

**Jefferson County Commissioner Meeting Minutes
November 28, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Treasurer Kristine Lund, Planning & Zoning Naysha Foster, Assessor Cody Taylor, Extension Office Lori Dye, Weed Department Mitch Whitmill, Deputy Attorney Paul Butikofer, Weston Davis, Michael Winchester, Indigent Clerk Gail Robbins, IT Garn Herrick, Public Works Dave Walrath, Fred Martinez, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Garn Herrick. Prayer offered by Gail Robbins.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:02:32 AM](#) Chairman Raymond appreciates everyone being here. He has two things. The schedule of their next meetings is December 12 and December 27. On December 27 they will have their regular staff meeting and December 13 will be the recognition celebration. They will not have door prizes this year but have doubled the amount of the certificates to the Chamber of Commerce. Felt this was best to support local businesses. These will go out in the December paychecks. Colleen asked if the courthouse will be closed on December 13. Chairman Raymond said they will close for an hour from noon to 1:00 and it will be held in the sally port. Do have a different sound system this year and will get this good and warm and turn the heat down so everyone can hear.

[9:07:07 AM](#) Commissioner Hancock does not have anything.

[9:07:19 AM](#) HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires goes over that the comp time policy change should have been received by the department heads. Asks if any of them have any changes on this. So they know the table of contents has also been changed and will send this out once this is approved. Will be doing sign off sheets on these new changes. Chairman Raymond said once this is approved it will supercede the old one. Mitch asked what the large change is. Rebecca goes over paid out time on comp time over forty hours. Proposed change that they can go over the forty hour maximum but they just have to be under sometime in the year period. Goes over in case of disaster declaration this would help with exempt status. Commissioner Hancock mentions that some of the comp issues have been put on hold by the federal government. Tammy asked since they are making substantial changes are they printing out a new copy for all employees. Rebecca said she is going to send this electronically to all department heads. Rebecca mentions they are now selling gift certificates for annual lake passes.

[9:12:25 AM](#) Deputy Prosecutor Paul Butikofer wants to introduce his new deputies. Weston Davis who is starting today. He will be the primary civil deputy. He will be the point of contact for departments and commissioners. Thinks this will be a positive change. Also have Mike Winchester who will start on January 9 as the other full-time deputy. The temporary deputy Robin hired his last day was last week so Weston will begin today.

[9:13:47 AM](#) Probation Tammy Adkins does not have anything.

[9:14:01 AM](#) Public Works Dave Walrath with Road & Bridge had a crushing contract this fall and Western Construction was the only bidder. They began crushing in Crystal in early November they are already done only took thirteen days. This was about production. They may never see them again they happened to be in the area and had some time. Sent the commissioners the gradation results. Happy with the results this was very consistent. Crew has been doing shoulder work on Blue Stem Road flattening this out as a safety improvement. Folks have been happy. Will finish up today then will start on the Hamer Road. Took some crushed material with some clay the idea is to help bind this. Depends how this gets graded as well. Sometimes end up with something that is too wide. Commissioner Hancock mentioned that he had received a call and they were happy with the work that was done. On the solid waste side have the addition to the scale house plans stamped by an engineer. Will start digging around power lines then will start construction. Have also gotten the papers to purchase the Walters Pit. This will provide room for the growth as well as an area to sort reusable metal and a potential transfer station in the future.

[9:20:42 AM](#) Weed Department Mitch Whitmill are working on the fall and winter programs. Have worked with the audit on the power consumption with Rocky Mountain Power. Will be switching to all LED fixtures. If anyone else is interested they are having an incentive program. Will be looking at about a six year pay back on this. Did send an email on the zebra mussel. They have found these in the Glacier Parks in Montana. If they get to Yellowstone this will be a big significance. If they do find them in the National Parks they will shut down the water recreation. Mitch said the State has a good program trying to manage these. People need to clean their boats and watercrafts.

[9:24:37 AM](#) Treasurer Kristine Lund said this time of year she has to find thick skin and some days are better than others. Kristine mentions Cody is out at a work conference. Kristine said she just had an eighteen minute chew out she is happy to listen. They try to do the best they can for the patrons. Something she wants to pass along it is difficult to talk about values and taxes. They are a partnership but they are so different. Need to have these individuals speak with the correct departments. So focused on speaking with this person that she failed to realize that the taxes have actually gone down. It's hard for some to see the market value changes. The

building department can attest to the market and that more building is going on. Goes over the tax costs and how little they have gone up. Want to get clear questions on taxes and values wants these individuals to get the correct information. Tax bills did go out about two weeks ago.

[9:29:06 AM](#) IT Garn Herrick is glad to be here. Commissioner Hancock asked about the sendio. Garn said it works great in the courthouse. Sendio is the anti-spam filter all of the emails hit this instead of going to the county email. Kristine mentioned that they do receive a lot of emails into this feature. Garn said he can fix this for the commissioners to be able to view this from their homes. Rebecca mentions that she gives their email out to people who wish to speak with them.

[9:32:50 AM](#) Planning & Zoning Naysya Foster said they did hire a new building officer and her Planner quit the same day he started. That job posting closes on Wednesday. So far calendar year have 307 building permits last year had 296. Are pretty close to the projection. For November have done seventeen building permits. Will not be having a December Planning & Zoning meeting will be taking a break.

[9:34:30 AM](#) Extension Office Lorie Dye mentions they are preparing for the ag schools in January and February. Rather than send those newsletters out wondered if they could email these newsletters. Rebecca asked to whom. Chairman Raymond said he receives emails from Ruth. Lorie said she may leave this alone for now if they want the information let her know.

[9:36:40 AM](#) Clerk Colleen Poole goes over they survived the election. Currently doing all of the end of the year reports. Reminds them to complete their inventory lists and get these back into Marilyn.

[9:37:38 AM](#) Commissioner Farnsworth said the Sheriff is out in meetings. Commissioner Farnsworth said the Sheriff had a concern on the personnel policy and the huge change on the comp time. Rebecca said she had spoken with him and they think they are in a good place. Commissioner Farnsworth said they did go to the newly elected officials meetings last week. Very informative. Did not have many breaks and the information was fast but a lot of good information.

[9:39:25 AM](#) Chairman Raymond goes over there was an awesome tour of the INL. Also attended a demonstration given at the Sheriff's office that had a mockup of the courthouse it was good. Had great ways to train prior to an event. At 10:00 will be reviewing with the architects on the needs for the building. Commissioner Hancock goes over the building and what they will be looking at. Chairman Raymond thanks everyone for attending the staff meeting.

EXTENSION OFFICE – LORIE DYE

- **COUNTY EXTENSION AGREEMENT**

[9:44:42 AM](#) Lorie goes over the University of Idaho Extension Office is a triangle of sponsors. They get state, federal and county funds. Receive federal funds for research stations. County provides the staff and the facility. This is the same budget accepted by the county but is typed up different for the state. Every year they have to do one and have to have this signed and sent in. Chairman Raymond asked if this has been reviewed to the budget. Colleen said this has been reviewed and is from the approved budget. Lorie said the bottom line is the same.

[9:48:18 AM](#) **Motion by Commissioner Hancock to approve the agreement with the Extension Office and the University of Idaho. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[9:50:11 AM](#) Recess

[9:50:11 AM](#) Paul Butikofer swears in Deputy Prosecutor Weston Davis.

SHERIFF'S OFFICE – MIKE MILLER

- **EMERGENCY PAGING DEMONSTRATION**

[9:50:11 AM](#) Not in attendance will move this to the next agenda.

Open Session 10:01

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

- **BUILDING NEEDS AND REQUIREMENTS**

[10:01:42 AM](#) Chairman Raymond said they have Scott Nielsen with the proposed architect firm with them today. Have department heads here that wish to participate in the discussion of the annex building. Commissioner Hancock said have spoken with Scott with nbw architects and he has gone through existing plans. Have told Mr. Nielson some of the different departments they need to house. Prosecuting Attorney, Probation, Food Bank, Extension Office, Planning & Zoning and possibly one more department. Have done a forecast on the potential growth over the last ten years. Have looked at Madison County who has an annex building. Goes over the annex in Madison. Commissioner Hancock said they have the Assessor and the DMV, Planning & Zoning, Treasurer and Clerk are all

on the main floor as well as the Indigent. Also have a basement for all of the storage. Have three offices that were vacant when he was up there. This is a standalone building and our county has a lot of the same needs they have. Have added in the DMV another station because this is continually growing. Commissioner Farnsworth mentions they will want conference rooms. Commissioner Hancock mentioned may want one large enough to be able to partition off in sections. Rebecca goes over conference rooms and the needs for classes as well as meetings.

[10:11:06 AM](#) Scott goes over a process currently they are trying to gather information. Will develop a written program with a description of what is needed and the listed spaces. What needs to be in proximity to each other. Looking at the wish list and any input they can get today. Will evolve a written program first then they will move toward graphic layout.

[10:12:24 AM](#) Paul Butikofer for the Prosecutors Office would want what the office has now is six offices three attorneys and three secretaries. Will need a conference room as well as a break room. Paul would say they may double this. Most important would be security with separate entrance for the office. Would like to not have a visual of the office in the waiting area. Could share a break room but would need to lock between departments. Chairman Raymond asked about need for a reception area. Commissioner Hancock said they have a waiting area and then they could go back to the rest of the offices. Are looking for suites. Paul said they have five offices and the reception area with a half a dozen seating room. Conference setting could be shared if it is at the same level. If this is used as a war room would want some sound barrier and would want to be able to have this secure. Commissioner Hancock mentioned they have also requested a jury room. Paul feels this need to be away from the Prosecutors office as well as the Public Defender. Would want this as far away from them as possible.

[10:18:12 AM](#) Scott said privacy is key in all departments. Scott goes over in a conference room it has a table how many will fit into those rooms. Paul would guess twelve. Commissioner Farnsworth said having a separate conference room for the Prosecutor would be more available to leave their belongings in. Scott goes over windows and privacy and what they want to be seen. Paul would not think that windows would be necessary in the conference room but in the offices this would be nice. In the conference room this would be needed to play videos. Scott said when they go over graphic layout they will go over the technology. Scott said twelve offices, receptionist and waiting room, conference room and possible shared break room. Gail goes over that usually they do not all need offices wouldn't they just need a common area with cubicles. Weston goes over how some do have a common area away from the reception area. Scott asked for a list of current personal and job description and a projected list as well.

[10:24:21 AM](#) Tammy with Probation has already given a list of the offices the main thing for her is the need for the security at the front. They have juveniles and adults on probation so they need two waiting areas so they can separate the juveniles from the adults so they are not intermingling. Would like to keep the juveniles down one side and the adults down the other. Need bathrooms out front because they do drug testing so they need bathrooms in the waiting area would need both a male and female. Paul said this is a good idea do not want to drug testing and the public in the same room. Tammy said they also need to have an exit point if someone came in the front with a security issue. Need a small conference room twelve to fifteen people at a time. This is a table setting. Will need to have individual offices not in a cubical setting. Needs a storage room for files. Has provided a list gives the needs on the offices.

[10:28:58 AM](#) Extension Office Lorie Dye they will have three offices have a greeting area for the receptionist to sign up for activities this is a high traffic area. Not big issue for security. Would need a close bathroom since these are children they are responsible for. Biggest wish is a place to teach their classes a type of kitchen facility, an area to do crafts. Have children in and out at all times. Teach large groups of around fifty. Need an exit to go outside to do crafts that would damage the inside of the building. Goes over the needs and where the children would be located. Kitchen and youth room is the wish list.

[10:35:47 AM](#) Naysha goes over now they have six staff in the future would need ten to twelve. Will need a reception area with two helping in the front. Small meeting room to lay out plats. Go over meeting space. Scott asks for current personnel and title. Naysha said the desks need to be able to accommodate plans. The building official has plats laid out. Have two receptionist and four others they just mentioned. Need a lot of storage to put permits. Does not need a conference room but also needs a place for public hearings and somewhere to record these. Have had some big public hearings and had to announce what items are next so individuals can come in to hear. Naysha mentioned that they do feed the commission so a kitchen area would be nice. This area could all be shared.

[10:41:39 AM](#) Garn mentions they will need an IT room on each floor.

[10:43:18 AM](#) Kristine mentions storage here in the existing part. Chairman Raymond said they will vacate some of this courthouse to move those departments to the new building. Kristine thinks the core facilities may affect them. Commissioner Farnsworth mentions that in the Clerk's office for storage they have Elections, Indigent, Payroll in what they call the HIPAA room and it is too full. Colleen said this could be stored separately could have an Election room be one room. These are secure files though so they would have to be locked.

[10:45:33 AM](#) Mitch asked on the multi-use assembly room would this be available to use this without accessing other areas. Commissioner Hancock thinks it would be something outside people could also use.

[10:46:04 AM](#) Naysha said they also need to consider space for their office equipment.

[10:46:32 AM](#) Gail runs the Indigent and Food Bank. Biggest thing is room for the Food Bank that is currently in the Rigby library. Could get along with this being in a back room but do need an elevator. Colleen goes over if they were allowed some of the basement they can partition this off so the food is not visible. Chairman Raymond asked if they can get anything through the Idaho Food Bank. What is the chance of this changing? Gail said no this would have to be ran privately. She is finding people do not know the Food Bank exists. Chairman Raymond asked if they could still participate financially if someone else ran this. Gail said no. If they subsidize than they do not qualify for the Idaho Food Bank food. Gail said they do not need anything fancy. Commissioner Hancock estimates probably about 600 square feet. Colleen said they do need room to distribute the food but it doesn't need to be as large as at the library. Gail said another issue is they have no room for Indigent and Veterans records. She helps Veterans apply for benefits and gets them in touch with specific individuals. Gail just needs room for the records. Colleen mentioned this should be secure storage. Gail mentions this also applies with the cases she works with. Discuss moving the Election stuff to a separate room. Gail mentions may need some type of security back in her office sometimes it is frightening in her area.

[10:53:22 AM](#) Rebecca caught up with Sean for the Public Defender all he needs is consultation space to meet with two or three at a time. Right now this is a contract if this changes to be an employee may need in the future would be similar to the Prosecutors office. Commissioner Hancock said they are supposed to have an office for him. Commissioner Farnsworth said this could possibly be an elected position. Paul mentions with the changes that are coming this is going to be going toward being a full-time position. Would want this away from his office. Commissioner Farnsworth said he could be included in the unfinished section. Rebecca mentions the need for an office for a Park and Recreation individual.

[10:57:11 AM](#) Colleen goes over for the courts. They currently have the jury room as a law clerk office. Concerned about going to another building. Could have a couple offices in the new building for court reporters. Keep the Judges and jury in this building but need an office for some of the staff such as court reporters so probably three offices.

[10:59:15 AM](#) Scott said an interesting part will be programming for future. There are some that could undergo a large expansion. Most owners that build find the building is too small within seven years but the initial cost is also important. Chairman Raymond said this building is nine years old. Scott asked about any departments that want to be next to each other. Seems that most departments want their own entrances. Planning & Zoning works a lot with Assessor and GIS department but getting up and walking to the other building is not an issue. Scott asks how they want to distribute emails. Commissioners say for now will email them and Rebecca. Discuss meeting schedules. Scott will not be available on December 12 but December 15 would be a possibility. Decide to hold a special meeting on December 15 at 9:00. Scott said they would probably need the board and then possibly meet again on December 27.

PROSECUTOR OFFICE - PAUL BUTIKOFER AND WESTON DAVIS

• PAYMENT SCHEDULE

[11:11:30 AM](#) Paul goes over on the office furniture had a list of items that had been checked out. Was decided to try and see if they could get another bid. Judy had said the Office Depot had still not gotten back with her. The building is ready and vacant to start moving in. Need to have the board decide if they want to move forward with what was provided. Go over the lines they have a total of \$38,000 between a few lines. Porter's has come to the office and have been very engaged in the process. No one else has cared to compete.

[11:16:34 AM](#) Weston Davis said this item is not on the printed agenda.

[11:17:20 AM](#) **Motion by Commissioner Hancock to amend agenda to discuss the office furniture for the Prosecutor office and in the commissioner slot will add the project manager bid due to it just coming up. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[11:18:16 AM](#) **Motion by Chairman Raymond to move toward the Porter's bid for the Prosecuting Attorney office equipment for \$13,152.60 including delivery and installation. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:19:11 AM](#) Paul goes over Weston has begun as the civil attorney. Salary is \$55,000 and a benefits package. He already receives benefits from his firm in Idaho Falls. Asks if they could offset this somehow and increase the wage but not include the benefit package. Commissioner Hancock mentions they need to be careful on the amount they are giving. Full-time position was \$64,000 which is not a whole lot more. Colleen mentions the salary is in a line and the benefits are in a separate line this year this is set. Chairman Raymond said there are concerns on all levels. There are more benefits other than health insurance and multiple employees in the county are not compensated more because they do not take the benefits. Go over the payment schedule. Weston does not care if its two weeks or once a month. Weston said he would provide his own secretary. Is happy to help wherever he can. Commissioner Hancock said a question he has would this be a consultant or an employee. Weston said he is an employee to the county because this helps protect the county.

COMMISSIONERS

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

[11:31:35 AM](#) Motion by Commissioner Farnsworth to go into executive session 74-206 (F) – Legal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session 11:40

[11:41:01 AM](#) Commissioner Hancock mentioned that they were told in the new official meeting that they should not mention what has been discussed while in the executive session.

SOCIAL SERVICES – GAIL ROBBINS

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

[11:42:15 AM](#) Motion by Commissioner Farnsworth to go into executive session 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session 11:58

[11:58:18 AM](#) Gail mentions sometime she has an emergency need if she could access the library where the Food Bank is. Commissioner Farnsworth will get ahold of the mayor and get this handled.

[11:59:13 AM](#) Recess until 1:00

Open session 1:00

Attorney Weston Davis, Paul Butikofer and Paul Ziel are present.

PLANNING & ZONING – NAYSHA FOSTER

• **FINAL PLAT - ISLAND ESTATES DIVISION #2**

[1:05:15 PM](#) Naysha goes over this is a subdivision application. The owner is Jerry Parker and the applicant is Thompson Engineering. Request for final plat is at approximately 4535 E 300 N. Zoning is R5 with the surrounding zoning also R5. Total of forty-four acres consists of eight lots which seven are buildable. Have existing house on lot seven. Received application on July 7, 2016. This is within the floodplain, not in area of impact and is approximately two miles from Ririe city limits. At the Planning & Zoning public hearing on August 4, 2016 Susan Woods made a motion to recommend approval on Island Estates Division #2 with the following conditions. Need to have adequate site from private driveway and roads entering onto 300 north, stop signs on both private driveways and private roads to the east, completion on applicable review from the Army Corps of Engineers and Eastern Idaho Public Health. On lot eight they had to designate this as a non-buildable lot on the plat and they have. The cul-de-sac should remain the same size as started on the previous plat. This motion was seconded and carried unanimously. Planning & Zoning also had a public hearing on the road regulations with a variance on the private road regulations because a private road only allows three buildable lots. Planning & Zoning did approve a variance allowing four lots to access the private road since a bridge has to be installed. Chairman Raymond said that decision is made by the Planning & Zoning board. Naysha said that decision was made by the board and was approved contingent that the final plat is approved. Applicable regulation is subdivision ordinance 3.2.3 final platting process and zoning ordinance 3.3.11 covers the density for residential 5 zone.

[1:09:07 PM](#) Commissioner Hancock said he does not see any roadways on the plat. Naysha said this would be private roads so they will have a bridge and private driveways. Commissioner Hancock asked about lot five. Naysha said that they have a separate access for lot five. Goes over access for the lots and parcels. Naysha said some of these lots and parcels have been grandfathered in. Commissioner Hancock wants to make sure they are not doing outside the current ordinance. Naysha said the only thing that does not meet current requirements is lot eight and this is non-buildable.

[1:11:23 PM](#) Kevin Thompson 215 Farnsworth Way in Rigby. Goes over the background. Lot seven is where Jerry Parker lives. Lot eight is not buildable. Created a lot eight because the owner of lot one in the Island Estates Division #1 wants to buy this land because it is right behind his home. Applied for a variance on the road to allow access for the four lots. From the cul-de-sac this area was never farmed this area has a bunch of cottonwood trees. Mr. Parker did not want to take out a bunch of trees. The outer slough is about 100 feet wide. Private road utility easement to access lot five and lot six the gray area is a thirty foot easement to access this area. The slough does not have water going through this backing up in the area. Mr. Parker accesses from 300 N to his home on lot seven. Kevin goes over that Jerry Parker has ran a pine tree business on this land but was never farmed. Chairman Raymond asked if this is clusters. Naysha said this is mostly all five acres other than lot six but all of the others are over five acres. Commissioner Hancock said if they will have to go quite a bit back to put in septic systems. Kevin said all of these have enough room Chairman Raymond asked if this was addressed with Eastern Idaho Public Health. Kevin said they have signed off on the plat.

[1:16:58 PM](#) Chairman Raymond said they have the decision to approve the Planning & Zoning recommendation with the conditions that were listed have five conditions. Naysha said that one condition was met. Chairman Raymond asked if they have communicated with the Public Works Administrator. Naysha said that Dave did do an inspection and will work with them to get this done. Kevin said they staked off the entrance location so he knew exactly where this was located.

[1:18:17 PM](#) Chairman Raymond said they have no one signed up to speak. Ask the audience if anyone wants to speak.

[1:18:37 PM](#) Shirley Peterson owns property adjacent to lot number one. Heard something about an access and wants to know where this is and if it's by their property. Shirley wants to make sure they are not using this access road. Wanted to make sure this access road was not being used. Commissioner Hancock said it's not the same road. Asks if there is anything like trees or a berm along this lot to create some sort of privacy. Would like this to be addressed.

[1:20:15 PM](#) Naysha said there are not any subdivision requirements. So this would not be required. Shirley goes over this parcel is farm ground could at some time put a house on this. Wonders if the subdivision would change the zoning. Commissioner Hancock said there is a fence along this. Shirley said the fence is to hold cattle in. It is three acres from the riverbed going back. Commissioner Hancock said this is currently R5 and is also an R5 subdivision. Shirley asks if there is something they can do at this time to keep them on each side of the property. Chairman Raymond said sometimes they have protective covenants but nothing the county can do today. Shirley goes over the access the other issue is fire and the back properties. Only one small road going in and out. Chairman Raymond said they do meet all of the standards. Commissioner Hancock asks how big the bridge is. Kevin said this is a culvert not a bridge. Shirley brings up fire standards. Naysha said they can only enforce the minimum goes over the fire code. Shirley still believes this is an accident waiting to happen with sparks in the area.

[1:26:59 PM](#) Kevin Thompson comes back up to rebut. The trees and the area itself is the attractiveness with this. There will be nice homes in the area. Believes individuals will comply with the codes and the concern of fire in the area. Commissioner Hancock asked on the size of the culvert. Kevin said that Dave will specify the length on the culvert believes it will be thirty feet. Naysha mentions the cul-de-sac is required for emergency vehicles.

[1:29:22 PM](#) Chairman Raymond has closed the public hearing section asks commissioners for any comments. Commissioner Farnsworth looks through the list and thinks everything has been taken care of.

[1:30:09 PM](#) **Motion by Commissioner Hancock to proceed with the approval with the restrictions from the Planning & Zoning commission on the final plat of Island Estates Division #2. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **ZONE CHANGE – YOUNGSTROM**

[1:31:55 PM](#) Naysha goes over the owner and applicant is James Youngstrom. This application is for a zone change on 6.3 acres from recreational open space to recreational residential commercial. The property address is 678 N 4212 E and is currently recreational open space. The surrounding zoning is recreational open space to north and south with recreational residential commercial to the west and Madison County limits to the east. The lot is 6.3 acres. The application was submitted September 3, 2016. The lots are not in a floodplain, not in City of Rigby impact area, is 3.5 miles from the Rigby city limits and the lot is contiguous to a recreational residential commercial lot. On April 6, 2016 Ed Mortensen from the Planning & Zoning Commission made a motion to recommend denial. The Commission stated lack of access to the area and zone change could be detrimental to neighboring area. Motion carried unanimously. Applicable regulations are 3.14.0 of zoning ordinance. This covers the amendments to the zoning with the text and the map. Naysha said Mr. Youngstrom can still use the property the same way he has been. Chairman Raymond asked about reference on the text. Naysha said this is the applicable regulations this is section 3.14.0 of zoning ordinance this covers changing the text and map of the ordinance. Commissioner Hancock said this is not in the floodplain right by the river. Naysha said this is not in the floodplain because of the levy this may change.

[1:35:43 PM](#) Chairman Raymond opens up public hearing.

[1:36:04 PM](#) Mr. Youngstrom is here. Jim Youngstrom 678 N 4212 E he originally applied for this zone change because the insurance agent said it would make his insurance better if this is recreational commercial. Pursued this because of that. Went through all of the zoning and everything he has been doing he is still permitted to do. They are looking at a low impact activities. Not trying to create a huge resort. Looking to do packages for people to come in and learn to fly fish. Would look at setting up times to fish or take them to Yellowstone or other recreational activities. If he did recreational commercial he could put a radio tower on the property. Was just looking to do something with his home since he only has one child left living at home. Have had weddings and other activities already happening at his place. Jim is not that worried about it being denied is just here due to the letter he received. Chairman Raymond said this is the primary residence. Jim said this is his home shows a picture on his phone that the commissioners already have. Jim goes over he has others zoned around him as commercial. Looking at low impact to do recreational activities with them.

[1:40:59 PM](#) Chairman Raymond opens this for public testimony. Have no one in favor, no one in neutral and have seven who are opposed.

1:41:32 PM Brad and Cindy Schaat 670 N. Scout Lane in Rigby. Cindy said on November 23 they did submit an email to the commissioners. Naysha said they do not have a copy. Cindy reads email. In regards to request for zoning ordinance map amendment to rezone 6.38 acres from recreation open space to recreational residential commercial for the property at 678 N 4212 E in Rigby. They are opposed for the following reasons. This property is in a residential area with no private commercial access. All traffic would have to travel through the residential subdivision and the only possibility for a commercial access would be by their property. Underground water contamination with the increased sewer loads for commercial use that they have stated on the website www.labellelake.com have lodging and an event facility. Could host up to 450 people. Unsure how many of these people would be hosted more than an evening. In the website talks about family reunions, retreats as well as corporate events that may have several people for an extended periods of time. With this amount of activity year round and the closeness of their property they are concerned about noise, trespassing, privacy, increase in fire potential and vandalism. Presently no barriers to prevent these activities. Concerned about same problems that Gurden Village is experiencing with commercial properties in their residence could occur here as well. This area is not suitable for commercial use or development. Would then allow them to have RV parking that the property cannot support. Feels this increase activity on the Snake River dike could weaken the dike and put the surrounding properties in danger of flooding. Thank them for their attention and consideration. Have an aerial view attached provide this as an exhibit. (Exhibit A)

1:45:28 PM Sandy Koffel 706 N Yellowstone Highway. This property is to the north of the Youngstrom property. The dike area gives them the access to each other. Sandy and her husband own the Blue Heron Inn. This is a bed and breakfast established since 2000. Have seven rooms, each room has its own bathroom facility. Goes over comparisons between her property and Youngstrom property. On the Youngstrom website states they can hold 450 people. Her property is similar in square footage and the maximum they have been able to hold on her property is around 120 people. This concerns her on the future idea on the property building if they are trying to build a hotel. She has been established for some time concerned about the competition to them. They do have their own road and parking facility out front they have had 120 cars out on their three acres. At one time they were told that if they were to sell this as residential home they would lose the commercial zoning since this has been grandfathered in. If they sold as residential they would lose the commercial so it may not be able to become commercial again. Thinks if they allow this they should be able to keep their commercial zoning as well. Biggest concern is the competition since she has the same type of business already in a close proximity.

1:49:04 PM Ena Merrill 643 N 4212 E in Rigby. Ena said they would like to tell the Youngstrom's they are a close knit community. There are nine of them that are unhappy now in the subdivision. The majority of them are close and go to the same church. What Jim had told them is different from what the website is advertising at a much larger scale. Goes over the area Jim lives in the north cul-de-sac so traffic is a big concern. Also having strangers walking around in a small community is a big concern. Does have a petition from landowners in the area stating they are in opposition. Chairman Raymond said they can add this as an exhibit. (Exhibit B) For this to be commercial this is also going to affect those that are outside of the subdivision. Commissioner Hancock asked about protective covenants for the subdivision. Ena said they do have this for the subdivision. Commissioner Hancock asked if it restricts commercial use. Ena said it does.

1:52:34 PM Stacie Horman 654 N 4212 E in Rigby. Stacie has some paragraphs pulled off of the website on the Labelle Lake event center. On the Facebook page it talks about an event manager at a salary of \$100,000 because they want to have this venue packed all year round. This is not a few months out of the summer having a manager at \$100,000 shows that this is a large thing he is trying to build and not a few small weddings. Are also advertising for a haunted island which is on BLM property. Have a bridge built out to the BLM property and is expecting to make money off of BLM land. Knows how all of these other Halloween places go would have drinking and drugs participate into this. The events show they are sleeping twenty comfortably. Have major concerns on subwater and contaminating other people's water. The sewer is also set up as a home not as a commercial area. Talking about 450 people. Discuss there was a Ward activity had around twenty cars and they were running out of places to park. No way that many cars could park in this area. In the ordinance for commercial parking it needs to be toward the back of the building to not be obtrusive to the area and the way his property is set up that would not be able to happen. Other thing is the traffic congestion. (Exhibit C)

1:56:12 PM Shelly Furukawa 4201 E 653 N. She is the first home in the South Fork Estates. Just with the change in the overpass they have doubled up the traffic. Having a lot of garbage already being thrown out. Everyone is saying the same thing here on their concerns. This little cul-de-sac has families with lots of kids. Feels they have the luxury of animals in their backyards all the time. With the traffic they would see with this feels they would see a lot of accidents and have a lot of what ifs. Feels that none of the neighbors knew this was going to happen and feels this is great but he is trying to sell his home as a commercial property as a resort and the pond as a lake. Wants him to be straight up on what he is trying to create. (Exhibit D)

1:59:16 PM Reed Thurgood 646 N 4212 E. Reed said that Jim did approach him a few months ago and he thought it was a good idea at the time. Thought it was a good idea until he got into the particulars it does not resemble what was told to him in the beginning. Believes Jim Youngstrom is a fraud and a liar. The island is BLM property and the bridge needs to be torn out. East side of his property is not to be used. Reed has a gate on his property that has been open for twenty-six years that he now plans to lock so there will not be any access on the south of the property. This has evolved into an unrealistic fantasy. The ad online has way too much crap in it. Wants

to have a bed and breakfast he could have seven beds filled could not have more than fourteen people or they would have to have a food permit and a lodging permit got that from the board of health today. Cannot sleep twenty people. Where they started and have been is an ugly trail. He opposes this property. A bed and breakfast is fine and they cannot stop him but cannot have anything beyond that. (Exhibit E)

[2:03:07 PM](#) Vernon Ridd 678 N Scout Lane in Rigby area. Points out on the area map the relation of his property the back of his property backs up to the Youngstrom property. Have had some issues with property disputes in the past. Feels that the website is completely unreasonable. Had met with Jim and his portrayal is not what is being advertised online. This is a private nature kind of area. Have already had a get together with porta pottys lined up along the back of his property. Feels this was offensive. This is an offense to even attempt something like this. Was portraying this as a subtle approach and his action is the opposite. The values will drop like a rock if they do what they want to do. Do not want to cause any hard feelings because they get along in the neighborhood but this will dramatically change the area if he is allowed to continue doing what he has started.

[2:06:28 PM](#) Chairman Raymond said there is no one else to testify will give Mr. Youngstrom time to rebut and is allowed thirty minutes.

[2:06:42 PM](#) Kira Martin is Jim's daughter 934 W 7 S in Rexburg. The stuff on the website is her she has been wanting to turn their home into a resort. All of the information is her putting that on there. If he had told them something then it wasn't that he was lying. She does not want a confrontation. She is the one who built the website. Naysha said this is a zone change and them weighing the pros and cons and this has nothing to do with what the current use of the property is. If Mr. Youngstrom is violating the current use she will investigate into that at a later time if she has to.

[2:08:51 PM](#) Mr. Youngstrom comes up to rebut he did not realize he was a monster. Did not want to bring in a lot of people. There are business executive that like to be brought in and be taken around the area. Did not want to push a bed and breakfast did not want to compete with the Blue Heron Inn. Not trying to push the commercial use he just wants to continue doing what he has been doing.

[2:11:16 PM](#) Commissioner Hancock asked about the protective covenants. Naysha said the county cannot enforce protective covenants. Naysha said it is a moot point since this is a zone change. Commissioner Hancock feels this may factor in. Naysha said there is nothing in the ordinance to state they cannot have weddings and events on their property. Chairman Raymond said this is currently recreational open space. Naysha said there are lists of uses that are permitted and zoned to preserve the wildlife corridor. Attorney Paul Ziel said they had a hearing they can present and have testimony and have rebuttal then it's closed so any exhibits that were neglected would have to have a special motion to accept this. Paul did go through the written decision. Planning & Zoning has to have a rational basis. Felt they have specific findings of facts. Have lack of access to the area as well as this could be detrimental to the area. In his opinion this is a policy decision and have rational basis behind this so he feels the recommendation is appropriate.

[2:15:08 PM](#) Chairman Raymond closes public hearing and testimony now the commissioners will deliberate.

[2:15:20 PM](#) Commissioner Farnsworth feels this is straight forward has looked through the documents from Planning & Zoning. Commissioner Hancock said he sees a residential subdivision that is trying to become commercial and it concerns him.

[2:15:47 PM](#) **Motion by Commissioner Farnsworth to uphold the Planning & Zoning Commission ruling and deny the zone change. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

[2:17:11 PM](#) Attorney Paul Ziel left

BPS – DEAN STUTZMAN

• PHONE SYSTEM FOR PROSECUTOR OFFICE

[2:17:20 PM](#) Dean is here with Business Phone Systems. Paul goes over the physical address for the building. Dean said they had sold the phone systems to the county a few years ago. This will be \$2,100 installed and are using some of the extra phones that Mike Miller had. Dean said they will get the new brains in them and install them in the office. Have six new phones to be installed. Have the authorization for this as well as the service agreement that will begin in January 2018 because the first year is on there.

[2:21:23 PM](#) **Motion by Commissioner Hancock to approve the Business Phone System phone agreement for \$2,100. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:22:54 PM](#) Commissioners ask that Dean keep the service agreement and come back in since this does not go into effect until 2018.

ASSESSOR OFFICE – MARILYN WILLIS

- **BOARD OF EQUALIZATION – SIMMONS**

[2:23:21 PM](#) Paul Butikofer left room

[2:23:48 PM](#) Motion by Commissioner Farnsworth to convene into a Board of Equalization. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[2:24:22 PM](#) Marilyn Willis and JaLene Thomas go over this property is a new home went on the 2016 occupancy rolls. The assessment notice went out without the homeowner's exemption. The home owners had applied for the homeowner's exemption and it was missed so they need to correct this now. Have a letter that shows the value and the tax value that remains. The taxable value is \$149,556 so it quite a bit different on what the taxes will be valued on. Chairman Raymond said they are talking about value only. Commissioner Farnsworth said the have to accept the homeowner's exemption to correct this. JaLene said yes that will correct this because this is only value right now they are still in the time frame on the value. Commissioner Hancock thought tax notices already went out. JaLene said that this is for occupancy and their taxes are figured after the primary roll.

[2:26:44 PM](#) Motion by Commissioner Farnsworth to approve homeowner's exemption on parcel #RP002770010070. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[2:27:42 PM](#) Chairman Raymond adjourns the Board of Equalization at 2:27.

ASSESSOR OFFICE – JESSICA TATE - DEBBIE FINN – JALENE THOMAS

- **SITE IMPROVEMENT EXEMPTION**

[2:27:55 PM](#) Jessica has a site improvement exemption for Karin Frye. Have areas on this that are not being farmed. Are needing the site improvement exemption on the six parcels. Jessica said Karin is the original owner. This exemption is only if there are improvements. Does have electrical boxes and the road is paved. Debbie said that she has listed the expenses. Jessica said a few have been sold on the west side of the road. Commissioner Farnsworth asked if these are lots or parcels. Jessica said they are both.

[2:29:50 PM](#) Jessica said the ag exemption will be removed for these six parcels and the site exemption will be added. Will exempt them since they are no longer being farmed.

[2:30:41 PM](#) Motion by Commissioner Hancock to grant the site exemption for Karin Frye with six properties parcel #RP003970010140, #RP003970020140, #RP003970020150, #RP003970020160, #RP003970020170, #RP003970020180. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

MARLOW CORDON

- **TAX ISSUE**

[2:32:42 PM](#) Marlow Cordon 124 N 3800 E. Has a question on taxes. On the taxes this is on his folk's home for Vern Cordon. Trying to sell this home by the rodeo grounds. No one has lived here for five years. Trying to sell this to the City. Got the taxes on this and have this listed the home at \$100,000. Decided to sell for \$45,000 and this year just received the notice that the taxes are doubled. Have not sold this yet. Dropped the tax exemption off of this but he has owned this all along. Have cleaned this out. This will probably be torn down. Have been paying these taxes all these years and this is the first year the homeowner's has been removed.

[2:37:38 PM](#) Chairman Raymond said the value has increased because the market value has gone up.

[2:39:19 PM](#) Marilyn Willis and Jessica Tate are here. Did send a letter in the beginning of the year that the homeowner's exemption was being taken off. Jessica goes over notes on when he came in. Trying to sell the home for \$45,000 and has been vacant for five years. The time to come in and talk about values was in June. After the fourth Monday in July they cannot do anything with 2016 values. Only option would be to speak with the Board of Commissioners. Cody did speak with him that this falls out of the jurisdiction. Look at value over the past few years had the homeowner's removed did have this for the four previous years. Idaho Code states the home needs to be occupied.

[2:42:28 PM](#) Chairman Raymond said this has been in his favor for four years since he had been receiving the homeowner's exemption. The increase is due to the homeowner's exemption coming off for this year. This is not surprising because the valuation changed since this exemption was removed. Assessor's office was unaware this was not occupied in last four years. They also do not appraise this off of what the home would sell for.

[2:45:42 PM](#) Jessica said the values did not double from 2015 to 2016 there was a \$12,000 increase. Chairman Raymond said half of the value was taken off due to the homeowner's exemption and it had been to his benefit for the past four years.

ASSESSOR'S OFFICE – PAT KELLEY**• TAX CANCELLATION ON RV**

[2:48:30 PM](#) Pat from the Assessor's office is here with Treasurer Kristine Lund. Pat goes over this is for Rex Jorgensen for cancellation of taxes. Had an RV up at the 7N Ranch. Had paid the 2015 taxes and this rolled into the 2016 taxes so this needs to be removed. The RV is now gone. The amount is \$44.12 and it is on parcel #PPL01050070040.

[2:50:38 PM](#) **Motion by Commissioner Hancock to cancel the tax on parcel #PPL01050070040 in the amount of \$44.12. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.** (Exhibit #54)

[2:51:43 PM](#) Recess

Open session 2:58

EMERGENCY MANAGEMENT – REBECCA SQUIRES**• SOLAR ECLIPSE**

[2:58:24 PM](#) Rebecca goes over earlier handed them a letter from the City of Idaho Falls. Rebecca reads a letter from the City of Idaho Falls. On August 21, 2017 will be having a total solar eclipse. Being told by experts this rare event will be affected in Bonneville and eight surrounding eastern Idaho counties. Because of this local regional impact calling together elected officials for a meeting on Wednesday, December 14 at 6:00 in the city annex building in the city council chambers at 680 Park Avenue in Idaho Falls. Purpose is to create awareness, share information and to discuss the next steps. Recognize there is a lot to be done to prepare the community as far as public safety, crowd control and other things for citizens as well as guests. This is different than other celebrations because the challenges they are faced with are the unknowns. Calling for regional coordination using type three incident management team to assist with planning. Include developing incident action plans and site safety plans. Can also provide logistic support, public information as well as operational support which will be discussed further in the meeting. Have asked that they attend this meeting or send someone that can speak on behalf of the county. Rebecca has talked to the mayor's office and this was sent this to commissioners and the mayors in the affected eight counties. Calling for elected officials to all get together and part of this was if they want to engage the regional support team. Trying to coordinate if sharing is going to be required. Rebecca gave a presentation to the community a few weeks ago in all the cities other than Mud Lake. Rebecca just needs to know the board's intention and what direction they would take. Chairman Raymond said he will attend but would like Rebecca to take the lead on the discussion since she is well versed in this.

[3:05:44 PM](#) Rebecca has an excerpt from the coordination plan. See in the bubble looking at a forecasted event. Regional coordination group monitor stance not sure what resources will be needed. Follow the flow chart. The chart that is blacked out is when the event occurs. Do they have the resources available to handle this? If they do not they have to begin talking to their neighbors. This is where the incident managers would be helpful. Her role in this if the regional incident management team does help in this event she will be involved in the run up to this but not involved when it is closer due to her responsibilities here. Commissioner Farnsworth asks how long this is. Rebecca said this is two minutes twelve seconds of totality and three hours of eclipse but will see a spike in population for around a week.

PUBLIC WORKS – DAVE WALRATH**• PORTABLE SCALES AT COUNTY LINE LANDFILL**

[3:10:34 PM](#) Dave is here for solid waste. They are implementing a reuse area for scrap metal. They usually just keep this until it becomes an issue with storage. Implementing a reuse program. Are allowed to salvage scrap metal if the individual signs a waiver. Teton will let them take the metal they want as long as they pay the price for scrap metal. At Circular Butte this is not an issue since they have scales. At county line they do not have scales so they have tossed around getting portable scales. This way they can weigh whatever they want to take. Other possibility for use is if an out-of-county contractor is demolishing a cellar and wants to haul to county line they have no way of charging out of county rates. Could charge them the current rates per truck load. This would be a benefit to the county line. These are like the DOT uses. Road & Bridge could probably use these as well. New scales run around \$18,000 but could probably find used for around \$7,000.

[3:19:17 PM](#) This is just something for them to think about. Chairman Raymond said that he is not opposed and glad he has looked at other options for the scale.

COMMISSIONERS

- **SIGN CERTIFICATES OF RESIDENCY**

[3:32:58 PM](#) Motion by Commissioner Farnsworth to approve certificates of residency for the College of Southern Idaho for Daniel Angeles, Melissa Kearlsey, Brylee Robison and Melinda Robison. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed. (Exhibit #53)

- **CASH AVAILABILITY**

[3:34:23 PM](#) Kristine Lund is here. Colleen said they had a conversation on the new building and the sums that are going to come out. Wants to have a discussion on available cash because this is being invested. Kristine said she balances all of what is coming in and going out. Wanted to know timeline so she can make sure she is prepared fund wise. Is this six months off? Commissioner Hancock said they will be looking at paying the architects first. January will probably be the first payment. Kristine asked on a target day on building? Commissioner Hancock said around February or March. Would like two weeks' notice she can provide emergency funds but would be easier to have the costs involved beforehand. Do not want to spend \$500,000 without a heads up. Wants to have the funds available for the project.

- **POTENTIAL HIRE FOR PARK & RECREATION**

[3:41:13 PM](#) Chairman Raymond had asked and was already beaten to this. Commissioner Farnsworth put this on apparently may have bordered on the line of violation of open meeting law. Did speak with Jim McNall with ICRMP said this was not a big deal because they never made a motion or made a legitimate decision. Thinks they need to discuss the new hire. Commissioner Hancock said they had brought up talking about this more. Chairman Raymond would appreciate Rebecca's involvement in this discussion. Rebecca provides the job descriptions for the proposed job. Considered some alternatives during budget with this position. In the three previous incumbents have obtained more responsibilities. Go over other responsibilities for her job. The workload exceeds her ability to complete the task. May have noticed she always has accrued comp time. Easier now that the lake is closed but this is not getting smaller. The needs at the lake and the usage is increasing since this is great asset to the county. In the past year was unable to put together the campground software. There are other things that need attention. Another option would be to split the jobs completely. Problem is Park & Recreation by itself the budget could not support a full-time manager and still be able to do the improvement projects. If they lower the pay rate might be difficult to have someone that can do the grant writing and complete these projects. Would be difficult to have someone paid completely out of Park & Recreation. This position is part Emergency Management is so they can use some of these funds to pay the salary. There are strategic planning if the fireworks contract is not in place by January they are booked. Starting this planning after the lake is open is impossible. This position is not a high pay rate and is partially paid from emergency management and lake funds. This position would manage the lake most things would be handed over but she would be overhead of this in the scope of the grant writing and personnel. Is open to other options but would like to be involved in this process.

[3:48:46 PM](#) Chairman Raymond asked where they are in this process. Rebecca said this closed on November 18 but has held off on calling for interviews. Had it budgeted for October 1 but wants this person available before the holiday sets in. Would want the person to be up and running by the first of the year. Chairman Raymond said they are right at the point to interview for the position that was approved in the budget. Rebecca realizes that she did not obtain formal approval and apologizes. Does have a request for personnel action with everything but the person. Commissioner Hancock asked the grade. Rebecca said this position would be a grade five step one and is \$12.12 an hour.

[3:50:20 PM](#) Commissioner Farnsworth goes over part of the funds are Emergency Management and some is Parks and Recreation. Feels they are comingling funds would like to see Park & Recreation paid from user fees. Rebecca said the major events planning and staffing issues overseeing the construction and the money would go to the manager. Emergency Management the trainings for local emergency planning committee would make the program more robust. Chairman Raymond understands his concern but if they change anything they would have to change everything. Commissioner Farnsworth was looking at a way to split this to show no tax money is being used at the lake. Chairman Raymond is not sure they can totally fund this position. Commissioner Hancock said they could use this person in a dual role. Rebecca said the bulk of the pay will be from Park & Recreation. Commissioner Hancock asked how much they would utilize this individual for Emergency Management. Colleen said the lake manager \$22,058 and the civil defense has \$6,000.

[3:54:46 PM](#) Rebecca is on board if they could split Park & Recreation but thinks the program needs to grow a little bit more. Big part of this would be to set up the online reservation system and really start pushing the campground. Had dropped the out-of-county fee and they had a lot more out-of-county annual lake pass sales. Commissioner Farnsworth asked what has changed since the last person was in there the last person was getting things done. Rebecca doesn't want to speak on what was or was not done but in the Emergency Management there are some holes. If there was a crisis today she would scramble to find someone trained. Rebecca said she does not have anyone trained to stand at the EOC. Commissioner Farnsworth would rather more time spent on the Emergency

Management. Is unsure if hiring an assistant will help take this off of her plate. She now has the trainings involved with Emergency Management. If she can hand over certain items to someone else she would be able to do this. Rebecca agrees this is not ideal. This position will help immensely it is 28 hours until April and 35 hours starting May to September.

[4:00:00 PM](#) Chairman Raymond feels that she is asking for help in her responsibilities. This would be appropriate to discuss during the budget time. Rebecca thinks breaking off Park & Recreation would be great to do in the future. Commissioner Hancock mentioned they could start now at 35 hours since she has enough budgeted. Rebecca would have to work with the individual she hires since this was posted at 28 hours for now.

[4:01:58 PM](#) **Motion by Chairman Raymond to allow Rebecca to move forward to hire an individual for Park & Recreation/Emergency Management. Second by Commissioner Hancock. Commissioner Farnsworth thinks this should have been discussed before the job was posted. Understands she is buried with the jobs she is given. Rebecca apologizes for not approaching the board she does not want to supersede the board and their approval. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:06:12 PM](#) Commissioner Hancock asked where she will put this individual. Rebecca said will be putting this individual in the Treasurer's Office temporarily until she can figure out something permanent

- **IDAHO STATE HISTORICAL MUSEUM**

[4:06:42 PM](#) Colleen said this was handed out at the district meeting. They are doing a renovation of the Idaho State Historical Museum. Are accepting donations and the Idaho Association Counties will match the amount. Colleen said this is for their information. The district did donate \$500 which was matched by Idaho Association of Counties.

- **CAT BOARD NOMINATION**

[4:08:02 PM](#) Colleen said this was sent to them. Chairman Raymond thinks this should come from the board on the nomination. Roger Christensen has been on this board for a long time. Not sure if he is still willing. Chairman Raymond believes this nomination comes every other year.

[4:10:54 PM](#) **Motion by Chairman Raymond to nominate Roger Christensen for the CAT board. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **RESOLUTION #2017-6 – DESTRUCTION OF RECORDS**

[4:11:25 PM](#) Colleen has the resolution for destruction of some financial records. This is for destruction of records from 2009 to 2011 for paid claims, journal vouchers, paid apportionments, remittance proof summary, daily magistrate ISTARS turnover, expenditure detail and summary, clerk daily auditor certificates, commissioner claims approval list. Colleen said the time has come on how long they have to retain these records.

[4:12:13 PM](#) **Motion by Commissioner Farnsworth to adopt resolution #2017-6. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:13:03 PM](#) **Motion by Commissioner Hancock to have an amendment to the agenda to allow an executive session 74-206 (D) at the end of the agenda today since this was just brought in. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **PTO DONATION**

[4:15:15 PM](#) Colleen said this was not decided on but may put on future agenda.

- **APPROVE COMMISSIONER MEETING MINUTES**

[4:16:11 PM](#) **Motion by Commissioner Hancock to approve commissioner meeting minutes from November 14, 2016 with noted change. Second by Commissioner Farnsworth. All in favor – aye. Motion passed. Chairman Raymond abstains from voting.**

- **APPROVE CLAIMS**

[3:22:56 PM](#) Commissioner Hancock asked some questions to Dave on the claims. Go over the IWork program. Asks what they budgeted for this software. Dave said this is what has been paid since he started. A lot of the assets are already in the program but they need to get better at using this. Goes over the signs and the retro reflectiveness and this program helps maintain having these updated. Commissioner Hancock asked about a group that went to a highway district meeting. Dave said this is an Idaho Association of Highways meetings. Talk about a lot of innovative roads and bridge technics.

[4:17:38 PM](#) Commissioner Hancock has another question on uniforms from the Sheriff's office coming out of the capital line. Sherriff Anderson is unavailable today. Chairman Raymond said they may need to take this from the uniform line. May need to discuss this with the Sheriff. Will approve the claims but need to change this to come out of the uniform line.

[4:22:06 PM](#) **Motion by Commissioner Farnsworth to approve claims from 11/15/2016 to 11/23/2016 for \$210,530.41. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **COMP TIME/PERSONNEL POLICY**

[4:22:42 PM](#) Goes over some changes on the comp time in the personnel policy. Chairman Raymond said this is just looking at changes and approving. Rebecca said on page seventeen this is the comp time policy. Instead of calling it a Sheriff's department it is an office. Sheriff's office is different so they are grouped under a specific code. Steve was concerned to not call his staff forty hour a week employees because they are not. Goes over the suggested change. Commissioner Hancock said in anytime during in a twelve month period. Rebecca goes over the change that anytime in the twelve month time period the comp time should be below forty hours. Rebecca believes the intent is that twelve months should not go by where their comp time is not under forty hours. Rebecca said the issue has been over in the Sheriff's Office because it's difficult they have to have the shifts covered. Discussion on the wording of the policy. In addition all comp time needs to be used before PTO can be used. Comp time has to be paid out by law but they have limits on how much PTO is paid out if an employee leaves. Chairman Raymond said this was omitted from the previous policy. Rebecca said it's not in there at all. In addition for emergency declarations waive the comp time and pay overtime. Exempt employees may be placed on non-exempt status. In case of an emergency may change people to work twelve hour shifts and in this case if the policy allows this due to grants they would be able to pay out overtime. If they stood up at EOC for example other offices may need to participate in working long hours. Allows exempt employees to be paid for their time. Rebecca mentioned another thing on page nineteen have a clause on reduction in force. It states that any employee who has been terminated may utilize a hearing. Goes over reduction of force can have a hearing. On page thirty-two also have reduction in force (RIF) and this area says they do not get a hearing. Commissioner Hancock thinks they should delete section twelve on page nineteen. Weston goes over that sometimes he would rather be able to warn someone twice even though they say the same thing. Go over the contradiction between the two sections. Weston sees what they are talking about. The Commissioners decide to remove section twelve on reduction of force. Rebecca asked if they want to approve edits or put on another agenda. Chairman Raymond thinks they should move forward.

[4:42:39 PM](#) **Motion by Chairman Raymond to approve the changes to the personnel policy. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **2017 HOLIDAYS**

[4:43:25 PM](#) **Weston Davis left room**

[4:43:44 PM](#) Rebecca has the 2017 holidays this is outlined on the federal list as well.

[4:45:43 PM](#) **Motion by Commissioner Hancock to approve 2017 holidays. Second by Commissioner Farnsworth. All in favor – aye. Motion passed. (Exhibit #55)**

- **EMPLOYEE RECOGNITION**

[4:46:17 PM](#) Chairman Raymond asked for this wanted to make sure everyone has their duties handled and nothing else needs to be done.

[4:47:12 PM](#) Commissioner Farnsworth has contacted Lil Mikes and Commissioner Hancock will get Commissioner Farnsworth the potatoes. Make sure everything else is handled. Rebecca said the county is a member of the chamber so asks if they could use their gift card to buy lake passes. Chairman Raymond said this a budget buster so does not think they should accept any.

[4:47:12 PM](#) **Weston Davis is in room**

- **NEW BUILDING UPDATE /PROJECT MANAGER BID**

[4:51:08 PM](#) Chairman Raymond opens the project manager bid from South Fork Consulting. This is the only one and was received 11/23/2016 at 1:16pm and hand delivered. Commissioner Hancock said the fee on this is \$180,000 based on a \$2 million projects so nine percent of the project so is more than the architect. Commissioners review the bid. Commissioner Farnsworth would like time to review this will table this until the meeting on December 12.

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

[4:59:26 PM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (F) – Legal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 5:11

SOCIAL SERVICES – GAIL ROBBINS

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

[5:11:30 PM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 5:36

ATTORNEY – ROBIN DUNN

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

[5:36:20 PM](#)

Attorney did not have anything.

[5:36:25 PM](#)

Motion by Commissioner Farnsworth to adjourn at 5:36. Second by Commissioner Hancock. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date