

**Special Jefferson County Commissioner Meeting
Public Hearing and Budget Workshop
July 26, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Attorney Robin Dunn, HR/Emergency Management/Park & Rec. /Commissioner Assistant Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of board. Pledge of Allegiance lead by Rebecca Squires. Prayer offered by Chairman Raymond.

Public Hearing – Open 2015-2016 Budget

[9:04:16 AM](#) Colleen said back on November 23, 2015 the commissioners approved two new sheriff deputy positions for the jail for \$113,080. On July 11, 2016 the commissioners authorized the retention of a paid intern for Park & Recreation for an additional \$1,300. With these changes they need to add \$114,380 total additional expenses. So they have to open the current fiscal year budget to add these amounts. Colleen said this has been published in the paper.

[9:05:39 AM](#) Chairman Raymond opens up this for any public comments. There is no public in attendance.

[9:05:52 AM](#) Chairman Raymond reads resolution #2016-20.

[9:08:53 AM](#) Chairman Raymond asked about needing additional revenue. Colleen said additional revenue is not needed. With this addition of expenses they did not go over the published budget amount for the 2015-2016 budget.

[9:09:10 AM](#) **Motion by Commissioner Hancock to accept resolution #2016-20 to add the budget lines in the 2015-2016 budget. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond –aye. Motion passed.**

Treasurer – Kristine Lund

[9:10:52 AM](#) Kristine is here to discuss her budget.

[9:12:35 AM](#) **Robin Dunn left room**

[9:12:40 AM](#) Chairman Raymond complements her for making some cuts. Kristine said the utilities were taken off. Colleen said that utilities will be moved to the general fund since this comes in as one bill. It will help simplify the process. Kristine mentioned she does have a fax machine that might be separate they may need to look into. Kristine said as long as they have the expense covered she is fine.

[9:18:44 AM](#) Chairman Raymond asked about \$2,000 in capital office equipment. Kristine said she does not use this unless it is necessary. She may looking for a new printer but will use the one she has until it is broken. Kristine would not buy a printer over \$500. If she has a lot of copies she uses one in the Assessor's or Clerk's office.

[9:21:38 AM](#) Colleen asked if she wanted to discuss the officer salaries. Kristine said years ago they had a discussion that on Clerk, Assessor and Treasurer their salaries all needed to be the same. Kristine wants to do what is best for the employees first but the elected officials are not in the step & grade program. Have added in three percent on her salary. Discuss employees and their grades.

Parks & Recreation/Civil Defense – Rebecca Squires

[9:27:00 AM](#) Chairman Raymond said to start with Park & Recreation. Rebecca said she has cut some off of the budget that she turned in. Commissioner Hancock asked about the lake manager position. Rebecca goes over she is proposing to bring in a person four days a week full-time. Would want this person to oversee the daily operations of the lake. They would cover the day-to-day issues, staffing, complaints, planning the celebration and soliciting donations. Commissioner Farnsworth asked if benefits would have to be paid. Colleen said yes the individual is proposed to be full-time from April to October at the lake and part-time in the off season. This is due to issues with PERSI. Rebecca goes over that allowing this would also allow some grant money available in the Civil Defense budget for this individual in the off season at the lake. Chairman Raymond said that this is only a portion of this individuals salary there will also be an increase in the Civil Defense budget. Rebecca said that this position would take the place of the intern position. Interns would have to get a job working at the booth and then they could take on additional projects.

[9:35:31 AM](#) Rebecca goes over the administrator line was bumped up some because they pay her wage out of three different accounts and doing this makes it even for payroll.

[9:36:12 AM](#) Rebecca said they have a lead attendant in the booth who is paid at a higher rate. For the weed control will cut this down some. Just wants to pull back on the weed control for next year. On supplies have changed how they handle some issues so she has reduced the need for supplies. Colleen mentioned that they had an Indigent phone that was not being used that they reissued to the Park & Recreation department.

[9:39:56 AM](#) Rebecca is working on getting a campground reservation system. The most expensive system is around \$6,000. The first year is more expensive due to service fees. Will leave this at \$6,000 right now but is hoping to find something less expensive than

that. Are currently tracking the trash but will leave this the same for now. Trees are at \$10,000. Will be spending around \$8,000 for the rehabilitation of the trees at the lake. On shelters cut from \$30,000 to \$5,000 since they will be doing a lot of the maintenance on these this year.

[9:42:04 AM](#) Commissioner Farnsworth asked about the playground equipment. Rebecca said they need to get some trusses on the roof. Has a scout who will be refinishing this as well. Maintenance contract has stayed the same he has not spent the amount that is usually spent at the lake. Have broken out the campground host line. Grant is kept in this line due to expenses coming after October 1, 2016. In the project line making this a zero. Other miscellaneous will move this to \$45,000. This will be for the island. As far as the ground water line if they do get a chance to buy this it would be a good idea to keep this in the budget.

[9:49:39 AM](#) Rebecca has projected \$318,000 in revenue. This is conservative due to grants. Have always had more expenditures than revenue. Discuss revenues. \$408,359 is the proposed Park & Recreation budget.

[9:57:18 AM](#) Rebecca goes over on Civil Defense some requirements have changed per the state so there are some differences. In the past the Homeland Security is funded through the grant. In the past if Central Fire wants radios they would get this approved and the county was a pass through. If they continue to do this then all entities would have to have the exact training she has as well as record keeping methods. The state prefers for her to purchase the item for the entity and then the county would be reimbursed through the grant. The county would be making the purchase and then hand receipting this to the entity in need. So this is reflected in this budget. The budget looks a lot higher but this is all covered through the grant. The change in salary is because she is in a lower step they also adjusted this salary to fit into exact pay periods. Rebecca is a little heavy in the travel and training because a lot of her trainings will require travel. SHSP grant is \$44,877 that is the amount that will be awarded. Took down the planning line this was for outside contractors.

[10:06:36 AM](#) Chairman Raymond does not see anything to cut on this budget Emergency Management is very much needed.

[10:06:59 AM](#) Commissioner Farnsworth said he does not want her to short change any training.

Planning & Zoning – Naysha Foster

[10:10:20 AM](#) Naysha is here to discuss her budget. Salaries went down due to the previous year had an extra pay period. Steve in her office is eligible for an increase in step this year. Was one discrepancies on the sheet from what she had. Did not change a whole lot did increase the legal services with the use of Paul Ziel. Commissioner Farnsworth mentioned that he did a fantastic job in the meeting yesterday. Other professional services sometimes they use an engineer for studies and in talking with Dave some engineering studies for the transportation plan may come up.

[10:17:08 AM](#) Colleen mentioned that they have consolidated all phones into the general account so that line will be blank. Have increase for maintenance on the vehicles. Will need new tires on the truck. Increased membership dues since they have another inspector. Is over in publications she was not anticipating as many land use applications as they have had so this did go over. Did increase this for next year. Education this was increased so that everyone has an opportunity. Discuss money being in a trust for vehicle purchases. Commissioner Hancock said they may set up a trust account that has line items off of it for each department to save money in. Discuss the trust because the way they hold the money now inflates the budget.

[10:29:16 AM](#) Naysha goes over revenues are \$305,297.42. Have current permits that will be \$28,313 to collect. Average for August is \$16,800 and September is \$24,000 projected revenue is about \$375,000. Have about \$100,000 between budget and projected revenue.

Extension Office – Lorie Dye

[10:41:53 AM](#) Lorie has looked through and everything looks good. Only increases was the step & grade for employees. Goes over the lines. Capital line have \$3,500 each year will save this for the next five years. Travel for the county agent was down because they did not have one of these last year.

[10:47:36 AM](#) Fair budget Ruth Hale and Carl Anderson are here. Left everything the same except for the maintenance repair are asking for \$20,000 to pave the Mud Lake fairground. Discuss the county has gotten a paver machine and could help with this project. Chairman Raymond said they may look at laying BST instead of paving this. Commissioner Hancock said they usually do not use this in a parking lot due to the turning nature of parking lots. Discuss miscellaneous lines.

[10:54:24 AM](#) Chairman Raymond said on the spraying this may be removed from the budget completely. Carl mentioned they did replace the roof on the south barn and it looks good. Carl and Jeanette pulled off half of the roof. All of the old metal did get sold and will go back to the fair. Ruth said they have around \$8,000 in revenue for the RV parking during the winter. Carl asked if they would like to see the revenue from the rodeo. Discuss the fair.

Building & Grounds/Maintenance – Bryan Briggs

[11:07:02 AM](#) Bryan Briggs is here today. Go through this line by line. Colleen said they went through this together and have gone off of the prior history. Bryan goes over supplies. Commissioner Hancock said that fuel has been cut due to the prices. Discuss repairs. For the repair/maintenance/other this was brought down it had been raised because they had discussed last year about resealing the parking lot this year. Commissioners ask Bryan to check into this. Go over window cleaning and where this is paid from.

[11:14:58 AM](#) Chairman Raymond said they will need to have this contract come back before the board. Will also need to look under his contract on the windows.

[11:18:21 AM](#) Chairman Raymond said the contract is due to renew by the first of October and they both need to review this.

Coroner – LaVar Summers

[11:19:35 AM](#) LaVar Summers is here to discuss his budget. His budget is straight forward. This has changed very little. Did change the salary and some of the miscellaneous expenses. He is able to operate off of this. Have kept the autopsies down since there is not very many pathologists locally they refer this back to toxicology. Discuss autopsies requests.

Clerk/District Court/Indigent/Elections – Colleen Poole

[11:32:09 AM](#) Colleen goes over the clerk's budget. Colleen said that she was not comfortable with the increase in the elected salaries. Commissioner Farnsworth concern on the equal pay for the three elected officials is they do not have the same job responsibilities. Chairman Raymond said they have bounced this back and forth over the years. Each job has different responsibilities. Chairman Raymond is in favor of these being the same amount. Commissioner Hancock asked about other counties. Colleen believes they are similar mentions that Cody is also uncomfortable with the recent events. Chairman Raymond said to assume these should be the same and all of the elected officials will need to be considered. Grade increase was on a clerk and was already approved. Did take out the extra pay period. Did up the part-time line to have someone come in and help during vacations and may help during elections. Have lowered the travel expenses. Office supplies are the same. Goes over may begin scanning some of the microfilm. There are companies that will scan these into the computer. The companies can fix the documents and make them readable. In the process of getting some bids on this. Proposing to do so much a year until this is completed. If this machine goes down it will be hard to replace.

[11:40:41 AM](#) Record books this is budgeted for the old books to help rebind them. This is expensive as well. Put in \$2,200. These are looked at by individuals researching genealogy. Have added a cell phone line. This is reimbursed for her cell phone this is used a lot for county use half of the bill is \$50. Utilities are moved into the general fund. Professional services left the same. Lowered office maintenance. Will want to buy the extra maintenance on the new wide format machine. Dues and memberships have been lowered. Put in \$10,000 for capital equipment can lower this to \$8,000.

[11:44:41 AM](#) In the court's budget the biggest change is in a couple of the clerk's salaries. Lowered the Supreme Court training. Utilities and telephone stay because they are not under the general fund. The Public Defender contract has moved to the Indigent budget. Interpreter contract did go up due to the new contract. Office equipment left the same. Trial Court budget has come from the state. Transcripts left this the same. 5C got the numbers from Madison County this has gone up \$90,000. Most of the court budget these numbers are given to them so these amounts should be right on.

[11:55:01 AM](#) Recess

Open session 12:00

[12:02:58 PM](#) Gail and Colleen go over the Indigent budget. Have added the Public Defender the first year had \$65,000 and went over this. Colleen needs to know if this is enough. Will be getting some grant to help pay for this. Commissioner Hancock said he spoke with the Clark County Commissioner to see if they would like to combine. Discuss the office space that would be required. Have increased this \$15,000 and the conflict by \$10,000. Put in an interpreter line in this budget as well. Jail medical will sometimes get a bill from someone that is in jail. Commissioners thought they did not pay any bills from Indigent for the jail. Have not used this for three years. Legally they cannot pay fees for inmates from Indigent. Discuss inmate and indigent program. Colleen had taken the Indigent down last year. Colleen said the worst thing is they have no idea what will come in. Have to do a medical review from the professional services. Lowered the transportation line. CAT reimbursements have been doubled. Have the Food Bank so took out the food line. Only pay for cremations not burials. Chairman Raymond does not think they have enough in mental health will move this to \$40,000.

[12:22:10 PM](#) Colleen goes over Consolidated Elections salaries are split between this fund. The part-time deputy will increase because she is increasing her hours to full-time. Contracts labor increased because they had a Presidential Primary election this year. This was for the poll workers. Capital computer and other some of the computers have to get these through the state. There is some other equipment that is needed. Shonna goes over they are trying to purchase new equipment. Shonna goes over the equipment that they will need within the next two years. Commissioner Hancock thinks they need to use this money before they lose it. Discuss general and consolidated and how much money is taken from both accounts. Chairman Raymond said this is going to inflate the budget. Commissioner Hancock said they will have to add the revenues source.

[12:41:06 PM](#) General Election – Colleen feels this is straight forward. Capital computers is a saving account. Discuss computers that the state owns. Will be looking at what grade of laptop they need for the polling locations. Shonna said they are working toward this purchase.

[12:46:43 PM](#) Recess

Open session 1:12

Commissioners

[1:12:30 PM](#) Commissioners discuss their budget. They look at cell phone they have not used this line but the new commissioner may want to. Over budget on the assistant because they did not switch the payroll over on this in time. Go over lines in the budget. Professional transcriptions leave this may need this in the future. Employee recognition leave that the same. Discuss the phone budget look through the phone policy. Commissioner Farnsworth feels if he was a full-time commissioner he may consider having a county phone. Discuss lines in the budget. Contingency has been moved to the general. Discuss capital vehicle if they put in here to share a vehicle for the clerk, themselves and the assistant. Chairman Raymond thinks to move this over to the general. Tammy mentioned that they have a van that she could park here for some daily use.

Probation – Tammy Adkins

[1:31:42 PM](#) Tammy Adkins is here for her budget. Tammy goes over the lines. Have six staff eligible for the step increases. No changes until they added an internet line for the building. This needs to be around \$1,200 for the internet. Lottery funds are budgeted but have not really touched this. Go through the remainder of the lines. Discuss the capital money they may be transferring to a trust account.

Crime Defense

[1:44:34 PM](#) Colleen said they will start requesting to be paid into this. This would be around \$10,000 a year. Would like to hold this one until they speak with the Prosecutor. Commissioner Farnsworth wonders who requests this money. Chairman Raymond said all other counties pay into this. This would be to help with a capital case. This fund would come in and help pay the fees for the trials. Similar to the CAT fund. Colleen provides the commissioners with a letter. Will budget this at \$11,000. Commissioners recommends to make this payment this year.

Health District

[1:49:49 PM](#) For the Heath District this is assessed at \$126,400 for the year.

Junior College

[1:50:08 PM](#) Colleen budgeted \$100,000 they have gone over this year. If they open the budget for the Sheriff request in yesterday's meeting this will also need to be included.

TORT

[1:50:50 PM](#) Colleen said that the assessment went up.

Airports

[1:51:02 PM](#) Chairman Raymond said the airports are \$3,500 for Rigby and Mud Lake.

Veteran's Memorial

[1:51:56 PM](#) Colleen said this has yet to be requested this year.

Debt service fund

[1:52:10 PM](#) This is the amount that is owed on the courthouse. Will have to transfer money to cover the courthouse payment.

PILT

[1:52:34 PM](#) Colleen questioned they have about \$1.3 million in PILT. If they don't budget this they cannot spend this. Commissioners need to think about this one. Will probably be spending this to build a building.

Public Works – Dave Walrath

[1:53:27 PM](#) Dave Walrath is here. Will start with Road & Bridge did make a few mistakes on the salary lines. Discuss the salary lines.

[2:00:47 PM](#) Have some money in for a new truck. Grader will need to be higher than that. Colleen said in her previous notes they had put aside \$100,000. Go over the budget and trust amounts. Leave this for now will need to make some decisions on the graders whether they lease or buy.

[2:07:01 PM](#) HB312 is supposed to be accounted for separately may need to create a separate line. Discuss equipment. Dave thinks they need to start getting some used pickups. Need some reliable pickups to haul the crew. Discuss oil use. Go over the building upgrade. Dave said the fuel containment needs to be moved per the City. Go over DEQ requirements on fuel storage. It would lead to savings if they have the storage area. Then they could buy fuel when it is cheaper. Discuss the fuel storage with how much of each type they had. Did give Colleen the revenue projections. HB312 is \$600,000 projected and \$2.1 million projected revenue.

[2:26:40 PM](#) Special Road & Bridge – not a lot of changes are up on the road oil. Circle the spraying may take this out of this budget. Dave was not able to do a crushing contract. Would want to use this budget with some of the next budget to do crushed contract. Roll \$75,000 into this year. Want to use the crushed based and use bentonite in with this. Do not want to hit this with mag chloride all of the time. Need to replenish chips since they took a lot up to the Feeder. Thinking \$200,000 on 640. Discuss crusher contract may try to bring in bids by August 22. Thinks they will use Crystal Pit. Discuss outsourcing chips HK crushes them probably as well as Rhodehouse.

[2:33:31 PM](#) **Robin Dunn is in the room**

[2:33:38 PM](#) Solid Waste will circle the spraying. Ted thinks they can spray their own facility. Dave said they have had Mitch doing this. They never check in they just show up. Feels they may go spray once or twice a year. Have two bids for the scale house expansion. Decker was around \$89,000. Darrin Davies was \$59,000 but he does not have a public works license yet. Wanting to do this in the fall so they can split the cost of this project as well. Commissioner Hancock thinks they would need to move this to one line unless he can do split payments.

[2:44:55 PM](#) Dave said the scraper has one more lease payment this fall. Then will have one year under the lease term. One more payment they will own a worn out machine. Discuss the compactors from the landfills.

[2:54:13 PM](#) Recess

Open session 2:59

Sheriff's Office – Sheriff Steve Anderson

[3:00:30 PM](#) Sheriff Anderson is here for his budget. Sheriff wants them to be aware they are almost at one million in revenue.

[3:07:42 PM](#) **Robin Dunn left the room**

[3:07:49 PM](#) Have never been this good of shape. Jail is at seventy-eight percent of their budget are currently seven percent under budget.

[3:13:17 PM](#) Salaries have given step increases and minus the twenty-seven week pay period. Will now have some changes due to turnover on the salaries. Have the new resource officer position will also provide the benefits. Are working on the contract with West Jefferson. School District #251 has been contacted and are also on board with this resource officer. The IT is for Computer Arts if they go toward employee status. Have been a dispatcher down. Hoping to request a full-time dispatcher. Have a part-time position and are at 100%. Trying to schedule these is impossible. These ladies are working crazy shifts. If they could get a full time they would be able to work in day offs. Is confident if they can fully staff this would cut down on overtime. Are two percent over for overtime.

[3:23:07 PM](#) Discuss unemployment and the amounts put into this. Depends on the state whether or not the unemployment will be approved or denied. Discuss unemployment. Suggesting a raise to \$15,000 for now. Have been taking this out of the overtime line to cover. Travel have asked for \$3,100 last year they have as well and it has worked great. Office supplies are under budget so they kept this the same. Budgeted \$100,000 for fuel have only used \$42,000. Does not feel even with the increase this will not go over the \$100,000. Will need to start replacing their SUV this has made the repair costs go up. Have a few that have over 100,000 miles. Are maintaining these by getting these cars serviced. Do not pay the tow bills on DUI. Memberships and dues are all under Sam. Some of these have been doubled. Did not budget enough for dues and memberships. This is over substantially. Will now ask for \$42,000. Does not foresee this being this high again. Publications and Search & Rescue are the same. Investigations are down due to no autopsies. Uniforms he had gone to the dollar. When they get a new deputy they get all of the equipment. Have the mentality that if shirts are ordered that everyone needs them. Will not do this now. Have added up all deputies with boots on the ground. Would like to have \$250 for the year. This will be a uniform allowance. Will have the ability to go to First Responders and get what they need. They will still monitor the uniforms and their quality. Other counties do this but he does not want to cut them a check wants this to be monitored. Commissioners all like the idea. In the training line was unable to take ammunition from capital so this is where it was taken from. Spend about \$7,000 a year on ammunition.

[3:43:43 PM](#) Education at sixty-five percent. Went up on this with some new deputies needing training. Contracts cleaning is the same this is their portion. Capital vehicles this is going to replace the west side vehicles. These SUVs are more expensive. West side patrol has a lot of equipment. This represents two vehicles and equipment. Under budget for the capital vehicle this year. Capital other cannot buy perishable goods. Can use this for stripping of a car, bullet proof vests or guns. Will be purchasing guns and do need some tasers. Capital office stayed the same did just buy a copier and a shredder.

[3:49:51 PM](#) In the Jail salary changes include the step & grade or replaced positions. Absorbed some of the past record clerk responsibilities to other positions. Post certified wages are the same and the wages have to be paid while they are at POST. Overtime is at eighty-three percent. Jail food is over. Will be back up with around ten more inmates next week. Seven percent over but this could have been a lot worse. Did bump this up for next year. Jail repair are good but do need some issues fixed. If they decide to make a repair on the swamp coolers it would come from this line. Would like to do some painting. As far as supplies have found out the commissary can be used for inmates clothing. They have a good relationship with other counties and are able to house other facility's inmates. Extradition in case they go pick up inmates from other areas. Capital building upgrades do not need cameras this year. May look at electricity out in the boat shed. Chairman Raymond said for Jail food scratched in \$190,000 and medical scratched in \$250,000. Sheriff Anderson said they actively look for inmates. They want to see the numbers in nineties.

[4:01:04 PM](#) Communication – is under budget. Did add a training line have medical dispatcher training. This allows the dispatchers to attend training. Dispatchers do have to be certified and cannot take classes while they are in dispatch.

[4:03:36 PM](#) Waterways – Colleen asked if they would want a training line as well. Have certified water deputies. Kept this certified. Will not have to send them to training next year.

[4:05:04 PM](#) Highway safety grant – this was in the red for a long time because it is paid out and then reimbursed. Asking for less money this year. Sheriff Anderson goes over the differences in the justice fund. Moved all employees to forty hours a week for the office. Was at thirty-five what this does is they will go to a rule of eighty. Scheduling is easier at forty hours.

General

[4:21:11 PM](#) No salaries in the general fund. Colleen said that Carlos was in and there will should be no increase in the medical insurance.

[4:29:54 PM](#) Colleen said there is not much change with benefits. Office supplies better leave this the same. Utilities will cover the phones and power for everyone covered under the general account. Senior Citizens is down some this is split between Ririe, Rigby and West Jefferson. Leave it the same not sure why this was down. Professional services for the auditors not sure there is an increase. Rent lease office equipment is out. Rent lease other will up to \$1,500. Go up to \$25,000 on miscellaneous. Chairman Raymond would be more comfortable if this amount was broken out. Soil conservation is a set amount. Ambulance contract has gone up. Capital building upgrade is where the \$400,000 was put. May want to move this to a trust. Colleen said that they will have to transfer money to the courts. Will have to transfer from Solid Waste for the courthouse payment. If they can get this new building project up and going in the next budget year need to budget the PILT money. If this is not budgeted for then this could possibly put them over the published amount.

[4:39:13 PM](#) Commissioner Hancock thinks the building may cost two million. Could use two budgets. Possible to do half each budget or finish this as the funds allow. Colleen said the basement could be left unfinished for the Food Bank. Discuss sub issues in the area for the basement idea. Discuss RC&D. Colleen will check on this they may be requesting some additional funds.

[4:54:16 PM](#) **Motion by Commissioner Farnsworth to adjourn at 4:54. Second by Commission Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date