

**Special Jefferson County Commissioner Meeting Minutes  
August 30, 2016**

Meeting called to order at 8:10. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, HR/Emergency Management/Park & Rec. /Commissioner Assistant Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of board. Pledge of Allegiance lead by Chairman Raymond. Prayer offered by Commissioner Farnsworth.

**Commissioners**

**8:12:35 AM** Motion by Commissioner Farnsworth to amend the agenda to allow an executive session 74-206 (B). Second by Commissioner Hancock. All in favor – aye. Motion passed

**8:13:00 AM** Motion by Commissioner Hancock to go into executive session 74-206 (B) – Personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond. Motion passed.

**Open session 8:29**

**8:30:06 AM** Motion by Commissioner Hancock to approve a personnel action form for a deputy clerk with change of grade to a 6/12, approve change of grade in the assessor's office to a 6/4, approve change of grade in the treasurer's office to a 4/2, approve change of grade in the GIS mapping approve grade to a 7/11 and in the Weed department if necessary to a approve a change of grade to a grade 6. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

• **Budget Work Day**

**8:33:05 AM** Colleen goes over what she has done with the budget. Had taken down the capital line down for the Assessor. In the fair there was a line for \$20,000 this was for a grant match to pave the Mud Lake Fair parking lot. Were able to take this down to \$10,000. Salaries were taken back for the Clerk, Assessor and Treasurer. Chairman Raymond said there had been a suggestion to the clerk to raise dental \$2 a month and adding a two percent COLA county wide. Doing this put them over the published amount. Are back to where they were. No elected officials other than the coroner will have an increase this year. All other elected officials will receive the same salary. Colleen said without the COLA they did not increase the dental. Chairman Raymond said no increase in dental or health insurance. The difference between salaries will be the step & grade. Colleen goes over on the District Court has worked with Tammy to make some cuts on this. Budget ended up a little over \$20 million. This is up because they budgeted the money from PILT to be able to proceed with a building. Colleen said the cash has already been there. Chairman Raymond said they need to be able to explain this to the public. Part of this is due to the building. Have revenue increases in highway user fees and justice fund. Rebecca brings up may do a press release.

**8:39:19 AM** Chairman Raymond said there is \$670,000 in the capital improvement fund. \$676,658 was transferred from the building trust to the general these are unrestricted funds moved these to the capital improvement fund. Chairman Raymond no PILT is used in this fund at this point. Did the usual to Debt Service fund. \$210,000 will be transferred from general to district court. \$468,997 was transferred from PILT to the Justice Fund. Colleen said they did want to have this be \$400,000 but cutting the budget will push them right against the levy limit.

**8:41:45 AM** Colleen goes over what they have in PILT. Should be receiving another payment this year. This is not guaranteed money but have never heard they were not getting this. Colleen goes over will be good with funds for a new building. Only other transfer is \$100,000 from Weeds. Will not have this next year because they changed this and moved this money to the Weed budget.

**8:44:22 AM** On levy rates did a transfer of \$100,000 to special Road & Bridge and the Health Department to be able to levy more.

**8:46:06 AM** Looking at the bottom formula are at zero to cut and this is a balanced budget. Colleen goes over additional cash and the problems this creates on being able to levy. With the transfers they are good on their levy rates.

**8:47:27 AM** Sheriff Anderson asked about the transfer to the Justice fund and the cash they have in the Justice fund. Colleen goes over they have to transfer these funds. This takes time to catch up. Commissioner Hancock goes over scenarios with Sheriff Anderson about the budget. Chairman Raymond goes over legally they can only levy a certain amount this creates \$2.55 million but they have a \$4.4 million budget.

**8:51:35 AM** Colleen goes over having too much money will make the levy limit go down. Commissioner Farnsworth brings up resealing the parking lot. Colleen goes over the amount in the improvement line fund. Chairman Raymond said they have thirty days in this budget to try and get this done. Road & Bridge could reseal the parking lot but could not put lines in. Chairman Raymond thinks they should get with Dave and Bryan and get this done. Commissioner Farnsworth said they may want Mitch to sterilize the weeds again.

[9:02:12 AM](#) Chairman Raymond asked for any other questions. Colleen said there may be a small change in a salary. Will do the forgone amount. Will have all of the resolutions ready for the budget hearing. Rebecca asked about a press release. Commissioners and Colleen think this will be a good idea to help them realize why the budget is where it is. Levying \$6.298 million. Colleen said when she does the levy rates she will have last years as well to compare this to.

[9:07:01 AM](#) Rebecca brings up the accountant building. They contacted her and want to know what they are planning. May have another offer. Will look at this more on the next meeting.

[9:14:05 AM](#) Go over meetings for September.

[9:15:28 AM](#) **Motion by Chairman Raymond to adjourn at 9:15. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

**Open session 9:21**

Chairman Raymond said an indigent case came up and they will consider this due to a hard deadline.

[9:21:36 AM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (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 9:34**

[9:34:30 AM](#) Chairman Raymond goes over case #2016-5 does not need any action taken on this today.

[9:35:47 AM](#) Robin brings up he was on the agenda and was taken off. Steve Dalling has resigned and he has four months left. Have two ways he could handle this. Would prefer to split his work and they would split his salary. Or could get a young attorney who is looking for some experience to come in and work for four months.

[9:37:16 AM](#) **Motion by Commissioner Hancock to amend the agenda to discuss the deputy prosecuting attorney who has resigned from his position and what action will be taken for the remainder of the year. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[9:38:09 AM](#) Chairman Raymond said a budget was set and approved gives the elected officials there set salaries to cross the line and double pay will be a struggle. Would prefer they brought someone else in. Commissioner Hancock said they may be able to bump up Amy’s salary since she is a deputy. Robin said he has five jury trials this year still. Chairman Raymond thinks he needs to manage the office as well as he can. The budget has been set for this year and the next year. Could use Amy. Robin goes over how they would do this. Robin wants to make sure this is covered. Colleen goes over with payroll would have to submit more hours. Robin said she is salary. Colleen asked how this would be paid out of both lines. Robin said they could double her wage. May need to check with payroll on how best to handle this change.

[9:45:14 AM](#) **Motion by Commissioner Farnsworth to adjourn at 9:47. 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*

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

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