

**Special Jefferson County Commissioner Meeting Minutes  
Budget Workshop  
July 27, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Paul Butikofer, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance offered by Audrey Moon. Prayer offered by Commissioner Farnsworth.

**Prosecuting Attorney – Paul Butikofer**

[9:03:07 AM](#) Chairman Raymond goes over the budget process with Paul. Chairman Raymond said it is the commissioners' responsibility to set the elected official salaries. Chairman Raymond said in the suggested salaries will split these to allow the three months Robin will still be the attorney. Chairman Raymond says on Robin's budget this is the same as the previous years but only covering for fifteen weeks of payroll. Colleen mentioned that this may be less.

[9:05:31 AM](#) Paul proposed a salary of \$95,000. Paul said this is what was requested. To come up with this amount he had looked at Fremont County where the salary is \$92,366. Madison is bigger in numbers but similar in felonies they are paid \$109,667. This is where he came up with his proposed budget. Commissioner Hancock mentioned they did look at other prosecutors in similar counties. Chairman Raymond said when they compare themselves to other counties they go off of size. Jerome County is at \$71,000. Elmore County is at \$84,750. Paul mentioned he did the public defender work here for ten years and knows there is a case load.

[9:10:42 AM](#) Salaries on the next line is \$69,000 for his chief full-time deputy criminal prosecutor. Looking for an attorney that has as much experience as possible. Came up with this from the Idaho Attorney Association website.

[9:12:49 AM](#) Salary for the second deputy is requesting \$55,000. Does not think this will be full-time. Would be around 25 hours. Have had some interest for full-time for that wage. This would include benefits.

[9:14:08 AM](#) Have a receptionist for \$21,658 which is the current wage. Legal employee is at \$34,926. Victim witness coordinator is at \$29,412. These have gone down some due to the reduced pay periods. These were figured at 35 hours. Paul proposes that they change these to 40 hours. Are changing the budget to be more specific on what is being bought. In the past Paul would apply for a grant for the victim witness coordinator position. Has spoken with Sheri and she knows how to apply for the grant.

[9:18:17 AM](#) Paul said initially when they went through the budget he did not include the receptionist. Since he will not be doing any civil work he felt it would eliminate this position. Spoke with the employees and they felt they needed this position to answer phones. Based off of what Judy and Robin said he asked Colleen to put this salary back in. Intends to cross train them all when he comes into office.

[9:20:16 AM](#) Colleen mentioned they have added line items into this so it is not a lump sum. Paul goes over the added lines. Have a travel line for classes. Office supplies which they took from the overhead line. Phones. Professional legal services is used to get a second opinion. Special prosecutor amount was taken from 2015. Repair and office equipment had also taken this from 2015. For the rent Colleen said Robin is \$2,500 a month. Paul is proposing \$2,000. Full year for Paul and three months of Robins in included so this is a little high. Commissioners ask his opinion on an office. Paul will have to look around town to see what is available. Would like to have a clean break by not staying in Robin's office. A new location would be his preference. Commissioners ask about his current office not being big enough. Wants to be transparent would prefer to go to a different location. Not concerned about a big fancy office. Dues and memberships this is for Idaho State bar license fees and the Idaho Association of Prosecutors. Put down \$20,000 for office equipment since they will need to furnish the office. Will need a minimum of six computers, copier, fax machine, desks and chairs. Commissioner Farnsworth thinks they should buy everything new and then it would be the county's'. Trying to change things to go paperless. Computers will come out of the Computer Arts budget. Colleen asked if they think \$20,000 is enough. Did put \$13,500 for supplies. Discuss office supplies and furniture. Going into full-time from part-time so they are kind of unsure how this will go. Thinks the number of cases will go up. Will have the proper amount of time and attention to these cases. On the new building would like to see a secured access. Discuss future building. Discuss storage and files that would need to be kept may need a storage unit for these.

[9:44:52 AM](#) Commissioner Hancock asked if his salary is reduced how big of an issue will this be. Paul thinks its right in there but he can be flexible. Chairman Raymond thinks this is a little aggressive. Paul wants to retain good help. Knows the time that is involved in this. Chairman Raymond asked about the Capital Crime Defense fund. Asked Paul the benefit. Would cost around \$10,000 a year is unsure of what they would get back out of this. Paul brings up that Idaho has an Appellant law. Goes over this.

[9:50:39 AM](#) Commissioners asked Paul to do some research on both of these funds. Also look into a rental space and office equipment.

**Weed Department – Mitch Whitmill**

[9:54:06 AM](#) Mitch Whitmill is in attendance. Salaries have all the step & grade increases. Added \$4,056 this is for a new two month seasonal employee. Discuss how he uses employees during the season. Discuss how they handle employees where they are seasonal.

[10:07:02 AM](#) Added an unemployment line for the time employees are laid off.

[10:07:16 AM](#) Workman's comp is usually a guess each year. Discuss the lines that are over currently. Worried where he is still requesting the same amount of funds. Under on fuel due to lower costs. Chairman Raymond is concerned about upgrading equipment and then not having enough money for chemical. Mitch is trying to keep the budget as tight as possible. Bumped this up to \$47,000 would prefer this be \$50,000. Sometimes they run out of chemical for the county rights-of-way. Will raise chemicals and reduce fuel. Did have some costly repairs this year. Believes they will be okay with the repairs they have made. Trying to minimize these costs. Mitch has a rotation schedule for his vehicles.

[10:22:01 AM](#) May need to look at additional part-time employees. When they go out they take a truck and two 4-wheelers. Have three roadside trucks. One hauls the ATV, a utility use pickup and his own truck.

[10:29:29 AM](#) Needs equipment to get the work done. Needs three roadside trucks to do this work in a timely manner. They drive every mile of road in the county two times a year. These trucks only go around five miles. Did add an employee to see how this will work. Is not adding equipment this will just be updating what they already have. Will pull the \$140,000 from Road & Bridge and make the weeds their responsibility. Mitch thinks this will be a good idea it has caused some issues with them having to bill departments for the maintenance of weeds.

[10:31:50 AM](#) Colleen said they can reduce that to \$130,000. Mitch said they did seed the cell out at the landfill. Commissioner Farnsworth has some concerns about the landfill spraying weeds themselves. What would happen if they handle chemicals and contaminate the water. Mitch said there are already pesticides in the water. This is due to the reuse of the pivots. Contamination comes upstream. The main concern is to take care of the noxious weed species.

[10:36:37 AM](#) Mitch said they may have some communication issues in the beginning. Have been out at the lake more frequently this year because they have called for help. Go over the capital purchase plans. Commissioner Farnsworth goes over the trust account. They will be researching into this as an account to hold money for departments who are planning to purchase vehicles. Mitch said he will be looking at a big truck as a road side sprayer. Will crunch the numbers and go from there. For Road & Bridge 2012-2013 received \$70,000, 2013-2014 received \$138,329, 2014-2015 received \$70,000 and from 2015-2016 have \$87,000 billed. Will end up around \$120,000 for road side spraying.

**Assessor/Revaluation/Data Processing/GIS –Colleen Poole - Joyce Briggs - Garn Herrick - Sherry Lufkin**

[10:53:23 AM](#) GIS - Sherry Lufkin. This is pretty straight forward. Mapping contract stays the same. Chairman Raymond does not see any issue with this. Software does always max out. Sherry said they do not purchase software this is maintenance on the GIS and the Arch GIS online software. Have not purchased any new software. This covers maintenance on three different arch maps products.

[10:55:29 AM](#) Data Processing – Joyce Briggs and Garn Herrick. Go over the changes for Computer Arts. Have discussed having Garn work for the county as a employee position. Discuss the amount would also have to look at benefits. But would have five days of service instead of three days. For the new prosecutor computers will come out of the Computer Arts budget. Joyce said they have about twenty-five in the budget for this next year to replace.

[10:58:10 AM](#) Joyce said a lot of the times employees like different items. Will take what is being used and replace it somewhere else. Garn said they do not use Window 10 they do not like this in the corporate world yet. Get the best pricing deal with Dell. Have \$91,000 budgeted for new computers and software.

[11:02:24 AM](#) Chairman Raymond does not have any issue with the proposed changes. No other questions on this.

[11:05:10 AM](#) Assessor - provided by Colleen due to Cody being gone at training. The salaries show the step and grade and the reduced pay period. Will be moving some positions to full-time. Will have three full-time in the DMV.

[11:08:44 AM](#) Revaluation - salary will be going from part-time to full-time.

[11:11:21 AM](#) Chairman Raymond asked Colleen if this will give her enough to crunch the numbers. Colleen said this will. Has a question on the prosecuting salary. Commissioner Farnsworth asked if they feel the case load will increase. Does he really need a full-time and a part-time? Commissioner Hancock thinks he will. Chairman Raymond said he is concerned about the defense budget if they do prosecute more. A part-time deputy would be the one that would end up in the commissioner room. Commissioner Farnsworth said that this bothers him because in the forums Paul was adamant that it would be the prosecutor's job coming to the commissioner meetings. Paul may not be as up to date in civil law. Will not know what it is like to have a full-time prosecutor. Feel they may need to be conservative this year. Commissioner Hancock thinks they should be around \$85,000 to \$86,000 on the salary. Discuss other

similar counties and what their prosecuting attorney is paid. Chairman Raymond said he feels it should be \$85,000 for the prosecutor and \$64,000 for the deputy prosecutor.

[11:26:52 AM](#) Recess

**Open session 11:40**

[11:41:22 AM](#) Discuss consensus on the salary for the prosecuting attorney. Commissioner Farnsworth feels he is out-voted right now. The public did vote him in and now it is going to cost them. Decided on \$85,000 for the prosecuting attorney and \$64,000 for the deputy attorney.

[11:42:21 AM](#) Chairman Raymond said this will cost additional funds to move from part-time to full-time. Rent was taken down \$500. Have about a \$25,000 hit for equipment. Have about a \$35,000 increase net from part-time to full-time. Overall will be receiving full-time prosecutor for not a lot of difference. Will have Marilyn check on how many weeks Robin will still hold office and adjust these accordingly.

[11:45:11 AM](#) Colleen asked about the PILT account. Are they wanting to do anything with this right now? They would like to see where they are at after all the numbers are adjusted. Chairman Raymond thinks they are going to be higher than they think. They did do a lot of work and it has gone smooth. Commissioner Hancock believes revenues will also be higher to help balance this.

[11:46:56 AM](#) Commissioner Farnsworth asked if they have a revenue line for the landfill. Colleen thinks it's in the range of \$800,000.

[11:47:42 AM](#) **Motion by Chairman Raymond to adjourn at 11:48. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

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*Chairman of the Board*

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*Date*

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*Clerk of the Board*

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

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*County Clerk*

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*Date*