

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
OCTOBER 22, 2018**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Sheriff Steve Anderson, Prosecutor Paul Butikofer, IT Garn Herrick, Planning & Zoning Dave Walrath, Noxious Weeds & Invasive Species Mitch Whitmill, Maintenance Corey Smith, Janitorial Bryan Briggs, Extension Office Joseph Sagers, Treasurer Kristine Lund, Assessor Cody Taylor, Probation Tammy Adkins, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Sheriff Anderson. Prayer offered by Kristine Lund.

**COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS**

• **STAFF MEETING**

[9:03:34 AM](#) Sheriff Steve Anderson has a couple things. As far as the Christmas party did they discuss this. Colleen said they have not yet. Sheriff Anderson said the week of the 3<sup>rd</sup> through 6<sup>th</sup> or the 17<sup>th</sup> through 20<sup>th</sup> would be better. Sheriff Anderson said they do transports on Wednesdays could do this on December 6. Let's the commissioners know with the issues they have heard of today will have a few deputies shadowing the hallways. Are moving along with their business. Have an uptake in DUI's this time of year. The maintenance and janitorial is going exceptional. Had the sallyport door go down Corey called someone to fix it who said it would be months was able to find someone else and they fixed it within ten minutes. Sheriff Anderson excuses himself for another meeting.

[9:07:13 AM](#) Clerk Colleen Poole reminds them the ICRMP discount program deadline is October 31, 2018. Marilyn had sent out what they are missing within their departments. Need them to get their people to do the last minute items. This is a real savings for the county.

[9:07:50 AM](#) Assessor Cody Taylor they are still going through changes. Have another appraiser that will be starting Monday. Have two that have passed course one.

[9:08:14 AM](#) IT Garn Herrick busy setting up computers for new employees that are coming on. Have one for Paul to take back to his office. Have another individual starting today to help out. Spencer Goodmansen will be wondering around and helping will get things done quicker. Ordered two new servers for the Sheriff's Office will be getting these in around Christmas.

[9:09:16 AM](#) Treasurer Kristine Lund have a lot going on. Thinks levies will be coming in real soon. Hope these look good once these are entered in. Trying to get issues dwindled down for the hearing. Working on warrants of distraints with the Sheriff's Office and trying to get rid of these.

[9:09:58 AM](#) Extension Office Joseph Sagers said that Lorie sent him over today. Had awards night for 4-H in Rigby it was well attended set up 200 chairs and still had people standing. Was also attended well out in Mud Lake. Horse judging team went to Columbus, Ohio with the All American Quarter Horse Congress. Scored really well but did not do as well with their reasons. Did not finish in the top finals. This was with people all across the country. Personally have been going to a lot of conferences. Doing a lot of planning and reporting. Will have pesticides trainings. Will have some forage and beef schools coming up.

[9:11:48 AM](#) Probation Tammy Adkins does not have anything. Trying to get Odyssey going. Trying to get this all in place has been a pain. Still have some items that she will present later.

[9:12:23 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill are busy this time of year. Closing out the summer work. Winterizing equipment. Doing grass seed treatments. These go on until after Thanksgiving. Thanks Joseph for coming out for the spray day. Has been a good year will have a tally of all the acres they have accomplished.

[9:13:41 AM](#) Public Works Dave Walrath they are still about two thirds staffed with harvest finishing up. Got the ICRMP stuff done. Will be out working on 500 and 4400. Fixing some soft spots out there. Will be over to the new annex doing some work on the parking lot and stormwater retention pond. There is a meeting tomorrow with the Development Company and the Canyon Dairy folks. Trying to see if it is feasible to get this grant. Have some pretty good ideas. Have 16,000 cows they are milking. Wednesday have an LHTAC workshop with an Eco meeting after that. Will have a conference in November. Will be winding down with work by then. Have not seen anyone yet from Leonard's for the fuel dispensary system. For Solid Waste has been working to remedy some issues with the Health Department. Should have done a follow up inspection on Friday. Bonneville County has brought their equipment out to grind but have not started yet.

[9:17:09 AM](#) Planning & Zoning Kevin Hathaway said they are busy. Have around ten public hearings next month. Part of this is they have to do a hearing on variances. Have a new person that will be starting next week. Also have a new attorney that has started. Has been doing a good job.

[9:18:24 AM](#) Prosecutor Paul Butikofer wanted to let everyone know that they are all good on the ICRMP stuff. Judy sent an email that at the end of the fiscal year they used 77% of their B expense leaving about \$16,000 for a return of \$24,602 to the county that they did not use. Trying to live within their means and hope to do this in the coming year.

[9:19:15 AM](#) Commissioner Hancock wants to update for the new building. Telling him the top two floors will be done by the end of the year. The issue had been the water which is out of the basement. Are installing the cisterns and systems. The large amount of dirt is they have to excavate the south side of the building to put these in on both the south and west side. No way to stack this so that is why they are piling it up front. Dave asked he heard they were adding concrete to the basement. Commissioner Hancock said this will be seven to fourteen inches the decision has not been presented yet. Will put crushed rock in-between the floors. Chairman Farnsworth said the added weight will help them. Commissioner Hancock said they do not have the pricing yet on the floor. Can see their offices now for those that are moving in. Need to have a hard hat to go over if not he has to arrange this prior.

[9:23:33 AM](#) Tammy asked if the basement will move back the occupancy dates with the issues in the basement. Commissioner Hancock said it could there are utilities that are not hooked up. They may have some issues with hooking up heat and other items in the basement. The parking lot may also be an issue. Paul asked if they will be able to pave this. Commissioner Hancock said it has to be fifty degrees and rising. Dave said that they are still going to have to pave the peanut-about over here. So there is still some reason for these hot plants to be operating but the

daily windows are getting short. Will get to a point where fifty will be a high. Commissioner Hancock said they may get the rough grading done and park on the crushed gravel and pave this next spring. Had hoped they would get this done faster.

[9:27:15 AM](#) Chairman Farnsworth sounds like everything is going good. Appreciates them all for keeping the county up and running.

[9:27:44 AM](#) Corey Smith with Maintenance said they are trying to keep up. Thinks everything is going pretty well. Have had a lot of little issues in the jail. Chairman Farnsworth said the building is eleven years old now. Bryan Briggs said if there are any spills let him know so he can get it taken care of.

[9:28:51 AM](#) Chairman Farnsworth reminds them if any of them have cell phones that need upgraded check with the Clerk's Office because they are having some free offers on iPhones. Some of the new phones are \$1,200. Just check with the Clerk's Office Marla can help them.

## **PUBLIC WORKS – DAVE WALRATH**

### **• UPDATE**

[9:32:45 AM](#) Dave said he kind of filled them in on a lot of this. Had a design review on Thursday on the Annis Highway Project. Last time they had an estimate of \$800,000 over the program amount. The one they presented was \$200,000 less than the initial estimate but still over. Thinks they found some other places they can cut in this estimate. Commissioner Hancock said the dirt on 3800 has been removed. Dave will come pick up the signs. The LHTAC workshop is on Wednesday. There is a meeting with the local group after that. This is when they propose projects for different grant opportunities for the group to vote on. Get extra points in the grant scoring if it ranks one or two. Have a few different projects. One talked to Commissioner Hancock they want to do a deck epoxy overlay for several bridges. Would be Heise, Feeder and South Twin Bridge. This would be 25,000 to 30,000 square feet of bridge deck. Will also apply for an update to the transportation plan. Also an opportunity this year they do STP Rural every other year. These are funded in rural areas. Will propose a project to update 200 N between Yellowstone and 4000. With the new school coming in this will be a priority. On another project that has been out there is 4000 and 4100 turn lanes. Will be straightening 4100 since it is offset. Have a verbal agreement. Got overzealous and he signed and sent to them it did not go anywhere else. Paul thinks they will go into executive session to discuss this.

[9:37:39 AM](#) Dave said for Solid Waste side have a few things going on nothing out of the ordinary. Commissioner Hancock asked about the loader. Dave said there was no damage on the loader that tipped over. May have had a cup of hydraulic fluid leak out. The individual was strapped in so he is fine. Did call the company that drug tests as standard practice. Chairman Farnsworth asked if he was checked over with medical. Dave said they did. Colleen said they did file a report. Chairman Farnsworth said he was out there last week. The loader looks fine had some issues with the tires. Dave said they had small rocks between the rim and tire. Chairman Farnsworth noticed one of the claws was down told him to have a mechanic look at this. Should still be under warranty. Dave said it is. Chairman Farnsworth asked that they look at that claw. Would want to talk to District 7 and them wanting this covered daily. This seems a little overboard. Dave said the reason is they are enforcing their own operating plan. Can go and amend this plan. Or has another idea once they have this covered up could possibly use the POSI shell machine to do the daily. It is not being used now. Commissioner Hancock asked how expensive this would be. Dave said they could get cheaper cover. Chairman Farnsworth thought it was expensive for what they were spraying on the landfill. Dave said this would be a much smaller area. Not the only county that has this issue. Commissioner Hancock asked how tough it would be to amend the plan. That might be the easiest approach. Dave did participate in a teleconference for the new rules for C&D. Got some concessions on carpet and furniture and are moving forward.

### **• EXECUTIVE SESSION 74-206 (C) – ACQUISITION OF REAL PROPERTY**

[9:42:51 AM](#) Motion by Commissioner Hancock to go into executive session 74-206 (C) – Acquisition of real property. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 10:00

### **• APPROVAL OR DENIAL OF ACQUISITION OF REAL PROPERTY – (ACTION ITEM)**

[10:00:51 AM](#) Motion by Commissioner Hancock to approve the purchase of right-of way on 4100 for \$15,812 with additional for closing fees that have yet to be determined. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:03:00 AM](#) Commissioner Martinez asked while looking at claims asked on the back glass what were they replacing. Dave believes this is for Bruce's pickup. Bruce had been off for a while so they took his pickup and fixed a bunch of things that needed fixed. Commissioner Martinez said there was one for Fleet Pride for a bunch of maintenance parts. Dave thinks this was for D7 or D5 they needed the walking beams worked on. Got these all in and fixed now.

## **TREASURER – KRISTINE LUND**

### **• CREDIT CARD CONTRACT – PROBATION – (ACTION ITEM)**

[10:06:02 AM](#) Sheree Peterson said this is a contract with Access Idaho. This is the same as all of the departments. Probation wants to begin taking credit cards.

[10:06:58 AM](#) Motion by Commissioner Martinez to approve addendum J with Access Idaho. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

## **COMMISSIONERS**

### **• EMPLOYEE RECOGNITION**

[10:09:51 AM](#) Chairman Farnsworth said they decided December 6<sup>th</sup> for the employee lunch. Could do Lil' Mike's again. Need to add a little bit this year the first year they had way too much and last year they barely had enough. Colleen said if they do the meat then she can get a group

together to do the vegetables and salads. Commissioner Hancock asked on Dutch oven potatoes. Chairman Farnsworth said they can plan on these again. Commissioner Hancock will get the spuds. Colleen said they will take care of the rest. Chairman Farnsworth said he will ask Jeremy about the cobbler again. Colleen said to let her know what he needs for this. Paul asked if Lil' Mike's brings the condiments. Asked to have some hot BBQ sauce brought in.

[10:15:34 AM](#) Colleen said for the recognition in the past feels it is too loud to try to read about each person. Had discussed doing something different. Chairman Farnsworth asked about jackets. Commissioner Hancock thinks they can plan on these again.

- **NEW BUILDING PROJECT – (ACTION ITEM)**

[10:17:19 AM](#) Commissioner Hancock said he talked about some issues will have more information. Wanted a meeting they wanted to do this on Wednesday at 2:30 regarding some issues with the subwater. This is the same time he has an R&D meeting. Colleen thought they had decided to go fourteen inches on the floors. Commissioner Hancock said this was discussed but they have never provided any pricing. Chairman Farnsworth saw the pile of dirt sound like they are packing this back in. Paul asked when they would have a decision. Chairman Farnsworth knows they are waiting on subs thinks with the fourteen inches they would be above sublevel. Paul thinks fourteen inches would be best personally. Was down there a few weeks ago and there is enough room. Commissioner Hancock said some of the duct will have to be moved back up. Will still have enough room if they ever want to occupy the basement. Chairman Farnsworth discusses having equipment stored there. Colleen thinks for Elections they want to stay where they are have the cages built for that room. Talked with Corey he is looking for place to store his equipment. Could build him a shed but this is his personal stuff. Worries about the maintenance equipment being stored on site. Commissioner Hancock said this is the room that they use to access the ceiling. Would think it would help them with an elevator. Colleen prefers to keep this out there. Chairman Farnsworth said they need to move the maintenance out of there. Should not have the paints, gas and oils stored by this equipment. Colleen said they do not want to have to bring their equipment back and forth. Chairman Farnsworth said they are a sub-contractor so they can bring it in and take it out. Paul said right now it is not an issue. Colleen said it is not being stored here now it was brought up and feels it is not a good idea to have his equipment stored here.

- **SIGN CERTIFICATES OF RESIDENCY – (ACTION ITEM)**

[10:24:58 AM](#) Motion by Commissioner Martinez to approve certificate of residency for the College of Southern Idaho for Saige Kirkpatrick. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:25:32 AM](#) Motion by Commissioner Hancock to certificate of residency for the College of Eastern Idaho for Kara Dixon, Kyla Later and Margarita Montoyo Lopez. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)**

[10:30:29 AM](#) Motion by Commissioner Martinez to approve commissioner meeting minutes from October 9, 2018 with noted change. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[10:32:17 AM](#) Recess to review claims

[10:59:17 AM](#) Deputy Prosecutor Weston Davis is in the room

Open session 11:07

- **APPROVE CLAIMS – (ACTION ITEM)**

[11:08:02 AM](#) Commissioner Martinez asked on tower space for Teton Communications what this is for. Commissioner Hancock thinks the tower space they have to pay for the repeater. Commissioner Martinez said this is not for the portable tower. Chairman Farnsworth said this is like a service they pay to use their radios in the pickup. Commissioner Martinez asked if the new portable tower and channel are a benefit or an added expense. Commissioner Hancock does not know they would need to ask Dave. Chairman Farnsworth said he has walkie-talkies and can still talk about four miles away. Commissioner Martinez was not in favor of the portable channels. Chairman Farnsworth is not sure they are getting their money back on this. Commissioner Hancock said to ask Dave at the next update. Commissioner Martinez asked on the monthly fleet tracking. Commissioner Hancock said they are using this. This gives them information and data on each piece of equipment. Commissioner Martinez knows that the mechanic watches where they are going on his computer. Chairman Farnsworth asked if this gives the ability to shut the truck down. Commissioner Hancock believes it does. Commissioner Martinez said the other one under Idaho State Police what is the access fee from October to December for ILETs. Commissioner Hancock thinks this is the program with Idaho State Police and other emergency agencies. Weston said this is a sub set off of Odyssey. Uses this down in Bonneville County. Commissioner Martinez said this must just be an access fee. Weston said they do have a lease with Teton Communication for \$50 a month on a tower out in Montevue.

[11:13:51 AM](#) Commissioner Hancock mentions the building costs were \$215,000 last month. Getting down to the end of this. Have paid for three-fourths of the building.

[11:14:12 AM](#) Motion by Commissioner Martinez to approve claims from 10/01/2018 to 10/19/2018 for \$758,190.93. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

### INSURANCE – CARLOS APONTE – CANCELLED

- **INSURANCE – (ACTION ITEM)**

**SOCIAL SERVICES – JACKIE MAUPIN**

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

[11:15:47 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 11:42

- APPROVAL OR DENIAL OF INDIGENCY APPLICATION – (ACTION ITEM)

[11:42:20 AM](#) Colleen goes back to the claims they did not approve any contract with the animal shelter but she received an invoice for this. Commissioner Hancock said they never agreed to this. Chairman Farnsworth said they did not want to go that route. Colleen got the bill and needs to know what they want to do. Chairman Farnsworth said they could send a letter saying this contract was never approved. Colleen said this was the county share for taking care of animals. Weston asked if there is an MOU. Colleen said they never agreed upon this. Commissioner Hancock said this is for individuals taking in their animals. Colleen said the City of Idaho Falls wants \$15,000 for their share of taking care of animals. Never agreed to this but are getting a bill. Chairman Farnsworth said they checked to get a price and did not proceed. Colleen said they want this paid quarterly. Chairman Farnsworth said whoever is billing does not understand they did not proceed. Commissioner Hancock said they were not going to do with this. Colleen said they did not do anything with this but will pull the original letter and get with legal counsel.

**PROBATION – TAMMY ADKINS**

- QUARTERLY REPORT

[11:44:59 AM](#) Tammy has the quarterly report. (Exhibit A) Did hire the position they had open. Moved one up to a different position and hired for the part-time position. Sara Wilkins is the new person. Her family bought out the Glenwood Jerky. The only thing on the last page debriefed the data and stats. The only benchmark they did not make is to divert the juvenile probation. Were at seventeen percent and the target is twenty percent. Nothing else stood out. Been hectic getting ready for the court transition for Odyssey.

- ACCEPTING COURT PAYMENT – (ACTION ITEM)

[11:47:55 AM](#) Tammy said with Odyssey coming in. Not sure how to explain this but prior to Odyssey coming in they collected and billed the supervision fees. Knew Odyssey would change this because they have priority of payments. There is now a priority of how these payments are dispersed.

[11:48:40 AM](#) Prosecutor Paul Butikofer left room

[11:48:45 AM](#) Tammy knows they are like third in the priority list. This is entered by the court clerks. Have found where her office is not here on site and have different hours wonder if they could still take a payment to be given to the court. They have different hours and have individuals wanting to make a payment. Still take payments for the drug court and workbooks. They would just not be able to designate the payment as supervision costs. Feels that if they do not take the money when the individual has it they may not see it. Did not want to continue to take payments without permission.

[11:50:35 AM](#) Commissioner Hancock does not see any issues with this. The hours are different. Someone comes in on a Friday evening and they do not take the payment they will never see this. Tammy said they take money still this would be allocated as a court payment. Know that they cannot designate this to one type of fee. Weston asked if they take her receipt and enter it into Odyssey. Tammy said they used to separate this out but now where it is all going into Odyssey they are proposing they take the money and turn it into the courts. The Supreme Court has designated that they have to do the priority of payment. Colleen said the court clerks will apply this to priority of payment. Weston asked if it has the priority of payment in the system. Tammy said it does. Would just like to take the payment and bring it to the court clerks. Colleen agrees that they should be able to do this still. Weston asked on cash payments if they have to sign these receipts. Tammy said no. Weston asked if it creates carbons.

[11:54:37 AM](#) Prosecutor Paul Butikofer is in the room

[11:54:44 AM](#) Tammy said they have triplicate one goes to the person, one in the file and the other to the court. They also have a daily log. This designates especially what the money was for and will then take it to whichever clerk this would apply to. Before they were able to designate where this went. Wanted to get clarity. Colleen prefers her to still take payments. Does not have any problems with that. Paul mentions they could just pay here so they are not driving money over. Tammy said they still take money if they could have them pay everything here it would be different but they still have to pay drug testing fees and workbook fees at her office. Paul asked on procedure of the money. Tammy said they have a safe then her secretary goes through this with a daily turnover sheet. Then brings it to the clerks who sign off on it. Colleen said that they would prefer this even when they move over.

[11:58:38 AM](#) Motion by Chairman Farnsworth to approve Probation to take fine money just not designate where the money goes. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

**COMMISSIONERS**

- EXECUTIVE SESSION 74-206 (B) – PERSONNEL

[12:00:22 PM](#) Motion by Commissioner Martinez to go into executive session 74-206 (B) - Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- PERSONNEL ACTION – (ACTION ITEM)

Open session 12:33

[12:33:54 PM](#) Chairman Farnsworth thinks while Rebecca is gone that they need to have this paid as overtime since the state will not reimburse comp time. Commissioner Hancock agrees.

[12:34:34 PM](#) **Motion by Commissioner Hancock for Rebecca while being in Florida the county will pay overtime and it will be decided to come out of her salary line or the emergency line pending the auditors.** Commissioner Martinez asked about paying thirty-five hours a week now then paying out the overtime after they figure this all out. Weston does not believe they can. Need to pay this out once the hours are worked. **Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – nay. 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)**

[12:37:16 PM](#) **Motion by Commissioner Hancock to adjourn at 12:37. Second by Commissioner Martinez. All in favor – aye. Motion passed.**

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*Chairman of the Board*

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*Date*

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

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

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*County Clerk*

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