

**SPECIAL JEFFERSON COUNTY COMMISSIONERS MEETING  
JULY 18, 2017**

Meeting called to order at 12:01. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Prosecutor Paul Butikofer, Deputy Prosecutor Weston Davis, Judy McCowin, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Chairman Farnsworth. Prayer offered by Colleen Poole.

**PROSECUTING ATTORNEY – PAUL BUTIKOFER**

**12:03:39 PM** Paul starts with his budget. Chairman Farnsworth was confused because they were off because Robin was still in office three months. The starting wage was \$85,000. Also effects the next line this was \$64,000 for that wage. It did not affect Weston's job because they did not ask for any more. The other two are higher because the county wanted a full-time prosecutor and need a full-time criminal prosecutor. Did ask for an increase for the attorney positions. Came up with the amount looking at surrounding counties. Had Burt Butler pull numbers from other counties. Goes over other counties salary. Madison County the elected prosecutor makes \$113,000, part-time civil makes \$76,000. Compared this to the case load that they do. Madison had 65 felonies, 710 misdemeanors and 893 civil actions. In Jefferson County last year had 50 felonies, 985 misdemeanors and 931 civil actions. Teton County had 26 felonies, 221 misdemeanors and 297 civil cases and elected prosecutor makes \$70,000. Fremont had 40 felonies, 534 misdemeanors and 532 civil cases and elected prosecutor makes \$95,415. Paul is asking that much for his salary because they are doing double on these cases. Fremont's part-time civil deputy makes \$65,400 this is what is being asked for our part-time civil prosecutor. Feels they are doing more cases. Asking for \$75,000 for his full-time deputy. Looking at where they were when they had part-time staff. Chief Criminal deputy was making \$55,000 for part-time. Thinks the \$75,000 is fair and thinks this is what the full-time public defender wage would be. Basing this on work performance. There had been a lot of questions on how they would perform. Thinks they are competitive wages and are on the conservative spectrum. Feels they have seen their performance. Comparing this with the last prosecutor feels the response time and availability is much better. Chairman Farnsworth mentions that he cannot express how much the legal department has done. Do not have enough in the budget to pay for everything that has been done. Only thing holding them back is the overall budget. The overall budget is not even close to Fremont or Madison County. Nice thing is the county is growing. Paul goes over the addition to his budget is \$63,000. With the legal team in place they are getting advice and answers how much this has saved the county in litigation and costs.

**12:20:44 PM** Rebecca said an elected official is up to the board. According to the initial adoption of step and grade the deputy prosecutors were included. The deputies were a step fifteen initially. Commissioner Martinez asked if the office is in the step and grade. Paul said his staff is. Rebecca said they are not required to hire at step one. Chairman Farnsworth said they are not cutting this now until they look at the bottom line.

**12:23:36 PM** Paul goes over staff salaries. None of the staff got raises last year. Go over staff salary. Veronica did get some because when she was hired had not been working forty hours a week. Was making \$20,000 wanting her to make \$28,000. Has been doing an excellent job. Colleen said that currently she is at \$11.90 and proposing to move up to \$13.46. Colleen said that legal clerk Judy is at \$19.19 proposing \$20.71. Other office staff will move from \$16.16 to \$16.77. Colleen said they have not been in the step and grade so they are not exact rates. Paul does have job descriptions for his staff and the receptionist is doing more than just that. Commissioner Hancock said they are just not sure of what the level is they can accommodate. This is a \$10,000 raise in one year. Not saying it is not justified. Paul thinks when they set the budget last year and was low. Will not be looking at this jump next year. Commissioner Martinez said he agrees with Paul and understands the value they bring. Chairman Farnsworth said they have to make sure they can fund this budget. Commissioner Martinez mentions he knows the value. Wages is \$63,000 more this is not a lot. Have Sheriff Office is \$200,000 to \$300,000 more. Thinks it was set low with the uncertainty this is not a big increase in the budget. This has been rebuilding the office with equipment. Still using some of his own equipment. Thinks this is still a conservative number. Rent lease is \$24,000. Paul is asking for \$6,000 less this year. Also in the overall have added a line under federal prosecutor of \$3,000 this is the program they are enrolled in. Added a line for postage and drop box storage. Commissioner Hancock asked about the Capital Crimes Defense Fund. Colleen said this has its own fund.

**12:36:14 PM** Paul kept travel the same and office supplies the same. Have asked for more for the phones because they have gone over. Mike had gone to the Guard so Paul hired Weston's firm to handle his duties part-time. Had to pay the firm out of a different line because they are not employees. Rent is down and this includes the utilities. Dues and memberships have gone over so they are asking for \$3,000 more. Have gotten a postage machine. Equipment have asked for \$10,000 more. Do not have desk or chairs in his office yet. Chairman Farnsworth said they will leave the \$30,000 and get the priority items. Paul spoke with Scott and they will need some shelving and things in the new building.

• **DISCUSS PLANNING & ZONING CONTRACT ATTORNEY**

**12:44:06 PM** Paul thinks they need to take the Planning & Zoning contract and up Weston's wage from \$55,000 to \$65,000 and have him take on the Planning & Zoning issues. Paul thinks that Planning & Zoning should still keep some money in case they do need some additional legal issues. Paul said that Weston has been doing more than part-time because of the needs the county have had. Chairman Farnsworth mentions they took the \$10,000 out of Planning & Zoning for legal. Paul would still recommend keeping some money for conflict issues. Chairman Farnsworth said as prosecutor for the county this should be under him. Chairman Farnsworth thinks this looks good.

**WEED DEPARTMENT – MITCH WHITMILL**

**12:48:58 PM** Mitch is here for his budget. Start with salaries his budget is less than less than last year. Salaries are reflective of a three percent increase knows that is contingent on the commissioners decision. There is a step and grade increase that has been given for the last couple of years. Very valuable tool to his office and salaries are low in this county. Employees need to be certified. The back pack program has increased in utilization. Believe the other operator is a step increase. Colleen said the COLA is easier to add at the end for all departments. Mitch said that

phones have increased. Have increased fuel but they are still in the middle of the season that is why they still have so much left. Colleen said around \$20,000. Chairman Farnsworth asked if having the funds in the budget is easier. Mitch said this way they do not have to put it into the trust and transfer it. Right now at around \$60,000 and about half way around the county. Chairman Farnsworth asked capital vehicles. Colleen said last year he did not mark that he wanted to keep the funds. Mitch said they are looking at a new truck. Chairman Farnsworth asked about capital equipment. Mitch said this is for tools. Go over the trust money has been infused into the budget and not having to bill other entities. No other questions. Mitch goes over rotation cycle on his vehicles.

#### **FAIR – CARL ANDERSON**

[1:14:49 PM](#) Carl Anderson and Ruth Hale are here. Ruth said they are requesting the same from last year. Commissioner Hancock asked where they are getting \$44,000 from. Ruth said this is FFA, 4-H and general. Whatever they have left is divided 60/40 between Rigby and Mud Lake Fairs. Ruth said this is exactly the same as last year. Capital equipment and building that \$6,000 is for the rodeo to use that money for the fairgrounds. The City of Rigby runs the fairgrounds but they do contribute to it. Chairman Farnsworth asked if the house foundation will be ripped out for more parking. Carl said that is his understanding of what the plan is. Chairman Farnsworth said they have no other questions. Commissioner Martinez mentions the Extension Office and having the kids use the fair facilities. Will bring this up in a later meeting.

#### **COMMISSIONERS/ GENERAL/ PUBLIC DEFENDER/ AIRPORT/ CAPITAL CRIMES DEFENSE FUND/ CAPITAL IMPROVEMENT FUND/ HEALTH DISTRICT/ JUNIOR COLLEGE TUITION/ TORT/ VETERANS MEMORIAL/ DEBT SERVICE FUND/ PILT**

[1:21:36 PM](#) Recess

#### **Open session 1:23**

[1:23:22 PM](#) Colleen said the sheet is the column is \$503,000 from PILT the Capital Improvement Fund this is building impact money. The capital building and upgrades and lottery. If were to add the other PILT payment and \$400,000. Have \$2.9 million and there is around \$3 million in Solid Waste right now. Commissioner Hancock thinks they should budget the \$3.6 million for the annex building.

[1:29:21 PM](#) Colleen has put in what she knows they will be having. Commissioners review. Colleen said that the insurance was increase two percent and PERSI is also taking an increase. Commissioner Hancock mentioned they had all of Rebecca's salary under Civil Defense they need to decide what they are doing with this. Rebecca goes over grant compliance and there are not very many full-time civil defense positions so they are fine with whatever the other responsibilities are of the person. Chairman Farnsworth mentioned putting in more time for the commissioners. He was thinking the first Monday of every week. Could meet with different departments on these Mondays. Look at shortening these agendas. Chairman Farnsworth could have a designated time slot. Is looking at being able to make deadlines. Commissioner Hancock said with more time are they talking of splitting and having an evening meeting. Commissioner Martinez mentions a problem with evening meeting is that everyone would have to come in later. Commissioner Martinez mentions that this should not be done for one person if no one attends these. Colleen mentions the other problem how do they decide what issues the public would want to hear. Supposed to meet twice a month and are meeting three four times a month. Chairman Farnsworth thinks these could be shorter and get things handled faster. Colleen said this would give them an option to move a meeting if they had an extra Monday. This is a \$27,000 increase with a lot better service. Discuss meeting times. Commissioner Hancock mentions what others will think with the increase. Chairman Farnsworth does not want to be the only one asking for this. Commissioner Martinez thinks they need to be compensated for the meetings they attend. Go over committees they are on.

[1:47:18 PM](#) Rebecca said increasing the pace of meetings there will be more of an administrative load. May suggest weather they have an independent person to handle the assistant job. Could put this individual in the Clerk's office. Will add the increase of \$36,282 in for right now. Commissioner Hancock mentions keeping these funds for the assistant until they decide what to do. Chairman Farnsworth mentions moving this line into the Clerk's budget. Go over travel and meals. Leave supplies the same. Minute transcription have not spent this decide to leave it alone for now. Employee recognition is for Christmas time. Cloud seeding will stay the same. Cell phone was not budgeted will take this out. Telephone was moved to the general. Professional service will leave this. The contingency moved to general that is why that is there. Dues and memberships are about the same. Commissioner Hancock mentions the vehicle. Colleen put this in the general. Professional service auditor is for Searle and Hart. Rent/lease/other Commissioner Hancock asked what went into this raised it to \$2,000. Contingency should not be more than five percent over the budget. Postage is county wide. Ambulance contract has stayed the same. Put \$25,000 into capital vehicles.

#### **CENTRAL FIRE – MIKE MILLER- CARL ANDERSON – BRYAN GROVER**

##### **• IF AMBULANCE CONTRACT – ECLIPSE**

[2:05:41 PM](#) Chairman Farnsworth mentions he attended a Central Fire meeting. Talked about having an ambulance stationed here on Monday so they did not have to try and get one up her through traffic. Already pay around \$13,000 a month for ambulance service and they will still respond if they do not go with the contract of \$100 an hour. Have talked about Sunday and Monday. Would go for the agreed amount with Central Fire coming up with half. The explanation was there are seven ambulances currently and City of Idaho Falls will bring on an extra five. This is what the extra \$100 is for to cover the extra service. Commissioner Hancock asked if Idaho Falls Fire Department will be able to support this. Eric Day is the Chief EMS Officer. Eric said these are reserve ambulances usually have these backup in the station and are already up staffing to fill these. Chairman Farnsworth thinks there is a legitimate cost. Looking at thirty-six hours and will pay half of the cost. Carl said shifts run from 8am to 8pm so looking Sunday 8 until Monday at 8 would give them the 36 hours. Mike said on Monday if the traffic is still not clearing up is this something that can negotiate. Eric said absolutely they are trying to service to the best of their ability they are not obligated to keep them if it is not as busy. Commissioner Martinez asked where the Central Fire will house the ambulance. Carl will be working command with the Sheriff if they can allow them

to make that decision. Chairman Farnsworth said they will be in emergency mode so they will have Rebecca handle this. Rebecca said it is up to the Sheriff and Fire Chief on what needs to be done. This would be into a local disaster. Weston said if approving a contract clarifies if Rebecca can contact any of the three commissioners. Rebecca said if it is that bad they will probably be here. Would like to have them enroll in priority service is the WPS. Colleen asked where this would be taken. Chairman Farnsworth said from contingency. Weston thinks they should have the contract reviewed before they approve this. If they want to approve the matter may have additional information on the contract. Weston goes over the contract.

[2:22:36 PM](#) Mike mentions that he did contact Fremont Telco and dig line has already been out. Once the trench is open in about two weeks they are going to move the fiber.

[3:23:54 PM](#) Public Defender Colleen asked if they want to add a receptionist for this. Commissioner Hancock said they better cannot expect the person to do anything. Weston thinks it is helpful to have administrative staff. Prosecutor has three office help and Sean had said a part-time person would be sufficient.

[3:26:28 PM](#) Airport Colleen said they do Mud Lake and Rigby this is the same as previous years.

[3:26:39 PM](#) Capital Crimes Defense have put \$11,000 in. Bill would be \$10,600 will not have to pay a premium this year. Leave this for now.

[3:27:26 PM](#) Health District same thing got a bill for this amount went up about \$6,000.

[3:27:41 PM](#) Junior College Tuition budgeted more are at \$116,000 but thinks this is going to explode so have raised this to \$150,000.

[3:28:46 PM](#) TORT this is a bill from ICRMP.

[3:29:13 PM](#) Veterans Memorial is the same amount as last year.

[3:29:19 PM](#) Debt Service fund this is for the courthouse payment. Cannot make additional payments for a few more years.

[3:30:47 PM](#) Colleen said they will have around \$3.5 million available for the new building. May not be able to do a COLA until the new building is built.

[3:31:07 PM](#) PILT upped this because if they get this they won't be able to spend this. Will leave this at \$1.5 million

[3:31:51 PM](#) Capital improvement fund have the funds from impact fees. This is the fund moving all capital accounts too but it won't inflate their budgets. Go over moving these into that.

[3:33:22 PM](#) Colleen goes over the process. Will take the totals with all of the increases and will publish at that amount. Then they can go in and look at the true budget. Publish this in the paper before the September 5 hearing. Publish high the final number cannot be over what they approve. The county can only levy a certain amount. Go over the levy. Commissioner Hancock goes over transferring cash is something they have to substantiate for three months. Do not want to inflate the budget and have rainy day funds.

## **NBW ARCHITECT – SCOTT NIELSON**

### **• ANNEX BUILDING UPDATE**

[2:23:17 PM](#) Scott has Craig and Maddy here today. Maddy does all of the material and research selections. Have met with all departments and have their layouts. Scott said they will each need to turn a budget for furnishings and equipment. Scott goes over technical presentation for their hearings. Knows for Planning & Zoning there is a staff report. Will want a monitor in each section of the assembly room. Are there any presentations in their meetings? Chairman Farnsworth thinks this is coming. Scott said most time they have to submit a thumb drive before the meeting.

[2:28:30 PM](#) Maddy goes over the photos have took two trains of thought to match existing building to make it look like a continuation. The blocks are a Cantu block from Montana and have resources that can match the color. The new blocks will look newer. The canopy will be a little different and matches with the metal and the face of the building. Craig said this is identify this as a separate function. Will see some variation of colors to give this its own identity. Can also do different colors. Maddy said changing the color gets more into a factory campus. All of them are going to have elements that are similar. The colors are an updated version of what they have. Scott said do they want a continual color or a different change. Commissioner Hancock and Martinez likes the continuation. Scott goes over departures and looked at this in the office. Colleen thinks if there is a lot of difference buildings it would be good but she prefers the continuation. Commissioner Martinez mentions windows in the front. Craig said functionally it has been the limiting factor for windows. Maddy said they will stick with similar colors on the exterior. Looking at a luxury vinyl plank with a wood look. The benefit is sound and has a cost savings. Also has a ten year commercial warranty. Scott said this is \$3.50 to \$4 a square foot. Scott said in the assembly they have vinyl in the back. Craig said they will absorb some sound so looking at carpet tiles. Maddy said in the high traffic lots they can pull squares once they are worn. This does not require a waxing this is a dry mop system. Look through samples. Scott said could bid ceramic tile as an alternate this is more costly so they could see where they are in the budget.

[2:46:32 PM](#) Craig have proposed the ceramic tile in the bathrooms. Maddy goes over the bathrooms. Maddy goes over the paint colors, tiles and accent walls. Craig asked if they will have any other accent walls. Maddy will get all of the colors together and will present a color card.

[2:54:04 PM](#) Scott goes over some miscellaneous items. Looking at panic buttons at all of the reception desks. Craig asked what contract will that fall for them. Scott said he will speak with Garn in the morning. Security system for the building. They do rough in that would be installed after with the vendor. Commissioners think this will work. Currently use Omni. Scott said they would share the plans and have the conduits set. Commissioner Martinez mentions the Sheriff is switching from Omni. Scott believes the Sheriff will be meeting with him tomorrow. Probation and Prosecutor have asked for security systems do they want a card system on the outside. Colleen asked with the panic buttons if they could add one in this building would that be separate. Ask if they will have vending anywhere in the building. Rebecca said they could have one by Probation. Will put these in the vestibule. Met with Probation they added a door by the elevator as a security door. Concern was early and late hours they could come in the Probation door and hide by the Prosecutor office.

[3:02:45 PM](#) Craig brings up the council chambers. Have a space for six people. Look at the south end they provided a door into behind the mill work. Provided a space that will be lower than what is proposed for the others. Behind the commissioner area would step up would be a little higher. On the very north end would be whoever taking minutes is and listen to the public. On the west side the public is a lower counter for the face to face. Proposed a physical difference from those presenting and those in the upper area. In looking on the internet some communities do not do that and are more informal. How formal do they want this discussion. Chairman Farnsworth thinks they may want a kitchen table idea but they will not always be here. This is physically separated from the other room. Is the corridor needed? Go over the elevated area. Commissioner Hancock thinks it makes it harder for the back to see will work with this. Go over the microphone and recording. Scott goes over schedule. We're shooting to be done by the around August 15. There are still a lot of things to do. Craig said they will be getting the civil drawings to make sure the scope work is adequate.

[3:18:05 PM](#) Scott said they spoke with the city and they said could see a permit in five to seven days and outside in two to three weeks. Trying to work the schedules the best they can. Scott goes over the commissioner suite. This is an entry with two chairs a reception counter and three offices. The receptionist would be generic. Chairman Farnsworth likes the outside and really likes the colors. Scott said they will work another podium level and send this into them. Scott said this is not the time of year they usually like to put projects out but hoping some projects are coming to an end.

**COMMISSIONERS**

- **APPROVE COMMISSIONER MEETING MINUTES**

[3:40:46 PM](#) Motion by Chairman Farnsworth to approve the commissioner meeting minutes from June 26, 2017. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[3:42:17 PM](#) Motion by Commissioner Hancock to amend the agenda to hear some expenses from the emergency manager that will be incurred prior to the next meeting due to the change of date. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[3:43:13 PM](#) Rebecca has moved around some grant money for some purchases for the eclipse. Would be some emergency first aid kits for the deputies.

[3:44:24 PM](#) Motion by Commissioner Hancock to approve purchases of emergency first aid kits for fourteen vehicles for \$2,184 to cover the cost from the grant money. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[3:45:15 PM](#) Motion by Commissioner Martinez to adjourn at 3:45. Second by Commissioner Hancock. All in favor – aye. Motion passed.

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*Chairman of the Board*

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*Date*

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*Clerk of the Board*

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

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

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