

**Special Jefferson County Commissioner Meeting Minutes
August 19, 2016**

Meeting called to order at 9:02. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, HR/Emergency Management/Park & Rec. /Commissioner Assistant Rebecca Squires, Fred Martinez, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge offered by Fred Martinez. Prayer offered by Chairman Raymond.

Commissioners

• **Tour Potential Buildings for Prosecutor Office**

[9:05:10 AM](#) Commissioner Hancock said that the Eye Dr. Office is around \$2,800 a month with rent being \$2,400 and having to pay half of the utilities and half of the plowing the parking lot. Chairman Raymond said they need to consider the square footage. Richard said it is about a \$1 a square foot. May want to go and look at Robin's building as well today. Rebecca asked if the price included furniture for Robin's building. Chairman Raymond said there would be another fee included for the furniture. Thompson's is an unfinished basement around \$2,000 a month.

[9:07:33 AM](#) Leave to tour buildings in attendance is Commissioner Farnsworth, Commissioner Hancock, Audrey Moon, Rebecca Squires are met by Paul Butikofer and Fred Martinez.

First tour the old Dr. Tall location at 119 N State Street. Meet with Mary who shows us the location. This has two entrances and a big storage area. Has two bathrooms. This is a large building with plenty of office space and storage. The lease amount is \$1,200 would also need to pay utilities which run around \$250 and sewer which is around \$100. Would be looking to move in around December 1 so they can get the equipment moved and give time to Computer Arts to get the programming done.

Second tour the Eye Care of Rigby location at 527 Rigby Lake Drive. This is a very nice building. Offices are a little on the small side may not be setup the way they need. This location is \$2,400 plus utilities of around \$200.

Third tour is the future home of Eye Care of Rigby. This building is not completed and is currently under construction. Appears to have five offices approximately 1,200 square feet. No price given Commissioner Hancock will contact Jason Hurley.

Fourth tour is Robin Dunn Law Office at 477 Pleasant County Lane. This is a large building. Robin leads us through the location. Is large and nice. Has a staff restroom and a restroom for clients. Has a door going outside in the back. This building also has an accounting firm in it. There is no separation of the two sides. The lease is \$2,500. Robin may consider leasing equipment and furniture with the building. Downstairs has a shower. Most of this area is unfinished and is used for storage of records. Paul asked assessed value. Robin said it is around \$600,000.

Fifth tour is Thompson Engineering basement at 215 Farnsworth Way. This is an open area with 1,500 square feet. Has two bathrooms plumbed. Will be \$1,500 and this includes utilities. This needs to be built into an office location so they would need to know as soon as possible. The parking is a little tight with not a lot of room.

[10:57:54 AM](#) Chairman Raymond goes over the buildings that were toured. Will check on the Monarch building as well.

[11:00:07 AM](#) Commissioner Hancock goes over the old Doctor Tall building is \$1,200 plus utilities, water and sewer. Will be around \$1,550 for this. The location is a little rough but there is enough room for what they need.

[11:00:46 AM](#) Dr. George's building is \$2,800 with utilities. Paul thinks it may be overpriced. The layout is not great. The offices are small but the location is good.

[11:01:46 AM](#) The new Dr. Hurley office space is probably around 1,200 square feet. Paul thinks if this comes in around \$1,200 a month this may be a good location. It does have a good layout has a lot of parking.

[11:02:18 AM](#) Thompson's Engineering location Paul feels this is the best deal but it is kind of a dungeon in there. Commissioner Hancock said that this will be new and has the biggest bang for the buck. Chairman Raymond asked if there would be any possible conflict with Thompson Engineering building where they work so closely with the county. May need to consider that. This lease was \$1,500 all inclusive.

[11:04:21 AM](#) Paul goes over between the Dr. Tall building and the Thompson Engineering building he prefers the Dr. Tall building. Commissioner Farnsworth said the parking at Thompson Engineering is limited. Tall building has more dedicated parking. Commissioners all prefer the Tall building. Commissioner Hancock said he also likes this it is a bigger location. Commissioner Farnsworth said this way there is no chance of conflict this is one level and has a back entrance. Commissioner Farnsworth said this will be temporary.

[11:08:06 AM](#) Commissioner Hancock feels Robin's building is too expensive. Commissioner Farnsworth said if they were not looking at housing probation as well it is a nice building. Commissioner Hancock will contact Jason Hurley decided later that Paul will contact him. Chairman Raymond said a thought on Robin's building they may have cash to buy. Could put prosecutor and probation in

there if they had to. Chairman Raymond is thinking to buy and build. Solve one problem now and still have money left for the next project.

[11:10:26 AM](#) Paul goes over if they did buy Robin's building. Would not be making lease payments then they could always sell this later. Would this be a good option to buy and then try and sell? Could always use the space. Commissioner Hancock thinks they would be sitting on this. Chairman Raymond said he would want to buy without the hopes of reselling.

[11:13:33 AM](#) Paul goes over the pros and cons on the Tall building and the new Hurley building. Discuss storage on this. Chairman Raymond said as a commissioner he would like to rely heavily on Paul since this will be his office space. Either of the two places will be short-term locations. Commissioner Farnsworth said if they bought Robin's building they could put a wall in dividing the area. Rebecca said the assessed value of the building is \$564,000.

[11:17:54 AM](#) Paul said he wants to get quality people working for them. Willing to do whatever they think to save money to move forward and obtain quality attorneys. Would rather save money on rent and be able to recruit good attorneys for the office. The assessed value at \$564,000 this includes the land. Paul thinks this may be a good investment. Commissioner Hancock asked how they could really use the location.

[11:22:43 AM](#) Discuss Robin's building if they were just to have the Prosecutor's office it would be fine but they also need to consider Probation. Commissioner Farnsworth thinks they need to kill the rent on both of these locations. Would not be accomplishing much only eliminating one rent.

[11:24:03 AM](#) Chairman Raymond said another thought even though they are not paying rent at the Extension Office they could move them and sell that property to build. Commissioner Hancock said they just need to move so they can guarantee to have the locations available. Ruling out Dr. George and Thompson Engineering. On Robin's they feel is too much if they went that route to rent so they would need to look at buying this location.

[11:27:56 AM](#) Fred Martinez future commissioner said in his opinion buying Robin's location may create some issues. Colleen mentioned they may look at a rent to own option that may be something for them to consider.

- **Budget Workday**

[11:31:03 AM](#) Colleen said they have set the hearing date has to be by September 6. Her clerk's calendar was incorrect and so she needs to republish this. Will re-set this hearing for September 6, 2016 at 9:00.

[11:32:46 AM](#) Colleen said that the published amount was more than originally talked about it was up to around twenty million because she added the PILT money.

[11:34:03 AM](#) Chairman Raymond goes over budget. Cody wants to drop in her vehicle line down to \$10,000.

[11:41:52 AM](#) Farrel said overall Colleen has caught onto this well this year. Most of this was already done when he stepped in. Mostly have looked at revenues and projected revenues. The general fund is in good shape. Justice and District Courts is where they run into issues. There is a limit on how much can be levied for both of these. The overall levy is not bad. Colleen said it looked good for the general but the levy limit will go down.

[11:43:29 AM](#) Farrel said around \$6.3 million can be levied. Justice has \$966,000 cash. Have \$1.3 million in PILT. Are currently looking at how to fund Justice from notes. Looked at transferring \$500,000 to Justice for this fiscal year. Housing is similar to where this was before. Does not know the prisoner counts. Not sure if this is not being billed and collected correctly. Colleen said the federal projection was \$260,000 projected but only have around \$180,000. Commissioner Hancock said the counts of prisoners are up from the year before. According to numbers he has projected showed he was covering his expenses without taking from PILT. Colleen said his revenues are up but so is his budget.

[11:47:29 AM](#) Discuss budget and how they will be transferring money. Discuss District Court and that 5C is going to be up. Go over the projections. Discuss the capital account trust lines. Commissioner Hancock said they want to budget money each year and put that money into a trust and then the year they spend this they would move this from the trust and into the budget. This is a way to not inflate their budget but to be able to save for big ticket items. Farrel said he understands now that the capital account trust line would be a part of the budget. Colleen thinks this may be easier to explain yearly then when they have a big jump. Commissioner Hancock said they do not want to put this in the budget because this inflates this. Farrel goes over his hesitations on the trust. Commissioner Hancock said it could be a capital purchase fund. Colleen asked are they going to transfer the cash each year. Commissioner Hancock thinks the funds should be transferred each year. Then this could have all the departments under the fund. Chairman Raymond said then this could be addressed yearly. Commissioner Hancock thinks this is the cleanest way.

[11:55:57 AM](#) Discuss the budget. Commissioner Hancock said that this is just some paper moving. Farrel goes over that he thought this was not going to go through the budget. Capital improvement fund is what they will call it. Goes over how they budget this fund. Commissioner Farnsworth said they may have \$600,000 and may only pull \$250,000 from this. Colleen said that the budget will be the same. Commissioner Hancock said what they take out does not get shown until they plan to spend it. Commissioner Hancock said a lot of the projects need to have money before they build so they do not go into debt. Farrel asked about when they transfer the funds. Go over the capital improvement fund and how these funds should be used and how they separate each department. Farrel said

this will be making them have some additional transfers. Colleen said the cash and the budget are different. Commissioner Hancock goes over an example with the assessor's office.

[12:07:15 PM](#) Commissioner Hancock said that now Farrel should see their thought process on this fund.

[12:08:21 PM](#) Farrel goes over the spreadsheet. His question part of the Sheriff budget is up \$700,000 and the revenues are not up that much. Commissioners are not going to fund Justice with PILT which was going toward a new building. Colleen goes over what is in PILT and the money they put in the capital building. Sheriff Anderson called into Commissioner Farnsworth.

[12:12:47 PM](#) Call Sheriff Anderson back on the phone so he can speak with Farrel. Farrel goes over the Justice fund with the Sheriff. This is similar as what they had been but the budget was up. In projecting are around \$900,000 over what is allowed to levy. On prisoner housing is similar from 2015 to 2016 but the budget was raised for 2016. Is wondering if they are missing something. Sherriff thinks they may be missing something. Sherriff does not have this in front of him. Colleen said she would like to sit down with him to review this. Sheriff will be available to review this on Monday at the end of the day. Colleen said that the overall revenues that she was given are not up. Commissioners said that they will need to review this issue.

[12:19:01 PM](#) Colleen said great to have the funds in the general but then the levy amount goes down. Farrel said the three percent is the maximum levy in the last three years. Also look at growth could end up over three percent on the levy. Recommends to levy what they are allowed. Big question on the spreadsheets is on Justice and District Court. Go over the spreadsheet. Thought court would be down because of taking out the public defender but with the additional funds going to 5C it ended up a wash.

[12:23:33 PM](#) Colleen will look at the difference for court but this budget was down. Chairman Raymond asked how they got over on the county fair. Colleen was told this was due to lots of expenses. Look at the fair budget. Farrel will also look at prisoner housing. Will be needing to get the published information to the paper. The budget does include step & grade but no COLA.

Commissioners

• Architects for New Building

[12:32:04 PM](#) Mr. Kennedy with Keith Kennedy Architects. Commissioner Hancock said he is not expecting a fancy presentation. Just looking at why they are specially qualified, technical skills, their capacity to complete this project, past performance and the way they structure their fees.

[12:33:10 PM](#) Commissioner Hancock said that they need an architect to give them advice on the size. The biggest issue will be budget. Do not have an open amount to spend and they want to get the biggest bang for the buck. Looking at a standalone building next to this building on the south.

[12:34:51 PM](#) Mr. Kennedy goes over similar projects they have done would be First American Title, the Snake River Animal Shelter did an extensive addition to a Church. Commissioner Farnsworth would like this done as soon as possible. Go over time frame and the schedules they would have to meet.

[12:39:38 PM](#) Chairman Raymond said they are looking at simple and straight forward. Commissioner Hancock thinks they are looking for the best design with the largest amount of square feet. Mr. Kennedy said can do a square box and make the front look good.

[12:40:30 PM](#) Commissioner Farnsworth said they did an annex for the Sheriff's office in Bonneville County this is a basic design but this looks really nice. Commissioner Farnsworth would like to have the front of the annex blend into the courthouse. Commissioners bring up flat roofs. Mr. Kennedy said that they are not against flat roofs but they can design whatever they want. Commissioner Hancock said they are looking at insight on their options. Goes over some options on the building.

[12:47:18 PM](#) Commissioner Hancock asked if they ever use a project manager. Mr. Kennedy said he did on the first job he had ever taken. His personnel feeling is that they sometimes charge too much for the same responsibilities that their firm would provide as far as management.

[12:51:41 PM](#) Commissioner Hancock asked about compensation. Mr. Kennedy said they usually do lump sum or could go off of the construction costs. Usually would be around five percent. Commissioner Farnsworth goes over what they are looking to house in this new location would be Probation, Prosecutor, Extension Office and possibly the Food Bank.

[12:55:14 PM](#) Commissioners go over the needs of the county. Looking at doing three stories which would make them need an elevator. Commissioner Hancock said they are looking at those who they would like to negotiate with. Goes over other projects they have completed. Commissioner Hancock asked about a charge on a preliminary? Keith opened his own office in 1990. Worked for Sunberg for three years. Been doing this a long time with both commercial and residential. Commissioner Farnsworth discussed the needs for the elevator to move records as well as to get the food in the basement. Chairman Raymond brings up the potential sub water. Commissioner Farnsworth said that August is the time to dig the hole. Commissioner Hancock said they are trying to make up a short list. According to State law can negotiate with architects. Brings up they have not built a lot of office buildings. Mr. Kennedy said they have built buildings that were more complicated. Goes over some of the specialized offices they have done. Did Melaleuca's Powder Plant. Also designed Frank's home.

[1:11:23 PM](#) Commissioners thank them for their time. Commissioner Farnsworth has another architect coming at 1:15. Chairman Raymond brings up an issue will call Robin in for it.

[1:13:58 PM](#) Chairman Raymond discusses a road that Willard Price was supposed to finish. The City was going to file a lien on this but Willard went ahead and put a lien on this himself. He filed a lien on himself on behalf of the City for \$10.00. The county owns the south half of this they have one-third of the project. The City wants to make an LID and wants them to participate with \$67,000. LID is Local Improvement District. Commissioner Farnsworth asked about the lien. Looks like he has put the lien on behalf of the City on himself. Discuss roads in the county. Commissioner Hancock asked why this would cost \$500,000 for this road. Go over the cost estimate. Commissioner Farnsworth said that they own a paver. Chairman Raymond said that this will have to go into Road & Bridge budget if they want to proceed.

[1:18:54 PM](#) **Robin Dunn is in the room**

[1:19:00 PM](#) Chairman Raymond said he explained about the LID and the \$67,000. Robin is not sure they can do an LID. Robin shows what is being proposed on the Annis Highway. County share would be around \$67,000. Robin said that this project would be around \$200,000 for the entire road the entire project would be around \$500,000. They do have property that is worth something but it has two liens already. Robin said if the City would get the county to do this instead of a private company it would cost less. Road is around twenty-eight feet wide. Chairman Raymond said the question is if they will be able to include this in the 2016-2017 budget. Robin said they may not get this done but may want to put money aside.

[1:27:05 PM](#) Scott Nielson with nbwarchitects, P.A. is here. Scott is a resident of the county. Have five licensed architects in his firm. Have been in business since 1959 he is now a senior partner. Firm has been licensed in eleven states. Currently licensed in eight states. Primary clients currently LDS church, Kenworth Sales, Broulim's, Beehive Credit Union, Zions Bank, South fork Elementary. Have projects all over the valley around northern Montana to Las Vegas. Well qualified and have a lot of experience.

[1:30:49 PM](#) Scott said that office buildings are not specialty buildings these are not technical in nature. Prior to Melaleuca's new headquarters they did a major remodel of the old headquarters. Understands the needs for offices. Commissioner Hancock asked about getting biggest bang for the buck looking for cost effectiveness to build. Looking for guidance as well.

[1:34:04 PM](#) Scott said they have twelve people in the office to complete the work in a timely manner. Would let them know who the team would be. Does not see a problem performing.

[1:34:59 PM](#) Scott said they have been here since 1959. Have a good reputation in the valley have a good relationship with clients. Best thing is lots of communications. He has been doing this forty-five years. Can move as fast as they can make decisions. Well into using new software that gives them more capability.

[1:39:18 PM](#) The firm has a hands-on approach they are personally involved. Would want them to have their traditional service.

[1:40:51 PM](#) Commissioner Hancock asked if they work with a project manager. Scott said they have worked both ways. Some owners choose to have a project manager. They do not mind this but the majority of their projects do not have a manager since they are more of hands-on company. Many general contractors have a project manager. Commissioner Hancock said they may look at different methods of designs. Scott said he has been doing this a long time and have seen a lot of firms come and go. Do a lot of work out of town. Local firms have dwindled down recently. Appreciates them looking at local companies.

[1:44:41 PM](#) Scott asked if they could go over their project. Commissioner Hancock goes over they are looking at Prosecutor Office, Probation, 4-H Extension this is due to how the county is growing.

[1:46:50 PM](#) **Robin Dunn left the room**

[1:46:56 PM](#) Chairman Raymond asked timeframe. Scott said that timeframe would depend on the square footage. They do a brief programming in writing. Would take this through graphical review for site layout and plan review. This is the decision stage. Could be forty-five day period if they could be attentive to them. On 10,000 square feet would be around eighty to ninety days and around a month for bidding. Estimates they would be around six months out. Could possibly go out to bid around February or March.

[1:51:16 PM](#) **Robin Dunn is in the room**

[1:51:50 PM](#) Chairman Raymond goes over the issue with housing probation and prosecutor in the same building. Will need something in the middle to divide this as well as separate entrances.

[1:52:36 PM](#) Would look at around a solid wall and security protection. Will also need to expand the parking. The power is on city services.

[1:59:00 PM](#) Scott said as far as office space they need to look at individual comfort and how they zone the heating and the cold. Can give each room some control.

[2:00:57 PM](#) Commissioner Hancock asked about their compensation. Scott goes over they are flexible. They have to cover their costs. Use this on a construction basis start out around seven percent. Go all through engineering and through construction before they close out. Smaller projects tend to be more since all the steps have to be taken still. Scott said if they would like a bottom line would

maybe consider doing a fixed fee. Either way works sometimes if a client is unsure they will do time or materials for the first phase until they decide. No further questions. Scott said that they prefer to be on local projects.

2:08:12 PM **Recess**

2:09:09 PM Commissioner Hancock goes over some questions for the architect. Will be meeting with individuals and will make a short list of firms to invite back. Jonathon Gallup goes over that the firm they work with is ALC they are based out of Eagle Idaho. The Idaho Falls office is relatively new. Jeff Meyer has been in the area for over twenty years and have done plans for all over the area. Jeff goes over recently did a 20,000 square foot medical building in Idaho Falls. Lot of the building he has done are 5,000 square feet to 10,000 square feet. Jonathon said the great thing is they are relatively small have the two of them located in the Idaho Falls office currently but are more available to the customer. Did have a summer intern who just went back to school so they will be hiring a full-time individual here soon. Jonathan has two more exams to become a licensed architect. The licensed architects are in the Eagle location. Have an individual come down from Eagle each week. In the area they have done the new District building and the South Fork Vet remodel.

2:17:10 PM Jonathan asked how they had heard of their company. Commissioner Hancock said he had done a search and that is where they heard about ALC.

2:17:35 PM Jonathan asked about their time frame. Commissioner Farnsworth goes over the departments that are going to be put into this new location. Chairman Raymond said looking at an annex building. Commissioner Farnsworth said they have toyed with an elevator to be able to have an upstairs and a basement.

2:20:04 PM Commissioner Farnsworth brings up the annex in Bonneville County. May look at something similar so that they can grow as needed. Biggest issue may be sub water if they have a basement included. Jonathan goes over they will go through the plans. Working with them will always have that collaborative plans so that this will meet your needs.

2:24:20 PM Chairman Raymond said if they were to decide soon how long their time frame would be. Jeff said it does depend on the back and forth on the schematics. Around two to four weeks to come up with a good idea. Depending on how fast they want this it has been tapering off.

2:31:52 PM Likes to use their general contractors even if they are more to have this done and if they are. Discuss lowest bid.

2:33:12 PM Commissioner Hancock asked about compensation. Usually around six percent. Jonathan said there will be pay outs as progress payments.

2:36:18 PM Commissioner Hancock talks about flat roof may want a pitch roof. Jeff would then bring in their mechanical engineer to make sure they could heat and cool the building.

2:38:49 PM Commissioner Hancock asked about a project manager can they do this or is that something they handle. Jonathan thinks this could be included in with their services. Could set up bi-weekly meetings with the contractors. Some clients are very involved and others like the contractors to run with the project. Would need a general contractor. Commissioner Hancock said the project itself will go out to bid. Jonathan said they could do either way. Chairman Raymond said they are currently going through budget so they will move forward after Sept 6. Will also need to look at parking. Thanks them for their time.

2:46:35 PM Will see where they are Monday as far as the budget.

2:46:59 PM **Motion by Commissioner Farnsworth to adjourn at 2:46. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date

