

## **Jefferson County Commissioner Meeting Minutes August 25, 2014**

Meeting called to order at 9:00 am. Those present are Commissioner Hegsted, Chairman Raymond, Commissioner Farnsworth and Emily Kramer. Edidt Ramirez and Chris Boulter are clerking the board. George leads in the Pledge of Allegiance and John offered the prayer.

### **Commissioner-Elected Officials-Department Heads**

- **Staff Meeting**

Present for staff meeting are Commissioner Farnsworth, Kristine Lund, John Hogge, George Hamilton (EISF board member), Lorie Dye, Tammy Adkins, Mitch Whitmill, Scott Herrick, Naysha Foster, Sheriff Olsen, Commissioner Hegsted, Chairman Raymond, Christine Boulter, Theron Josephsen also a member of the Republican committee and Charlie V. representing the Jefferson Star. Department heads report. Commissioner Farnsworth speaks about the fair and the vehicle that was chosen at the fair for the centennial prize. Kristine speaks about the tax deed auctions going on this afternoon. Lorie and John give an update about the fair in Jefferson County. They have weighed in more animals that they have in the past fair is growing they have to expand because the buildings will be too small in the future. Tammy hired a new person in probation. Mitch reports they have a new crop of weeds this year, is an interesting year for weed department. Weed department will have a booth at the fair. Paul Snarr is absent today for a funeral. Naysha reports they have been receiving more complaints lately about land uses and such. Sheriff reports about the roof on the jail. The AC unit is leaking, not the roof and are trying to find a resolution to the problem. Commissioner Hegsted recommends everyone present at this meeting to attend and possibly speak to educate the public at the hearing tonight in auditorium at the high school. Emily speaks about the preparedness fair on September 13 at the Rigby high school. The preparedness fair is free to the public and will take place from 10:00 a.m. to 4:00 p.m.

### **Extension Office-Lorie Dye**

- **Copy Machine Bids**

Lorie talks about how leasing the copier and purchasing the copier is about the same amount. She needs to have the bids reviewed. \$6,015.00 for the copier and it's the least expensive one that would work for the extension office. (IBS \$8,150.00) Lorie provides an exhibit to the commissioners showing the price comparisons of purchasing to renting. Currently lease it through Ricoh. Commissioner Hegsted states he believes purchasing is the best way to go for copiers. Chairman requests official bids to be provided to them from different companies so they can purchase. Put money in the capital line to be able to purchase the copier.

### **Commissioners**

- **Sign Certificates of Residency**  
Certificates Signed
- **Sign Liquor Licenses**  
Liquor licenses signed by commissioners

- **Phone Warranty Contract**

Emily presents the phone warranty contract to the commissioners. Maintenance contract with Business phone specialist has been signed by the commissioners

**Motion made by Chairman Raymond to move approval of minutes and claims to be after the executive session taking place at 11:00; motion is seconded by Commissioner Hegsted all in favor aye**

Motion passes

**Parks & Rec-Emily Kramer**

- **Concrete Bids-Jefferson Lake**

Emily asks to accept lowest bidder of Advanced Concrete to be awarded and money will be reallocated differently for projects next year. Using fiber mesh. Emily doesn't think she can find a lower bid if rebid

**Motion made by Commissioner Hegsted to award bid for Concrete at Jefferson Lake to Advanced Concrete in the amount of \$61,596.00; motion is seconded by Commissioner Farnsworth. Roll call taken Commissioner Hegsted-aye, Commissioner Farnsworth-aye, and Chairman Raymond-aye. Motion passes**

**Parks & Rec- Emily Kramer**

- **Sprinkler Bids-Jefferson Lake**

There is only one bid from Season's West received for the sprinkler \$58,840.00, they have attached bid bond and have a public works number but do not need a public works number. Emily presents the grant estimation was a little lower but Emily does recommend to award the bid and Emily will reallocate funds

**Motion made by Commissioner Farnsworth to award the bid to Season's West in the amount \$58,840.00 for the sprinkler system at the Jefferson lake; motion is seconded by Commissioner Hegsted. Roll call taken. Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes.**

**Planning & Zoning**

- **Vacation of Common Area-Aspen Heights Division #1**

Naysha speaks about lot 17 and lot 1 of block one division one. Raymond Wolfe is the applicant on this matter for Aspen Heights Division #1. He is asking for a vacation of Common area. Homeowners association did not want to maintain this area so it was deeded to Mr. Wolfe and dissolved Homeowners association. It is currently zoned residential one. Common area is 0.3 acres and the other is 0.1 acres. Application came in on July 8<sup>th</sup>. The Planning and zoning commission recommends the areas be vacated.. Naysha reviews the planning and zoning recommendations. The commission had no concerns. One member from the public whom is a neighbor did speak in favor of the application. These changes will not change the zoning.

**Motion made by Commissioner Hegsted to accept planning and zoning's recommendation of the common areas vacation as so laid out by staff, motion is seconded by Commissioner Farnsworth. All in favor aye. Motion passes.**

Robin Dunn is present at 10:55

## **SOCIAL SERVICES – EDIDT RAMIREZ**

**Motion to go into executive session 67-2345 (D) at 11:00 a.m. made by Commissioner Hegsted, motion is seconded by Chairman Raymond. Roll call taken: Commissioner Hegsted aye, Chairman Raymond aye, Commissioner Farnsworth aye. Motion passes.**

Open session at 11:09 am

**Motion made by Commissioner Hegsted to deny indigent case number 2014-79 due to ability to pay, deny indigent case number 2015-2 due to lack of cooperation, deny case number 2015-3 due to lack of cooperation, and deny case number 2015-4 due to lack of cooperation; motion is seconded by Commissioner Farnsworth.**

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

### **Commissioners**

- **Approve claims**

**Motion made by Commissioner Farnsworth to approve claims dated 8-11-2014 through 8-22-14 in the amount of \$704,980.83 ; motion seconded by Commissioner Roll Call taken. Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes**

- **Approve Commissioner Meeting Minutes**

**Motion made by Commissioner Farnsworth to approve meeting minutes dated 7-28-14; motion is seconded by Chairman Raymond. All in Favor. Motion passes Commissioner Hegsted abstains because he was not present this day**

**Motion made by Commissioner Farnsworth to approve meeting minutes dated 8-11-14; motion seconded by Commissioner Hegsted. All in favor. Motion passes Chairman Raymond abstains because he was not present this day**

Commissioners sign the concrete and sprinkler bid per Emily ( Park and Rec. dept.)

Lunch break at 11:33 a.m. resuming at 1:00 p.m.

### **Treasurer-Kristine Lund**

- **Tax Deed Auction**

We have 3 parcels that are going to auction today Kristine Lund is here and Robin Dunn is conducting the auction. Publication has been in paper for 2 weeks for 3 parcels. At this time there are no absentee bidders, only those present will be able to bid. Only two registered bidders at this time

All properties are sold without warranty subject to redemptive rights

The Lemon Property is the first property up for auction under Parcel No.

RPA00000193290 situated in the City of Rigby Township 4 North, Range 39 east. The initial auction amount is \$387.43. Bidder #2 bids for this amount. Property is sold to bidder #2.

Next property for auction is the Brown Property under Parcel # RPA40003038 which is located at the southeast corner of lot 38, block 3 in Rigby. The initial amount is \$162.08

No interest is shown for this property. The property is tax deeded to the county since no interest was found.

The last property up for bid is the Simcast Tree property under Parcel No.

RP04N39E287790 at Township 4 N. Range 39 east for the initial amount of \$3,839.90

This is a one acre parcel

No interest was shown for this property

Kristine will get the tax deed out to the winning bidder and finalizes this process with the sale of the Lemon property.

- **Tax Cancellations**

Marylyn is present today from the assessor's office. She hands the cancellations to the commissioners.

The first cancellation is on Parcel No. RP04N38E289715. there was an error within program on homeowner's exemption calculation for Fenstermaker, J.I. and June. This is estimated based off 2013 levy cancelling \$142.37

Second cancelation is for Parcel no. RP04N38E284941 for Bryant and Heidi Morris in the amount of \$148.33. Reason for cancellation is also an error within the program on homeowner's exemption calculation

The third is for Parcel No. RP04N39E290003 for Tamara Boyle in the amount of \$159.38

Last cancellation brought today is on Parcel No. RP05N39E196255 for Dan Hunter and Annette Scott in the amount of \$385.75

**Motion made by Commissioner Hegsted to cancel the taxes according to homeowner's regulation on Parcel No. RP04N38E289715 in the amount of \$142. 37, Parcel No. RP04N38E284942 for the amount of\$148.32, Parcel No. RP04N39E290003 in the amount of \$159.38 and Parcel No. RP05N39E196255 in the amount of \$385.75, motion is seconded by Commissioner Farnsworth. Roll Call Taken Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye. Motion passes.**

Kristine speaks about the properties that did not sell and how she should proceed with these. She asks commissioners to think this over and let her know how to proceed.

### Clerk-Christine Boulter

- **Executive Session-67-2345(D)- Records exempt from disclosure Health Insurance-Carlos Aponte**

**Motion made by Commissioner Farnsworth to go into Executive Session 67-2345(D) at 1:32; motion seconded by Commissioner Hegsted. Roll call taken. Motion passes.**

Open session at 1:54 discussed HIPPA related insurance matters.

Carlos presents numbers to the commissioners with insurance and what they are paying. Current fixed costs between Blue Cross and Pacific Source. He shows them maximum liability now and if there was a change. Carlos discusses different options and such as to what the county pays. Discussing if the HRA goes away or employees pay more for insurance. Emily and Carlos will survey employees; will tell them about their possible options as to HRA and paying more for the insurance. Will be reviewed at next meeting.

Robin leaves room at 1:59 p.m.

Robin here at 2:08 p.m.

**Dioptra-Rodney Birch, Stewart Ward; GIS-Sherry Lufkin, Eric Smith**

- **ITD Project**

Sherry, Eric and Stewart are present today. Stewart is from Dioptra Surveying in Pocatello wants to make commissioners aware of a project going on. Currently working on a practiced named MCPD. The company does training, standards, data collection, and data analysis. They have put money towards data collection in Jefferson County. They are locating existing survey corners. Just wanting to make commissioners aware that this is going on ITD has set aside money to Jefferson County so GIS can use it in the department. They are only about a week into the project since they started in Jefferson County.

**Motion made by Commissioner Farnsworth to amend agenda to move Robin Dunn's Executive session until after Paul Snarr's at 2:30 p.m.; motion is seconded by Commissioner Hegsted.**

**All in favor . motion passes**

**Public Works-Paul Snarr**

- **Clarification**

- **Vehicle Policy**

He asks that the commissioners consider his and some of his staff's situations to be able to head out in an emergency to use a county vehicle take to their home, not for personal use but for business use. Chairman Raymond asks if he has reviewed the current most updated vehicle policy. Paul states he understands this was changed due to past employees abusing this privilege. Chairman states he believes they need to be cautious as to certain situations. Chairman says he will review the policy again and see if there is some leniency.

- **Surplus Equipment**

Paul states he would like to put a listing together because there has to be something done with the surplus equipment. Whether it is a sale or publishing so it can be moved. Chairman would like a finalized list of this equipment so they can move forward with this. Commissioner Farnsworth states he would trust Paul to decide what is surplus. Chairman states the first option to get rid of the equipment is auction. He would like to get things sold and pay off anything that is still owed paid off. If any trade-ins happen, make sure the budget can fill in the remainder for trade-ins.

- **Purchase Vehicles**

Paul speaks about how one of the Equinoxes he wanted to purchase was sold but the dealer got similar one in. Paul states that the budget allows the purchase of these two new vehicles. Not exact amount available on the purchase of the vehicles but would not exceed the line budget of 2014. Both vehicles are fairly equal is what Paul states. One vehicle would be for Paul, the other would be used mainly for Roxanne and Casey. Commissioners request actual numbers of the vehicles before approving the purchase of the vehicles.

- **Quotes for Public Works Office**

Paul would like to pursue numbers for a public works administration building for a more professional setting. Paul would like to get some numbers put together for an RFP. Paul would pull out of building upgrades line for this. Chairman would like to get some options and see some numbers. Commissioners agree with moving forward with this.

- **IWORQ System**

Paul explains some modules that are available through IWORQ system to be able to review and track road conditions through ITD, keep track of bridge conditions, keep locations tracked, and work on bridges logged. There is another module for fleet management it keeps track of vehicle maintenance, keeps up to speed on vehicles and such. Fleet and bridge data module runs about \$6,000.00 a year on this system. Paul would like the commissioners to consider purchasing this. Commissioners ask to see numbers with this program for a future meeting.

### **ATTORNEY – ROBIN DUNN**

- **EXECUTIVE SESSION 67-2345(F)(B) –Legal, Personnel**

**Motion made by Commissioner Hegsted to go into executive session 67-2345(F) at 3:15 p.m. motion is seconded by Commissioner Farnsworth. Roll Call taken Commissioner Farnsworth-aye, Chairman Raymond-aye, and Commissioner Hegsted-aye Motion passed unanimously**

Open session 3:32 p.m.

**Motion by Commissioner Farnsworth to ask Public Works administrator to handle internal personnel issues came before commissioners, motion seconded by Commissioner Hegsted. All in favor. Motion passes.**

**Motion made by Commissioner Farnsworth to direct prosecuting attorney to do further research, seconded by Commissioner Hegsted. All in favor. Motion passes.**

### **Clerk-Christine Boulter**

- **Resolution #2014-13-Fund Transfer**

Chris speaks about some transfers that need to take place. She is verifying information before the resolution is made and passed.

- **Finalize 2015 Budget**

Some monies are freed up. Possibly be able to do step and grade. May fit within current budget, as some items are cut-back etc., waiting for final dollar entry. If not over budget (not levy limit) we may have to do something different in the new fiscal year which possibly would involve a public hearing. Chairman states he is in support of step and grade but wants to make sure it is done right and make sure department heads and such are involved before they decide to do this. Some issues with the insurance as discussed earlier. Commissioners would like to see what step and grade looks like and make sure department heads agree with the step and grades. Emily and Chris will work on the step and grade then work with the department heads and get numbers on this.

Commissioner Farnsworth has some questions on the Prosecutors budget he is also presenting questions from the public that he has heard. The rent went up \$2,000.00 per year. Robin Dunn explains the formula they used to figure out the payment of the building, pay for overhead and for rental. Robin asked about his employees Victim's coordinator, legal clerical, and receptionist. If specialty case comes up need to have some

money to take care of it which is in commissioner's professional line.. Chris asks a question about the pay for the Public Defender as to which fund it is coming from. Other questions that were brought up by public were why there was a raise of \$600,000.00 for the Sheriff's office. There was a difference in costs accrued by indigence in jail is one example of this, another is housing of outside prisoners was down on behalf of the state. Commissioners want to create a purchase line for the extension office for a copy machine. Commissioner's request changing the wording to vehicle line rather than capital other. Leave approximately \$1,400.00 in the office supplies line and follow up on paper. Explain to the Sheriff about the line that was changed to his budget for the compliance officer. Sheriff says he would like for the compliance to be changed in wording as just a sheriff deputy so he could be cross trained and fill in, in different positions depending on training provided. Chairman mentions solid waste budget. He speaks about \$330,000.00, \$280,000 of it are to pay off a piece of equipment. Sheriff speaks about the \$20,000 that he was asked to take out of his budget. He suggests \$12,000 out of the jail repair he took it out of \$24,000.00 getting rid of cameras and the general fund reserve emergency. Just informed reserve was already zeroed out he was going to take 8,000 out of there. He needs to figure out where he is going to take out the other \$8,000 from. Chris indicated we just need to rework this; we all need to think more on this. Sheriff asks commissioners to let him know once it is sorted out to figure out where they need to take out the amount. Sheriff will study budget to see if he can figure things out and find the \$8,000.00. Assessor is out of town on training; Chris presents mailing out license plates, as people are billed \$3.00 to send these out. Postage needs to be changed because it is a little more than that on postage (\$3.04). Assessor would like to increase the charge to \$3.15 instead of \$3.00. This is within the legal statute range. The, ITD changed the reminder post cards to a letter which will increase the cost of postage. Cody gathered the 2014 notice numbers sent out and multiplied by .14 Assessor would like to increase postage line by \$2,583.98. Put that much more into the general line for postage. She would like to draft a resolution to change the price of mailing them out for \$3.15 rather than \$3.00. Commissioners are in favor of her presenting a resolution.

Resolution #2014-13 has now been drafted per earlier discussion by Clerk  
**Motion made by Commissioner Farnsworth to accept resolution #2014-13 pertaining to the transfer of funds as allowed in the 2014 budget; motion is seconded by commissioner Hegsted. Roll call taken. Commissioner Farnsworth-aye, Commissioner Hegsted-aye, Chairman Raymond-aye.**  
**Motion passes**

Break at 5:18 p.m. resume at 7:00 for Public hearing

#### **Public Hearing-Rigby High School Auditorium**

- **Proposal for increase of landfill fee**

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*Chairman of the Board*

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*Clerk of the Board*

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*County Clerk*