

**Jefferson Co. Commissioner Meeting Minutes  
June 22, 2015**

Meeting called to order at 9:00. Those present are Chairman Raymond, Commissioner Hancock, Commissioner Farnsworth, Attorney Robin Dunn, Sheriff Anderson, Weed Department Mitch Whitmill, Treasurer Kristine Lund, Assessor Cody Taylor, Public Works Dave Walrath, HR Emily Kramer, Extension Office Lorie Dye, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Kristine Lund. Prayer given by Lorie Dye.

**Commissioners – Elected officials – Department Heads**

- **Staff Meeting**

[9:02:54 AM](#) Colleen Poole - Asks for everyone that will be having large expenses during the end of the fiscal year to get with her so she knows. Has a sign-up sheet for the blood drive for July 15 if anyone would like to sign up. Would probably take around an hour for the process.

[9:04:16 AM](#) Chairman Raymond says to make sure they have a reserve to jump start their next fiscal year budget. Because the monies don't start coming in until December.

[9:04:45 AM](#) Cody Taylor - States that this is the last day to appeal property value and July 13 will be the last of the BOE brought to the Commissioners.

[9:05:05 AM](#) Kristine Lund – States it is tax due date today. Things have been going well hopefully she will know numbers after the end of the day. Collection has been going as it should percentage wise. Has Treasurer statement of cash May 31 for Commissioners.

[9:06:14 AM](#) Lorie Dye - 4-H is in full swing. Were able to participate in making the float. John Hogge has accepted another regional position in Madison will cover 5 counties in grain. Hoping that position will be filled within six months. Does need a master's degree in the related area. Needs to take the truck in is running a little rough.

[9:09:53 AM](#) Dave Walrath - Says they are starting the summer work program. Overlaying 4100 E this week. Attended planning zoning meeting with Naysha about the work being done. Wanted to discuss the project to straighten out intersection. Will be applying for a safety program that is state funded. Has to have an accident history to receive those funds. Working with the cell one certification has had some problems with DEQ. Will be meeting with consultant this week. Rhoadhouse Construction has moved to Montevue to crush had an end date of June 15 but has had some weather problems but are hoping to get them done within the next two weeks.

[9:14:43 AM](#) Mitch Whitmill - They are doing their regular thing they have a lot of weeds growing. They are seeing a lot of debris. Wondering about a note to not throw all yard debris in the borrow pits. Insect and blight issues killing the trees. May be herbicide were they need to do some treatments. Talks about future projects with ag funding will put an ad out when they are ready to proceed with this.

[9:17:52 AM](#) Sheriff Anderson - They are getting ready for the fireworks this Saturday. Needs the security with thousands coming into the county. Will be updating the key sheets within the next couple of weeks. Asks question about the blood drive. Colleen will bring over an information sheet. Have further discussion about qualifications on the blood drive.

[9:23:12 AM](#) Attorney Robin Dunn - The City of Rigby was wanting some weeds taken care of behind fire department on the Annis Highway. Mitch discusses that not sure it's a noxious weed. Mitch will get in contact with the city.

[9:24:36 AM](#) Tammy Adkin has nothing to report.

[9:24:48 AM](#) Emily Kramer - Says fireworks are on Saturday they are asking for volunteers to help with the gates. Has a fun run, zumba, volley ball tournament, kid's activities, etc. Wants to let everyone know they are able to get people in and out to watch the fireworks. Emily mentions Kristine had reserved a shelter at the lake in which they auctioned off on Facebook. The entrance fee goes toward the fireworks. Emergency Management is teaming up with Madison Memorial hospital this year. They are looking to have this at the high school sometime in September. Wants to see if it is viable for Jefferson County to participate with Madison County. Will be doing a brochure for the camp sites at the lake and have it available at the Yellowstone entrances to increase the users to the camp ground at the lake. Emily has seen an increase so far this year has doubled annual pass users. Also removed 50 trees on the island they were not coming back they were dead. Now looking to do a beach burn with some trees next year. Some Eagle Scouts are redoing the basketball court and tennis court out at the lake. Lorie Dye mentions the State fair is in September to keep that in mind when planning the Emergency Management.

[9:36:38 AM](#) Commissioner Hancock - Wanted to mention that Brian, Colleen and himself went up to Coeur d'Alene conference. Discuss some changes that will be taking place.

[9:37:26 AM](#) Commissioner Farnsworth - Wanted to add some different counties had brought up some Resolutions for ICRMP to help change things. Have some concerns about postal services. Discussed records retention. The postal service is so delayed they are bringing up issues and concerns. Local mail is no longer staying local trying to change it back to being local.

[9:40:14 AM](#) Chairman Raymond - Just wants to mention he had attended some BLM meetings. Will at some point bring some information back to discuss with the county. Mentions Magistrate commission meeting this week in Challis that he will be attending. Also Commissioner and Clerk training in Salmon at the end of the week.

- **Blood Drive Sign Up**

[9:41:35 AM](#) Colleen passes the sign-up sheet around for the blood drive on July 15.

- **Training Policy**

[9:43:27 AM](#) Commissioner Hancock asked about any input about training policy. Commissioner Hancock has some ideas. Would like to have some policies that everyone goes through to make sure they are educated. If there is training for everyone we need to make sure this is organized. Wants new employees to take trainings. Tammy talks about how Probation does their training. Is this something for the county or specific for each department? Tammy discusses that they have been doing some power points during their staff meetings to make everyone aware of policies. Tammy does this and has the employees that have attended sign a sheet. Wants to be working on this to make sure everyone has the proper training. Chairman Raymond suggests that every January the county should look at what new training is available to serve as a reminder. Commissioner Hancock still just wants some input from everyone and wants Emily to put together a policy.

#### **Parks & Recreation – Emily Kramer**

- **Vendor Proposal**

[9:59:25 AM](#) This is a renewal proposal for the paddle board rental out at the lake. Gary Sturk is the owner of Teton Board Sports. Would like to allow them to extend their contract to provide rentals at Rigby Lake. This is a two year extension. They have upgraded services with life jackets and have customers sign a waiver. This is the only vendor on the lake. They give us 10% of their net or \$100.00. Emily believes they are doing well has not had any complaints. They are located by Gator Jacks.

[10:01:38 AM](#) **Motion by Commissioner Hancock to extend contract with Teton Board Sports for 1 year. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

#### **Josh Tieken**

- **Tax Dispute**

[10:03:08 AM](#) Wants to talk about parcel RP04N39E27240. Has been decided by the county to not allow building permits. Has had several lots in question and does not know if they cannot allow permits for this land. Had 14 1 acre lots then changed to 5 acre lots with R5 zones. Now anything without a building on it already is not allowed to have building permit. Had been paying taxes on this property as a buildable lot. Either wants taxes back or wants the ability to build. Location is 4242 E 200 N. Had the intention to build eventually. Would like to build and has been paying taxes as a buildable lot. Asked about turning it into a residual lot was told he would lose building rights if that happened. Josh shows the Commissioner the original plat which had 5 homes but the zones changed. The road was built by HK all the way back to 4<sup>th</sup> lot. Did not complete because they needed more lots. This was done in phases.

[10:07:05 AM](#) Power development was put in as well as gas. Josh was not involved in the early stages they had been waiting for the county decision on the lot size.

[10:07:52 AM](#) Kristine Lund steps up for Naysha who is not available. Kristine was told that the property was not plotted. This had different divisions when they had property. There were a lot of discrepancies along the way. Josh asks where that leaves them as home owners. Feels they are being left with a big problem. Kristine feels it's not a subdivision that is completely developed need to be leery at purchasing these properties. At some point in dividing property it could be involved in some illegal splitting.

[10:10:14 AM](#) Josh says Planning & Zoning will not give a building permit. It was his intention to build at a later date. He feels he should have been notified so Josh could have changed the tax situation.

[10:11:47 AM](#) Kristine clarifies they are not lots they are parcels of ground. If they were lots we wouldn't be here today. Josh understands that maybe previous owners may not have followed rules but there are home owners left with land that they cannot build on. Commissioner Hancock believes they do not have enough information.

[10:14:44 AM](#) **Motion by Commissioner Hancock to table this issue until July 13<sup>th</sup> meeting. Second by Commissioner Farnsworth. All in favor - aye. Motion passed.**

#### **American Insurance Services – AJ and Travis Argyle**

- **Insurance**

[10:17:52 AM](#) Travis and AJ Argyle, wanted to come in for a follow up for an insurance bid. In the March 9 meeting Commissioner Hancock had said would give them the information they need to bid. Travis had done a public records request for information which was partially denied. Commissioner Hancock wants to inform that the insurance policy does not end till end of year so they did not have a rush on the information. Cannot answer why the request was denied that goes through the attorney. Travis asks why his public records request was denied. He was able to get this information from other counties. Had requested this information in February.

[10:21:12 AM](#) Public records requests do go through the attorney. Travis asks why other counties did release the information and this county will not. Attorney Robin Dunn says he is not concerned about what the other counties do. He goes by what the state statute says.

[10:22:48 AM](#) Chairman Raymond confirms they go with what the attorney suggests. Reaffirmed that trade secret information and proprietary information is not what they are looking for. Chairman Raymond says they do rely on the Attorney. AJ asks about a timeline. Travis said it was denied per statute.

[10:24:26 AM](#) Travis is not wanting the insurance amount they want what the broker is being paid. Chairman Raymond wants to defer this to their legal counsel. This is a concern Commissioner Hancock says he cannot make sure the information they are giving is accurate information. Does definitely want to look at this and the total cost to the county is much lower than others. Travis is saying that is not the issue he is bringing up. He wants to know what the broker is making per employee. Travis states all agents get the same rates.

[10:28:17 AM](#) Chairman Raymond asks about proposal without this information. AJ talks about how they use that information. Travis feels they have been getting the run around. Commissioner Farnsworth speaks up that they will get with Robin Dunn and as soon as they know they can release that information they will. AJ would like to have the Commission looked at for two years because they believe it has been reduced this year. Travis feels the county is paying at least \$23 for each employee.

#### Assessor – Cody Taylor

- **MLS Presentation - Kent Adams**

[10:33:35 AM](#) Kent Adams on the Board of Directors with MLS – Multiple Listing Services. They receive all the information from all other counties. Then they present this information to all other counties. Kent would like Jefferson County's information.

[10:34:36 AM](#) Robin Dunn says this has been brought up several times. They want all the sales information and then they commit to make everything they receive from other counties available.

[10:36:13 AM](#) On the MLS agreement the home owners would have to sign for the information to be given out. Robin states they would need an MOU to go this direction so that it is known what both parties would be involved in. Kent asks who would write the contract. Robin states Kent would and then Robin would review it.

[10:37:52 AM](#) Commissioner Hancock asks if there is any additional cost or software involved. Kent said there is no cost to the county it would just give them information.

[10:38:57 AM](#) Cody says this would give them additional sale information on prices. Cody has spoken to her appraisers and they believe it would be a good thing for the county.

[10:39:38 AM](#) Chairman Raymond states to come back with a contract to Robin Dunn. Make an appointment to sign on July 13.

#### Public Defender – Sean Bartholick

- **Report of Public Defender Training**

[10:40:58 AM](#) Sean is here to discuss his public defender training he attended. Talked a lot about of case load management. Wants to make sure they are in compliance. Wants to state that his office is in a good spot to really help the defendants he represents. Has not had any law suits filed. Sean feels they are outside of the county and are actually able to defend the person.

[10:43:24 AM](#) Working with prosecution office and court staff on when attorneys are notified and present. Also has gone to the training for capital defense conference. To receive initial training to become death penalty certified as part of his contract. Wanted to bring in a good report. Chairman Raymond talks about how he has been maintaining the budget very well. Sean explains they are being efficient at keeping the misdemeanors down and trying not to take everything to trial. Sean will be coming in quarterly to inform the Commissioners on the number of cases he has.

[10:48:43 AM](#) Robin explains they have not had a lot of conflict, and are not having to use additional services.

[10:50:19 AM](#) **Motion by Commissioner Farnsworth to amend agenda to add Sam Dye to speak on the payroll audit. Second by Commissioner Hancock. All in favor – aye.**

#### Nora Ortega – Patsy Burtenshaw - Sam Dye

- **Payroll Audits**

[10:49:22 AM](#) Nora Ortega is here to discuss the payroll audit. Had spoken with Emily. Had agreed on her results which she was okay with but then the information was changed. Wanted more time to look through this information. Commissioner Hancock asks how much time Nora needs. Emily speaks that since it is PTO and comp time it can be changed at any time.

[10:53:32 AM](#) Patsy Burtenshaw was informed that the county owed her comp time and she owed PTO. She did not feel she had to dig into the audit. When she got her check she had lost 60 hours of PTO which was not what she was informed. Patsy has some concerns about the actual time cards and how they were submitted. Asks Commissioners if they had reviewed any of this information. The Commissioners only saw a summary they were not involved in the audit process. Patsy says the time card should be a legal document. Her concern is why a summary is turned in and not the legal document.

[10:56:15 AM](#) Chairman Raymond would like to see Sheriff Anderson involved in this process. Patsy has spoken to him and was told to come to the Commissioners. Commissioner Hancock also states he has been unsure why they had two time sheets. Want to go to an electronic card system. Commissioner Farnsworth was unaware that the time cards were not being turned in with the green sheets from the Sheriff's office.

[11:00:24 AM](#) This audit was from 2012 had several people involved in doing the audit.

[11:02:00 AM](#) Commissioner Farnsworth asks how if payroll was figured into the budget but came up short where is the payroll money that was budgeted. Discuss the budgeted amount for payroll. Emily explains that the regular hours budgeted were paid. Commissioner Hancock clarifies that they are wondering what was left over in the budget per year and where did it go? Emily says they did budget. Did not realize they had such a problem.

[11:02:40 AM](#) **Robin Dunn leaves the room.**

[11:02:47 AM](#) Commissioner Farnsworth states the importance in having both sheets turned into the clerk's office for the payroll process.

[11:04:39 AM](#) Chairman Raymond suggest Patsy to sit down with individuals who did the audit to further review would prefer to get it done as soon as possible.

[11:05:26 AM](#) Sam Dye feels that not having the time cards turned in has been the problem. Sam has not met with Emily, Melissa, and Sheriff Anderson. Sam was over on PTO and was unaware. He was told he owed 121 hours of PTO and on his own came up and showed 51 hours of PTO owed. Has had 121 hours of PTO deducted. When they are supervisor on call at some point this changed to something else he was unaware of. Was informed only worth 4 hours to be on call for 24 hours. Emily states that she had double checked other supervisors were only writing down 4 hours. Sam has looked for any policy and could not find anything he had thought that it was 8 hours.

[11:10:16 AM](#) Emily said they looked at Sam's time. They had looked at pay periods above and beyond. Emily says they have not set down with Sam. Sam explains some of the errors that he has reviewed.

[11:11:56 AM](#) Chairman Raymond wants them to go back with the original auditors as well as the Sheriff to clarify any discrepancies. Commissioner Farnsworth wants Sam to get with the Sheriff and get a written policy to make sure they clarify what the call hours are.

[11:15:54 AM](#) **Robin Dunn is in the room.**

[11:16:34 AM](#) Chairman Raymond states they would need to meet with the Sheriff and approve on call information. Chairman Raymond states that they as Commissioners had already approved the audit as a board. The time had come and went but now they are having employees with discrepancies.

[11:18:03 AM](#) Melissa Farmer discusses that herself, Sheriff Olsen and Emily had issued the information about the audit with a deadline. No one had come in with any questions. Wants this issue resolved by next meeting. Nora, Patsy, and Sam all three clarify they are here because what they were told at the beginning is not what was taken from their checks.

[11:20:50AM](#) **Robin Dunn left the room.**

#### Social Services – Edidt Ramirez

- **Veteran's Training**

[11:22:00 AM](#) Edidt is here to discuss the yearly Veteran's conference. It is July 29, 30, and 31. No registration fee. The county will pay for the hotel. This training conference will reimburse mileage and meals.

[11:24:17 AM](#) County used to cut a check for Edidt and then the VA reimburses the County. Asks if they would approve her to take her vehicle and have a County card to pay for the meals. Marla is also going they would be riding together.

[11:28:28 AM](#) Chairman Raymond suggests to rent a car and use a county credit card for meals and gas. Edidt did not want to be using a County vehicle for her personal use. They discuss having her personal insurance cover the rental car.

[11:32:24 AM](#) **Motion by Commissioner Hancock to approve travel to the Veteran's conference for Edidt and Marla by a rental car and the ability to take a county credit card. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Executive Session 67-2345 (D)- Records Exempt from Disclosure**

[11:32:55 AM](#) **Motion by Commissioner Farnsworth to go into executive session 67-2345 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth –aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

#### Open Session at 11:51

[11:51:40 AM](#) **Motion by Commissioner Farnsworth to deny case #2015-43 for lack of cooperation and possible ability to pay, and to deny case #2015-45 for lack of cooperation. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:52:05 AM](#) Recess for lunch

#### Open Session at 1:00

**Robin Dunn is here**

#### Public Works – Dave Walrath – Laila Kral

- **LHTAC Road Scholar Presentation**

[1:00:39 PM](#) Dave is here he has 11 employees who are receiving their Road Scholar award today. Laila Kral is here from LHTAC. First step is the Road Scholar award this is 80 hours worth of classes. They do have an exam with an 80% score to

pass. Classes include safety, maintenance, professional development etc. Laila is here to present the awards for the first step Road Scholar these individuals will receive a certificate, hat, and a Leatherman.

[1:04:31 PM](#) Kerry Rommrel, Brian Helm, Lewis Garcia, Brian Covert, Michael Carter, Kirt Williams, Judy Nickel, Jeremy Neville, Bryce Raymond, George Ricks, Matt Sweringer. Big Congratulations to the Road Scholars.

[1:06:44 PM](#) After this they encourage another 80 hours of classes to become a Road Master. Laila presents Omar Llamas with the Road Master certificate and a Carhartt jacket. Laila explains all the hours put into this by these individuals.

[1:09:18 PM](#) Also LHTAC now has an initiative award. This is an individual award for someone who has something they have developed or any initiative ideas.

[1:15:06 PM](#) Open session for Board of Equalization

#### Assessor – Cody Taylor

- **BOE – Nola Hale**

[1:16:19 PM](#) Chairman Raymond swears in Nola Hale, Don Parker, and Kathy Howe into the Board of Equalization Hearing.

[1:16:40 PM](#) Nola is here because she was denied for an ag exemption. She was told she needed to have a receipt showing the ag use. Has farmed this since she bought this. Property is in the city limits of Menan.

[1:18:20 PM](#) Chairman Raymond talks about the property. Has a legal description that is highlighted in green. It is broke into 10 parcels. Discuss what three things make it an ag exempt property. So each parcel needs to meet the criteria. Jessica and Kathy confirm that it is contiguous to each other so they only need to meet the criteria once. Kathy explains that this is one application for all the parcels. Nola has a copy of a check for proof of income on the property.

[1:23:15 PM](#) Robin Dunn left the room.

[1:23:20 PM](#) Motion by Commissioner Farnsworth to grant ag exemption to Gunderson Enterprises, LLC for parcel #RPE00360010010, #RPE003600010020, #RPE00360010030, #RPE00360010050, #RPE00360010060, #RPE00360010070, #RPE00360010080, #RPE003600010190, #RPE00360010110, #RPE00360010130. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth –aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **BOE – Don Parker**

[1:27:08 PM](#) Don Parker hands the Commissioners some paperwork on the property. Commissioner Hancock says they just needed to see the copy of income.

[1:28:09 PM](#) Motion by Commissioner Hancock to grant ag exemption for Don Parker for parcel #RP06N33E110453. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **BOE – Paul Pack –Phone Conference**

[1:34:16 PM](#) Chairman Raymond called the number provided with no answer did leave a message to call back as soon as possible.

[1:42:00 PM](#) Recess out of BOE

[1:42:06 PM](#) Back in BOE

- **Sign Value Changes/Sign BOE Letters**

[1:42:56 PM](#) Cody presents some BOE value changes with the property owner for the Commissioner to look through and sign. Colleen also provides Commissioner with letters to sign from the previous BOE.

[1:45:45 PM](#) Motion Commissioner Hancock to change the value to the assessors value for parcels #RP04N39E219022, #RP04N39E218420, #RP04939E219290, #RP04N39E219460, #RP05N35E020170, #RP04N38E242529, #RPA06000030140, #RP007030010140, #RPA04800020120, #RP04N39E245200, #MH00700001001C, #RP04937E340010, #RP04N38E283275. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Chairman Raymond – aye. Motion passed.

- **BOE - Warren Holloway**

[1:52:03 PM](#) Chairman Raymond swears in Mr. Holloway. Warren has been raising cows on this land for a while and had just found out that there was ag exemption he could apply for. Mr. Holloway would like the qualification for the ag exemption.

[1:54:57 PM](#) Chairman Raymond talks about what else they would need they have a receipt but it is dated in 2013. Has to have \$1,000 in income for a year. Need additional proof such as a copy of a check or a more current receipt. Sales stubs from the auction yards. Mr. Holloway needs to have the date changed on the receipt or a more formal receipt would be best. Update the information and bring back at the next meeting.

[2:00:24 PM](#) Adjourn from the BOE Hearing

[2:00:30 PM](#) Open Session at 2:00

#### Key Access Committee

- **Key Policy Adoption**

[2:01:23 PM](#) Chairman Raymond states this has been a collaborative effort in obtaining a new key policy. The Committee has proposed some changes.

[2:02:51 PM](#) **Robin Dunn is in the room.**

[2:02:56 PM](#) Chairman Raymond discusses the changes to the current policy. Wanted it stated that the policy covers not only the county building but all other affiliated buildings.

[2:04:05 PM](#) Chairman Raymond continues discussing proposed changes. Robin Dunn clarifies some points on elected officials also returning keys. Sheriff's office will be doing a key audit in the next few weeks.

[2:12:40 PM](#) **Motion by Commissioner Hancock to accept the Key Control Policy with the minor changes. Second by Commissioner Farnsworth. All in favor –aye. Motion passed.**

#### Planning & Zoning – Steve

- **Sign Beasley Subdivision Plat**

[2:16:42 PM](#) Brought to last meeting just needs a signature on the Mylar copies they had not been made at the time of the last meeting.

#### Public Works – Dave Walrath

- **Public Works Administrator Vehicle**

[2:19:06 PM](#) Dave had sent out an email to the Commissioners. Dave wants to purchase a 2015 Chevrolet Silverado. Cody asks how to get the money to Road & Bridge for the purchase of the Chevrolet Equinox. Colleen will make a Resolution for the transfer.

[2:23:34 PM](#) **Motion by Commissioner Hancock to authorize purchase for Road & Bridge for a 2015 Chevrolet Silverado Crew cab for \$23,977. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Crushing Update**

[2:25:19 PM](#) Rhodehouse has moved to Montevieu to start crushing. They are saying the material in Montevieu they are crushing has too much water in it which is making it difficult to crush. Completion date was last Monday. Dave is giving them some time due to weather. Will give a formal written notice. Needs to use these chips this year, and they had agreed to a contract with an end date. They can start working seven days a week but it needs to get done. Have a new deadline of June 30.

- **Road & Bridge Summer Work Plan**

[2:34:42 PM](#) Detail the priority list for the summer. First priority is 4100 E. Gave the Commissioners a handout of some pricing and projects. Commissioner Farnsworth asked Dave to have his guys look around and check for trees in the way. Dave explains they have a hard time with working with owners and their trees. Discuss hiring college kids to help cut trees.

[2:40:07 PM](#) **Robin Dunn left the room.**

- **Asphalt Lay Down Machine**

[2:48:30 PM](#) Dave wants to partner with another county to go in with a smaller scale paving machine to help lay down asphalt. It is faster and the density is much better. Has been in contact with Fremont County. Currently have two employees who have worked with pavers. Commercial pavers are harder to get scheduled with. New units are around \$150,000 to \$200,000. They don't need a highway class paver. Would usually be doing 12 feet of overlay in either direction. How would ownership work? Dave wants to propose 50/50.

[2:53:33 PM](#) Having the machine and doing it right will make the road last longer. Dave wants to work out some sort of MOU with Fremont County and come in with a presentation.

- **Circular Butte Landfill Cell One Closure Certification**

[2:55:06 PM](#) DEQ wanted to be able to review and approve the plan from Paragon Consulting. Have been given tentative approval to proceed. Commissioners given a handout to show the test pits that will be dug. County employee will be digging the pits and Paragon will have a consultant out to do testing. Will be digging around 26 holes. Will also be doing a survey for slopes on the covers by Pierson Land works. Hoping they will have a report around September.

- **POSI Shell Machine**

[2:59:06 PM](#) Spoke with Butte County Commissioner Seth Beal wanted to reiterate his interest in this machine. Dave will be doing a demonstration of the POSI Shell Machine at the Circular Butte. Thinks they paid \$60,000, having a hard time finding used ones. Proposing it at \$40,000 with pallets of remaining material. Dave said they are not using this. Will let the Commissioners know when the demonstration will be.

#### Commissioners

- **Budget**

[3:06:57 PM](#) Farrell is here discussing the cash flow projection. Has a handout detailing expenditures. Had spent some time going through revenues trying to summarize each department. One difference in the handout is the available cash from now and the previous was adjusted as the process moved along. Revenues should stay somewhat the same. Non tax revenue projection is up, highway money has increased. Discuss how these projections are made. Justice fund is hard to predict does

have to rely on the Sheriff's office on projections. Looking at projected revenue and what each quarter will bring. Will really need the department heads involvement at that point. Need to look at the levy projections.

[3:22:14 PM](#) **Robin Dunn is in the room.**

[3:23:05 PM](#) Chairman Raymond asks question about last year and current year's projection. At this point the expenditures trying to narrow down what would be left. Still need some information but it is a starting point. Discuss the PILT and Debt services being negative. Had been taken from the wrong account. Marla comes in and explains they need a Resolution to transfer the funds.

- **Searle Hart Training**

[3:39:13 PM](#) Discuss training on helping with the budget process. The problem occurs is that Farrell may have to come back and audit the budget at some point. If Farrell is setting the budget he is going into ethics violation. Chairman Raymond suggests using other resources. Commissioner Hancock said he could come in and help as well. Robin Dunn explains the most difficult thing is the levies. Chairman Raymond would like to proceed with other resources. Will have Farrell submit a claim billing for the services.

- **Quarterly Report**

[3:29:01 PM](#) Discuss PILT- solid waste and Debt services. PILT is dedicated to the Justice Fund. Why was the debt service \$112,000 in the negative. Had taken it out of PILT and then no Resolution was done. Wants to do a resolution to transfer money from solid waste to the debt service fund. Chairman Raymond donates \$0.26 from his pocket to clear out the Roberts Housing Project Trust.

10 minute Recess

Open Session at 4:02

- **Sign Printer Contract for Assessor**

[4:03:43 PM](#) Cody brings in the printer contract. This was brought up in previous meeting has an updated contract without the stacker on it. ML contract has already been approved just signing the contract.

- **Resolution #2015-22 – Assessor Vehicle**

[4:06:17 PM](#) Cody wants to surplus the 2000 Chevy Impala. The appraisers have chosen to keep the van.

[4:08:09 PM](#) **Motion by Commissioner Farnsworth to approve Resolution #2015-22. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Resolution #2015-23 – Cash Register**

[4:07:30 PM](#) Cody has a Tec-Ma-128 cash register that has been removed from the Motor Vehicles office is no longer working. Does not have any value.

[4:09:34 PM](#) **Motion by Commissioner Hancock to approve Resolution #2015-23 to dispose of cash register. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:12:30 PM](#) **Motion by Commissioner Hancock to ratify services from Searle & Hart for the training on the budgeting process to not exceed \$2500. Second by Commissioner Farnsworth. Chairman Raymond clarifies that anytime they secure services like this it needs to be authorized beforehand. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:14:01 PM](#) **Motion by Commissioner Hancock to amend agenda to include Resolution #2015-27. Discussion on Resolution #s. Commissioner Hancock rescinds the motion to amend agenda needs to clarify Resolution numbers.**

- **Resolution #2015-24 Transfer of Funds**

[4:18:24 PM](#) Transfer of funds from Solid Waste Fund #23 out of county dumping in the amount of \$465,321.72 to the Debt Service fund #49. **Motion by Commissioner Hancock to approve Resolution #2015-24 transfer funds from Solid Waste Dumping fees to Debt Service fund for \$465,321.72. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[4:22:11 PM](#) Discuss changes for minutes. **Motion by Commissioner Farnsworth to approve the Meeting Minutes for June 8, 2015 with noted changes. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

[4:22:31 PM](#) **Motion by Commissioner Hancock to amend agenda to include Resolution #2015-25 and Resolution #2015-26. Second by Commissioner Farnsworth. All in favor-aye. Motion passed.**

- **Resolution #2015-25 Transfer of Funds**

[4:23:20 PM](#) Transfer of funds from fund #15-00-402-01 to fund #01-15-409-00 in the amount of \$5,351.51 to cover pay periods of April 17, May 1, May 15, May 29, and June 12, 2015 for the Elections Clerk. Colleen clarifies that Elections is paid through general clerks through 6 months of the year and Consolidated Elections through 6 months. Had been paid out of the wrong account. Need to transfer funds to cover the amount paid out of wrong account.

[4:24:18 PM](#) Motion by Commissioner Farnsworth to approve Resolution #2015-25 for \$5,351.51 Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Resolution #2015-26 Transfer of Funds

[4:25:02 PM](#) Transfer of funds from Assessor 01-02-899 Capital in the amount of \$19,500 to the Road & Bridge fund #02 for the purchase of the Chevrolet Equinox.

[4:25:22 PM](#) Motion by Commissioner Hancock to approve Resolution #2015-26 transfer of funds for the moving of funds between Assessor and Road & Bridge for the purchase of the Chevrolet Equinox. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Contracts & Resolutions

[4:26:59 PM](#) Commissioner Farnsworth is asking if the prosecuting attorney has a contract or a resolution. How are expenses paid for to the Prosecuting Attorney? He does not have a contract or a resolution. Robin Dunn goes through the budget process he is an elected official.

[4:27:55 PM](#) Also asking about the Maintenance contract with Scott Herrick. Cannot find a contract. Asking if Scott will be presenting another at budget time. Emily says his contract is yearly.

[4:29:19 PM](#) Carlos has brought in his Blue Cross contract.

- Sign Certificates of Residency

[4:31:34 PM](#) Discuss how these are paid had been in on some training. Discuss qualifications on High School students that apply for this. Understands that the county does not have to pay if the student has dropped the class or not finished the course. This is a way for the government to subsidize these schools. Colleen mentions the State is trying to add deadlines.

[4:34:16 PM](#) Motion by Commissioner Farnsworth to approve Natalia Estrada from the College of Southern Idaho. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Approve Claims

[4:44:39 PM](#) Discuss claims

[4:46:25 PM](#) Motion by Commissioner Farnsworth to approve claims for 6-9-2015 to 6-19-2015 for \$209,526.80. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Attorney- Robin Dunn

- Executive Session (F)- Legal

[4:49:20PM](#) Motion by Commissioner Farnsworth to go into Executive Session 67-2345 (F) – Legal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 5:07

[5:07:25PM](#) Updated on some legal situations. No actions taken.

Commissioners

- Executive Session (B) – Personnel

[5:08:10PM](#) Motion by Commissioner Farnsworth to go into Executive Session 67-2345 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 5:22

[5:22:48PM](#) Discussing a personnel issue. Discussed the possibility of reclassifying the contract personnel with the possibility of making the maintenance person an employee. Contract year price is \$121,000 which includes lawn care and snow removal. To reclassify as an employee at \$25 an hour with benefits would be \$67,000. Supplies are paid for from Waxie. Would have to worry about the four wheeler and snow plow and maybe a lawn mower. Did a part time worker at 19 hours or less it would be \$10,000. So it would be \$108,000 as an employee vs. \$121,000 contract. The \$108,000 would also support 3 part time workers and 2 seasonal part time workers.

Part-time workers would start at \$10 an hour. The first year would be a trial run to see how much each part time worker would need. Scott would have to do split shifts. Bonneville County has been doing it this way and this is where Emily got some of her information. Scott would need to consider and agree as well. Commissioner Farnsworth asked what it would cost to contract the lawn care. Emily will check into contracting the lawn care. This is something to consider. The question is to reclassify as an employee with a job description or stay with a detailed contract/statement of work. This protects both parties. Further discussion at next meeting with Scott Herrick present.

[5:34:29 PM](#) Motion by Commissioner Hancock to adjourn at 5:34. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

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*Chairman of the Board*

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*Clerk of the Board*

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*County Clerk*