

**Jefferson County Commissioner Meeting Minutes  
January 23, 2017**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commission Martinez, IT Garn Herrick, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, Planning & Zoning Naysha Foster, Probation Tammy Adkins, Extension Office Lorie Dye, Assessor Cody Taylor, Weed Department Mitch Whitmill, Sheriff Steve Anderson, Deputy Attorney Weston Davis, Prosecutor Paul Butikofer, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Sheriff Anderson. Prayer offered by Commissioner Hancock. Chairman Farnsworth is excused. Commissioner Hancock will chair.

**COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS**

• **STAFF MEETING**

[9:00:14 AM](#) Commissioner Hancock welcomes everyone.

[9:02:35 AM](#) Commissioner Martinez this is his second meeting. So far so good. It has been a pleasure so far and is looking forward to the future.

[9:02:55 AM](#) Clerk Colleen Poole reminds everyone to get their inventories completed and into Marilyn.

[9:03:10 AM](#) Planning & Zoning Naysha Foster said for December they had fourteen building permits with seven residential. Had a total of 322 building permits for 2016. Have not seen these numbers since 2007. Have done thirteen permits in January. Have two land use applications scheduled for their Planning & Zoning meeting in February. Do have the inspectors out at a conference in Boise this week.

[9:04:04 AM](#) IT Garn Herrick said the big project was completing the Prosecuting Attorney office. Have most of the bugs and quirks worked out and are now functioning.

[9:04:36 AM](#) Assessor Cody Taylor said her office will be starting revaluations. Have tough roads but are doing their best to get out and view these properties.

[9:04:54 AM](#) Probation Tammy Adkins they are back to almost full staff. Have a part-time position open for female drug testing and some data entry. This was published in the paper and is on the website.

[9:05:19 AM](#) George Hamilton is the director for Jefferson County for the Blackfoot fair. Wanted to come and meet Fred. Wanted to invite the Commissioners to come to the meeting on Friday with the Blackfoot Fair.

[9:06:05 AM](#) Extension Office Lorie Dye this time of year they have the schools for the farmers. Nice to have Joseph on board since he knows Spanish. They are in the schools a lot this time of year doing handwashing and teaching classes. 4-H is starting soon and this year will have a shooting training sometime in April for the leaders. Lorie feels that the leaders that teach 4-H should attend if they have anything to do with shooting classes. This class will be held up at the camp before 4-H begins.

[9:07:45 AM](#) Weed Department Mitch Whitmill they have been working on equipment. He was over in Boise at recertification meetings last week.

[9:08:44 AM](#) Public Works Dave Walrath said not a lot going on besides winter maintenance on the Road & Bridge side. Have started the scale house addition project on the Solid Waste side. Went out about a week and a half ago and helped with the excavation of the old building. The cold temperatures have made this hard to work on. Hopefully they will see some walls this next week. Goes over some issues with the excavation did hit a phone line but was able to be repaired the same day.

[9:11:00 AM](#) Treasurer Kristine Lund does not have anything.

[9:11:11 AM](#) Deputy Attorney Weston Davis does not have anything.

[9:11:19 AM](#) Sheriff Anderson said this is the busy time of year. Crazy for the deputies so they are waiting for the sunshine. Deputies are going from call to call. Have a lot of accidents during this time of year.

[9:12:33 AM](#) Prosecutor Paul Butikofer said the office is looking good about ninety-eight percent ready with the technology. Still don't have all of the furniture delivered so they are living out of boxes. Had Probation over last Friday and had a good meeting on some issues. Have also had police officers over to work on things together. Invites everyone over to meet the staff at his new office. Commissioner Hancock asked about the workload where they have gone to fulltime how they are handling this. Paul said the biggest issue has been moving the office. Since he and Weston had started earlier they were up to date. Trying to figure out who is doing what with the case load. Working with Probation and Courts to try and add another day of court. Have some days real heavy and want to try and streamline this. When an individual comes to the courthouse to be a witness, to participate in hearing or participate in sentencing they end up with the case being continued. Mike is doing a great job. Feels they are doing a good job. Are still working some past cases.

[9:15:56 AM](#) HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires introduces Thomas Thiel who will be managing the lake this year and will be managing training exercises for Emergency Management. He is located back in the Treasurer office temporarily. Rebecca goes over on Emergency Management this is an Idaho winter. The state has a lot of new people who have not gotten a good winter in a long time. The State EOC has been up and activated and gathering daily reports. So far for our

area she has been reporting this is seasonably normal and that they are handling this rather well. Thanks to the Weed Department they do have some sand bags in the county. Very fortunate so far but our issues may begin with the runoff. On Thursday they will be having a planning meeting in the commissioner room around 10:00 where they will discuss the eclipse and the All Hazards Mitigation plan. This opens up federal money and it is important to have a lot of staff. This should be a yearlong project. On January 27 she will meet with the National Weather Service. Thomas has been working with Bonneville County to redo the manuals for the EOC. Have not done well with training or keeping this staffed. The EOC is stood up when the demands exceed the day to day ability. Will be asking for volunteers to staff the EOC. Ask that departments visit with the staff or if they know people in the community they can pass along the information. Commissioners do not get to participate this because they have a different role. A lot of time the Clerks and Treasurers do a lot with the finances. After they look at these descriptions ask if they can run through them with their staff. Once they are staffed and trained then they can share in other counties. A lot of trainings available and is a fun opportunity. If interested let Thomas or herself know. Asks if they have heard any buzz about the eclipse. Mitch said they are hearing this all over the state. Rebecca said they had a tour group from North Korea call about the lake.

[9:23:39 AM](#) Commissioner Hancock said he appreciates everyone that is here today. Updates on the annex building have been working with the architect firm. Had a little glitch on the square footage for Probation. Tammy has gotten this taken care of for her staff. Commissioner Hancock said they are moving forward they do need a larger building for the wish list than they can do. Are looking somewhere between 8,000 to 10,000 square feet on the main floor. Are moving forward with this process.

[9:26:56 AM](#) Adjourn the staff meeting.

[9:29:14 AM](#) Recess until 10:00

### Open session 10:00

### ELECTIONS – SHONNA ALLRED

- **DESIGNATE POLLING LOCATION - SCHOOL DISTRICT #252 - MARCH 14**

[10:00:20 AM](#) Shonna said the first election of the year is March 14. Have an election for School District #252 for a levy and bond. This school district is a joint school election between Bonneville and Jefferson. They each have their own polling locations. Have a bond and a levy and will have two different ballots. The Ririe precinct will be at the Ririe polling place at the Senior Citizen Center. The Clark precinct has around 1,000 voters but only 90 voters are eligible so they will mail a ballot out. If someone is new in the area they would come to the courthouse to vote for the Clark precinct. Only can do this modification since they are a joint school district. Commissioner Hancock asked about time of voting if it is the same as always. Shonna said yes and they will publish the information in the paper. Same as all of the other elections. The school has this information on the website and are posting in the area. Commissioner Hancock asked about Bonneville. Shonna said they have spoken with them. They each will publish the voting locations so they get the information out to as many individuals as possible. Shonna received a sample ballot from Bonneville County this morning and they look similar to hers. This is going to be a small election with paper ballots.

[10:04:48 AM](#) **Motion by Commissioner Martinez to approve the designated polling location for the School District #252 election on March 14, 2017. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

### PUBLIC WORKS – DAVE WALRATH

- **SCRAPER REPAIR**

[10:05:22 AM](#) Dave goes over the scraper which is a CAT 623G is down. Have known they were going to need some repair on this. Dave has Kerry come up to help discuss this shows some pictures. Kerry said that the elevator chains have gotten worn out as far as he knows these are original. Have taken all of the adjustments out as far as they can on this. Hoping to get through spring but got the call that it went down. Dave said this is crucial piece of equipment for the operation for digging cells and providing daily cover. While this is being fixed they will not be able to do this. The repairs are not cheap. Kerry said the cushion hitch is getting loose and CAT is the only one that is set up to do this repair. This is an expensive part of the repair. Commissioner Martinez asked on timeframe. Kerry has not heard a timeframe will have to haul this into CAT to repair. Kerry can do the elevator with a few weeks dedicated to it but cannot do the hitch because he does not have the proper tools. Dave said having him designated to only this would be hard. Dave found out that their other mechanic will be looking at retiring around the end of February. Will be posting this position. Commissioner Martinez asked if they will be having CAT do both of these repairs at Western State. Kerry found out Friday they have a few sliders in the table that are going out and will have to be changed. Kerry goes over the parts list that have been provided. Commissioners look through the quotes for this repair. Kerry believes this has 9,000 on this piece of equipment. This is in a dust storm where this is at. Kerry believes right around the time they got this they had flipped the chains. Commissioner Hancock said this is an important piece of equipment. Dave said they are hoping it will be around a week or two.

[10:12:42 AM](#) Kerry said they will have to have someone come in and transport this. CAT has contracts with companies that can haul this. Kerry does not believe they can drive this into CAT with the liabilities and hazards. Kerry believes they can do this in the Idaho Falls shop. Commissioner Martinez asked on the timeframe on when they will put this in the shop. Kerry said they would get this in as soon as CAT can take it since this is already down. Kerry said he could do the elevator but would have to be dedicated to only that piece of equipment. Dave mentions it's hard between storms. Commissioner Hancock said the cushion hitch is a lot of money. Kerry goes over a picture of this. Dave recommends to go ahead and proceed with both repairs through CAT. Not sure having Kerry unavailable during the snow fight would be a good thing. Commissioner Hancock thinks this would probably be easier to do this inside of the Western States shop. Commissioner Hancock said this is approximately \$50,000 in repair. Kerry said that does not include the rollers so that is approximately. Commissioner Martinez asked if they saw this coming and have a budget for this. Colleen looks through the budget have \$80,000 for the Solid Waste side. Commissioner Hancock said this is crucial piece of equipment that has to be repaired. Kerry said this scraper was around \$750,000 used. Commissioner Hancock said this is not something they have to approve. Dave said this is just for their information so they know what is going on out there. Commissioner Hancock asked about oil samples. Kerry said they have been. Discuss equipment. Dave goes over with the new emissions a lot of this equipment is going to have to be parked inside. These will be very sensitive to the cold. Kerry goes over some ways this new equipment has to be shut down.

- **SCALE HOUSE ADDITION**

[10:23:57 AM](#) Dave has some pictures. They did pour some footings on Saturday. This is just for their information on how this addition is coming along.

- **ANNIS HIGHWAY PAVEMENT REHAB PROJECT**

[10:24:53 AM](#) Had a call from LHTAC and wanted to know if they could advance the Annis Highway project. Are talking about doing the funding in 2017. Dave asked what funds would have to be matched and they believe this would be around \$5,000. Feels they could swing this within the Road & Bridge budget. Commissioner Hancock said they do not anticipate any actual work until 2018. Dave said LHTAC does not have a design staff. They will go out and get a consultant to do this. Will do from 400 N to Menan Lorenzo. Also a city project was awarded last fiscal year for south of 400. Dave said he thought they were okay with advancing this but wanted to check with the commissioners.

[10:28:03 AM](#) **Motion by Commissioner Hancock to authorize Dave to commit up to \$5,000 to proceed with the LHTAC project for the Annis Highway. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

## **WEED DEPARTMENT – MITCH WHITMILL – PUBLIC WORKS – DAVE WALRATH – MAINTENANCE – BRYAN BRIGGS**

- **SNOW REMOVAL**

[10:29:04 AM](#) Mitch wanted to take a few minutes to discuss the snow removal for the courthouse and county buildings. Never had a formal discussion on what portion everyone is supposed to do. Wants to know what they can do once it becomes too much for them to handle. Mitch wants to see if they can mitigate these issues. Needs to know what is in Bryan's agreement. Commissioner Hancock said as far as Bryan's contract he has the sidewalks. Mitch would do the parking lots. Have not had an issue since he has been here on getting too much snow. Would have to have Dave come in with a loader. Dave said they have come and taken some out with a loader already this year. Commissioner Hancock said that Mitch should contact Dave before it gets to that point. Mitch said they are spending a lot of hours removing snow. In the parking lots were not salting these before but now they have started doing this. Bryan has salt for the sidewalks and is using this on his ATV. Mitch said they are spreading salt in the parking lot now. Realize they need to clean out the handicap areas. Once they are gone during the day and it's still snowing the cars pack this down. Will need to add salt to the area. Mitch can send guys back out but they are getting to the point where they may need to break out the budget to fund snow plowing. May need to look at a snow plowing budget. Commissioner Hancock said they should be tracking time that is spent on snow removal. Mitch said they are tracking this. Commissioner Hancock said they would need to look at this during the budget process. Commissioner Hancock feels they got a bad rap because other parking also have issues. Commissioner Martinez said he was concerned about this being on the news. He wants to make sure this is cleaned up good enough that they do not have anyone slip and fall. Went and borrowed a backhoe and chipped away at the ice. Mitch said the ice is hard to get with the equipment they have. Mitch said they have been doing as much as they can. Dave said they may be coming over with a truck with some salt to put down to help break up the ice. Mitch said the banks are so high it's hard to move the snow anywhere. Will need to look for somewhere to haul this because it was not frozen over by the Sheriff's office. Mitch suggests the lake so it's not too far to move. Commissioner Martinez goes over the main entrance needs to be shoveled out completely. Bryan said they will watch this area. Bryan said he will spend more detail on the handicap spaces and make sure they use ice melt in this area. Mitch said sometimes it snows more after they have left so if they need to come back just call. Commissioner Hancock said they need to communicate with Mitch if he needs to come back in. Dave goes over they also have some trucks that have plows on them. He has been out doing subdivisions in these as well. They will all work together to clear out the snow as efficiently as possible.

## **PLANNING & ZONING – NAYSHA FOSTER**

### **• CITY OF ROBERTS CONTRACT/ CITY OF REXBURG CONTRACT**

[10:46:24 AM](#) Naysha is here for Jeff Ottley the Building Official today since he is at the ICC conferences. The City of Roberts contract had expired years ago so he has updated this. Has signatures from the city officials. Only thing she knows he had been working with Weston is that they changed on it expiring each year and changed it to auto renew unless terminated by one of them. Naysha is not sure of the date would probably go with when it was signed. Weston said with this term they are able to terminate with thirty days of notice. Weston said having a multi-year contract so the commission does not have to visit this unless they want to. They clarified some information in the City of Rexburg contract. Naysha reads out of the City of Rexburg contract. Paul said if they have an auto renewal clause they may need a date on this so they know when this automatically renews and they have to cancel the agreement. Go over the contracts and which is the correct one.

[10:55:31 AM](#) Paul asked if the date of the signature would be when it renewed. Weston said he can make these changes and the commissioners could include in their motion to accept this contingent to these changes. Commissioner Hancock said as far as amending they should add the date per the prosecuting attorney. Discuss date they would use. Weston goes over the changes. Paul said it would be changed to be from now until September 31 and will auto renew. Colleen mentions September 30. Commissioner Hancock said to put the date somewhere in the term. Weston goes over the changes. Paul would put automatically renewed August 1 unless otherwise terminated. Commissioner Hancock said they could just put every year on August 31. Paul said it would automatically renew September 1. Weston said they are not limited to this they can terminate with thirty days of notice. Paul feels this would just be more detailed. Weston goes over the changes in the contract. This changes the notice to August 1 if they want to terminate before this renews. Paul said to not add the year it will go off of calendar year so they do not have to rewrite this. Weston has made this change and will make a change on the City of Roberts. Commissioner Hancock said they will have to still make a motion on the contracts. Naysha asked if they can change the City of Roberts contract. Weston does not have the word version of this document. Weston could email these to Naysha if they want to approve these.

[11:02:31 AM](#) Commissioner Hancock asked if there are any other issues with these contracts. Weston said on page one for City of Rexburg he added certified inspector. Commissioner Hancock said he read Jeff Ottley email on commercial inspections. Naysha said she is out of the loop. Commissioner Hancock said commercial and industrial take a specific inspector. Naysha said they did get a letter of termination with the City of Menan. They will be contracting with someone else. Naysha said they were going to contract with the state. The biggest thing that drew them in is that thirty percent of this would go to the City of Menan. This is not a huge loss.

[11:06:31 AM](#) **Motion by Commissioner Hancock to approve the contract with the City of Roberts with Planning & Zoning Building Department. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[11:07:03 AM](#) **Motion by Commissioner Hancock to approve the corrected contract with City of Rexburg with Planning & Zoning Building Department. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[11:08:33 AM](#) Weston asked if they are changing the Roberts contract. If they are may need to include that in the motion.

[11:08:43 AM](#) **Motion by Commissioner Hancock to make an amendment on the Roberts City Contract that this will include the amendments that are added by the legal counsel for this contract. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

## **SOCIAL SERVICES – GAIL ROBBINS**

### **• FOOD BANK**

[11:09:50 AM](#) Gail knows that Edidt handled the Food Bank without the situations she has brought into the board. Feels they have made some good strides since she has been involved. Have the Rotary Club involved and they have been fabulous. However ran into a situation last month. Had the Food Bank on January 3 they had put everything away and everyone had left for the night and had an elderly lady come in. Gail had to lift the boxes to her car for her. Gail is here today because she cannot do this anymore. Feels bad but she has to put some limitations on herself. Concerns her when she took this job did not realize the Food Bank was part of it. Need to come up with a solution but she does not have one. Are there from 2:00 to 5:30 the first Tuesday of the month and anytime for a few hours the Monday before. Have Glen Hatch from Probation come over with them whether he has juveniles or not. Colleen said they go over on Monday and set up the tables and get the dry pack done. The Rotary Club comes in on Tuesday to do the heavy cans from 12:00 to 1:00. The Food Bank opens at 2:00. Colleen just feels they don't know what to do. Gail said the downtime over there drives her crazy as well. Had a radio station who did a food drive they need to realize it is her who packs all the boxes and gets this into the library. Has a husband that helps but he is not an employee of Jefferson County.

[11:16:48 AM](#) Commissioner Hancock said one thought is they could go out to the community and ask for volunteers. If they have two males that could be available the first Tuesday of the month. Gail said she contacts missionaries have other community service projects but have a hard time having these individuals show up. Colleen mentions they have a food drive from EIRMC that they need to get ready for. Gail said she was there this Saturday with some juvenile kids and sometimes they have issues with getting good help. Colleen said having scouts and kids fine but are not able to lift the heavy boxes either. Gail said they had water in the food bank again this weekend. Colleen said the food is on pallets so nothing was ruined. Commissioner Hancock thinks they need someone assigned to come in each month. Commissioner Martinez said he has gone over this with Colleen and Gail. Wants them to know this is an honorable service. But they need to know their limitations. Wants to see if they can reach out to the church leaders and maybe have a meeting with them. Gail says there may be resources that she is unaware of. Gail said this is no longer working for her. She does not mind the taking to people and sending the thank you notes it is the physical aspect of this that can no longer be done. Rebecca said they may be at a crossroads where they hire someone or as the only county that has a Food Bank they may need to step away from this. There are other services in the county that are available. Gail realizes they cannot just hire someone that wants to work those ten hours or so a month. She could just not work for those hours and have them be paid for from that. Gail provides a Food Bank list. Weston said they would need to know how much these boxes weigh and may need the volunteers to sign waivers. Colleen asked if they had a list of men that they could call each month. Gail does not have an issue calling individuals but they need someone that is going to show up.

[11:27:20 AM](#) Paul suggests to get Tammy from Probation involved because when they sign up to do community service they pay for a workman's comp policy. With as much community service as the court orders they should have someone available to help. Gail said the juveniles do not work because of school during the winter. Paul said they do have adult probation and they pay a fee to do community service as well. Paul said an adult does not need the Probation officer there with them. Gail said Glen is great guy. Paul said they need someone young working off community service. Gail said she can keep them on task but needs them to show up. Paul said that she would have to sign off on the community service. Gail said one helper on Monday and maybe two on Tuesday. Colleen said if they can split the time on Tuesday even as long as they have someone there from 2:00 until 5:30. Commissioner Martinez said they can get ahold of a few in case someone cannot come. Gail said they are full which she is grateful for but will be receiving food from the EIRMC food drive at any time. Commissioner Martinez said to call when this food comes and he can get his kids to help. Gail said the scout drive is intimidating as well. Have to have this moved and shifted. Colleen said having some assignments may help.

- **EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE**

[11:35:43 AM](#) **Motion by Commissioner Hancock to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

**Open session 11:42**

[11:42:10 AM](#) **Motion by Commissioner Martinez that on case #2017-10, #2017-11 and #2017-12 will deny for lack of cooperation and case #2017-15 will be denied due to an incomplete application. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[11:44:39 AM](#) Commissioners sign liens and denials.

[11:46:07 AM](#) Recess until 1:00

**Open session 1:01**

[1:02:02 PM](#) **Motion by Commissioner Hancock to amend the agenda to move Mike Miller from the Sheriff's Office from 9:00 to 1:00. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

### **SHERIFF OFFICE – MIKE MILLER**

- **CONSULTANT FOR GENERATOR**

[1:02:36 PM](#) Mike apologizes he had a change in D.A.R.E time. Electrical engineer came in on Friday looked at the electrical/floor plans, generator and the electrical panels. Every Saturday morning it turns the power off to the building and starts the generator. On the system it gives them a read out of what the pull is on the generator. Remember being told this was already being overloaded. The generator is 225kw and are only pulling 61kw so they have about four times of capacity left on the generator. Went into the electrical room and looked at the diagram and looked at getting everything onto the generator that they need. Took it home to draw up and thinks they can get some conduits in the room to run what they need. Made some recommendations on running the power for the annex. Mike said this is an individual who lives in the county and is not charging anything for this consultation. Mike was surprised this is a larger generator than they thought. The gentleman will get it all drawn up but the solution will be simpler than they had thought. Mike said they do not need another generator may have some money involved. Commissioner Hancock asked on the exhaust on the generator. Mike

is not sure does not believe it gets high enough so it gets sucked into the ventilation. Commissioner Hancock said they may go look at this after the meeting. Mike said a stack is something they can go buy. Commissioner Hancock said would just need to know the size of the pipe.

[1:07:34 PM](#) Mike goes over when they get closer on the new building. When they start running wiring would save money if they put in another transfer switch out by the new building.

[1:08:09 PM](#) Rebecca said they talked about heating and cooling. Mike said when looking at the diagrams for the heating on the roof, mostly running the blower. Did not recommend using the air conditioner on the generator. Have heating units not even hooked to the generator. As long as it just runs the blowers they would be fine.

[1:09:18 PM](#) Rebecca said they would have grant money to help for this. Mike mentions that storage is horrible in this building. In the electrical room this goes clear to the top of the roof. To the south it covers could put in a floor and cut a door upstairs and would have a large storage room.

### **INSURANCE – CARLOS APONTE – CANCELLED**

- REPORTS
- TELADOC
- CONTRACTS

### **PARK & RECREATION – THOMAS THIEL**

- **JEFFERSON LAKE CAMP RESERVATION WEBSITE COMPARISON AND CONTRACT**

[1:11:13 PM](#) Rebecca is so glad they have Thomas on the team. This project is long overdue. This is a website to take reservations for picnic shelters and the campground. (Exhibit A) Currently to get reservations the person has to call in or come in with a date they have to look it up to see if it is available. If they want a campsite they either have to come in or call and have a google doc they have to scroll through to the correct date. If they make the reservation they mark the correct date and email or mail confirmation back. Have a card they take to the booth. On the Facebook page have a super disappointed comment as far as how the campground reservation cannot be done after 5:00 or before 9:00. The intern last summer all he did was call individuals back and get reservations set up. Thomas has done research on different options. Have been working with Weston and the company on the legal side of the contract.

[1:15:41 PM](#) Thomas appreciates Weston who has been great about getting this done. Have two companies they eliminated because they could not host off the website. Looking at price and simplicity for reservations. Premier Reservations has stood out in both areas. Reserve America was a close second but cost and feature wise it seemed a little complicated. Commissioner Hancock mentioned the ability to buy passes online as well. Thomas said they would have to do a point of sale with a way to mail the passes out. Commissioner Hancock had pointed this out to make this more user friendly. Thomas said he did an hour conference on each of these and was able to try each system. Commissioner Hancock said he has learned with software that you don't want to take their word on how it works. Could get a lists of clients to call. Thomas said he did this for Premier. One of the companies he had called had a problem with reporting software that they fixed to meet their needs. Other one they called they were cool and talked about how simple this program was with hiring employees each year and could train this in a day. Thomas shows on the projector the Premier Campsite Management website and goes over how this works. Have two windows as managers. Have a calendar and management window. Do not have any way to collect data currently so this will be a great addition. Looking to have forty to sixty percent straight online registrations. Per site reservation is \$2 and they have a \$750 set up fee. No monthly fee so they will not have any charges during the winter. No limits on adding campsites at a later time. RexNexus would charge more for additional campsites. Can put the shelters on this as well. Will have a new tent area. Have given them a map and they will generate this online.

[1:24:18 PM](#) Rebecca goes over when she does camping reservations they have to realize the size of the camper and go from there. With this they can know what each site offers online. Rebecca asked about a deposit. Thomas is not sure on this it could be sticky on this issue. Commissioner Hancock said this could be handled with having a valid credit card just like a hotel would. Thomas said this will save their information and then they could add them to a no admittance list if they had to.

[1:26:37 PM](#) Commissioner Martinez asked what the camp host does. Rebecca said this is a contractor. He uses their own equipment and helps with issues at the lake. Commissioner Hancock asked if this software will be at the booth. Thomas said yes as soon as anyone starts making a reservation on the system they have twelve minutes. Will have a pop up with that someone is booking that site. Can use a tablet and do a digital signature. Weston goes as far as a deposit the data collected is only authorized for the reservation charge and not to be held for any damages. Rebecca said this would be within the terms in agreeing to stay at the lake. Weston verified this would be in Jefferson County's policy. Thomas adds once they make the reservation they will not make any refunds this will need to be in bold on the site. If there is an emergency they could receive a gift certificate and stay another night.

[1:30:52 PM](#) Rebecca said it is not currently the policy to have damages charged. Individuals do not have to check out with the camp host. They do have a camp host as well as maintenance. They may want to look at implementing a policy to look at damages she believes they have the flexibility to do that. Thomas said this will increase accountability to the campers and employees. Housekeeping is on a different item. Commissioner Hancock said this is estimated on the number of reservations. Rebecca said they have not really discussed that none of these systems integrate with Access Idaho which is who they currently use for card payments. As far as payments go they have to go with someone besides them. If they do move in this direction will have to cancel their agreements with Access Idaho so all of the payments will be from the same company. Thomas said are working with Weston on this as well. Would be able to save costs as well as the person due to lower per transaction charge. Thomas said they would recommend authorize.net. This is who they are looking at so far. Any company is trying to require a three year contract but he is still working on this. Rebecca said that Access Idaho is who runs the credit cards throughout the entire courthouse so will need to check with Kristine on how to cancel this for the Parks & Recreation department. Parks & Recreation will no longer be using this service because they will want to streamline through one company. Commissioner Hancock mentions this needs to be very secure where they are taking payments.

[1:38:12 PM](#) Rebecca said last year they did a newsletter for the campers. Bob told her that someone would come in and go off to Yellowstone and pass the information around. It brought in a lot of visitors from all over. With the increase in national visitation into Yellowstone they are seeing more individuals coming through. Feels this will pay for itself with the manpower its saving. Thomas mentions would integrate all current reservations that are currently being made. Commissioner Hancock asked on the database is this held by Premier. Thomas said they have not had any issues in the three years they have been running. Weston said if this goes down they have no liability for the loss of sales. Commissioner Martinez asked with this software what they would be doing to occupy their time. Thomas said the lake is a new territory. As a lake manager will be able to help with managing the lake helping employees with issues. Will also be able to free up time for Emergency Management would like to help out in this area with the exercises and mitigation planning. Rebecca mentions they will be looking at the improvements for the lake and have an island they have to do. Will begin completing camp sites. Will have more time to work on these projects. Also have two celebrations out at the lake this year with the July celebration and the solar eclipse in August.

[1:43:28 PM](#) Weston has two changes and some discussion on this contract. Governing law and jurisdiction subsection 16 - supplier agrees to submit to the jurisdiction of the State of Idaho respect any action or proceeding initiated by the customer. Customer agrees to submit to the jurisdiction of the State of Louisiana with any action or proceeding initiated by the supplier. Weston does not feel they should ever enter into a contract where they would have to defend in another state. The company is not registered with the State of Idaho as Premier Campground Management. Weston does not see them registered with the Secretary of State. Another change term of agreement 4.1 under subsection 2 - term will be for one year from commencement date and will be subject to the availability of funds. Basically has the availability of funds and termination provision says it can be terminated with written notice. It does not matter because it takes effect at the end of the month in which they receive the notice. His concern is they have a contract proposal for services. If the term of this contract will exceed six years they will exceed \$25,000. In that case they would have to send out a request for bids on these services. May want to limit this time to five years. Once they get over the \$25,000 there are certain requirements for them to allow other businesses to bid. Recommend this to be a term of one year from commencement date and up to five years and subjected to availability of funds. Thomas said in talking with Billy he feels these should be able to work with this. Thomas said this is the process with working with counties. Would have to have this turned into their legal counsel. Weston would recommend the two changes if the commissioners are agreeable to doing this. Rebecca said the setup fee of \$750 is not carried over each year. This could be more depending on who uses this software the included sheet is an estimate. Commissioner Hancock said if they could include online passes this may make this more. Rebecca asked on the \$2 transaction is this for all transactions. Thomas said this is only for reservations.

[1:50:54 PM](#) Rebecca said they provide water and electricity so they are on the low end with power and water. They currently charge \$15 they may need to go up but will need to figure out where they are at with their costs. The average is \$20 to \$30 a campsite. Rebecca said a lot of the grants pay for things with RV funds so they would love it if they didn't charge anything. They can charge but they want to keep these costs lower since they offer grant money. Thomas said may see a small increase. Colleen said individuals come due to the low costs. Rebecca said it has some local ownership. Have individuals camping and all of their friends come to visit. Weston said from the state there is not authority in interpreting the statute. Nothing on the procurement statute. Commissioner Hancock thinks could do this for five year. Thomas said he will work with Weston and contact Billy and their legal and bring this back into the board. Commissioner Hancock said they need to move forward as soon as possible because the more time this takes the more money this will cost. If this is the way they want to go then this should be as automated as possible. Rebecca said if the board is satisfied on their decision with Premier they can bring the contract in next time. Thomas said Premier only needs two weeks to get this up and running. Rebecca said they have time to bring the contract back. Colleen said they have \$6,000 budgeted.

[1:56:17 PM](#) **Motion by Commissioner Hancock to authorize Park & Recreation to proceed with discussions with Premier as the vendor of choice. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

- **LANTIS FIREWORK CONTRACT**

[1:57:17 PM](#)

Rebecca said this is the company that have provided the fireworks in the past. Get the same package and around the same price each year. Thomas said they may have some increase in price. Jeff with Lantis said it was beneficial to do a two year contract to be able to get the same amount of shells for the same pricing. Commissioner Hancock said they would have to run with the ability of funds. Thomas feels they can continue how they have with the fireworks. Will move this to the next agenda so Weston has time to review. Rebecca said each year they send out a letter to the local businesses and were able to fund the fireworks out of sponsorship last year.

- **ANYTIME FITNESS CORPORATION CONTRACT**

[2:00:46 PM](#)

Thomas goes over as a training coordinator he looks at fitness. Wondered if the county had anything set up with Any Time Fitness. Checked and nothing is set up. They do give a discount to the police as a service man discount. Thomas contacted the manager. They are franchised but are locally owned. No cost to the county. They would allow the employees of the county to receive this as a perk. This would depend if the employees would want to be a member. Would be an agreement to allow the Jefferson County employees to have a discounted rate. Thomas is just looking at if they would be okay with him exploring this further.

[2:04:07 PM](#)

**Motion by Commissioner Hancock to authorize the Park & Recreation manager to look into the Anytime Fitness Corporation agreement. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

## **PROBATION – TAMMY ADKINS**

- **QUARTERLY REPORT**

[2:06:12 PM](#)

Tammy Adkins is here with the quarterly report. (Exhibit B) Had some staff changes with loss of employees. Toni Day is the new administrative assistance. Arlene Witbeck has moved to adult probation. All of the Probation officers have to have POST training it shows that Arlene will be attending in September of 2017. All other employees have already attended POST and are current in certifications. Have listed services they provide. Have forty-two active juveniles with eighty-three percent male and seventeen percent female. Has a list that shows the types of charges coming through the system. Petty theft is the highest with about eighteen percent. Go to drug charges next and everything else is self-explanatory. Wants to explain suspended commitments. Have a statute that they have a rule of nineteen screening. This is for high risk juveniles that meet certain requirements. Suspended commitment is done if they are working with them before recommending a commitment to the court. Currently have one of these. Have six juveniles committed in state custody. They are receiving state treatments these last twelve to eighteen months. This goes off of what they complete. Have to reestablish probation once they come back into the community. Commissioner Hancock said he is on 5C do they use through the treatment program at 5C. Tammy said on a case-by-case basis they do not put them in treatment program 5C. They have a contract with the State of Idaho to do the treatments. They would have to be detention for ninety days. Work with Nicky if they need long term detention stays. This is not as readily available. Cannot mix the treatment with the probation kids. Had outside treatment providers come up and provide counseling and treatment. Had a kid who did his GED while up there since he had a long stay and he received substance abuse counseling. Commissioner Hancock said they no longer have any federal only have State of Idaho and Montana. Tammy said that Nicky had said that they work closely with him. Commissioner Hancock said they pay a lot into the 5C Center so they need to utilize this. Tammy said cannot mix kids that are on a treatment program and kids that are on probation. They have a tier level system they put them in.

[2:14:59 PM](#)

Tammy said when put in a treatment facility on the state side the state pays for the treatment. On detention kids the family has to pay for treatment this is around \$50 for ninety days this gets spendy when they have restitution and probation fees on top of it. Need to take this into consideration when working with the families on how to make this the best for the family. Only about one percent a year go to treatment for kids on probation. Commissioner Hancock wants to reduce the cost to the county. Had to do away with the Federal because it was too restrictive. Tammy collected \$1,900 restitution, \$2,600 cost of supervision, and adult and juvenile drug testing. Had seven juvenile probation violations. Have impact court that outlines this is for kids who have substance abuse issues. Have this every Wednesday with Judge Crowley. Currently have three in this program. Have collected \$390 in fees. Jump court is for juveniles that have mental health needs have two participants in this program. Have collected \$250 for that. Adult probation have 110 on probation with seventy-four percent male and twenty-six percent female. Do have informal probation will oversee community service and classes. Do drug testing out of county have pre-trial services. Pre-trial is trying to be improved and will be a big push. Bail is now being considered to be unconstitutional because it is only allowed to those that can afford this. Whether they agree or disagree this is a nation thing that is coming. Have met with Prosecutor and Judge Crowley to look at screening tools at initial arrest. Would be able to see if they can provide information to the court so the Prosecutor and Judge know if they are high or low risk. Then they can make a decision to OR them or allow them on pre-trial. Would report to the courts if they are doing their drug testing and continuing with their obligations while out on pre-trial. Going to see a big increase in this area. Commissioner Hancock said earlier they discussed with the Food Bank coordinator about individuals doing community service at the Food Bank. Tammy said in the past currently had the Robert

F. Kennedy. Over the last year they found juveniles are more productive if they can get them invested in the community. Trying to get away from chain gang situation. Changed as part of accountability is overseen by probation. If they have community service they have to pay for workman's comp. When they do the food bank they are in school. Commissioner Hancock was wondering about adults. Tammy said they offer this the same on the adults. Provide them a list of services but they get to choose what organization to go to. They offer a list of areas to do the community service. Could look at the prosocial hours they have to be involved in as a community program. Would have to look at workman's comp during these prosocial hours. In case one of them got hurt the county would be liable. Trying to have a flat rate fee knowing some of these would be projects through the food bank. Glen has been very helpful. Trying to find a way to improve on this. With adults they do not have any say on where they go. They have a set amount of hours and a timeframe to get it completed in.

[2:24:45 PM](#) Adult charges mainly are DUI which is thirty percent and drug charges at eighteen percent. Have problem solving courts for adults as well. Young adult court participate in Bonneville County. Took over supervision in the Upper valley. Last year were paying for supervision and they were so few and far between they took that supervision back for all adult drug and mental court. Have five or six in that program and Ron Goodwin has taken this over. Saved money their but now have to have the coordination. Commissioner Hancock asked on the modification. Tammy said this is really nice addition.

[2:26:40 PM](#) Tammy said will need to get with Mr. Davis with some policy on some transgender issues for drug testing. Will need to come up with some policy on the supervision of drug testing for this population. Need to make sure they are in line. There is no policy across the state where Idaho is behind the times. Need to be covered before they come across this. Weston has no experience in this area asked to see if any policy exists. Tammy said they discussed this and there is nothing in the state. Ada County advised them this is by selection which did not give them any direction. Tammy needs to prevent against lawsuits. Weston said he realizes they will have to give them the choice. Tammy said her issue is when that election has to be observed. Is it strictly by election or do they need to birth certificate changed or legal document or is it by choice? Goes over issue in Bonneville County had an individual get a letter from a PA saying they chose to elect female. They have to be supervised in the drug testing. This was one of their individuals that were transferred to Bonneville. Tammy foresees this becoming an issue really quick for staff as well as the probationers.

[2:30:53 PM](#) Weston is unsure wants to make sure they are sensitive to their choices but also understands the concern for county employees. Not sure what state they can reach out to but that would get him the best information. Tammy said the drug court coordinator may contact someone in California because they may have had some policy. Tammy has asked other counties and all they have done is by election. Commissioner Hancock said in the state legislature this is on an agenda on how to handle transgender types of issues because this is an issue statewide. Tammy said she just needs to keep this black and white by their election but she goes off of legal. Have had individuals want to use different names and they only allowed this once they got the legal paperwork until that occurred it had to be what was on birth certificate and identification. If they can just select a gender or do they need to have some sort of legal paper work. Usually go with what the legal gender is on the paperwork. Trying to resolve this as a District. The attorney in Ada County said they do not have anything there. They need to find something.

[2:33:58 PM](#) Weston said if they can get a sample from counties within other states. Hopefully they have something they can go off of. Tammy will continue to work with Bonneville. Tammy said they have been unable to locate another county with policy. Tammy said the restroom is not an issue but may be more of an issue for the employee having to supervise this. Weston said may have to have one for both genders available.

## **COMMISSIONERS**

- **SIGN CERTIFICATES OF RESIDENCY**

[2:40:06 PM](#) **Motion by Commissioner Hancock to approve certificates of residency for the College of Southern Idaho for Elias Estrada, Kasina Hatch, Tony Morgan, Trent Morgan, Seth Reis, Kinsley Sorensen, Bridon Tucker and Alexis Webb. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[2:40:47 PM](#) **Motion by Commissioner Martinez to approve certificates of residency for the College of Western Idaho for Diana Garcia. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

- **APPROVAL OF CSI INVOICE**

[2:43:12 PM](#) Colleen said with the new guidelines they have to approve the invoices for the college. Will not pay the full amount of the invoice because the ones she has highlighted in pink did not turn in a certificate of residency. Will pay \$37,850 for the students she has verified.

[2:44:11 PM](#) **Motion by Commissioner Martinez to approve for the College of Southern Idaho invoice for \$37,850. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed**

- **NEW BUILDING UPDATE**

[2:44:48 PM](#) Commissioner Hancock said they have added some square footage. Will need to look at a date to go through the Madison County annex building. Weston said he would notice this because they may comment with each other and it should be documented. Would like to have the architect involved in this. They have the Assessor, Treasurer and Clerk in the new building. Extension is also in that building. This is an older building that was remodeled it is across the street from the courthouse. Rebecca said Mr. Nielson had sent an email on January 16 with a suggestion. Even with all of the cuts this is over budget. There is a suggestion to economize. Already have Planning & Zoning upstairs may suggest moving one more department upstairs. Example according to spreadsheet because of issue with Probation with main floor are at 10,310 square feet. If they moved say the Prosecutor upstairs this would move this to around 8,000 square feet. Would lose some area for future expansion but would make the budget closer to obtain. Commissioner Hancock said he would like this to stay around 8,000 to 9,000 square feet. Planning & Zoning will already be up there they are looking at another department to move up. Rebecca said as proposed is around four million. This budget is two million for this year. Could get to three million in two budget years. Colleen mentioned they need room for the courts. The prosecutor requested additional offices and a restroom.

- **RESOLUTION #2017-13 – DISPOSAL OF EQUIPMENT**

[3:03:20 PM](#) Colleen said they have a paper folding machine that no longer works. This is a large machine that they will dispose of with the rest of the equipment they have already gotten a resolution for. Commissioner Hancock reads resolution “Resolution authorizing destruction of property resolution #2017-16. At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 23<sup>rd</sup> day of January, 2017, the following was adopted to wit: Whereas, the below listed property owned by Jefferson County is no longer in working condition; Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorizes the destruction of the below listed property in accordance with County policy. Pitney Bowes 2001 folding machine county tag #1147. Approved and adopted this 23<sup>rd</sup> day of January, 2017.”

[3:04:34 PM](#) **Motion by Commissioner Martinez to approve resolution #2017-13 for disposal of equipment. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed**

- **APPROVE COMMISSIONER MEETING MINUTES**

[3:08:40 PM](#) Commissioners review meeting minutes.

[3:14:06 PM](#) **Motion by Commissioner Martinez to approve commissioner meeting minutes from January 9, 2017. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

- **LONDON THURGOOD – AS BUILTS**

[3:15:21 PM](#) Colleen said Landon had come in and look at the as built. He has requested some copies of the mechanical system plans. This is the layout and where the ducts go. Rebecca said they do not have the schematics or the codes. Commissioner Hancock said if they did release this he would need to return these copies. Landon had requested approval. Rebecca goes in thinking like a bad guy having the mechanical plans out there might not be a good thing. Could have them returned. Weston said just to make this clear in the motion that these will be returned.

[3:20:29 PM](#) **Motion by Commissioner Hancock to allow copying of the as built drawings of mechanical plans from the attached list. (Exhibit C) Two stipulations no additional copies will be created and they will be returned within thirty days. Second by Commissioner Farnsworth. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[3:22:34 PM](#) Recess to view claims.

**Open session 3:47**

- **APPROVE CLAIMS**

[3:47:36 PM](#) **Motion by Commissioner Martinez to approve claims from 1/9/2017 to 1/20/2017 in the amount \$220,814.61. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[3:49:01 PM](#) **Motion by Commissioner Hancock to amend the agenda to look at the generator and the electrical room. Want to look at the exhaust on the generator and possible room for storage. Second by Commissioner Martinez. Roll call taken Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed.**

[3:50:01 PM](#) Commissioner Hancock, Commissioner Martinez, Weston Davis, Rebecca Squires and Audrey Moon go out to view the generator. The generator is locked up. Can tell the exhaust is flush with the top of this unit. Deputy Mike Miller comes out and meets us. Discuss this would need a stack to go up and above the courthouse. May be ten to twelve feet and would need to brace this somehow. Rebecca will get with Mr. Briggs on this. Go through and look at the electrical room. This is a large room with a lot of open area on the top. Mike had suggested trying to put in a floor then could have storage that could be accessed from the upstairs of the jail. Look at the room may have to look at what they can do in this room and what would be allowed by the codes.

[4:11:17 PM](#) Motion by Commissioner Martinez to adjourn at 4:11. Second by Commissioner Hancock. All in favor – aye.  
Motion passed.

\_\_\_\_\_  
*Chairman of the Board*

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

\_\_\_\_\_  
*Clerk of the Board*

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

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

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