

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
NOVEMBER 27, 2017**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Assessor Cody Taylor, Treasurer Kristine Lund, Planning & Zoning Kevin Hathaway, Park & Recreation Mickey Eames, Probation Tammy Adkins, Maintenance Bryan Briggs, Public Works Dave Walrath, Weeds Mitch Whitmill, HR/Emergency Management Rebecca Squires, IT Garn Herrick, Sheriff Steve Anderson, Prosecutor Paul Butikofer, Deputy Prosecutor Weston Davis, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Sheriff Anderson. Prayer offered by Kevin Hathaway.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:01:40 AM](#) Commissioner Martinez does not have anything.

[9:02:56 AM](#) Clerk Colleen Poole passes around a signature from Broulim's. If anyone recognizes this signature please let her know. If they have employees charge at Broulim's they really need to bring in a receipt so her office knows who to charge this to. Sherriff Anderson said they all have separate accounts. Colleen said this was on the Clerks account but they do not recognize the signature. Tammy believes that her office goes under the Clerk it might be hers she will check into this. Colleen said they need a receipt to keep track of these purchases. Reminds every one of the county party is on December 19. Will be having a similar menu as last year but if anyone has any suggestions please let her know.

[9:05:13 AM](#) IT Garn Herrick said no major reports as of this morning. After a long weekend a lot of times things crash but nothing so far.

[9:05:59 AM](#) Assessor Cody Taylor does not have anything. Mentions that a long time employee had passed away.

[9:06:10 AM](#) Maintenance Bryan Briggs. The generator checked out this morning. Did some repairs on the annex on their leaky faucet this was the aerator. Worked over the weekend on the floors. Report on the sewer line in front of the Sheriff's Office they will start digging this up Thursday morning. Preston gave him an estimated cost of \$4,000 to \$5,000. This has to be fixed. Commissioner Hancock asked if they have set a time on the cut over on the water line. Bryan knows they were waiting for parts. Commissioner Hancock wants them to make sure they let the Sheriff's Office know. Sheriff Anderson asked if the intake vents have been looked at. Some buildings the vent tubes for the sewer go into the vents. Bryan mentions they blew smoke out of these. Chairman Farnsworth said this has just gotten bad recently.

[9:10:11 AM](#) Park & Recreation Mickey Eames does not have much. Are still working on the cement pads out there. Will be working on these until they cannot anymore due to weather.

[9:11:13 AM](#) Probation Tammy Adkins does not have anything.

[9:11:16 AM](#) Treasurer Kristine Lund said the bills are in the mail. One change this year there is an asterisk next to the landfill use fee. There is a notation below saying this is not tax deductible. This has created some attention to this fee so a lot of people think the taxes went up \$100. That is not the case they have just drawn attention that this is not tax deductible. Actually the levies went down this year. Paul asked if they have to minus this out when they put this on their taxes. Kristine said this yes due to this being a certification not a tax.

[9:13:45 AM](#) Sheriff Steve Anderson said they are moving along. The giving trees are up. The one in the lobby still has some tags left. There is also one at the Bank of Commerce. They did a 5K run for the food bank on Thanksgiving at the lake. The admission fee was canned food. Believes they filled up the transport van and have this ready to unload.

[9:14:45 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said that this month they are still working on some sterilant. Will finish up the lake and the landfill. Appreciates Commissioner Martinez attending the meeting with the Department of Ag. This was a productive meeting. Are going to have a float in the Midnight Madness. Will have one of their little vehicles out and will hand out weed books.

[9:17:21 AM](#) Public Works Dave Walrath gearing up for the winter. Have all the snow gear on the graders. The new grader will be delivered today at Circular Butte. The wing will not be here for a few weeks. Trying to finish up the lake work and the rough edges. Have about three more roads to do. Solid Waste is business as usual will be getting the Explorer tomorrow. Will figure out how to surplus the Escape. The crushing is going good. Will be getting their salt this week to start mixing.

[9:19:51 AM](#) Planning & Zoning Kevin Hathaway is the new guy and is glad to be here. Everyone is very nice and Garn has been very helpful. Will be busy this week trying to replace the administrative assistant.

[9:20:32 AM](#) Emergency Management Rebecca Squires said that FEMA has approved one of six applications. This is moving forward for the money. Tomorrow have a local emergency planning meeting. This is a great opportunity. This is open to the public and will be planning some activities for next year. Will also look at the mitigation planning. Dave asked the amount from FEMA. Rebecca said this first one is \$8,000. For the HR side on the employee lunch on December 19 Ron from Probation has donated a table he had made to be given away to the employees. If anyone else has any special talents they would like to donate to the prize vault she is taking these now. Also have the proposed 2018 holidays that the commissioners will look at after this staff meeting. This will be emailed once they are approved. On a personal note her husband is deploying so her schedule is a little unpredictable. Appreciates their patience on getting ahold of her.

[9:25:29 AM](#) Prosecutor Paul Butikofer said he had a full shoulder done ten days ago this is his first day back. Will be working half days for the next few weeks.

[9:25:55 AM](#) Commissioner Hancock said they are progressing on the new building have this being excavated. Main concern now is moving that water line.

[9:27:09 AM](#) Chairman Farnsworth said the Egin-Hamer road is really coming along. Dave said the last time he was out there had a truck pass him going 70mph. Chairman Farnsworth said they are trying to address the concerns on the west side. Feels they are doing pretty good out there. Dave said this just takes constant attention.

HUMAN RESOURCES – REBECCA SQUIRES

- **APPROVAL OF 2018 COUNTY HOLIDAYS**

[9:34:44 AM](#) Rebecca goes over the policy on holidays. **(Exhibit A)** For Christmas this next year they have Christmas on a Tuesday. There is always some wondering on Christmas Eve if they can close early. Colleen mentions they are a skeleton crew this day. Chairman Farnsworth said they could close early since it will not be a busy day. Can discuss this closer to Christmas next year.

[9:37:55 AM](#) **Motion by Commissioner Hancock to approve the 2018 Jefferson County holiday schedule. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:38:21 AM](#) Recess

Open session 10:00

SALLY GEORGE – TOM BRYSON

- **SPEED LIMIT ON 400**

[10:00:54 AM](#) Sally George 3877 E 400 N. Tom Bryson 3881 E 400 N. Tom said the reason they are here is in the past few winters this has been particularly icy. Was hit going into his driveway and had their vehicle totaled when they were hit. His front fence has been knocked down numerous times. Paul Butikofer who also lives in the area mentions that his mailbox has been taken out numerous times. Sally said they have had posts taken out. This is within the last five years during the winters. They have had a few critical accidents. It is 35mph before their home and then it increases to 50mph right in front of their homes. This has a lot of young drivers and individuals heading to school in a hurry. Commissioner Hancock asked if they decreased the speed to 35mph if they feel this would help. Paul Butikofer said there is a lot of traffic on 400 due to the schools.

[10:05:02 AM](#) Tom would like to see if the Road & Bridge could take a look at this. Chairman Farnsworth asked if this is a city road. Sally said this is until 3900. Chairman Farnsworth said he drove this road and there are a lot more homes on this now. Sally said there has been a big increase. Chairman Farnsworth said on a county road if this is not posted it is 50mph. Sally said on 3900 they have lowered the speed. Commissioner Hancock said his personal opinion he feels they could change this to 35mph. Sally asked if this could be graveled during the winter. Chairman Farnsworth said last year was a rough year. They try to get these the best they can.

[10:07:56 AM](#) Tom said it had gotten so bad in front of his house he was going to go to California was driving his corvette at 1mph and it just slid right off the road. Sally said the road seems like it rolls off on the side.

[10:09:09 AM](#) Dave comes up they usually set speed limits by looking at what eighty-five percent of the drivers are driving. This is the safest speed. Doubts that there have been engineering studies for county roads. Can reduce speeds in residential areas.

[10:11:26 AM](#) Sally said this is a one mile stretch because they have to stop or turn off. Dave said this is engineering judgment. Paul asked if this is something within their department's digressions. Weston asked if this is something the commissioner vote on or does he need to put up a traffic counter. Dave said they can put up any sign they want but the only way they will get people to abide by this is by enforcing the speed. Sally said there has been a speed monitor on this road. Chairman Farnsworth does not see any problem with putting a sign up. Dave said they can do this it is only for the one mile stretch.

[10:14:07 AM](#) Commissioner Martinez asked if this is mainly during the winter. Tom said yes the majority is the winter. Commissioner Martinez mentions there were five roll overs on this road last year. Chairman Farnsworth said they will have Dave take care of this.

PARK & RECREATION – MICKEY EAMES

- **RV PADS**

[10:16:09 AM](#) Mickey is here to tell them a little bit that was going on. This goes from campsite twenty-six to fifty. Have gotten to around the corner to prep. Commissioner Hancock said before Thanksgiving they still had seven that were not touched. Mickey said depending on the weather they should be getting the prep work done. Dave said they will be working today and tomorrow but will be shouldering on Thursday. Mickey said they will be moving toward the ones going by Highway 20. Have been good to work with. Have also planted some trees. Weston asked if they have talked with the state on this. Mickey said this is still on their side. Will be looking at a barrier fence along Highway 20.

[10:21:59 AM](#) Chairman Farnsworth said this is looking good. Mickey said she has spoken with the lady on the slide island. There are some things they will not be able to incorporate.

PUBLIC WORKS – DAVE WALRATH

- **LOCAL PROFESSIONAL SERVICES AGREEMENT – ANNIS HIGHWAY LHTAC PROJECT**

[10:23:03 AM](#) Dave said this is between the county, LHTAC and Civil Science who was consultant that was selected to work on this project. This is a long agreement that he had Weston review. The not to exceed amount is \$123,500. Knows this sounds like a lot. Will have 91.66 percent reimbursed with federal aid money. County will be responsible for 7.33 percent of this. Dave said this is two miles from the Annis Highway. The construction amount is \$2 million for the project then there is the design part. This goes to Civil Science and their sub consultants. Goes over some research on the design across the state this is running about fourteen percent. This design is only six percent. Was involved in the negotiations with Civil Science on their man cost structure. There is a chart that shows where this goes. Commissioner Hancock was surprised that Civil Science got this bid.

[10:27:36 AM](#) **Motion by Commissioner Hancock to approve the local service agreement between ITD, Civil Science and Jefferson County. County portion is 7.33 percent. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[10:29:14 AM](#) Dave said this project is for 2019 but they like to get this in the works in case another project is dropped then they can proceed earlier. Dave will get this to ITD for their signature then will get a copy to Colleen.

- **REVISED PUBLIC WORKS ORGANIZATION CHART**

[10:31:01 AM](#) Dave said this is not a whole lot different but this does show employee names. There are a couple positions that have been eliminated. Have a west side foreman and then have the senior equipment operators. Have a Solid Waste supervisor that manages the landfill that reports to him. Commissioner Hancock said the need for seasonal work for summer help. Dave said he has enough budgeted for two flaggers for next year. Budget wise did not want to carve out too big of a number. Going forward would like to have a full-time mechanic at the landfill. Chairman Farnsworth said they could have taken away the mechanic at Solid Waste and have them work at the landfill then just bill solid waste. Dave said they could have Brock be a Road & Bridge mechanic. Then JR has discussed being a mechanic at the landfill.

[10:35:23 AM](#) **Prosecutor Paul Butikofer left room**

[10:35:33 AM](#) Commissioner Martinez mentioned when they were at the landfill Brian Helm and Ben Hulet had mentioned that they were doing their own oil change. Dave said this is a common practice to have them change their own oil. Commissioner Hancock said that a lot of times they could have the mechanics working a split shifts to be able to service equipment when this is not running. Chairman Farnsworth mentions they could work five eight hour shifts instead so they can service equipment on Friday. Weston asked to understand shop supervisor would this be moved to the Road & Bridge area. Commissioner Hancock said they would have a line item in the Solid Waste. Chairman Farnsworth said he would be a Road & Bridge employee. Weston said this would move down not across. Chairman Farnsworth asked what a shop supervisor does. Dave said they run the shop, tracks repairs and order parts.

[10:43:07 AM](#) Chairman Farnsworth goes over making sure these items are taken from the correct department. Dave said the loader should have come out of Solid Waste. Commissioner Hancock asked from his standpoint how is Jerry getting along with the crew. Weston said if they are going to talk about employee evaluations they would want to go into executive session. If they are talking tasks they are okay. Commissioner Martinez asked Rebecca why she is in the meeting. Rebecca said she is here because they are discussing possible changes to a policy. Commissioner Martinez said they could let her know of any changes. Chairman Farnsworth thinks some of this discussion should be moved to executive session. Likes having the list of where employees are at and what they do. Realizes there are a few employees he does not know.

[10:48:39 AM](#) Commissioner Martinez asked what the flaggers would do other times during the season. Dave said they can clean equipment and cut weeds. Chairman Farnsworth asked if the shop supervisor oversees the mechanics. This person will be responsible for going over the use during the winter on equipment. Commissioners review employee chart. Chairman Farnsworth goes over going into executive session on this flow chart. Weston said they could table this discussion and then come back to this or they can discuss the employee chart and can make the changes on the next agenda. Chairman Farnsworth said he wants to voice concerns on this and have Dave look at restructuring this. Weston said any discussion on restructuring needs to be in open session.

[10:57:58 AM](#) Dave said they added another loader to plow subdivisions. Commissioner Martinez asked who will run this. Dave said Matt and possibly Stacey. Rebecca said changing the flow chart this would be a complete change to the entire Public Works policy. She can email this to them so they can change everything they want at one time.

SOCIAL SERVICES – JACKIE MAUPIN

- **EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE**

[11:02:23 AM](#) Motion by Commissioner Hancock to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 11:26

[11:26:30 AM](#) Motion by Commissioner Hancock on case #2017-35 as they reconsider this they will deny this on residency and ability to pay, will approve case #2018-04 and deny case #2018-07 due to ability to pay. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

DEPUTY PROSECUTOR – WESTON DAVIS

- **LEGAL COUNSEL: EXECUTIVE SESSION IC 74-206 FOR PERSONNEL, HIRING CONSIDERATION, EMPLOYEE EVALUATION AND COMPLAINTS (1)(A) & (B), PENDING LITIGATION (1)(F), OR DELIBERATIONS ON LABOR NEGOTIATIONS OR PURCHASE OF PROPERTY (1)(C) – (AS NEEDED)**

[11:30:54 AM](#) Weston is not aware of any outstanding legal issues at this time.

[11:31:23 AM](#) Motion by Chairman Farnsworth to go into executive session 74-206 (B) – Personnel. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 11:49

[11:49:20 AM](#) Recess

Open session 1:02

[1:03:04 PM](#) Deputy Prosecutor Weston Davis is not present

CITY OF RIGBY – MITCH BRADLEY

- **IN-KIND WORK – COURTHOUSE WAY**

[1:03:04 PM](#) Marvin Fielding with Keller Associates. Is working with the LID project on the construction on Courthouse Way. This is the same as what they had brought in last summer. This shows what is planned on the improvements. The contractor has already put in the water line. The

city asked when they bid this so that if the county wanted to do some of this work in-kind they would take this out of the contractor's portion of the work. The portion that the city asked them to allow to take out of the contract is on the general note sheet four. This would be clearing and grubbing. Would bring in and take out material as well as constructing and paving the road. Would take out material and bring in pit run. Shows the grub and asphalt part of the project. Met with Dave Walrath last week and went over this. Based on Edstrom's bid shows about \$88,000 credit that is split out to handle the in-kind work for Courthouse Way. There is a lot to this project. Commissioner Hancock asked what the surface restitution road way is. Marvin said when the city put the water line in they had to come back onto Courthouse Way. This was separate this was part of the water project not on the overall road improvements. Commissioner Hancock asked on the LID is any of this being covered by grants. Melvin said no this is paid for by the city and owners of the property. Marvin said the City is funding this with the local improvement district. With the property owners each paying a portion depending on footage. Shows how these costs are broken out. Commissioner Hancock said their share is \$10,000 more due to putting in the sidewalk. Marvin said they did not add sidewalk on the north side yet. Commissioners review information. Marvin said this bid from Edstrom was \$1.37 million and this was \$400,000 less than the other bids. Commissioner Hancock asked how they can compare to what Edstrom's costs are since this is not broken out on here. Marvin goes over how they can compare. They have \$29.60 a square yard for asphalt this includes the road base, pit run and fabric. The clear and grub includes taking out the eighteen inch of road section. Commissioner Hancock asked why they are using fabric when the sub base is good. Marvin said they get down three feet they have good pit run but have silt above the pit run. Go over costs. Marvin said they took the costs as a percentage of the overall project. Did not break out all costs on this looked at the project as a whole. Commissioner Hancock said this may not be accurate. Marvin said that is how they did this. The problem is these are road and sewer projects. Every contractor will list the costs differently. This was close to the original estimate.

[1:16:23 PM](#) Commissioner Hancock asked why they are paying for the water line costs when they are not getting the benefit of the water. This is part of the fees. Marvin asked if they are on City water. Commissioner Hancock said they are and an LID means an improvement but this does not benefit the county taxpayers. City Clerk Dave Swager said this water comes in from a different location currently. Dave Walrath asked for other bid abstracts. Marvin does not have these with him today but can get these. Dave said on the asphalt they have fabric, pit run, crushed base and plant mix. Marvin said just the asphalt is \$20,000. The \$316,296 is all included. The county is a portion of this. Marvin said they are extending the sewer connection into the bare lot the county owns. This loops out to the Annis Highway with a new hydrant and they water service that will come to this lot.

[1:22:40 PM](#) Chairman Farnsworth asked what they need from the county today.

[1:22:49 PM](#) Marvin said they need to know if the county would like to do in-kind work. If they would like to do this it can be done in the spring. Edstrom's would support them on the staking and material testing. If you would rather pay then Edstrom's can start doing this work now. Would not pave this until next year. Commissioner Hancock said they will need to speak with their Road & Bridge administrator. Chairman Farnsworth mentions they are interested in doing the in-kind work. Commissioner Hancock said they will need to speak with the administrator to decide if they would have the time to do this. Marvin said they bid this and understood this would not be done until spring. The contract is also written to have this done in the spring. Chairman Farnsworth mentions even if they grub this they will not be able to pave until next year. Marvin will forward the overall bid to Dave. Dave said they would have to rent a drum roller to pave this. Would like to see the bid tabs. Commissioners will get with Dave on this. Dave thinks they need to get the bid tabs. The hot mix would be about \$20,000. Commissioner Hancock said this is broke down with a square yard cost which makes it different. Thinks the fabric might be overkill in his opinion.

COMMISSIONERS

- **SIGN CERTIFICATES OF RESIDENCY**

[1:36:32 PM](#) Motion by Commissioner Martinez to approve certificates of residency for the College of Southern Idaho for Cameron Roth, Kaitlyn Sauer and Maigan Williams. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **EMPLOYEE RECOGNITION LUNCH – DECEMBER 19**

[1:37:42 PM](#) Colleen said the Chairman Farnsworth will get the meat from Lil Mike's. She will do a green salad. Last year she had gotten the cobbler items for Jeremy. Did not discuss rolls and bread does Lil Mike's do these. Rebecca said that they can get this at Broulim's. Colleen will handle the table coverings and plates. Will have Marla do the \$50 gift certificate. Spoke with Mitch on getting the tables brought in on Monday. Rebecca is doing the employee recognition. Rebecca said she also has a prize vault. Have a few ideas. Commissioner Hancock will get the potatoes for Chairman Farnsworth.

[1:42:57 PM](#) Rebecca mentions the Treasurer came to her and said her office would not be able to attend since this is the day before the tax deadline. Rebecca did tell her that they are closing the courthouse for the hour. Chairman Farnsworth said to close this ten minutes to noon and get people taken care of before they leave. The courthouse will be locked so no one can come in to pay. Chairman Farnsworth said everyone can find a way over even if they have to come in shifts. Colleen said Kristine usually handles the food but she will handle this.

- **NEW BUILDING UPDATE**

[1:47:07 PM](#) Chairman Farnsworth said there is a big hole out there cannot even see the excavator anymore. Rebecca asked about the water line. Bryan has contacted them and Loren will get ahold of him with a time frame so they can contact the Sheriff's Office.

- **MAINTENANCE CONTRACT**

[1:48:43 PM](#) Colleen has this on again the amounts were wrong in the previous contract. They can make the change and initial or she has created a new one with the change in price and the language added in item six. "This contract will further be terminated immediately upon the renewal of this contract or effective date of any new contracts for maintenance services." Have changed the contract cost to be \$9,066 per month for a total of \$108,800.

[1:50:04 PM](#) Motion by Commissioner Hancock to re-sign the revised maintenance contract. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

• APPROVE CLAIMS

[1:52:07 PM](#) Commissioners review claims. Commissioner Hancock will get with Dave on the cost on cold mix. Colleen said on the claim that is crossed off. Everything for the building is coming through NBW but this check should have been paid to DL Beck for bonds and insurance. This amount was on both claims. Commissioner Hancock was going to look at Wex payments. Commissioner Martinez asked on the Justice Fund for Paul Field. Chairman Farnsworth said they repaired lights in the recreational center. Thought this had already been paid. Look at previous claims and did not find it.

[1:58:44 PM](#) Motion by Commissioner Martinez to approve claims from 11/13/2017 to 11/22/2017 for \$180,332.65. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

• APPROVE COMMISSIONER MEETING MINUTES

[1:59:30 PM](#) Motion by Commissioner Martinez to approve commissioner meeting minutes from November 6, 2017 and November 13, 2017 with noted change. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

LONDON THURGOOD – DID NOT ATTEND

• ORDINANCES – KENNEL

[2:00:30 PM](#) Motion by Commissioner Hancock to adjourn at 2:00. Second by Commissioner Martinez. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date