

**Special Jefferson County Commissioner Meeting Minutes
September 16, 2016**

Meeting called to order at 9:00. 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 led by Commissioner Farnsworth. Prayer offered by Chairman Raymond.

[9:04:57 AM](#) **Motion by Chairman Raymond at the end of this agenda to add an executive session (F) - Legal and a discussion on architects. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

COMMISSIONERS

• **CERTIFY LEVIES**

[9:05:27 AM](#) Colleen gives the commissioners the levy rates. Goes over the sheets she has provided if they see any over the limit this is what they need to watch for. Chairman Raymond said the left column is this year, the middle column is the maximum levy and the right column is last year. Colleen said obviously there are some differences. Some of them do not have the same funds levied. The judgement was Pacificorp and that is off this year. Special Road & Bridge wanted this separate from the county highway so this is under its own. Goes over the other sheet is the one that will actually be turned in. Chairman Raymond said it looks like the levy rates have gone down a bit. Commissioners review the levy rates. Rebecca said for the public when the levy rate drops a little bit this will help offset the increase of valuation. Chairman Raymond brings up on the news he had heard School District #251 will be having an emergency levy asked if this includes this. Colleen said that will show up next year. Chairman Raymond said this is an emergency levy where they take the funds now without it being on a ballot. School District #251 has added 182 students this year. Colleen said that would not impact the rates until next year. Colleen said a few districts that were in good shape did not take the maximum levy. Chairman Raymond said Roberts is the only one who took TORT. Colleen said a lot of them take the general. No limit on TORT but they are dedicated funds.

[9:12:34 AM](#) Colleen goes over the other sheet is the same as the first column just does not have the maximum levy rate or last year's levy rates. Colleen said only one other than the county took the forgone amount and she has a resolution for that. Will add this as an exhibit. Colleen said the districts did a good job of publishing these and getting these in on time. Commissioners review. Colleen said these are due to the state on Monday. Will get a hard copy mailed in today and has a form that has to be filled out online.

[9:16:24 AM](#) **Motion by Commissioner Hancock to certify the county levy rates for Jefferson County for 2016-2017. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

CLERK – COLLEEN POOLE

• **PROSECUTOR BUILDING**

[9:16:54 AM](#) Colleen is bringing up the building for Paul Butikofer who is out of town. He had wanted to know if they were going to buy the Dunn/Poulsen building or if they needed to find a building to lease before they lose their options. Colleen thinks he is considering the old Doctor Tall building. Wants to know if they want to move on this lease before they lose the location. Colleen mentioned they had discussed lowering the rent while they are not in the building but will need to verify this. Could start wiring this and getting furniture in. Chairman Raymond said last they met they did not have a motion but did have a two to one vote that they were not going to proceed with the accountant building. Chairman Raymond said as long as he stays in budget he is not concerned about where he goes wherever Paul feels comfortable.

[9:19:17 AM](#) **Motion by Commissioner Farnsworth to grant the prosecuting attorney elect the authority to rent the old Tall building or another one that is suitable and within his budget. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

PUBLIC WORKS – DAVE WALRATH

• **CRUSHING BID RESULTS**

[9:20:16 AM](#) Dave Walrath is here goes over they did have a bid opening for the crusher bid. Only received one bid. Rhodehouse was late so Dave did not accept their bid. The bid was two hours late and the bid docs were explicit that this needed to be in by a certain time. The other bid that was received was from Western Construction. We have never received a bid from them. Dave said one good thing is they are available soon and he has great confidence in their end product. In the bid docs it specified that they can adjust quantity as needed to match the dollars. Has a start date of September 26 and has a finish date in December. Commissioner Hancock

asks what the total bid from Western was. Dave said it is \$203,150 so a little more than last time with Rhodehouse. But last year it took Rhodehouse five months to crush the material they had. Feels that Western will get in and get out and does have a good product.

[9:24:43 AM](#) Commissioner Farnsworth asked why this was not brought into the clerk's office and given to the commissioners to open. Rebecca said she had looked into the law on this. Rebecca reads what she found. Compiling of bids can be received and compiled and presented to the governing board or a designee. Two ways to look at this the public works director has compiled the bids or could look that Dave is the public works director so he could be the designee. Dave said the bid doc had a public bid opening date which Dave did here in the commissioner room. He wanted to push this as hard as he could time wise. Jeremy with Rhodehouse showed up but was here too late so his bid was not accepted. Commissioner Farnsworth thinks since there is only one bid so it may not be an issue.

[9:26:57 AM](#) Chairman Raymond said this was done before as a practice the bids were opened in the commissioner meeting. This is not statutorily necessary. Dave would have liked to do that but with the commissioner schedule it was hard to make it happen. Chairman Raymond said that the advertisement was in the bid doc which documented when the bids would be opened. Dave said ultimately would like to move toward electronic bidding. Rebecca brings up another thing that written objections must be received at least one business day before the date the bids are set to be received. Asks if any objections were received. Dave said that Rhodehouse is objecting but they did not do this formally and their bid was late.

[9:31:13 AM](#) Commissioner Hancock said they feel bad that Rhodehouse has been doing this for years but they were not getting this done in a timely manner. Surprised they did not receive more bids had around four last time. Dave said he feels the start date may be the issue but he wants to get some of this done in both budgets. Look over the bid. Dave goes over he may change the quantity. Commissioner Hancock said it looks like they have met all of the requirements.

[9:37:26 AM](#) **Motion by Commissioner Hancock to go ahead and accept the bid from Western Construction for a total amount of \$203,150. With quantity that may be adjusted as needed by the administrator. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **GRADER LEASE**

[9:38:13 AM](#) Dave goes over in the lease agreements for the graders this shows that there was a first year lease payment. Has a copy of a wire transfer from Western States to Summit Bank for the first month lease payment that was paid for by the trade-ins. Discuss paver and the work they have done.

- **WALTERS PIT**

[9:42:07 AM](#) The Walters pit this is a used up gravel pit adjacent to the county line landfill. Had Brent Thompson & Associates appraise this property. Mr. Thompson came up with \$45,000 which is for both pieces the 18.6 acres of the excavated gravel pit and the 5.16 acres. Commissioner Hancock asked if this is in the budget for 2017. Dave said yes in the landfill development and he considers this to be development. Are running out of space and would provide space for a possible future transfer station. Dave has spoken with Mr. Walters a few times and is fine with selling this just needed an appraisal. Commissioner Hancock said this will take some of his liability away if we buy this. Commissioner Hancock asked if they will just smooth out the pit. Dave said yes will use this to expand the C&D.

[9:48:03 AM](#) Chairman Raymond said he is in favor of this but will not be able to act on this until the next budget. Dave just wanted them to know this was out there. Commissioner Hancock said he will probably need to share this information with Mr. Walters. Chairman Raymond said he could share this information with Mr. Walters but should have the negotiations done here in an executive session. Dave said as far as transfer stations go they will not permit these on existing landfills. With that in mind they would have to dedicate an area for this. Dave does not see this being a problem.

- **CIRCULAR BUTTE SCALE HOUSE EXPANSION**

[9:51:41 AM](#) Dave said had Daren Davies who was going to do this expansion does not have a public works license. He has been too busy to go and get this license. Only other quote he got was from Decker and this was \$83,000. Decker does have a public works license and has done work for the county before. Commissioner Hancock asked what Darren's price was? Dave said it was around \$59,000 but he has been hard to track down. Chairman Raymond said that price might go up if he was forced to get a license. Dave said they both had the same layout of the building. Dave said there is not a lot of public works licensed people available. Since this is under \$100,000 so he did not have to have a sealed bid opening. It is required to have a public works license on anything over \$10,000.

[9:56:56 AM](#) Chairman Raymond said that he would like to have this stay local but would like to see a more competitive price. Between the two amounts there is a lot of difference. Commissioner Hancock said they may need to negotiate on this. Chairman Raymond would like to see them negotiate on this until they all feel comfortable to move ahead. Rebecca goes over how to find people that do have public works license. Dave mentions he will be looking at doing the parking lot on a weekend or a holiday may consider doing this in October on Columbus Day when no one is here. Dave has a load of oil coming that they will stockpile for this project.

PARK & RECREATION – REBECCA SQUIRES

- **SHELTER ROOFING BIDS**

[10:02:13 AM](#) Rebecca said they are looking at replacing the roofs on the shelters at the lake. Need to do something about this or the shelters will be ruined. Have three quotes. Goes over her company of choice wants half of the payment upfront for materials and the other half when they are completed. Commissioners review bids. Rebecca mentioned the gauge is not on the quote but will probably be twenty-nine gauge like the other quotes.

[10:05:26 AM](#) **Motion by Commissioner Hancock to accept the bid from Tri-State Roofing for \$6,900 to re-do the shelter roofing at Jefferson Lake. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:06:19 AM](#) Rebecca said she is testing the waters on exploring some off season programs at the lake like holiday ideas. Commissioner Hancock thinks this is a great idea if she has the staff or volunteers to do this. Rebecca is considering partnering with an organization such as The Education Foundation who has the manpower. Commissioner Farnsworth thinks it would be cool to see the lake decorated for Christmas and have sleigh rides through the area. Commissioners all think this would be a good idea.

COMMISSIONERS

- **ARCHITECTS**

[10:08:52 AM](#) Commissioner Hancock thinks they need to narrow this down. Based on the presentations he has two that stand out which are nbwarchitects and CRSA. Chairman Raymond would rather get this down to one. Commissioner Hancock said he has personally worked with nbwarchitects but both of them are qualified. Commissioner Hancock said they have both indicated that this will be straightforward build. Commissioner Farnsworth asked on each of their timeframe? Commissioner Hancock said they both could get this done in the timeframe that is needed.

[10:10:58 AM](#) Chairman Raymond said another question is whether they need a project manager that represents their interests. Commissioner Hancock said his thoughts are he wants to talk to the school board members about if it benefited them having both an architect and a project manager. Commissioner Hancock said he had been a project manager for years so he knows the benefit but would like to visit with the school district to hear their thoughts.

[10:13:17 AM](#) Rebecca said her husband is a certified project manager. They rely on scope, schedule and resources. The resources will be written in stone. Project manager will adjust those other two points to make sure they are not going away from the plans. Rebecca is not sure if a project manager is critical for this project. Commissioner Hancock said he is also a certified project manager. Commissioner Hancock said he will contact the school and get back on the project manager at the next meeting. Feels that sometimes they have a lot of authority. Rebecca said that would depend on what they authorize.

[10:16:37 AM](#) Commissioner Hancock thought on the architect once they pick one they will need to discuss the design, fees and time schedules. Need to decide what the needs of the county are so will need to know what they are going to house in the building and what their needs are. Chairman Raymond asked Colleen about the Food Bank. Colleen said if they do proceed with one in the basement and they go away from this then they could use this as storage. Commissioners agree upon nbwarchitects. Will move forward and can formalize this decision when they meet again.

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[10:21:00 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 10:33

[10:33:49 AM](#) Chairman Raymond said they have been in executive session to discuss personnel. No action taken today but will revisit this issue in the future.

- **EXECUTIVE SESSION 74-206 (F) - LEGAL**

[10:34:02 AM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (F) – Legal. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 10:56

[10:56:15 AM](#) Chairman Raymond said they have discussed some legal issues did have their attorney on the phone. No action taken and no decision made.

[10:56:37 AM](#) **Motion by Commissioner Hancock to adjourn at 10:56. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date