

**Special Jefferson County Commissioner Meeting Minutes
August 22, 2017**

Meeting called to order at 9:03. Those present are Commissioner Hancock, Chairman Farnsworth, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Hancock. Prayer offered by Chairman Farnsworth. Commissioner Martinez has been excused.

ARCHITECTS – SCOTT NIELSON

• **NEW BUILDING UPDATE**

[9:05:08 AM](#) Scott is here mentions it was an incredible experience to see the eclipse. Discuss the solar eclipse.

[9:17:45 AM](#) Scott said that Kraig had come and met and had most questions answered. Do they legally advertise or does the county. Commissioner Hancock thinks they are under the same requirements as the schools. Scott said they will get this out and published into the paper. Will look at having this September 5th. Will allow three weeks for the bidding process. Thoughts on construction time will need twelve months of good weather so looking at a fourteen month contract. Will they allow a shut down for winter or do they want to push through and incur the winter costs. Commissioner Hancock mentions he thinks they should give them the option they have the fourteen months and they work this how they need to for it to be completed. This gives them the option. Chairman Farnsworth mentions most won't want to work during the winter because it does cost more. Have talked to some contractors some are busy and some are winding down. There is a good group of local contractors available. Commissioner Hancock asked if he knew who would be the potential bidders. Ormond, Bateman-Hall, Ed Waters, J & S, have some interest from River West and possibly one other they had talked to. Thinks there will be fair amount of interest.

[9:21:52 AM](#) As far as security, IT and AV these are all vendors. Have met with Garn and John Wolfe helping on where they would be having the security and cameras and so on. Basically had the electrical engineer do the base and these teams will come in and do this. All of this will be a separate vendor outside of the contract. Chairman Farnsworth said they may be looking at some in this building as well. Scott said it is Twisted Technology, Phase 4 and Omni. Mike Miller had been helping them to know what would be on Epower. Are getting pretty close and in the final quadrants. Commissioner Hancock thinks this will be a good project. Scott said they have had good input from departments. Knows all the departments have appreciated the ability to have input. Knows that departments will be turning in budgets for equipment and furnishings. Scott said this will be interesting to see how the calendar time will affect this project.

[9:26:50 AM](#) Chairman Farnsworth said when he did this he knew some companies liked to keep their crews together. Having these jobs gives them something to do through the winter. Scott is still working in several states and they see contractors struggling to get subs. Should stir up the interest. Discuss having the pre-bid meeting on September 5 at 2:00.

[9:30:33 AM](#) Commissioner Hancock mentions the residential has been booming. Scott said it is starting to look like 2006.

[9:34:39 AM](#) Recess

Open session 10:02

COMMISSIONERS

• **EXECUTIVE SESSION 74-206 (A) – PERSONNEL – PUBLIC DEFENDER INTERVIEWS**

[10:02:58 AM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (A) – Personnel for Public Defender interviews. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

Open session 12:33

[12:33:24 PM](#) Chairman Farnsworth said they have been through the interviews for the Public Defender. He thinks that Mr. Stosich has a lot of experience. Commissioner Hancock said that Ms. Denhardt would have to move and is currently applying for multiple positions. Have Mr. Twiggs who is young and would also have to relocate. Thinks that Mr. Stosich is already here has been around a long time.

[12:35:26 PM](#) **Motion by Commissioner Hancock to extend an offer to John Stosich for the Public Defender position. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.**

[12:36:19 PM](#) Commissioner Hancock asked on the salary. Colleen said they budgeted \$75,000. Chairman Farnsworth thinks the \$75,000 with his experience. Rebecca said they could go grade fifteen step five would be \$74,578. Chairman Farnsworth asked Colleen to extend this offer to Mr. Stosich.

[12:39:31 PM](#) **Motion by Commissioner Hancock to amend the agenda to discuss the fire ban. Chairman Farnsworth mentions the good faith basis is there is a long time until this ban expires and they want to end this to help the farmers since**

they feel the threat has passed. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.

[12:40:31 PM](#) Chairman Farnsworth said the eclipse was great without any disasters and it seems as though the individuals have cleared out.

[12:40:35 PM](#) Motion by Commissioner Hancock to end the county wide fire ban since the crowds have left and the need for this is no longer important. Second by Chairman Farnsworth. Chairman Farnsworth mentions they have some farmers that are needing to burn. Roll call taken. Commissioner Hancock – aye, Chairman Farnsworth – aye. Motion passed.

COMMISSIONERS

• BUDGET

[12:41:52 PM](#) Colleen said they have the budget before them. Commissioner Hancock asked on the COLA. Colleen said employees got two percent, elected officials and department heads got a three percent. Colleen had marked the Prosecuting Attorney, Civil Defense, Planning & Zoning and Sheriff because she still had some questions on these. Took what they were currently at and added three percent and they had requested more.

[12:44:21 PM](#) Commissioner Hancock said on the Prosecuting Attorney have him at \$85,000 and is asking for a \$10,000 increase is looking at a thirty-four percent increase to his total budget. Thinks this is kind of a healthy increase. Looking at a \$5,000 which is still less than other Prosecutors in the area. This is 5.8 percent increase. Putting him at \$90,000. Chairman Farnsworth knows he had brought in caseload for consideration but they still have to look at the budget and other elected officials. Salary deputy has asked for another \$10,000 raise from \$65,000 to \$75,000. Colleen asked if they are looking at percentages. Rebecca said grade fifteen step five would be \$74,578. If they looked at step two this would be \$69,852. Rebecca will go and add the COLA into this chart. Commissioner Hancock goes over the receptionist. Colleen has put her in grade four step three. Commissioner Hancock does not have a problem with this. Chairman Farnsworth said this would be \$11.90 an hour. Colleen said moved the legal to grade eight step eight with two percent would be \$40,061. Colleen mentions she has supervisors who are not a grade eight. Part-time deputy is currently \$55,000 asking for \$65,000. Colleen mentions if they add more meetings. Chairman Farnsworth said that they may not have to attend all of the meetings departments would have to send contracts out before. This would help with time if these items were ran through in advance. Will be taking over Planning & Zoning items. Not sure but it was mentioned that the City of Rigby wanted the county to take on their criminal cases.

[12:53:06 PM](#) Rebecca goes over if Mike gets \$70,000 for full-time need to consider that Weston is only part-time. Commissioner Hancock said Mike was a grade fifteen step one. Commissioner Hancock looks at the part-time may be dedicating more than sixty percent of his time. Grade fifteen step one. Rebecca said would put into the grade but would budget the percentage. Discuss step and grade for this position. Rebecca said he would be at a grade fifteen step three. Colleen said this would put them into the step & grade. Rebecca mentions then he would be eligible for an increase next year.

[1:01:43 PM](#) Commissioner Hancock goes over victim Coordinator have her at a step seven grade five. Colleen said this is \$31,114 at eighty hours. Would be at \$34,114. Colleen does not have the action forms. Rebecca looks at the old stuff in the past this was a step five not sure what is done in her position. Grade seven and eight are office managers or managing a single function of the department. Colleen said she was already up when they moved into the step & grade. Discuss step and grade. Looking at grade six step seven. Rebecca said these employees never fit into the system. Colleen goes over the numbers again.

[1:11:15 PM](#) Commissioner Hancock mentions adding another \$30,000 for office equipment. Colleen said they shouldn't be spending this amount each year. Commissioner Hancock wants to drop this to \$20,000 and thinks this should be plenty. Colleen mentions on page twenty-four in the general for utilities are at one-hundred percent did up this a little but may put this to \$18,000. Incorporated everyone in the general does not think that \$16,500 will be enough. Decide to move this to \$18,000.

[1:14:47 PM](#) Rebecca asked if they want to look at the regrades. Commissioners review this information.

[1:38:09 PM](#) Chairman Farnsworth asked if the administrative assistant for Planning & Zoning has changed. Commissioner Hancock mentioned it did slightly. Would be a grade four step two. This is thirty-five but wants to move this to eighty hours. So would be grade four step three. Commissioner Hancock said they want this to be forty hours. Chairman Farnsworth said administrator going at grade eleven step eight would put this at \$52,928. Building Official is a grade nine step four at \$39,899. Permit tech is grade five step seven would be \$31,114. Chairman Farnsworth said inspector full time is a grade seven step six so grade stays the same but step went up this is eighty hours at \$35,142. Commissioner Hancock said this wage is contingent that he retakes the test. Naysha said he will be taking this again soon.

[1:43:45 PM](#) Chairman Farnsworth said the planner is grade eight step six. Commissioner Hancock said would have to do a step five. Would be \$37,585 based on forty and grade eight step five. Naysha mentions the \$60,000 is for a consultant to help with the comprehensive plan and capital plan. Capital furnishings would be for the new office space. Discuss the need for furniture.

[1:53:18 PM](#) Colleen said the Sheriff had asked for five percent and they took this back to the three percent that is why this was tagged. Chairman Farnsworth said all of his employees went up per the step & grade. Look at jail food. Commissioner Hancock thinks they increased this. Have this at \$270,000.

[1:59:35 PM](#) Chairman Farnsworth said they still need to discuss Civil Defense. Rebecca said planning, preparation and mitigation helped with this event. Discuss the solar eclipse and how everything went well. Chairman Farnsworth goes over that they have added all duties into the Civil Defense budget is currently a grade eleven step two. Rebecca said they took all three lines and put this into one line. Chairman Farnsworth said \$5,800 for the lake and \$14,500 for HR and Commissioner Assistant. If HR and Commissioner Assistant is being moved to the Clerk's Office the lake will stay with the new administrator. Chairman Farnsworth goes over the grant will match half of the salary. Rebecca said it also matches on cell phone and paper. Rebecca said she had not been paid this year out of Park & Rec. Rebecca said she is hearing that her job may be changing asks if the Clerk's office is ready for this? Chairman Farnsworth said for travel have \$4,000. Rebecca is not going to attend the training she had planned. It is not necessarily cheaper to do this in Boise and she is unable to attend this next week. Have courses set up all the time in Emmetsburg. Chairman Farnsworth asked about the grant. Rebecca added \$60,000 they usually get around \$40,000 to have a cushion to pay from two years of grants. This is fully funded by the SHSP grant. Rebecca said she can also add other grants into this line if she receives any. Colleen said grade eleven step two.

[2:16:26 PM](#) Colleen will rework these numbers and is meeting with Farrell in the morning to work on the spreadsheet.

[2:16:44 PM](#) Kristine Lund asked on the COLA they said two percent for employees is this on top of the step & grade if they are up for. Department head and elected officials was three percent. Colleen said all elected officials got a three percent increase. Kristine mentions that elected officials are not in the step & grade. Commissioner Hancock mentions they need to make sure they have the revenue to cover this all first.

[2:18:34 PM](#) **Motion by Commissioner Hancock to adjourn at 2.18. Second by Chairman Farnsworth. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date