

Jefferson County Commissioner Meeting Minutes May 29, 2012

Meeting called to order at 9:00 am. Those present are Chairman Karren, Commissioner Hegsted, Commissioner Raymond, Jim Boulter, Tammy Adkins, Lorie Dye, Cody Taylor, Naysha Foster, Kristine Lund, Blair Olsen, Robin Dunn, and Christine Boulter. Emily Kramer is clerk of the board. Tammy Adkins gave the Pledge of Allegiance and Lorie Dye gave the prayer.

Department Heads & Elected Officials

- **Staff Meeting**

Chairman Karren asks if anyone has any comments on the draft cell phone policy that was distributed in April. Kristine mentions that in the cell phone policy there is no mention of turning the ringer off while at work. Cody mentions that a department policy should address turning the cell phone on vibrate. Commissioner Hegsted mentions changing the wording “business cell phone” in the first paragraph to “county issued cell phones”. Lorie comments that having a cell phone policy would be good because of the safety issues. Lorie mentions that she did not see a statement that you had to count a cell phone if used for personal use as a benefit on taxes. Chairman Karren asks if an employee loses their cell phone, are we able to take it out of their last paycheck. Chris says that we can’t withhold their last check or reduce it. Discussion had on taking legal action if necessary. Commissioner Raymond mentions that there is not a lot of content in the personal use of county provided cell phones section. Discussion had on personal use. The Sheriff mentions that his department is allowed to use their cell phones for personal use as long as they don’t go over their minutes. If they go over their minutes, they have to reimburse the county. Commissioner Raymond would like to add a statement saying that employees are allowed to use their cell phones for personal use. Commissioner Raymond asks if we should leave the statement that if they exceed their minutes they must pay up to the department policy since department heads have to review to calculate if they did really go over because of personal use. Chris asks if all departments could fall under the Sheriff’s plan. The Sheriff asks if it should say “Department Heads are responsible for managing the personal use of cell phones”. Commissioner Raymond asks if we have any situation where the county is reimbursing for personal cell phones and if we do, should the policy address it. The Sheriff mentions that it could get very expensive for departments with the wording in the safety section. The Sheriff would like to remove the hands free equipment paragraph. Tammy mentions that if you can pull over to deal with a call then employees should, but if you can’t pull over and your position requires you to answer then you should be able. Chris mentions that in the future we should start purchasing hands free equipment. Commissioner Hegsted mentions that he has provided Bluetooth for all his drivers for \$49 a piece purchased from Costco and he thinks we should move towards hands free. The Sheriff would like to put the cell phone policy on hold for a month to research ear pieces and statutes. Chairman Karren asks Emily to make sure the cell phone policy is consistent with the vehicle use policy. Chris discusses the IAC Records Retention Manual. Chairman Karren would like to have a resolution prepared to adopt the records retention manual at a meeting in June.

CAI – Brett Hill, Treasurer, Assessor, GIS, Planning & Zoning

- **Presentation on Data Exchange**

Brett discusses that they are working on offering integration between building permits and the property system. It is an optional feature. If enough counties would be interested they would go ahead and do it. Madison County and Fremont County have committed. Brett needs to have one more county buy in to cover the costs. Brett explains that the parcel administration has to be done separately in the Assessor's Office and in Planning & Zoning. When the building department finishes up a building permit, this data sharing optional feature would have a message system. Anytime an improvement is made a message would be sent. The idea is to keep things from falling through the cracks. The biggest benefit to the building department would be current parcel information. Naysha asks if addresses would be synced. Brett says the counties who buy in will get to determine the features and it could be a possibility. Brett explains that eliminating duplicate data entry is a main reason for this feature. The upfront cost is \$5,000 and the annual maintenance fee is ten percent. Brett says they are ready to start as soon as they can get one more county. If we can start within a month it takes two to three months. Commissioner Hegsted asks what Naysha thinks. Naysha says the integration would eliminate the copies they take around to all the other departments, there would be less chance of making a mistake, and it would eliminate two employees from entering the same data. Commissioner Hegsted asks what Cody's thoughts are. Cody says it would be beneficial. Naysha says that Cody will see the notes made by the building department and planning and zoning will see the parcel tracking. Chairman Karren asks if the departments would share the costs. Chris mentions that it could be paid out of the data sharing budget. Brett says with a custom job they usually get paid up front, but they are willing to work with us. Commissioner Raymond asks what the ten percent is of. Brett says it is of the \$5,000 so it would be \$500 a year. Commissioner Raymond asks what the advantage of being an initial county is. Brett says it's being involved in the development. Commissioner Raymond asks will it be the same cost in the future as it is now. Brett says as far as he knows yes.

Motion by Commissioner Hegsted to approve the Computer Arts Inc. data sharing optional feature to total \$5,000 upfront with a \$500 annual maintenance fee to be paid out of the data sharing budget. Second by Commissioner Raymond. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Chris mentions that with hiring Computers Arts the county is about \$30,000 below other counties that have went with their own IT department.

Carlos Aponte

- **Health Insurance Reports**

Carlos provides a Cobra rebate check of \$1,530.81. Carlos mentions that we are at a 40% aggregate loss ratio. He mentions that Blue Cross reports: fees, pharmacy, dental, claims, and this year no one has hit the specific. Carlos says over all utilization is great. Mr. Bills provides a review of the health reports on employees as a whole. He explains that based on actual blood work there is a 14% high risk over all and only 18% in optimum health. He mentions that cancer is the highest risk factor and it could be changed by diet, etc. Nutrition is the most important and 55% of the group needs more fruits and vegetables. He goes on to say that 40% of the group have good physical habits, 5% consume alcohol, and 17% use tobacco which is very high. 70% of the issues are preventable in the over all scheme of the report.

Social Services – Edidt Ramirez

- **Executive Session 67-2345(D)**

Motion by Commissioner Raymond to go into executive session at 11:15 am pursuant to Idaho Code 67-2345(D). Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Moved back into open session at 11:22 am.

Motion by Commissioner Raymond to deny #2012-54 for ability to pay and to deny #2012-50 for lack of information. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Lunch

Administrative Judge – Judge Shinderling & Trial Court Administrator – Burt Butler

- **Court Budgets & Programs**

Robin states that Judge Crowley would like to make sure that the camera system is working in the court room. The system is not working and Computer Arts needs to get an IP address and they want a big screen television. Chris offers to work on it. Judge Moeller is overwhelmed. They are working on having Judge Anderson handle the criminal case load. Judge Shinderling will be asking for a new district court judge and the intent would be to have him here. September 14th or October 5th will be the magistrate board meeting to pick the new Fremont County judge. Commissioner Raymond mentions that October 5th would work better for him. Judge Shinderling mentions they have remained well funded and they received extra treatment money for drug testing. Judge Shinderling distributes Idaho Code 1-1613A which discusses county employees performing functions of the District Court under court control. Burt discusses that they have tried to get some of the county commissioners involved for oversight and they want the same commissioners for continuity. Burt mentions that having the same commissioner on the magistrate board and the juvenile board would be ideal. Chris mentions that the Commissioners have discussed this and are moving towards it. Burt explains that a law clerk will go with the new district court judge and that they will need two offices. Chris mentions that we have one office available that can be shared. Commissioner Hegsted asks who pays for these employees. They explain that law clerks are shared and paid for by all of the counties. The reporters are state employees. Burt thought they'd be asking for more funds for court assistance and family court services, but both have been running in the black. The Supreme Court is going to send \$100,000 and they are not going to ask for more county funding. Judge Shinderling asks what we are doing in emergency closures. Robin says as soon as Judge Shinderling signs we close. Judge Shinderling asks about interpreters and explains that the Supreme Court has done well with funding for providing certified interpreters for felony trials. Judge Shinderling asks about bail bonds and mentions that there is a new statute addressing them.

Sheriff – Blair Olsen, Sam Dye

- **Fingerprint System Grant**

The Sheriff mentions they have been selected for a livescan system through the Idaho State Police FY2011 NICS Act Record Improvement Program (NARIP) grant. He explains that they are here because they may need to purchase and then get reimbursed. The Sheriff asks Sam to

explain how we received the grant. Sam explains says several months ago that we were audited and a result of the audit is that the State applied and received a grant to fund 20 different agencies to purchase 500 PPI livescan fingerprint equipment. The maximum grant award is \$49,997. Sam mentions that there may be a possibility to do a pass through. The Sheriff mentions that if we are not able to do a pass through he will need a way to purchase the equipment because this grant did not exist when he did the budget. The deadline to purchase the fingerprint system is August 31st. The Sheriff asks Chris what he should do. Chris mentions that the Commissioners could pay it out of the Commissioners' contingency fund and then get reimbursed. The Sheriff says he will try to get them to do a pass through since it would be easier.

Planning & Zoning – Naysha Foster

- **Executive Session 67-2345(B)**

Motion by Commissioner Raymond to go into executive session at 2:07 pm pursuant to Idaho Code 67-2345(B). Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Moved back into open session at 2:23 pm.

Motion by Commissioner Raymond to pursue the denial of unemployment for Jim Lynch. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Motion by Commissioner Raymond to authorize Robin Dunn to work with the City of Roberts on the building that was placed on county property. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Motion by Commissioner Raymond to authorize Naysha to develop a backup plan for building inspections by drafting a MOU for a building inspector on a contract basis. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Zions Bank

- **Bond Bank Resolution**

Cameron Arial mentions that they are moving through the bonding process quickly. The Idaho Bond Bank approved the county's application and we go to market on June 5th and we will close on June 21st. Cameron distributes the bond buyer index which shows that rates are low. He also hands out the MMD interest rates which show that the current is less than the average. Cameron mentions that we have a \$97,402.35 credit from making our payments and recommends that we pay down our next payment so it is less.

Motion by Commissioner Raymond to apply the \$97,402.35 credit from our loan payment to the next courthouse loan payment. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Chris asks if the Commissioners can meet on June 5th and they agree to meet at 3:00 pm. Commissioner Hegsted asks what the net savings to the county will be. Cameron says he shows a savings of \$71,000 even though we extended to 2031 to eliminate the balloon payment.

Nicole explains that the Commissioners need to sign a resolution ratifying actions taken currently, appointing Zions as our advisor, approving the form of the bond resolution, and loan agreement. She mentions that the only thing that is unique is that we will have to provide continuous disclosure to the bond bank.

Motion by Commissioner Hegsted to adopt a resolution authorizing proceeding with sale of a general obligation refunding bond, series 2012. Second by Commissioner Raymond. Motion passed unanimously.

Commissioner Raymond asks who our mortgage holder is now and who will it be in the future. Cameron says it is Zions Bank now and in the future it will be the Idaho Bond Bank.

Planning & Zoning – Naysha Foster

- **Discussion Re: Intersection at Hwy 48 & Menan Lorenzo Hwy**

Nathan draws a map for the commissioners and explains that they have had a lot of accidents at the intersection and the co-op. The co-op would like to move their business to the north. Nathan mentions the co-op plans on increasing services and adding more diesel pumps. Nathan says that the new interchange has increased traffic through Menan. Nathan mentions that he'd like help from the county because the city doesn't deal with highways. He explains that the west corner is where most of the accidents happen. Nathan would like to know what resources are available from the county. Nathan has looked at grants available and is looking for an in kind match. Nathan is proposing that we need a change and the only way it will happen is through a cooperative effort. Jim Boulter mentions that by moving the road it will not solve the hazard of Menan Lorenzo/Hwy 48. Nathan asks if it would be okay to have a continuous dialogue about this concern. Jim agrees to have more dialogue.

Parks & Recreation – Emily Kramer

- **June 30th Fireworks Vendors**

Motion by Commissioner Hegsted to charge a vendor fee of \$10 for a space without electricity and \$25 for a space with electricity at the Independence Day Celebration on June 30th. Second by Commissioner Raymond. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Clerk – Christine Boulter

- **Certificates of Residency**

The Commissioners sign certificates of residency.

- **Budget**

Chris mentions that the IAC sent out an email asking what counties are doing with the fee from juvenile license plates because it is supposed to go to at risk youth programs. Chris recommends placing the money in the DARE program as other counties are doing. Chris mentions that departments have turned their budgets in and asks the Commissioner when they would like to

meet with the departments. They mention as soon as possible so time is scheduled on June 25th and July 9th. Chris says that a gentleman from the Senior Community Service Employment Program came in to ask if the county would be willing to accept a person that they need to find employment for. The employment is paid by the SCSEP, but the county would need to schedule the person for 19 hours a week. The Commissioners agree that if Chris is willing to put the time into the program and the person they are okay with her going ahead with it.

- **Peddlers & Solicitors**

Chris mentions that the issue of peddlers and solicitors has come up. Chris explains that we have an ordinance on peddlers and solicitors but it mentions a fee and we don't have a set fee. Chairman Karren asks if there is such a thing as a no solicitor county. This topic is put on the agenda for June 25th.

Treasurer – Kristine Lund

- **Tax Cancellations**

Kristine explains that Richard Waters purchased this home 5/31/2011 and applied for the homeowner exemption. This property already had a homeowner exemption in place for 2011, and Mr. Waters applied for the homeowner exemption at the time of purchase. It appears that there was a glitch in the program; the Assessor's office has a printout from 6/6/2011 showing the property in Mr. Waters name with the exemption. However, between June and November the exemption came off and Mr. Waters' tax bill was on the full value. Kristine is recommending a cancellation on the amount that should have been exempt.

Motion by Commissioner Raymond to cancel \$1,050.50 of taxes that should have been exempt on parcel # RP004840010200 owned by Richard Waters for the reason that the homeowners' exemption was inadvertently taken off. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Kristine explains that on 3/4/2011 Tyler Johnson came in to pre-pay 2011 taxes on a mobile home owned by Craig and Tamie Borresen. He was purchasing and moving the trailer out of our county. We gave him the estimate of \$332.90, which he paid. The actual tax bill came through as \$349.36 leaving a balance of \$16.46. The trailer has been moved and the Borresen's are not around. Kristine believes this to be an uncollectable tax.

Motion by Commissioner Raymond to cancel \$16.46 of taxes on parcel # MH04N40E294004 owned by Craig or Tamie Borresen for the reason that it is an uncollectable tax. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Commissioners

- **MOU on 3800 E**

Chairman Karren reads out loud portions of the MOU between the Jefferson Joint School District 251, Jefferson County, and the Idaho Transportation Department on the new signal traffic control system on SH 48 and 3800 East. Chairman Karren asks how Jim feels about the MOU. Jim mentions that he doesn't want to be bound to anything without a cost analysis or engineering plans. Jim says that he doesn't want to have to pay to relocate the power pole either. The

Commissioners ask Robin if the MOU binds us to these items. Robin says no, the MOU does not commit the county to relocate a power pole. Commissioner Raymond asks if we know where the school district is on the south side. Casey says nothing has been done until an MOU is in place.

Motion by Commissioner Hegsted to accept the MOU the Jefferson Joint School District 251, Jefferson County, and the Idaho Transportation Department on the maintenance and operation of the new signal traffic control system on SH 48 and 3800 East. Second by Commissioner Raymond. Motion passed unanimously.

- **Claims**

Motion by Commissioner Raymond to approve the claims dated May 15, 2012 through May 25, 2012 to total \$251,290.17. Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

- **Commissioner Meeting Minutes**

Motion by Commissioner Hegsted to approve the minutes of May 14, 2012. Second by Commissioner Raymond. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Motion by Commissioner Hegsted to approve the minutes of May 21, 2012. Second by Commissioner Raymond. Roll call taken. Hegsted – aye. Raymond – aye. Karren refrained from voting since she was not in attendance on May 21st. Motion passed unanimously.

Commissioners

- **Executive Session 67-2345(B)(F)**

Motion by Commissioner Raymond to go into executive session at 4:31 pm pursuant to Idaho Code 67-2345(B)(F). Second by Commissioner Hegsted. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

Moved back into open session at 5:20 pm.

Discussion had on a pending litigation in federal court and no one showed up for the executive session pursuant to Idaho Code 67-2345(B).

Attorney – Robin Dunn

- **Executive Session 67-2345(F)**

Pending litigation was discussed in the above executive session while waiting for the people who requested the executive session pursuant to Idaho Code 67-2345(B). They failed to show.

Meeting adjourned at 5:20 pm.

Chairman of the Board

Clerk of the Board

County Clerk