

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

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Planning & Zoning Naysha Foster, Treasurer Kristine Lund, Assessor Cody Taylor, HR/Emergency Management/Park & Rec. /Commissioner Assistant Rebecca Squires, Attorney Robin Dunn, Maintenance Bryan Briggs, Fred Martinez, Weed Department Mitch Whitmill, Extension Office Lorie Dye, Public Works Dave Walrath, Sheriff Steve Anderson, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge led by Mitch Whitmill. Prayer offered by Bryan Briggs.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:01:46 AM](#) Chairman Raymond introduces Ray from Eastern Idaho Public Health. Ray Keating said he is here today to announce his retirement after sixteen years wanted them to know how much he has enjoyed working with them over the years. Introduces his replacement Vincent McHenry. Chairman Raymond wishes him good luck. Vincent McHenry said he will be Ray's replacement and is ready for the great opportunity to learn.

[9:04:24 AM](#) Clerk Colleen Poole has a few things. Has a copy of the departments' budgets these are the final approved budgets. Next item is they have the vehicle insurance documents. Last year this was a mess had a lot of vehicles on there that they did not have anymore. If there is any way they could provide her a list of vehicles to verify everything is covered. Sheriff Anderson mentions to check this carefully they were being insured for equipment they have not had for years and things that they did have were not covered. Colleen said that this insurance covers everything in the county. Colleen provides insurance cards to put in their vehicles. Chairman Raymond said when they do purchase a vehicle to have this titled to Jefferson County and not specific to department. Last thing is that Marilyn keeps an inventory of items for the county. This has not been done for a few years so need to work with her to get this updated. Colleen said that Joyce has the master list for computers.

[9:10:36 AM](#) Assessor Cody Taylor does not have anything.

[9:10:41 AM](#) Treasurer Kristine Lund has a few things. Goes over excess funds. Kristine said that they try to keep property owners without excess costs by actively working on delinquent accounts. In August had a treasurer conference an emotional item was an active shooter presentation which was impressive. Discuss how school districts come in and discuss coverage. How many fire drills are done compared to active shooting drills. Need to look at where the burden falls. Goes over there was a false alarm here and a lot of employees did not know what to do. Need to have employees safe so thinks this needs to be firmed up on the directions on what to do in case this happens. Have had some training from the Sheriff's office in the past. May need to think about working on this. Chairman Raymond asked when the last training was. Everyone believes it has been a few years.

[9:19:03 AM](#) Planning & Zoning Naysha Foster have seen a peak this month have done thirty-three building permits with sixteen single family dwellings and seventeen miscellaneous permits. Down a staff member so the office has been busy. Will begin interviewing for a building inspector next week.

[9:19:47 AM](#) Kristine said she has to advertise for her seasonal help for December. If anyone has someone that is part-time in their office that would be available to work in her office let her know. Would be easier to find someone already on the payroll.

[9:20:46 AM](#) Weed Department Mitch Whitmill does not have a big list. They did complete a state project last week. This was a good success. Had a few landowners participate but this was mostly agency individuals. Did complete a work agreement with BLM for the next three years. Mentioned that they will be getting with departments about snow season and ask that they do not leave county vehicles parked in the same place each day.

[9:25:38 AM](#) Sheriff Steve Anderson said they have a busy season coming up. Will be starting their angel tree earlier this year this is for the families in need during Christmas. Had a great time networking at the IAC conference with everyone.

[9:27:06 AM](#) Public Works Dave Walrath on the Road & Bridge side are finishing the paving. Will be fog sealing the courthouse parking lot. Will be working with a skeleton crew have guys out helping with harvest. On the parking lot weather permitting will be doing this on Columbus Day so if they could have all of the vehicles parked out in the gravel. Discusses a boat ramp out by the Heise Bridge on the south bank. Solid Waste are where they need to be to certify cell one. Had too much fill on the first cell and created too steep of edges. With the additional counties bringing out garbage the cells are starting to fill up faster. Chairman Raymond asked on the BLM project on the boat ramp does this involve private or county land. Dave said this is mostly BLM land.

[9:35:26 AM](#) Maintenance Bryan Briggs does not have anything. Complements all involved in doing the best things for the county. Appreciates the information on helping him do his job. Chairman Raymond asked about the striping on the parking lot. Bryan said they will need to decide how they want to have this done. Have been monitoring the leaks in the jail from the recent rain.

[9:38:00 AM](#) Attorney Robin Dunn goes over the Jefferson County has won the Andrea Lee case. Federal Court has ruled in the county's favor. Paul Butikofer will be sworn in today so he can begin learning the office and get acclimated to the county.

[9:39:20 AM](#) HR/Emergency Management/Park & Rec. /Commissioner Assistant Rebecca Squires. Today is the last day at the lake. Had a great season and has been a positive year. Emergency Management side she went to trainings this last week. Discusses the Henry's Creek Fire this did affect Central Fire since they went out and helped. Brings up in the personnel policy in case of a disaster this would move exempt employees to a non-exempt status so that they can be compensated for the additional hours. This would be a declared emergency through the commissioners. HR congratulates the Sheriff's office for promoting within. When they do promote should have an employee action form. If they could change this effective date to start in the beginning of a new pay period since cannot change pay during the middle of the pay period. Sheriff goes over he believes this is the anniversary date. Rebecca said this needs to be the date the pay increases. Looking for feedback have been looking for office space. Need some office space for a Public Defender. Second is she will be hiring someone for Park & Recreation and Emergency Management. Have been eyeing the break room and dividing this into two offices. Rebecca asked how much of an impact this would be. Naysha said they feed their Planning & Zoning board in their thought they were not supposed to eat in the commissioner room. Cody said this leaves nowhere for employees to meet. This is a polling location. Discuss having a divider that can be taken down. Commissioner Farnsworth said they could use their office as a temporary location for the Public Defender. Courtroom 4 is the Jury room. Kristine goes over what space is needed. Rebecca also has a lake manager position she will be hiring for. Kristine said they have a cubical in her front area but would not want this to be permanent.

[9:55:39 AM](#) Commissioner Hancock had spent some time over in Boise and were educated.

[9:56:06 AM](#) Commissioner Farnsworth said he got to stay an extra day. The mental health meeting had a lot of information. It was informative and interesting. Sheriff Anderson said that mental health is a daily grind for the community. Believes they try and do the best they can to get the individuals the help they need. Sheriff said they can do a mental hold for 24 hours but they would have to take them to the jail. Mental health is frustrating because these are people's family and not necessarily criminals. Commissioner Farnsworth said the cost for these mental holds is in the billions of dollars.

[10:04:12 AM](#) Chairman Raymond goes over lastly what would they like to do as far as a Christmas celebration. Sheriff said they could use their facility again. Chairman Raymond said they now have full-time IT hire. This is Garn Herrick and he will be here starting October 11. Will still be using Computer Arts for programming. Did go through an interview process and he has accepted the position. Commissioner Hancock said this is savings as well as a full-time coverage.

[10:11:08 AM](#) **Robin Dunn is not in room.**

MAINTENANCE – BRYAN BRIGGS

• MAINTENANCE CONTRACT

[10:11:54 AM](#) Chairman Raymond said these contracts are not ready will put them on the next meeting.

JOSE ROLON

• TAX CANCELLATION/HOMEOWNER'S EXEMPTION

[10:12:54 AM](#) Jose Rolon 3983 E 20 N Rigby. Alvarado Mendoza is here to interpret he is from Idaho Falls. Mr. Mendoza goes over that Mr. Rolon had his homeowner's exemption cancelled. He had retired last year and went to California for the winter. When he came to pay his taxes they had taken the homeowner's exemption off. Had left in December and was back in March. Marilyn Willis and Cody Taylor are here from the Assessor's office. Cody said his address was changed not just temporarily forwarded. Marilyn goes over a year ago they had the same issue had sent out the assessment notices and had received this back. That is usually an indication they are not living in the home. So they created a letter detailing that the exemption would be removed. Ended up giving the benefit of the doubt and did not take this off that first year. Apparently Mr. Rolon had spent the winter in California with his daughter. When the assessment was sent out the address was said it was changed so they got the letter back again. After speaking with the assessor they had decided to remove this exemption. Marilyn said this has to be the primary residence. Mr. Mendoza said there is a little bit of a language barrier and is here about a solution. Marilyn said this exemption is past the state deadlines. Commissioner Hancock thinks they need to work with Mr. Rolon to make sure he understands. Cody mentioned this depends how long they are out of the home. They are getting mail back in June. Chairman Raymond asked if this really qualifies for a homeowner's exemption. Is this really the primary residence? Cody said they do need to be living in the home and believes the statute reads at least six months of the year. Mr. Mendoza said this is the only home Mr. Rolon owns. Cody asked why he did not change his address back. Mr. Mendoza believes his daughters go through his mail for him. Cody said they can make notes on the situation but they need to verify where the mail is going to go.

[10:24:21 AM](#) Marilyn asked where they are spending most of the year. Mr. Rolon spends more time here. His wife stays in California to watch her grandkids. Chairman Raymond said a challenge in cancelling taxes these have already been allocated. It is

approximately \$915. Chairman Raymond said it is hard to pull these dollars back. He feels they need to have a clear understanding moving forward. Needs to figure out how to obtain his mail.

[10:26:45 AM](#) Commissioners ask that they try to not have this happen again.

ELECTIONS – SHONNA ALLRED

- **DESIGNATE POLLING PLACES NOVEMBER 8 ELECTION**

[10:28:03 AM](#) Shonna Allred is here to go over the polling locations. The general election will be November 8. Have to designate the polling locations each election. They do not have any changes on the designated polling places. Shonna said they have had two elections already this year. Not having any changes helps the voters know where they go to vote. Shonna goes over this information is available on their website and when someone registers they send out a letter to notify them of their polling location.

[10:30:09 AM](#) **Motion by Commissioner Hancock to approve the designated polling locations for the November 8 election. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

SHERIFF – STEVE ANDERSON

- **JAIL MEDICAL & MENTAL HEALTH SERVICES CONTRACT**

[10:30:44 AM](#) Sheriff Anderson has the annual contract with Badger Medical. The contract has not changed but this needs approval and a signature. They are an amazing group.

[10:31:38 AM](#) **Motion by Commissioner Hancock to approve the Jefferson County Jail Medical and Mental Health Services with Badger Medical, P.A. for a total of \$176,000. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **EQUIPMENT PURCHASE**

[10:32:44 AM](#) Wrapping up the budget they need to upgrade some tasers. The price is \$2,104.50 for some tasers as well as the necessary equipment. This will help the officers have all of the tools they need. Need to upgrade some of the old tasers. Sheriff said that not all deputies have one but they are transferred per shift.

[10:34:56 AM](#) **Motion by Commissioner Farnsworth to approve the purchase of new tasers for \$2,104.50 for the Sheriff's office. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

PAUL BUTIKOFER

- **OFFICE LOCATION**

[10:36:04 AM](#) Paul Butikofer is here to discuss his office location. Have asked his brother who is a commercial real estate as well as the staff to discuss their preferences. All three have different lease structures. Tall Clinic, State Street Plaza and Eye Care of Rigby.

[10:39:09 AM](#) The State Street Plaza is only 1,000 feet is unsure this would be adequate space. Paul has taken the staff to all of the locations. Feels they are under the opinion they would be able to make this work.

[10:41:24 AM](#) Commissioner Farnsworth has a concern on the square feet and the amount of money. Did have a concern on the Tall Clinic the parking is limited along the side of the building. Brent Butikofer said that State Street Plaza has a private parking lot. There is also an expansion opportunity there because they could add another suite.

[10:43:08 AM](#) Paul said that option three is the newest, cleanest and most efficient. Had spoken with Jason Hurley and he believes they will be done and moved out by Christmas. Does not see the move being such a big deal since he will now be working in the office as a deputy prosecutor.

[10:44:49 AM](#) Colleen said on option three they did not budget enough for this. Option one had mentioned they could lower the rent from October to December. One and two would offer a discounted rate. Brent thinks they could consider a fifty percent cut on the lease. Chairman Raymond asked about option two adding another suite. Brent said would be an additional \$375 to \$390.

[10:47:07 AM](#) Paul goes over the budget approved was \$6,000 less than last year. Have \$26,500 have to subtract \$7,500 have about \$1,700 a month. Option three is \$500 more a month than was budgeted.

[10:49:00 AM](#) Has the staff come up. Judy would like to take the Tall clinic off the table this has mold issues and they all have allergies in the office. Does not feel this is a safe location and would like to consider this over the price. Paul's office would be great could start scanning files to make more room. Either of the other two options would be her option. Veronica has other concerns on the mold in the Tall clinic has concerns about her work space and if this would make them constantly sick. The parking space is limited.

[10:52:50 AM](#) Judy said the first option would be the Eye Care center. Second option is the suites at State Street Plaza.

[10:54:22 AM](#) Commissioner Hancock asked about a conference room. Paul said they could go into the front office of his. His goal would be to get another suite if one comes available. Chairman Raymond brings up being so far removed from the courthouse. Judy said they would have to drive to the courthouse a few times.

[10:56:15 AM](#) Commissioner Hancock feels that Paul may be criticized from the public. Paul is not worried about that he wants his staff to be happy and to have a good work environment. He would prefer the third option. Commissioner Farnsworth said he is not worried about the criticism for option two especially budget wise. The Tall location is an old building and could run into some additional expenses. Commissioner Hancock said they need to stay within the budget. Option two has set utilities which will help.

[11:00:46 AM](#) Chairman Raymond said that option three is the best it is the closer option but if he feels that they can make option two work. Commissioner Hancock asked about the existing furniture he has would this be usable to them. Paul said he has a few desks and file cabinets. This would make a small difference. Does have a basement that could be used for files would need to purchase some locking filing cabinets. Paul asked about purchases. Chairman Raymond said anything over \$1,000 needs to be brought before the board. Rebecca said that receipts will be kept and then would be going through the claims can check with Marla.

[11:06:12 AM](#) **Motion by Commissioner Farnsworth to approve option two for the office space with the ability to add one more office if needed. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

COMMISSIONERS

- **ADOPT PROBATION POLICY**

[11:11:07 AM](#) Commissioners have reviewed this policy. Commissioner Hancock thinks that Tammy is very up to date on this policy and shows every step to take.

[11:12:43 AM](#) **Motion by Commissioner Hancock to approve the adult and juvenile probation policy and procedures. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **MEMORANDUM OF AGREEMENT TO SUPPORT COMMUNITY INCENTIVE PROGRAM, RE-ENTRY PROGRAM AND/OR MENTAL HEALTH PROGRAM**

[11:14:18 AM](#) Chairman Raymond goes over the MOA. This is for the grants so they are able to access these.

[11:14:54 AM](#) **Motion by Commissioner Farnsworth to approve the MOA to support the Community Incentive Program, Re-entry Program and Mental Health Program. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **ACCESS IDAHO AGREEMENT**

[11:15:33 AM](#) Cody has the Access Idaho agreement. Commissioner Farnsworth said that the Point & Pay does not have internet use.

[11:16:15 AM](#) **Motion by Commissioner Farnsworth to approve the Access Idaho Agreement. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **AGREEMENT FOR PATHOLOGY SERVICES WITH ADA COUNTY**

[11:18:07 AM](#) Colleen goes over this is the same agreement with the pathology services with Ada County. This is the same form as previous years.

[11:19:07 AM](#) **Motion by Commissioner Farnsworth to approve the services for pathology with Ada County. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **TERRORISM COVERAGE**

[11:20:03 AM](#) Colleen goes over they have been given the insurance documentation for the next year. This has been declined before but does need a signature. Chairman Raymond said that terrorism coverage is included in the ICRMP coverage.

[11:21:28 AM](#) **Motion by Commissioner Hancock to deny the terrorism coverage. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **PROJECT MANAGER**

[11:22:13 AM](#) Commissioner Hancock has not been able to proceed with any discussion on this.

[11:24:05 AM](#) **Motion by Commissioner Hancock to amend the agenda to swear in Paul Butikofer as the deputy prosecutor. Second by Chairman Raymond. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:25:19 AM](#) Chairman Raymond swears in Paul Butikofer as a deputy prosecuting attorney.

- **APPROVE CERTIFICATES OF RESIDENCY**

[11:27:10 AM](#) **Motion by Commissioner Hancock to approve certificates of residency for the College of Southern Idaho for Jennifer Alvarez, Kaitlyn Andreasen, Dylan Anglesey, Bryton Armstrong, Porter Baca, Brinley Beard, Kamden Been, Benjamin**

Bingham, Spencer Birch, Dylan Brown, Grace Butterfield, Kutler Byington, Citlaly Chavez, Kenadee Coles, Courtney Cox, Teagan Criddle, Aleena Cross, Elizabeth Darrington, Samantha Day, Reilly Decker, David Deford, Cassandra Denniston, Kaeleigh Drollinger, Jordan Drussel, Jack Edwards, Kyler Egan, Hayden Erickson, Spencer Foster, Albert Furrows, Nathan Gallup, Zarios Garcia Diaz, Josh Gardner, Bianca Gaxiola, Jaden Geisler, Courtney Goody, Baylee Green, Nikolas Griffin, Cassidy Griffith, Rachel Grover, Rebekah Gunderson, Alex Hansen, Bryhton Harris, Hayden Harris, Kaitlyn Hayes, Allene Huffaker, Drake Huston, Ashley Jackson, Lindsay Jenkins, Halie Jensen, Dalton Johnson, Ruth Jones, Kaleb Keller, Kami Killian, Robert Larsen, Caleb Laux, Adeline Lee, Kylie Lott, Mikah Lowe, Kaylyn Lundberg, Devyn Lyman, Sydney Lynes, Karla Magana, Naomi Marion, Andrea Marotz, Maddie Marshall, Jaxon Mathews, Brayden Mecham, Kathryn Miller, Savannah Miller, Trent Miller, Jarom Mower, Kenna Mower, Dakota Murdock, Porter Nelson, Alannah Nunez, Braydon Olson, Erik Orchard, Jacob Oswald, Kathryn Park, Dakota Parker, Hailey Phillips, Taibre Phillips, McKray Poole, Logan Pulsipher, Sarah Reese, Lexie Scott, Kennedy Sears, Kaden Shaw, Auria Short, Avery Smith, Carter Smith, Kaylee Spencer, Julie Stephenson, Abbie Steuhm, Emma Stokes, Maggie Sullivan, Emma Taylor, Matthew Vadnais, Evelyn Valdez, Wyatt Wanstrom, Mya Webber, Morgan Foster, Katelynn Weight, Cassandra Wilford, Haddi Williams, Brooklyn Wise, Briley Wright and Kaitlyn Zaugg. Second by Chairman Raymond. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:31:19 AM](#) Motion by Chairman Raymond to approve certificates of residency for the North Idaho College for Jesus Galvan and Ashlyn Sheppard. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:31:41 AM](#) Motion by Commissioner Farnsworth to approve certificates of residency for the College of Western Idaho for Jessica Albertson, Nicole Albertson, Jennifer Alvarez, Dylan Anglesey, Lincoln Bagley, Dylan Brown, Cayden Butler, Kutler Byington, Kyla Campbell, Tyler Couch, Reilly Decker, Garlin Field, Jesus Galvan, Lorena Garcia, Josh Gardner, Austin Good, Bradley Hahn, Bryhton Harris, Kaitlyn Hayes, Ruth Jones, Kami Killian, Brenna Lofthouse, Andrea Marotz, Maddie Marshall, Brayden Mecham, Canon Mickelsen, Chase Mickelsen, Alannah Nunez, Dakota Parker, AdaLinn Poole, Scott Schley, Aubrey Scott, Frederick Sheppard IV, Avery Smith, Carter Smith, Randee Smith, Wyatt Taylor, Evelyn Valdez, Brett Warner, Morgan Webster, Haddi Williams and Brooklyn Wise, . Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:43:38 AM](#) Commissioners sign certificates of residency.

- **LIQUOR LICENSES**

[11:49:29 AM](#) Motion by Chairman Raymond to approve alcoholic licenses for Chanko LLC, Mud Lake Market LLC, Haven Inc. and The Loft Reception Center. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[12:08:14 PM](#) Motion by Chairman Raymond to approve alcoholic beverage license for Jefferson Hills Golf & Recreation Center. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **APPROVE COMMISSIONER MEETING MINUTES**

[11:51:25 AM](#) Motion by Commissioner Hancock to approve special meeting minutes from July 26, 2016 as amended. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

[11:55:01 AM](#) Motion by Commissioner Farnsworth to approve special meeting minutes from August 30, 2016. Second by Commissioner Hancock. All in favor – aye. Motion passed.

[11:56:10 AM](#) Motion by Commissioner Hancock to approve special meeting minutes from September 6, 2016 as amended. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

[11:58:15 AM](#) Motion by Commissioner Hancock to approve meeting minutes from September 12, 2016 as amended. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

[12:04:13 PM](#) Recess

Open session 12:08

CLERK – COLLEEN POOLE

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

[12:08:39 PM](#) 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 – aye. Motion passed.

Open session 12:14

[12:14:08 PM](#) Chairman Raymond goes over they have discussed a personnel issue that requires no action at this time.

ATTORNEY – ROBIN DUNN

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

[12:15:04 PM](#) Chairman Raymond said they will not go into executive session everything the attorney has will be an open discussion.

[12:15:21 PM](#) Robin said that two cases were resolved in favor of Jefferson County. Andrea Lee suing the Sheriff. Can find information on the Federal Repository. Also had received positive news on the Andi Elliott case that her appeal against the county has been denied. Have also sworn in Paul Butikofer as his deputy attorney. That is all Robin has. No further news on the Enterprise Canal at this time.

DATA HARDWARE - JOYCE BRIGGS & GARN HERRICK

- **COMPUTER ARTS CONTRACT**

[12:18:14 PM](#) Garn goes over that they are dropping ninety percent of the hours from Computer Arts. The only reason they are retaining this is so they can have coverage when he takes vacation as well as to have software contact for the Sheriff's office. This contract is identical other than that section.

[12:19:39 PM](#) Commissioners add up the contract. All of the sections is equal to \$106,498.32.

[12:22:02 PM](#) **Motion by Commissioner Hancock to approve the master software and support license agreement with Computer Arts for the annual software, annual networking and IT services and public safety software for a total of \$106,498.32. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **CONTRACT**

[12:27:10 PM](#) Chairman Raymond brings up the next item is the contract with Joyce. Have made some changes and have not fully allowed her in on these discussions. They have extended an offer to Garn to have a full-time IT position. This reverses their roles.

[12:29:12 PM](#) **Robin Dunn left room.**

[12:29:23 PM](#) Joyce has not had a chance to review this contract. Joyce said this is similar just embellished. Chairman Raymond said the commissioner's intent is to allow her the opportunity to slow down a bit and have Garn be the lead of the IT department. The contract will legally set boundaries they will be able to call on her as needed. Will do this in hundred hour increments. Will look at this to see if this needs to be renewed. Duration will begin October 1 not sure what the end date. Will fill in September 30, 2017.

[12:33:44 PM](#) Joyce asked about after the 100 hours then what will be done. Commissioner Hancock goes over that this will be up to Garn if her services are still needed. Or if Joyce decides she is done than she can be done as well.

[12:34:34 PM](#) **Motion by Commissioner Farnsworth to approve the Jefferson County Data Processing Consultant Contract with Joyce Briggs. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

PUBLIC WORKS – DAVE WALRATH

- **PURCHASE OF FUEL TANKS**

[12:38:05 PM](#) Dave is here about purchase of fuel storage tanks. Has solicited quotes from four different manufacturers. Has Leonard Equipment, K&T Steel Corp., Superior Steel Products, Inc. and Dellis Yarber. Leonard Petroleum is the lowest quote for 12,000 gallons at \$9,000. Have looked at different sizes of tanks and the most common is the 12,000 gallon tanks they seem to build more of these. The price of fuel is low now but this can always change. Would like to buy with FY16 funds and then will put out a bid for fuel in FY17. Goes over the other quotes that he got he feels they are all too high.

[12:43:21 PM](#) **Motion by Chairman Raymond to purchase two 12,000 gallon fuel tanks at \$9,000 apiece with freight at \$900 for a total purchase of \$18,900. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **WESTERN CONSTRUCTION CRUSHING CONTRACT**

[12:44:24 PM](#) Dave has not received the formal contract back from Jack Snider yet. Looking at stock pile of cinder may change up on quantities. Dave will contact Chairman Raymond when this is available to sign since it has already been approved.

- **SCALE HOUSE EXPANSION**

[12:46:04 PM](#) Dave goes over on the bid from Decker for the scale house expansion this had excavation on it. Spoke with them and they are willing to change the bid to allow the county to excavate this. Commissioner Hancock asked about permits. Decker has cut a few other places on this bid. Dave said this is more of a modest bid to double the size of this office. FY17 he has \$60,000 budgeted for

improvements but he can also take some out of the landfill development fund. To excavate this they will need to locate the underground power.

[12:50:53 PM](#) **Motion by Commissioner Farnsworth to award the scale house expansion to 3-B Decker Construction for landfill expansion for \$75,000. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **UPDATES**

[12:54:49 PM](#) Rebecca has brought up some of this in the staff meeting. Discuss the change for exempt time during a declared emergency situation. Has a grant that was last year's grant but during the auditing process found it had the wrong date so they need to have another signature on this. Rebecca has gone some emergency management training. Idaho Office of Emergency Management will be having regional teams. Rebecca has the opportunity to apply to be on one of these teams. This would be in Idaho Falls. Would be advantage to the county due to then she would have additional training. Goes over the positions that she would want.

[1:00:12 PM](#) **Motion by Commissioner Farnsworth to approve the application for emergency management. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:03:03 PM](#) Discuss fire and other emergency things that they should train on.

[1:04:34 PM](#) **Motion by Commissioner to amend the agenda and go into an 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 1:15

[1:16:00 PM](#) **Motion by Commissioner Hancock to accept the offer on case #2015-33 for \$3,000 for all obligations to the county. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

COMMISSIONERS

- **APPROVE CLAIMS**

[1:19:39 PM](#) Review claims.

[1:20:03 PM](#) Recess while reviewing claims.

Open session 1:44

[1:44:49 PM](#) **Motion by Commissioner Farnsworth to approve claims from 9/12/2016 to 9/30/2016 for \$583,305.50. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:45:22 PM](#) **Motion by Chairman Raymond to adjourn at 1:45. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date