

**Jefferson County Commissioner Meeting Minutes
Tuesday, December 27, 2016**

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

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:04:02 AM](#) Chairman Raymond said this is the last staff meeting of the year. Will start with Commissioner Farnsworth.

[9:04:53 AM](#) Commissioner Farnsworth mentioned he put his back out at the Food Bank. The Crown of Life Church had brought in a lot of food. He has a better understanding now of the work that goes on at the food bank.

[9:05:24 AM](#) Clerk Colleen Poole said the Crown of Life did bring some food over to donate. Also had a food drive with East Idaho News and a radio stations at Broulim's and were able to give out turkeys for the month of December. Had a group provide hygiene kits and a warehouse donated potatoes. There is a food drive going on through EIRMC online. They will be bringing in some cans in January. Usually around May and June the food becomes sparse. Nice to see the turnout during the holidays. Had meeting with the State Insurance Fund who handles the work comp claims. Have done well the last few years this year the premium may go down. Keep up the good safe work have not had very many claims. Reminds everyone to get inventory lists into Marilyn by the first of the year. With all of the illness going around reminds everyone they have the ability to use Teladoc. She has heard a lot of good feedback.

[9:07:39 AM](#) Planning & Zoning Naysha Foster had around seventeen building permits for December. Will have a Planning & Zoning meeting on January 5 they have four land use applications. Has made an offer on the planner position to a gentleman that is currently deployed hopefully he will begin in February.

[9:08:19 AM](#) Assessor Cody Taylor said they are currently doing revaluations for the next year. The appraisers are getting out to view homes. The weather is hard this time of year to get out and view these properties.

[9:08:41 AM](#) IT Garn Herrick said they now have wireless throughout the courthouse. Will look at the website and see where this is hosted from. Will be out this week but Spencer from Computer Arts will be here to cover for him if anyone needs anything. January 4 the Prosecutor will begin moving into the new office with the furniture arriving. Paul said the copier was there and he had noticed wires. Garn said they have computers are just waiting to move these in.

[9:10:24 AM](#) Fred Martinez said he is looking forward to January 9. It will be good to work with everyone.

[9:10:36 AM](#) Public Works Dave Walrath said they have been dealing with old man winter. This is a challenge to get the roads passable as much as possible while balancing safety and busting the bank on comp time. On Solid Waste have not started the scale house expansion yet due to weather. Hopefully they will get a break from the weather and be able to pour footings. Have a new employee beginning out there next week.

[9:12:01 AM](#) Treasurer Kristine Lund said she is looking for a volunteer to get into her box out front.

[9:12:32 AM](#) HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires said with the first of the year season passes for the lake will be available as well as shelter reservations become available. Had a call from her Idaho Office Emergency Management Field Officer. Northern Idaho is feeling slammed not sure if they are looking for a disaster declaration. So the state has been concerned if they are feeling anything abnormal for this time of year. They asked if the winter had been abnormally busy. She told them that they are currently able to manage this. If this changes they will need to communicate this to the state. State has engaged a company to redo our all hazards mitigation plan this year in mid-January. Will be having a LEPC meeting this is the local emergency planning committee will have a meeting on January 26. This is a good opportunity to engage the community everyone is welcomed to attend. When they do have emergency situations or hiccups first thing people do is go to social media. It has been beneficial for the county to get information out there whether it's about a power outage or snow removal it has helped to get people informed. If they do have information they need to get out she can do that for them. Had reached around 7,000 while posting this last weekend during the storm.

[9:15:24 AM](#) Chairman Raymond said they spoke in a previous meeting about the generator and is wondering if they had done anything on this. Rebecca said this generator does not have a stack but has vents. Not sure why they are getting the exhaust because this is not by the air intake it kind of vents upwards she had looked at this with Bryan. It does not have a stack on it. Rebecca said may consider putting in a CO2 detector in the office so if it becomes problematic then it can be addressed.

[9:17:11 AM](#) Chairman Raymond said the way this building is designed the smell of the food came into this side of the building when doing the recognition luncheon. Had also talked about having a consultant come in to look at the generator. Rebecca said they

would be looking at the consultant to come in and look at the power requirements. Mike Miller goes over that he was also not sure what had been decided. Commissioner Hancock thought they had discussed having him look into this further. Chairman Raymond said while reviewing the minutes they had spoken of this but never gave a definite decision. Will need to put this on a future agenda.

[9:19:04 AM](#) Attorney Paul Butikofer does not have anything.

[9:19:09 AM](#) Commissioner Hancock wants to say how much he appreciates the Road & Bridge department with everything they are trying do with clearing the roads. Feels they are doing a good job they have been out trying to get these roads taken care of. Wants Dave to pass this along to his workers. Feels they will never make everyone happy. Dave said they have hit a few mailboxes but these are always an issue. Dave said there will be an interview in the Wednesday paper with the ongoing PR items.

[9:21:25 AM](#) Chairman Raymond said ditto and he also appreciates the law enforcement. Would like to say thank you to everyone. This will be his last staff meeting as a commissioner this is what he will miss. Appreciates the roles they all play in the county. Thanks everyone again for all they do.

PUBLIC WORKS – DAVE WALRATH

• ANNUAL ROAD REPORT

[9:24:02 AM](#) Dave is here with the 2016 annual road and street financial report. Revenue side the county was just under \$3.6 million. \$2.7 million was from highway user which is from fuel tax and user fees. \$850,000 from local funding sources. Breakdown of the expenditures most of the efforts were in rehabilitation and maintenance. Just under \$950,000 for overlays, replacements and signs. On maintenance side had chip sealing, seal coating, paving, winter maintenance and stripping is the others. Equipment purchase was mostly the paver. Equipment maintenance is always a big ticket item. Expenditures were around \$3.35 million. Are around \$235,000 less than the revenues that came in. Added the \$170,000 from the previous year and leaves them with \$406,000.

[9:28:18 AM](#) Final page shows number of lane miles rebuilt or overlaid is thirteen, chip sealed is thirty-two and graded or bladed is 1,800. There are projects shown here for FY17, 18, 20, 21. Have a breakdown on HB312 revenue basically showed this all going into the overlay of Taylor Road and Yellowstone Highway. This is new on this form for FY16. On the \$1.275 million of deferred maintenance cost over the past five years, this came from the transportation plan which is in effect and they have a breakdown for each year. Commissioner Hancock asked on the cumulative number in the deferred maintenance. Dave said this has individual numbers for each year. If money was not an object this is what they would do.

[9:30:38 AM](#) Chairman Raymond asked about revising this plan. Dave said part of their focus is for that. The goal would be in the next twelve to twenty-four months to have this plan updated and finished. Have added to the capital improvement plan adding additional projects into this. Having \$541,713 additional revenue from HB312 is great. Does expect this number to go up slightly in FY17. This is helping them do some of the overlays and maintenance projects to change trajectory of the overall transportation system. Commissioner Hancock asked how many miles the county has that is not state. Dave said if memory serves little less than half is non-paved and have around 800 or so miles. This is a lot of miles of both to maintain. A lot of the non-paved roads are on the west side. Dave goes over the significant price difference in asphalt. Putting new miles of pavement down is difficult while keeping up with maintenance of current roads.

[9:34:13 AM](#) Dave said they hope to do more and more and more. Have been fortunate and able to piggy back off of the hot mix bid which allows them to do more. FY16 the price was lower than it had been. All of this is contingent on the price of oil. Asphalt used to be a waste item since it was a problem for them to get rid of. Now most cities and counties use this so there is a need for this. Can have other things effect the price of asphalt. Dave said this is an electronically submitted form. Colleen said they need signatures and she will submit this. Then will publish a summary of this in the paper in January.

[9:36:32 AM](#) **Motion by Commissioner Hancock to accept the Road & Bridge Annual Road and Street Financial Report. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

SHERIFF OFFICE – MIKE MILLER

• BATTERY BACKUP

[9:37:28 AM](#) Mike Miller said this is not really a 911 thing. Not sure who oversees this. Back in the backroom they call the Demarc room where all the telephones come in there is a UPS backup in there that holds up the critical systems until the generator comes on. Garn had been back in the room showing an alarm saying battery bank had failed. Mike called the company they are on the end of the life on these batteries. This has ten batteries they are around \$402 a piece so would be \$4,020. Have installation available but was told they could put the batteries in themselves. Offer a maintenance agreement for \$2,569 this includes batteries and travel time for a year. Mike said they had a modular go out in the 911 equipment room and it was extremely expensive for them to come out to repair this. Talked to Garn about this maintenance and it does seem expensive but these have to work if the power goes out. Garn said phones all

hardware, networking, infrastructure run off of this backup. Mike said the generator does come on quickly but this keeps these on until it does.

[9:41:52 AM](#) Chairman Raymond said there are ten batteries they need to replace. Commissioner Hancock said he thought they had someone local that worked on the UPS systems. Mike said the closest is in Salt Lake City. Commissioner Farnsworth asked how long they last. Mike believes they are the original batteries but he does not oversee this room. Commissioner Farnsworth said they have not been replaced since he has been here. Mike said the company said the life is four to five years on the batteries. Rebecca said they may be able to fund this with a Homeland Security grant. Commissioner Farnsworth said they could pay for this out of maintenance. Mike said the maintenance contract may be too much for now.

[9:45:11 AM](#) **Motion by Commissioner Hancock to approve the purchase of ten batteries for the battery backup system for \$4,020. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed. Commissioner Hancock amends this motion to cover the freight or tax on these batteries as well. Second by Commissioner Farnsworth. Roll call on amendment. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[9:46:44 AM](#) Recess

Open session 10:00

PLANNING & ZONING – NAYSHA FOSTER

• MADISON COUNTY CONTRACT

[10:00:47 AM](#) Naysha did not get this contract out in advance. Has a contract with Madison County now they will only use them if the inspectors are out sick. This is similar to all of the city contracts. Added an area of compensations for \$35 an hour for administrative or \$35 for an inspection. This was written by Robin initially. Has been reviewed by Paul Ziel. Naysha said the previous one went year to year. Chairman Raymond provides this to Weston Davis to review. Weston brings up the contract has some notations to Clark County. Naysha goes over this will need to be changed. Weston asked her to get him the changes and put it on a future agenda.

• EXECUTIVE SESSION 74-206 (B) – PERSONNEL

[10:08:11 AM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 10:12

[10:12:56 AM](#) Chairman Raymond goes over they decided to discuss this personnel issue in open session.

[10:13:39 AM](#) **Motion by Commissioner Farnsworth to amend the agenda to discuss the salaries for the Planning & Zoning department. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:14:08 AM](#) Naysha said they are bumping up their building inspectors wages. On Greg she is increasing him one step from a step one to a step two this will increase the wage from \$14.14 to \$14.62 an hour. Jeff is a step two where he started with his experience to a step three with a wage increase from \$16.17 to \$16.69 an hour. Jeff won't go outside the budget line. Greg will go outside of his budget line but she had budgeted for a part-time paid intern so she will use some of the funds in that line. Rebecca said this would reset the time line in step so this will put them in a delay for essentially another year. Naysha said they are that way anyway. Commissioner Hancock said they passed the building inspector tests. Chairman Raymond said this is part of the incentive to take the test.

[10:15:56 AM](#) **Motion by Commissioner Farnsworth to approve the salary increases for Greg and Jeff. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:17:40 AM](#) Chairman Raymond goes over they had some requests from a person that retired before the luncheon and did not receive a gift certificate. And a discussion on a person that is retiring this week. Weston said in the last amendment that was technically on the agenda but they just did not need it to be an executive session.

[10:18:56 AM](#) **Motion by Chairman Raymond to amend the agenda to take up these two items. It was too late to get these on the agenda before it was posted. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:19:39 AM](#) Chairman Raymond said they had an employee retire just before the recognition dinner and feels she should be included in the \$50 gift certificate. Commissioner Hancock said she had retired before the dinner so was no longer on the list. Rebecca said this is a bonus and is taxed. Employees who have been here a few weeks were not on the list yet either and they have been included now. This is for an employee who left retired before the luncheon so they needed to ask if this is something they want to allow. Colleen said she has worked the majority of the year. Chairman Raymond said they have added the three that had been missed that

have just started. Weston asked when she retired. Rebecca said sometime in November. Weston is looking at any liability issues. Commissioner Hancock said bonuses could be paid anytime within certain timeframes. Commissioner Hancock said personally he feels the individual was hurt and would be a good decision by the board to allow this.

[10:23:07 AM](#) **Motion by Chairman Raymond to allow the individual the \$50 gift certificate through the Rigby Chamber of Commerce. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:23:31 AM](#) Rebecca said the other individual is currently here and will be here until Thursday. Commissioner Hancock said they may look at putting something in the personnel policy to look at the years of service when someone retires. Colleen said before this has been done within departments. Rebecca said at one time the board had purchased a gift for individuals but also in the past this was handled by the departments. Chairman Raymond feels this should be put into the policy so that it is done for all individuals that retire. Commissioner Hancock said they do not want anyone to think their services are not as good as others. Commissioner Hancock thinks in this case they allow this to happen in the department for now. Then work on a policy for the future. Commissioner Farnsworth said to leave this to the department and begin working on a policy. Commissioner Hancock does not know if this should come from the board.

[10:28:53 AM](#) **Motion by Chairman Raymond to move toward recognition of retirement such as flowers or Carmel Tree for this individual. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

SOCIAL SERVICES – GAIL ROBBINS – COLLEEN POOLE

- EXECUTIVE SESSION 31-874 & 74-206 (D) – RECORDS EXEMPT FROM DISCLOSURE

[10:29:53 AM](#) **Motion by Commissioner Hancock to go into executive session 74-206 & 31-874 (D) – Records exempt from disclosure. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 10:34

[10:35:10 AM](#) **Motion by Commissioner Farnsworth that on case #2016-40 to deny due to an untimely application. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond.**

[10:35:58 AM](#) Chairman Raymond mentions they are signing liens and assignments.

COMMISSIONERS

- PERSONNEL ACTION FORMS

[10:37:09 AM](#) Rebecca provides a new hire form for solid waste. Since this is a new hire and not a replacement need to have a signature by the board. This position has been vacant for a few years.

[10:40:05 AM](#) **Motion by Commissioner Farnsworth to approve the request on the personnel action form for Solid Waste. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- QUARTERLY REPORT

[10:41:59 AM](#) Colleen provides the commissioner the quarterly report. Everything looks good and the taxes have not come in yet. The Mud Lake Airport is over because they had requested their funds before the taxes came in for the year. Commissioner Farnsworth said that this looks really good. Chairman Raymond said as the cash balance in Solid Waste continues to grow future commissioners may consider making extra payments on the courthouse. Would just suggest to look at that timeframe and pay this when the time is allowed. Colleen said she will check on this again but believes they have a few years until they can do this.

- COMMISSIONER MEETING MINUTES

[10:48:58 AM](#) **Motion by Commissioner Hancock to approve commissioner meeting minutes from November 28, 2016 with noted change. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[10:49:13 AM](#) **Motion by Commissioner Farnsworth to approve commissioner meeting minutes from December 12, 2016 with noted changes. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- APPROVE CLAIMS

[10:52:54 AM](#) Commissioners review claims.

[10:58:30 AM](#) Commissioners do not have any questions on claims.

[10:58:39 AM](#) **Motion by Commissioner Farnsworth to approve claims from 12/12/2016 to 12/23/2016 for \$128,840.86. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

• **JANUARY AGENDA**

[10:59:08 AM](#) Colleen said they had spoken about taking care of some items before they swear in the new officials. The Judge needs to swear everyone in at 9:00 because he and the attorneys have a full day of court. Chairman Raymond asked how long the audit would take. Colleen said the Sheriff would be here for them to turn in their keys. Chairman Raymond suggests to start at 8:30 that morning. Suggests to the commissioners that they are here a little earlier to review claims so they are ready to approve.

[11:02:57 AM](#) Rebecca said FYI she will be in and out all week but is available by phone. Have an opportunity for a seminar in February for leadership and basic supervision if any of them want to attend. If you have experience this is a good way to polish those skills. This is a one day seminar. Also asked the newly elected officials to get with the photographer for an official photo to release that the county would have rights to.

[11:06:04 AM](#) Commissioner Hancock said they will need to meet with Scott Nielson on the January 9 as well.

[11:08:10 AM](#) **Motion by Chairman Raymond to adjourn at 11:08. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date