

**Jefferson County Commissioner Meeting Minutes  
September 11, 2017**

Meeting called to order at 9:03. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Sheriff Steve Anderson, Civil Deputy Barbara Poole, HR/Commissioner Assistant/Emergency Management Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Martinez. Prayer offered by Chairman Farnsworth.

**SHERIFF'S OFFICE – SHERIFF ANDERSON - BARBARA POOLE**

**PUBLIC HEARING – INCREASE CIVIL FEE**

[9:05:42 AM](#) Chairman Farnsworth mentions this is a public hearing but there is no public in attendance. Barbara hands out a packet. Weston asks Barbara to start off with the details on this fee increase. Barbara said on July 1, 2017 Idaho Code 11-729 changed so that the board of county commissioners of each respective county shall have the power to set sheriff's fees by resolution of the board for serving an initial order of garnishment and writ of execution. The board may also set an additional lesser fee for making an interim return on a continuing garnishment to show disbursement of monies held by the sheriff for return service, including receiving and paying money from any money garnishment, including wage garnishment or financial institution garnishment. These fees shall be established using criteria determined by the board not to exceed actual costs directly incurred for order of garnishment and writ of execution service. Idaho Sheriff Association felt this was standard criteria that has been used across the state and used to compile the fees. To keep costs down they figured all papers they process and serve not just garnishments. Have seventy-five percent of her time and benefits included but did not include legal fees. Came up with \$68.47 and are proposing \$65 across the board. Did bring down the cost of the interim returns. Kept the warrants of distrains at \$40 because it is hard enough to get the taxes paid without extra costs. Can no longer accept commission except for sheriff sales.

[9:11:15 AM](#) Chairman Farnsworth mentions that Barbara has all of the fees listed in this packet. Barbara said before they took a small commission on garnishments but have taken this out. Have kept it at \$100 for the sheriff sales because they take a lot of work and are sometimes cancelled.

[9:12:38 AM](#) Commissioner Hancock said they need to have this approved by a resolution. Chairman Farnsworth opens this up for public comment. No one from the public is here to testify. Barbara has listed all of the fees and how they came up with the price per document. Chairman Farnsworth said looking at the list of the costs he feels they have done their due diligence on this. Closed public hearing portion. Will move toward deliberation. Commissioner Hancock believes they have done their due diligence and are within Idaho Code. As long as they feel this fee will cover their costs. Sheriff Anderson and Barbara feel this increase will cover their costs.

[9:14:55 AM](#) Barbara presents a resolution #2017-25. Weston discusses the fee schedule being attached. Weston has Chairman Farnsworth add attached exhibit A to the document to include the fee schedule.

[9:17:11 AM](#) **Motion by Commissioner Hancock to approve resolution #2017-25 for setting Jefferson County Sheriff fees with attached fee structure. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**SHERIFF OFFICE – SHERIFF ANDERSON**

• **SIGN POLICY MANUAL CONTRACT – ICRMP**

[9:18:11 AM](#) Sheriff Anderson has the policy manual contract. This is the Idaho Policing Manual they are required to have for their discount. This is co-written by ICRMP. Same as last year nothing has changed.

[9:20:20 AM](#) **Motion by Commissioner Martinez to accept the Law Enforcement Policy - Idaho Policing Manual for \$2,500 a year. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

• **CITY CONTRACTS**

[9:21:45 AM](#) Sheriff Anderson has the city contracts for Menan and Roberts. There has not been any increase in hours or money. Still waiting for the City of Lewisville. No changes on these the attorney had reviewed them last year.

[9:23:43 AM](#) **Motion by Commissioner Hancock to approve the contract for employment for law enforcement for the City of Menan. Second by Commissioner Martinez. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:24:24 AM](#) **Motion by Commissioner Martinez to approve the contract for employment for law enforcement for the City of Roberts. Second by Commissioner Hancock. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**PARK & RECREATION – MICKEY EAMES**

- **LANTIS FIREWORK CONTRACT - 2018**

[9:26:00 AM](#) Mickey has already gotten ahold of the firework contract for next year. Basically the same but have added an additional \$2,000 worth of fireworks. Will also have music same as last year. The music will be broadcasted to a channel. Was told fireworks should not go any more than the fifteen minutes. Chairman Farnsworth said they did a good job this year. Mickey said the gentleman at this company is an easy talker and they have been discussing the improvements at the lake to make sure they will not interfere with the firework show. Made sure the insurance is the same as well.

[9:28:38 AM](#) Chairman Farnsworth said this is \$10,000 for next year. Mickey was impressed with last year. Has added the extra \$2,000 for a few more minutes of fireworks.

[9:28:57 AM](#) **Motion by Commissioner Hancock to approve the Lantis firework contract for the pyro display for \$10,000 to take place June 30, 2018 at Jefferson Lake. Second by Commissioner Martinez. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:31:15 AM](#) Recess until 10:00

Open session 10:03

**NOXIOUS WEEDS – MITCH WHITMILL**

- **EQUIPMENT PURCHASE – FLAIL MOWER**

[10:03:03 AM](#) Mitch is here to present quotes for a mower they discussed in a previous meeting. Has acquired three different quotes on this equipment. This will adapt to the 1066 mower they have. Go over costs. The diamond is a heavier mower costs \$12,900. Mitch had gotten a quote from Metro quip a few years ago this is where the mower was built. Chairman Farnsworth asked which one he is looking at. Mitch is thinking the Ferri for \$10,900. Commissioner Hancock goes over the Gestapo \$10,924. Commissioner Martinez asked which has the better access to parts and repairs. Mitch said both have parts accessible. One is Tractor Sales and the other is a dealer in Blackfoot so both companies are local. Commissioner Martinez asked if any other counties run these mowers. Mitch said most run Metro quip for the tiger motors they have fully set-up mowers that were purchased with the mower system. Sell these as Tiger mowers. Some of the others counties do have pull behind mowers. Go over mower size. Commissioners review quotes. Discuss to take this out of the capital account. Colleen said they had \$23,000 and have only spent \$3,600. Commissioner Hancock asked about utilization. Mitch said they will use this to cut areas before they seed. Have to pre-prepare these areas. Mitch said they can also help Road & Bridge mow. If they have this available this will be utilized. Chairman Farnsworth said there is a need. Mitch prefers the Ferri model.

[10:18:44 AM](#) **Motion by Commissioner Martinez to allow the Weed department to purchase the Ferri flail mower for \$10,900. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed**

**PROBATION – TAMMY ADKINS**

- **EMPLOYEE PERSONNEL ACTION REQUESTS**

[10:20:10 AM](#) Tammy has some personnel action request forms. This will not affect the overall budget that has been approved. When they went under the RFK process they were asked to look at job descriptions. Have been doing some of that. Implemented the pre-trial services. In reviewing these job descriptions she did not have a job description for this position. Had put this as a Probation Tech which is a basic data entry position. They hired this as a grade four but with this new job description feels this is more of a grade six position. This year they requested this go from thirty-five hours to forty hours. In doing this would rather reclassify this position this year and keep this at thirty-five hours to stay within the budget. Had budgeted \$25,242. With moving this to a grade six it will be under at \$24,625. This individual does pre-trial interviews with the jail. Chairman Farnsworth said they can look at hours again in the next budget. Tammy said yes she will request the additional hours next budget.

[10:23:56 AM](#) Tammy goes over the second request is for the deputy director position. Would like to take this from a non-exempt to an exempt position. This qualifies under the administrative duties. This employee acts for her in her absence. They assist with training, SOP's, supervises and assists. Feels this position falls under the exempt category. Feels this would be more beneficial to her office. Rebecca said this does meet the criteria for an exempt position. This employee would no longer be available for comp time. Really is a benefit to the employer. Tammy has checked with those counties that have split probation. Smaller counties have a chief probation officer who most have moved to a salary position. When they do, both employees take on the chief duties. Commissioner Martinez asked about exempt. Rebecca said this is salary position so they are only compensated the set hours even if they work more or less. Tammy said this would be beneficial to her. When they had the hit of employees leave she did not have an employee that could fill in the holes in coverage. Tammy has met with the employee and she is in agreement with this and understands what this entails. Will get the new job descriptions to Rebecca.

[10:29:05 AM](#) Motion by Commissioner Hancock to approve the personnel action to change the hourly position to a salary position and the other will change the status from grade four to grade six. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

## **HUMAN RESOURCES – REBECCA SQUIRES**

### **• STEP AND GRADE CHANGES – PERSONNEL ACTION FORMS**

[10:31:07 AM](#) Rebecca said will start with the Sheriff's Office. What they have with the budget process they have funded the requests but now have some grade and step changes to approve. These are already funded but if they decide to not approve then they will be under budget. In the Sheriff's Office they have four. Commissioner Martinez asked why they do this now after the budget. Rebecca goes over this kind of goes together because if they regrade then they are required to fund it. If they budget for it then they can decide if they still want to fund it after the budget is approved. Colleen mentions next year she will hand these out in May and they can go over them in the budget workshops with the department heads. Rebecca said all of these increases have been requested through the budget process.

[10:34:04 AM](#) Rebecca has four in the Justice Fund. These are people that have been promoted to another position. Sheriff Anderson adds they had an employee resign and are filling this position with another employee. These will all have a supervisory role. These lines were already funded just putting a name to the line. Have to have a rank structure in the jail and on patrol at all times.

[10:36:25 AM](#) Motion by Commissioner Hancock to approve the request for performance action for four position in the Justice Fund with the grade and promotion listed. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed. Commissioner Hancock amends to add on the personnel action forms for position fund #0008-04-402-15, #0008-04-402-14, #0008-05-4-02-16 and #0008-05-402-11.

[10:41:38 AM](#) Rebecca said all she does on these is make sure they are compliant with the policy. The employee relations can approve the step not grade.

[10:42:01 AM](#) Rebecca has a regrade for the Clerk's Office this is the Chief Deputy position. Colleen said this position is added to and continues to be added to.

[10:42:49 AM](#) Motion by Commissioner Martinez to accept reclassification personnel action form for #01-01-402-13. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:43:54 AM](#) Rebecca said that Cody had approached the board to reclassify the appraisers to a grade six. Discussed this but was never approved.

[10:45:23 AM](#) Motion by Commissioner Martinez to accept the personnel action forms for grade increase for #4200402-01, #4200402-02, #4200402-03, #4200402-4 and #4200402-5. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:47:39 AM](#) Rebecca has another from the Assessor's office this employee is a direct supervisor and keeps things within state compliance.

[10:48:36 AM](#) Motion by Commissioner Hancock to accept the personnel action forms for grade increase for #01-16-402-00 and #01-02-402-03. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:50:08 AM](#) Rebecca did not feel she should approve her own step increase for years of service. Wanted them to do this.

[10:50:41 AM](#) Motion by Commissioner Hancock to approve the request for personnel action for #01-11-404-00. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:51:33 AM](#) Rebecca said the Treasurer's office has one regrade as this individual has taken on additional responsibilities. Believes that Kristine had come in previously before the board.

[10:51:55 AM](#) Motion by Commissioner Martinez to approve the request for personnel action for #01-03-403-03. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:53:03 AM](#) Rebecca said for the Park & Recreation department is a higher wage listed than what was asked for by the manager. Did not fall into the grade and step. Colleen said the budget was \$22,720. Rebecca mentions there are a few employees in step and grade that are making less due to implementing the program. Commissioners put this as a grade eight step one at \$15.60 an hour.

[10:58:45 AM](#) Motion by Commissioner Hancock to request for personnel action for #18-00-401-02 with the rate being \$15.60. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:59:51 AM](#) Rebecca goes over the Weed department where there are a couple of small issues. Over the past couple of years they have had a request for a grade increase for the office manager. Does not have an issue with this but usually they do not increase grade and step at the same time. Trying to bump them up a little bit. There is a lot of training to be an applicator. They are still in the step and grade even though they are part-time or seasonal. Commissioners review. On the manager wanting a step seven grade five should be a grade seven step four. Colleen said they have \$31,114 budgeted. Rebecca said this is equivalent to a grade seven step five. Colleen said this is budgeted but not necessarily warranted. Discuss grade and step. Colleen cautions the commission if they do a grade and step then they should do this with everyone. Chairman Farnsworth does not want to be more favorable.

[11:07:25 AM](#) **Motion by Commissioner Martinez to accept the personnel action requests for #0027-00-0405-0002, #0003 and #0005. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:09:21 AM](#) **Motion by Commissioner Hancock to disapprove the personnel action for #0027-00-0405-0000. Reason is due to having a step and grade increase at the time. Would approve a grade but not a step increase. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:10:18 AM](#) Rebecca has Planning & Zoning personnel forms next. Chairman Farnsworth said they have been through these.

[11:11:08 AM](#) **Motion by Commissioner Hancock to approve the personnel action requests for #01-21-406-000, #01-21-0402-0001, #01-21-406-0005, #01-21-0401-0000, #01-21-0405-00000 and #01-04-09-00001. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:12:53 AM](#) Prosecutors office has one regrade for and administrative assistant that has been cross training other duties.

[11:13:52 AM](#) **Motion by Commissioner Martinez to approve the personnel action request for #01-07-403-01. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:14:48 AM](#) Rebecca said the last ones are from Solid Waste and Road & Bridge. In discussing these with Public Works administrator he is trying to reline the tiers. Rebecca said less subjective if they are all at the same level being paid at the same grade.

[11:17:47 AM](#) **Motion by Commissioner Hancock to approve the personnel action requests for #02-00-402-02, #02-00-402-013 and #02-00-402-09. Second by Commissioner Martinez. Chairman Farnsworth mentions that Jerry is approving these. Weston said to state this on the record on how they want this to flow. Chairman Farnsworth is concerned on the timecard approval path. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:22:57 AM](#) Rebecca appreciates everyone's work on this budget allowing the step and grade, COLA and no raise on the health insurance.

## **EMERGENCY MANAGEMENT – REBECCA SQUIRES**

### **• SIGN GRANT AWARD**

[11:23:24 AM](#) Rebecca has the grant award for the two homeland security grants. This is the Homeland Security Grant that is \$22,700 and is a match grant. Needs a signature to accept this grant. The other is the State Homeland Security this is the one hundred percent grant. Trainings and exercises go into this grant. One signature on the grant award and one on the MOU on the assistance on administrating the grant. Weston has reviewed.

[11:25:29 AM](#) **Motion by Commissioner Hancock to accept the EMPG grant and State Homeland Security Grant. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:26:32 AM](#) Rebecca had been notified by FEMA that they have approved the three projects and should receive the money soon.

## **SCHOOL DISTRICT #252 – CHAD WILLIAMS**

### **• 2016-2017 CERTIFICATES OF RESIDENCY**

[11:28:12 AM](#) Chad is here to talk about the out of the college district tuition. Have students at Ririe High School that have been taking online college classes. Have to pay out of county tuition. Looking at the 16/17 school year for a total of \$2,150. They came aware of this because of the hold that was put on the students accounts. Feels these were missed by the county. This year have implemented a system to eliminate this from happening again.

[11:31:30 AM](#) **Motion by Commissioner Martinez to accept the requests for the certificates of residence for College of Southern Idaho for Kaden Davis, Anna Boone, Autumn Landon, Kaylee Brown, Mylee Mickelson, James Ferguson, Bailee Puzey, Ashley Larsen, Ryker Parkinson, Rustin Rinderknecht and Celeste Hill. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**SOCIAL SERVICES – GAIL ROBBINS**

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

[11:34:28 AM](#) Motion by Commissioner Martinez to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 11:45

[11:45:06 AM](#) Motion by Commissioner Hancock to approve cases #2017-31 and #2017-32. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

**COMMISSIONERS**

- **EXECUTIVE SESSION 74-206 (F) – LEGAL**

[11:46:30 AM](#) Motion by Commissioner Martinez to go into executive session 74-206 (F) – Legal. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 2:00

**PUBLIC WORKS – DAVE WALRATH**

- **AMENDMENT TO ACCESS MANAGEMENT ORDINANCE/RESOLUTION #2017-21 – TO ADOPT FEES**

[2:00:44 PM](#) Dave has an amendment to ordinance #17-02 to add costs to cover the work and time on the accesses. Will cover the inspection. Sometimes they will require a pipe. If this is an active drainage or borrow ditch. Feels that \$50 will cover the time to make sure these accesses are where they should be located. Make sure they do not have site triangle issues or drainage issues. Dave said they are establishing what the fee should be. Other counties have similar fees. Chairman Farnsworth asked if this had a fee already. Dave said this is to establish the fee of \$50 per application.

[2:03:43 PM](#) Dave reads resolution #2017-21 “ A resolution establishing an application fee to be charged at the time of submission of an access permit to cover inspections and administrative expenses as ordained by the Board of Jefferson County Commissioners in the Jefferson County Access Management Ordinance, Ordinance number 17-02. Be it resolved by the board of County Commissioners of Jefferson County, Idaho as follows: The Board of Jefferson County Commissioners hereby resolve an application fee of fifty dollars. The application fee shall accompany an access permit application. Payment and application shall be submitted to the Jefferson County Road and Bridge department.” Commissioner Hancock asked if this has to be published. Weston said it does asks if there was a publication on the fee. Dave said this was sent to the Star on August 16, 2017. Weston asked how many times this was published. Dave has an email from Gerri at Jefferson Star that this was published on August 23 and September 6. Commissioner Hancock said this was published but is it a public hearing on this. Chairman Farnsworth said if it should be a public hearing this is not setup right. Weston clarifies they have presented the case. Chairman Farnsworth said the agenda is not noticed as a public hearing. Weston reviews publication. Discuss agenda not clarifying this is a public hearing. Weston said Idaho Code 74-204 talking about notice of meetings that agendas can be modified if there is probable cause. Feels that the lack of public hearing on the agenda but this was published in the paper as a public hearing just not on the agenda. Could amend the agenda to include the public hearing. Is not sure this is necessary because if they saw this in the paper they would have been notified this was a public hearing and the time.

[2:11:23 PM](#) Chairman Farnsworth said they will move forward as a public hearing. This is to establish a fee of \$50 to cover the cost of inspections from Road & Bridge to make sure access is in the proper location. Chairman Farnsworth asked for public to speak in favor there are none. In opposed there are none. In neutral there are none. Closes the public hearing portion.

[2:12:09 PM](#) **Motion by Commissioner Hancock to adopt resolution #2017-21 to accept application fee of \$50. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**PLANNING & ZONING – IAN ZOLLINGER**

- **AMENDED PLAT - WILLOW ROSE**

[2:13:33 PM](#) Ian goes over property located at approximately 4150 E 650 N. This is R5 zoning is also surrounded by R5 zoning. This is used as agricultural/residential/farm land. Area is 16.3 acres. The application was submitted June 1, 2017. This is not in flood plain or city impact area. Planning & Zoning Commission unanimously recommended approval of this plat with no objections. Chairman Farnsworth said looking at this they have to amend the plat and then they go toward a public hearing to vacate the road. Commissioner Hancock asked for the old plat to review. Chairman Farnsworth said they have divided this three times now instead. Ian said this reflects the current zoning in the area. Chairman Farnsworth asked if they have enough information. They are cutting out all of the lots

and making this three parcels. Weston asked if the old plat was approved by the commissioners. Ian said it was and now they are amending this. Weston asked on the road where does it go? Ian said a subdivision. Weston asked if this is an access point. Ian said this was for division #2 which was never approved. Weston asked if the same individual owns both. Ian believes they do. Ian believes both of these go together. Weston said they are asking for the road to be vacated and the plat to be amended. Chairman Farnsworth asked if they should move forward with the public hearing before approving the plat.

- **PUBLIC HEARING – VACATION OF ROAD – WILLOW ROSE**

[2:19:16 PM](#) Chairman Farnsworth goes over vacation of the road for Willow Rose. Ask for anyone that wishes to testify.

[2:19:52 PM](#) Jesse Byram 454 N 3900 E is in favor of the county abandoning this section of road. This road does not connect anything with the land owned by the same people. Makes sense where they are trying to eliminate lots and get in line with the current zoning.

[2:20:36 PM](#) Chairman Farnsworth asked for any others that wish to testify. Seeing none they close the public hearing. Are there any questions. Commissioner Hancock thinks it makes more sense the way this is now subdivided out. Weston mentions they need to state some findings on why the road should be vacated so a written decision can be written. Chairman Farnsworth said findings would include eliminating seven of ten lots, shortening the road, the road is still accessible for three lots which is the maximum for a private road. All of the above makes sense to increasing lot sizes and diminishing the road.

[2:23:22 PM](#) Commissioner Hancock said in vacating the road which is not in existence this will bring them into compliance with the zoning where none of this has been approved. Cleans this up.

[2:23:27 PM](#) **Motion by Commissioner Hancock to accept the Willow Rose first amended plat and allow the vacation of the existing road and go with the new private road that has been put into the plat. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **PUBLIC HEARING – OLAVESON ZONE CHANGE**

[2:25:49 PM](#) Ian goes over this is for George Olaveson at approximately 3745 E County Line Road. This is R1 zoning. The surrounding zoning is C1 to the east and R1 to the west and north. Surrounding land use is residential and commercial. Parcel is 12.22 acres. Asking to change the property zoning from R1 to C1. Not in flood plain or city impact area or within city limits. Findings from Planning & Zoning unanimously approved this recommendation to change the zone. This is contiguous to the east and land use table supports the potential use of the property. This zone change is supported by the comprehensive plan because they like to have a buffer between zones.

[2:28:05 PM](#) Chairman Farnsworth opens the public hearing portion of this.

[2:28:16 PM](#) George Olaveson 3667 E 200 N have looked at moving this commercial for years. Moving away from the conditional use permit. This will allow them to expand to do what they need with the property.

[2:28:56 PM](#) Chairman Farnsworth said there is no one here that is neutral or in opposition. Chairman Farnsworth closes public portion and will move into deliberations.

[2:29:11 PM](#) Chairman Farnsworth said looking at the map this is a perfect fit. Commissioner Hancock said that they already have a vet clinic with horse stables. Have had to use a conditional use permit so it makes sense to move toward commercial. Chairman Farnsworth thinks this will be contiguous with commercial zoning and is a good clean fit.

[2:30:36 PM](#) **Motion by Commissioner Hancock to approve the rezoning of the Olaveson property from R1 to C1. Amends this to add approval of ordinance #2017-7 which amends the zoning map. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[2:33:12 PM](#) Recess until 3:00

**Open session 3:00**

## **PUBLIC WORKS – DAVE WALRATH**

- **OPEN BIDS 2017/2018 CRUSHING**

[3:00:36 PM](#) Colleen provides two bids that were received. Commissioner Hancock said they have Rhodehouse and Brett Price. Chairman Farnsworth opens the bids. Dave said they should have a public works license number and have a bid bond. Commissioner Hancock said that Brett Price has this. Chairman Farnsworth said Rhodehouse also has this. Brett Price Excavation at Crystal Pit approximately 2,000 tons class B and approximately 1,000 tons cinders. At Montevue Pit have 7,500 tons of 5/8, untreated aggregate base, approximately 1,000 tons class B rural cover base, mobilization fee for a total bid price of \$93,625. Jeremy with Rhodehouse asked if they would break out the bid cost per material. Chairman Farnsworth goes over have approximately 2,000 ton class B cover coat material for \$17 a ton for a total of \$34,000. Have approximately 1,000 tons of cinder for anti-skid at \$9.50 a ton for a total of \$9,500. Approximately 7,500 ton aggregate base at the Montevue Pit \$3.75 a ton for a total of \$28,125. Approximately 1,000 tons of class B at \$17 a ton for a total of \$17,000. Mobilization fee of \$5,000 for a total bid price of \$93,625.

[3:04:43 PM](#) Chairman Farnsworth goes over the Rhodehouse Construction bid have approximately 2,000 ton class B cover coat material for \$16.75 a ton for a total of \$33,500. Approximately 1,000 ton of cinders for anti-skid at \$21 a ton for a total of \$21,000. At the Montevieu Pit have 7,500 ton of 5/8 aggregate base at \$9.75 a ton for a total of \$73,125. Approximately 1,000 ton of class B material at \$32 a ton for a total of \$32,000 for a total bid of \$159,625 for Rhodehouse.

[3:05:52 PM](#) Dave said that Brett Price bid is the low bid. Dave said they should receive the bid if that is how they choose to go. Chairman Farnsworth said the low bid is Brett Price Excavation will make sure everything is in line with this. Dave said a few things have come to light on availability on cover coat material that they may just have to pay for just haul. Wants to reevaluate this and come up with the best solution for them. He will proceed with this before he takes off in the next couple of days. Chairman Farnsworth comments on the huge price difference. Dave said it looks like the biggest price difference is the cinders. Brooke Price asked if they are throwing out the cover coat. Dave said possibly at least in Montevieu and they may increase the 5/8 aggregate road base. Dave will be in touch with her.

- **SELF PROPELLED BROOM**

[3:08:54 PM](#) Dave has gotten three bids from broom suppliers. Had brought in the specs on this broom in a previous meeting. Normont had the best price this is the one they have been renting this summer. Dave said the rent charge does not come off of this from August but they will take off the rent for September. They are at \$42,500. Dave said they have been renting all summer so have spent around \$12,000 on rent. Will take off September once they purchase this. Discuss broom. Commissioner Martinez said the Superior would be the same price since they did not take off the rent. Dave asks that they accept one of these bids. Looking at Normont as the low bid and it is what they have been using. Commissioner Martinez asked how much longer they will run this. Dave said at least through this month. Commissioners discuss bids. Commissioner Hancock would prefer the Normont since they have been using this and they would have to pay for the rental for September of \$3,600 if they choose a different one.

[3:28:17 PM](#) **Motion by Commissioner Hancock to go ahead and approve the Normont broom for \$47,500. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **BUILDING CONTAINMENT CELL FOR FUEL DISPENSING STATION**

[3:29:49 PM](#) Dave said they have been working on getting different fuel at the Road & Bridge. Need a fuel dispensing station. Had solicited bids for the containment wall of concrete. Have only received the one bid. Commissioner Martinez asked if this went out to bid. Dave said he tried to get three different bids. Looking at having Brian Landon turn a bid in had done the area for Valley Wide Co-Op. Dave just wanted them to be aware of this he is not asking for anything today. Commissioner Hancock mentions the pad is 36x24.

## **COMMISSIONERS**

- **SIGN CERTIFICATES OF RESIDENCY**

[3:37:46 PM](#) **Motion by Commissioner Hancock to approve certificates of residency from the College of Southern Idaho for DuWayne Brown, Sydney Hepworth, Brittany Hilleshiem, Terri Hurley, Sharon Keate, April Lewis, Neify Sierra and Macady Waters. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **LIQUOR LICENSES**

[3:42:23 PM](#) **Motion by Commissioner Martinez to approve retail alcoholic beverage license for The Painted Pony, The Office Bar, The Loft Reception Center, Hunter's Haven, Teton Truck Stop, The Lube Shop, Broulim's Supermarket, Don's Lounge, El Andante, Bob's Kwik Service and The Mint. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **NEW BUILDING UPDATE**

[3:47:35 PM](#) Commissioner Hancock said they will be just under \$10,000 for a building permit. Wants to call the mayor to see if they can waive some of this fee. Naysha had commented that they are handling some work for the city. It will depend on the city and if they legally should do this. Weston said the city would have to agree that they can do the inspections. We would want to do the inspections to keep everyone safe so they would want to make sure this is done. Chairman Farnsworth said he has run into some excited people that are hoping to work on the project.

- **TERRORISM RISK INSURANCE**

[3:49:51 PM](#) Colleen said they are covered for terrorism by ICRMP. This is extra coverage that they need to accept or reject.

[3:51:01 PM](#) **Motion by Commissioner Hancock to deny the terrorism risk insurance coverage. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **PUBLIC DEFENDER – PERSONNEL ACTION FORM**

[3:53:38 PM](#) Chairman Farnsworth said this is for a new position for public defender.

[3:54:31 PM](#) **Motion by Commissioner Hancock to approve personnel action form for #01-08-401-00. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **APPROVE CLAIMS**

[3:58:07 PM](#) Commissioner Martinez has question on page twenty-nine about a tower. Look at claim this is Teton Communications. Commissioner Hancock comments on so many public defender conflict cases have \$11,060 in one month.

[4:03:47 PM](#) **Motion by Commissioner Martinez to approve claims from 8/28/2017 to 9/8/2017 for \$273,661.52. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **APPROVE COMMISSIONER MEETING MINUTES**

[4:08:45 PM](#) **Motion by Commissioner Hancock to approve commissioner meeting minutes from August 28, 2017. Second by Commissioner Martinez. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **HR/COMMISSIONER ASSISTANT JOB DUTIES**

[4:10:24 PM](#) Rebecca asked for clarification on the job duties. Emergency Management is staying with her. Has questions about commissioner assistant and human resource director. Option number one the assistant would go to the Clerk's office and HR would stay with her. There are a few things that would be extremely time consuming. Option number two both positions reside in the clerk's office and if they have a special project she could work with the clerk. Option number three do not change anything but works under the direction of the clerk. Rebecca said this is a starting point on this discussion. Not sure if Colleen wanted to discuss if they can handle all of these responsibilities. Option number two she needs Rebecca's expertise for certain things. Have some concern about HR in her office. Did take \$9,000 from the \$14,500 so there is only \$4,500 left in her office. Commissioner Hancock thinks HR may be with her expertise. Commissioner Martinez said that Marilyn was taking care of this before a few years back. Commissioner Hancock thinks at least four. Rebecca said presently Marilyn handles payroll and insurance stuff. Not sure some of this was done prior to Emily taking this over. Commissioner Hancock thought he had talked with Marilyn that it was not what she wanted to do. Chairman Farnsworth talked about outsourcing HR. Rebecca is not emotionally attached to any of these positions. Need to have the HR function had spent five hours going over green sheets. Weston clarifies thinks they are saying had some confusion between clerk and her and these are three options they are okay with. Rebecca said it's not confusion they just need to know what to expect. A lot has already shifted to the Clerk's office. Is just needing clarification. Colleen wants to be able to go to Rebecca if she helps with any of this. Commissioner Hancock said they also need to work on the website and PIO. Colleen thinks that HR is more of her call. Commissioner Hancock asked if this would be under Colleen and refer them to Rebecca. Rebecca goes over HR wants employees to know if there is a grievance there has to be a clear avenue. Commissioner Martinez wants Marilyn to handle this. Paul asked if option number two anticipates a new hire. Colleen said if they just hire for this then they sit and do nothing the rest of the time. Chairman Farnsworth wants to look at this again and come up with some additional ideas. Commissioner Hancock said he will call a few HR firms so they are better informed. Would like to find out some of these costs. Paul asked how many hours. Rebecca feels two to three a week. Could also visit with ICRMP they may have some input. Colleen mentions that ICRMP could tell them the liability of not having a HR. Thinks that number two may be the most workable from this group.

[4:32:47 PM](#) Chairman Farnsworth asked for hours. Rebecca would propose 8:00 to 3:00 daily sometimes things get swamped in the office and cannot take a lunch break then she would do 8:00 to 2:00. Sometimes there are night and evening meetings would need to be flexible for these. Realizes this makes it hard for people trying to find her but she has her cell phone. Colleen said if she provides her schedule her office can tell them where she is. Chairman Farnsworth is fine with the hours may want to post on the door and if she is gone to put this on her door. Commissioner Martinez requests on the Jefferson County Facebook thinks comments should come through a commissioner. Commissioner Hancock said they posted some departments have asked. Do not want the public to think there is a fourth commissioner. Chairman Farnsworth thinks they need to not have departments making decisions.

[4:37:22 PM](#) Rebecca said they do not have a social media policy. If you are a county employee you are not allowed to commit the county to anything. Chairman Farnsworth said they need to look into this.

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL – CANCELLED**

[4:39:41 PM](#) **Motion by Commissioner Martinez to adjourn at 4:40. Second by Commissioner Hancock. All in favor – aye. Motion passed.**



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*Chairman of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Clerk of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*County Clerk*

\_\_\_\_\_  
*Date*