they are currently with the money and how much they actually have. Do not want to get to a point where they cannot finish the building. Commissioner Hancock said there is \$1.3 million in PILT that they have. Colleen said they put \$600,000 in the budget also transferred \$676,000 that was building permit fees. Chairman Raymond asked what the anticipated PILT payment is. If they receive this it puts them at roughly \$2 million. Chairman Raymond said this alleviates some of his concerns. Did not want to get caught shorthanded if PILT does not come through. He was not coming up with \$2 million but he was missing some of those figures. They should be in pretty good shape. Commissioner Hancock said they could use the model similar to other counties to not finish the entire building if they have to save funds.

[9:49:42 AM](#) Chairman Raymond just wanted to make sure they are all on the same page. That is all he had this morning.

PARK & RECREATION – REBECCA SQUIRES

• JEFFERSON LAKE MAINTENANCE CONTRACT

[9:50:11 AM](#) Bryan Briggs with Maintenance comes in to discuss the contract. Rebecca provides the commissioners with the latest draft. This is the addendum to the maintenance contract. Rebecca said this addendum is for the Park & Recreation section. This was presented at the last meeting and Bryan had needed some time to review this before agreeing.

[9:51:56 AM](#) Bryan said this will work the biggest issue has been the equipment at the lake. Bryan said he could use his own equipment since the mower is not working out there.

[9:52:31 AM](#) **Robin Dunn is in the room**

[9:52:36 AM](#) Rebecca said if he wants to use his own equipment now they could determine if they had any use for any of the equipment and then surplus this as needed. Bryan said the mower already has some issues not sure it runs. Rebecca asked if he wants to use what she has until it is no longer working which is what she has put in the contract. Rebecca asked if she could just sell this equipment to him or do they have to go through a different channel. Robin will have to do some research on this issue where he is a contract position. Commissioner Hancock said they could make this government furnished equipment that can be purchased at the end at a set price that would be included in the contract.

[9:55:29 AM](#) Robin is unsure he would have to research this. Rebecca said the equipment that was purchased is under \$500. Could proceed with the contract as is and have these items be furnished materials. Memo has the equipment they currently have listed. Bryan said he knows they are more concerned about the liability. Robin said the original contract requires Bryan to have liability insurance and Bryan is bonded. Robin said part of the contract is that he has to provide some insurance. Robin said maintaining this would be up to him but the county would still purchase the parts since it is their equipment.

[9:58:35 AM](#) Commissioner Farnsworth said that this contract is very detailed. Rebecca said there is not much on this list that is not already being done. Rebecca said this is up to the board to discuss if this is working to have Bryan maintain both the lake and the courthouse. Bryan said he has a little better idea on what he is doing in both locations. He has hired guys out to work at the lake and realizes the work that will be involved.

[10:00:20 AM](#) Bryan said this starts April 1, 2017 so they would be looking at six months. Colleen said if he does have to supply equipment they may need to up this. Bryan said they started in May last year asked how much is in the budget. Commissioner Hancock said there is \$27,000 in the budget so this allows the funds to begin this in April. Bryan said there was a lot of work getting ready for the July celebration.

[10:02:45 AM](#) Commissioner Farnsworth asked if they could make campers liable for their campsites. Rebecca said that this would be very difficult to maintain. Bryan said mostly have garbage in the fire pits. Commissioner Hancock asked if Bryan is happy with what they have. Bryan said he is. Robin said they cannot come up with every contingency and suggests that if there is issues to come in and speak with the commissioners.

[10:05:01 AM](#) **Motion by Commissioner Farnsworth to approve the addendum for the Park & Recreation maintenance contract. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

PMA – KATHY LUCHINI

- **SUPPLEMENTAL INSURANCE**

[10:06:39 AM](#) Kathy is here from Washington National. Would like to sell to the employees supplemental insurance. This insurance offers greater benefits to the employees. Have done Madison and Bonneville County. Provides some reference letters. Do a lot of school districts. This insurance protects employees. They offer a cancer policy that pays them automatically when they get cancer and pays them for chemo and radiation. This will also pay for transportation benefits as well. This program has a return of premium policy they pay pack every dime that has been paid. Could offer this to individuals on different days. Will still offer the district discounts so a family plan is \$45.40 a month to be on the cancer plan.

[10:12:11 AM](#) Commissioner Hancock said they currently have AFLAC and Colonial supplemental plans.

[10:12:54 AM](#) **Robin Dunn left room**

[10:13:03 AM](#) Kathy said they offer all supplemental insurances. Commissioner Hancock said this would be a third choice supplemental insurance. This would be up to the employees but would not be payroll deducted. Kathy is fine with that she has individuals who just pay the premiums and they have automatic withdrawal.

[10:14:00 AM](#) Kathy said they offer a cash back policy that pays them back. Wants to compliment policies that allow cash back. Colleen asked if the refund would be whether they use this or not. Kathy said they would get some back still. Kathy understands they already have insurance in place but a lot of individuals take this because of the cash back. Had an instance where they gave back cash to a lady in Madison for around \$18,000. It is cash back in twenty years or at the age of 75. Colleen feels this would just be another option to the employees of the county.

[10:16:38 AM](#) Commissioner Hancock said if they do use the policy they would not get money back. Kathy said they take everything that was paid in and just minus any claims that were submitted and pay out the rest. Kathy just needs approval to meet with the employees to offer this.

[10:17:15 AM](#) **Motion by Commissioner Farnsworth to allow Kathy to come in and offer this supplemental insurance. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **RESOLUTION #2017-3 – SOLAR ECLIPSE**

[10:18:24 AM](#) Rebecca brings up the solar eclipse. Rebecca asked if they need more information. Commissioners have heard enough. Rebecca said that they need to be prepared. Has a resolution for the solar eclipse. Commissioner Hancock reads resolution #2017-3 “Resolution #2017-3 of Jefferson County, Idaho, directing the preparation and response to the Total Solar Eclipse of August 21, 2017. Whereas, the entirety of Jefferson County lies within the path of totality for the Solar Eclipse of 2017; Whereas, a solar eclipse is an event drawing international attention; Whereas, unprecedented numbers of visitors can be expected to visit the area on the day’s surrounding August 21, 2017; and, Whereas, the Counties of Custer, Butte, Clark,

Bingham, Bonneville, Madison, Fremont and Teton will be similarly affected; Be it therefore resolved that the Jefferson County Board of Commissioners hereby establish the following priorities: 1. The preservation of the health and safety of residents and visitors; 2. The protection of private property and public infrastructure; and 3. The development of economic opportunities. Further, The Jefferson County Board of Commissioners directs the Office of Emergency Management, local responding agencies, and planning departments to establish structures, plans, policies and protocols in support of the above priorities. In addition, The Jefferson County Board of Commissioners extends an invitation to affected counties and municipalities in the region to participate in coordinated planning and response to the event under the 2010 Northeast Idaho Regional Coordination Plan. Passed and approved by the Jefferson County Board of Commissioners this 14th day of November, 2016.” Rebecca said this is a good opportunity to use a structure for regional type events. If nothing else this is a great opportunity to coordinate with regional areas. This plan outlines ways on how to reach out to other counties.

[10:23:01 AM](#) **Motion by Commissioner Farnsworth to adopt resolution #2017-3. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

[10:23:40 AM](#) Rebecca said there will be a community planning meeting at the School District Office at 6pm on Thursday. Will be talking about this solar eclipse event. Have been working with Planning & Zoning on having viewing venues. This will help spread the crowds. Then they can coordinate the plans according to the viewing venues. Have heard that lodging in Idaho Falls is full as well as the hotel and lake in Rigby. Will be looking at temporary camping in areas and will have this be opened up as a temporary permit. This will be an administrative permit which normally has a fee associated with this. It is Naysha's recommendation because they want the information and the permits turned in so they know where these individuals will be located. Right now the ordinance said that they can have one RV per parcel. With this administrative permit this could be waived to have more. Rebecca said most people are coming in on Thursday, Friday, Saturday, Sunday and Monday. Would look at waiving the fee for administrative permits and allow multiple RVs on the parcels for this time frame. Rebecca said they want them to do the permit so they will waive the fee since this will benefit the county to know where the individuals are going to be located.

[10:31:49 AM](#) **Motion by Commissioner Farnsworth to waive the fee for an administrative permit and change the ordinance to allow multiple camping units for the solar eclipse. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

- **VIRTUAL TABLE TOP EXERCISE**

[10:32:19 AM](#) Rebecca said a table top exercise is sitting around running through exercises and scenarios. Will facilitate these through telephone conference. Allow thirty entities to participate over the phone and are free of charge. Jefferson County will have table top exercises on May 23 will be doing a flood table top, June 20 an earthquake table top and June 6 will be agricultural incident table top. All of these start at 10:00 and go for around three hours or so. Rebecca said this will be done here in the courthouse. The public is welcome to check it out and really encourages elected officials to attend because this helps define rolls in case of an emergency.

- **2015 EMERGENCY MANAGEMENT PERFORMANCE GRANT CLOSEOUT**

[10:34:18 AM](#) Rebecca said on the EMPG grant for 2015 due to her newness they will have to turn back \$7,784.94 to the state that was not spent. This is the grant that they get fifty percent return. It pays half of her salary and cell phone. In order for Rebecca to turn this back needs a signature in the box. Commissioner Hancock said that the time has passed. Rebecca said this is not money they received this was just allocated to the county and the time has passed to spend this. Commissioner Hancock signs this.

[10:37:05 AM](#) Rebecca provides a letter going over a monitoring visit they had for the grants. Colleen had helped and they did well. They had no findings.

- **360 PROTECTION STRATEGIES**

[10:37:29 AM](#) Rebecca has been contacted by 360 Protection Strategies. This is a virtual mockup of the facility that they attach to some simulation software that creates the area. Then they have a diagram to show how to respond to an active shooter in a video game type platform to know how doors swing and where the stairs are located. This company has created a demo of the courthouse. The demo will be Friday, November 18 at 10:00 in the Sheriff's Office. Have reached out to the school districts if they would like to come view this but is not open to the public. This concept was born out of the INL but Bechtel decided to not license it. The county is the guinea pig with this mockup. Rebecca asked if they are interested in taking a look at this. Commissioner Farnsworth said they have new official training in Burley. Rebecca will contact the company to see if they need elected officials in this demo.

- **TRAINING FOR FIREFIGHTERS**

[10:40:35 AM](#) Rebecca said that they do not need to be involved in this. For their information Central Fire is sending three firefighters to Emmetsburg. This is fantastic training if anyone needs training. Rebecca has just finished her required training.

SOCIAL SERVICES – GAIL ROBBINS

- **EXECUTIVE SESSION 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE**

[10:41:32 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. Motion passed.

Open session 11:14

[11:15:01 AM](#) Motion by Commissioner Farnsworth that on case #2017-04 to deny on lack of cooperation , case #2017-47 deny on lack of cooperation, case #2017-01 to approve, case #2016-39 and case #2017-02 to approve and case #2017-3 to deny on ability to pay. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.

[11:17:54 AM](#) Recess until 1:00

Open session 1:00

PLANNING & ZONING – NAYSHA FOSTER

- **APPROVAL OF WRITTEN DECISION – JEFF MCKINLAY APPEAL**

[1:00:26 PM](#) Naysha is here to get approval on the written decision from the Jeff McKinlay appeal on his conditional use permit. Naysha said she had sent them the written decision in the mail. Commissioners do not have this. Naysha said this is the Jeff McKinlay appeal this is the decision and the motion that was made to overturn Planning & Zoning. Naysha goes over what is included. They have the findings and facts of the case. Also states that this was published correctly. Once they sign this the clock starts clicking on appealing this to the District Court. Commissioner Hancock asked how long they have. Naysha said they have twenty-eight days. Commissioner Hancock signs.

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[1:03:13 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. Motion passed.

Open session 1:09

[1:09:05 PM](#) Commissioner Hancock said the result of the executive session was a discussion on some actions taking place in the Planning & Zoning department with employees.

PUBLIC WORKS – DAVE WALRATH

- **PURCHASE/SALE AGREEMENT WITH DAVE WALTERS**

[1:09:48 PM](#) Dave is here has the purchase sale agreement for Walters gravel pit. Colleen last week had cut a \$300 check for earnest money which is written into the agreement. Balance due will be \$29,700 once they go to the title company. Dave needs a signature as the buyer. Commissioner Hancock said this was already approved just needs a signature. Dave understands in talking with Department of Lands they will release Mr. Walters' reclamation bond and the county is not required to have one. Commissioner Hancock signs sales agreement.

- **NEW BRINE TANK**

[1:12:26 PM](#) Dave said they are using the old blue truck this has 1,000 gallon plastic tank in the back of it. Cannot do all the arterial spraying with 1,000 gallons. Wants to buy a 2,400 gallon tank with a skid and put it into a ten wheeler. Could use this for brine as well as mag chloride will use the same spray bar. Commissioner Hancock mentioned water tankers from the oil fields. Dave said you would want something that is plastic. Dave said this is the holding tank and the skid this will fit in a ten wheeler. Would still be able to plow with this as well. Have to put those baffle balls in so the force doesn't push it out when they stop. Dave feels this would be more efficient to put out mag chloride and brine. Commissioner Hancock asked about what they budgeted for. Dave said they budgeted \$200,000 for equipment he feels they are fine this is \$5,500. Commissioner Hancock does not want them to fall short on buying a truck. Dave said this is a matter of efficiency. Commissioner Hancock asked about retro fit. Dave said there is not any they take out the tail gate and it fits right in with the use of a fork lift.

[1:19:04 PM](#) Dave does not relish on the idea of putting brine out on Yellowstone Highway but it works at least at certain temperatures. Commissioner Hancock has a concern on the budget since this is something they didn't have budgeted. Dave said it is \$5,500. Dave said he can surplus these items online. Dave goes over items he will surplus.

[1:19:41 PM](#) Motion by Commissioner Farnsworth to approve the purchase of a horizontal tank for their mag chloride and brine as well as the skid plate and baffle balls. Discuss the amount of baffle balls that would be needed.

Dave will need to find out how many are required. Will be estimated at \$5,565. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.

- **AMENDED CAPITAL IMPROVEMENT PLAN**

[1:23:48 PM](#) Dave goes over they have discussed changing their capital improvement plan. To qualify for federal and state money they need to have some projects listed into this capital improvement plan. First one is 3800 East going south. This needs widening and some turn lanes. Another project is the south Rigby interchange. This may need a grade separation at 200 North possibly a full interchange. Commissioner Hancock asked if this is a state project. Dave said that this would involve ITD, Planning & Zoning and City of Rigby. Want to add the CIP to connect Highway 48 to the Lorenzo Highway. This would require millions of dollars to complete. Couple pieces of equipment have a chip spreader box and broom to come out of impact fees. Has a resolution this is just his idea to have items added to the improvement plan.

[1:28:22 PM](#) Naysha said in order to use impact fees they have to be listed in the plan.

[1:28:43 PM](#) Commissioner Hancock reads resolution #2017-5 “ Now therefore be it resolved by the Board of County Commissioners of Jefferson County to approve the following additions to the Capital Improvement Plan that is included in the November 19, 2007 Rigby/Jefferson County Transportation Plan. The replacement of vital equipment shall be covered by Impact Fees. 3800 E improvements from County Line Rd. to 300 N S, South Rigby IC Study/200 N connecting to 3800 E, 4200 E connecting from 300 N to Menan Lorenzo Hwy, Chip spreader box, Self-propelled road broom. Adopted by the Board of County Commissioners of Jefferson County Idaho on this 14 day of November, 2016.”

[1:29:44 PM](#) Commissioner Hancock said that 3800 is tough. Dave said they are submitting this. Commissioner Hancock asked about a traffic study. Would put counters out as part of the traffic study Dave said this is done in the preliminary. Dave said in the Echo meeting this road rated first on the list of projects.

[1:31:33 PM](#) Rebecca goes over there are mitigation grants available as well if he wants to check with her. Dave said they had proposed four different projects for the county at the Echo meeting. Also put in for \$100,000 LRIP grant this is to help buy hot mix. Commissioner Hancock asked about a bridge seminar. Dave said he has a bridge seminar this week. There is an LSIP program this is safety and is completely data driven on where accidents have occurred in intersections or curves. Have to have a fatality or a severe accident within the last five years. Off System Bridge out in Roberts this is the wooden bridge.

[1:33:55 PM](#) **Motion by Commissioner Hancock to accept Jefferson County resolution #2017-5. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

- **OVER LEGAL PERMIT AGREEMENT**

[1:34:34 PM](#) Dave said over at LHTAC had all the recommended changes for the over legal permit. Gives them paperwork on what is in the works.

[1:35:09 PM](#) **Robin Dunn left room**

[1:35:38 PM](#) Dave said this is just for their information so they know what is coming in the future.

- **2017 WORK PLAN**

[1:36:03 PM](#) Dave said this is tentative but wants them to have an idea on what they are planning for in 2017 construction season. Dave said the goal is to do four to five subdivisions a year. Hesitant to chip seal residential streets since this is slow speed anyways. Goes over subdivisions that were done this year. Commissioner Hancock mentioned they had put together a west side committee would be a good idea to utilize this. This would help give some input on the west side roads. Dave said they are still getting complaints about not adding pavement on the west side. Have to work on not watering the roads in the area first. Plan on the first week in December to meet with the west side committee. Dave said with the paver would like to chip the road the following year.

[1:41:25 PM](#) Chip sealing adds to the life of these roads. Dave said they changed the oil this year. Discuss the parking lot. Had not thought about how steep it was for the drainage. Does not think this will be tracked into the building if it does become a problem in the spring they can blot it.

- **HOT-IN-PLACE RECYCLING PROJECT INTERAGENCY AGREEMENT**

[1:44:02 PM](#) Dave said this is preliminary this is the hot-in-place recycle on the Archer Highway. There will be a lot of revisions on this agreement. Bannock and Bonneville backed out on this for the year. Dave feels they may end up being the lead on this agreement. Will have separate pay items for each county. If this project doesn't work they can overlay this.

[1:47:05 PM](#) Rebecca has a personnel action form for a position that was hired for Road & Bridge. Since this is a new position and budget line. Dave said they have lost four different positions recently. Dave said this is not a new position but it has been vacant for a while. Rebecca apologizes thought this was a new position.

[1:49:52 PM](#) Recess

Open session 1:53

COMMISSIONER FARNSWORTH

- **ROAD DISCUSSION**

[1:53:37 PM](#) Commissioner Farnsworth said he has been getting complaints and it is being said he is picking on certain individuals. But in reality they just paved a road out in Hamer for a \$300,000 and they came back the next day and a pivot was hitting the road. Goes over that he drove this road and it already has a big digger in this brand new road which is not even three months old. All around see bales of straw that have been knocked off and are just lying there just off the road. During the winter time they are bringing mud onto the roads which causes hazards to driving. Have fences being cut and are putting gates up. Commissioner Farnsworth said he is thinking about the safety of the residents. Asks for ideas on how to fix this. Commissioner Hancock said they need to bring this to an awareness because this is a safety issue for the county. He is a farmer and there are times that manure sticks to the tires but then you have to go and scrape this off the road. If straw is left then the mess needs to be cleaned up. Need to make sure people are more aware. Commissioner Farnsworth has a list of potential roads that need repaired and he is having a hard time with that when the roads they have are not being taken care of.

[1:58:13 PM](#) Dave said that pivots can be programmed to turn off. Commissioner Farnsworth feels that beginning of the season is one thing but they need to verify the water is not hitting the road. Need to remember when feeding cows if they are hauling down a main road they need to be mindful of others. Naysha said all of these items are in their ordinances but they are hard to enforce. Naysha said maybe a brochure that could be sent out to the citizens detailing these issues.

[2:00:34 PM](#) Dave said it's also aggravating to see a lot of things being dumped into the borrow pit. This is for drainage and snow storage. Naysha said it's also hard to enforce because they do not know exactly who is doing this. They cannot issue a fine until it goes to court. Sheriff Anderson said he did some research and they need to remember that they live in an agricultural community. There is a state code but have only had seven confirmed calls. Checked with Deputy Melanese and if someone leaves a hay bale then they would have to be informed and given a chance to rectify the issue.

[2:03:03 PM](#) Robin goes over by the time they get to enough infractions this will eat away at the base and roadway. The first citation does not do anything. The county owns the rights-of-way and interference of highways this is considered under obstruction. Commissioner Farnsworth feels they are getting road hazards just because people do not care enough. Knows if they pulled into the landfill without a tarp covering loads they used to get a ticket.

[2:05:13 PM](#) Paul Butikofer goes over Idaho Code 18-3906 on placing debris on a highway. It is worded that if you allow things to fly off their automobile it starts off as an infraction. Second time in two years is still an infraction and the third time it is a misdemeanor. Goes over the fines that increase if this is permitted. Different story under subsection three if they willing throw this out or dump this it's an automatic misdemeanor on the first offense. Punishable by a \$2,500 fine and possible jail time. Other thing is flooding or sprinkling the highway under code 18-3908 this is a \$50 fine and doubles after the first offense. This is if they permit water to run or flood a public highway. Commissioner Hancock feels this may be more of an enforcement issue. Paul believes so they do have infractions.

[2:07:54 PM](#) Commissioner Farnsworth asked if they can up this because he feels that is the only way they are going to get anyone's attention is if they have a large fine. Commissioner Hancock goes over consistency of this. Paul said if this was intentional and they get a conviction its misdemeanor this would be required to pay restitution.

[2:09:42 PM](#) Commissioner Farnsworth said his issue is the roads are getting torn up by tractors that are turning around on the roads. Says he will pick on anyone that does this.

[2:10:04 PM](#) Commissioner Hancock likes what Naysha suggested they may need to do a better job of educating individuals. Commissioner Farnsworth asked if they can change the ordinance to have a larger fine. Naysha said they cannot do this per ordinance because this would have to be taken to court first.

[2:11:07 PM](#) Robin said they are looking at different scenarios. Commissioner Farnsworth also mentioned these tractors need to have flashers on them it gets dark so early and there is going to be an accident. Sheriff Anderson feels if this is traffic hazard then they would get a response. Commissioner Farnsworth said there are going to be an accident one of these days.

[2:13:23 PM](#) **Robin Dunn left room**

[2:13:27 PM](#) Commissioner Farnsworth feels there needs to be some responsibility both ways. Rebecca asked if they want to issue a public announcement.

[2:16:50 PM](#) Dave is not sure they have had any discussions with other commissioners. Knows Bingham County has an active code enforcer.

[2:17:27 PM](#) **Robin Dunn is in the room**

[2:17:31 PM](#) Commissioner Farnsworth said they do not see this abuse on state highways as much. Dave said he did see potato slush on Highway 33. Commissioner Hancock said they need some help with enforcement. Robin said may put this on

the web page and get a flyer out. Commissioner Farnsworth said they may need to look at the fines. Rebecca asked about flyers. Robin suggests advertising and putting this out on the web page first due to the cost of flyers.

[2:20:17 PM](#) Dave said they have people with mail boxes in the right-of-way. Also have their lawns and sprinklers clear to the road which will create issues. Dave would like to see something done to reduce the frequency that the roads are being watered. Commissioner Farnsworth mentions that Deputy Melanese has done an excellent job every time he has had to call her.

WEST JEFFERSON FIRE – KENT MISKIN, TREASURER – KRISTINE LUND & GIS – SHERRY LUFKIN

- **TAX CANCELLATION/EXEMPT PROPERTY**

[2:22:27 PM](#) Kent Miskin is representing West Jefferson Fire. Kent goes over they have a fire station in Montevue and a small one in Mud Lake. When they build their new station they sold the old station to ITT Properties. Went through Alliance Title and they have tract one and tract two in the legal description. The tract two is the parcel in Mud Lake and they have put all of this together into one description. Somehow in tract one the new station was added so ITT Properties has been paying taxes on the fire station since 2008. Last year bought twenty-eight feet beside the Montevue station to put in another bay toward the north. Sherry Lufkin noticed that West Jefferson Fire bought twenty-eight feet between ITT Properties and Thomlinson's. That is when they had discovered the Montevue station had been added to ITT Properties. Kent contacted Alliance Escrow he reads a letter from Alliance that he received. Have a quitclaim deed from Ike from ITT Properties that gave back the fire station. This assessment has already been created and is actually an assessment for the Montevue station. Would respectfully ask they cancel the tax for the fire district since they are a taxing district.

[2:27:51 PM](#) Kristine said at this point of the year there is nothing they can do. If this had been in the proper ownership this would not have gotten a tax bill. This tax bill is for \$218.52. Sherry said that Kent covered everything on this. Commissioner Hancock said when they changed all the deeds the company did not get everything correct. Ike has been paying the tax on this for eight years. Kristine said they just want to address the tax from 2016 because this would be an exempt property.

[2:30:01 PM](#) **Motion by Commissioner Farnsworth to grant the tax cancellation on parcel #RP07N33E020500 for \$218.52. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

COMMISSIONERS

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[2:35:00 PM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (B) - Personnel. Second by Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.**

[3:22:18 PM](#) Robin Dunn left room

Open session 3:23

[3:23:15 PM](#) Commissioner Hancock said they have spoken of several issues but would like to have Rebecca hold off on the lake manager position until the first of the year. Rebecca asked why? Commissioner Hancock goes over they would like to have some clarification on the overall position. Also may determine if this needs to be in a separate category by itself. Would possibly have just the lake manager that would report directly to the commissioners. Rebecca said she would really have liked to be part of this decision. She has already written out the job descriptions. She would not want to hold off on this very long because there are items that take place behind the scenes that are very important. Realizes the decision belongs to the board but she strongly recommends to have someone in before the end of the year. Commissioner Farnsworth said to hang onto the applications but would rather hold off on this position. Rebecca goes over that this is position is listed as \$12.12 an hour. It would be hard to find someone at the director level for that pay. Commissioner Hancock said maybe this should not be offered as a lake manager. Rebecca thinks not necessarily this would be an administrator this is where she felt this would be the best. Commissioner Hancock thinks the job descriptions should have been available beforehand. Rebecca said this had been brought in during the budget time. Commissioner Farnsworth want to hold off on this until the first of the year. Rebecca said she understands but she disagrees with their choice. Commissioner Hancock goes over they will address this again. No other decisions made.

- **NEW BUILDING UPDATE**

[3:27:29 PM](#) Commissioner Hancock said under the new building will have Scott Nielson with the architecture firm nbwarchitects here to discuss the building. Commissioner Hancock said this firm was selected to help with the design. They are looking for a very useful building they do not want wasted space. Went up and looked at Madison County annex. Their annex is 7,000 on the main floor and 7,000 in the basement. The upstairs is only 5,000. Are looking at something very similar would want the main floor finished and what they can in the upstairs. Downstairs will not be finished at this time. Discuss the possible sub

issues. Scott said they are relatively confident they could do a basement but they may need to verify. Scott asked about an elevator. Commissioners know they would have to have an elevator. Would be around \$150,000 just for this.

[3:32:34 PM](#) Commissioner Hancock said he had Colleen look at blueprints of where the utilities are currently. Are only wanting a causeway that is enclosed. Scott goes over when they have two buildings on one site they have to look at imaginary building lines. Have to have twenty feet per building. Commissioner Hancock said will be looking at a decent sized conference room. In the district building they can divide this three times. The Sheriff's Office in Idaho Falls also has this available. Scott said once they get into the programming will identify the sizes of offices and conference rooms. Need to identify each of these with size. What needs to be by a reception area and what needs to be adjacent to each other. Commissioner Hancock said that the departments that will be in this annex they have asked for their input. Scott said so they will be anticipating some future space. The plans if they have a soils report that would have been helpful. Would also need to work out the schedules. Method of project will probably be design build. Commissioner Farnsworth said would prefer to have the entire commission informed.

[3:38:31 PM](#) Scott has already notified the consultants that they use and they are all local engineers. Scott said back on the program how long they expect this to take. Commissioner Farnsworth said that they could have a special meeting with all of the departments are available. Decide to meet again on November 28 at the regular meeting after the staff meeting.

[3:40:49 PM](#) Scott goes over things that will be helpful. Will have to wire this for technology. Scott said the main level gets relegated and other things are moved as needed. Commissioner Hancock said they are looking at around \$2.1 million and they are comfortable with this. Scott said this is a good budget and there are always things that can be cut. Scott said future expansion would be in the upstairs.

[3:43:04 PM](#) Scott said the funny part of bidding is the emotional part. This will demand some interest. Scott said for a number of years people went out of business and now they are back in boom land but they are hesitant to beef up crews when there were so many issues before. Commissioner Farnsworth said this will require a bond and would need a public works license.

[3:44:51 PM](#) Commissioner Hancock said they would have to discuss their fees. Scott said it has a lot to do with what consultants they hire. Their consultants have gone to about fifty-five percent of their fees. They're a lot of different methods. Have firms that will give the plans and say good luck. He does not recommend this. Have better projects if they stay involved in this. Spend the majority of their time keeping things straight. Looking at around six to seven percent. To cut this they would have to cut services. Have had times they tried to do this and they have not felt good about the services performed. There are ways to tailor this if they need to.

[3:47:06 PM](#) Commissioner Farnsworth said they want a quality project. Scott said he agrees. The old philosophy the design professional becomes your friend. Change orders can become a big issue. The documentations are crucial. The whole process is to compensate the design professional so they do not short change them. Plenty of firms want to do the designs and walk away. The fees have been the same since he has been involved with this firm.

[3:49:32 PM](#) Commissioner Hancock said they want excellent results and their architect will be their partner. Scott said the whole thing would be communication. Commissioner Hancock asked what documentation they need to start. Scott said they have documents that they have always used. They maintain a professional liability. The site plans should provide the utilities. Rebecca said the as builts were not done completely. Scott said they will get as builts with this project when they are done.

[3:52:43 PM](#) Colleen asked if permission to allow the architect firm to look at the blue prints. Commissioners give her permission for this. Scott would like to have some copies of some of this. Rebecca said the site plans are all there. Scott said he is heading out of town so his plans would be to come in on the morning of November 28. Rebecca brings up soil testing. Colleen mentioned this information would probably be in her files. Scott said if they do not have a soil test could take a back hoe and dig some holes and be fine.

[3:56:12 PM](#) Scott said they have an interior person on staff they build a set of boards to look at. Examples of their work all over the place. Consultant engineers come out of Pocatello will be using Pane Engineering. The structural engineer use Frost Engineering this is a spinoff of another company. Scott asked about a security system. Commissioner Hancock said they will need this. Have used Omni in the courthouse.

[3:58:42 PM](#) Colleen asked what they would like to notify the staff on what to bring. Commissioner Hancock said just what they had brought up in the previous staff meeting. Go over departments would be Prosecutor, Probation, Extension, Planning & Zoning, Judge Chamber, Jury Room and possibly the Food Bank in the basement. Scott said with this many entities would take some time to get individuals comfortable in the setting. Commissioner Hancock would like to have some room left empty for future growth.

[4:02:17 PM](#) Scott said they need to have a narrow end of who to contact. Would need to set up an email distribution to notify those who need to receive updates. Discuss meeting times. Scott said they want to have good communication. Will come back on November 28. If they could get some program requirements available when he comes in they can get started.

[4:05:21 PM](#) Recess to go out and view the location of the building.

[4:14:59 PM](#) Commissioner Hancock said they need to move this forward. Scott said the input from the departments will help them move ahead.

- **SIGN CERTIFICATES OF RESIDENCY**

[4:16:31 PM](#) Motion by Commissioner Farnsworth to approve certificates of residency for College of Southern Idaho for Sydeny Hepworth, Zane Mecham and Cody Roundtree. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock. Motion passed.

- **CANVAS GENERAL ELECTION VOTE**

[4:16:45 PM](#) Colleen said they have the results for the November 8 election. Had around 13,326 registered and with Election Day registration had around 1,410. They had a 79% turnout this is pretty high number. Most elections have 42% turnout. Cathy Dabell shows the actual votes received these are due to the state on Friday. Commissioners look at the results.

[4:22:19 PM](#) Motion by Commissioner Farnsworth to sign the general election votes for November 8. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.

- **COMP TIME**

[4:23:45 PM](#) Rebecca goes over comp time. Provides some of the personnel policy and comp time. Have two departments that have some time more than forty hours accrued. One was in the Road & Bridge department have worked with them to lower this. The other department is the Sheriff's office. The concern she has is the policy states that comp time in excess of forty hours should be paid in the next pay week. Either need to enforce the policy or change the policy. Commissioner Hancock feels they need to change the policy. He believes the state has something that gives them six months to use the time accrued.

[4:27:31 PM](#) Rebecca said sometimes they are in danger of getting the amount too high. Commissioner Farnsworth thinks this needs to be managed. Sheriff's office can pay overtime so it's up to their discretion. Commissioner Hancock thinks this gives them good latitude to be able to take time off. Rebecca said Road & Bridge was not extreme she is more concerned in the Sheriff's office. These accruals are high. Commissioner Hancock said they could change the policy to allow more time to spend the comp time. Or could make it that at some point in a year they need to be below the forty hour threshold.

[4:33:18 PM](#) Rebecca goes over the edits on this policy. Rebecca said they cannot lose comp time this has to be paid out. Colleen clarifies on the comp time how this is accrued. Rebecca said another issue was the audit in the Sheriff's office have left some sensitive feelings over there on their time.

- **APPROVE COMMISSIONER MEETING MINUTES**

[4:42:26 PM](#) Motion by Commissioner Hancock to approve commissioner meeting minutes from October 24, 2016 and September 30, 2016. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

[4:43:03 PM](#) Recess to review claims

Open session 5:06

- **APPROVE CLAIMS**

[5:06:52 PM](#) Commissioners call Dave with some issues on the claims.

[5:13:27 PM](#) Motion by Commissioner Farnsworth to approve claims from 10/24/2016 to 11/10/2016 for \$216,877.19. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Motion passed.

ATTORNEY – ROBIN DUNN

- **EXECUTIVE SESSION 74-206(F) – LEGAL**

[5:14:20 PM](#) Robin is not in attendance Commissioner Hancock said he did not have anything to report.

[5:14:40 PM](#) Motion by Commissioner Farnsworth to adjourn at 5:14. Second by Commissioner Hancock. All in favor – aye. Motion passed

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date