

**Jefferson County Commissioner Meeting Minutes
February 24, 2014**

Meeting called to order at 9:00 am. Those present are Commissioner Farnsworth, Commissioner Hegsted, and Chairman Raymond. Edidt Ramirez and Christine Boulter are clerking the board. Jerry Ramirez leads in the Pledge of Allegiance and Sheriff Olsen offered the prayer.

Commissioners- Elected Officals- Department heads

- **Staff Meeting**

Those present for department heads meeting are; Commissioner Hegsted, Chairman Raymond, Commissioner Farnsworth, Robin Dunn, Naysha Foster, Tammy Adkins, Cody Taylor, Lori Dye, Mitch Whitmill, Kristine Lund, Jerry Ramirez, Sheriff Olsen, Emily Kramer and Christine Boulter.

Chairman Raymond informs those present that there will be an additional Executive session 67-2345(B) added to today's agenda once there is a time slot available because of a matter that just came up.

Cody Taylor brings up the subject of Christmas Eve hours. Department heads would like to know if they can let their department employees leave early on Christmas Eve.

Chairman Raymond request that there be some investigation on as to what departments need to be open that day per statue and he also request it be put on a future agenda.

Kristine Lund requests to be excused from the next department heads meeting she will be away from the area.

Robin Dunn reports that last week there was a settlement reached in the pending murder case in Jefferson County

- **Pay Schedule**

Emily Kramer gives an update about the pay schedule and asks if anybody has any questions or comments about this thus far. There is about 30 days before the pay schedule needs to be finalized.

Robin Dunn leaves at 9:50 am

Weed Department-Mitch Whitmill

- **Vehicle Rotation Schedule-2014 ATV Replacement**

Mitch informs commissioners that the 2007 ATV needs to be replaced this year. It will be traded in for possibly \$2,000.00. Mitch will get 3 quotes from three different dealers to find a replacement for the ATV.

Commissioners request that Mitch takes a look at his budget line to see if he can replace one of his vehicles this year instead of having two vehicles replaced next year. This matter will be put on a future agenda to review quotes for the ATV before it is purchased.

- **Budget-Work Assignments**

Mitch talks to commissioners about getting some type of agreement or resolution in place to inform any new staff in the future about what needs to be done around the county as for the weed department; such as vegetation and right of ways so there is no confusion or conflict in the future.

Commissioner Hegsted suggests to Chairman Raymond that there should be MOU between the different departments updated each year so all departments are under the

same understanding. MOUs should be reviewed every year at budget season. MOU system should be in process for the new budget year.

Planning and Zoning-Naysha Foster

- **Building Permit Refunds**

Naysha updates the commissioners with the information she has gathered about the building permit refunds in surrounding counties. Naysha hands commissioners a cost analysis about inspections for building permits. Jeff Geisler has contacted City of Idaho Falls; which had already done comparisons for nearby counties. This report is provided to the commissioners so they can see the building permit amount that is being charged. Naysha contacted legal counsel Paul Ziel; he informed her getting rid of the building permit refund would be better because of liability issues. However there would have to be a public hearing if this is eliminated because due to there being an ordinance saying there should be a refund on building permits. They believe the building permit fee doesn't need to be increased at this time.

Chairman Raymond would like to know the differences between the costs for the neighboring counties then hold a public hearing to decide about the building permit fees. Commissioners request a public hearing to be scheduled about a month out from the day and also request that the pending information be gathered and presented to the commissioners on the next commissioner's agenda.

Probation-Tammy Adkins

Note: Tammy is applying for her advanced post training

- **Waiver for JABG Funds:** Commissioners sign waiver.

- **5-C Discussion**

Tammy updates commissioners about the 5-C juvenile detention center. Speaks about outside sources doing the counseling and programs while residents of 5-C.

Tammy asks if rather than having staff have an outside local treatment provider so it doesn't cost the staff time and money.

- **DJC Annual Reports:** Tammy hands commissioners data and survey sheets.

SOCIAL SERVICES – EDIDT RAMIREZ

Motion to go into executive session 67-2345 (D) at 11:05 am by Commissioner Hegsted. Seconded by Commissioner Farnsworth. Roll call: Commissioner Hegsted aye, Chairman Raymond aye, Commissioner Farnsworth aye.

Open session at 11:25 am

Motion by Commissioner Farnsworth to approve indigent case number 2014-18, deny indigent case number 2014-32 due to lack of cooperation, deny indigent case number 2014-48 for possible other resources, and approve indigent case number 2014-49. Motion is seconded by Chairman Raymond.

Roll Call taken Commissioner Hegsted-aye, Commissioner Farnsworth-aye, and Chairman Raymond-aye.

Robin Dunn is present at 11:27 am

Motion to amend agenda to hold Executive Session 67-2345 (B) made by Commissioner Hegsted, motion seconded by Commissioner Farnsworth. Roll Call

Commissioner Farnsworth-aye, Commissioner Hegsted-aye, and Chairman Raymond-aye. Motion passes

Open session at 11:41 am

Motion made by Commissioner Hegsted to have the HR department revise the county vehicle policy to state that employees may be authorized by the Board to drive a vehicle home which is a taxable benefit. HR is to visit with all who have had use of county vehicles and have them cease. They must make a written request to the board of county commissioners if they feel an employee should be authorized then be approved in order to use. This includes all departments (excluding Sheriff's office). Motion is seconded by Commissioner Farnsworth. All in Favor Motion passes

Lunch break at 11:44 am.

Resumed from lunch at 1:00 pm.

Robin Dunn is present at 1:00 pm

Recess until next person on agenda is present.

Meeting resumes at 1:05 pm.

Robin leaves room at 1:13 pm.

Farrell Steiner

- **Review Draft of County Audit**

Farrell presents the audit report and paper work to the commissioners along with financial graphs and journal entries. He explains the audit opinion which he has provided a copy of to the commissioners. Next Farrell goes over the graphs that he has provided to the commissioners and explains to the commissioners the different graphs individually. Farrell informs the commissioners about the financial statements and the different issues that may be a problem; these are listed on a sheet that was provided to the commissioners. Sheriff's inmate commissary is being reconciled. Canine account is mostly dog care and training. The drug money account doesn't have much activity. Civil department is straight forward and being reconciled.

Treasurer goes out and reconcile per code. Farrell feels that Kristine reconciles each account per statement. He recommends that the statements go to the treasurer, then the department. That is a change that needs to be implemented. The Justice fund, miscellaneous fund and revenue need more break-out when entered by accounts receivable.

Emulsion Tank Fund needs to be brought back into Road and Bridge in October 2014. VEBA account is still pending.

A discussion is held on Private Purpose Trust Funds and Agency Funds. Most of our trusts should be truly agency funds. A discussion is also held on journal entries.

Robin Dunn is present at 1:31 pm

7 minute recess at 2:23 pm

Robin Dunn is present at 2:43

Clerk-Christine Boulter

- **Office Inventory Discussion**

Chris informs commissioners about what had been inventoried in the past years. Each department used to do their own inventory and then turn into Marilyn. Chris asks commissioners what they would like to be inventoried and what way it should be handled. In past if it was not over the value amount of \$250.00 it did not need to be inventoried.

Commissioners give direction that inventory be done by departments then turned into Marilyn so she can file these.

Motion made by Commissioner Farnsworth to have anything over \$100.00 and up in value, tagged and reported in all departments. Motion is seconded by Commissioner Hegsted. Roll call taken. Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes

Development Company

- **In-Kind Project-Fair Parking Lot**

Ted Hendricks talks about the project of fair parking lot and about the quantities and costs associated with it. Application has been reviewed by the state and more information has been requested. Tim is asking for the road and bridge department to commit to the clearing and grubbing of parking area and 6" of ¾" crush minus road mix, inquiry on pit run too. Jerry mentions that the Road and Bridge is out of ¾" crush. Commissioners ask what the estimate cost is for the 6" since the cost includes the ¾" crush. Tim will work directly with the Road and Bridge department about this issue. Follow up on this subject will be put on agenda for March 10, 2014.

Public Works-Jerry Ramirez

- **623 G Scraper Discussion**

Jerry provides the commissioners with copies of cost analysis one from CAT company and the other from Summit. CAT for a total of \$209,859.84 and Summit for the amount of \$208,155.76. Casey explains to the commissioners why there is difference between the costs of the two companies.

Motion made by Commissioner Hegsted to approve the municipal lease for the 623 G Scraper using Summit Bank for a principal paid of \$98,852.33 for a total payment amount of \$208,155.76 amortized over 4 years, final payment is in 2017. Payment due today is 57,329.27, motion is seconded by Commissioner Farnsworth.

Robin leaves room at 3:21pm

Commissioner Hegsted makes motion to Move ahead on repairs for 623 G, motion is seconded by Commissioner Farnsworth. Roll call, Chairman Raymond-aye, Commissioner Hegsted-aye, Commissioner Farnsworth-aye. All in favor, motion passes.

- **Tree Trimming Discussion**

Jerry informs commissioners he would like to move ahead with the tree trimming. If this works out possibly get it budgeted in for the future. Commissioners direct Jerry to get 3

bids rather than just 2 bids at this time. Also; get a bid for a specific road vs. the hourly cost.

Robin is present at 3:30 pm

Parks & Rec- Emily Kramer

- **Lake Vendor Contract-** Hawaiian Ice is the only proposal she has received this year of this type. Yearly license fee would be \$600.00.
- **Motion made by Commissioner Hegsted to approve the Hawaiian Ice contract for the 2014 season. Motion seconded by Commissioner Farnsworth. Roll call vote: Commissioner Hegsted-aye, Commissioner Farnsworth-aye, Chairman Raymond-aye, Motion passed.**
May 1st the lake gate will open and booth will open the week-end before Memorial Day weekend.

COMMISSIONERS

- **CLAIMS**
Motion made by Commissioner Hegsted to approve the claims dated from 2-10-2014 through 2-21-2014 in the amount of \$192,790.17. The motion is seconded by Commissioner Farnsworth. Roll call: Hegsted aye, Farnsworth aye, Raymond aye, motion carried.
- **COMMISSIONER MEETING MINUTES**
Motion made to accept minutes for 2-10-2014 by Commissioner Farnsworth. Motion seconded by Commissioner Hegsted.
- **Personnel Policy Updates:** Emily asked commissioners to read and review for the next meeting on March 10th. Emily mentions there have been a few comments on the smoking policy. Also, Chris mentioned that an employee had a concern on what if they are assigned a vehicle that has been smoked in, due to that previous person being gone. There is still a lot of concern on the value of smoked in vehicles etc. There have been no mention by any employees when policy was asked to be reviewed and comments made per the section on elections and those in same department running for office in the negative. However, there were comments made from those who were much in approval of such. Therefore, no changes were made.
- **Certificates of Residency:** Certificates of Residency signed
- **Consideration of Employee for Public Relations:** Paige Nelson has a minor in journalism. Commissioner Raymond invited her to come and talk to the board of commissioners. In looking at the county web page it's ok, but the web page is very cold. Suggests putting stories on the page to read. Facebook is an idea, but it can have some cost. Blogging is another idea and it is free. Commissioner Hegsted asked if she could dedicate any hrs for this project. She responds this is questionable at this time for her, as she is in a transition period. Commissioner Raymond will stay in touch with Paige on this matter.
- **PILT Agreement Signature:** signed agreement for the Department of Energy (site area).
- **Mosquito Abatement Discussion:** In researching for a spot at the road and bridge to put a mosquito abatement building, we cannot at this time, due to it is not zoned public use.

Robin Dunn stated that the city would like county to petition for public use zone.
Motion to have Planning and Zoning begin with the proceedings made by Commissioner Hegsted, motion seconded by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth-aye, Chairman Raymond-aye, Commissioner Hegsted-aye. Motion carried.

Motion to amend agenda to address animal damage control issue just came across desk this morning by Commissioner Farnsworth at 4:34 pm, motion seconded by Commissioner Hegsted

Chairman Raymond reviews this letter regarding the re-nomination of Jeff Siddoway to remain as member of the board for the animal damage control. The letter indicates he has represented Jefferson County well up to now. The letter is from the Idaho wool growers association.

Motion by Commissioner Farnsworth to re-nominate Jeff Siddoway to remain member of the board, motion is seconded by Commissioner Hegsted. All in favor-aye. Motion passes

- **Executive Session 67-2345(B)- Personnel**
Motion to go into Executive session 67-2345(B) made by Commissioner Hegsted, motion is seconded by Commissioner Farnsworth at 4:40pm
Roll call taken: Commissioner Farnsworth-aye, Chairman Raymond-aye, Commissioner Hegsted-aye, motion passes unanimously

Open session at 5:11 pm. Discussion held on a personnel issue.

ATTORNEY – ROBIN DUNN

- **EXECUTIVE SESSION 67-2345(F) –Legal**
Motion made by Commissioner Hegsted to go into executive session 67-2345(F) at 5:11 pm. Motion seconded by Commissioner Farnsworth. Roll Call taken Commissioner Farnsworth-aye, Chairman Raymond-aye, and Commissioner Hegsted-aye Motion passed unanimously

Open session at 5:21 pm

Discussion held on pending litigation.

Recess until 6:00 pm for public hearing

Public Hearing

- **Solid Waste Fee Proposals**
Public hearing begins at 6:00 pm. An audio is being recorded for this meeting. Emily presents a power point presentation. Members of the public have an opportunity to speak to the board of county commissioners regarding this matter. Craig Byington and Mr. Calloway direct themselves to the board about their comments and concerns.

Meeting is adjourned at 6:41 pm

Chairman of the Board

Clerk of the Board

County Clerk