

**Special Jefferson County Commissioner Meeting Minutes  
December 15, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Deputy Attorney Weston Davis, Extension Office Lorie Dye, Planning & Zoning Naysha Foster, Fred Martinez, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, Judge Crowley, Judge Stephens, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Rebecca Squires. Prayer offered by Weston Davis. Chairman Raymond is excused.

**COMMISSIONERS – ARCHITECT**

• **NEW BUILDING DISCUSSION**

9:02:12 AM Scott Nielson wants to talk to the court system first. Have a District and Magistrate Judge with us today. Judge Stephens asks what they would like to know. Commissioner Hancock wants to know what the wish list is as well as the necessity in the planning of the new buildings design. Judge Crowley asked if this is going to be connected directly. Commissioner Hancock said the intent is the building will be separate but it will have an enclosed walkway. Judge Stephens asked if this would be a secure walkway. Commissioner Hancock said this would not be secure this would be a hallway. Judge Stephens asked if it would be similar to the hallway behind the courts. Judge Crowley asked if the Jury would be separated from the public. Commissioner Hancock said they did not anticipate a secure hallway. Commissioner Farnsworth said it could be done but haven't thought about it. Commissioner Hancock said the main thing is the flow between the courthouses. Judge Crowley anticipates down the road will need another District and Magistrate courtroom. Sometimes they have four Magistrate Judges here in one day. Will need offices for three Magistrates, two visiting Judges, two District judges, two law clerks and two offices for court reporters. Will need a Jury room with a restroom with better facilities to accommodate everyone in a fifteen minute break. Judge Stephens said they use courtroom four for the Jury. Have to use the restrooms in the back that the visiting Judge and Clerks use. It creates difficulty because they have documents and the individuals have to vacate the area. Have not had a trial on the same day as far as jury trials go. If they are going to have double population feels this is still underestimated. Have two District Judges regularly. Have three Magistrates with visiting Judges in and out as well as staff for them.

9:09:58 AM Judge Stephens said they are going to have additional growth. Judge Crowley brings up an Attorney room to allow them to speak with clients. Also sometimes have to segregate the witnesses from the general public. In the future may have a child witness in another room and televise this through a TV into the courtroom. Judge Stephens said they have a nice TV that is unusable because of its location across the room. Have had attorneys try and use this but it is too far away from the Jury to see it. Would suggest when designing to have a Judge or Law Attorney help with the setup. Judge Crowley brings up other technology that should be available in the courtrooms. Another big thing is the security. Judge Stephens said they have an easy out but have concern for the other staff.

9:12:57 AM Scott said based on the projection what needs to be implemented now. Judge Stephens said right now they need a Jury room since they did not realize they would have a District Judge. Scott said they could take the Clerks out of the Jury room and move them. Judge Crowley said they are going all electronic over the next few years. Scott said they could open up a lot of room with file control. Judge Crowley said they were using the Jury room at some point and between the two offices they could hear what was said. Scott said they will be very conscious of privacy. Asks what kind of target they are looking at. Judge Stephens does not see any drastic changes in five years. Need to have a Jury room and a place for his staff Attorney where the Clerks are not bothering each other. Supreme Court has had to do some fast talking because his court reporter works out of her home in Idaho Falls and is charging mileage because there is nowhere for her to have an office here.

9:16:12 AM Commissioner Farnsworth said they could have the courts in the back end of the building to line up where they are now. Judge Stephens said Judge Crowley has a larger office but his is plenty large. There is a smaller office for the visiting Judge. Scott asked on the Public Defender how soon will they come on and how big are they going to be. Are going to be in a master plan. Can build what they need now or they could build additional but that is a big hit to the budget. Realize they are planning for the future. Commissioner Farnsworth said they will need the Public Defender office right away. Commissioner Hancock said they need Probation, Prosecutor right now.

9:18:40 AM Scott brings up the master plan may need to look at the next five to ten years. Commissioner Hancock said they will have to look at three phase's immediate needs, five years and ten to twenty years not sure they can go the full twenty years. Scott said a lot of the file space could be moved to the basement and free up room in the current building. Commissioner Farnsworth said they were going to build a two story building with a basement. Scott said if they go with 7,000 square feet on both levels he feels they would fill up both already. Scott said may restructure the Jury room. Will move out Planning & Zoning which would allow the Assessor some additional space. Will have to move the Court Clerk to get them out of the Jury room. Judge Crowley asked about the Clerks. Scott said they may be able to move some files to accommodate the additional clerks. Feels there is valuable real estate with change in the file

storage. Judge Crowley asked what the room is in the hallway. Rebecca said this is a breakroom that is used sometimes for various things. Naysha said a lot of time attorneys are in that room already. Scott feels they are going to be in a master plan design. Judge Crowley asked about the anticipated spot for Prosecutor and Probation. Commissioner Hancock said Prosecutor, Probation, Extension Office and Planning & Zoning. This building is going to be where the grass is.

[9:26:33 AM](#) Colleen said pressing needs are a few offices for the court staff and a Jury room. Judge Stephens goes over that is what they need immediately. Judge Stephens said he travels to Salmon and Custer. They do have to use the basement in Custer so they pull the Jury down through the basement. There are ways to make things work but worry about certain issues. Judge Stephens said another thing if when people came into the courthouse they went through a metal detector that would provide a lot of relief. Some of the cases they handle they sometimes worry about security. Have a bailiff in the courtroom with a weapon. If they do have someone with a weapon there is not much they can do once they are inside the courthouse. Do have portable detectors they use in high profile cases but they will already be in the courthouse. Could have the general public go through one door that has a detector. Weston said in Bonneville County they have to go through with the general public. Judge Stephens said the Federal Court does this as well they have a lot of screening tools. Judge Crowley thinks they may have funds available to have a police officer run the front door with the detectors.

[9:32:46 AM](#) Naysha said they have had individuals here after her Planning & Zoning hearings where they leave and come back wandering the courthouse. There is a panic button in the commissioner room but if the individual has a weapon there is a response time. Naysha said they tested this just recently it took around a minute for response. Had a deputy come in both the front door and the side door.

[9:35:11 AM](#) Judge Crowley asks on the timeframe of the building. Scott said they will want to get started as soon as possible as soon as the design is complete. Commissioner Farnsworth said they hope to go out for bid around March and April. Commissioner Hancock said they are not looking to bond so they will have limited funds. Judge Crowley adds in the courtrooms now they have a lot of feedback in the courtrooms. Had Phase4 add some additional technology. Now there are different options available that would eliminate the feedback. Colleen said the Supreme Court pays for a lot of this. Commissioner Farnsworth said this is good information to have for the future.

[9:38:56 AM](#) Commissioner Hancock said he appreciates Scott coming in and doing the walk through yesterday with some of the departments. Scott said it helped him a lot. Commissioner Farnsworth said a lot of these rooms are jammed full of records. Scott realizes it's hard to let go of hard copies but it is the way they will end up going.

[9:39:47 AM](#) Scott said in approaching program needs they program spaces as assignable spaces. Trying to assign what they do know about. Have tried to assign the areas they know about now. Category one is the core areas have made a good assessment on what they need. Allocated public restrooms on each level realize these could be smaller in the basement. Anticipated an elevator and the square footage allocated on all three levels. Elevator equipment room in the basement. Have lobby space for each floor. Discuss the large assembly room arbitrarily have 1,500 square feet. May need to discuss this more. Scott goes over the room we are in is around 900 square feet so would imagine around 600 square feet more than this room. Scott said part of the key is how they divide this room. Commissioner Hancock thinks double the size of this room so 1,800 square feet. Then would have to look at the common space this room could provide. Scott said the election room he was surprised how big this is have plugged in 400 square feet which is a little bigger. Will recoup the Jury room in the existing room. Have planned a mechanical room on each level of 160 square feet and an electrical equipment room which could be in the basement. Common breakroom could use this in the multipurpose room space. Lorie asked on the big room they need a full size kitchen preferably with ranges wonders if this would be in this room? Scott said they may need to revamp this. Scott said in other facilities they have provided an adjoining room they can fold this off with partitions. Lorie wants this available to others. Commissioner Farnsworth mentions this may be put into the basement. Scott said they would have to look at the code ramifications due to children. Scott said they would need to discuss this more on what this room could be used for. Could have three sections to this room. Lorie asked about meal preparations. Scott said all departments have some needs for this as far as refreshments and luncheons. Commissioner Hancock thinks they could have a kitchen serving area similar to the churches. This would be scheduled in for when they need to use it. Kristine asked about the room in Custer County the one end of that had a full kitchen area but did not take away from the room as a whole. Scott said they may need to have more discussion on the breakroom.

[9:50:24 AM](#) Courts have tipped them over into the master planning. Commissioner Hancock said they had requested three Magistrate, two District, two visiting, two law clerks, two court reporters, jury room, two restrooms and an attorney visiting room. Scott said this is more into the master plan. Currently needs to have a few offices and a jury room. Colleen showed Scott where the files are. These files can be moved with future growth. Scott said on core area is 4,200 square feet.

[9:52:07 AM](#) Scott goes over the Prosecutor and the space they gave us. Have six offices currently with projected six future offices. May need to be in the master plan. Colleen said they could possibly move toward cubicles if they had to. Listed conference for twelve people. Scott has plugged in work rooms for these departments as well to have office equipment and general supply storage. On the breakroom for Prosecutor they would need a secure entrance so went ahead and gave them one of their own. Has reception

area for around six. This is around 2,500 square feet. One of the things are they looking at is how quick they can layout plans. If they see areas that are not necessary he needs to pin this down as soon as possible. On Probation did not meet with Tammy yet. Have a reception area with a juvenile and adult waiting room. Have a conference room. Also have offices for juvenile and adult down specific walls. Will be around 1,550 square feet.

[9:55:51 AM](#) Extension Office have listed three offices arbitrarily at 130 square feet each. Have a reception and a sign up area. Created a work room. Listed teaching area for fifty people can use this in a common area. Estimated 500 square feet for storage. Lorie said a lot of things are stored outside. Lorie said a big need in the summer is a work space for youth. Have groups in all day during the summers. For the sewing they currently blow breakers just need a workable room with access to outlets. Discuss having youth in the basement just wants to make sure on the codes. Lorie said that 4-H covers ages eight and up. Scott said 2,100 square feet maybe less.

[10:00:45 AM](#) Scott said as far as Planning & Zoning meet with Naysha. They currently have six staff may increase to ten to twelve this would be a master planning situation. Front for two people have office with desks and lay tables. Storage for records have a work room that catches everything. Dedicated work room would be important. Preparation for Planning & Zoning meetings they bring in crock pots and have been washing the dishes in the bathroom. Scott said they have to be careful they are not a commercial kitchen. Planning & Zoning would be around 1,800 square feet for twenty years. Naysha said they can do cubicle space they do not all need offices. Can look at archive storage. Scott said they could do a suite of storage rooms similar to Madison County in the basement.

[10:05:08 AM](#) Scott said Information Technology will need three server rooms. May not need one in the basement depending on what will be put down there. Will also need a small office.

[10:05:31 AM](#) Went and looked at the Food Bank. Currently they accommodate ten people at a time. One thing when looking at all of the food brought in on the elevator. Felt awkward to use the public elevator to haul all of that food up and down. Need to consider how this space is used. Could put food storage in the basement with 500 square feet. Use a separate conveyance to bring the food to the main floor. Is just not sure if this is a good idea to use the public elevator. Individuals may run into friends and family. Could look at a freight elevator too this may not be as costly. Could look at a distribution room on the main floor. Colleen said they put the boxes together downstairs then could bring them up. Scott said yes they could build the boxes where the supplies are. Also realizes a need to have a place to back up a car up if they are getting large contributions. These are some of the impressions when he met with Gail yesterday. Could check in on the cost of freight elevator. Will look into this further. Commissioner Hancock said he sees the logic but needs to look at from practical space. Scott thinks they could do this without a large expenditure. The elevator will be a great assistance but not sure the public elevator will be appropriate for this service. This is segregated now being over at the City Library.

[10:12:41 AM](#) Gail's biggest concern is her office is not very secure. Realizes they share the HIPAA room. Can they separate this? Colleen said everything in that room belongs in the Clerk's office. Rebecca asked if they are moving Gail. Colleen would want to keep Gail where she is. Scott thought she was moving. Colleen said she does not need to move. Scott said with more traffic in the area it may alleviate some of the isolation. Rebecca said it's hard between privacy and staff needs. Rebecca said there are a lot individuals that are here under duress. Kristine said the circuit breaker is similar to Indigent they will see public coming and going but do not need to know what their business is while in the courthouse. Commissioner Farnsworth said they need to make sure they are private when they come in and speak about their issues. Watch the confidentiality of the situations. Scott asked about the storage room. Colleen said this room is full right now. Do have some election equipment in there now if they move that out it would help.

[10:18:53 AM](#) Rebecca asked the distribution and registration room for the Food Bank could this also be the 4-H classroom. Lorie thinks they could work together. Rebecca said the 4-H kids having the classroom for fifty people could be the same area for distribution. Colleen would like a room they can leave tables up. Lorie thinks this could be used to the same place. Scott said the key would be proximity to an entrance. Scott said the teaching area for fifty people needs to occupy 1,000 square feet this is more room than Gail needs for distribution. This area could be used to sort food during food drives.

[10:23:44 AM](#) Scott has a question on the Public Defender. Would this start small and get bigger later on. May need to abut this to an area that could proceed with expansion at a later time. Colleen said originally talked about an office for him but if it moves to full-time they would need a reception area and office for staff. Can see even now talking around 300 square feet.

[10:26:23 AM](#) Scott said on the Park & Recreation individual. He has is assumed this will be a separate person. Scott asked about a particular office and if it needs to coordinate to any other department. Commissioner Hancock said it does not matter just an area that can be used. Scott asked any departments that need to be on the ground floor level. Naysha said her department does not. Lorie would like to be on the ground floor. Rebecca thinks Probation and Extension would have the most foot traffic. Weston does not see any issue on the Prosecutor being on the second floor other than not having an easy out access. Colleen mentioned they may have to watch the proximity from Public Defender and the Prosecutor.

[10:30:08 AM](#) Scott just wondered if they would have everyone competing for the main floor but does not feel they will be. Were around 14,000 square feet prior to their adjustments. Do not very often see a space more than seventy percent efficient. Will look at circulation spaces but wall spaces are have to have. Are around 18,000 square feet. The only assignable space in the basement is

Food Bank and storage. Commissioner Hancock thinks they will have to be close to the 10,000 square feet on each level. Will have to add some room for the courts. Weston said they will need a space for a law clerk he feels this is reasonable. Scott said if they could use the large assembly room could help with the numbers. Scott said this room is 900 feet discuss how they could divide this room. One of the main functions will be for hearings which are not frequent but space is needed. So if Lorie uses a section would 600 feet be enough if they split this three ways. This would leave a second room for a breakroom and still would leave available space. Or they could do this in half and have 900 square feet. Lorie said they limit the number of kids that can sign up because of limited space. Currently have a small area. Lorie mentions being this close may be noisy similar to a classroom. Scott said dividing this in half may accommodate them better.

[10:37:30 AM](#) Naysha said the same night they have Planning & Zoning meetings would have water meetings. Is there a need for duplication of the Commissioner room? Commissioners feel they would stay here in this room unless they had a large public hearing. Colleen said for large public hearings they could move over to the other room. Naysha asked if in the twenty year projection they thought about a Commissioner Offices. Each commissioner would need an office so it does not violate meeting laws. Weston said the breakroom now is good to use for attorneys since it is close to court.

[10:43:06 AM](#) Lorie talks about backing in to load up projects. Scott said have a few departments that need to have access to outdoors. Lorie is not worried about privacy.

[10:44:25 AM](#) Rebecca talks about in time of emergency or disaster this space could be used for emergency and disaster situations. Could use half for EOC and the other half for media to keep everyone up to date. Scott said this would be probably more people friendly. Would want to have extension on that end of the building so they are able to bring items in. Scott has been in contact with Rebecca as far as needed information from departments.

[10:47:10 AM](#) Lorie said that the Extension Office in Madison is on the second floor but is not as user friendly. Commissioner Hancock thinks this will just show them space and how they use their offices if they all go up and tour it.

[10:48:19 AM](#) Commissioner Hancock asked questions as commissioners they put out for a project manager and only received one response. Wants to know what their firm can offer to them as part of their services. Scott said when facilitating a Project Manager is for quality. Procedure on the schools was not a good one on how they utilized the architect everyone knows the issues they had. Probably ninety to ninety-five percent of the time they do not see a Project Manager because they are hands on. They accomplish this they have weekly visits to the site and file a report with photos. Anticipate monthly review meetings with issues, schedules, pay request, subcontractor request and meet with contractors. They are there to see the documents are enforced. Usually use a Project Manager to help enforce the documents or if the client wants to be hands off. Scott said they realize they have other things to do they should not be running to the site to monitor the construction. Have consultants that have to be at the project certain amounts of time. So not just his office but their consultants as well. If concrete is poured someone is there. Haven't seen the need for a Project Manager but if this is something they wanted they are fine with this as well. On Rigby High School Brad McKenzie was the Project Manager. He had brought a level of comfort to the schools and they have worked with him well. Two million is not a huge project. Commissioner Hancock asked about testing materials if the materials are the correct item. Scott said submittals on constructional side to finish documents. Engineers do the same. Scott said this is included in their fees. Naysha said when they start going through the building permits how will they handle this. This will go through the city but the county building department is contracted to do the inspections. Scott said this is not that uncommon. Usually the larger cities they rely on the state.

[10:56:40 AM](#) Scott said they may do a pre-op meeting with the county and the city. Naysha said the county would be doing inspection and plan reviews on their own building. Scott said this may be the county's decision. Naysha said the city may want them to contract with someone else. Scott said this would be more of a conflict of interest. Weston thinks they would want to have them to look at this to last. Not sure it would be a conflict of interest but they may want to look at the separation. Naysha said the city may say it is their jurisdiction. Scott said this will fall to the city to decide.

[10:59:46 AM](#) Scott said going down the road did a high school in a peculiar area. Had a situation where a couple of individuals became building inspectors. Then they would go to the coffee shop. They will have a rumor mill and they will talk where tax money is being spent. Some of this can be handled some of it cannot. Wants to be careful and anticipate this. May suggest being very public with the event. Rebecca thinks they could landmark these events and invite media in. Commissioner Hancock thinks this is important to squash these rumors. Feels they will be using professional individuals and taking every precaution to get the best results.

[11:02:24 AM](#) Commissioner Farnsworth said they are not bonding this so that should make the public happy. Scott asked about public meeting. Commissioner Farnsworth thinks when it gets to that point with the design they will. But public should be happy they will no longer be paying rent at other locations. Commissioner Hancock said this should be a positive project. Commissioner Farnsworth said once get the design let the public come in and view it.

[11:04:00 AM](#) Naysha said the departments appreciate them allowing their input.

[11:06:04 AM](#) Scott said he will get some contracts in to them and will proceed with the planning.

[11:06:31 AM](#) Motion by Commissioner Farnsworth to adjourn at 11:06. Second by Commissioner Hancock. All in favor – aye. Motion passed.

\_\_\_\_\_  
*Chairman of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Clerk of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*County Clerk*

\_\_\_\_\_  
*Date*